

3rd Grade Classroom Procedures

Our School Family

Ms. Jordan - 3A Teacher
Ms. Mandello - 3rd Grade Assistant

Mrs. Davis - 3B Teacher
Ms. Mandello - 3rd Grade Assistant

Drop-Off and Pick-Up

To begin the morning in a positive manner, please arrive to school on time.
Our day begins promptly at 8:30 a.m.

Students may arrive at school between 7:30-8:30 a.m. If you arrive between 7:30-8:20 a.m., please take your child to the gymnasium. A drop-off lane is available for your convenience from 8:00-8:20 a.m. each day outside the gymnasium.

Our morning planning time is from 8:00-8:20 a.m. During this time, we are gathering materials and preparing lessons for the day.

Our classroom doors open at 8:20 a.m. We will have a few moments to speak to you in the morning, but we ask that for more in-depth conversations, we schedule a meeting. Parents must exit the building by 8:30 a.m.

The pick-up window for 3rd grade is from 3:20-3:30 p.m. School-wide pick-up times are staggered to allow plenty of available parking. Again, we may have a moment to speak with you about your child's day, but we ask that we schedule a meeting for lengthier conversations. After-care begins at 3:30 p.m. If you arrive before 3:45 p.m. to pick your child up from after-care, you will not be charged for their services.

Home-School Communication

The Parke House Academy provides daily planners for the convenience of parents and teachers. Planners are located in the front of the student binders. Planners will be used to communicate between home and school, and will also be used to record homework assignments and weekly spelling words. You are encouraged to write simple concerns or questions on the current page or communicate the need for a conference for more in-depth concerns. Planners will be checked every morning. Please keep in mind that it is school policy that you sign your child's planner daily.

The binder also contains labeled folders that will hold your child's corrected work throughout the grading period. The folder labeled "Homework" will have a "To Do" side for your child's homework assignments and a "Completed" side in which to place them after completion. Please keep homework papers in this folder as we check each student's work daily to check their progress and understanding. The folder labeled "Office" will hold important information from the office and/or the 3rd grade team. You may also use this pocket to return signed forms, permission slips, etc.

One big change from previous years is that all other folders ARE NOT TO BE EMPTIED NIGHTLY! Students will empty these folders at the end of each grading period as some assignments/activities in these folders will be ongoing or we may refer back to them during the quarter.

Thank you in advance for your help in maintaining these planners/binders. We are laying the groundwork for responsible study habits and organizational skills.

3rd Grade Website

We have created a website to keep you informed about school events, classroom happenings, and what we're learning. The website is easy to navigate and will be updated weekly. You can view our website at www.phathirdgrade.weebly.com. There is also a link under the Student Life tab of the Parke House Academy website.

Parent Information and Wishing Well

Located outside each classroom door is a small "Parent Info" board. Important news and events, from both the front office and the classroom, will be placed on this board. Please be sure to check it frequently. Also posted outside the classrooms, you will see our "Wishing Well." We will place post-it notes on the Wishing Well from time-to-time to notify you of items that are needed in the classroom. If you are able to provide an item that is listed, please remove the post-it, so that items are not purchased by multiple parties.

Classroom Rules

Children are more likely to uphold the rules of the classroom if they play an active role in creating them. If they make the rules, they have ownership of the rules and a responsibility to maintain them. Collaborative activities such as brainstorming, group discussions, and role-play scenarios will help generate thoughtful ideas and, together, students and teachers will come up with a set of expectations for our classrooms. Once these expectations have been discussed and agreed upon, they will be displayed in each classroom.

If a child needs a personalized behavior plan, we will schedule a meeting with their parents to discuss a plan that meets the child's needs.

Our Guidance and Discipline Plan

Our guidance and discipline plan is grounded in the philosophies and principles of Dr. Becky Bailey's Conscious Discipline program. Conscious Discipline focuses on positive modeling, reinforcement, and building a child's motivation to become a contributing member of a group, in this case, our classroom family.

Current brain research suggests that the brain functions optimally when it feels safe. The teachers and classroom assistant play key roles in creating a physically and emotionally safe environment for students. Building positive relationships can promote changes in behavior.

