

September 6, 2016

Dear Families,

Welcome to Room 124. I am Rebecca Brown (Mrs. Brown) and I will be your child's teacher. It will be a year of new experiences for us all and I expect that we will learn a great deal from one another. Our theme for September and throughout the year is creating our school culture through the school-wide approach of PRIDE, 'The 7 Habits' and 'The South Loop Way'. Through these approaches we will create our classroom community that is respectful, responsible and safe for everyone.

In order for your child to be successful, you should be an active participant in your child's education. I encourage you to be my partner to ensure that your child is motivated to learn and to achieve his/her very best.

This week you will receive a tremendous amount of information, and I know it can be overwhelming. However, please read each document carefully. It's important to know my expectations of you and your child. Also, please complete and return all forms by the due date.

Your child should arrive to school **every day** with the following items:

- Home Folder (Homework packets due every Thursday)
- Book Bag
- Reading Log (due the last Friday of the month)

School Fee: A \$75.00 school fee has been assessed for every student to cover instructional supplies and parent handbooks. The fee is due by Friday, September 30th. Acceptable forms of payments are cash, money order and checks made payable to **Friends and Family of South Loop**. You are also able to pay by credit card on the school's website (www.southloopschool.net).

Parent Volunteers: There will be opportunities to volunteer during the school year. We have a new policy that parents may not be in the classroom during the instructional part of the day. Field trip chaperones will be selected on a first-come, first-served basis. I will notify you of upcoming field trips as soon as the information is available.

Schedule: The school day begins at 8:30AM. Students will be marked tardy if they arrive after 8:35AM. Please do not bring your child to the (west side) classroom door after 8:30AM. You must go to the main

entrance (east side). South Loop School offers a free breakfast to all students. No application or enrollment is required. Breakfast will be served in the **lunchroom** from 8:00AM - 8:25AM. After they have finished breakfast they will go to the playground to be picked up by a teacher at 8:30AM. The school day ends at 3:30PM. Students will be dismissed at 3:30PM from the classroom door on the west side of the building.

Lunch: 10:30AM - 10:50AM **Recess:** 10:50AM - 11:15AM

Ancillary Classes: The students will have library, art, music, physical education and health. ****Students must be dressed in P.E. and Health attire (including gym shoes).**

Attendance: In the event of an absence, please send an e-mail or a note upon your child's return to school with the **date(s) and reason** for the absence. Please refer to the parent handbook for the five reasons that are excused. If you know that your child will have an early dismissal, please let me know via a note or e-mail. This will allow me to have your child ready for dismissal at that time. Pick your child up at the main office.

Expectations: Your child will be expected to work independently, with a partner, in small groups, participate in large group instruction/activities and at a variety of centers in our classroom. Students are expected to complete homework throughout the week and return it in the home folder on the due date.

Leader in Me: A leadership culture actively engages students in their own learning; even the youngest students set goals and track progress. All students become active participants in the direction of the school and many of the decisions that are made. **The 7 Habits are the foundation of the leadership culture.**

Habit 1 - Be Proactive

Habit 2 - Begin with the End in Mind

Habit 3 - Put First Things First

Habit 4 - Think Win-Win

Habit 5 - Seek First to Understand, Then to be Understood

Habit 6 - Synergize

Habit 7 - Sharpen the Saw

Each month we will highlight a habit school-wide, as we review each habit, information will be sent on how to incorporate it at home. At the end of each month, two students might be selected as Leaders of the Month. They will earn a day out of uniform and a spot at the Golden Table for lunch (provided by parents).

Home Folders: Each child should have a **plastic** folder. This will serve as their home folder, and will be the only folder that travels to and from school each day. The left side of the folder will be designed for items that should remain at home. The right side of the folder will be for items that should be returned to school. Home folders should be checked and cleaned on a **daily** basis.

Homework: Packets are given on a **weekly** basis. Packets will be sent home on Fridays. Unless otherwise noted, homework will be due the following **Thursday**. Late homework assignments are **NOT** accepted, and will receive a **zero**. Incomplete homework assignments will receive credit for the work that is finished. In the event of an absence, students will be allowed to make-up homework assignments. However, it must be submitted within a certain timeframe. The timeframe will be determined based upon the length of the absence. Should it not be turned in on time, a zero will be given. Some of the homework will involve the use of an iPad, tablet or computer.

Homework is worth 10 percent. The other weight are as follows:

Classwork - 50%

Assessments (tests) - 40%

Projects will be assigned throughout the year. The weight will be based on whether it's a home or classroom project. Pre Chicago Public Schools, the grading policy is as follows:

100% - 90% - A

89% - 80% - B

79% - 70% - C

69% - 60% - D

59% and below - F

Behavior: The expectation is that students follow the classroom rules and school-wide rules and manners established through PRIDE, The 7 Habits, and The South Loop Way (Be Safe, Be Responsible, Be Respectful). If a child should break a rule, students will be reminded of the rule in a positive problem-solving manner. Together we will make a plan to be successful. If a student should continue having difficulty with rules I will be contacting the child's parent. Together we will plan how to help the student. Very rarely, does a behavior continue at this point, if it does, a conference will be held with the student, teacher, administrator(s), and parent(s) to discuss and create a behavior plan.

