

Third Grade Handbook



Mrs. Berendzen

Email: whitney.berendzen@jcschools.us

Phone: 573 – 659 - 3180

Plan Time: 9:50-10:40

Dear Parents,

Welcome to my class! I am thrilled to begin this year with your student at Moreau Heights. This year is a very special year in your child's school career. Third grade is a time to experience more independent work and acquire new skills in all subject areas. I hope to instill a love of learning that will last throughout your child's years of schooling.

I'm dedicated to making this a busy, productive, and terrific year for all of my students. I will be communicating with you often about my classroom plans, your child's progress, school events, and other activities as they arise. I am looking forward to sharing this year with you and your child.

Since your child will be spending most of his/her day in my classroom, I would like to share a little bit about myself. I was born and raised in Jefferson City. I graduated from Lincoln University in 2016 with my bachelors of arts in Education. This will be my fourth year of teaching. I feel so blessed to be able to serve the children in my community!

Throughout the year, if you have a question or concern about something, please contact me! The best, and quickest way to contact me is through email or Class Dojo. My email address is whitney.berendzen@jcschools.us. Moreau Heights' phone number is 659-3180, however; I normally am not able to return phone calls until my plan time or after school. Although this year will look different, I hope you are all as excited as I am to have a GREAT year! :)

Sincerely,

Mrs. Berendzen

Third Grade Schedule

7:45-8:10- Morning Meeting/Second Steps

8:10-8:25- Restroom Break

8:25-9:50- Reading

9:50-10:40- AMP

10:40-12:00- Math

12:00-12:15- Restroom Break

12:15-12:25- WTW

12:25-12:35- Pick up Lunch in Hallway

12:35-1:00- Lunch

1:00-1:10- WTW continued

1:10-1:40- Writing

1:40-2:00- Recess

2:00-2:30- Science/SS

2:30- Pack up/Dismissal

Behavior Management: Class Dojo

We will be using Class Dojo in our classroom this year! Class Dojo is an online behavior management system that provides feedback and points for each student in real-time. I am a BIG time believer in the power of positive reinforcement!

I especially like Class Dojo as students are awarded positive points to reinforce desired behaviors. You will also be able to log in daily to track your child's progress! The points will reset at the end of each week; however, Class Dojo will track the points and generate reports accordingly (daily, weekly). The student with the most points at the end of each week will get to choose a reward. I encourage you to read more about Class Dojo and explore their website by navigating to the following link:

<http://www.classdojo.com/about>

Most importantly, please enter your parent code. You will enter your e-mail address and then have the option of logging in each day to track and monitor your child's progress! You will also receive an e-mailed report at the end of every week from Class Dojo.

If you have any questions, please contact me.

Classroom Expectations

In order for our classroom to be an orderly, productive, and safe place to learn, I have established the following expectations for my students.

1. Raise your hand to speak
2. Follow ALL adult directions
3. Listen when your teacher is talking
4. Be respectful, responsible, and safe
5. KAHFOOTY (keep all hands feet and other objects to yourself)

Communication – Classroom Newsletter

On Friday, our classroom newsletter will come home in your child's take home Folder. This is one way you can easily stay informed about what is going on in our classroom. You will find information about special events, upcoming specials schedules, and other important information. Once you have read the newsletter, it's a good idea to keep it on your fridge for the week!

Communication – Classroom Website

Another way I communicate with parents is through our classroom website. This website contains our schedule, my contact information, weekly newsletters, website links, etc. Our classroom website is located at: <http://www.jcschools.us>

Communication – Take Home Folders

Every night your child will bring home his or her red Take Home Folder. This folder may include special notes, reminders, graded work, etc. Please look through all the information inside the folder and return any papers to school the next morning.

There are two pockets inside the Take Home Folder. One pocket is labeled “Return to School.” Please check that side and return the information as needed. The other pocket is labeled “Keep at Home.” Anything in this section should be taken out and reviewed. Students are responsible for emptying their folder each morning and giving me any notes I may need.

A **communication log** will also come home each night in the take home folder and should stay there all week. The communication sheet allows you to see how your child’s day went and allows for me to write comments to you each night. **Please sign and return EVERY day.**

Water Bottles

Students may bring a water bottle to keep at their desk during the school day. **Clear water is the only liquid allowed in water bottles- no juice, soda, flavored water, etc.** The bottle must have a lid, your child’s name, and must go home every Friday to be cleaned and returned on Monday’s. If this becomes a distraction for your child, they will be asked to leave the water bottle at home. Water bottles will be filled up using the touchless water bottle dispenser during restroom breaks only. Water fountains are NOT available to use this school year, so the only way for your child to access water during the day is to bring a water bottle each day.

Grading

Your child's grades will be based on how well they perform third grade level skills. While we will complete a lot of work in third grade, only a few items will be graded. The majority of your child's work will be used for me to guide my instruction to meet their needs. I only take grades when the skill should be mastered. Everything I grade will have a 4, 3, 2, or 1.

Score	Percentages
4	95%-100%
3	80%-94%
2	70%-79%
1	0%-69%

We will also check classwork often together. These assignments will be checked by your child and will not be recorded in the grade book. These assignments will be recycled after we check them.

You are able to see your child's grades through the Parent Portal. This will allow you to access your child's grades whenever you'd like to check their progress. If you need more information about this, please contact the office at 659-3180.

Weekly Homework

In third grade, there will not be any assigned homework. Since students are working so hard during the school day, it is important for them to explore their own interests outside of school. However, here is a list of optional homework that will greatly benefit your child:

- *Read 20 minuets
- *Practice Math Flash Cards/Xtra Math

Occasionally students may bring home an assignment from class that needs to be finished. If that happens, I will send a Dojo message to inform you of that assignment.

Nightly Reading

Reading logs will not be sent home, however, in third grade, your child's reading should improve tremendously with support both in the classroom and at home. I ask that each of my students read 20 minutes minimum every night. This can include library books, magazines, ebooks, newspapers, etc. You can choose to read with your child, listen to them read, or have them read on their own. A combination of all three is probably best.

Social Distancing

To help prevent the spread of COVID-19, social distancing will be a crucial part of our day. Students will be spread out 3 feet apart in our classroom and will only be able to play with students in our class during recess time. Please speak with your child about the importance of social distancing.

Masks

Masks for students are not required, but are recommended when we are not able to social distance. If your child rides the bus, they are **required** to wear a mask.

Sanitizing

I will be sanitizing our room throughout the day. Tables, desks, and chairs will be wiped down frequently. Germ-X will be provided in several areas around our room. Students will be asked to "gel in, and gel out" meaning they will use hand sanitizer as they come in the room and leave our room each time. Our janitorial staff will work hard at the end of each

school day to sanitize our entire building, wipe down desks and chairs.

Just a Little Note

These items **are not** allowed in my classroom. If they are causing a problem I will take the item away and the student will get it back at the end of the day or if it is a recurring problem, the parent/guardian will have to come and pick it up.

- Candy (unless given by Mrs. Berendzen or another adult)
- Purses
- Juice/Soda (water is acceptable to bring)
- Toys (fidget spinners, stuffed animals, dolls, etc.)
- Make-up
- Trading Cards of any kind
- Slime or putty
- Coloring books/Sketchbooks (unless they are put into the indoor recess bag)
- Electronics (unless we are having an electronic party)