

August 19, 2013

Dear Parents and Students,

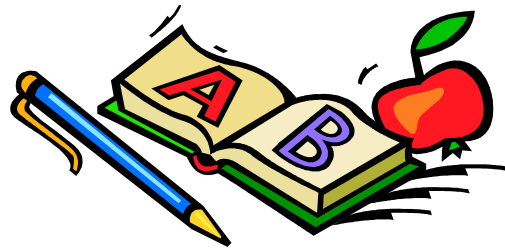
This week begins a new school year for all of us, and I'd like to extend a warm welcome to my new students. As always, the start of a school year holds the promise of new discovery and learning, as well as the prospect of personal growth in all areas.

I have put together a handbook of information to help you and your child become familiar with my expectations for the school year. Take a day or two to read through this information, then sign below and return by Friday. You may want to keep the handbook in a special place so that you may refer to it throughout the year.

If you need to contact me, email is often a quicker way to reach me, since the office staff tries to not interrupt classrooms with phone calls during the day. My email address is victorif@provo.edu. I check my email often and I will respond promptly. If you do not have email, you may call me at (801) 374-4925 and leave a message.

I'm looking forward to an exciting year with my class. Thank you for your cooperation in getting this year off to a great start!

Sincerely,
Vicki Morrise



Please read the classroom handbook, then sign and return this portion of the note.

Student Signature _____

Parent Signature _____

Photos of my child may be posted on the class website ___yes ___no

Mrs. Morrise's 3rd/4th Grade

Classroom Handbook

Classroom Expectations

Our class is a community of learners. In order to be successful, students must follow the Falcon Expectations set by Franklin Elementary. They are:

1. Be respectful.
2. Be responsible.
3. Be safe.

I expect students to monitor their own behavior and make their own choices. However, those choices should not interfere with other's learning or safety.

Discipline

Student behavior will be monitored using a "Stoplight" system.

1. Green Light: All students will begin the day with a green light. Green means that all is well.
2. Yellow Light: If a child is disruptive, he receives a yellow light (a warning) and must put head down for a minute or loses one minute of bonus (fun) time.
3. Orange Light: Continued misbehavior receives an orange light and the student will lose up to 5 minutes of bonus time, as well as a punch in his punch card. We will meet to talk about the problem and find a solution together.
4. Red Light: A third infraction receives a red light. This requires a meeting with the teacher and a phone call home. The consequences will be determined by the situation.
5. Hazard Lights: Hazard lights involve a very serious problem, such as out of control behavior, bullying, fighting, stealing, or vandalism. The child will be sent to the "Flight Center" to meet with our behavior specialist, where consequences will be set according to school policies. Parents will be notified of the problem and consequences.

Bonus Bucks

Students will have the chance to earn "Bonus Bucks" for responsible behavior like completing assignments on time, following instructions quickly, helping one another, or going the extra mile. Poor choices will cause them to lose money. There will be class auctions held in December and May where Bonus Bucks can be spent on treats and prizes. If you have items you would like to donate for our auction, you may send them in any time during the year. We accept books, toys, individually wrapped treats, art supplies, etc. Be sure to send a note that states that the items are for the auction.



The Rock Jar

I expect students to take pride in their class and to work together as a team. To encourage effective teamwork, we will have a class rock jar. The class will earn rocks for the jar by keeping the classroom clean, participating during lessons, and behaving appropriately in any situation. When the jar is full, the class will be rewarded.

Student of the Month

Each month, I will choose one student to be spotlighted as Student of the Month. This child's name is read during morning announcements and his/her photograph is placed in the display case in front of the school office. The student is also given a certificate from the principal. This is a very special honor given to students who go the extra mile to show respect, work hard, and be a good friend to others.

Backpacks

Every child should have a backpack **with his/her name printed on it in permanent ink.** Please remind your child to bring it to school every day. Also, please check it nightly for notes and homework packets.



Communication Folder

Your child will have a blue plastic folder to keep in his backpack. This folder will be used every day to transfer notes and assignments between home and school. **Please look through the folder each night.** Make sure all assignments are completed and notes are signed. Then, **return the folder to your child's backpack** so that it can be brought to school in the morning.

Homework

Starting the second week of school, your child will have regular homework to do each evening (math will start the third week).



Monday-Thursday:

Reading	3 rd graders must read for 20 minutes each night. 4 th graders must read for 30 minutes. Parents must sign the note to get credit.
Spelling	Pick one spelling activity each night from the monthly list of choices (you must pick a different activity each night). Write down which activity you chose. Do your work on the homework slip. If you do your work on the computer, print it off and staple it to the slip. If you do an activity that does not involve writing, you must write a sentence explaining what you did and your parent MUST sign it to get credit.
Math	Students will get a worksheet each night from their math skills teacher to help them practice what they are learning in skills groups.

