

Dear Parents:

I am so blessed to be the third grade teacher and have your child again. Although I will not be teaching them the sacraments, I look forward to helping them grow spiritually. We will continue to do a Corporal Work of Mercy each month, but we will also be learning a fruit of the Holy Spirit to help with character education.

Sincerely,

Misty Helms

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Classroom Procedures

Ms. Helms—St. Boniface Elementary

2018-2019

Morning Routine

Everyday upon entering the classroom, the children will hang up their backpacks and coats and will mark their own lunch count in the computer. They will place their Friday folders in the top blue basket. Most of the time, the students will do IXL for their morning work. I will greet each child at the door, as much as possible. Parents who have quick questions or comments may visit with me at this time.

Church

Students go to Mass every Friday. While it is very important that students are in the classroom on time every day, it is even more important on Fridays. If at all possible, make sure that your child has gone to the bathroom before he/she arrives at school on Mass days.

Lining Up

Students will line up in the order that I have chosen for them. I will expect them to follow line procedures, which is to have a quiet mouth and hands behind their back, at their sides, or in their pockets.

Hallway Procedures

Students will walk down the hall with hands behind their back, at their sides, or in their pockets, and without talking.

Give Me Five! And Respect sign

I will be using a strategy called “Give Me Five”. I do this by holding up my hand and saying “give me five.” It means for the students to still their bodies, have quiet mouths, eyes on speaker, listen to speaker, and hands free of objects. I can be assured that I have their full attention by using this strategy. The Respect sign is used at St. Boniface by raising your hand and holding up a sign language “R”.

Dismissal Time

Students will get in line with their belongings. We will walk together to the sidewalk beside the church. They will stand quietly until their guardian comes to pick them up. They must say good-bye to me before leaving. This is for safety purposes. They are not allowed to leave the line until I know who has picked them up. They are not to “horseplay” while waiting to be picked up. At 3:25, all remaining students will go to after-school care.

Lunch Time

Students will enter the cafeteria with their hands behind their backs, get their milk carton and tray, and sit down quietly. They will eat their lunch quietly and walk when scraping and putting up their tray. Then, they may talk softly to the person right next to them on either side until it is time for the class to leave. Parents are invited to come eat with their children anytime. If I know in the morning that you will be eating with your child, I will make sure that you and your child sit at a different lunch table so that you can talk quietly with each other during lunch. However, please make sure that cafeteria rules are followed when you eat with your child.

Recess Time

Students will line up in order, and we will all walk together until we get to the gate. They will not pick up anything from the ground including sticks, rocks, mulch, and dirt. They will not intentionally hurt anyone. They will play on the playground equipment properly. They will enter the building quietly.

Restroom Breaks

The students will be able to use the restroom while they are working independently; however, they are not allowed to go while I am teaching. This causes a distraction during learning and must only interrupt me in an emergency. I have advised them to not wait until the last minute because of the walk downstairs.

Friday Folders

Students will turn in all forms and Friday Folders on time. Any time that they have permission slips, surveys, report cards, or any information that is signed by a parent, it is to be turned in with their Friday folders on Monday morning.

Field Trips

We will take several field trips this year. Students will be expected to obey all school and classroom rules while on field trips. Permission slips must be turned in before the day of the trip. Field trip drivers MUST provide me with a copy of their driver's license and insurance forms the day before the trip. Also, drivers must be CMG Connect trained.

Writing

We are using "Writing Our Catholic Faith" for handwriting, by Universal Publishing.

Homework

A few skills should be practiced regularly. Typically, it is recommended that a third grader read twenty to thirty minutes a day to help advance literacy skills. We will have spelling tests on Thursdays, and the students may study their lists on Spellingcity.com. Also, multiplication facts are very important in third grade. They may use *Math Facts in a Flash* or flashcards to practice at home.

Make-up Work

If a student is absent, his/her assignments will be ready for pick up at the end of the day. I will send it to the office to be picked up. The child will have three days to make up any work assigned during an excused absence.

Be Responsible

At the beginning of each week, jobs will be assigned. These jobs will be carried out by students daily. This also provides ownership of the classroom for the students.

