

September 2019

Dear Third Grade Families:

Welcome back to P.S. 39 and to Class 3-202! I hope that you had a wonderful summer vacation full of family, fun, and relaxation. As we begin a new school year, I would like to introduce myself to all of you! I am Ms. Lutrario, formerly Sweeney (I got married just this past May) and I will be your child's third grade teacher. I am so excited to teach third grade for another year at P.S. 39. It is such a wonderful age full of curiosity, eagerness to learn, and growth. I feel honored and fortunate to be able to teach your children, and I know they will teach me as much as I will teach them! I am looking forward to an exciting, enriching, and productive school year!

As you can probably imagine, the first few weeks of school are some of the busiest times of the year. We will be focusing on building our classroom community and establishing classroom routines and expectations. This is a crucial aspect of building a strong and successful community of learners. As a member of this special learning community, our goal is to ensure that every child reaches their full potential, and achieves more than they may have ever thought possible! I will also be getting to know each student as well as determining their individual learning needs. Your child's academic, social and emotional growth is a collaborative effort between the teacher and the parents. One of the best ways for me to get to know your child is through their families! I would like to invite each family to send me a letter about their child, including any interest, successes, challenges or any other pertinent information. This will truly help me get a better understanding of your child from the beginning of the school year.

Your child will be receiving a grey "homework" folder in the beginning of the school year. This folder must be brought back and forth to school every day. Please check this folder each day, especially during the first few weeks of school for more important papers and class updates. Be on the lookout for other important class information and news from the PA.

Although we will have curriculum night on September 12th, I wanted to outline some of the important class policies and procedures so that we can have a successful start to the school year. Attached you will find our weekly schedule for special classes. As you will see the students have gym once a week. However, it is recommended that students wear sneakers to school every day. This will maximize their safety at recess and allow them to participate in all gym classes in the event of schedule changes. Every Tuesday afternoon between 2:40-3:25 has been designated by the DOE as Parent Engagement Time. These 40 minutes have been set aside for face-to-face meetings, telephone conversations, and written correspondence (including email) with parents. Please take advantage of this time to communicate with me as needed across the school year. Although this specific time has been provided, it is not the only time that I'm available to meet or speak with parents. We'll be communicating regularly - school/family communication is important at PS 39! 😊

As partners in your child's education, I look forward to working with you to ensure that your child reaches their full potential, and achieves more than they have ever thought possible!

Sincerely,
Ms. Lutrario

Email: llutrario@ps39.org (two "L"s)

Welcome to Class 3-2021

Daily Classroom Routines and Procedures

Here is a brief outline of some of the policies and procedures in Class 3-207

Attendance and Lateness

- Our school hours are 8:20 – 2:40 every day. It is very important that your child be in school and on time every day. If they are sick, please keep them home and call the school to let me know. It is important for you to send an absence note upon your child's return to school. *If your child is absent for 3 days or longer, he/she must bring in a doctor's note on the day they return.* Try your best to have your child arrive to school on time because when a student arrives late they are missing valuable instructional time as well as interrupting their classmates' learning.

Arrival and Dismissal

- Our class will be lining up outside each morning in the front 6th avenue yard. During inclement weather, students will be lining up indoors in Room 103. Our class will dismiss from the front of the building on the 8th Street side. If there is a change in your child's regular dismissal routine, please send me a note or an email before lunchtime so I can assure I have received your message. If your child has a playdate, a different adult picking them up, or has permission to walk home alone, I must receive that information in writing. To ensure your child's safety, every child must say goodbye to me prior to leaving. I ask that students "high-five" me before they go home with their adult. Please remind your child to do this before leaving school every day.

Health Issues and Medication

- Please make sure to fill out the student information sheet and indicate if your child has any health issues, particularly food allergies and asthma. If your child needs to take medication during the school day, you must obtain a 504 form from the school nurse and have your doctor fill it out. The nurse will keep the medication with her

and your child will visit the nurse when they need to use it. They may not keep any medications in their desk or book bag, including asthma inhalers.

