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September 2, 2014

Dear Families,

Having survived the “first days of school jitters,” we are looking forward to a successful and educational school year. We’ve compiled and attached a handbook of information to help you and your child become familiar with our expectations for the school year.

The last page of the attached handbook is a form for you to complete if you’d like to be part of the **Class Directory**. Everyone who gives permission to share their contact information will be given a copy of the directory within the next couple of weeks. It is our hope that it will help facilitate communication and social interaction between the families. Please return the form even if you do not wish to be included in the directory (just check the **no** box), so we can begin working on the directory.

We look forward to meeting you all at the open house on Thursday, September 18, 2014. Until then, please feel free to contact us with any questions or concerns. Please visit our classroom web-site  
<http://kublinoppenheim.weebly.com/>

Thank you for your cooperation in getting this year off to a great start!

Sincerely,

Mrs. Oppenheim and Mrs. Kublin

## **Mrs. Kublin's and Mrs. Oppenheim's Class Handbook:**

### **Team Teaching**

If you have older children, this is a similar model to what our 4th and 5th grade teachers use. Mrs. Oppenheim will be teaching Math and Science, while Mrs. Kublin teaches Social Studies and Reading. For about three weeks at a time, students will be participating in a unit of Science with Mrs. Oppenheim and then rotate for three weeks of Social Studies with Mrs. Kublin. All other subjects and activities (including morning routines, writing, quiet reading, snack, and dismissal) will take place in your child's homeroom.

### **Class News**

Our classroom website will be up-dated on a **weekly basis**, Sunday night.

### **On the Web**

Our class has a home on the Internet! We have a classroom web-page on which Mrs. Kublin and Mrs. Oppenheim will display classroom news and student pictures. Parents can visit the web-page to view weekly spelling words, homework schedule, obtain a copy of math homework, get familiar with the third-grade curriculum, and keep up-to-date on classroom events. Our site is located at **<http://kublinoppenheim.weebly.com/>**.

### **Cooperative Learning and Independent Work**

As a team, we wholeheartedly believe in cooperative learning in the classroom. We will place our students in flexible groupings, so that they may learn from each other. Research has shown that students do better when they are allowed to discuss and defend their ideas as they learn. Working in small groups also helps students learn valuable social skills that they will need throughout life. We've had great success with this technique in recent years and students really enjoy the opportunity to work with each other. In other words, students will have many opportunities to work in cooperative groups during the day. They are also expected to work quietly when completing independent work.

### **Attendance & Illnesses**

Regular school attendance is critical to the learning process. Our school day officially starts at 8:30 a.m. When your child is absent or tardy, he or she misses valuable instructional time. While it is important to be in school as much as possible, it is necessary to keep your child home if he or she is sick. Currently, it is policy that a child must be free of fever for 24 hours before returning to school. Thank you for understanding. If students miss school days for vacations, I will ask that they read and fill out a journal about their trip for writing practice. Any important work missed due to vacation will be given to students at the time of their return. Students will be given the same number of days they were absent to turn in missed assignments for credit (e.g. if your child is absent Tuesday and Wednesday, he or she would have until Friday to submit assignments).

### **Chaperoning our Field Trips**

Please remember that chaperones must fill out a CORI form in the Main Office and a background check will be conducted before they may work in the school. CORI checks expire after three years, so it is important to check with the office to make sure your form is up-to-date. I will be looking for interested parents and guardians to join us on some of our exciting field trips this year. If you are interested in chaperoning, I suggest that you ensure your CORI is on file as soon as possible (our trip to Plimoth Plantation seems to arrive quickly!). As the dates for these events approach, I will send home notices to ask for volunteers. The same applies for special projects or activities that require additional adult supervision or assistance.

### **Afternoon Snacks & Water Consumption**

This year our lunch is at 11:25 a.m., so we will be having our snack in the afternoon after specials around 2:00. We permit our students to bring a water bottle to school to keep on their desks during the day. In order for students to keep a drink on their desk, the bottle must have a secure lid.

