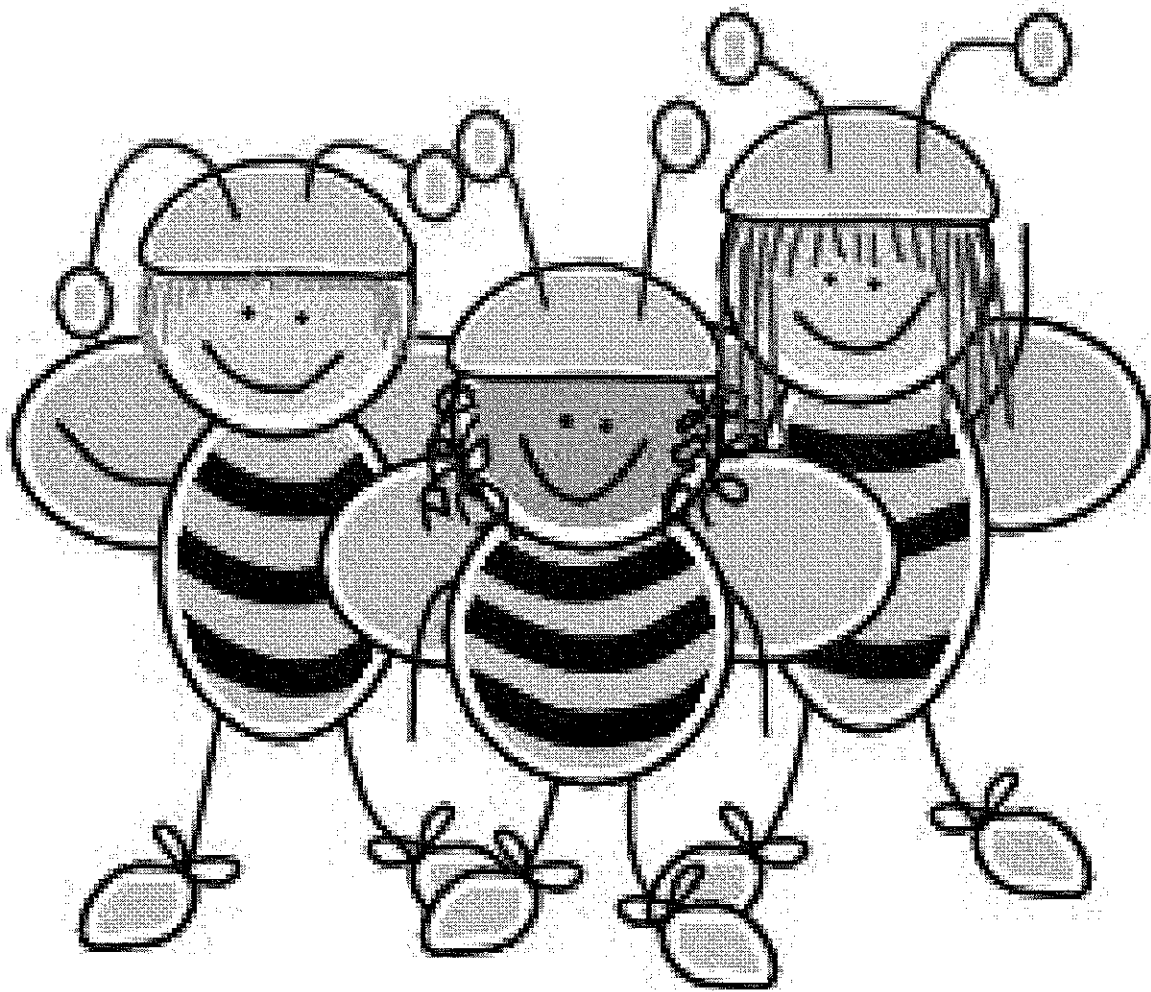


Welcome
to
Mrs. Jones' Class!



It's *the* place to bee!

