

## Third Grade Policies & Procedures

### Arrival

School begins promptly at 7:30 each day. Please drop your child off at the back of the school. Students may arrive beginning at 6:45 and will remain in the gym until 7:15. For safety reasons, parents may not enter the building to walk students to class after Wednesday, August 9<sup>th</sup>.

### Dismissal

Car riders will dismiss from the back of the building at 2:30. Please remain in your car in the car line with your car tag visible in your window. All parents will be sent to the office for verification if the school-issued car tag is not present (A maximum of 2 car tags will be given to each student. Additional car tags are available for \$0.50 each). Thank you for doing your part to ensure the safety of our children! Bus riders will also be dismissed from the front of the building at 2:30.

### Change of Transportation

If your child will be going home in a way that is different than the usual routine, you will need to complete the change of transportation form (located on the school website) and send it with your child the day of the change. Class DoJo messages, emails, and notes written in the agenda will NOT be accepted. The school will not accept phone calls throughout the day regarding dismissal changes. Without a note, your child will be sent home according to his/her usual dismissal routine.

### Visiting BCE

Anyone who enters the building for any reason must check in at the office and present a photo ID to get a nametag. Only adults listed on the registration card (guardians, emergency contacts) will be allowed to have lunch with students, unless a note signed by the guardian is sent to school with the student. This is done to protect the safety of all children in the building.

### Graded Papers Folder

I have created a folder with your child's name on it. This folder will facilitate parent/teacher communication on a regular basis. It will come home every week and is due back to me (with a parent signature) the following morning. I will put graded papers from the previous week in this folder for your child to bring home to keep you informed. If you have any questions or concerns regarding your child's work or the other papers in the folder, please contact me immediately so we can discuss it. Also, please keep work that you have concerns about so that I can easily discuss it with you. Of course, you are welcome to send a note any day of the week – just stick it in your child's agenda.

### Homework

Your child will be assigned ELA and Math homework each night to reinforce skills and will need to additionally study for upcoming tests/quizzes. We also highly encourage students to practice math facts to develop mastery and to read nightly. Students are responsible for bringing home and returning to school their homework, agendas, notebooks, and/or any textbooks that they may need to study for tests. Each child will have the opportunity to create a "Clue Card" at home with study notes they will be able to use during their tests. More information regarding Clue Cards will be shared at our upcoming Parent Night. Students will not be allowed back into the school to retrieve forgotten items, as per school policy. Homework will be recorded in the agenda and will be due the following day at 7:30 unless otherwise stated (longer projects). All work must be done in pencil (unless specified otherwise) and in the student's handwriting.

### Agendas

Each child will be provided with an agenda, which will be completed daily with assignments and upcoming events. It is the student's responsibility to have a parent/guardian sign his/her agenda each night, which will help you stay informed of student assessments, behaviors, and other activities throughout the week. Please remember that the agenda is an organization tool for your child; be respectful of this by not writing lengthy notes in the agenda. You are more than welcome to write a note on a separate sheet and attach it to the agenda. You can easily get in touch with me through Class DoJo and/or email.

### Incomplete/Unfinished Work

Students are held accountable for all assignments and are given ample class time to complete their work. Unfinished work will not be sent home. Additional assignments will not be provided. Please check our website for additional resources to fully support your child at home.

### Make-up Work

As per county policy, students will be given 5 days to make up work missed during an absence. I strongly recommend that students get the work turned in as soon as possible, since their new learning will build on the material that was missed. If a child misses a test (but knew about it before the absence), I will administer the test to your child on the day of their return. I understand that all children are sick and have unavoidable circumstances, but excessive absences can be very detrimental to grades. Therefore, it is important for students to complete make-up work and turn it in when it is due.

### Attendance

Your child's regular and prompt attendance is crucial to his/her success this year. Any student arriving to school after 7:30 will be counted as tardy, and will not be permitted to enter the classroom without a tardy slip. Tardy students must be signed in by an adult to receive a tardy slip. Checking students out early is also counted as a "tardy" and may disqualify students from "Perfect Attendance." Oftentimes, learning occurs in social settings such as whole group, small groups, and partner work, which can often not be made up at home. Please hold school as a top priority, and see to it that your child attends every day except in the instance of illness or emergency. If your child is absent, please send a note with the day(s) missed and a reason for the absence within 5 days. Absence notes may NOT be written in the agenda, through Class DoJo, or email. If your child misses 3 or more consecutive days, a doctor's note is required.

### Medications

All medications (including cough drops) will be kept in the nurse's clinic and will be given by a staff member in that room. Medication will not be kept in the classroom. A parent must sign medication in with the nurse; please do not send medication to school with children.

### Sickness

Please do not send your child to school if he/she has a fever or has been sick all night. We want to try and keep all of our classmates (and the teacher) well!

### Updating Contact Information

Please notify me of any changes in contact information (work or home phone, address, emergency contact, etc.) It is important we keep our records updated for the safety of your child.