### **Homework**

We believe that homework is necessary for practicing skills that have been learned, for enriching the classroom experience, and to teach students how to manage his or her time, so they are prepared for homework in the upper grades. On the other hand, I don't believe in overloading students with busywork! Since assigned homework is integral to classroom success, students will be accountable for completing homework in a timely fashion. You will read about the associated incentive in the below section on our Behavior Management System. Students will be given one "oops" for each quarter of the school year. After forgetting to submit one homework assignment, students will be expected to complete missing work during our free choice time (Friday afternoon – 30 minutes) and will miss our homework party at the end of the quarter.

In addition to reading, third graders are expected to complete up to 30 minutes (homework time formula: grade x 10 minutes so  $3 \times 10 = 30$  minutes) of homework each school night. It is my expectation that students will read at least 15 minutes at home daily. Students will be given a Weekly Reading Log at the start of each week. They will indicate the title and number of minutes read. A parent or guardian is asked to initial as well. Other homework assignments may include: math review, spelling assignments, comprehension passages, writing prompts, book reports, studying for quizzes/tests using a teacher prepared study guide, and standardized test practice. In order to help students get their homework assignments done, students have been given an agenda and a homework folder. They will write their assignments in their planner each day and place any important papers in the folder. Homework assignments can also be found on our web-site <http://kublinoppenheim.weebly.com/homework-schedule.html>.

### Spelling Groups

Each week, students will receive a new list of spelling words from his or her spelling teacher. Students are to complete one spelling choice activity each night (see spelling choices worksheet). Spelling is assessed and given its own grade on report cards (in addition to Literature Comprehension, Written Communication, Math, Science, Social Studies). If you misplace your spelling words they can be found on our web-site <http://kublinoppenheim.weebly.com/spelling.html>

Please note that

Third-graders are given letter grades ( A, B, C, D, and F) on their report cards at Page Hilltop.

### Behavior Checklists

Checklists will be distributed at the start of each week reflecting behavior from the previous week. Each student that exhibits all of the goal behaviors will earn a prize from the treasure chest. In addition to following the classroom rules and expectations as discussed in class, the checklist also reflects homework completion.

### Daily Math Practice

In my experience, students cannot move on to higher level reasoning in mathematics until he or she masters his or her basic math facts. You can help your child prepare by studying with flashcards or having them spend some time working with online flashcards at [www.mathfactcafe.com](http://www.mathfactcafe.com).

**Timed Facts Tests:** Every Friday (or last day of the week) students will take a facts test. Each student will start with addition, followed by subtraction, and then proceed to multiplication. Each student will progress to a new facts test after receiving 95% or better (the test must be 100% completed). The goal for grade 3 is to complete facts through 9x9 by the end of the year. **These scores do not influence your child's math grades.**

### State Frameworks Grade 3-4

Know multiplication facts through 12x12 and related division facts. Use these facts to solve related multiplication problems and compute related problems, e.g., 3 x 5 is related to 30 x 50, 300 x 5, and 30 x 500.

Specials 11:50 a.m.– 12:35 p.m.

Day of the Week	Oppenheim	Kublin
Monday	Health	Gym
Tuesday	Music	Library
Wednesday	Library	Health
Thursday	Art	Music
Friday	Gym	Art

# Classroom Directory

Dear Families,

We will be creating a class directory to help with communication and social interaction between the families in our classrooms. Please send this form to school by the start of next week. The directory is intended only for the children in our homerooms.

\_\_\_\_\_ **No**, I would not like my child to be included.

Please return this form anyway so that I can ensure all families had the opportunity to be included.

\_\_\_\_\_ **Yes**, please include my child and the following information.

Complete only the information below that you would like to be shared in our directory. **Please print neatly.**

Child's Name

\_\_\_\_\_  
Parent/Guardian Name(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Parent/Guardian Signature