

# Welcome to Third Grade

Mrs. Kolles

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Dear Third Grade Families,

Welcome back to school! I hope you enjoyed your summer vacation and are excited to get back into the school routine. I am looking forward to working with you and your child this year.

Attached to this letter you will find an explanation of the following:

- Classroom Procedures
- Important Notes for Third Grade
- School Assignment Planner
- Email Contact Information

Thank you for all your attention to these details. I am looking forward to a wonderful year!

Sincerely,

Mrs. Kolles

## 3<sup>rd</sup> Grade Classroom Procedures

### The Rules in Mrs. Kolles' Classroom

1. Treat everyone with 100% respect and charity 100% of the time.
2. Body in listening position.
3. Wait for directions quietly.
4. Follow direction the first time given.
5. Raise your hand to speak
6. Be honest with yourself and others.

### Rewards for following the Rules:

1. Individual and/or class verbal praise.
2. Positive notes home: written recognition.
3. Something from the treasure box.
4. Whole class reward such as extra recess or extra choice time.
5. Good feeling inside knowing you did the right thing and followed God's Will.

### Consequences for Breaking Rules:

In order to help the students have a visual accountability system in regards to their behavior, there will be a picture of a traffic light placed in the classroom. Each student will have a clothespin with his/her name on it. Each clothespin will start at the green light every morning and students will subsequently move their clothespins to yellow or red lights based on the choices they make throughout the day. This is a good visual check-in for students for monitoring their own behavior.

1. First time: Verbal warning and tell child what he/she is doing wrong.
2. Second time: Move the clothespin to the yellow light.
3. Third time: Sit and think about the action as well as the clothespin being moved to red. Note will be sent home and if needed, visit to the office.

## Important Notes for Third Grade

- Each day your child will bring home their yellow "Take Home" folder. This is another tool to help students organize their homework and returned papers. Please look for the yellow folder each day.
- Yellow Take-Home folders should be returned each day between school and home.
- Assignment planners should be reviewed and signed by a parent each night.
- Spelling: Test are on Friday. If a student receives 100% correct on their Monday pre-test, they are given a "Challenge list". This list will include some of the regular spelling words from the week but will include several new "Challenge" words.
- During our reading lesson I will use a structure called "Daily 4". I have used this structure for the past 2 years and I am always amazed how much they love it. The Daily Four is a way of structuring the reading block so every student is working independently in meaningful literacy tasks.
- We will spend our first weeks working intensely on building our reading and writing stamina, learning the behaviors of the Daily 4 and fostering our classroom community. Through lots of modeling and practice your child will build their stamina so that they can do all 4 tasks independently for 15-20 minutes. This allows me to work with small groups or one on one with students to work on reading and writing strategies that will address their individual needs.

School Assignment Planner

- Each day, students will be required to write assignments for each subject area in the appropriate section of their planner.
- If the student has finished an assignment in class, he/she should check the “Finished!” box next to the subject.
- Each day parents are asked to review and check their child’s assignments on the page that is entitled “Today’s Plan”.
- Parents sign and date the bottom of the page. Please sign even when there is no homework listed for that day.
- Parents may send messages or concerns via the planner.
- Teachers may communicate with parents via the planner as well.
- Teachers will check each student’s planner daily.
- Students will receive a star verifying that I have checked their planner for the day.

*Email Contact Information*

I rely heavily on email communication during the year. If you have not yet given me your email information, please provide your name and email address. I have found this a useful tool for quick questions back and forth. I check my email frequently throughout the day and will respond as quickly as possible. If you prefer another form of communication please let me know. Return with your student as soon as possible. Thank you.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

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