Homework

- I believe that homework is a time to practice valuable study habits that students will carry with them throughout their lives. Each Monday your child will receive a weekly homework agenda outlining the homework for the week. Your child's reading homework will be 15-20 minutes of reading per night and recording in their reading log. Your child will also receive math homework that will usually be a worksheet corresponding with the day's lesson. Reading logs will be checked visually for completion. Math homework will be collected daily. Any misconceptions from the homework will be addressed during instructional time. Please let me know if your child had a particularly difficult time completing homework and needed your support to complete the work.

Reading

- There is a lot to say about reading, which will be thoroughly discussed during Curriculum Night. I ask that our students read only books from our school libraries and not bring books from home. This applies to the books that they will be practicing their lessons with and entering into their reading logs. Of course I encourage students to read other books that interest them at home, after they have completed their schoolwork. This will allow me to make sure that your child has the correct level books and the right genres for each reading unit. The classroom libraries are constantly being refreshed and there are more than enough wonderful books to support our literacy curriculum.

Curriculum

- PS 39 follows Teachers College Reading and Writing Project for both reading and writing curriculum. We follow EngageNY for our math curriculum. I look forward to sharing more information and resources with you during our Curriculum Night on September 12, 2019.

Snack/ Lunch

- WE WILL BE A PEANUT AND TREE NUT FREE CLASSROOM.
- Students will be allowed to bring a working snack daily. Please make sure that snacks are "dry" and can be eaten during working times. ALL STUDENT SNACKS MUST BE PEANUT AND TREE NUT FREE.
- As per school policy, third grade classes do not have in school birthday celebrations. However, on your child's birthday, they can bring in a store-bought,

individually packed snack to share with the class during working snack time. Please make sure to check that these shared snacks are peanut and tree nut free. Please let me know if you are planning to share a snack for your child's special day a few days prior to the day!

- Our lunch period will be Period 5: 12:10 - 1:00.

Parent-Teacher Communication

- Every Tuesday afternoon between 2:40-3:25 is Parent Engagement Time! This time has been set aside so that we can have face to face meetings, telephone conversations, and written correspondence (including email) with parents. Please take advantage of this time to communicate with me as needed throughout the school year. However, this is not the only time I am available to speak with parents – we will be communicating regularly! You are always welcome to email me or send me a message on the Remind app (more information about this be discussed at Curriculum Night). I will try my best to be extremely responsive to parent concerns and will respond as quickly as I can!

Prep Schedule/Lunch

Lunch: Period 5 12:10-1:00

Monday- Science with Ms. Long, Period 6

Tuesday- Art with Ms. Bernstein, Period 2

Wednesday – Music with Mr. Deutsch, Period 3

Thursday – Science with Ms. Long, Period 7

Friday – Gym with Mr. Monte, Period 3

Student Information Sheet

Class 3-202 Ms. Lutrario

*Please fill out and return to Ms. Lutrario by Tuesday, September 10th ☺

Student Name: _____

In case of an emergency call:

Name: _____

Number: _____

Please list any allergies and/or medical concerns your child has:

Dismissal Information:

For each day indicate who will be picking your child up and/or if they will be picked up/attending after school.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>

*If your child's pick up schedule changes, please let me know by e-mail.

Parent/ Guardian Information:

* Parent/Guardian 1: _____

Address: _____

Email: _____

Cell Phone: _____

Home Phone: _____

Best way to contact me is: _____

* Parent/ Guardian 2: _____

Address: _____

Email: _____

Cell Phone: _____

Home Phone: _____

Best way to contact me is: _____

3-202 Parent Survey

Student's Name: _____

Thank you for taking a few minutes to complete this survey. We appreciate any and all information that can make this year the most successful for your student!

I. What are three strengths of your child?

2. What are areas of growth for your child this year? (academic, social, school culture etc...)

3. What do I need to know about your child to make him or her have a great year? (interests, hobbies, favorites, family background, etc...)

4. What is your overall goal for your child this year at PS 39? (social, academic or both!)

This form is confidential. If you do not want to share this information with your child, please return the survey in a sealed envelope or during curriculum night.

Thank you so much for your time and information. It is going to be a fabulous year! 😊