Mrs. Jones' Handbook

Welcome to Third Grade! I am so excited to meet all of you this year; and to have the opportunity to help your children learn and grow! Since Third Grade is so comprehensive, I would like to share a few things with you about the upcoming school year. This handbook will assist you with basic questions or concerns you may have about our classroom. For further explanation, you may email or call me here at school at your convenience!

Curriculum

General Information

Third Grade seems to be a transitional year. It is a year when there will be less emphasis on children learning to read and more emphasis on children reading to learn. Here is a brief overview of the program. You may notice that Third Grade reading books have harder vocabulary, longer stories, more difficult content and skills. Reading textbooks will often be sent home for homework. Your son or daughter can practice reading assignments aloud with expression and fluency. You will be asked to listen and assist. Discussing the assignment and questioning the reader about the details will help him or her to develop a deeper understanding and thus improve overall comprehension, and an extended written response. Vocabulary words will be listed on the weekly update page. (THE DAILY BUZZ)

English

In English, we will concentrate a great deal on grammar, word usage, proper punctuation and capitalization.

Spelling

A list of Spelling Unit words will be given out every five to six weeks. You may want to keep this list on your refrigerator for studying and reference. Spelling tests will usually be given on Thursdays and will include dictation sentences.

Cursive Writing

Cursive handwriting will be thoroughly taught, practiced, and required often after lower case letters have been taught. Our classroom rule is "After Winter Break, everything is done in cursive!" ☺

Math

Math concepts will become increasingly more difficult, for instance, up to 4-digit addition and subtraction. A deeper understanding will be required in such concepts as time, money, measurement, simple geometry, and algebra along with word problems in each area. Multiplication facts to 9x9 and division will be required by the end of the school year. Pretest homework will signal a Posttest on that particular unit the next school day.

Paragraph Writing

Writing proper paragraphs will be a major concern. There will be special emphasis on spelling correctly and English skills such as sentence form, paragraph indentation, punctuation, and capitalization, as well as content. After brainstorming for ideas, students will use a graphic organizer to plan before beginning to write their five paragraph essays. You will hear children using words like *expository*, *elaboration*, *topic sentence*, *details*, *wrap-u*, and *zinger* as they discuss their writing.

Science/Social Studies

Science and Social Studies units will also be taught this year with assignments, and tests given on a regular basis.

Textbooks

All textbooks are allowed to be taken home. They must, however, be brought back each day for instructional purposes. If they are lost or destroyed, your child will be responsible for paying for a new one.

Weekly Updates

On the first day of each school week, usually Monday unless there is a Monday holiday, your child will be given a Weekly Update. This update will contain curriculum information including topics to be taught during the week, test dates, helpful pages to study, etc. This handy update will inform you about many other things that are happening at school such as meetings, assemblies, early dismissal, and other special events. Deadline reminders will also be included.

Absences

If your child is going to be absent from school for the day or more due to vacation or another obligation, please let me or the office know as soon as possible. If your child is ill and cannot come to school, please call the school (233-7917 or 239-0000) between 8:30 and 10:00 a.m. to report his or her absence. Please let the office know if someone will be stopping by to pick up your child's missed assignments and homework. I will get the daily work together and have it ready for you in the Elementary office after school.

Early Pick-Ups

If you must pick up your child during the school day for an appointment please go directly to the Elementary office. After the office contacts me, I will send your child directly to the office for dismissal. I will not be able to dismiss a child directly from my classroom without authorization from the Elementary Office.

Take-Home Folders/Agenda

(see B.E.E. Folders/Agendas Section please)

Opening Day Routine

Students will arrive sometime between 8:15 – and 8:30 a.m. Their lockers are upstairs, so they will leave their coats and book bags in their lockers before entering our classroom. As they arrive, they will see me for the following:

1. to turn in their homework
2. to show me their signed agendas

3. to let me know what they are having for lunch.

There will be an assignment on the board for them to begin as these daily routines are taking place.

If your child has fulfilled numbers 1, 2, and 3, he/she will receive a "Ticket." These tickets will earn them prizes in my classroom, as well as help me award Star Student certificates to those who are following the **4B's (Be Caring, Be Safe, Be Respectful, and Be Responsible)**.

