

A Hawk's Guide To 3rd Grade

*"The Learning will
INSPIRE You"*



This Handbook Belongs to:

Parent signature: _____

Student signature: _____

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Dear Parents:

As we strive to grow learners differently here at Prairie View Elementary, we look forward to an exciting and rewarding school year. In order to provide our students with the safe, caring and exciting learning environment that they deserve, the third grade team has developed this guide. This guide outlines our classroom procedures and policies. We hope it helps answer any questions you may have about the third grade. Please look over the information in the booklet and discuss it with your child. Your child will keep the signed calendar each month in his or her Hawk Binder so you will have it to answer future questions.

The third grade team wants to become partners with you to help make your child's third grade year one of his or her best. We will only have your child a short time (just one fleeting school year). We want to make a contribution to your child that lasts a lifetime.

We know our teaching must begin with making your child feel safe and comfortable in our classrooms. We hope this guide serves to help us (Parents, Students and Teachers) all come together to create a learning community that respects and encourages each child's unique abilities, learning style, and interests.

Respectfully,

The Third Grade Teacher:

Lindsey Hart

Jamie Bell

Samantha Bonnette

Third Grade Learning Procedures

1. All students must follow the NISD Code of Student Conduct
2. Be in your assigned seat/area ready to work by 7:45 or the beginning of scheduled class time
3. Bring all supplies every day
4. Keep hands, feet, books, and objects to yourself
5. Use appropriate language and actions.
6. Follow directions the first time given
7. Walk/stand quietly in hallways

Learning Incentives

1. Positive reinforcement on Assignment Sheet
2. Six week celebrations and Techy Time
3. Verbal or nonverbal recognition
4. Special privileges and individual rewards (Tickets/Money for the class store)
5. Good notes and/or phone calls home
6. Pride in reaching your goal and a job well done

Learning Choices

If students choose to not follow district, school or classroom rules and procedures, these are the consequences:

1st --Warning (minor infractions) No signature, the student is given the opportunity to correct inappropriate behavior.

2nd —The teacher will sign the student's planner/calendar.

3rd —The teacher will sign the student's planner, remove the student from the group, and contact the student's parent or guardian.

4th —The teacher will sign the student's planner, remove the student from the group and make a discipline referral to the office. Parent or guardian will be contacted.

All situations will be addressed to meet the needs of the child and the situation

Signature consequences--Learning choices are cumulative throughout the six week.

6 signatures in a 6 weeks – loss of 10 minutes during six weeks celebrations

7 or more signatures – loss of entire celebration

Student is sent directly to the principal for:

- Fighting or threatening to fight
- Damaging or destroying student, teacher, or school property
- Refusing to do school work when capable
- Engaging in behavior that keeps the classroom from functioning
- Bullying another classmate
- Other severe disruptions

Report Card

Work and Study Habits
Personal behavior guidelines
Per Six Weeks

0-2 Signatures = E

3-4 Signatures = S

5-6 Signatures = N

7 or more Signatures = U

Any office referral = U

Please note: These are guidelines. Teachers will consider their observations and use their discretion when giving work and study habit and personal behavior grades.

Homework

What are your child's homework responsibilities? We expect students to do their best on homework. Each week that your child completes their homework they will receive a hole in their homework punch out card that can be turned in for a reward once it is full. We encourage parents to help the children with their homework only after the child has tried to complete it on their own. **Note: Please make every effort to review your child's homework prior to them turning it in.**

What are the parent's homework responsibilities? We feel that parents are the key to making homework a positive experience. We ask that parents provide necessary supplies, a quiet homework environment, and set a consistent daily homework time. If your child is not doing their work, please set up a conference so parents, student, and teachers can work on a plan to help establish good study and homework habits while the child is still in elementary school.

Why do we assign homework? Homework can be a valuable aid in helping student's make the most of their experience in school. We will give homework to reinforce what we have been learning in class. Additionally, work that the students do not complete during class will be assigned as homework. We will work hard to teach students time management skills.

When will homework be assigned? Homework will be assigned weekly, taking into consideration preplanned school activities. Tests will be recorded on calendar and assignment sheets. Each day, parents should check the calendar in the student's binder. Time required to finish assignments will vary according to the individual student's ability and study skills. It is necessary for all students to have a regular study time that can be used for reading, reviewing, or rereading text when there is no assigned work. All assignments will require only those skills students have already learned in class.

