



Dear parents of grade 3L,
It is my great pleasure to teach your child for the 2019/20 school year. I look forward to a successful and enjoyable school year with

these incredibly awesome children in grade three. I am so thrilled with our classroom community. The children are already establishing good relationships and fostering love, respect, and caring among them. This is so important for a healthy and fun-filled learning school year.

Below is information about routines and procedures established to guide the smooth operation of our classroom. If you have any suggestions or ideas, please feel free to share them with me. I remain flexible and open to amend these routines to benefit the classroom. Reviewing this information with your child would be very helpful.

General Morning Routine

- Parents and students must wait outside of the portable at the grade three doors before 8:00 am.
- Students will enter the school when the bell goes off at 8.00 a.m. or when a teacher greets them at the door.
- Students must remove their shoes upon entering and walk to the shoe rack to place outside shoes in space assigned.
- Breakfast club is open at 7:45 a.m. until the start of school. Students accessing the program need to enter the school through the main front doors of the school.
- Upon entering the classroom, students will remove outerwear and hang up personal belonging in hooks provided. Students will take out their agenda and water bottle and proceed to their desks. They may silently read at their desk or complete an activity prepared by the teacher.
- Students can use the washroom and fill up water bottles at this time. If time permits they can exchange home reading books (they can also do this at other times throughout the day).
- Student volunteers will attend to morning duties e.g. change date on calendar etc.
- School begins at 8:10 a.m. If students are late they must go to the school office first before entering the classroom.

Communication:

If you have questions or queries, please feel free to send me an email to the following address: inathaniel@rockyview.ab.ca In an emergency, please call the

school and leave a message with the office staff and they will convey the message to me. You can also call me directly before or after school hours at 403-945-4137 Extension 3661 as phone calls during school hours can interrupt instruction. If your question or concern is more complicated, please call me or arrange for a meeting. I will try my best to return your phone call within 24 hours. If your message is of a general nature, you can write a brief note in your child's agenda. In grade three, students will independently turn their agenda to the appropriate day and share responsibility in identifying messages from home and school.

I have all your email addresses. Thank you for confirming receipt of my first few emails. If you change your address, please send the information to me via email. Thanks so much 😊



Behavior Expectations:

Our kids are amazing! I am confident that they are well aware of general behavior expectations in the learning environment. However, it is important that these expectations be reviewed again at the start of another year. I realize children all have different temperaments, frustration levels, and needs. However, we here at Cooper's endeavor to partner with home to foster a caring, respectful and safe community, treating others the way you wish to be treated. Children are expected to consider these virtues while interacting with one another.

Rewards:

I believe that children value and long for positive reinforcement. As a class, students will be able to collect "golden minutes" for focus and attention during instruction and for effort exercised in follow-up learning activities. This also helps students to work together as a team and increase individual accountability to one another. At the end of each week students and myself will amicably decide on a relaxed and enjoyable activity. Students also respond to different love languages – hugs, gifts, quality time, words of affirmation, and acts of service. I endeavour to meet student needs and build good relationships according to their love language. I rarely reward children with candy and treats! 😊

Water:

Please ensure that your child brings water to school each day. It will keep them hydrated and alert. The bottles need to be taken home each day as desks are sprayed with detergent water and wiped by the custodians frequently. To avoid spillage, it is important that the water bottles are emptied out at the end of the day before it goes into the backpack. I will remind students about this, however

students will be expected to empty their water bottles independently. Finally, having a water bottle on their desks diminishes the number of water breaks children continuously ask for during the day.

Bathroom:

I know how important it is to take regular bathroom breaks. I don't want the children to stress or fret about it. Students can use the washrooms at the beginning of the school day, during breaks, transitions, or any time when they return back to class after gym, music or other activities outside the classroom. They can also use the washroom at other times with permission. Unless it is an emergency, they are discouraged from using the bathroom during direct instruction. Direct instruction occurs between 15 – 30 minute blocks. Students are welcome to use the bathroom at all other times.

Snack/Lunch:

The children will be eating their snack and lunch in their classroom. In health, we discuss healthy choices and what the human body needs, therefore I encourage students to eat their main dish first at lunch and then their treats. Thank you for packing healthy snacks for your child, such as fruit, cheese, crackers, veggies, and granola bars. Healthy food makes a significant impact on how they learn in school! Juice boxes once opened during meal times need to be finished as they can cause spillage if kept on the table indefinitely.

