Dear Parents,

I am so excited for the opportunity to be a part of the Quest Academy staff and teach your child this year. I will do my best to make this a positive school experience and a successful year for everyone involved.

I have outlined the following items so that you may be familiar with the programs and requirements in my classroom. Some of these items will require help from you so that your child may succeed. Remember: **Achieving greater learning at school requires some help at home.**

**BEHAVIOR SYSTEM:** I try my best to focus on the positive behavior in my classroom. The students will earn Remarkable Ram tickets when they are examples of extraordinary behavior in the classroom or school. If a student has a hard day, I will have that student complete a “Think Time” form. This form will give the child an opportunity to calm down and think about the situation. I will meet with the student individually discuss the situation afterwards. The child will take home an “Oops Ticket!” that will explain what happened. Please talk with your child about the situation and return the “Oops Ticket!” the next day. You are always welcome to call or email me when you have any questions or clarification.

I will also be implementing a “Money System” in my classroom. Students will be able to earn money for various things in the classroom like being on time, turning in homework, completing classroom jobs, etc. This will give students an opportunity to practice counting and using money on a daily basis and practice being a responsible student. Students may also have to pay for other things like using the bathroom during class time, being tardy, late assignments, etc. We will have a “School Store” every Friday where students can purchase items with the money they have earned.

**CLASSROOM RULES:**

1. **Be Respectful**
   * Use quiet voices
   * Raise your hand and wait your turn to speak
   * Listen to all instructions and directions
2. **Be Responsible**
   * Complete all assigned tasks
   * Come to class on time
   * Be prepared
3. **Be Safe**
   * Keep hands and feet to self at all times
   * While seated: keep two feet and four legs on the floor
   * Walk at all times

**READING PROGRAMS:** This will consist of a variety of different reading techniques. 1. Classroom Reading: We will be doing whole group reading using stories from our basal readers. We will work with words using phonics to decode words. We will also be reading to each other in small cooperative groups and pairs. 2. Silent Reading: Students will have the opportunity to read silently for 10-15 minutes daily from a book of their choice. 3. Small Group Instruction: During small group instruction I will be working with small groups that will focus on individualized reading needs. We will also be doing Book Clubs in these groups throughout the year.

4. Novel Reading: I will read to the class daily from some of my favorite novels. WE will complete many novels this year! 5. Great Brain Reports: These are brief book reports about the chapter books that the students complete on their own. The students should complete a Great Brain Report after every chapter book he or she completes. Every student will share one Great Brain Report to the class once a month. This is the accountability piece for your child’s 20 minutes of daily reading. 6. Guided Reading Groups: Each group of students will meet with me 3 times a week for a guided reading lesson while the other students are rotating through literacy centers.

\*\***YOUR CHILD NEEDS TO READ EVERY NIGHT FOR ATLEAST 20 MINUTES IN ORDER TO IMPROVE THEIR SKILLS.\*\***

**\*\***I will be sending home Scholastic Book Orders approximately once a month. If you would like to place an order, please follow the directions attached to the book order. You will plae the book order on [www.scholastic.com](http://www.scholastic.com). Ordering from this magazine will help us earn more books for the classroom library.\*\*

**Tutoring:** We will have 3rd grade tutoring Monday-Thursday from 3:00-3:00.

Monday- Mrs. Hutchinson

Tuesday-Miss Waddell

Wednesday- Mrs. Guerra

Thursday-Mrs. Newton

**SPELLING PROGRAM:** Quest Academy uses the “Words Their Way” spelling program. The philosophy of this spelling program is to teach the students the spelling patterns and rules and not to memorize words for a test.The students will be assessed and grouped and placed into groups that are appropriate for the individual child’s level.

The students are responsible for completing the 4 different spelling assignments/word sorts each week for homework (along with the work we do in class with spelling). I will post the Spelling Words on my blog at the beginning of every week. The students will use these Spelling Word cards for different homework assignments. Spelling and dictation tests will be given on Fridays. The spelling test will not look like a typical spelling test; it will be multiple choice and will mirror what the End of Level test questions might look like. The dictation test will consist of 3 sentences using words from the WTW spelling patterns (read orally). The students are required to make at least 80% on the spelling test to move onto the next group of words (spelling pattern).

**TECHNOLOGY :** Quest Academy provides a technology rich environment. Technology is used daily to teach the curriculum. To learn more about Quest’s Technology Curriculum please visit the school website/Our School/Curriculum.

**POETRY:** At the beginning of each month, the students will be given a sheet (colored) of poetry to memorize and pass off throughout the month for an oral language experience. They are required to learn at least one poem for a grade within the month. We will be learning all about poetry throughout the year. Poetry is a third grade standard in language arts. This will help the children with fluency and memorization also.

**MATH:** We will follow the state core curriculum for the basis of our math learning. We will be implementing a new math program this year called “My Math”. It is a wonderful program that we are very excited to teach! This math program is a technology rich program that the students and I will love!

