

September 2016

Dear Third Grade Families;

Welcome back to P.S. 39 and to Class 3-201! I hope that you had a wonderful vacation full of family, fun, and relaxation. Now that summer has come to an end, I am looking forward to the beginning of a new school year with a new class of third graders! Although I've been teaching for 14 years, I am eager to begin my first year teaching 3rd grade. Throughout my career I have taught first, second, fourth, and fifth grades. After this year I will truly be able to say that I understand your child's elementary school journey! I feel very fortunate to be sharing a special moment in my career with your children. I'm sure that they will teach me just as much as I teach them, and I look forward to the months ahead!

The first few weeks of school are one 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 personally getting to know each student as well as determining their individual learning needs. One of the best ways for me to get to know your child is through their guardians and parents! I would like to invite each family to send me a letter about their child, including any interests, 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 T.E.A.M. (Together Everyone Achieves More) 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 these first few weeks of school for important papers and class updates. Be on the lookout for other important class information and news from the PTA.

Although we will be having curriculum night on September 22nd 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 also find our weekly schedule for special classes. As you will see the students will be having gym several times per 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. Finally, I wanted to remind you that Tuesday afternoons from 2:45-3:30 will be dedicated to Parent Engagement. During this time I will be available to communicate regarding your child's progress via phone, email, and conferences.

As a partner 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 may have ever thought possible!

Sincerely,

Ms. Racioppo

Welcome to Class 3-201

Daily Classroom Routines and Procedures

Here is a brief outline of some of the policies and procedures in Class 3-201:

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 us 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.*** I have attached an absent note sheet, which can be duplicated for your convenience. 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

- All of the third grade classes will be lining up outside each morning in the Lower 8th Street 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 7th street side. If there is a change in your child's regular dismissal routine, please send me a note or an email. If your child has a playdate, a different adult picking them up or has permission that day to walk home alone, I need to receive that information in writing. To ensure your child's safety, every student must say goodbye to me prior to leaving. I will make eye contact with the adult picking the child up from school. 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 an asthma inhaler.

Homework

- We don't give a lot of homework in 3rd grade but the homework we do give is quite meaningful. Each Monday your child will receive a homework agenda outlining the homework for the week. Sometimes I add or subtract homework from the agenda but it gives you and your child a look at the week ahead so that planning time is easier.

Parent-Teacher Communication

- I try my best to be extremely responsive to parent concerns. The best way to contact me is through email. I will respond as quickly as I can. I ask that you do not email me after 8:00pm during the school week as I have my own family to attend to. If you are having any concerns, it is best to contact me first. I am often able to clarify any questions or concerns that you have immediately. Based on professional experiences, I have seen issues arise due to miscommunication, especially within public, social, and Internet forums. Therefore, I am respectfully requesting that you have a private conversation with me and give me an opportunity to resolve any issue that may arise. Of course, if I cannot resolve your concern I would encourage you to speak to Ms. DePaz or Mrs. McCarthy because often they can be very helpful. We want to work together to make sure your child has a great year! Below you will find our Class Schedule. Please keep in mind that changes may occur throughout the school year.

Ms. Racioppo 3-201
Monday: Period 1- 8:22-9:16 Gym ~ Mr. Pagan
Tuesday: Period 3- 10:10-11:04 Gym ~ Mr. Pagan Period 7-1:46-2:40 Science- Mr. Vine
Wednesday: Period 4- 11:06-11:56 Science ~ Mr. Vine
Thursday: Period 4- 11:04-11:58 Gym ~ Mr. Pagan
Friday: Period 7-1:46-2:40 Art ~ Mr. Koegel
Email: dracioppo@ps39.org

As you know Tuesday afternoon from 2:45-3:30 will be dedicated to Parent Engagement time. This 40-minute time period will be used for face to face meetings, telephone conversations, written correspondence with families, website work, report cards, progress reports and preparing for any Parent Engagement Activities.

Reading

There is a lot to say about reading, which will be thoroughly discussed during Curriculum Night. We are asking that our students read only books from our class 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 the students to read other books that interest them at home after they have completed their schoolwork! This will allow me to make sure 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. All of the children will have a wide variety of choices that they will love to read!

I look forward to sharing more information with you during our Curriculum Night on September 22, 2016. I am looking forward to a successful year in third grade!

ABSENTEE NOTE

Print Student's First and Last Name

Class Number

REASON FOR ABSENCE

[For extended absences or chronic conditions, a doctor's note is required in addition to the parent's note.]

PARENT'S OR GUARDIAN'S
SIGNATURE

ABSENTEE NOTE

Print Student's First and Last Name

Class Number

REASON FOR ABSENCE

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