July 23, 2019

Dear Parents,

 Welcome to Prattville Elementary School! We have such an exciting year to look forward to. Together, I know we can make third grade an enjoyable and successful experience. My name is Mrs. Jackson and I will be responsible for teaching your child all subjects such as Reading, English, Spelling, Math, Science, and Social Studies. So, yes this will be a self-contained classroom. Third grade is a year full of challenges and changes! I look forward to helping your child grow academically.

 I am extending an invitation for you to come meet me at **Open House on Friday, August 2nd from 1:00-3:00 in Room 18 at Prattville Elementary School.** I will have a short introduction about my expectations for the class and go over some key procedures as well as answer any of your questions. It should not take more than twenty minutes. Afterwards, I will have a packet of information for you to take home and fill out. Please send it back on the first day of school with your child. At this time you will be able to join the APT and buy a school T-Shirt.

 Attached, you will find a list of needed classroom supplies to help you eliminate the anxiety of last minute shopping. Also, I am asking for a $20 classroom donation, but will gladly accept any amount. You may bring supplies on the day of Open House.

 I am looking forward to meeting each of you!

Sincerely,

Tammy Jackson

**Parents are Important**

Parental support is an important part of our school’s program. I ask for your help in many areas, especially in supporting and encouraging your child throughout the year. If you are able to give of your time, I’ll need help in several ways. Some of the ways you can help are:

* Driving and helping supervise on field trips.
* Reading to the class.
* Helping during class parties.
* Helping on special learning days.
* Speaking to the class about your area of expertise.
* Helping us to arrange for resource persons to visit our class.

Parents are welcome to observe our classes and/or eat lunch on any day. Please check in by the office to obtain a visitor’s pass. This is, of course for the safety and security of our students.

You may set up a conference by calling the office at 361-3885 and leaving a message or by sending a note by your child. Please try to schedule conferences one day in advance if possible.

**Field Trips**

In Third Grade, I like to expose your child to many educational experiences. I go on field trips as time allows. When I go on field trips, it is necessary that I have parent volunteers. Some of our trips have a limited number of chaperones. This makes it difficult for each parent to go on every field trip. When going on field trips, please keep the following items in mind:

* Younger children are not allowed to go on field trips.
* Other students that are not in our class are not allowed to go on our field trips.
* Parents are responsible for an assigned group of children.
* All school rules are to be enforced.
* All children must ride the bus to a field trip. No exceptions will made!

Field trips are a very exciting time in Third Grade. You will be notified of trips well in advance. All monies have to be turned in by a certain date. Be sure to read each letter carefully for the exact date. I hope that you will make plans to join us.

**Classwork**

Classwork is very important. Classwork is intended to solidify the learning process. All classwork is expected to be completed in class only. Students will be given ample time in which to complete an assignment. As assignments are completed, they should be placed in the appropriate basket for my review. Assignments not handed in will result in a zero for that assignment.

Most assignments are valued at 100 points. However, special projects may be valued at 200 points. You as well as your child will know in advance regarding those special projects.

**Homework**

Homework also helps facilitate learning. Students are expected to complete their homework assignment nightly. Failure to comply will result in name being placed on Homework Log and parent notification.

Homework assignments will be written on the Homework Board. The students can write down their own homework assignments each day. I will also send home a Weekly Agenda/Homework Sheet each week. However, I would like you to be aware of the following daily homework assignments.

Homework and test dates will vary in the subjects such as **Social Studies**, and **Science** with the exception of Math. Your child will have **Math homework Monday-Thursday** night. Sometimes study materials will be sent home in place of textbook or worksheets. Please make sure your child studies his/her multiplication facts nightly.

Written homework in reading is assigned on **Tuesday**.  Every night students need to practice spelling and read the selected story of the week. Additional homework may be assigned if necessary.

In addition, it is also important to have your child read aloud to you at least 15 minutes each day.  Then take about 5 minutes to discuss what was read.  Reading is essential for all subjects and should be encouraged at all times.  All practice is beneficial, but try to make it meaningful reading – not books that he/she has already read or that are too easy for him/her.

Parents please support me by making your child do his/her homework each night. Homework plays an important role in your child’s learning experience by providing more practice.

**Student’s Papers**

Graded papers, both tests and daily work, will be sent home regularly. As you review the papers with your child please give praise or constructive criticism when necessary. These papers are often a good representation of your child’s progress.

**Please sign your child’s behavior/graded papers form and return it along with the papers the following day.**

**Discipline Plan**

I feel that good discipline is an essential element for successful learning in the classroom. The students are asked to exhibit behavior that is considerate of their classmates, the teachers, and conducive to learning.

The best discipline is self-discipline, which should be carried out by each student himself. This self-discipline, encouraged daily by both parents and teachers, is often all that is necessary. However, if these steps prove to be insufficient, then further action will be taken according to the classroom discipline procedure.

***Be where you are supposed to be***

***Do what you are supposed to do***

**Expectations**:

1. Be responsible.
2. Be respectful.
3. Be safe.

**Consequences:**

The consequences listed below will be enforced if a student does not meet the expectations.

