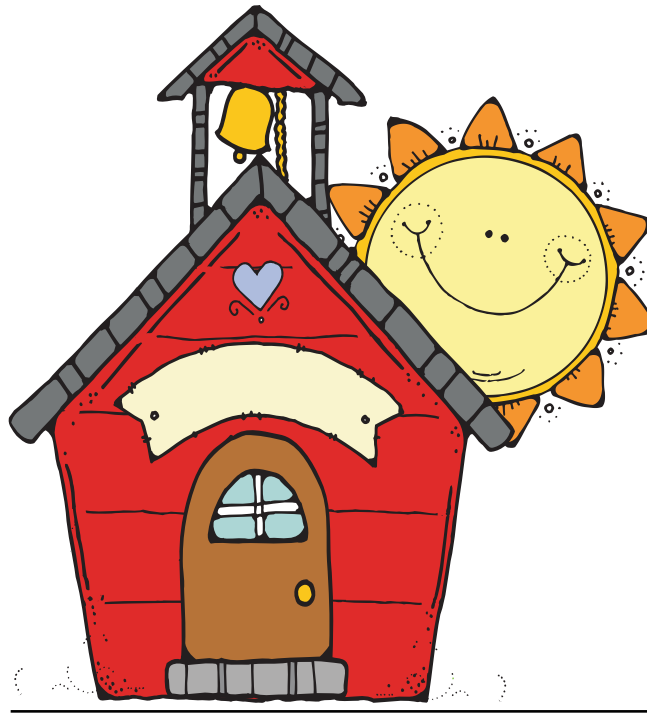


Third Grade Handbook 2009-2010



Miss Van Arkel

School Policies

Attendance

Please inform the school office when your child is going to be absent. You can call the school any time before 9:15 to report the absence. Our answering machine will record your message if you call before the office opens.

More and more of our learning is being accomplished through group projects, hands-on activities, demonstrations and discussions. These changes in curriculum make it more difficult to send home the work your child misses.

If your child arrives late, please stop in at the office to sign him/her in. If you are picking your child up early, please stop in the office to sign them out. At that time Mrs. Ripley will call your child down to the office to meet you.

Prearranged Absences

Please send a note in advance indicating when your child will be gone from school. Families planning vacations must fill out a vacation request form at least five days in advance of the scheduled vacation.

Dismissal

If your child is going home a different way than he or she normally does, please send a note indicating this change. We cannot allow your child to ride home with anyone else, or stay after school for an activity without your written instructions. **If your child does not have a note, they will be sent home on the bus they normally ride.**

Personal Items

Please label your child's hat, coat, mittens, boots, gym shoes, lunch box, backpacks, etc. so that they are easy to identify when they are lost. Toys of any kind, including electronic games, are not allowed at Georgetown Elementary.

Recess

Students are expected to go outside for recess when it is not raining and the wind chill factor is appropriate as determined by the office. Students will go out before their lunch and at afternoon recess (2:00 -2:20). **Please make sure your child is dressed for the weather.**

Lunch Money

You will need to send separate slips for each of your children with their first and last name, indicating how much money you would like to put into that child's account. Please send all slips in one envelope with the children's names, grades and teachers on the outside. It is recommended that money be sent in early in the week, but it will be accepted on any day. It is suggested that you deposit enough money in your child's account to cover at least one week's worth of lunches or milk.

Snack

Please send a snack with your child daily. Please avoid candy.

Messages

Georgetown Elementary has a voice mail system, if you need to contact me, call the school at 797-9797. My extension is 22203. You can also email me at avanarke@hpseagles.net I will try to check my messages when I can, but if you have an urgent message, please leave it with the secretary. I will return your call as soon as possible.

Special Circumstances

We would appreciate knowing about any special circumstances (sickness or death of a family member, death of a pet, etc.) that you feel may affect your child at school. Sometimes things that happen outside of school cause them to need extra patience and TLC, and we want to take care of your child the best we can.

Classroom Procedures

Mission and Rules

The mission statement at Georgetown Elementary is made up of three simple quotes. Be Nice, Work Hard, Learn Well. Our basic rule is that we are respectful of ourselves, each other, other teachers, the school building/grounds, and the materials we use.

School Discipline Policy

I will be using the ticket system in our classroom. Students will have many opportunities to earn tickets. Tickets may be earned as a class by appropriate hallway behavior, quiet working, etc. Tickets can also be earned by turning in homework on time, having the agenda signed each day, working hard, working quietly, helping a classmate, etc. Students will owe tickets when they talk out of turn, disrupt class, show inappropriate hallway behavior, do not have materials ready for learning, etc. There will be opportunities throughout the year to spend tickets on special prizes!

I will also be using the stoplight in our class. We believe that the following Behavior Management system of warnings provides for a safe and enjoyable environment in classrooms, the hallways, lunchroom, bus area and playground. This system will ensure that all students are given time to improve behavior. This applies to all school locations.

