

Dear Parents and Students,

# Welcome To 3<sup>rd</sup> Grade!

I am looking forward to this new school year. There are lots of new things to be learned and new friends to be made.

My goal for this year is to help your child to be an independent and responsible learner, as well as to show him or her how to make responsible choices. To accomplish this goal, we will be making the most of our class time. My expectations for the students are high. They will need to work hard and do their best. With support from you and I, your child can be a grade 3 superstar!

Please, read over the next few pages with your child. These pages will outline the classroom policies, discipline, and answer some questions you may have about the school year. Be sure you talk about what is in the packet with your child. The last page will need to be signed by both the student and parent and returned to me. This page tells me that both the parent and student know and understand the expectations of our classroom for this year.

I am glad you are all here and can't wait to get started.

Sincerely,

Darleina Kelln

## 3K General Information & Expectations

### Boots/Shoes

3K's bootroom is located at the front of the school by the gym. All footwear must come off and be stored on the shelves. No outside footwear is to be stored in the lockers.



### Lockers

By Grade 3 students should be able to get themselves to and from their lockers, unpack/repack their belongings, switch to their indoor shoes on and enter the class prepared. Lockers should be neat enough that **doors can be kept closed** so that their belongings are kept safe. Students do not have a lock until grade four so, for the time being, keeping our things in the locker with the door closed is a great alternative.

### What to Bring Into Class Daily



Students need to bring their agenda and indoor shoes into the classroom. The students **may** also bring a water bottle. The bottle must have a lid that seals tight. If the bottle becomes a distraction or creates a mess, it will be sent home. **Water is the only thing that can be brought** in the bottle.

Although it is highly discouraged, if your child wishes to bring a toy or personal item to use at recess, it needs to have their name on it and be stored in their locker. Trading toys, cards, books, etc. is not allowed at school. Evergreen staff is not responsible for lost, damaged, or stolen items.

### Water/Bathroom breaks

In the first couple of weeks we will take class bathroom breaks every 60 minutes or so. As we progress into the school year, students will be expected to use the washroom during appropriate breaks (before/after recess, on the way to gym, etc.). If students have an emergency they will be able to use the washroom, but if it is occurring frequently, a medical note from a doctor may be requested. The longest period between 3K's breaks is 1 hour and 35 minutes (*the length of an average Disney movie*), so it is reasonable to expect students to resist disrupting the classroom for bathroom breaks (barring a medical issue) after the first couple of weeks.

## **\*\*Class Website\*\***

The class has a website at [evgrade3.weebly.com](http://evgrade3.weebly.com). On our class page, you will find curricular items, pictures and video, student work samples, spelling lists, games, and our class blog. We regularly blog our activities and parents, friends, and family are encouraged to leave appropriate comments on the posts. **Our blog will have our most up-to-date information.** We share our daily experiences, reminders about upcoming events, project information, etc. Check the site often to keep up-to-date on what is happening in 3K. To encourage the use of the site, any student who has family or friends comment 3 times in one week will receive a small reward. We simply want to stay connected with you!



*\*Every effort is taken to ensure online safety in our room and students are taught safe online practices in class. Please only use first names and refrain from posting specific identifying information online when commenting on our blog.*

## **Spelling Tests**

Students complete a common level spelling test once every two weeks. All spelling lists for the whole year can be accessed on Spelling City (linked on our website). Students will have 5 new words to learn every two weeks in addition to 5 review words and 2 transfer patterns. There will also be 3 challenge words for students to try! Although these words are reviewed daily at school, students are expected to spend 15 minutes nightly too!

## **Homework**

I do not regularly schedule homework in my room. Students are expected to read nightly and review their spelling lists regularly. Ample time is provided during the school day for completion of schoolwork. However, should a student not be able to complete assignments within the school day due to their own behavior (not knowledge), it may be sent home as homework. This happens only after repeated attempts and extended time is given at school and it is asked that you then make the assigned homework a priority.



## Rules

Students will discuss their own classroom rules, but the following are standard expectations in our school.

- We will respect ourselves, the teacher, and all others inside and outside of the classroom.
- We will encourage, help, and not interfere with others' and our own learning.
- We will keep our hands, feet, and objects to ourselves.
- We will do our best work.

## Discipline

None of us are perfect. Students, teachers, and parents alike can all make mistakes. It is an important part of learning. In my class I model restitution and work students through the process whenever possible. Students making poor choices will be expected to talk through their decision making with those it affects. We will come to a point of identifying the choice and what other options are available and make amends if needed. I have been known to apologize to students and parents when warranted as well as I believe it reinforces the idea that **we all make mistakes, but we are still responsible for our actions.** It is important students see us model this.



In general, discipline in 3K is handled as follows:

- 1<sup>st</sup> time- attention brought to choices that are affecting others.
- 2<sup>nd</sup> time- another reminder of expectations
- 3<sup>rd</sup> time- brief discussion (privately if possible) about expectations
- 4<sup>th</sup> time- short exclusion with a restitution or related activity.
- 5<sup>th</sup> time- administration referral with varying outcomes.

## Home Communication

### Agenda

This is our main communication tool. If a student is experiencing difficulty above what is expected in the classroom (academic, behavior, social, etc.), I will initially draw attention to the issue in the student agenda. I generally word things to the student so they can feel a part of the process but to also inform the parents. If you have any information for me (ie. Expected

absences, appointments, changes in getting home, general questions, etc.), please use the student's agenda to communicate as well. If you have a greater concern or question, don't hesitate to send a separate note, email, or call me at the school.

### Phone Calls

If a student continues to struggle or there is a sudden significant event, I may make contact by phone through the day (with the student present, if possible, so they stay a part of the process). As I understand and appreciate that family time is valuable, I try to avoid disrupting yours if I can and handle all communication prior to 4:00pm whenever possible. In turn, I also ask for the same respect of my family time and patience as I deal with school communication during school hours.

Students can get super calls home, too! I try to make a call home when a student has had great behavior, did something that stood out as very kind, or has had a great accomplishment. This is an opportunity to reinforce our team of student, parent, and school as we celebrate their successes together!

### How to Contact Mrs. Kelln

If you have a question or concern, please contact me early so that we can work together for your child before little issues become big issues. Different perspectives let us see the bigger picture. We do our best to make decisions in the best interest of everyone and our reasons can be clarified easier when we consider the whole picture. Please be open to sharing your comments, concerns, appreciation, or apprehension with me by doing one of the following.

1. Leave a note in the agenda
2. Phone: 780-542-5535
3. Email: [Darleina.Kelln@wrsd.ca](mailto:Darleina.Kelln@wrsd.ca)

### **Birthdays & Parties**

We will have parties for various reasons throughout the year, but we come to school to learn. We all love birthdays. If you wish to hand out invitations to students (no need to invite all students), please have your child do so discretely on their break or dropped in a child's mailbox. We ask that you reserve special goodies like cupcakes, cookies, etc. for our general holiday or class parties. Then, if you wish to bring in goodies, we can ensure we have a selection of choices for kids and help make everyone feel special.





# WE are a TEAM!

Thank you for reviewing your student's packet together! Now, all you have left to do is remove this page from the packet and sign the middle of the page with your student.

**This page is due the next school day after it is sent home.**

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I have read my student packet and understand what is expected of me. I will do my best to learn and be a great member of our classroom.

\_\_\_\_\_  
Student name (print)

\_\_\_\_\_  
Student – try signing your name!

I have read and understand the expectations that my child will be held to in his or her classroom. I will help to support my child in his learning by being an active member of our team.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Comments Or Things I Should Know?

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