Birthdays

Children may bring cookies or cupcakes to school to celebrate birthdays. We will eat these treats at the end of the day unless you have made other arrangements with me. Invitations delivered to school for a birthday party must include the entire class.

Class Parties

Two school-wide parties are held each year: Christmas and Easter. Each student will be asked to bring something. The homeroom mom will organize the parties.

Tardiness

Tardiness disrupts the class and keeps your child from fully benefiting from a Catholic education. If the church bell has already rung at 8:00, your child needs to go to the office for a tardy slip before coming to class.

Reading

We use the Accelerated Reader program. Students can read accelerated reader library books and then take a comprehension test on the computer. This year, the students will also take a vocabulary test for each book. The students receive points according to the number of correct answers and points possible. Rewards are given based on points earned. Please give your child an opportunity to read or be read to every night, this is so very important. Vary your procedure: a) one night listen to the child read a story to you; b) you read a story to your child; or c) you read one paragraph to your child, he reads a paragraph to you. If at all possible, 20 - 30-minutes of reading should be done nightly.

Math

Multiplication facts are important in third grade. The students will practice in the classroom, but will also practice for homework. They may use *Math Facts in a Flash*, flash cards, or write them out on paper.

Discipline Plan

I will be using a play money system in the classroom. The students will receive one dollar each day. They will owe me 5 cents every time they are not following a rule, which includes following procedures. I will also use natural consequences in the classroom.

Prayers

Sign of the Cross, Our Father, Hail Mary, Trinity Prayer, Angel of God, Grace Before and After Meals, Act of Contrition.

***Act of Contrition**

My God,
I am sorry for my sins with all my heart
In choosing to do wrong
and failing to do good,
I have sinned against You,
whom I should love above all things.
I firmly intend, with Your help,
to do penance,
to sin no more
and to avoid whatever
leads me to sin.
Our Savior Jesus Christ
suffered and died for us
In His name, my God, have mercy.

***Hail Mary**

Hail, Mary, full of grace.
The Lord is with you!
Blessed are you among women,
And blessed is the fruit of your womb, Jesus.
Holy Mary, Mother of God,
Pray for us sinners,
Now and at the hour of our death. Amen.

***The Lord's Prayer**

Our Father,
Who art in heaven,
Hallowed be thy name;
Thy kingdom come,
Thy will be done on earth
As it is in heaven,
Give us this day our daily bread;
And forgive us our trespasses
As we forgive those who trespass against
us;
And lead us not into temptation,
But deliver us from evil. Amen

***Glory be to the Father (Trinity Prayer)**

Glory be to the Father, and to the Son, and
to the Holy Spirit.
As it was in the beginning, is now, and will
be for ever. Amen

***Angel Guardian (traditional)**

Angel of God,
My Guardian dear,
To whom God's love commits
Me here;
Ever this day (night)
Be at my side,
To light and guard,
To rule and guide. Amen.

***Grace Before Meals**

Bless us, O Lord, and these
thy gifts,
Which we are about to receive
From thy bounty, through
Christ our Lord. Amen.

***Grace After Meals**

We give You thanks, almighty God,
for these and all the gifts
which we have received from your goodness,
through Christ our Lord. Amen

Time Allotments

- Suggested time allotment schedule for Grade 3
- Time 8:00-3:00 (7 Hours) Blocks
- 5 Hours 30 minutes instruction time in addition to the religion class
 - Religion- 30 minutes daily- approximately 150 minutes weekly
 - Language Arts- Reading, Spelling, Handwriting, Oral Communication, Written Communication, Literature- 180 minutes daily- 900 minutes weekly
 - Mathematics- 45 minutes daily- 225 minutes weekly
 - Social Living- Citizenship, Geography, History, Economics, Science, Health, Safety- 60 minutes daily- 300 minutes weekly
 - Creative, Recreational- Art, Music, Physical Education- 45 minutes daily- 225 minutes weekly
- Total 360 minutes daily- 1,800 minutes weekly

Third Grade Handbook Contract

I have reviewed the classroom handbook. I understand the contents and agree to adhere to the policies and procedures outlined in the handbook.

Student signature: _____

Parents or Guardian signature: _____

Date: _____