

Dear Parent:

Welcome to third grade! My name is Mrs. Chevlin and I am delighted that your child is in my class this year. With your encouragement, your child will be a part of many exciting and rewarding experiences this academic year.

I have compiled this class handbook to provide information on the policies, procedures, and expectations for the new school year.

#### CLASS WEBSITE

My primary form of communication will be through our class website. The website is updated weekly. You will find a monthly newsletter and also any weekly notes and/or information on upcoming projects and dates. If you do not have a computer or internet access at home, please let me know so I can send hard copies of these to you.

#### BOOK REPORTS

In September, the students will begin doing book reports every month. A different format will be assigned each month. These are designed to be easy, fun reports that show your child's work and will hopefully give them an enjoyment for reading. These will count as a grade, so it is important your child be prepared each month. **I will not accept late reports.** Your child will be given the information in class and I will try to have a link with the book report information on the website each month.

#### FRIDAY FOLDERS

Each Friday, your child will take home their Friday Folder. Inside will contain their assignments and class work. Review the work with your child and sign the weekly report. The folder must be returned on Mondays. You can also place any letters/notes to me in the Friday Folder. **The completed work does not need to be returned.**

#### ABSENCES

If your child is absent from school, please send a note of explanation. All homework and class assignments must be made up within two days. It is important that your child have very limited absences. We do a lot of activities in class that are difficult to make-up. If possible contact me and I can arrange to have their missed work waiting in the office.

#### PARENT CONFERENCES

If you would like to meet with me, then please send a note with your child, email or call the school to make an appointment. I think teacher/parent communication is very important, so please don't hesitate to contact me if you have any concerns that may arise.

## VOLUNTEERS

I would like to have a parent volunteer each day for about one hour. If I could get 5 parents, that would mean just 1 hour a week. I would like help with math wheels and any copying that may need to be done. If you can volunteer one hour in the morning, I would greatly appreciate it. Also I will need a room mother so I am looking for a volunteer for this too!!

## CLASSROOM DISCIPLINE PLAN

As I firmly believe that lifelong success depends on self-discipline, I have developed a Classroom Discipline Plan that gives every student the opportunity to manage his or her own behavior. I will discuss this plan with the students, but I would appreciate it if you would also review the plan with your child as well. Working together, all of us can ensure that your child will receive the most positive educational climate possible.

### Classroom Rules:

1. Listen when others are talking.
2. Keep hands, feet, and objects to yourself.
3. Follow directions.
4. Show respect for school and personal property.
5. Work and play in a safe manner.

If a student chooses to break a rule, these are the consequences:

First Warning: Verbal Warning

Second Warning: Recess detention

Third Warning: Note or phone call to parents.

Fourth Warning: Parent Conference

## STAR OF THE WEEK

Each student in our class will take a turn being the Star of the Week. During their special week, students will have the opportunity to share about themselves by completing an informational sheet, bringing in special pictures and mementos, and even sharing their favorite book and music with the class.

For one day during your child's week to be the Star, they will also get to eat lunch in our classroom with two of their friends. These may be two friends from our class, or one friend from our class and one from another class. The students can bring their own lunches from home or get the school lunch. You may also bring a special treat for them. Our lunch time is 11:40-12:15 every day. After the Star and his/her two friends eat lunch in the classroom, they will then have the choice of playing indoor games in the classroom for their lunch recess or going outside for recess as they normally do.

Thanks for your help in making your child's week of being the Star exciting and successful!. Our class looks forward to learning more about each other through this fun

program!

#### CLASSROOM BIRTHDAYS

Birthdays are very special, and I love helping your child celebrate their birthday. I will be sure to recognize your child on his/her special day. If you would like to send in a birthday treat, that would be fine.

#### SCHOLASTIC BOOK ORDERS

At the end of each month, the students will bring home Scholastic Book Club order forms. These book clubs offer a variety of very reasonably priced quality books, software, and cassettes. Ordering is always optional. With each order we send in, the book clubs will provide some valuable free learning materials to enrich our classroom! We will be ordering from the following Scholastic Book Clubs this year. Please take note of the different reading levels featured as you and your child browse these book orders-

Lucky Book Club: Grades 2-3

Arrow Book Club: Grades 4-6

Books make great gifts!

If you are interested in ordering books to be gifts for birthdays, holidays, or other special occasions, I can hold them back for you to secretly pick up at a time convenient to you, or send them home in your child's backpack wrapped tightly in a brown paper bag.

NEW!! NEW!!

Now you can send me your child's Book Club orders online! You don't have to worry about sending money to school or lost and torn flyers!

You can browse all the titles available in the printed flyers sent home each month online at the Scholastic "My Clubs Ordering Page". Enjoy the same low prices and great selection while continuing to help our classroom earn Bonus Points for free books, software, and resources.

Ordering online offers extra conveniences!

- \* Send your order any time, day or night, up until the online order due date.
- \* Your credit card payment will be sent directly to Scholastic. No need to write a check or send cash to school.
- \* An e-mail confirmation of your order will be sent to you.
- \* Ordering online is private and secure!

Here's how it works...

1. Access "My Clubs Ordering Page" by going to <http://www.scholastic.com/parentordering>
2. Enter our Class User Name: mrschevlin and our Class Password: 3rdgrade
3. Browse the titles with your child, and enter your order with a credit card payment.
4. I'll receive notice of the titles you've ordered while the credit card payment is sent directly to Scholastic.
5. After I submit the entire class' orders to Scholastic, your order will be delivered to our classroom and distributed to your child.

I hope you enjoy the convenience of ordering online! Remember- you can always use the printed flyers instead and have your child hand in their book orders and payment at

school by the due date given. You only need to write one check to "Scholastic Book Clubs", even if you order from all of the book clubs.

#### HOMEWORK POLICY

Students will be given homework Monday through Thursday. The homework will be a review of skills the children should already know, so nothing is "new". Parents, please sign your child's assignment notebook to ensure that they have completed the assignment. Homework is very important in reinforcing the day's lessons!!

I look forward to a great year. If you have any questions, then please contact me through the school or through your child.

Thank you for your time and cooperation!

God Bless you and your family,

Mrs. Chevlin