Homework

Homework is usually assigned every night, except for Friday. My aim is to build responsibility, sharpen study skills, such as following written and oral directions, promote good work habits, and provide parents/guardians with a sampling of what is going on at school as well as what is expected of your Third Grader. ☺ I encourage parents/guardians to assist, if needed, and to look over work being done for correctness and neatness. I expect homework to be turned in the next morning unless otherwise stated. If it is not promptly returned, it will count as a violation and a **MSSING ASSIGNMENT** form will be sent home for you to sign. Two of these forms in one grading period will result in a checkmark on your child's report card.

Grading

Most assignment will be based on a point system. For instance, if there are six possible points and your child misses 1, you may see a ratio of 5/6 (correct number over possible number) which will convert into an 83%. Quizzes will count 2x as much as a daily assignment. Tests will be weighted and counted 3x that of a daily assignment. Papers receiving an F may require your signature and need to be returned to me. Seeing **DTIC** means *DID TOGETHER IN CLASS*. ☺

Progress Reports and Semester Report Cards

Please check the school calendar for dates of these six written reports. Each reporting period will include grades earned on assignments, tests, and quizzes. Each will also be accompanied by a checklist indicating performance on work habits and social skills.

Good News Parties

Good News Parties are parties that celebrate good behavior. Teachers will be in charge of these parties. If a student is sent to Lunch Detention, ALC (Alternative Learning Center), Suspended, or has **SIX** or more violations (including missing homework assignments) during a progress-reporting period, they will not be invited to join his/her classmates for the Good News Parties. (Refer to attached Classroom Discipline Plan—Good News)

Parent/Teacher Conferences

Parent-Teacher conference dates are listed on the school calendar, but may also be scheduled whenever necessary by parents/guardians or teachers.

School Attire

Hot Weather:

The following are NOT allowed at Whiteside Elementary School:

1. Tops with spaghetti straps
2. bodices that are too low or too brief

3. shorts that are shorter than fingertips at the sides
4. Boys are not allowed to wear jerseys that are too open on sides or pants that do not fit around the waist.

Cold Weather:

We go outside whenever we can, so please have your child dressed warmly. Writing names on clothing items will provide a great deal of help in returning lost items.

Anytime:

if your child gets muddy or wet (or needs to borrow clothing from the nurse's office for any reason, please wash and return clothing as soon as possible so others will have clothing to borrow when needed. If you object to your child borrowing clothing in an emergency situation, you are welcome to keep an extra set of clothing in your child's locker.

Birthdays

Birthday treats are allowed and always welcome. Individually wrapped, store-purchased items such as cupcakes, doughnuts, cookies, etc. are preferred. One cake is often too difficult to equally distribute. The birthday child usually distributes his/her treats during lunch (11:30a.m.).

Holiday Parties

Four holiday parties are scheduled each year: Halloween, Christmas, Valentine's Day, and End of the Year. At Open House, a sign-up sheet is posted for volunteers. A room parent will usually be in touch with other parents/guardians as these holiday parties approach. If you did not get a chance to sign up, please let me know and I will pass your name along to the room parent in charge. ☺

Questions/Concerns

If you have questions or concerns, please feel free to write to me in the agenda, write a note and place it in your child's B.E.E Folder, or email me. I will respond promptly. If the need arises to contact me by phone, I prefer that you call me at Whiteside Elementary School (239-0000, Ext. 2236). Please leave your name, number, and/or message. I will try to call or email at my scheduled break time or after school.

***Email:** tjones@stclair.k12.il.us

I am looking forward to a great year! It is my hope that this little handbook will make matters easier. Please sign and return the last page of this handbook so that I know you have read its contents. Keep this so you can refer to it throughout the school year. Thank you so much for your time and cooperation!