Yellow: 1st Warning (verbal warning & reminder of why rules are followed) Owe 1 ticket

Orange: 2nd Warning (complete Time to Think Behavior Response Form) Owe 2 tickets

Red: 3rd Warning (Time to Think Response Form with parent signature & loss of privilege) Owe 3 tickets

Students who are on green all week will earn a ticket.

Note: Physical Aggression results in an immediate 3rd offense & behavior plan.

Homework

Homework helps to develop responsibility and it reinforces skills learned in class. It also increases parent awareness of what is happening in the classroom. The majority of homework

will consist of math. This will be sent home on Tuesdays and Thursdays unless it is needed on other days. Other homework such as spelling, science, social studies, etc. will be sent home as needed. It's your child's responsibility to return the work, but gentle reminders from you are always helpful. Also, feel free to help your child with homework, but please have them do the work with you as a guide.

Agenda and Homework Folder

This year the students will have an agenda sheet in the homework folder that will come home with them each evening. They will write a few words each day to inform you of what we did in class and any homework assignments they might have. Please check the folder with your child daily and initial in the space provided. I will check the agendas each morning, so questions or notes you need to write can be written in the agenda and I will get back to you. Any papers or homework for your child will travel to and from school in their nightly folder. **Please check it each evening and make sure it is returned each day to school.**

Notes from the Office

This year, notes from the office will travel with the youngest or only child in your family and will be sent home on the day they are issued. Please check your child's mail each evening.

Blog

Our class blog is <http://vanarkel@edublogs.org/>. We are working on becoming a 'green' school so I encourage you to check the blog often for news, upcoming events, homework and test information, and things we are studying. There is also some education links on the blog for your third grader to practice at home.

Report Cards

Report cards will be issued three times a year. Parent/Teacher conferences will be held in November and February.

Math

We will begin Math Expressions as our math curriculum this year. I'm looking forward to using this program. Your child will learn many new and helpful ways to think about math by using drawings and writing. I encourage you to support your son or daughter as they learn some wonderful math strategies. Your third grader would probably love the opportunity to teach you some great, new strategies as well! :)

Reading

Reading is a tool which unlocks the door to many opportunities. How do we improve? READ! READ! READ! Reading instruction will take place in a variety of ways.

Reading Workshop

Our main goal in third grade is comprehension. Our focus will be on seven different strategies good readers use when they read. We will learn or review the strategy and then practice, practice, practice! The seven strategies are: making connections, questioning, visualization, inferring, "fix-up" strategies, synthesizing, and determining important details in nonfiction. We

will primarily be practicing these strategies by participating in book clubs as well as reading a separate chapter book of their choosing in addition to the book club book.

Read Aloud

Students will hear stories read daily. Sharing books with students is a great way to motivate them to want to read and allows them to experience wonderful literature that might otherwise be above their reading level.

Small Groups

Students will be working in small groups during reading times. This gives them a chance to practice skills together. I will also be meeting with each small group on a regular basis.

Reading Counts

In grade three we have a program that allows children to read at their own level and take comprehension quizzes to see how well they read the text. In the next few weeks each student will be given a quiz on the computer to determine his/her reading range (level) and a point goal. Each book is worth a certain amount of points. Depending on how well your child has read, they will receive points after taking the quiz. It is a great motivational tool for the children. They can read at their own pace and at their own level.

Science

In third grade we will study; the life cycle, adaptations, and the parts of a plant and each parts job, the life cycle of a animals and animal adaptations; mixtures and solutions; path of water, pollution and conservation; rocks and earth changes; forces of motion; sound and light; the scientific method. We will do many activities with each unit and end each unit with a final assessment.

Social Studies

This year we will be studying Michigan throughout the year. This includes Michigan geography, economics, history, growth of Michigan, the government of Michigan, and public issues facing Michigan.

We will be switching classes for Science and Social Studies. I will teach Social Studies and Mrs. McDonald will teach Science.

Handwriting/Keyboarding

In third grade your child will be introduced to cursive writing and key boarding. Computers are the future. There are many keyboarding programs you may purchase for home use that will help your develop a much needed skill. **We have computers on Tuesday at 3:00.**

Specials Schedule

Our special schedule will be each day from 10:35-11:25. Day 1 is Music, Day 2 is Gym, Day 3 is Art.

Birthdays

Birthdays are very special in our classroom. We will celebrate birthdays on their exact date if we have school on that day. Otherwise, we will celebrate it on the next school day. If your child's birthday is in the summer, we will celebrate their half birthday. The children usually like to bring a treat to share on their birthday which is fine. Please send enough for 25 and **please avoid items containing peanuts in the event we have someone with a peanut allergy. Due to other allergy concerns, only store bought items are permitted at Georgetown. Please keep messy treats to a minimum to avoid messes on the carpet.**