### Parent Participation

Throughout the year, there will be a variety of special classroom activities and celebrations. Additionally, the school will hold school-wide events. I encourage you to attend these functions when possible and to support them by sending needed supplies/treats. Please contact me if you would like to volunteer in the classroom in any capacity. Your support of school activities makes your child feel important and sends the message that you value school! I look forward to seeing you throughout the year.

### Money

On occasion, it will be necessary for your child to bring money to school. To help me log money, always send money in a sealed envelope with the following information written on it:

- \* Child's first and last name
  - \* Amount of money
  - \* Purpose for money
  - \* Teacher's name
- \*WE DO NOT MAKE CHANGE, so please be sure to send in exact amounts\*

### Treats

If you wish to send baked goods on a special day (such as birthday or other holiday), you may only send store-bought food items. This is school policy that is in place for the safety of all students. Treats will typically be enjoyed during lunchtime.

### Lunch

You are more than welcome to come and have lunch with your child at any time. Only adults listed on the registration card (guardians, emergency contacts) will be allowed to have lunch with students, unless a note signed by the guardian is sent to school with the student. Please wait for your child by the cafeteria. Our lunch is from 11:40-12:05. School policy prohibits any

restaurant or fast food being brought into the cafeteria. To protect teaching time, parents are asked not to accompany children back to the classroom after lunch.

### Outdoor recess

Children will be going out for recess every day\* unless it is raining or very cold. Please keep this in mind when helping your child to select clothing and shoes for the day. Always have children wear tennis shoes on PE days.

### Snacks

We will have an optional snack time each day. This snack will be about 10 minutes, and the students will be expected to eat without disruption to instruction. Students will need to bring their own snack each day (if they want one), and this snack should be healthy and nutritious. Please do not send your child with candy bars, chips, cookies, or candy. Some suggested snacks are: dry cereal, fruit, crackers, granola bars, pretzels, etc. The only permitted drink is water (no flavored water).

### Parties

We will be having a couple of holiday parties throughout the year. Parents are welcome to attend and/or send in supplies for these celebrations. However, students are expected to stay at school for the remainder of the instructional day. I will be in contact with more information about parties and to solicit volunteers as we approach the holidays.

### Parent-Teacher Relationship

The education of your child involves a crucial partnership between school and home. I believe this relationship is necessary for your child's success in school. I encourage you to contact me if you have any questions or concerns at any time. You can email me at [kenworthyd@rcschools.net](mailto:kenworthyd@rcschools.net). You are also welcome to call the school at 904-6755 (ext. 30929) and leave a message for me, send a DoJo message, or send a note in with your child. I will follow up with any inquiries in a prompt manner as soon as possible.

### 3<sup>rd</sup> Grade Discipline Policy (2017-2018)

Our goal is to encourage and foster each child's growth of character and responsibility. All third grade teachers are utilizing ClassDojo to help students track their behavior and to provide rewards/consequences for choices made throughout the day. ClassDojo is an online behavior management tool that provides feedback through a points system. Consequences for negative points (at recess time) are as follows:

-1 point	Student will walk for 5 minutes of recess.
-2 points	Student will walk for 10 minutes of recess.
-3 points	Student will walk for 20 minutes of recess.

Parents may check points at any time during the week and will receive a weekly report via email. The teacher reserves the right to deal with severe misbehavior using other methods (parent contact, principal, temporary classroom removal, etc.).

Students who have exceptional behavior all week will be invited to participate in "Buck Nation" by wearing a cap/hat all day on Friday. Hats will not be traded and must not violate dress code or cause distraction (no "costume" hats). These students will also earn a special morning break, where they will have the chance to purchase a snack and socialize with their peers. Snacks will cost \$0.50, and students may purchase up to two snacks. Exact change is required. A BCE Spirit Store will also be open for students who've earned Buck Nation and will carry a variety of items for purchase. Those who lose more than 5 points per week (fall semester) or 4 points per week (spring semester) forfeit their privilege to participate in Buck Nation (including Buck Snack, hats, and the Spirit Store). Faculty and administration have the right to revoke these privileges at any time.

Field Trip Policy

It is a privilege at Brown's Chapel for students to attend educational and incentive field trips. Third grade policy regarding field trips is as follows:

- Because students are expected to behave in a safe, orderly, and courteous manner on field trips, those who consistently exhibit inappropriate behavior at school will not be allowed to attend field trips. Inappropriate behavior includes, but is not limited to:
  - Disrespect of staff, teachers, or peers
  - Disobedience
  - Lack of self-discipline
  - Dishonesty
  - Disregard for school property
- Due to limited seating on certain field trips, it may be necessary to select chaperones through a lottery process.
- Students who do not earn a field trip will be provided with grade-level schoolwork in another classroom while the class is on the trip.
- Brown's Chapel cannot refund money that has already been collected for a field trip. This is due to deposits for buses and tickets that have already been purchased. Exact change is required.

Please contact me with any questions regarding these grade-level policies.

Sincerely,  
Ms. Darcy Kenworthy

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I have received and read the Policies and Procedures for third grade.

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Student name

Parent name

Date