Agenda:

Please remember to check your child's agenda every day. It is very important for students to bring their agenda every day to school as students are expected to diarize and record information about learning and school activities daily. This also enhances executive functioning, personal accountability, and responsibility. A parent signature in the agenda after each day is appreciated.

Absence from school:

If your child is scheduled to be away from school, please contact the office. Sometimes, families go on vacation during the school year and your child may be absent from school for a number of days. It is not possible to send home work/learning activities missed from these days as learning is done through direct teaching, collaborative discussion, hands on activities using manipulatives, and reflection. On many occasions, lessons continue over several days in little chunks and from scaffolding knowledge previously learned. Where ever possible I will help your child catch up on work missed either in school or with your help at home. Thank you for your understanding.

Volunteering:

This is such a wonderful gift for my students and myself. I understand that with young children at home this might be difficult for some of you. But if you are able to volunteer, please send me a quick email. A day notice would be great as this will assist me in planning for your arrival. You are welcome to volunteer even if it

is for only 30 minutes! If you are not able to give me notice and are able to spare some time between errands, please come to the office first and have the office call me. Arriving in class without notice can distract from the learning environment. Thank you for your understanding.

If you have expertise in a particular area, please let me know. I would love to hear from you as it is always best to have experts teach from their knowledge.

All classroom and field trip volunteers must have the police check and security clearance forms completed. Please see the office staff for forms and information.

Home Reading and Learning Commons:

The Home Reading Program is a school-wide initiative. Students are encouraged to read everyday and record their reading progress. The students will have the opportunity to go to the Learning Commons one time each week on Thursdays. It is important students exchange books each week as this will be an option for home reading program. There are also other leveled books in the school that your child can use for reading at home. I will be sending home reading recording sheets in a folder that can be used to record the book and number of pages or minutes your child reads. It would be great for your child to show me their reading progress periodically. If you have any concerns about this please let me know. We can make other arrangements to meet your child's needs.

Each child will have access to the online reading program Raz.kids. As an initial goal, I would like the children reading one or two books per week (depending on the child's reading needs) on this program and complete the comprehension questions. Time in classroom to read on Raz.kids will be provided to all students on a weekly basis.

Homework:

I believe that children work hard in school and need time for play and relaxation, especially at home 😊. However, sometimes your child may bring unfinished work from school. Occasionally, students may be assigned to look up information on the internet but generally the homework is very reasonable. The grade three's will be assigned some exciting projects in the form of posters and presentations that may require some parental help. Raz-kids and Mathletics are two programs you can help your child with at home.



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Spelling:

Grade 3L will use the spelling/phonics/grammar program called "Words Their Way" this year. After each child's spelling skills are evaluated, they will be given word lists tailored to their individual learning development. Students will not be tested formally each week on spelling words.

Show and Tell:

This is a great opportunity for students to show and talk about something of educational value to the class. It is a way children can build confidence and take a leadership role in expressing their knowledge and answering questions on a subject. If your child would like to make a presentation, please let me know this intention by email or in a note in their agenda.

Field Trips

The grade three classes will have a maximum of 2 to 3 (out of school) field trips during the school year. We may also have other in-school field trips.

As a school, the cost for field trips will be about \$65 for the year. Thank you for planning for this expense.

Weekly updates:

You can expect to receive weekly updates from your child's class. During busy times, we may miss sending you an email on a particular week. However, we will definitely catch up on the following week. I will also send you updates on what the children are learning and keep you updated whenever necessary.

Head phones:

It is essential that all students have headphones in order to listen quietly while using ipads or computers, and work independently. Please enclose your child's headphones in a plastic bag and write your child's name on it. Thank you!

Mathletics:

As you may know, this is an online math website which helps students to practice their math skills at home. It gives online support, direct feedback, and provides steps to achieving the correct answer. The students will be sent home with a copy of their Mathletics code in the next week. (<http://www.mathletics.ca>)



Birthdays: Birthdays are a special time for the students and we recognize each child on their birthday. If you would like to do something special for your child on their birthday, please email me.

I am excited to have a great year of learning with the students in my class. I will keep you apprised of any new developments that emerge as the year unfolds.

Sincerely,

Indi Nathaniel-Laguerre
Grade Three Teacher
Cooper's Crossing School

