

Dear Parents/Guardians and Students,

Welcome to Mrs. Williams's 3rd Grade Class! I will be your child's teacher this year. I am looking forward to getting to know you and your family!

I believe third graders learn best when they feel safe, valued, and guided by strong character. I teach my students to take responsibility not only for their learning but also for their actions, choices, and how they treat others. Through daily routines and meaningful discussions, I weave character education into our classroom culture—fostering respect, honesty, perseverance, and empathy. I encourage students to be motivated learners who embrace challenges with integrity and a growth mindset. I hope this year will be a great learning experience for your child!

In this packet, I have included information concerning classroom rules, consequences, rewards, and expectations. I ask that you please fill out the return signature sheet indicating that **both you and your child** have reviewed the information.

I will be contacting you soon to schedule our first in-person conference. In the meantime, if you have any questions or concerns, feel free to contact me via email at [ewilliams@pgsd.ms](mailto:ewilliams@pgsd.ms) between 7:00 A.M. and 4:00 P.M, or call the MBE front office at (228)-522-8850. *Phone calls and text messages to and from teachers' personal phone numbers are not permitted.* I will only call and send text messages through a program called **Parent Square**. Please download the Parent Square app on your phone. Third grade teachers' planning period is from 10:10am - 11:10am every day.

Again, welcome to 3rd grade! Let's work together to make this a successful year!

Sincerely,

Mrs. Emilee Williams

### **Classroom Rules/Expectations:**

1. Respect your peers, adults, and schools
2. Listen and follow directions
3. Keep hands and feet to yourself
4. Stay on task and use time wisely
5. Stay in your designated area

### **Reward System/Positive Behavior Incentives:**

Students will be earning Principal's Club Tickets and Classroom Coupons in our class. When a student is identified for performing a task properly or conducting an outstanding act of kindness, they will be rewarded with a Principal's Club Ticket. These tickets will be turned in schoolwide and students will have the opportunity to be rewarded with different things throughout the year. Students can also earn Classroom Coupons by passing reading and math lessons on I-Ready throughout the week. Examples of these coupons are No Homework Pass, Bring a Buddy (stuffed animal), Wear a Hat, Use V.I.P. Supplies, etc.

We will also have a Mystery Student chosen randomly every day. If the Mystery Student has maintained excellent behavior throughout the day, they will be revealed and celebrated at the end of the school day, earning a prize and a Happy Mail note home.

### **Consequences:**

If a student fails to follow rules/expectations and MBE Guidelines for Success, they will be given a Consequence Ticket. The ticket will be hole-punched one time for a warning, a second time for a parent text or call, and a third time for a silent lunch or detention (depending on the behavior). If behavior continues, additional parent conferences may be needed, which will include teacher, student, and parent.

### **Homework Expectations:**

- Each student will have a Take-Home Binder. The Take-Home Binder should be brought back and forth between home and school *each day*.
- A newsletter will be sent home on Mondays containing phonics/spelling words, skills being taught in class, and important information for the week.  
**All homework will be located on and attached to the weekly newsletter.**
- **Phonics/Spelling homework** will be due on Fridays. Students will have four spelling activities attached to the newsletter to be completed for the week. Our spelling words are important because they reinforce phonics skills!
- **Math homework** will be due on Fridays. Students will have a math skills handout to complete that will review topics being covered for the week or previous topics. This homework should not take more than 10 minutes a night, if worked on every night, Monday through Thursday. Please text or email me if you have any questions about math homework. I am here to help!
- Each student will be expected to **read 20 minutes every night**. This may include but is not limited to: AR books, magazines/articles, appropriate internet articles/material... anything, really! Reading should be FUN! :)
- Students will be allowed to work on homework during the last 15 minutes of the school day.

### Tuesday Folders:

- Every Tuesday your child will be taking home a graded work folder. This folder will contain all graded assignments from the previous week.
- Please **review your child's graded work with him/her** and sign the inside of the folder next to the proper date. This lets the teacher know that parents/guardians have checked their child's graded work from the previous week.
- Some graded assignments will be completed online. Please ask your child about assignments/tests/assessments completed on Google Classroom or SchoolNet. They will know how to log in and show you their work, along with the grade. **Login information can be found in your child's Take-Home Binder.**

### Snacks:

- Every day our class will have a snack period some time between 9:00am and 9:30am. The exact time will depend on when instruction can be paused.
- Students are expected to clean up after themselves; no food or drink should be left on the floor, on desks, or inside of desks. If this becomes a continuous problem, parents will be contacted.
- Please make sure that your child brings a snack if he or she would like to participate in snack each day. **Please do not bring snacks to the office to be delivered to the child. This can interrupt instructional time.** We promise they will not go hungry at school!
- Snacks *will not* be provided for students.

### Restroom Policy:

Each class at MBE has assigned restroom times. Our assigned restroom times are: 7:55-8:00, 11:20-11:25, and 1:40-1:45. Students will be allowed to go to the restroom independently in case of an emergency.

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Please detach along the line and return the bottom portion.

I have read and discussed the following with \_\_\_\_\_:

Print Your Child's Name

- Welcome Back letter
- Classroom Rules/Expectations
- Positive Behavior Incentives and Consequences
- Homework Expectations/Planners/Tuesday Folders
- Snacks
- Restroom Policy

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Parent Signature

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Student Signature (by the student, not the parent 😊)

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Date