Grading Policy

The teachers will follow the NISD grading policy. Because assignments help students practice and learn the day's lessons, turning in work on time is very important. Students will receive a penalty of ten (10) points per day for up to three (3) days for work not turned in on time. Late work turned in after three (3) days will be given a maximum thirty (30) point deduction. The student will be required to complete the assignment at recess and/or at home. They will receive a signature on the back of the assignment sheet. **Please contact the teacher with any extenuating circumstances.**

Redo Work

The teachers will reteach and retest a class when 30% or more of that class has failed a summative assignment or examination. The teacher will record the higher of the two grades earned for those students being retested.

Make up work

A student is given the number of days absent plus one additional school day to make up all work assigned during their absence. It is the responsibility of the student to check with their homeroom teacher to pick up his/her make-up work. We encourage you to pick up any make-up work if your child is absent for two or more days. It is the responsibility of the child to make sure the make-up work is turned in to the teacher within the required time period.

Please note: Grading is subject to teacher discretion within district policy.

School wide Procedures

Dining Room Procedures

1. Show respect to all adults and students
2. Talk in a quiet voice
3. Walk at all times
4. Clean your space after eating
5. Food is not to be thrown
6. Wait until dismissed before leaving

Playground Procedures

1. Show respect to all adults and students
2. Use equipment properly
3. Leave rocks, sticks, and other harmful objects on the ground
4. No cursing or teasing
5. Play in assigned area only

Hallway Procedures

1. Show respect to all adults and students
2. Walk on the right side of the hallway
3. Walk quietly in the halls
4. Keep hands to your side

Reminders

1. 3th grade students are dismissed promptly at 2:45
2. Ride changes need to be in the office no later than 2:15.
3. Students are not to return to the main building after dismissal unless enrolled in a special after-school program or accompanied by an adult.
4. Students are not to return to the classroom area during lunch unless prior arrangements have been made with their teacher.
5. I Pods, CD players, radios, Gameboys, etc. are allowed only on special reward days. **STUDENTS WILL BE NOTIFIED WHEN ALLOWED.**

Tutoring

This year as a campus we will have an in school tutoring block. Each grade level will have a specified 30 minute block to utilize for tutoring students that may need extra help with a concept. This will help with scheduling conflicts after and before school and will also give students that ride the bus the opportunity for extra support from their classroom teacher.

Physical Education

For your child's safety and enjoyable participation, we require clothing suitable for the gym, which includes:

- Soft soled shoes
- Appropriate length skirts and shorts
- Shorts worn under the dresses
- Clothing that is neither too tight nor too loose

Backless sandals or flip flops are not safe and therefore will not be permitted during P.E. Students may bring suitable shoes to change into.

A student will not be allowed to participate if he/she is not suitable dressed for Physical Education. Therefore, his or her grade will be affected.

Attendance

Roll is checked each day at 9:30 a.m. Students are marked present or absent at that time. If your child is absent, please call the office and send a note when he/she returns, explaining the reason for his/her absence.

Students are tardy after 7:45 a.m. and should check in at the office upon arrival.

Medication at School

The school is not allowed to administer any medication, prescription or over-the-counter, without written orders from a physician and written permission of parent. Medication should be

sent to the nurse. All medication is kept in the clinic and administered by the nurse or office staff.

All medication dispensed on campus will be kept in the clinic and dispensed by clinic staff only. This includes, but is not limited to cough drops. Inhalers and Epi-pens will also be kept in the clinic unless otherwise confirmed by the nurse.

Lunch

Our dining room operates on an automated payment system. Each child is issued a card and you may pay into their account as needed. It is a very good idea to keep a couple of days' worth of money in your child's account to cover any "lunch emergencies" that may occur. Money may be added to accounts before school as needed. Send cash or a check with your child's name in an envelope. Students keep up with money best if it is in a coin purse, envelope or plastic bag.

According to state mandate, parents may not give food to any child other than their own.

Prices:

Student Breakfast.....	\$1.00
Reduced price breakfast.....	\$0.30
Student lunches.....	\$1.70
Reduced price lunches.....	\$0.40
Snacks.....	\$.50-1.00

For the safety and well-being of all children we ask that you adhere to the following guidelines

- Please sit with your child at the reserved tables near the dining room windows.
- Make this a special time for your child by turning off cell phones and electronic devices
- YOU are your child's special guest for the day! For safety reasons, please do not invite other children to the table.

