



Dear Parent/s:

August 30, 2007

**Welcome to the 2007-2008 school year!** I am Mrs. Wondolowski, the third grade teacher and I look forward to working with you and your child this year. I have been teaching at Washington Park Community School since 2001 after completing my undergraduate work at John Carroll University. I hold a 5 year teaching license and have earned a Master's Degree from Indiana Wesleyan University. I am certified to teach grades 1-8 in all subject areas and grades K-12 in reading.

Mrs. Vokac is the classroom aide in third grade. She will be tutoring small groups of students and assisting me with the daily routine. She has 30 years of teaching experience in elementary. Together we will do our best to make the transition into third grade a smooth one.

So as we begin the 2007-2008 school year, I would like to make you aware of many of the classroom rules and procedures. The rules are posted in the classroom and are written below along with the homework policy and other important information. In order to provide all students the best opportunity to learn, all rules must be followed. Behavior that is disruptive or disrespectful to others will not be tolerated. I ask that you please read the information carefully with your child and return the last page with signatures by Tuesday, September 4<sup>th</sup>. Please keep the first three pages for your own reference.

### **Rules**

1. Respect others and their belongings
2. All work is completed neatly and quietly
3. Remain seated
4. Be polite

### **Consequences**

1. Warning
2. Lose half of free time
3. Lose all free time and complete a writing assignment  
\*see below for further explanation
4. Office referral and call home

**Possible Rewards:** Computer pass, homework pass, special job, or various other prizes

There is a behavior chart in the classroom with the number of each child. Each consequence has its own color and the meaning of each color is found below. On a homework recording sheet discussed in the homework policy section, each student colors in a rectangle on top of the day of the week to let you know what color they ended on for the day.

**Green-** You're doing good!

**Yellow-** Warning

**Orange-** Lose half of free time

**Red-** Lose all of free time and student completes a writing assignment that is sent home and must be signed by a parent. The student will not have recess earned again until the writing assignment is sent back signed.

\*If a student is asked to turn their card to orange or red after the scheduled recess, the student will lose half or all of their recess time the following day.

### **Homework Policy**

Homework will be given every day of the week beginning Tuesday, September 4<sup>th</sup>. Students will turn in their homework folder each morning before they begin working at their seats. Students that do not complete their homework will be required to do so during free time. Every week, each student will be given a homework recording sheet that is to stay in their homework folder. Some of the assignments will already be written on the homework sheet, but it may be necessary for students to record any further homework assignments or unfinished work on their own. Time will be given for this task at the end of the day. **A parent signature is required each night** and there is a space provided. A signature lets me know that you are aware of the homework assignments and also that you are aware of your child's behavior (The students color in a rectangle by each day of the week to let you know what color they were on at the end of the day). Homework is taken for a grade and should be taken seriously. Students who consistently complete their homework will be rewarded.

### **Toy Policy**

Please understand that any toys brought into the classroom will be taken and kept until the end of the school year or until a parent comes in to claim them.

## **Breakfast**

Beginning September 10<sup>th</sup>, all students will be provided with a breakfast when they arrive at school. The breakfasts will be packaged and might consist of a muffin or granola, and a container of juice or milk. Until breakfasts are provided on September 10<sup>th</sup>, students may bring in a small snack to eat in the morning before lunch. Because students are being provided with a breakfast this year, there will not be a snack time designated after September 10<sup>th</sup>.

Lunch/Recess: 11:00-11:40

1<sup>st</sup> and 2<sup>nd</sup> quarter:

Music: Monday

Art: Wednesday, Friday

Gym: Tuesday, Thursday

3<sup>rd</sup> and 4<sup>th</sup> quarter:

Art: Monday, Wednesday, Friday

Gym: Tuesday, Thursday

Again, welcome and thank you for reading all of the information carefully. I appreciate your cooperation and I look forward to an exciting school year filled with learning. If you have any questions, feel free to write me a note or contact me at the school at (216) 271-6055. I will return your call or reply back as soon as possible. Also, my e-mail address is found below. I try to check e-mail at least once daily so if you have a question or concern that's not an emergency, e-mail might be the best option.

Thank you,

Mrs. Wondolowski

[jwondolowski@wpcscool.org](mailto:jwondolowski@wpcscool.org)

Please return this sheet only by Tuesday, September 4<sup>th</sup>.

I have read and understand the rules and policies of the classroom.

X \_\_\_\_\_  
Parent Signature(s)

X \_\_\_\_\_  
Student Signature

If there are any concerns that you have about your child or you would like to share something with me about them, please let me know. Give me a call or you can write down what you wish to share below. Thank you!