Conferences/Meetings: I am available before school for conference/meeting and rarely afterschool if a morning conference/meeting is not an option. You may contact me at rlbrown4@cps.edu or call the school at 773-534-8690 to leave a message. I will be checking my e-mail throughout the day. Please allow 24 hours for a response.

Classroom Website: Our classroom website will be up and going by Monday, September 12th. This will be a quick and easy way for you to remain abreast of the happenings in our classroom and school. More information will be coming soon.

Uniforms: Each student should arrive to school wearing navy blue pants, shorts, or skirts, and a white collared shirt. The temperature can be unpredictable in our classroom. So, I highly recommend bringing a solid white or solid navy sweater that can remain in the classroom. You can check the school's website to order gym uniforms. There is **NOT** time allocated in the schedule for students to change clothes. They must also wear gym shoes in order to participate in gym activities for their safety and the maintenance of our facilities. If your child is wearing a skirt, please wear shorts underneath, as we will be sitting on the rug/floor and during large group activities.

Please be sure to label all items of clothing with your child's name and room number. This includes lunch bags and book bags.

Birthdays: In lieu of treats, students may bring their favorite book to donate to the classroom library. The child will have the opportunity to read or have their book read to the class. I also ask that you only send invitations to birthday parties to be distributed at school when every student in the class will be invited to the event so no one feels left out. (I will not distribute invitations unless everyone is invited) We will be celebrating 'Summer Birthday's' a few at a time over the month of September. More information about this will go home soon.

Lunch Forms: Each student will receive a lunch form application. Even if your child will bring lunch to school, please complete the name portion, write N/A, and sign it. The forms generate federal funds for the school. Hot lunch will be available each day. Lunch is free to **all** students. The menus for breakfast and lunch can be located on the CPS website.

Allergies: IF YOUR CHILD IS ALLERGIC OR SENSITIVE TO ANYTHING, PLEASE LET ME KNOW IMMEDIATELY.

The South Loop School is an **ALL NUT/PEANUT FREE AND CANDY/GUM/POP FREE ZONE**. This means no peanut oils and almond extract in homemade lunches. Please do not send any food items containing peanuts, peanut butter or any form of tree nuts/nuts in your child's lunch. If you send a prepackaged lunch to school please take out candy/pop before sending it to school. Daily send a healthy snack for the afternoon. We will be checking all food that is brought into the school before students can have it. Any snack not on the list will be sent back home. Thank you so much for your understanding and cooperation.

Snacks for Room 124

Fresh fruit and vegetables are always encouraged.

Chips

Pirate's Booty-aged white cheddar, sour cream and onion, New York pizza
Pringles Snack Pack-original, 100 calorie original
Sun Chips-original, harvest cheddar, French onion, garden salsa, Jalapeno Jack

Crackers

Barnum's Animal Crackers-original
Cheez-It Crackers-original
Pepperidge Farm Goldfish Crackers
Townhouse Crackers-original, wheat, flipside pretzel
Triscuit Crackers-original, garden herb, rosemary and olive oil, roasted garlic

Drinks

Water (non-flavored, non-sweetened, and non-carbonated)

Fruit/Vegetables

Fresh fruit/vegetables
Individually packaged apple sauce-squeeze packet
Individually packaged vegetable sticks

Pretzels

Rold Gold Pretzels-this, sticks, rods, tiny twists

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Treats

Betty Croker Fruit Snacks

Fruit Roll-ups
Special K Bars
Teddy Grahams

ONLY SEND 1 SNACK PER DAY! Thank you

Restroom Procedures: In Room 124, we have a single restroom and at times we may use the restrooms in the hallway. Students will always be allowed to excuse themselves in the classroom to use the classroom restroom. I will be teaching and using ASL (American Sign-Language) to all the students so they can communicate their need non-verbally, so not to disrupt instruction.

Illnesses: For the safety of the students and staff, please keep your child home if s/he has been ill within the last 24 hours - this means a fever continually runny nose, a continuous cough, or if s/he has vomited. It is unfair to both your child and to others in the classroom if a student comes to school ill. If your child becomes ill at school, we will notify you. Please make every effort to come immediately as your child need you.

Students returning to school following a contagious illness must bring a doctor's note in order to return to school. If your child is out for any reason, please write a not to the reason on the day of your child's return. It is very important that families keep the school up-to-date on all contact information, changes in address, phone numbers, emergency information, workplace numbers, etc.

School Information:

South Loop Elementary School, 1212 South Plymouth, Chicago, 60605,
773-534-8690

School website: southloopschool.net

Instagram@slooplions

Twitter@sloopschool

Facebook

Upcoming Dates - Mark Your Calendars:

Saturday, September 10th - Back to School Picnic (11:00AM - 1:00PM)

Wednesday, September 14th - Anti-Bulling Day (wear solid purple shirt and blue jeans)

Wednesday, September 20th - Open House

Monday, October 10th - NO SCHOOL (Columbus Day)

Thursday, October 20th - OKTOBERFEST @ Reggies (Fundraiser 6:00PM - 9:00PM)

November 4th - NON ATTENDANCE DAY STUDENTS

November 9th - Parent/Teacher Conference (NON ATTENDANCE DAY STUDENTS)

November 11th - NO SCHOOL (Veteran's Day)

I look forward to meeting each of you to begin our journey together, as a team, making your child's 2nd grade year a wonderful experience.

Sincerely,
Mrs. Rebecca Brown