**Class Information**

**Miss Hummel**

**Third Grade Teachers**

Mrs. Lisa Barthuly

Mrs. Kari Gans

Miss Lauren Hummel

Mrs. Danielle Malicoat

Mrs. Kayla Schnaus

Mrs. Kate Skeens

## Contacting Miss Hummel

School Phone: 317-773-7060 ext. 20221

E-mail Address: Lauren\_Hummel@nobl.k12.in.us

There is a “\_” in between Lauren and Hummel

When you leave a phone message or send an email, I will try to get back to you as soon as possible. However, please allow me 24 hours as a maximum amount of time to respond. If you leave a phone message or send an email over the weekend, I will receive it the first day back at school.

## Web Pages

Each teacher at Promise Road also has a webpage. Directions for webpage:

* Go to www.noblesvilleschools.org
* Go to ‘Our District’
* Go to ‘Staff Directory’
* Type in ‘Hummel’ Click on website link.

I will be updating our webpage with information I find relevant to our classroom. Please feel free to use this site as a reference; it may contain information that is beneficial to you/your student.

## Attendance

Attendance is taken first thing in the morning. It is put into the computer by 9:00 each day. If your child arrives to school late (9:00 a.m.), he or she must report to the office accompanied by a caregiver before coming to the classroom. Please do not drop off children without signing them in at the office. If your child is absent, I will save any work that I can for every student. Please call the office if your child has an extended illness and you would like to have work sent home. School policy will not allow students to receive missed homework in advance for unexcused absences such as vacations.

### Daily Schedule: Subject to change

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| --- | --- | --- |
| **Class** | **Start Time** | **End Time** |
| Morning Routine | 8:40 | 8:50 |
| Literacy Block | 9:00 | 10:30 |
| Specials | 10:30 | 11:10 |
| Writing | 11:15 | 12:00 |
| Recess/ Lunch | 12:00 | 12:55 |
| Math | 1:00 | 2:15 |
| RTI | 2:15 | 2:45 |
| PBL | 2:45 | 3:20 |
| Pack Up | 3:20 | 3:25 |

**Specials Schedule**

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| --- | --- |
| **Day** | **Specials** |
| Day 1- Monday | P.E. |
| Day 2- Tuesday | Technology |
| Day 3- Wednesday | Art |
| Day 4- Thursday | Music |
| Day 5- Friday | Announced Each Week |

## Birthdays/ Classroom Parties

I love to celebrate birthdays and will be sure to make your child feel special on his/her day! If you would like to make your child’s birthday special for them, you can send in things such as pencils, fun erasers, or stickers. Some students have brought in books or a fun game for the class. We will no longer be allowed to accept classroom birthday treats. Please do not send in any food items for birthdays or classroom parties. We will have two classroom parties this school year and the PTO will provide a snack for this. You will be notified of what the snack will be ahead of time.

**Assignment Notebooks**

Each day your child will come home with a spiral bound Assignment Notebook. This will be a place for your child to write in homework assignments. Assignment notebooks will be checked daily by me and will be sent home for parents to check. Please initial at the bottom. By doing so, it will signify that you have read the message. Assignment notebooks are to be returned each day.

## Notes

It is imperative that if your child is to go somewhere other than “their normal dismissal plan” at any time, I **MUST** receive a short, dated, note stating where your child is to go. This note will then be sent to the office to be signed by Mrs. Treinen. **If your child does not have a note, they will follow the regular routine**. If a dismissal change occurs during the school day, please notify the **front office.**

## Lunch Money, Book Orders, and Field Trip Money

IMPORTANT: When sending in money for your child, please place it in an envelope labeled with the following:

* Student Name
* Grade Level
* Teacher’s Name
* Purpose of the money

## Lunch Procedures

This year we will be having recess before lunch. Our lunchtime will begin at approximately 12:25. Please sign in with the office before attending lunch with your child. All family members are welcome to come and enjoy lunch at Promise Road. Please wait to join your child for lunch after the first week of school. This gives students ample amount of time to practice lunchroom procedures.

**Parent Volunteers**

* Parent volunteers must have a completed criminal background check. If you have completed one in the past, you can check with the front office to see if yours is still valid.
* There are different levels for background checks. A level 1 and 2 background check is free. A level 3 background check is $12.95. I will be sending an email with more information once school starts.

**Volunteer Access Levels**

* **Level 1 Volunteer/Visitor:** Volunteer application and formal background check are **not** necessary. No need to submit a form. Guests who are visiting office area and/or observing at a special event. Examples: Grandparents’ Day, Guest Speakers, Veterans’ Day Programs
* **Level 2 Volunteer/Visitor:** Access to students during the school day under supervision of Noblesville Schools’ staff (Requires Limited Criminal History Background Check) Examples: Lunch, Classroom Parties
* **Level 3 Volunteer/Visitor:** This level will go into effect August 2015. This volunteer can possibly have direct and unsupervised interaction with children. (Requires National Volunteer Background Check - Fee Applies) Examples: Field Trips, Classroom Volunteers