Conscious Discipline is not an extrinsic reward and punishment system. Instead, when a student does not follow classroom rules, a logical consequence is tied to the behavior. Together we will discuss the conflict or issue and problem solve together. Positive choices will be offered if necessary. This helps students reflect and understand the connection between behavior and the result of the behavior. These mistakes are viewed as teachable moments and consequences are given with empathy and the intent to promote responsibility.

Conscious Discipline is intended to support building self-esteem, seeing the best in others, empathizing with others, and encouraging others. Children are given choices and encouraged in a positive manner to choose appropriately.

Uniforms

Children must be in full uniform daily. Please refer to the dress code in the Jaguar Parent Handbook if you have any questions. Please help us enforce our school uniform policy and reduce classroom distractions by keeping hats, sunglasses, and other accessories at home.

Snack and Lunch

Snack - Please provide a healthy morning snack for your child daily, and be sure to provide any necessary utensils.

Lunch - Please include an ice pack for items that require cooling and use a thermos for items that need to remain warm. Please limit items in lunches that require heating. We also ask that you send appropriate utensils with your child's lunch as needed. Limit sugary snacks and desserts in lunches. **Candy and soda are not allowed at school.**

Water Bottles

All students are encouraged to bring a water bottle to school to help them stay hydrated throughout the day. If you choose to send a water bottle for your child, it must be spill-proof and labeled with your child's name.

Fidget Devices

There is a new wave of fidget devices (spinners, cubes, etc.) intended to help students with learning challenges better focus during the school day that are, in fact, having the opposite effect. Many students are distracted by the novelty of the devices - sharing them, comparing the different varieties, and using them as toys during instructional time.

If you feel that your child needs a fidget device to help with focus and attention issues, please speak with your child's teacher on an individual basis so that we can find an alternative device that is less distracting yet can still provide your child the movement they need. Otherwise, please help us by keeping them at home. This will alleviate distractions and maximize learning for all students.

Birthdays

Our daily schedule does not allow time for birthday parties. If you would like to bring in a treat to celebrate your child's special day, please feel free to do so. Third grade classes celebrate special days together, so please provide enough treats for both classes.

If you are planning a birthday party outside of school hours, and are inviting all students in 3rd grade, you are welcome to place invitations in their files. If you plan to invite only some students, it is school policy that you mail the invitations directly.

Playground Rules

Please review these playground rules at home with your child. This will help reinforce the rules that have been established to provide a safe play time for all children.

1. Remain within the boundaries established by your teacher.
2. Keep your hands and body to yourself.
3. Respect the space of others.
4. Go down the slide, never up; one person at a time.
5. One person on a swing at a time.
6. All children must swing facing forward. Never jump off the swings.
7. No running behind or close to the swings.

Guest Readers

The students love when parents, grandparents, or older siblings come in to read to the class! Please let us know if you would like to schedule a guest reader visit. You may choose a favorite book from home or select one from our classroom or school library. The best time of the day for our class is at 3:00 p.m., just before dismissal. However, if another time is more convenient for you, please let us know in advance and we will adjust our schedule to accommodate you.

Classroom Coordinators

We will need two Classroom Coordinators per class to oversee planning activities and events in our classrooms throughout the year. At times, additional volunteers are needed to assist with providing items or executing special activities for our class. Please let us know if you are interested in being one of our Classroom Coordinators.

If you have any questions, please feel free to contact us via email at anytime. We check our emails daily and will answer your questions or concerns in a timely manner. Our email addresses are:

Ms. Jordan - kjordan@theparkehouseacademy.com
Mrs. Davis - ddavis@theparkehouseacademy.com
Ms. Mandello - smandello@theparekhouseacademy.com

We appreciate all your help as we begin this exciting year!

Best regards,

☺ Ms. Jordan and Mrs. Davis



3rd Grade Classroom Procedures Acknowledgement

I have reviewed the classroom procedures and understand my responsibilities.

Student Printed Name

Student Signature

Date

Parent Signature

Date