

# Crossroads Elementary 3rd Grade Handbook

Welcome to third grade at Crossroads Elementary! This handbook will provide you with some important information to help your child have a successful school year. We hope it will cover many areas in which you may have questions. If you have additional questions, now or in the future, please feel free to contact any third grade teacher by calling school at 869-7400, writing a note in your child's planner, or by email. We will respond within 24 hours.

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## **Planners**

Teachers will be working very hard this year to not only ensure student success in third grade but also to prepare your student for future academic successes in the intermediate grades. One key to academic success is organization. To assist students with organization, each one must purchase and maintain a planner. Each day, students will write assignments in his/her agenda and are responsible for indicating what needs to be completed for homework.

Nightly, parents should review the agenda and follow up with your child. Please sign the agenda each night indicating that you have seen assignments/homework and any notes that may be present.

## **Communication**

Teachers will use the agenda as one form of communication and we encourage you to do the same. However, for a more prompt response, the third grade teachers prefer to communicate via e-mail (if you have e-mail access). Please see the e-mail addresses listed above.

## **CES Positive Behavior System Guidelines- Clip Chart**

Crossroads Elementary is committed to reminders and positive reinforcement for appropriate behavior for our students in the classroom and throughout the school. We believe that all students deserve a positive environment for academic and social growth. The school has a set behavior policy. Each classroom will follow the same behavior plan.

### I LEAD

I am a Trailblazer.

I LEAD.

L- Listen

E- Excel

A- Always Care

D- Do What Is Right

Student behavior is monitored on a color coded clip chart that has clothes pins

attached. Students can work their way up the chart or can work their way down and receive a consequence. Every day, students will record their colors in their agenda and this will need to be signed daily. The students can also clip off the chart with their awesome behavior and give their clip to us to wear for the day. Students who reach yellow or red at the end of the day will have a note sent home informing parents of their choices. Students have the opportunity to work their way back up the clip chart.

The clip chart levels are illustrated below.

Outstanding Choices - Purple

Great Choices- Blue

Good Choices- Green

Ready to Learn - Black

Think About Choices - Yellow

Teacher's Choice- Orange

STOP - Red

Serious behaviors such as non-compliance, abusive language, fighting, bullying, etc. will result in an immediate office discipline referral. This team-based approach between home and school enables CES to provide proactive instruction for our students and staff. Please review these guidelines with your child. This form will also be sent home at the beginning of school for you to review and sign that you have reviewed with your child.

## **Homework**

Students will be given time in class to work on assignments. Homework will be optional but students are rewarded if it is completed. For each homework assignment returned, students receive a punch in their Homework Punch Card. Once it is completely filled, students receive a self-selected reward!

## **Grades**

Your child will receive standards based grades for the work he/she completes. These levels of performance will also be given on nine-week report cards. The following standards based grading scale will be utilized:

- 4 Advanced
- 3 Proficient
- 2 Basic
- 1 Below basic
- Not assessed this quarter

### **Attendance**

Good attendance is essential to your child's success. Students miss important instruction when he/she is absent. When your child is sick and unable to attend school, a note explaining the absence should be sent in. If your child has seen a doctor, a doctor's note is required.

Students will make up work that is missed due to absences. It is the student's responsibility to obtain make-up work from the teacher, complete the work, and return it within the time frame allotted. For each day of absence, one day will be allowed to make up assignments. Any makeup work not returned will not be assessed. If your child is going to be absent for two or more days, please contact your child's homeroom teacher and make arrangements to pick up work. Having your child complete as much as possible at home will help prevent him/her from falling behind. However, please provide us with a 2-3 day notice if you anticipate an absence. Gathering necessary materials within a couple hours is not always possible.

### **Field Trips**

Third grade classes will be taking some field trips this year. Prior to each of these trips you will be given permission slips and all information regarding the trip. If you are interested in being a chaperone on a trip, you must have an up to date background check (from this school year) on file in the office. Please realize that this background check is processed through the state and the wait time for the return of a crime check can exceed six weeks. Anyone wishing to volunteer within the school must also have a criminal background check on file.

### **Class Celebrations & Birthdays**

Information regarding class celebrations will be sent home with your student. Birthday celebrations will take place throughout the school year, as many students wish to celebrate with their friends at school. When celebrating birthdays, we ask that only packaged snacks be brought in due to allergies within the classrooms. Please, no cupcakes as they can interfere with instruction. Examples of treats could include packaged cookies, moon pies, Little Debbie's, etc. If you prefer to not send in treats, you are welcome to send in non-food goodies, such as pencils, stickers, etc. that your student may share with

classmates. Unfortunately, any cupcakes, unpackaged goods, or homemade treats will be sent home with the student.

We look forward to an educational and enjoyable school year! If you have any questions at any time, please let your classroom teacher know and he/she will be happy to assist!

Mrs. Byerley

Mr. Edlin

Mrs. Flynn

Ms. Patterson