[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwixwbzD3azNAhUXIFIKHeolDlMQjRwIBw&url=http://edupress.com/&bvm=bv.124272578,d.amc&psig=AFQjCNERSZDX3ye3jMCniZ6H4mxmY33TiQ&ust=1466172505308379)

Third Grade Travelers

Meet the Team

Miss Nicole Arini – Room A9

Mrs. Francescutti – Room A7

Mrs. Johnson – Room A6

Ms. Umbarger – Room A10

2017-2018 Procedures

**Contact information**:

Phone: (586) 574-3160

Miss Arini [narini@wcskids.net](mailto:narini@wcskids.net) ext. 33109

Mrs. Francescutti [lfrancescutti@wcskids.net](mailto:lfrancescutti@wcskids.net) ext. 33107

Mrs. Johnson [nijohnson@wcskids.net](mailto:nijohnson@wcskids.net) ext. 33106

Ms. Umbarger [tumbarger@wcskids.net](mailto:tumbarger@wcskids.net) ext. 33110

**How to Contact Me:**

**\*If you have an emergency or need to change the end of the day routine, please call the main office and they will relay the message to me.** Calling the classroom extension during school hours will send your call directly to my voicemail box, which I may not be about to check before dismissal. You can also contact me by email or by sending notes in the agenda or home folder. Email is usually the quickest way to reach me. **\*Please note that I may not get your email if I’m out of the building when it’s sent.**

**Attendance:**

When your child is absent please call the office at 586-574-3160. An “Absent Helper” will record the agenda for your child, and it will be put into your child’s mailbox or desk. If there are questions about what work needs to be turned in, please have your child ask me at an appropriate time and I’d be happy to help.

**Planning a Family Trip:**

If you are planning a family trip please send a note into me AND the office as soon as possible.

**Medicine:**

Medication that your child may need at school must be kept in the office. Inhalers and other items that are kept on the student should be noted in the office as well.

**Daily Snacks and Water:**

Your child is encouraged to bring a water bottle and **2 healthy** snacks each day. Students **cannot** share or trade snacks due to food allergies.

**Birthday Treats:**

Birthday treats are no longer allowed at Cromie. If you would like to send something in for your child to share we ask that it be a pencil, eraser, or a book or game for your child to give the class. There is a full list of ideas in the Cromie Chronicle. If your child has a summer birthday, feel free to celebrate on a different day.

**Student of the Week:**

Each week a different student is our “Student of the Week” and will present their “All About Me” poster to the class. They can also bring in pictures or other items that tells us about his or her interests, hobbies, family, and heritage. They will also need to bring in a book (picture books are best) to share that will take from 5-10 minutes to read. There will be a reminder in the newsletter each week.

**Classroom Expectations**

It is each child’s responsibility to act appropriately in the classroom. When they need reminding they may be required to flip their card, changing their color for the day.

The school/classroom rules are:

R- Respectful

O- On task

A- Amazing effort

R- Responsible

**Classroom Management System:**

Every student will begin their school day by moving their WHITE card to GREEN to take attendance. Remaining on GREEN means that the student has had a good day and can participate in all classroom activities, breaks, and special events.

If a student makes a poor choice, by either not completing an assignment, talking excessively, or is just not doing their “Personal Best”, they will be asked to go over to the behavior chart, find their name and flip to the YELLOW card in their pocket. This means they may lose a few minutes from any “breaks” that our class may take throughout the day. NOTE: This doesn’t include lunch recess.

If a student is on YELLOW and continues to make poor choices or is not prepared for class, he/she will be asked to flip from YELLOW to RED. The child may have to miss recess, breaks, or other fun activities planned.

Depending on the situation (and severity of the behavior), they may be written up and sent to the office if the behavior warrants me to do so.

If a problem or issue persists, a parent/ student/ teacher (possibly principal) conference will be necessary. Arrangements will be made accordingly.

If a student shows extra effort to follow our school and classroom rules and procedures, they will flip their card from GREEN to BLUE. This means they will earn a blue card and will be in a drawing for a special prize or reward.

At the end of each day the cards will be flipped back to WHITE to prepare for a new day.

**Classroom Behavior:**

As individuals, students will earn blue ROAR cards when they show good behavior as well as showing they are using their life skills in the classroom and school environment. Our class will be set up in tables to make it easier to work in partners and small groups. I will be watching to see if groups are working well together and students will be able to earn rewards. During our economics unit (in the Spring), we will also incorporate earning classroom dollars to spend at an auction with our behavior plan as well!

**Classroom Assignments:**

Whenever a new concept or project is introduced, an assignment may be given to practice. As a result of this assignment, understand that it will be checked together, checked by me, graded, or at the very least looked over by me. **Unless otherwise noted, daily work is due the following day!** Special project due dates will be given to the class. All work is DUE on the assigned date in order to receive full credit.

