**Miss Souhrada’s**

**Introduction to 3rd**

**Grade**

**Welcome to 3rd Grade!**

This handbook was developed to introduce you to the procedures and schedules of my 3rd grade classroom. Please read through this carefully and keep it for future reference.

This school year we will become partners in one of the most important jobs we have: helping your child to become all he or she can be. I look forward to working with you in making your child’s 3rd grade experience memorable and filled with personal growth as a thinker and learner. I graduated from Saint Mary’s University in Winona, Minnesota with a degree in elementary education with a math emphasis this past May. I student taught in 2nd grade and 8th grade algebra 1. I have also been a tutor for the Winona Dyslexia Group for the past 2 years and was the knowledge learning adventure teacher at Knowledge Beginnings this summer. I student taught in 2nd grade and 8th grade Algebra 1. This is my first year teaching 3rd grade.

The beginning of the year is geared toward developing a community of learners and assessing your child’s abilities and needs for a productive school year. Third grade is a year of transition from the development of skills to the development of independence. It is a time for students to begin to assume responsibility for their education and become lifelong learners.

**Ways to contact me**

 Feel free to contact me with questions or concerns that may come up throughout the year.

School Phone: 641-985-2288 extension #2004

Call the school phone between 7:45-4:00 Monday – Friday

E-mail address: krystal.souhrada@riceville.k12.ia.us

Home Phone: (641) 985-2507 I ask that you please don’t call this number after 8:00 P.M. to respect my family time unless it is an emergency. Thank you.

* Please contact the office if there is something you need to let your child know that day or if there is a change in routine to go home. I will try to check my e-mail throughout the day. However, I can’t guarantee that I will have an opportunity to check my messages on the phone or computer in time to know of the change.

**Weekly Communication**

 Communication is the key to positive relations between the school and home. Here are some of the ways that we will be able to communicate important information and events to each other:

* Please watch for an orange weekly work folder that will come home each Friday with the student’s accomplishments for the week. It is beneficial to go over the work with your child to stay informed of the topics and concepts we are covering in school. The papers inside may be removed and kept at home. I would suggest setting ones aside that your child struggled with to use as review during the nightly work time. Please sign, date, and add any needed notes to the form attached in the folder. Send the folder back on Monday or the first day of the following week.
* In this same weekly folder, your child will be placing a letter to the family highlighting the activities of the week and alerting you to upcoming events or projects. This may be removed and kept at home. Some weeks I will write this letter and other weeks the letter will be written by the student.
* Your child will also have a take home folder that will come home daily with necessary notes from the office or myself. In this folder, you will find a monthly calendar with school information pertaining to 3rd grade. Please leave this calendar in your child’s folder. This will be used as a form of communication regarding our behavior incentive program. Please check these nightly for the color/points your child received for the day and if there is a behavior slip you need to discuss with your child, sign, and return the next day.
* I also have a website that is linked on the Riceville school website. On the website you can find my lesson plans, which will be updated every Sunday night. You will also be able to see the classroom expectations, learning goals, class schedule, and contact information. The website is a work and progress and will continue to be updated throughout the year. The link for my website is the following:

http://ricevillethirdgrade.weebly.com

**Grading**

 When looking over your child’s papers, the following information will help you understand the system for checking their work. Some papers are not graded and will have a star at the top or a minus sign with a number after it to tell the number incorrect. These are often papers we completed together or were an introduction to a concept. I believe it’s important for students to be able to practice and have experience with the concept before a paper or homework is graded.

 **If a paper is graded, a letter grade will be circled at the top of the paper.** Your child is responsible for correcting mistakes if he or she has a grade lower than a C, (less than 73%). Corrections will be made and turned in to the teacher, and a “C” for corrected will be written over the number wrong showing the paper has been corrected. Since this is the first year they receive a letter grade, it will be a different experience for them.

 Six-week letter grades will be sent home to help us know what areas we need to work harder in. Report cards will come home every twelve weeks. Final grades will be figured by percentages, as well as teacher observation.

**Grading Scale:**

A = 100-94

A- = 93-90

B+ = 89-87

B = 86-83

B- = 82-80

C+ = 79-77

C = 76-73

C- =72-70

D+ = 69-67

D = 66-63

D- = 62-60

F = 59-0

**Homework Expectations**

 I want to challenge you to change how you think about homework for your child. Traditionally, the teacher assigns homework for the students and if there is no homework, students are “free” for that evening. Instead, I would like students and parents to set aside 15-30 minutes each night for the student to work on academic tasks. In this new way of thinking, the question to ask if not, “Do you have any homework?’ but rather, “What are you working on for school tonight?” The student is now responsible for doing assignments he or she knows are due, work on concepts he or she is currently working on, or review things he or she had difficulty with in the past. Don’t forget that reading is a cornerstone for a child’s success. Make sure part of the evening is set aside for reading every night! Ideas to incorporate reading may be to have your child help read recipes and directions when cooking or a magazine/newspaper of interest to them.

This year the students will be using planners to record their homework every night. **I ask that you go over this with your students, and then sign the bottom of the assignment list every night.**

 Spelling packets and the weekly list will come home on Monday. The packet is due on Thursday. We check it together during spelling time. If a spelling packet is forgotten at home or is not completed by the time we need to correct the packets, the child will need to move their color strip for not being responsible with the packet they had been given three nights to complete. There will be no choice of moving back on color strips for this occurrence. They will have to do a new packet at school that day, and the one from home still needs to be turned in. Spelling tests are on Fridays or the last day of the school week. Your child should be studying these words each night. There will be 10 regular words and 5 sight words or high frequency words that must be written in quality sentences on the test. These sentences must be generated and practiced at home.