Yours in Learning,

Mrs. Jones

B.E.E. Folders and Agendas

Bring Everything Everyday Folders

B.E.E. is an acronym for Bringing Everything Everyday. This folder is like your child's briefcase. B.E.E. folders are intended to help students stay organized. It contains everything needed to bring to school and take home daily.

Agendas are to be taken home with the B.E.E. Folders every night and should be brought back to school each morning. Please review any papers sent home and please sign your child's agenda on a daily basis. Students will be rewarded for having their homework turned in promptly and having their agendas signed. The agenda will be one of our major ways to communicate about academics, behavior, school events, tests, and deadlines. I will also write BEEhavior violations in their agendas as they occur. Feel free to write notes to me in your child's agenda, or send notes in your child's B.E.E. Folders. I will check these each morning for your signature and/or any messages. ☺



Mrs. Jones' BEE-havior Plan

Classroom Incentives and Rewards



tickets



verbal praise



praise note sent home



free time or no homework coupon



treat (*pencil, eraser, small piece of candy*)

I have high expectations for all of my students academically as well as behaviorally. All students are expected to treat each other as they would like to be treated, work cooperatively, and be neat and organized. I place a big emphasis on students choosing their attitude and actions, regardless of circumstances. What this means is students need to be aware of their behavior and choose to handle challenges in an appropriate way. In order for our classroom to operate smoothly, certain things must occur. Our classroom rules have been developed to facilitate learning.

Classroom Rules and Consequences



Whiteside Elementary School has four basic school-wide expectations, called the 4 B's. These four expectations are: **BE SAFE, BE CARING, BE RESPECTFUL, and BE RESPONSIBLE.**

Within these four areas, I have elaborated Whiteside's 4 B's with the following classroom rules:

1. "Bee" respectful. Treat others with kindness in your words and actions.
2. "Bee" a careful listener. Listen with your eyes and ears and follow directions the first time.
3. "Bee" patient. Raise your hand and wait to be called on before speaking.
4. "Bee" neat and organized. Keep all areas of the classroom clean.
5. "Bee" prepared to learn every day.
6. "Bee" seated when working and unless you have permission to be out of your desk.

Violations

A list of behavioral expectations is attached. It is to be read, discussed, and signed. We will be discussing these expectations here at school as well. During school day, I will expect students to follow these expectations. I will usually give one verbal warning to remind them of the rule they are not following. If the behavior continues, I will give them a violation. This means that the student will be expected to give up some of his/her free time (recess) and sit on the bench. Depending on the violation, the student may also be required to write a note of apology or explanation of these events.

A more serious violation (or a continuing minor violation) may require a **Lunch Detention**, immediate placement in the **ALC (Alternative Learning Center)**, or **Suspension**. Lunch Detention means that the child will eat lunch in the ALC Room and not be allowed to partake in the lunchtime recess. ALC placement could happen at anytime of day, depending on the circumstance. He/She will be sent to ALC to sit and work quietly. A suspension may be issued for very serious offenses, such as fighting, threatening remarks, theft, etc. The Principal issues suspensions.

All violations will be recorder. Most violations will be written into student agendas, so you will know what is happening at school.

6 or more minor violations (or even one major) in a progress reporting period means **no** Good News Party. Students will sit out during party time. Progress Reports and Report Cards will report unwanted behaviors to parents/guardians.

Major offense---- For example, any lunch detention, assignment to Alternative Learning Centers, or Suspension means **no** Good News Party. ***Please note: Zero Tolerance for fighting—hands on others may result in suspension.**

Good News

Good New Parties

Good New Parties are parties to celebrate good behavior. Teachers will be in charge of these parties. The parties will coincide with Progress Report and Semester Report Card times. If a student has been sent to Lunch Detention, ALC, Suspended, or has 6 or more violations (including missing homework assignments) during a progress-reporting period, he/she will not be invited to attend the Good News Party.

A student who has less than 6 violations (with no lunch detention, ALC, or suspensions, will be invited to attend the Good News Party.

More Good News

At the beginning of a new progress-reporting period, all old violations will be "wiped clean." This will allow each student a new chance to participate in the next Good News Party.