



Welcome to Third Grade

Dear Parents and Guardians:

It's time for a new school year, and we are really looking forward to teaching your child. Together we can make this a wonderful year. Your child will have three core teachers as well as enrichment teachers. Your child has received a schedule showing classes, teachers and locations. Please let us know if you have any questions.

In third grade, your child will be expected to be more personally responsible for work and study habits. We need to ask you to guide your child toward being more independent by allowing him or her to make sure a backpack is packed and ready to go with supplies, books and homework. Of course you will need to supervise your child, but let the responsibility belong to your child. Together we will have your child ready for fourth grade, where even greater independence is expected.

We would like for everyone to get off to a great start, so we would like to explain a few things that we feel you need to know. Please read and discuss the following policies and procedures with your child, then sign and return the attached Homeroom Information form.

BACKPACK, BINDER, AGENDA & HOMEWORK: Your child will need a backpack for carrying daily materials. Only one binder is needed, and it will be used in all classes. ***Your child may use a Trapper Keeper or zipper binder, but it must be small enough to fit in a desk or backpack.*** In your child's binder, there will be an agenda, homework folder with papers to keep or sign and return, and a zipper bag. The agenda is a special notebook that will have all homework assignments, project information, test schedules and notes to you. The students will write assignments in the agenda. The third grade teaching staff will coordinate homework assignments so that the time spent on homework will be reasonable. If your child is absent, homework listed in the agenda must be made-up. ***Please check the Agenda Monday through Friday and initial daily so that we will know you have been informed.***

BINDER ZIPPER BAG: Your child's daily supplies will be located in a zipper bag in the binder. Daily supplies are **four sharpened pencils, one glue stick, crayons, one red pen, and one highlighter.** ***These supplies should be used for classwork and homework only. They should not be used for any other purpose.*** All supplies are needed daily and should be replenished by you when necessary.

WEEKLY PAPERS: Papers will be sent home weekly in the Homework Folder. Please review these papers with your child, sign, and return them the next day. Reviewing papers is an excellent time for helping your child with areas of difficulty as well as praising effort and achievement. Help your child understand errors by discussing strategies, format, double-checking work, understanding and following directions. One-on-one help from parents is very beneficial. Remember practice means progress, and third graders need lots of practice. Included in weekly papers will be your child's weekly conduct grade. The homeroom teacher will write the conduct grade, number of points lost, and reasons for discipline on the weekly papers' cover sheet.

PROGRESS REPORTS: There will be four nine-week grading periods. Your child will receive a progress report at 4 ½ weeks and a report card at the end of each nine weeks. If a grade should fall below a “C” after 4 ½ weeks, you will be notified before report cards are sent. Please sign and return these reports the next day. When we receive the signed progress report, a copy will be sent to you for your records.

DISCIPLINE PLAN: Our goal is to create a positive environment by exercising patience, praise, guidance, and kindness. It is important to let children know what they can do to contribute to a positive environment. The following plan sets expectations in work/study habits and social behavior. It also includes motivational rewards and consequences.

Rules

- Listen to your teacher.
- Follow directions.
- Work quietly.
- Walk quietly in line.
- Be respectful of others.
- Keep your hands and feet to yourself.
- Always try to do your best.

Weekly Rewards (Given on Mondays)

Weekly conduct grade of A+ earns a treat from your teacher.