**Behavior**

* Third grade uses a behavior level system 1, 2, 3, and 4. Each number represents a freedom level that can be obtained by each student. Freedom levels determine what students may be able to do throughout the school.
* Students will begin each quarter on Level 3. Students will have the opportunity each day to move up a level. Students will begin each day with the level that they ended on the day before.
* Students will fill out their Paw Pride Calendar each day with their current behavior level. It will go home each night and is expected back at school the next day. By signing your child’s assignment notebook, you are stating you have seen their Freedom Level for the day.
* If your child moves down a level, the reason will be logged on the back of their Paw Pride Calendar.
* **Specific freedoms for each level will be sent home after the first week of school.**

|  |
| --- |
| **Level 4**   * Demonstrates leadership skills based on the 7 Habits. * Showing initiative * Exceptional Freedom |
| **Level 3**   * Follows expectations with limited reminders. * May receive an occasional reminder. * Freedom to choose. |
| **Level 2**   * Follows expectations with several reminders. * Limited freedom choices |
| **Level 1**   * It is a challenge for me to follow expectations with many reminders. * Parents may be contacted. * Teacher’s Choice (no freedom). |

**Academic Information**

## Homework

Homework will be listed in your child’s assignment notebook each night. More information about homework will be coming. You can expect that your child will have at least a math assignment Monday- Thursday evenings, as well as math fact practice. You can also expect that they will have a weekly reading log that can be completed on the days you choose during the week.

**Student Class Work**

* We will do a lot of work together, especially at the beginning of the year.
* A lot of our classwork is ‘hands on.’ Please do not be alarmed if your child does not have a lot of worksheets coming home. Our time together is valuable; therefore, work completed in the classroom needs to be valuable to learning and I may choose to not use a worksheet to practice that skill, strategy, lesson, etc.
* Letter grades may not appear on all graded class work.
* Please go over completed papers at home to see if your child understands what was missed.

**Math**

* **Everyday Math** 
  + Here at PRE we follow the Everyday Math curriculum. This is a new way of learning that loops information students learn throughout the years. As parents, you may not recognize some of the strategies. At the beginning of each unit, family letters explain the strategies being taught during that unit, as well as homework answers. Students will have homework in math approximately 3-4 times a week. Math Homework will be graded for a completion grade. I highly encourage parents to go over their child’s homework to make sure they have a solid understanding of what was completed.
* **Math Fact Mastery**
  + Each quarter students will work to complete a math fact goal. Your child’s math teacher will send home information first quarter about what your student’s goals will be.
* **Problem Solving** 
  + Students will utilize the school-wide problem solving steps:
    - Underline or Highlight the Questions
    - Circle Key Words in Question
    - Box Numbers and Labels Needed to Solve.
    - Look Up/Back for Needed Information
    - Check Your Work.

**Literacy Block and Writer’s Workshop**

Key phrases and words that your child may use at home to describe our mornings:

* **Literacy Block**
  + This an uninterrupted 90 minute block of time where students will be learning how to become better readers. During this time students will learn through whole group instruction where the entire class will be working with me on reading comprehension strategies, word solving strategies, enrichment activities, etc. Students will also have the opportunity to work independently, with partners, and in small groups.
* **Guided Reading Group**
  + Each student will work in a reading group with the teacher and a small number of their peers who have similar instructional needs and goals in reading. During this time, all other students will be working on Daily 5 tasks. I will be instructing guided reading groups by using formal assessments and notes taken during other guided reading groups together.
* **Reading Levels**
  + Third grade teachers at Promise Road Elementary utilize Fountas and Pinnel’s Guided Reading Levels in order to successfully teach students at their reading levels. Please refer to the handout titled “Guided Reading Level P.” The expectations on this page are what we expect students to master by the end of the year. We will refer to all of these strategies in our whole group and small guided reading instruction.
  + We assess students multiple times throughout the year in order to instruct them at their correct reading level. During the assessment, students are given a book based on their most recent reading level. The students must read to the teacher at a fluent pace (not too fast, not too slow), solve words independently, answer questions after reading, and sometimes write about what was read. If a student is ‘frustrational’ at a reading level that means he/she has read at or below 90% accuracy and may not have answered all questions that were read. If a student is found to be ‘instructional’ that means he/she was able to read with 90-94% accuracy and could answer many questions about what was read. ***This is the level we will use in our guided reading groups***. If a student is found to be ‘independent’ that means he/she was able to read with 95-100% accuracy and could answer most questions about what was read.
* **Writer’s Workshop**
  + Our writing curriculum is developmental and built upon all lessons taught during the school year. The four main units of study your student will be learning about this year are: Descriptive, Narrative, Persuassive, Informational and possibly Fairy Tale. We will be focusing on the craft of these writing units while using the process of editing to teach about the conventions of writing (capitalization, punctuation, etc). Please know that we view writing as a unique process and that all students have different journeys through the writing process.
  + Structure of writer’s workshop:
    - Mini Lesson-A short lesson that guides or encourages students to utilize something in their writing.
    - Independent Writing
    - Conferences-Students may conference with me or with peers in order to strengthen their writing.
    - Author’s Chair-All students have the opportunity to share a piece of their writing and receive warm and cool feedback.

**PBL**

Most of you are familiar with PBL and how it fits into Promise Road’s educational philosophy. For those of you who are not familiar, PBL stands for Problem Based Learning. In Problem Based Learning (PBL), students go through an extended process of inquiry in response to a complex question, problem, or challenge. While allowing for some degree of student "voice and choice," rigorous projects are carefully planned, managed, and assessed to help students learn key academic content, practice 21st Century Skills (such as collaboration, communication & critical thinking), and create high-quality, authentic products & presentations.

**RTI Time**

At PRE, we have a 30 min block in our schedule that is used for RTI, Response to Intervention. As a team, we use this time to either enrich or support students with current skills we have already taught. During this time, no new instruction is being taught. Our students may or may not change rooms for this, it all depends on what your student needs.

Please sign below to show that you have read through the Parent Packet and turn into the turn in tray.

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_