Welcome Back to School 





Ridgeview Elementary

Aug. 2, 2017

Mr. Long, Third Grade

Dear Parents,

 I’d like to welcome you and your child to our 3rd grade class. I’m looking forward to a fabulous year! This letter is to familiarize you with our classroom expectations, policies, and educational programs. If you have any questions, please feel free to contact me at:

Mr. Long

Ridgeview Elementary

6573 Shimmering Creek Drive

Colorado Springs, CO 80923

(719) 495-1149 ex. 6609

Email: slong@d49.org

**Homework:**

The majority of the homework that I will expect to be done at home will be:

* 20 minutes of reading each night, followed by a short response in their composition book.
* Math assignments will be given as needed. Although, we encourage nightly practice on multiplication fact cards. (If your child needs addition and subtraction practice, I’ll be letting you know.)
* Any assignment not finished during class will become homework, unless otherwise stated by their teacher.
* Occasional online educational sites: Zearn, ST Math, etc.

Students that did not complete their homework may be asked to work on it during their recess time.

**Student Planners:**

This year we are using student planners as a way for each student to become more independent and responsible for homework. Each day, students are responsible for recording their homework for the night. I will also use their planner for communication along with email. Please sign the planner, nightly.

**Late Work:**

Any assignment given will usually be due the next day unless specified otherwise. Any homework that is late will be required to be turned in. If a student gets behind in their work, they may be asked to complete it during Study Hall at recess.

**Make up Work:**

If a student misses school and the absence is excused, he/she will be given two days for each day absent in which to complete make–up work. It is the student’s responsibility to obtain the work missed during an absence and turn it in promptly.

**Office Notices:**

 Notices from the office generally go home each Thursday in the Thursday Folders. In addition, student work and classroom communications are placed into these folders. Please check your child’s backpack each Thursday for his/her Thursday Folder.

**Lunch Money:**

 Hot lunch may be purchased by sending money in with your student or online. You may wish to pay daily, weekly, or monthly. It is helpful if you can put the cash money into an envelope or baggie with your child’s name and amount on it. Lunch money is collected daily during our morning attendance period. Or, you may choose to make payments using the Internet at <https://www.payforit.net/>

**Water Bottles/Snacks:**

Many students need a drink after recess, during class time etc. Living in the high altitude does cause dehydration to occur. I encourage students to bring a water bottle to school – it must be one that seals to prevent spills (No screw tops or straws). The students can refill the water bottle during appropriate times throughout the school day. ***Students may only have water in the water bottles; no juice or soda.***

 We will have a morning snack while students are working. Students are encouraged to bring healthy snacks. **The sharing and trading of snacks is not permitted.**

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**Medications:**

All medications, including cough drops, are administered through the front

office. Teachers are not allowed to dispense any medications. Please be sure to

include a note from you or the doctor along with the medication. I also appreciate a

“heads-up” from you on any medical concerns to help me make good judgment calls

when kids come to me with complaints such as headaches and stomachaches, etc.

**Book Orders:**

Throughout the year Scholastic Book, orders are sent home. Due dates and online ordering codes will be printed on the order forms. You may place your order online or send a check made payable to Scholastic Book Clubs. Books generally arrive about one week after the order is placed. Please consider purchasing at least one book for your child, when you see these flyers. By doing so, we let our children know that reading is important to us. Online ordering is a great way to earn a book for the classroom library, and is easy to do. ☺

**Activity Fee:**

Thank you for paying the $20.00 activity fee. This money is essential to purchasing supplies each student needs. We use this money to purchase the student planner, student magazine subscriptions, notebooks, folders, science and craft supplies. A portion of the activity fee also goes to the enrichment classes.

**Grading:**

Our district uses a standards based report card. You will see the following marks on student work that is graded, the number correct over the number possible. I will also often use a 4,3,2,1 scale as well. This scale is a reflection of the overall skill proficiency with a 4 demonstrating an advanced, 3 demonstrating a proficient, and a 2 representing that there is a partial understanding of the skill and the student can often do the work, but might need some occasional assistance. Student work that is not graded will receive a mark of some sort such as a check or sticker along with comments. While this work is not entered as a grade, I do keep track of overall completion.

**Discipline Policy**

As a class we make a “social contract.” Our social contract is an agreement of our behavior. The students in our classroom create this contract. The goal of our social contract is to develop a self-managing classroom where respect and success go hand in hand.

Class Expectations:

* Treat others how you want to be treated.
* Show concern for each other
* Say, “please and thank you.”
* Use good manners
* Push in chairs
* Walk while inside
* Stay safe while on the playground.
* Give one hundred percent, ninety percent of the time.

Rewards:

* Husky Paws: Students receive “Husky Paws” for following directions, and positive behavior. After receiving five paws students may visit the office for special recognition.
* PBIS Slips: Positive Behavior Slips are given to students who demonstrate their personal best in an academic area. They may then take these slips to the office to receive personal recognition from the Principal or Vice Principal.

Depending upon the class, I might use some of the following strategies as well;

* Marble Jar: The class as a whole earns reward with a marble jar system. Adding marbles to the jar reward appropriate behavior. When the jar is full the class may: have extra recess, or a party of their choice (pizza, root beer float, etc.)
* Class Tickets: On some occasions, class/grade level tickets may be used for incentives.
* Table group Points: for a weekly prize to the winning table group
* Individual rewards: such as free time or the opportunity to help in another teacher’s classroom.

(Discipline Policy Cont.)

**Consequences:**

1st time: Warning

2nd time: Buddy class (out of class time)

3rd time: Thinking Sheet (to be signed by parents)

4th time: Office Referral

Depending on the severity of the incident any of these steps may be passed over.

The social and academic development of each child is of the greatest importance. I will do everything I can to make third grade a pleasant and exciting place where all students can learn and develop positive self-concepts.

Sincerely,

Mr. Long