

Dear Parents and Guardians,

First of all, I would like to welcome you and your child to third grade. I am certain that we are going to have a wonderful year! Please feel free to communicate with me as needed. If there is anything that I can do to help your child better succeed in school, I am happy to work with you on your child's behalf. My number at Nelson Prairie is (815) 462-2874 and my e-mail address is afoghton@nlsd122.org. You are welcome to send in a note with your child, as well. **During remote learning, you may also message me through Seesaw.** *I do prefer you contact me through e-mail or through your child's assignment notebook.*

Next, I put together this handbook as a resource to provide you with the expectations and routines in third grade. I want it to be a useful tool, so if you have any suggestions, please let me know. You will also find information about classroom procedures and a subject synopsis in the following pages. I believe you are your child's first and most important teacher, and I value your input! Therefore, please let me know if there is anything you want to share about your child or how they might be most successful.

Finally, while I ask for your support in accomplishing our goals this year, I want you to know I am committed to doing all that I can to help your child succeed at Nelson Prairie School. I welcome your input and am truly looking forward to working with you and your child this year! Thank you for the chance to do so and welcome back!

Sincerely,

Mrs. Ashley Foghton

Policies & Procedures

Homework

The goal of homework is to give your child meaningful practice to reinforce skills taught and practiced in class. Homework assignments should take no more than 30-40 minutes. *If a homework assignment is especially challenging for your child, please write me a note explaining the issue so that I can work with him/her in class.*

For remote learning my office hours are 2:30-3:30. Students will be assigned homework Monday through Thursday. If students complete their homework on those nights, they will have the weekend off. Most weeks, your child will have four math Homelinks, one grammar practice page, and a reading assignment to complete.

In addition to assigned homework, students are expected to read at home. I don't want this to become a chore, instead I want to instill in them that reading is important and fun! That being said, I would recommend that your child read for at least 15-20 minutes per session on four-five days during the week for a total of about 300 minutes/month. (Note: See "At Home Reading Programs" for additional information.)

I will be keeping a homework log of missing work. If a student misses an assignment, an "oops" letter will be sent home, and the assignment will be due the next school day, along with your signature on the "oops" note. Students who frequently miss homework assignments may need to stay inside during their *extra recess* to make up the work, *with your permission*. If homework is repeatedly missed, we will schedule a parent-teacher-student conference so that we can work together to resolve any issues.

Grading Scale

B = Beginning

D = Developing

S = Secure

Birthdays

As per the District Wellness Committee, birthday snacks will not be allowed in the classroom. Our school has developed a list of appropriate trinkets for birthdays:

stickers, pencils, erasers, pencil grips, bookmarks, \$1.00 books, a class game donation, a class birthday book donation, playing cards, etc. Please contact me if you have questions about appropriate items.

Whether or not your child brings a birthday trinket, we will sing “Happy Birthday” and the office will gift your child with a book.

Behavior

Behavior is a choice. Therefore, if a student chooses to make inappropriate decisions, there are consequences. I use a color-coded card system in my class. At the start of each new day, all students will begin on green. If a student makes a poor behavior choice (after verbal warnings), he/she will be warned to “check his/her behavior” and will be moved to yellow. For a second infraction, the student moves from yellow to blue and will receive an appropriate consequence, such as a time out, removal from an activity, or a change in the student’s seat assignment. Any student ending the day with a blue card will be sent home with an “I had a blue day” slip. *The blue slip must be signed by the student’s parent/guardian and returned to me.* Any student who continues to disrupt the class and his/her own learning will be moved from blue to red. In the unfortunate event that this move occurs, I will call the child’s parent/guardian to discuss ways to help the child to make good choices in the future. The student will also be asked to complete a reflection log to address his/her poor behavior choices. Finally, on a daily basis, all of my students will have the opportunity to reverse the color-coded card process by demonstrating good behavior subsequent to poor behavior choices. **While we are out of the classroom, I will email or call you in regards to any behavioral issues that may arise.**

****Please Note: If a student chooses to severely or repeatedly disrupt the classroom, he or she will be moved to red and will be sent directly to the principal’s office. ****

The rules of our classroom are:

RESPECT yourself, others, their property, and the school.

Listen when others are talking.

Follow all directions.

Keep your hands, feet, and objects to yourself.

Work quietly and do not disturb others.

Work and play in a safe manner.

In general, I expect my students to be kind, caring, and respectful at all times!

Zoom Expectations:

Wake up early and log on to Zoom a few minutes before class.

Find a quiet place to work and check your surroundings to eliminate distractions.

Make sure your iPad is charged and your camera is on; use headphones if you have them.

Do not sign out during the meeting. Be an active participant. We will take breaks.

Wear appropriate clothing, sit up straight and always be in camera view.

Mute yourself when your teacher or another student is talking.

Be a good Digital Citizen by being kind and considerate.

Speak clearly, look up when speaking, and stay on topic.

Raise your hand to speak by clocking the 3 dots and choosing "raise hand".

Snack

We will be eating a snack in the classroom each day at about 10:20 a.m.. Students are encouraged to bring healthy snacks. I will be reading aloud to model fluency and expression and working on comprehension skills during this time. During remote learning, student may have a snack during any of their independent work times.