Friday, Saturday, and Sunday:

Reading	3 rd grade students should read a total of 40 minutes over the weekend. 4 th graders must read for 60 minutes. Parents must sign the note to get credit.
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The Homework Folder

You will receive a homework folder to **KEEP AT HOME**. Please put this folder in a safe place. If you are careful, you will never have to worry about losing your homework or leaving it in the classroom. The folder will include "homework completion slips" to be filled out each night. Simply cut a completion slip from your folder. Fill it out and have your parents sign it, then put it directly into your backpack.

There are enough completion slips to last until December (when we'll refill your folder), so you shouldn't run out. However, if something does happen, you can print them at home from our class website or fill out a regular piece of paper with the required information and parent signature.

Make sure you finish your homework and turn it in on time each day. You will get a punch in your punchcard for EVERY missing assignment!



Daily Math Drills: Students cannot move on to higher level reasoning in mathematics until they master basic math facts. You can help your child prepare for our daily math drills by studying with flashcards or having him/her spend 15 minutes a day working with online flashcards at www.mathfactcafe.com. You can even call out math facts to your child while driving in the car or waiting in the doctor's office!

Punch Cards

Students will get a "punch card" every two weeks to help us keep track of their homework and behavior. A hole will be punched in their cards for behavior problems and missing homework assignments. At the end of the two weeks, students with three punches or fewer will receive a fun mystery prize.

Friday Fun Day

On Fridays, students who have completed all classwork for the week will get to participate in a fun activity. Students with missing assignments will go to study hall during this time to do the work they are missing.

Daily Schedule

School Begins: 8:40 a.m. (Warning bell at 8:35)
Lunch: 12:10 - 12:40
School Ends: 3:20 p.m. every day except Friday
1:30 p.m. on Friday

Our class lines up on the west playground in the morning and students are walked back out to this playground at the end of the day. Parents are asked to pick their children up from the playground, **not the classroom**.

Attendance

Regular school attendance is critical to the learning process. When your child is absent or tardy, he or she misses valuable instruction time. Our school day officially starts at 8:35 a.m. when the warning bell rings. Please make sure your child arrives at school by then so that he/she can make it to the classroom well before the late bell rings at 8:40. Students arriving after the late bell rings will be marked tardy (even if they have a note from their parents). Also, be aware that **3 tardies equal one absence** when calculating student truancy and that **checking your child out early is calculated like a tardy**.

If your child will be absent, please be sure to call the office at (801) 374-4925.

Specialties

Monday- Music
Tuesday- P.E.
Wednesday- Music
Thursday-P.E.
Friday- Common Core
Library Support

We will have specialty classes daily from 11:15-11:45 a.m. Please make sure your child brings shoes appropriate for P.E. on Tuesdays and Thursdays.



Library

We will not have a regularly scheduled library time this year. Instead, there will be open check-out time in the library Monday-Thursday for students who need to exchange books. Please help your child to be responsible for library books by keeping them in his/her backpack or at school when not being read.



Scholastic Book Orders

Periodically during the school year, I will send home a Scholastic Book Club flyer. You'll find award-winning books, as well as old and new favorites, at great prices. It is easy to order. Simply mark the items you want on the form and send in cash, OR you can order online! Also, each order helps earn FREE books and teaching materials for our classroom.

Lunch Money

As you know, students who do not receive free lunch must either pay for lunch or bring their own from home. The district does NOT allow students to charge a lunch if they run out of money. So, if your child will be purchasing school lunches, I highly recommend paying by the week or the month to avoid most lunch money problems. You may pay online at <https://www.myschoolbucks.com/>, stop by the office to pay, or send the money (check or cash) with your child in an envelope with his/her name on it and labeled "Lunch Money."



Donations

If you wish to help out by donating items for our class, it would be very much appreciated. Items that we could definitely use include: classroom sets of small toys for AR prizes (enough for 30 students), individually wrapped non-candy snacks, ziplock sandwich and freezer bags, boxes of tissues, and prizes for the auction. If you wish to supply treats for parties, please let me know so that we can make the arrangements. Remember, these donations are not required in any way, but are greatly appreciated.

Birthdays

We will celebrate each child's birthday as it comes. Summer birthdays will be celebrated on the child's half-birthday (June birthdays in December, July birthdays in January, and August birthdays that come before the first day of school in February). You are welcome to send a small treat if you choose (please drop it off before lunch so that we can eat it during our afternoon recess). Also, remember that according to district policy, any snack you send must be store-bought, NO EXCEPTIONS.