 Math homework will be sent home often**. We MUST master multiplication and division this year.** I would suggest looking for supplemental materials to have at home, such as flash cards and workbook activities for your child to work on during their nightly work time. The Internet can be a great resource for finding ideas to go along with the concepts taught.

 Other homework will come home if it is not completed in class. Missing assignments could mean lost recesses until it is completed or a deduction in the grade. If your child is struggling with certain concepts, extra homework may be sent home for review.

 NOTE: Homework is important, but there are sometimes family commitments such as attending a sibling’s sport activity far away, an illness, celebrating a birthday, etc. happen. A simple note to me with a reason why the homework was not handed in on time will do, although the work still needs to be finished in a timely manner. (Spelling would be an exception since there are 3 nights given to complete it.) Keep the line of communication open. Please let me know if work assigned is often overwhelming and needs to be modified.

**Arrival and Dismissal**

Students may begin entering the building at 7:45. Buses will arrive around 8:00. Breakfast is served from 7:45-8:05. All students must wait in the lobby until the supervisor dismisses everyone to their classrooms at 8:00. All students should be in their classrooms by 8:15. Class time begins at 8:20. If a child arrives later than 8:20, they will be marked tardy. This includes coming from breakfast unless I am notified that a bus was late.

Students will be dismissed around 3:10. The buses will be departing at 3:17. Those not riding the bus must wait in the lobby until all of the buses have left. We will not send students out to the parking lots to find their ride before the buses leave. If you need your child earlier, you must come into the building to pick them up, or be standing at the end of the sidewalk by the main elementary entrance. Please remember to park out of the way of the buses. Do not pass the buses if you are picking up your child early. If that is the case, please use the south driveway to exit from the school.

**Being Responsible**

I have high expectations for the children. Students are expected to be respectful and responsible, even in loosely organized settings. Alternative setting will be provided for those who have trouble with a particular learning environment. The room environment will foster compassion, respect, and dignity for all. Children who are interrupting the learning of others in the classroom will be held accountable.

I will have a behavior system that follows “PAWS FOR SUCCESS.” Take time to check your child’s take home folder each night. You will find a calendar in the take home folder that will communicate how their day went by varying colors marked in the square for the day. **Also watch for the behavior slips that need to be signed and returned immediately if your child is on the colors orange, red, or blue.** If they are not signed and returned the next day, your child remains on that color until it is brought back. I’d appreciate your support in praising your child for being a good citizen on green days. I’d also like you to discuss the behavior(s) or inappropriate choices if any took place that day. Please feel free to call me if you have any questions. We can discuss things, and I would be happy to speak with your child if needed. Without your support on behavior issues, behaviors often do not improve. We need to work together to make sure all of the students have a safe and uninterrupted learning environment. They also need to be responsible for their learning and complete tasks they are given.

We will have a similar system like the second grade to encourage responsibility. There will also be a money value associated with each color for the day, incorporating our math concepts into this system. Students will have a chance each month to purchase items from the “store” with their earnings. The calendar in their take home folder will keep track of their earnings. Here is what the colors represent:

* Green means great! This is worth 10 cents.
* Yellow means be cautious with your choices. Some poor, but minor, ones were exhibited. A child can move back to green from yellow by the end of the day if the teacher sees they have improved with responsibility or choices. (Except for spelling packets) This is worth 5 cents.
* Orange follows yellow. The teacher can make the kids skip from green directly to orange if the behavior was severe enough, such as being disrespectful to the teacher or others. This is worth 0 cents.
* Red means loss of recess and a conference with the teacher regarding the choice they made. Students will need to pay 5 cents.
* Blue is a visit with the principal and/or a phone call made to the home. Students will need to pay 10 cents.

If the child receives more than acceptable reds and blues, a conference will be called with the parents and possibly the principal.

**Book Orders**

 Book orders will come home approximately once a month. It’s important to write your check to Scholastic or send the exact cash in an envelope.

**Birthday Celebrations**

 Students are welcome to celebrate birthdays in our classroom by bringing in an easy to serve treat for morning milk time. Summer birthdays may be celebrated at any time. Half birthdays usually work well.

**Snacks**

 Research shows that keeping a child hydrated improves their brain functioning. It is okay for your child to bring in an easy opening and securely closing water bottle to leave on their desk. I will bring in snack on the first day of school. **Then you will be responsible for giving a snack for your child to bring in to school to have during snack time.** I find that this is the best system for bringing in snacks. When your child’s snack supply is running low, I will send home a notes saying that they need more snacks.

**Job Assignments**

 A large part of third grade is developing responsibility and working together. We will have a job assignment chart that students will check daily. A new job will be assigned to your child every week. Some jobs include: being the assistant, book monitor, lights, pencil sharpener, etc.

**Class Parties**

 We celebrate special holidays three times throughout the school year (Halloween, Christmas, and Valentines). See the page attached for the party that your child is assigned to bring treats for.

Thank You

Thank you for taking the time to go over this guide with your child. I will be keeping in contact with you throughout the year. Please remember to keep me informed of anything that affects your child’s learning at school. If you ever have any questions or concerns please feel free to contact me. I am looking forward to a great year!!!

Thank you,

Miss Krystal Souhrada

**Committees For Classroom Parties**

**Halloween**

Carver Hale

Jack Adams

Josephine Andera

Lyndon Dohlman

Hanna Reyes

Wyatt Kaski

**Christmas**

Jude Kulow

Madison Miller

Rikki Nightingale

Samantha Wilberding

Jack Patrick

**Valentine’s Day**

Caleb Zweibohmer

Kaden Smith

John O’Donnell

Aidan Ebert

Tillotti Fair

Please provide two-dozen treats for the celebration. Remember to send them in marked containers. Leftovers will be used for morning snacks following the party, except Christmas break. A reminder will be sent prior to the party date. If you need to switch to another committee, please let me know.