

Welcome back! My name is Mrs. Ellen McGrath. I am very excited to be teaching third grade again this year. As we start the year, I want to inform you of our classroom policies and provide you with useful information.

Classroom Discipline Policy

The children have been introduced to the following classroom rules:

- 1. Raise your hand and wait for permission to speak.**
- 2. Listen to directions and ask questions when you don't understand.**
- 3. Stay in your seat unless you have permission to get up.**
- 4. Keep your hands, feet and objects to yourself.**

The Golden Rule: "Treat one another as you want them to treat you."

In order to enforce these guidelines, we use a color card system. Each child has an envelope with different color cards representing consequences. Each child begins the day with a green (Let's Go!) card. When warnings or corrections for misbehavior are given, cards are flipped.

Here are the consequences for misbehavior:

- 1st time a warning will be given.**
- 2nd time the student will go to "Refocus" in the classroom.**
- 3rd time the student will refocus and be given a written punishment to complete at home. The written punishment must be signed by his / her parents.**

During "Refocus time" the student will complete a sheet stating which classroom rule was broken, what did he /she want, and what will he / she do the next time to correct the behavior. This gives the children time to think about their disruptive behavior and put it in writing. If they continue to break the rules, a conference will be scheduled and a privilege will be lost until the behavior is corrected.

Classroom Rewards:

Each child receives stamps on a good student chart daily when homework is finished and the classroom rules are followed. Stamps will be exchanged for "money" to be spent at our classroom store. The children will run the store and be able to purchase items they need or want. Sometimes they buy gifts for others. I will gladly accept small items for our store throughout the year.

Homework

Homework will be assigned on Monday through Thursday. The students copy their homework in their daily planners. Parents need to check completed homework and initial the assignment books. Third graders need to begin working independently on their homework as much as possible. This is especially true with written assignments. Daily homework should take 30 minutes to complete. Homework will be posted on my web page. If your child is absent, make-up work will be sent home when requested. Please refer to p. 7&8 in the Handbook for guidelines.

Homework Books for Math and English

The boys and girls will bring home their Math and English practice books to use for homework assignments. Please keep these books in a safe place at home. The pages that are not assigned throughout the year can be used for extra practice if your child needs review or challenge work.

Absence / Tardiness

Parents must call the office to report an absence by 9AM. Your child must also bring a note back to school explaining the absence or tardiness when he/she returns. Make-up work will be sent to the office or to another student or sibling upon request.

“Correct and Return” Papers

I will return papers daily this year. Please review your child’s papers each night. I will stamp “correct and return” when a child scores an N on a quiz or test. Please return the corrected paper ASAP. When more than 25% of the class scores below passing (80%), I will give the quiz or test again and record the higher score. **Please review the attached new grading scale for the primary grades.**

Accelerated Reading

The children will take the STAR test at the beginning of the year to determine their reading level. Lists are available on our website and at the Covedale Library if your child would like to choose books for this program. Please let me know if your child needs a library card from our public library. Everyone will need one this year for our monthly book reports.

Birthdays / Snacks

You are welcome to send a treat for your child’s birthday. Individual treats work best, cupcakes, brownies, etc. Please let me know if you are sending a treat in advance. Once in a while we have 2 birthdays in one day. Summer birthdays can be celebrated during the year. Let me know in advance. We have 20 students in our classroom.

The children will have a morning recess break and can eat a morning snack. I highly recommend a nutritious morning snack.

Third Grade Fees

The fee for third grade is **\$12.50**, including the cost of the assignment book. This includes a subscription to Scholastic News and a small paper fee. Please send in this fee ASAP. **Always** put money in an envelope with your child’s name and what the money is for on it. Thank you!!!

Open House

Open house will take place on September 10th. We will begin with our PTG meeting at 7:00 followed by classroom presentations to explain classroom rules, procedures, and curriculum goals for the year.

Parent-Teacher Communication

Thanks to modern technology we have several ways to communicate. The best way to contact me is through email. You can email me at mcgrath_e@stteresa.net, or call school, **471-4530**, and leave a message on my voicemail, **ext. 237**. I don’t check my voicemail daily, so I may not get back to you for a few days.

If you have a question or concern that needs my immediate attention the **best** way to communicate is through an **old-fashioned note**. The assignment books are great for this because I will check them each morning. **It is extremely important to inform me of any of your child’s special needs. In a classroom fair means everyone gets what he/she needs in order to learn.**