

Dear Parents & Students:

Welcome 4<sup>th</sup> graders to room A308! My name is Ms. Flett and I am honored and excited to be your homeroom teacher. I am looking forward to a wonderful year of fun and learning here at Chase. Below you will find important information including policies, procedures, and schedules as well as information about our classroom community. One **BIG change** that you can expect is that the 4<sup>th</sup> graders will receive Math and Science instruction from me in the morning then travel to Ms. Gies in the afternoon for Literacy and Social Studies. I will be teaching Math and Science to her 3<sup>rd</sup> grade students at that time. This should help ease the 4<sup>th</sup> graders into their transition to the middle school structure in 5<sup>th</sup>-8<sup>th</sup> grade in the coming years!

On the first day, the students will learn our four classroom rules: **Be Respectful, Be Responsible, Be Positive, Be Safe**. Following these rules will ensure every single student has a happy and successful year. I encourage my students to take ownership of both their learning and their behavior and fully participate in our A308 community. With your involvement and cooperation I am confident your child will shine!

### Classroom Management System

#### ***Incentives:***

- ClassDojo Points: All Chase students grades 3-6 use the ClassDojo app. Each student receives positive or negative Dojo points for their behavior.
- You will receive a separate sheet with a sign-up code and instructions to view your child's points. Positive Dojo points earn Fun Friday and classroom privileges.

#### ***Consequences:***

- When a student violates a rule, the teacher will issue a consequence in the order listed below:
  1. Verbal Warning
  2. Negative Dojo Points
  3. Teacher's Choice (loss of privileges, parent contact with a "Think Sheet" to be signed, or office referral)

In addition we are continuing with our school wide **CHAMPS** program. This involves setting clear expectations for learning in any environment. Please ask your child how it is used in our classroom and in other areas of the school. This will be monitored and practiced school wide throughout the year.

**C** – Conversation    **H** – Help    **A** – Activity    **M** – Movement    **P** – Participation    **S** – Success

## Uniform

Students K-5 can only wear white and navy blue colors. **Logos, glitter, cartoon characters or any kinds of designs are not allowed on the shirts or pants.** If the student is wearing a sweatshirt during inclement weather or to stay warm inside the classroom, it must also be navy blue or white. Chase spirit wear is on sale in the office. During PE the uniform must be regulation (blue shorts or jogging pants, white shirt, and gym shoes). You will find our daily schedule below, so you know what days we have gym.

## Homework

**Homework is extremely important to your child's education.** Completing homework accurately and on time will help develop a sense of responsibility and improve your child's academic performance. Typically, students in **fourth grade should expect to receive around 40 minutes of homework per night.** I encourage parents to be involved with their child's homework. Help your child complete written homework, or simply check his/her homework every night. With your cooperation, we can help your child have a successful year.

1. Usually assigned daily Monday - Thursday and due the next day, unless indicated.
2. The student should complete all of the work and come prepared to ask questions when confused.
3. Parents will be contacted if your son/daughter is not turning in homework.
4. Homework affects your child's grades as well as participation in classroom rewards.
5. **Children must read 30 minutes every night outside of school to develop as fluent readers.** Please listen to your child read often and read to them as well (they are not too old to be read to).
6. Your child should still be practicing their math facts regularly (Reflex Math/Flash Cards) in order to build fluency in mathematical concepts. Working on this with your child is a great way to be involved.

## Daily Schedule & Specials

8:15 – 8:30 Breakfast  
8:30 – 9:30 Specials  
9:30 – 10:45 Math (Flett)  
10:45 – 11:30 Second Step (Flett)  
11:30 – 12:15 Lunch/Recess  
12:15 – 2:15 Language Arts (Gies)  
2:15 - 3:15 Science (Flett)

### *Specials*

Monday: STEAM  
Tuesday: Tech  
Wednesday: Music  
Thursday: Opera for All  
Friday: PE

**Student success is directly connected with consistence attendance at school. It is also important that your child arrives on time.**

**School-wide Goal  
98% Attendance Daily**

## Attendance

In addition, all children need to be in school every day. It's the only way we can be assured that they are receiving the instruction they need. Students may begin to line up at 8:10. **The entry bell will ring at 8:15.** Students will be considered tardy after 8:25. Please do not drop your students off too early, as there is not supervision. Students will be **dismissed promptly at 3:15.** All children are expected to be in school every day

with the exception of the following excuses: student illness, family emergency, death in the immediate family, or religious holiday. If a child must be absent, the parent/guardian should call the school the morning of the absence (773-534-4185). When the child returns from an absence, the parent/guardian must write a note explaining the absence and date it. If absence is known ahead of time please contact me before that day!

I hope that we can work together this year to meet all of the needs of your son or daughter. You can contact me through the ClassDojo app, at Chase by telephone 773.534.4185 or e-mail me: [teflett@cps.edu](mailto:teflett@cps.edu). I am also available most days before or after school. Additionally, if there is there a family situation or special circumstance that you feel I should know about, I encourage you to contact me.

I look forward to a great school year!

Thank you,  
Ms. Flett  
4<sup>th</sup> Grade Teacher  
Room A308

Please complete and return the next two pages  
with your child no later than Wed Sept 20<sup>th</sup>.  
If it is convenient you may give it to me  
during Open House on 9/20 (5:00-7:30pm).

Child's Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_

### **Room A308 Parent Check List**

1. \_\_\_\_\_ I read and understand the Homework Policy for Room A308.
2. \_\_\_\_\_ I will consistently monitor and check my child's homework.
3. \_\_\_\_\_ I read the Classroom Management procedures and understand what is expected of my child.
4. \_\_\_\_\_ Contact Information:
  - a. \_\_\_\_\_ Phone (best time \_\_\_\_\_ current number(s) \_\_\_\_\_)
  - b. \_\_\_\_\_ E-mail (my e-mail address is \_\_\_\_\_)
  - c. \_\_\_\_\_ Note home (Please only check if your child is reliable)

Parent's Signature \_\_\_\_\_

### **I would like to get to your child better. Please fill out the questions below!**

1. Describe your child in terms of personality.
  
  
  
  
  
  
  
  
  
  
2. Siblings (Number and Ages)
  
  
  
  
  
  
  
  
  
  
3. List any technology you have access to at home. (internet, computer, iPad, e-mail)



11. Are you interested in volunteering in the classroom? (Please check one)

Yes (repeating)

Yes (one time)

Maybe, but I'd like more info

No thank you