

August 8, 2007

Dear Parents,

Welcome to third grade! We are delighted to have the opportunity to work with you and your child this year. Third grade is a wonderful year of learning opportunities and we look forward to participating in the students' discoveries and growth.

When school begins, your child will be coming home each afternoon with a green take home folder and a daily planner. **Please check your child's green "Take Home" folder nightly.** Your child may have notes, graded papers, homework to be completed, newsletters, etc., or it may be empty. The simple act, however, of going through the folder every night with your child will give you both an opportunity to talk about his/her school day and remain involved and informed. **Parents are asked to sign or initial their child's daily planner each night.**

Please refer to the St. James website at www.stjames-school.org for the **Third Grade Handbook** and for additional school wide procedures and information that will help you and your family as the year progresses. If you have any questions, please contact us. We look forward to meeting your family on Back to School Night, Sunday, August 12th. We will address any additional questions on Parent Information Night, Tuesday, September 4th.

Blessings,

Mrs. Korte-Wilson

Mrs. Peregrine

Mrs. Pisciotta

Lisa.korte-wilson@stjames-school.org

Andrea.peregrine@stjames-school.org

Joanna.pisciotta@stjames-school.org

Homework

Students will be assigned homework almost every day. Long-term projects may go over a weekend or holiday period. Students are expected to complete homework with minimal assistance unless specifically stated in the directions. They are also expected to do their personal best work. In addition to reinforcing the daily lessons, homework provides students an opportunity to develop responsibility. Parents will be informed if a student does not return homework when due.

Daily Planners/Take Home Folder

Each student has a planner in which he/she records homework assignments and possibly messages from the teacher. There is a space for messages that parents may use as well. **Please sign the planner every night after you have reviewed your child's Take Home folder and homework.**

Absentees/Appointments/Messages

Please call the school office if your child becomes ill and will not be attending school. Please inform the teacher if you know in advance that your child will be absent. If you would like to pick up your child's work, or have it sent home with another student, please call the school before 12:00pm. In addition, please send a note informing us of appointments or early dismissal from school. We will do our best to have your child ready to leave at the noted time. If you need to leave a message for your child, please do so by calling the office before 2:00pm if at all possible.

Birthdays

Students may bring simple, individual snacks (cookies, snack cakes, juice boxes, etc.) on their birthdays. Students should be able to bring their snack with them in the morning. We share birthday snacks during the class snack time. If a birthday falls on a day when school is not in session, we will celebrate on the most convenient day before or after the date. Summer birthdays can be celebrated on the half-birthday. Students may dress out of uniform on their birthdays so we may recognize them as a community.

Snacks/Water Bottles

Brain-based learning research tells us that a well hydrated and well fed body-brain is more capable of making connections necessary for successful learning. Ideally, in order for the brain to reach optimal learning, we need to eat breakfast within the first half-hour of being awake. This is according to nutritionists with the glycemic index. In addition, we encourage healthy snacks. Apples, pears, and kiwi are examples of good brain food because they release energy slowly. Please try to limit snack to those foods that do not list sugar as one of the first three ingredients. Vegetables, fruits, cheese and crackers are preferable to snack chips. Students should be able to eat their snack with minimal assistance. Also, please remember that your child needs a water bottle at school every day. The bottles may be taken home nightly to be washed if you wish. Students will be asked to take bottles home on Wednesday and Friday evenings. Regardless of when they are washed, however, students should bring the bottle back to school the next morning.

Lunches

St. James School provides a hot lunch in the cafeteria daily. If students choose to bring their lunches we would ask that they not include soda pop or other distracting items, such as food coloring packets or toys, which are included in some pre-packaged lunches. If you will be joining your child for lunch, please notify the office so a lunch can be ordered for you. We are encouraging students to use proper manners at the lunch table. We appreciate your support in this effort.

OOPS! Shelf/Lost and Found

In order to help develop a sense of responsibility and independence, we would ask that you leave forgotten items, such as lunches, p.e. clothes, homework, backpacks, etc. on the OOPS! Shelf (in front of the library) rather than bringing them to the classroom. Students will be allowed to check the OOPS! Shelf prior to lunch or p.e. if they think their items may be there. If your child is missing an item, such as a lunch box, sweatshirt, etc. please check the Lost and Found Shelf located outside the office windows toward the middle school hallway.

Book Orders

Book orders from various Scholastic book clubs will be sent home periodically. Please do not feel obligated to purchase books. If you do purchase books, we ask that you pay by check. **Please do not send cash with your child.** If you would like to order books for gifts, please seal your order in an envelope and mark "GIFT" on the order form. We will handle the order discreetly and leave it in the office for you to pick up at your convenience. Scholastic has created a system for parents to order directly from Scholastic, while still giving student classrooms credit for purchases. As information becomes available, we will let you know how the program works so that you may take advantage of it if you choose.