Math instruction will focus on four critical areas: (1) developing understanding of multiplication and division and strategies for multiplication and division within 100; (2) developing understanding of fractions, especially unit fractions (fractions with numerator 1); (3) developing understanding of the structure of rectangular arrays and of area; and (4) describing and analyzing two-dimensional shapes. (<http://www.corestandards.org/the-standards/mathematics/grade-3/introduction/>)

**Math Fluency:** Each quarter we will focus on one fluency property. First quarter will be addition, second quarter will be subtraction, third quarter will be multiplication, and fourth quarter will be division. Students’ fluency grades will be based on their ability to master fluency facts for each property through 9.

**HOMEWORK:** I will post all homework on my blog at the beginning of every week and it will be due every Friday. The students are responsible for printing off and completing the homework every week. Please help your child to stay with the outlined work for each day and **please check it over and sign the spelling sort and reading log** before it is returned to me on Friday. The instructions to complete homework will also be posted on the blog with assignments. The students are given a grade for their homework. If you do not have a computer or printer, you are welcome to print your homework off in the computer lab.

Monday- ABC Order Sort/Math

Tuesday- Brainstorming Sort/Math

Wednesday-Speed Sort/Math

Thursday- Glue Sort/Math

Friday- Homework and reading log due for the week.

**GRADING:**

|  |  |  |  |
| --- | --- | --- | --- |
| Numeric Mark: | Percent: | Numeric Mark: | Percent: |
| 4 | 96% | 3.7 | 92% |
| 3.5 | 88% | 3.2 | 84% |
| 3 | 80% | 2.7 | 76% |
| 2.5 | 72% | 2.2 | 68% |
| 2 | 64% | 1.7 | 60% |
| 1.5 | 56% | 1.2 | 52% |
| 1 | 51%-0% |  |  |

**SIS Online Gradebook:** Parents have full access to SIS. I will update student scores every Friday for the week. I encourage parents to check SIS weekly to check for missing assignments or to see test scores. You will receive all the log-in information to get into your child’s grades soon (if you don’t already know it). Report cards can also be viewed on the SIS Online Gradebook. Due to the fact that Quest is a paperless school, I will not send home hard copies of report cards (unless you don’t have the resources). Contact me if you’d like me to send a paper copy of a report card.

**PLANNER: Students are responsible to write their homework in their planners daily. The planner is to help the students be responsible for their homework.**

**RESTROOM PROCEDURES:** Students should use the restroom before school, at morning recess, lunch recess, and afternoon recess. Please encourage your child to use the restroom during these times so that the classroom learning and teaching is not interrupted. I am very understanding in emergency situations.

**UNIFORM POLICY:** See the Quest Academy Parent Handbook for the policy. Please ensure that your student is in compliance with the school uniform policy

**ATTENDANCE**: I would really appreciate if your child is on time each day. If your child is sick, please keep them at home. If you are planning vacations for the school year, please keep these dates in mind:

Labor Day- September 2nd

Fall Break- October 16th-18th

Thanksgiving Break- November 25th-29th

Winter Break- December 23rd-January 3rd

Martin Luther King Jr. Day- January 20th

President’s Day- February 17th

Spring Break- March 31st-April 4th

**\*\*If you must check your child out, please send a note so I am aware of them leaving. I would like to have the assignments ready to send home with your child beforehand. \*\***

\*\*Please inform me of any physical problems (allergies) your child might have so that I know how to make things more comfortable for them.\*\*

# Birthdays: The administration has asked that students not bring in any food-type treats. Please do not feel obligated to have your student bring in anything for their birthday. Your child’s birthday will still be acknowledged.

**Website – Classroom Information**

http://qacblogs.org/erica.waddell

Our classroom website is where you can keep up with our classroom learning. Notes to parents, classroom activities, mini lessons, review material, student success, reminders, and planner notes can all be accessed on the website. You can access the website from the Quest Academy website under Faculty. Parents will be required to “subscribe” to the site this year to receive up to date emails and notices.

If you have any questions, feel free to email me. I check my email frequently and will respond as soon as possible.

**\*\*\*Please put your child’s name on everything!\*\*\***

I believe that all children have different learning styles, and I use a variety of teaching methods to meet those specific learning needs.

Please feel free to contact me any time you have a concern about your child. We are a team, and the success of your child depends on our working together. The school phone number is (801)731-9859 , and my classroom extension is . You may also email me at ewaddell@questac.org. I am looking forward to getting to know you and your child and having a great year together!

Sincerely,

Miss Waddell

We (parent/guardian/student) have read and reviewed both the Classroom Handbook and the Quest Academy Parent Handbook. (On Quest Academy web site)

I, , understand that:

(Student’s Name - Please Print)

1. When confronted with a challenge I will say, “I can do Hard Things” and try my very best!
2. I will be responsible for my class work, homework, and school projects. I know that being prepared means completing and turning in all my work on time.
3. I will be on my best behavior, follow school and classroom rules, and treat everyone with kindness.
4. I will have a fantastic third grade year full of learning and growing.

Student Signature:

Parent/Guardian Signature: