

Mrs. Mitchell and Ms. Hotaling's ABCs of 3rd Grade 2016-2017

Ms. Hotaling and Mrs. Mitchell's ABCs of Third Grade provide parents and students with valuable information regarding classroom policies and procedures. Please keep this book for reference throughout the year.

A

Absence

If your child is going to be absent due to illness, please call the office at 266-8487 and leave a message. An absence is recorded as unexcused until a note is received from the parent. When your child returns to school, please send a note that states the date(s) of absence(s) and the reason for the absence(s). An excused absence will be recorded as such if the reason for absence follows School Board policy.

Students who arrive at school after 12:30 p.m. will be marked absent for the school day. Students who leave school before 12:30 p.m. will be marked absent for the school day.

Art

We will have art with Ms. Riggs. The rotation schedule is on the calendar.

B

Back Pack

Please have your child bring his/her backpack to school each day.

Birthday

Every child's birthday is special. Please contact us if you would like to send a special snack. Because several incidents of food poisoning have occurred within the county, WCPSS requests that parents not bring homemade food for activities in the classroom. Instead, food provided should be commercially purchased.

Book Club

You will be given the opportunity to order books (or software) from a book club during the school year. Whenever a book order is sent home, you will have three to five days to send money (cash or check) and an order form. When your child brings her/his order form and money, a note will be written in your child's homework tablet. **If you send book money and do not receive a note, please write us a note.**



Communication

Communication is important. Feel free to write a note, send e-mail, or call the school at 266-8487 whenever you have a question or concern.

Conferences

Conferences are held in the fall and the spring; however, we can conference during other times of the year if any of us feel the need for additional conferences.

Computers

We have computers in the classroom. We also have access to computers in the 21st Century Lab.



Dress Code

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to, the following:

- Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
- Head covering of any kind (male & female)
- See-through attire
- Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon

- Any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at particular schools have been notified.
- Exposed undergarments or excessively short or tight garments
- Sagging pants
- Bare midriff shirts, strapless shirts, or sleeveless shirts (straps must be 2 inches wide.)

E

Early Release

Early Release Days are offered to schools to provide staff development. Lunch will be served prior to dismissal at 1:15 PM.

- September 9, 2016
- September 30, 2016
- October 21, 2016
- December 2, 2016
- January 20, 2017
- February 10, 2017

E-mail

Feel free to send e-mail if you have any questions or concerns. If you wish to convey an urgent message, it is best to write a letter since we might not check our e-mail until late in the evening.

EOG (End of Grade) test

Third graders will take the End of Grade test in May.

F

Fever

If your child is running a fever, please do not send him/her to school. **Your child should be continuously fever free (without any fever reducing medication) for 12 hours before returning to school.**

Field Trips

We will go on field trips. You will receive advance notice of any trips.

Folders

We will send home folders every Monday (or every other Monday). The folder will contain your child's work and school related information. You are to keep the work (unless otherwise indicated), sign the parent signature sheet, and return the parent signature sheet in your child's folder.

Sometimes we might send the folders home on a different day. If so, please return the folder the next school day.

G

Grading

In grades K-5 students are evaluated on **standards based grading scale**. The student performance levels of 1-4 indicate whether students have met the expectations set by the state. The student performance levels are defined as follows:

- Level 4: Exemplary
- Level 3: Proficient
- Level 2: Approaching Proficiency
- Level 1: Non-Proficient

Classroom behaviors are reported separately: Work habits and Conduct. Each behavior is rated according to the following scale:

- 3: Meets expectations
- 2: Inconsistently meets expectations
- 1: Does not meet expectations

H

Homework

Homework shall reinforce or enrich skills previously taught in class. It is directly connected to the Common Core State Standards and provides individual practice.

Each child will write down the homework assignments in his/her homework planner. You are asked to sign the homework planner each night as acknowledgement you have seen the listed assignments.

I

Illness

We wish to call your attention to the importance of regular school attendance throughout the year. You must keep your child at home if he/she has a fever of 100 (or higher), has vomited, or had diarrhea within 24 hours. If your child is ill and unable to come to school, please call 266-8487. When

a child returns to school after any absence, he/she should bring a written excuse. An absence without a written note is counted as unexcused.

Information

It is **important** to keep all **records current**. Please be sure to inform the school if you move, get a new home phone number, get a new cell phone number, change jobs, or get new emergency contacts.

Invitations

Please do not send **invitations** to school for any off-campus celebrations unless they are for all the students. If your child hands out invitations at school, please invite all the boys, all the girls, or the entire class. If you choose to invite only a few children, please do so by telephone or mail. Children of this age do not understand exclusion and their feelings are hurt very easily. Thank you for your understanding.

J

Join the Forestville Road Elementary PTA

Have you joined our Parent Teacher Association (PTA)? Our PTA is planning wonderful things for the children at Forestville Road Elementary. Dues are only \$5.00 (individual), \$8.00 (family), or \$20.00 (family plus)!

K

Keys to a successful school year

Good communication between home and school, a positive attitude, and good attendance are the keys to a successful school year.

L

Lunch

We eat lunch at 11:35. If you plan to eat lunch with your child, you must first go to the office and get a visitor's pass. After you get your visitor's pass, please go to the cafeteria and wait for our class to come. **You are always welcome to join us for lunch; however, please give us a few weeks to establish our routine before visiting.**

Children who buy lunch from the cafeteria are responsible for keeping their lunch money. To eliminate the necessity of having your child carry money every day, you may pre-pay school lunch by the week or month. Since lunch

payments are computerized, no money on your child's lunch plan is lost if your child is absent or chooses to bring lunch to school.



Mascot

Our mascot is the falcon. Our school colors are green and gold.

Media

We will have media with Mrs. Hart. Media will be a collaborative effort between the teacher and media specialist. Students will have open circulation.

Medication

School officials may administer medication to students if the Parent Request and Physician Order for Medication (1702) forms are completed and in the possession of school officials. Students may not transport medication. Parents must bring the medication to the school.

No medication can be given unless it is in a container dispensed by a pharmacy. The label should be marked with the student's name, the name of the medication, the date the prescription was filled and clearly marked directions. Short-term medication such as antibiotics may be administered at school during the last days of an acute illness. The pharmacist's label serves as the physician's order. School personnel may not administer over the counter medication without a physician's request.

Students are not allowed to self-medicate with over the counter medication (i.e. cough drops or Tylenol.)

Music

We'll have music with Ms. Sanders. The rotation schedule is on the calendar.



Newsletter

We will send home a newsletter on a regular basis. Please sign, date, and return the bottom part of the newsletter.



Office

When you arrive on campus, please report to the office first. There you will sign the visitors' log and receive a visitors' pass.

P

Parent-Teacher Conferences

We will schedule parent-teacher conferences during the fall and spring. If you wish to schedule a parent-teacher conference at any time other than the scheduled fall and spring, please send a note.

Physical Education (PE)

We will have PE with Mr. Amigh. The rotation schedule is on the calendar.

Planners

The student planner helps keep students organized and maintains daily communication between school and home. Please sign your child's planner each night so we'll know you have seen the assignments and verified they are complete. Please remind your child to bring the planner to school each day.

Q

Questions

Let us know if you have any questions or concerns. Feel free to write a note or send an e-mail.

R

Reading

Please have your child read a minimum of 30 minutes each night. Depending on your child's reading ability, this could be buddy reading, silent reading, or oral reading. Also, remember a child is never too old to be read aloud to. Choose a book they could not read alone or a family favorite.

Rules

Please review our rules with your child. It is important your child understands and follows our classroom rules.

S

School Hours

School begins at 9:15 and ends at 3:45. Students may enter the building any time after 8:45 to prepare for the day. **Children should not arrive on campus before 8:45 unless they are enrolled in the Early Arrivals Program.** If you (or someone else) drop off your child in the morning or you are on campus, please do not let your child come into the building nor into the classroom unless it is after 8:45.

If you check out your child early (anytime before 3:45 is considered early), you should go to the office and sign out your child. **Please write a note if you are going to pick up your child early.** If we know ahead of time that your child is leaving early, we can gather necessary items and help your child have an easier transition of leaving early.

School Supplies

\$5.00 will be collected at Open House in order to purchase mandatory folders and agendas.

You are asked to provide the following school supplies.

For personal use:

- One non-rolling backpack
- 5 one-subject black and white composition notebooks
- 2 packs of wide-ruled notebook paper
- 1 one-inch binder (solid color with clear pocket on front)
- 1 box of crayons or colored pencils
- 1 pencil pouch
- 1 handheld pencil sharpener with lid
- 2 highlighters
- 1 pairs of scissors
- 5 glue sticks
- 2 black dry erase markers
- Earbuds/headphones for the iPad

For classroom use:

- 10 two-pocket (bold) folders: 2 purple, 2 blue, 2 green, 2 yellow, 2 orange
- 48 #2 pencils
- 1 pack of white photocopy paper (500 pages)
- 1 pack of colored cardstock
- 2 boxes of Kleenex
- Hand Sanitizer
- 1 box of baby wipes
- 1 container of Clorox/Lysol wipes
- 1 box of gallon zip-loc bags

For home use:

- Pencils
- Notebook paper
- Scissors
- Glue
- 1 set of multiplication flash cards
- Crayons/colored pencils

Snack

We will have time for a **working snack** each day. Children should bring their own healthy snack (fruit, cheese, crackers, etc.). **Since the children will not store their snacks in a refrigerator, please only send snacks that require no refrigeration.**

STEAM

We'll have STEAM with Mrs. Ringwood. The rotation schedule is on the calendar.



Tardy

If a child arrives at school after 9:15, he/she is tardy. If your child is tardy, you are requested to bring your child into the office. As parents are required to sign in students after 9:15, please do not send your child to the office unaccompanied. Arrival after 9:15 will be recorded as an unexcused tardy unless a valid reason is provided. Students who arrive after 12:30 p.m. will be marked absent for the school day.

Transportation

You are asked to let us know how your child will get home from school. If your child's transportation is going to change, it is important you write a note. **Sending a verbal message by your child is not allowed due to safety concerns.** If we do not have written communication that your child will go home a different way, we will send him/her home by his/her usual form of transportation.



Unexcused Absence

Any absence without a written explanation will be recorded as unexcused. An absence will be recorded as unexcused if the reason for absence does not follow School Board policy.



Volunteers

We welcome volunteers! Please write a note if you are interested in volunteering this year. All volunteers must use a WCPSS computer to complete the online volunteer registration form. You must reactivate your application each year.

In order to attend a field trip, you must be registered as a Level 3 volunteer and be approved in advance of the field trip. Volunteer clearance may take two to three weeks. Therefore, volunteers are urged to complete volunteer registration at the beginning of the school year.

If you wish to volunteer but work during school hours, please write a note or send an e-mail. We will discuss ways you can help outside of school hours. Some possibilities are working as a library parent or preparing materials (cutting, coloring, gluing) for the class.

Our Parent Teacher Association (PTA) is also looking for volunteers. They have a sign up sheet. When you come to help, you must sign in at the office and get a visitor's pass.



Weather

Please stay tuned to local radio and TV stations for the latest information on school closings and delays. The first notification of early school dismissal, delayed opening or school closing is made to the radio and television stations. You may also refer WCPSS home page on the Internet. Additionally, FRES will place a voice message on the school office phone (266-8487).

Web site

If you're ever on the Internet, please visit **web site** (www.mitchell123abc.com) for more class information.

Forestville Road Elementary has a **web site** that's filled with information (<http://www.wcpss.net/forestvilleroades>).



EXciting

Third grade is eXciting. We will have some good times.



You and Your Child

We are excited to work with you and your child this year! Together we make a team!



Zzzzzz's

Please make sure your child gets plenty of **zzzzz's** each night as we have exciting days planned for this year.

Zoom

Z is for zoom! Sit back and watch your child's skills take off! You will be amazed at the skills your child will develop this year.



Parent Handbook Signature Sheet

After going over this handbook with your child, please sign and return the bottom part of this page by August 31, 2016. Please keep this handbook for future reference.

- I have read the handbook and have gone over the information with my child at home. I understand what is expected and will ask Ms. Hotaling/Mrs. Mitchell questions about anything that is unclear.

Parent/Guardian Signature

Date