If the assignment was completed on the date due but is not up to your child’s personal best, they can “Fix & Return”, which means they can make any necessary corrections and turn it back in. An average of the two grades is what will be recorded in the grade book. This opportunity is a second chance, and there will be no other chances after that.

**Homework:**

Students SHOULD read every night and regularly study for tests, study their word lists, practice math facts, and practice writing (stories, poems, observations, journals, comics, songs, or anything else they can dream of).

NOTE: A student has the number of days in which they were absent to make up any test and or daily assignments. (Special situations may apply.) Students must take the initiative to return the completed work for full credit.

**Agendas:**

Each day your child writes the daily assignments in his/her agenda. Please monitor your child’s daily work, discuss it with your child, **and sign or initial each night**. The agenda will also be used to communicate any messages that I have for you, and that you may have for me. **It is however, your child’s responsibility to share the agenda with me if you write me a note, as I do not check them daily.**

The kids can use the agenda to keep track of unfinished assignments in whatever way works for them. I’ve suggested highlighting or circling unfinished work that is homework, checking off work that was finished in school, and draw a line through work we didn’t get to as a whole class.

**NOTE:** It is however **your child’s responsibility** to fill out their agenda properly and neatly. If you are not able to read their writing, please discuss with them about organizing it to better communicate with you at home. **Your help with this is extremely appreciated.**

**Take Home Folders:**

Every day your child will use **the BLUE CROMIE FOLDER** to bring home all of their notes and homework. **Please make sure to check your child’s folder each night. Also, please empty out the folder each night. Any papers that need to be returned to school can be placed in the folder and I’ll empty the folder each morning.** Your child is responsible for placing any notes/important information in their take-home folder and putting it into the home folder basket first thing in the morning. The other folders they bring in will be used to keep their writing, unfinished work or anything else they house in their desks.

**Monthly Newsletter/Homework:**

At the beginning of every month, a newsletter will be sent home that will pertain to the following all that will happen in our classrooms that month. The newsletter will update you on important learning and upcoming events. Make sure to keep the monthly Cromie Chronicle handy for all important dates.

**Reading:**

We will be using guided reading groups this year to ensure each child is working at their reading level. This will make it possible for each student to make the most gains possible. We will be reading things as a whole group, in small groups, with partners, and individuals. We will be working on comprehension, fluency, and accuracy using many skills and strategies that will fit the needs of each student. **Please make sure your child is reading at least 15 minutes each night!** They can choose to read from books, magazines, graphic novels, or any other appropriate reading materials that interest your child.

**Benchmark & Words Their Way:**

We will be using Benchmark Phonics and Words Their Way to help students learn word patterns. We will take a pretest in the fall that will determine which program will be best suited for your child. By learning these patterns they will be able to spell most words correctly. They will have a list of words to sort and practice each week and will work with them as word work during the Daily 5. Each Friday, they will take a spelling test on 10 words from their pattern.

**Writing:**

Our district uses a writing curriculum in which we will be using Writer’s Workshop. They will work on Personal Narratives, Essays, Realistic Fiction, and Research pieces this year. We will be doing writing 4-5 times each week. Your child will have a Writer’s Notebook that should stay in class and not be taken home. It is a key component of our daily writing and will be used daily. We will also complete a few mini-units on Opinion (Persuasive), Poetry, and Comics. **Please encourage your child to write about anything that interests them a few nights a week as well.**

**Science:**

3rd grade has four units of study. Each unit will be done per marking period.

Earth and Me

Changes in Motion

Light and Sound

Organisms Have Character

There is NOT a text book for science; therefore it is important to keep the handouts and assignments until the end of the marking period to help study for the final test on the unit.

**Math:**

The math skills taught in 3rd grade include number and operations, algebra, measurement, geometry, and data and probability. We have daily math tasks that either introduces new topics to explore or review topics we’ve already covered. The time spent on a task in class is critical to that day’s lesson. We will also be using a math notebook to write down new vocabulary and concepts with examples that they will be allowed to use on assignments as well as to study for tests. I suggest getting sets of addition, subtraction, and multiplication flash cards to start practicing facts right away! They have many free computer sites and games (factmonster.com) as well as free flash card apps for your phone.

**Social Studies:**

We will cover the history of Native Americans and the first Europeans to come to the area that is now the state of Michigan. We will also learn about our states history of conflict and how we became a state. Other skills we will also focus on are map skills, government, and economics.

**Study Guides:**

When we have covered a unit/chapter of material you may see a study guide come home to help your child prepare for the test. Please check the weekly newsletter to see when they come home!