**Preventive**

**1st Time**:

* **Verbal warning**.

**2nd Time**:

* **Student conference**.

**3rd Time:**

* **Loss of privileges**. Teacher logs behavior in ClassDojo.

***Steps 1-3 will be repeated in order to allow the student a chance to self-correct behavior.***

**Supportive**

 **4th** **Time**:

* **Phone call to parents to correct behavior.**

**5th Time:**

* **Parents contacted to request a conference**.

During Conference

* Parents and I develop a plan to help correct child’s behavior.
* I will keep in touch with parents to give child’s behavioral progress report by ClassDojo.

**6th Time**:

* Trip to the office.
* I will conference with the student and start a new beginning.

*Special Note: Anytime a student misses his/her Fun Friday he/she will do independent work such as write Conduct Terms.*

**\*Extreme misbehavior will result in an immediate trip to the office.**

**Rewards:**

I believe that students should be rewarded for good behavior. See the list below for some of the ways I plan to reward students.

Positive Reinforcement

Social

* Words of encouragement

Graphic

* Notes home to parents
* Stickers
* Decorative pencils and/or erasers

Activity

* Passes for extra computer time.
* Read favorite story to the class.

Tangible

* Certificates

*Drawings for special prizes will be conducted to reward students for good behavior.*

**Money, Money, Money**

**Juice/Snack**- Most juices and snacks cost between $0.50 - $1.50. Please send your child with correct change. Please do not send carbonated beverages. Time permits for only one juice and one snack.

**Breakfast**- Breakfast is served daily. Breakfast will cost $1.25 a day.

**Lunch**-Lunch forms for free and reduced lunch are available. However, until your child is approved, he/she will need to bring $2.50 each day. A two-week meal ticket will cost $25.00. **All money must be sent in an envelope with your child’s name, teacher’s name, amount, and what the money is for**. If you choose, your child may bring a lunch from home. Please remember that we do not allow carbonated beverages. Your child can purchase milk at lunch for $0.35, or a two-week milk ticket is $3.50. Also, do not send food for me to heat up because time does not allow me to do this.

**Checks**-Always make checks payable to Prattville Elementary School.

**Field Trip**-Money for field trips is due on or before the due date established.

* If for some reason you pay for a field trip and your child does not attend, money will not be refunded.

Should you have any questions, please feel free to contact me at your earliest convenience.

**Mrs. Jackson’s Third Grade Supply List**

* 1/2 Inch Three Ring Binder, **Pencil/Crayon Holder-no crayon boxes**
* 2 Highlighters
* 5 Composition Books (prefer B/W marble for Math, Science, Language Arts)
* 1 Red 3-prong folder with pockets (A.R. Folder)
* 2 packs of Wide ruled notebook paper (individual use and shared) (Please place one pack of notebook paper in the binder.)
* Copy Paper (1 pack-500 sheets)
* Pencils and Erasers (no mechanical pencils or personal sharpeners; send in two of each)
* Scissors (blunt tip)
* Glue (Glue Stick)
* **2** boxes of Crayons or Crayola Twistable Colored Pencils – (Pleaseplace 1 box of crayons in a soft pencil pouch that can be placed in the Three Ring Binder. The other crayon box can be stored in the classroom for future use.)
* 4 Dry Erase Markers
* Kleenex (2 boxes)
* Paper Towels (1 Roll)
* 1 package of Baby Wipes or Lysol Wipes
* 1 bottle of hand sanitizer

***Please be aware that some items on this supply list may be shared as a class such as glue, scissors, crayons, etc. Also, please bring in the copy paper, cleaning supplies, class rewards, and wish list items to Open House. Furthermore, due to space constraints please do not send in rolling book bags ore crayon boxes.***

**Class Reward Items**

* 1 pack decorative pencils and erasers
* Small toys (McDonald Size), cute necklaces for boys or girls, sticky toys, small stuffed animals, fun balls etc. You may choose one or more items at your discretion.
* 1 Pack of Skittles or M & M’s (These can be sent in throughout the school year.)

**Teacher Wish List** (Optional)

* HP Printer Ink Cartridge (61 Black, 61 Color)
* Back Cushions with Armrest
* 20 Presharpened Pencils-Class set
* Colored ink pens
* Safety Goggles (These will be added to the class set.)
* Solid Colored Construction Paper (1 pack)
* Multipurpose Cleaner (1 bottle ex. 409 or Lysol Cleaner)
* Gallon Sized Ziploc Bags (1 box)
* Sandwich Sized Ziploc Bags (1 box)
* Colored or white card stock
* Colored copy paper
* Art tissue

**Parent Check List**

Please indicate that you have reviewed all of the items contained in this information packet by placing a check beside each heading and signing your name below. Return this form by your child.

\_\_\_\_\_ Introduction Letter

\_\_\_\_\_Parents are Important

\_\_\_\_\_Field Trips

\_\_\_\_\_Classwork

\_\_\_\_\_Homework

\_\_\_\_\_Student Papers

\_\_\_\_\_Discipline Plan

\_\_\_\_\_Money, Money, Money

\_\_\_\_\_Suggested Supplies

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Child’s Name Parent’s Signature