Consequences

- | | | |
|---------|-------------------------|--------------------------|
| Daily: | -1 point | No Recess |
| | -3 points | Note in the Agenda |
| Weekly: | Conduct Grade of D or F | No Hawk Treats on Friday |
- Note: Referrals to principal are done according to Caddo Parish School Board guidelines

Late Weekly Papers, Supplies Needed, Agenda Not Signed

Note in agenda, phone call to parents, or loss of recess

CONDUCT GRADE: Your child will be given a weekly conduct grade. These weekly grades will be averaged for report cards. When students misbehave, each teacher will give warnings and then consequences with corresponding loss of conduct points. A conduct point sheet for each homeroom class will be passed on with the changing of classes. The conduct grade reflects your child’s behavior in all classes, but *only the homeroom teacher reports the grade on weekly papers.*

<u>Weekly Conduct Points</u>	<u>Grade</u>
Minus 0-1 points	A
Minus 2-3 points	B
Minus 4-5 points	C
Minus 6-7 points	D
Minus 8 or more points	F

PHONE CALLS AND CONFERENCES: Please call the school, send a note in the agenda, or e-mail if you have questions or concerns or if you need a conference. We will respond promptly. E-mail is the quickest way to communicate. The phone number of the school is 221-7676. Please do not come to the classroom during instructional time to discuss your child. Conferences can be scheduled during our planning period at **9:00 – 9:30**.

<u>Teacher</u>	<u>E-Mail Address</u>	<u>Classroom Phone No.</u>
Mrs. Corbell	RCCorbell@caddo.k12.la.us	364-1494
Ms. McCarty	REMcCarty@caddo.k12.la.us	364-1477
Mrs. Todd	MGTodd@caddo.k12.la.us	364-1486

Note: Messages left on our classroom phones from a cell phone sometimes are not clear. If we do not respond, please call again.

AGENDA: Please read and discuss the beginning pages in the Agenda with your child concerning policies and procedures at Herndon, and then **sign the top of page 1**. Please refer to this Agenda throughout the school year when you have questions about school policies and procedures. Refer to the school calendar and the master calendar in the agenda for upcoming holidays and events.

CURSIVE HANDWRITING AND MULTIPLICATION: Two unique features about third grade that make it so exciting are learning cursive handwriting and multiplication. Since these subjects are being introduced for the very first time, they will need a lot of practice. Practice at home is crucial.

LUNCH: Each child is issued a lunch card that allows parents to pay for any number of days in advance. Only payments made by cash or money order is accepted (no personal checks). Paying for a week or month is best. These cards are kept in the cafeteria. Elementary prices are: breakfast-**\$1.00** (reduced- **30 cents**) and lunch- **\$1.60** (reduced- **40 cents**). Your child will bring home a list of additional items offered.

WATER BOTTLES: Please send a water bottle daily to school, **especially** during hot weather. Please make sure that it is **labeled** with your child's name and sealed tightly so that it does not leak into the backpack. Since a water bottle is used in place of the water fountain, **only water is allowed**.

CLASS FEES: Please pay class fees as soon as possible. If there is a problem, please let us know, and we will work with you.

BUS CHANGES: Please refer to the agenda. *When writing a note about a bus change, please write it in the agenda and we will send it to the office.*

We are looking forward to a rewarding and exciting year with your child. We can work together to make this year enjoyable and successful.

Thanks!

Third Grade Teaching Staff

AM Bus No. _____

PM Bus No. _____

HOMEROOM INFORMATION

Student's Name: First _____ Middle _____ Last _____

Prefers to be Called: _____ Birthdate: _____

Mother: _____ Home Phone: _____ Cell Phone: _____

Address: _____
Street City Zip Code

Place of Employment _____ Work Phone: _____

Father: _____ Home Phone: _____ Cell Phone: _____

Address: _____
Street City Zip Code

Place of Employment _____ Work Phone: _____

E-mail address: Mother: _____ Father: _____

Emergency Contact: Name: _____ Phone: _____ Cell: _____

Siblings at Herndon: _____

Please check: I am interested in being a Room Mother Coordinator.

Yes, I would like to have my name and number included to help with parties, trips, etc.

No, I am unable to help.

I have read the classroom policies and procedures, and I have discussed them with my child.

Signed: _____ Date: _____

COMMENTS: Please write below and let us know of any special information concerning your child that you feel we need to be informed of such as food allergies, custody arrangements, transportation issues, etc.

Please return only this page as soon as possible. Thanks!