



Dear Parents/Guardians,

Welcome to the beginning of another school year. I hope you had a safe and relaxing summer. My name is Mrs. Harris and I am excited to teach 4<sup>th</sup> grade this year. I hold a Pennsylvania Certification in Elementary Education. This is my eighth year at Lea, however I have been teaching for 22 years and I am glad to work with you and your child.

The parent-teacher relationship is vital to a child's success in school. By working together, we can help your child have a very fulfilling learning experience. Throughout the year, I will communicate with the home through notes, telephone calls, progress reports, and report cards. I will also be available for parent-teacher conferences, as they are needed.

In this letter I have highlighted some procedures and responsibilities in place in my classroom. This will allow the students and parents to be well informed of classroom expectations.

STUDENT RESPONSIBILITIES:

1. Be prepared for school/class with materials and school uniform
2. Complete all assignments on time
3. Respect personal space and property of others
4. Hands must be raised and acknowledge in order to speak
5. Listen quietly to others as they speak "One Voice at a time"

STUDENTS THAT ARE NOT FOLLOWING CLASS EXPECTATIONS

There is a posted behavior chart in front of the classroom. Students must move their name up on the thermometer chart anytime they are caught NOT being responsible. Students can earn their way back down the thermometer when they adhere to class and school wide expectations.

Please see the Behavior Progress Chart on the last page. Students will complete and bring home daily for parents to sign. I will check daily for the signature.



## STUDENT MOTIVATIONS

Each student will receive a weekly and monthly behavior chart to inform parents of their behavior and completion of assignments. The behavior chart must be signed each day. A sample behavior chart is attached.

Every month there is a Popcorn Party if students earn a certain amount of tickets. Every month the amount of tickets needed to earn a place at the Popcorn Party will increase.

## HOMEWORK/CLASSWORK/ASSESSMENT

Students will receive work to complete during class to accompany skills taught for a given subject. These assignments measure whether additional review is needed and practice for homework. Students will be assigned homework from Monday – Thursday. Parents please check to make sure it is completed to the best of their ability. All skills will be assessed to determine students understanding and if reteaching is necessary. **Failure to complete homework, class work and assessments will result in a low academic grade.**

## ABSENT/LATENESS

It is essential that students come to school daily. Children who are consistently absent or late miss out on essential learning. Of course some absences are unavoidable. In those cases please **bring in a note** of excusal on the day the student returns. An absent folder will be provided for your child containing the work missed. Please make sure that your child **complete the folder and return it within 3 days.**

Students who have 100% attendance and less than 3 lateness in a month will receive a certificate and a no homework pass as a reward.

## COMMUNICATION

ClassDojo is a communication app for the classroom that connects teachers, parents and students. It is used to share photos, videos, and messages throughout the school day.

Parents, I look forward to meeting and working with you as we create a successful year for your child. If there are any questions feel free to contact me via e-mail or leave a message with the school's secretary. In addition, you will also be able to contact me using the ClassDojo app once you receive your personalized code during the first few days of school.

Thank You,

Mrs. J. Harris

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