Communication

We want you to feel free to contact us whenever you have a question or concern, no matter how big or small it may be. We cannot be productive teachers without the cooperation and communication of parents and students. Students and parents cannot be productive without the cooperation and communication of the teachers. We are a team! The quickest and most efficient way to contact us would be by e-mail at andrea.peregrine@stjames-school.org, lisa.korte-wilson@stjames-school.org or joanna.pisciotta@stjames-school.org. Call us at 781-4428 (Mrs. Peregrine ext. 276, Mrs. Korte-Wilson ext. 223, and Mrs. Pisciotta ext. 243). We will return messages or calls as soon as possible.

St. James School will conduct conferences in the fall and spring. Please do not wait until then, however, should you have a question or concern.

St. James School Grading Scale

A+	100
A	99-94
A-	93
B+	92
B	91-85
B-	84
C+	83
C	82-75
C-	74
D+	73
D	72-70
D-	69-68
U	67 & below

Lifelong Guidelines

The St. James Community begins each day by reciting and signing the St. James Pledge. The pledge includes the Lifelong Guidelines, on which classroom expectations are based. We will learn how these guidelines can help us make better choices, solve problems, and create a fun and safe learning environment.

St. James Pledge

I promise to be FAITH-FILLED,
TRUSTWORTHY, TRUTHFUL,
and an ACTIVE LISTENER, too.

I will do my PERSONAL BEST and give
NO PUT-DOWNS to any of you.

LIFESKILLS

Based on the Lifelong Guideline of **Personal Best**, students will learn how to use the following LIFESKILLS in their daily work and behavior: **Caring, Common Sense, Cooperation, Courage, Curiosity, Effort, Flexibility, Friendship, Initiative, Integrity, Organization, Patience, Perseverance, Pride, Problem Solving, Resourcefulness, Responsibility, Sense of Humor.**

ABC's of Correcting Errors

Through a series of *Project Essential* lessons, students will learn how to correct errors, use self-control, know their responsibilities, and respect their own rights and the rights of others. The four steps students will learn to use are:

Admit the error,
Be willing to accept the consequences,
Correct the error,
Do remember the correction; don't dwell on the mistake.

School Theme

St. James School will work together within the theme of *Growing Together: Faith, Family and Friends*. You will see this theme displayed throughout the building and on newsletters. We will use this theme as a guide when planning for our school community.

Third Grade Procedures

Arrival Procedures

1. Greet your teacher with a hug, handshake, or a high five.
2. Unpack your bag and put things away.
3. Open your planner at your seat.
4. Accomplish Learning Club job.
5. Copy agenda.
6. Expect a great day!

Morning Gathering Procedures

1. Review yesterday's agenda.
2. Discuss today's agenda.
3. Answer questions/concerns.
4. Begin morning work.

Returning Procedures

1. Walk calmly and quietly back to your learning club.
2. Wait patiently for directions.

Mass Procedures

1. Enter and leave church quietly.
2. Use kneeler and books quietly.
3. Participate by singing and responding to the priest.
4. Come to communion quietly and in a prayerful position.
5. Act reverently and respectfully in church.

Recess Procedures

1. Clear learning club.
2. Get recess equipment.
3. Line up quietly.

Line and Hallway Procedures

1. Hands to self, face forward, voices off, quiet feet.
2. Walk quietly to the right.
3. Stay in your personal space.
4. Face the front.

Bathroom Procedures

1. Walk quietly on the right side of the hall.
2. Use personal best behavior.
3. Wash hands and use one paper towel.
4. Make every effort to keep the bathroom clean.
5. Return immediately and directly to the classroom.

Direct Instruction Procedures

1. Come to the carpet when asked.
2. Show active listening.
3. Raise your hand before talking.

Testing Procedures

1. Clear your learning club.
2. Remain silent.
3. Raise your hand for questions.
4. Lay your test face down on your desk when you finish.
5. Choose something from the “Must Do” list or the “May Do” list to work on when you finish.

D.E.A.R. Time Procedures

1. Find your own space.
2. Read and relax.
3. Remain silent.

Learning Club Procedures

1. Use a 12 inch voice.
2. Use active listening.
3. Stay on task.
4. Work TOGETHER, then ask the teacher.

Independent Work Procedures

1. Find a spot to work.
2. Remain quiet.
3. Do your personal best.

Bus Trip Procedures

1. Greet the bus driver.
2. Load the bus from the back to the front.
3. Sit two people to a seat whenever possible.
4. Sit on your bottom with your back to the seat back.
5. Use quiet, 6-inch voices when visiting with your seat partner.
6. Recite a prayer with the teacher before departing.
7. When the bus comes to a stop, please turn off voices and raise your hand.
8. Make sure you do not leave anything on the bus.
9. Thank the bus driver as you get off of the bus.

Study Trip Procedures

1. Stay with your group.
2. Respect the adults.
3. Be an active listener.
4. Use your manners.
5. Walk at all times.
6. Use a quiet, 6-inch voice.

End of the Day Procedures

1. Organize your learning club and personal space
2. Write all information in your daily planner.
3. Walk to your mailbox and take out the folder and your papers.
4. Grab your backpack and go back to your desk.
5. Pack up and wait quietly for prayer.

Dismissal Procedures

1. Stack your chairs.
2. Wait for teacher to dismiss your group.
3. Walk in the hall as you leave the building.