**Homework at a Glance:**

EVERY NIGHT: Read 15 minutes, practice math facts, and any unfinished class work.

ONCE A WEEK (At least): Write a paragraph about something they’re interested in or a story they want to tell.

**Starting Each Day:**

Every morning when you enter the room it is each student’s responsibility to be prepared at your desk.

-Be sure to take all the materials that you might need for the day from your backpack (homework, books, pencils, snack, water bottle, etc.)

-Move your lunch/attendance card to the appropriate place.

-Turn in all homework that is due to your home folder and place in the home folder basket.

-Have pencils ready to be sharpened when I’m done with attendance.

-Write in your agenda.

-Complete all morning work (bell work books, handwriting books, or any other morning work that’s been assigned on the board).

-Work on something or read quietly until further directions have been given.

**Going Home:**

Be sure to complete your agenda

-highlight/circle all homework

-cross out something you wrote, but we did not do

-check off everything that is completed

Get your mail

Gather all materials from your desk (homework, books, mail, and notes)

Get your book bag

-place all items in book bag that need to go home

Do your class job if you have one assigned to you that week

Stack your chair

At the end of the day, it is important to make sure that the room is left the way we found it (clean)! This can only be accomplished by having the entire class do their PERSONAL BEST to keep their own area clean. The class will be walked to our 3rd grade doors and released at dismissal. Make sure you have everything thing with you as students are not allowed back into the building after dismissal. NOTE: If your 3rd grader has younger siblings they will need to meet them on the bus or at a spot they pick outside the building.

**Going Home with a Friend:**

If you want your child to go home with another student on the bus YOU MUST have permission from the office. It is also a good idea to let me know when they are going home with a friend with their parents, on the bus, or walking.

**Parent Portal:**

Please be sure to register on parent portal so you are able to help your child stay on top of assignments and missing work. I will do my best to update my grade book as quickly as possible, but please give missing work or fixed work a few days before contacting me. If you are unsure what an assignment is that is missing or have any other questions about your child’s grades, feel free to send me a note or email and I’ll respond as soon as possible.

**Grading Scale:**

98-100% A+

97-93 A

92-90 A-

89-87 B+

86-83 B

82-80 B-

79-77 C+

76-73 C

72-70 C-

69-67 D+

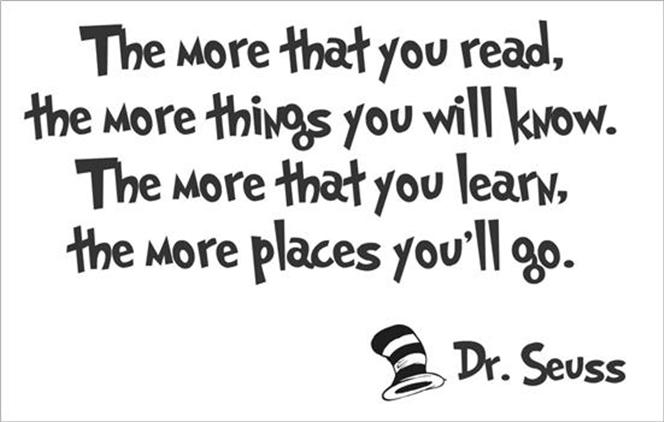
66-63 D

62-60 D-

59-50 E

49- 0 F

Not all work is given a percentage or letter grade. Most work will be graded on a points scale or how many correct out of the total number of problems. You can easily find the percentage by going into the Parent Portal and clicking on that assignment or taking the number correct and dividing by the number possible.

[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=0ahUKEwiA1cqG3qzNAhVCdlIKHV9CCukQjRwIBw&url=http://quotesgram.com/all-the-places-youll-go-quotes/&bvm=bv.124272578,d.amc&psig=AFQjCNHRouv8nHZ6dezTiYWL8NHgL6LnDA&ust=1466172957571907)

**Third Grade Travelers Contract**

Today’s Date:

Return Date:

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use the checklist below after reading this packet to help you and your child to understand the procedures for 3rd grade.

Don’t forget to sign at the bottom before sending this sheet back to school with your third grader on or before the required deadline.

\_\_\_\_\_\_ We were able to review and discuss the student procedures packet.

\_\_\_\_\_\_ The parent/student information packet was easy to read and understand.

\_\_\_\_\_\_ We carefully examined, discussed, and understand the homework policy including missing work and fix and returns.

\_\_\_\_\_\_ We carefully examined, discussed, and understand the classroom behavior chart.

\_\_\_\_\_\_ We reviewed the grading scale.

\_\_\_\_\_\_ We reviewed and discussed the procedures for completing the agenda.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_