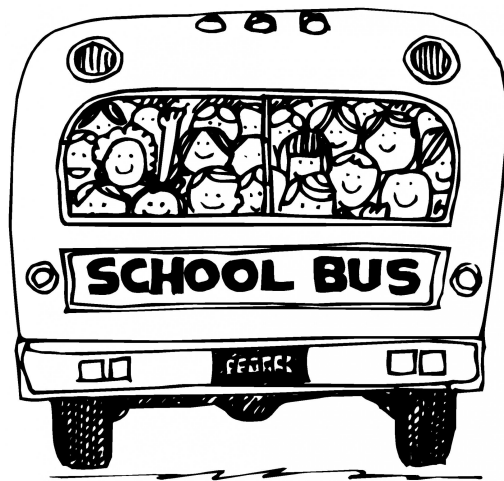


Welcome to Third Grade



Mrs. Kolles
kkolles@stimml.org
320-963-3417

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
- Notes for Third Grade
- School Assignment Planner
- Important reminders
- How to contact me

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

Sincerely,

Mrs. Kolles

3rd Grade Classroom Procedures

The Rules in Mrs. Kolles's 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 directions 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. Class Dojo point(s)
3. Choose something from the treasure box.
4. Positive notes home: written recognition.
5. Good feeling inside knowing you did the right thing and followed God's Will.

Consequences for Breaking Rules:

Please refer to the school's discipline policy.

Along with following the school's discipline policy, I use the website Class Dojo for motivation, management, and parent communication. Class Dojo gives students a visual accountability system in regards to their behavior. This is a good visual check-in for students for monitoring their own behavior. Students use the points they have earned to get whole class rewards and/or individual rewards.

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. *This folder should be returned each day between school and home.*

- **Spelling:** Spelling lists for the whole year will come home in September - please place this list in a safe place. The list we will be working on will be listed in the student planner. Pre-tests will be on Monday. Tests 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.

- **Math:** Students will have math homework 3-5 days a week. They will have some class time to work on their homework. Sometimes homework is finished during that time. If there is math homework, *students are required to bring their math book home with them, even if they finished it, and return it with them to school the following day.*

- If your child comes home with *unfinished* math homework, please have them finish it before the next school day.

- If your child comes home with *finished* math homework, please look over it to see if it was done correctly and to see what math concepts your child is working on.

- I will email a **weekly newsletter** that looks ahead to the next week (If you would prefer a paper copy, please let me know). By reading the newsletter you will find out what 3rd graders will be learning in class, as well as other valuable information (special dates, requests, announcements).

School Assignment Planner

-As a third grader, each student is required to purchase a school planner as part of their school supplies. This planner will be given out on the first day of school.

- 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.

- Assignment planners should be reviewed and signed by a parent (preferred), grandparent, or older sibling each night. Please sign even when there is no homework listed for that day.

- You 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 mark, such as a star, verifying that I have checked their planner for the day.

-If a student has misplaced or lost their planner for more than one week a new planner will need to be purchased for \$4.00.

Important Reminders:

- If you send in **lunch money or any other important paperwork** such as field trip permission slips, your child should bring it to the office or give it to me. Please have money and any paperwork in a sealed envelope clearly marked with your family name and the contents.
- If your child has any **changes to their end of day routine** please call the office regarding the change. Email can work as long as it is not short notice (please copy me on this email).
- **If your child misses a day**, you should call the office.
- **Birthdays:** On your child's birthday I will have a small gift for them. If you would like to send in a small, store bought treat, we have 22 students. Children with summer birthdays will celebrate their half birthday in school.

How to Contact Me?

1. I check my email a few times throughout the day and will respond as quickly as possible.
2. I may communicate via the planner as well.
3. Class Dojo has a "messages" feature. I check this frequently throughout the day. If you have not yet signed up for Class Dojo, I will be contacting you soon to get started.

If you prefer another form of communication, please let me know.

Thank you,

Mrs. Kolles
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