Assignment Notebooks

Students must fill out and bring home their assignment notebooks every day to inform you of any homework to be completed and the date each assignment is due, as well as to provide you with information regarding upcoming tests. While the majority of test preparation will occur during class, a few minutes of review at home will benefit your child greatly. Advance notice of testing will also be given in my weekly newsletter, which is published on my web page at the start of each week. My newsletter will also be available on Seesaw. Additionally, your child will record his/her behavior color at the end of each day in this notebook. *Please look it over with your child and initial to indicate that you have reviewed all information.* I do check these notebooks daily, so this is another way you can easily

communicate with me.

Specials

Each day we have a special from 9:50-10:20 a.m.. We have blue days and green days, and the colors alternate. On the blue days, we will be having Art or Music. On the green days, we will be having P.E. Every two weeks, we rotate between art and music.

Lunch and Milk Money

Your child may purchase a box lunch from school or bring a cold lunch from home. Please be aware that we do not have excess box lunches at school. If your child does not have a lunch, we will try to contact you. If we cannot reach you, we will call the emergency contacts you provided us to ask them to bring your child a lunch. To purchase the box lunches, you may either deposit lunch money into your child's Mealtime account online through the district website, or you may send your child to school with lunch money to be deposited. *The lunch money should be placed in an envelope or baggie with your child's name and ID number written on it.* Lunch milk is 30¢ (cash only).

Dismissal

It is **very important** that you send a note, contact me or the office if there is going to be any change in your typical dismissal plans. I will not let your child go with another parent, take a different bus, or otherwise change their normal dismissal plan without your permission. This is for the safety of the kids. Also, if you need to pick up your child early, please send in a note so that I can have your child ready.

Vacation

For any vacations, I would encourage your child to complete a daily vacation journal, practice multiplication facts, and read. If requested by you, independent work may be sent along for your child to complete. However, many worksheets and practice assignments are tailored to meet the learning needs of the children and cannot be planned in advance. Therefore, please understand that important learning worksheets may also be sent home as make up work upon your child's return to school. ALL missed assessments will be completed upon your child's return.

Important Information

On my web page, you can find my weekly newsletter, spelling words, vocabulary words, our daily schedule, as well as some general information about myself. Please go to the district website at www.nlsd122.org. Then, click on Nelson Prairie under the "Schools" tab. Once you arrive at the Nelson Prairie page, just go to Staff-Third Grade-Ashley Foglton. My newsletter explains what we will be working on each week, advises you about upcoming assessments, and gives you the specials schedule for the week, along with any other important school happenings. **Please take a moment to review the newsletter each week.**

Subject Synopsis

Reading

ReadyGEN is an integrated literacy curriculum which engages students by utilizing authentic, rigorous texts. It fosters the connection between reading and writing to help your child develop into a lifelong learner, thinker and communicator. The ReadyGEN curriculum incorporates a variety of reading genres, foundational skills, informative/narrative/opinion writing, spelling/phonics, grammar, and vocabulary into a comprehensive literacy program. This program will be used in conjunction with the Daily Five centers to cultivate your child's ELA proficiency.

Additionally, reading at home has been shown to help students in overall school performance, assisting in the development of comprehension and higher order thinking skills. *Therefore, I highly encourage my students to read at home.* In October, I will begin the Book-It reading program. Monthly calendars will be sent home with your child for use in tracking reading minutes. Your child must read at least 300 minutes per month in order to receive the Book-It Pizza Hut coupon and a no homework pass from me.

Additional Spelling Information

The ReadyGEN word lists will be available on my web page, and our spelling quizzes will be on most Fridays, pending appropriate pacing. The students will practice these words at school each day. However, these words should also be practiced at home daily.

Social Studies

Our district is not utilizing the TCI series. This program teaches students about the world around them and how our cultures were created through interesting and engaging activities and lessons. *Social Studies Alive!* Teaches students the basics of geography, economics and citizenship in the context of learning about their local community.

Science

Our science series is also from Pearson. Our science curriculum adheres to the Next Generation Science Standards. We will cover the following topics: Motion and Stability: Forces and Interactions, From Molecules to Organisms: Structures and Processes, Ecosystems: Interactions, Energy, and Dynamics, Heredity: Inheritance and Variation of Traits (plant and animal only), Biological Evolution: Unity and Diversity, Earth's Systems, Earth and Human Activity, and Engineering Design.

Math

Everyday Mathematics is the series we use in our district. This program focuses on problem solving, higher order thinking, practice of basic skills, and the use of games to apply the skills and concepts. Everyday Math revisits these concepts regularly throughout the year. We will cover number and numeration, operations & computation, data & chance, measurement & reference frames, geometry & patterns, functions and algebra through the use of activities, discussions and games. *Additionally, students will be expected to memorize basic multiplication facts, 1 – 12. While we will work on these facts at school using Reflex math, at-home practice of the facts is essential. Working with the multiplication facts for 5-10 minutes for three days/week will greatly benefit your child and lead to his/her mastery of the skill.*

Handwriting

This year students will learn cursive handwriting. The “Handwriting Without Tears” program aims to make cursive writing easy and automatic for all students. The program is simple to learn and uses unique strategies to teach good letter formation, spacing, neatness, and cursive letter connections.

Character Education

We are continuing our character education program. Character Counts focuses on six value pillars: trustworthiness, respect, responsibility, fairness, caring, and citizenship. We have also added a pillar on bullying. Each month we will focus on one of the pillars.

I realize that this year's "back to school" experience is far different than any of us ever imagined. Please know that I will do my best and will work hard to make this remote experience a positive one for you and your children! Together as parents and educators, we can make it through this unprecedented time in our world. I hope to see you and your children in person as soon as possible!

With hope and sincerity,

Ashley Foglton