

# Third Grade Handbook

Important Information for Parents and Students

Mrs. McIntosh  
2018-2019



# A QUICK NOTE

Dear Families,

Welcome to 3<sup>rd</sup> Grade! This is sure to be a terrific year. I am excited to be a part of your child's education. I am also glad that we will have the opportunity to work together to enhance your child's learning. As a team, we can ensure that your child is on the path to success.

In 3<sup>rd</sup> grade your child will spend time reviewing and building upon previously learned concepts, as well as acquiring new skills. It is also a time where valuable life skills such as following directions, time management, and responsibility are fostered. The knowledge and skills gained in 3<sup>rd</sup> grade are a foundation for future academic achievement.

Communication between home and school is VERY important. The best way to contact me is through email. Notes or texts via Remind are also an effective means of making contact. If you have any questions or concerns, please email me at [zmcintosh@gfautah.org](mailto:zmcintosh@gfautah.org), send a note to school with your child, or text me through Remind. (Directions on how to sign up are in this packet.)

I am looking forward to an outstanding year filled with fun and learning!

Sincerely,

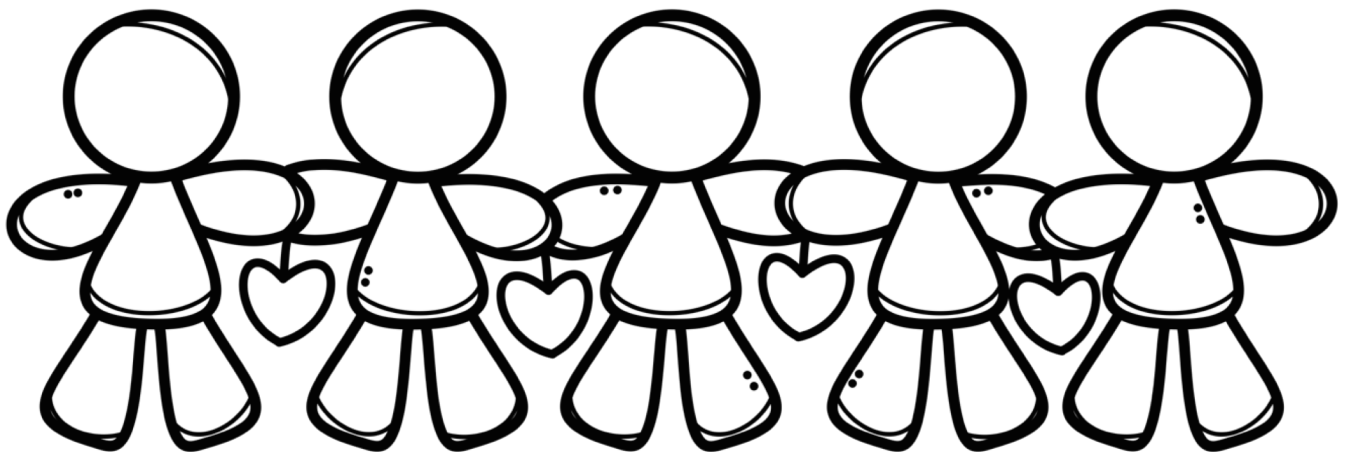
Mrs. McIntosh

# Overview

In this handbook, you will find important information that you may need to reference throughout the school year. The following topics are covered:

- Homework
- Grading
- Communication
- Absences
- Class Rules
- Behavior Plan
- Field Trips
- Acknowledgement

The information contained within should provide you with useful information, but I realize that after reading this information you may be left with a question or two. If you find that you do have a question about the contents of this handbook, please do not hesitate to contact me.



# Homework

## Policies and Procedures

Homework is an important tool that reinforces skills taught in the classroom. The purpose of homework is to extend concepts, teach responsibility, and help students to develop good study habits.

- Homework will generally consist of a math worksheet (to be returned the following day), a weekly reading log, and a spelling packet. The weekly packet is due on Friday of each week. The format for reading logs and spelling homework will be modified for the 3<sup>rd</sup> and 4<sup>th</sup> quarters.
- On average, homework should generally take your child 15-20 minutes, with an additional 20 minutes a night spent reading.
- Spiral math will be given Mondays and Wednesdays while Eureka math pages will be given Tuesdays and Thursdays. There may be weeks when this pattern is not followed, but I will let you and the students know beforehand.
- If students do not complete their homework, their academic and character grades will be affected. We also have classroom incentives for completing homework!

# Grades

Progress can be checked on the Aspire/SIS system. It is important that you check your child's binder daily/weekly so that you can take a look at his/her assignments. By looking over everything, you will likely better understand the grades on SIS. Please note that I do NOT grade and/or comment on all assignments. Some assignments are completed as a whole group, or we go over the answers in class together. In such cases, I do not review these assignments any further.

The grading system is as follows:

Reading: <ul style="list-style-type: none"><li>• Classwork - 50%</li><li>• Tests - 30%</li><li>• Homework - 20%</li></ul>	Math: <ul style="list-style-type: none"><li>• Topic Quizzes - 40%</li><li>• Tests - 30%</li><li>• Spiral Quizzes - 25%</li><li>• Homework - 5%</li></ul>
Language Arts: <ul style="list-style-type: none"><li>• Classwork - 35%</li><li>• Tests - 30%</li><li>• Quizzes - 25%</li><li>• Homework - 10%</li></ul>	History: <ul style="list-style-type: none"><li>• Classwork - 50%</li><li>• Projects - 20%</li><li>• Tests - 30%</li></ul>
Writing: <ul style="list-style-type: none"><li>• Classwork - 60%</li><li>• Assessments - 40%</li></ul>	Science: <ul style="list-style-type: none"><li>• Classwork - 50%</li><li>• Tests - 30%</li><li>• Projects - 20%</li></ul>



# Communication

If you need to contact me, the best way to do so is via email or Remind. My email address is [zmcintosh@gfautah.org](mailto:zmcintosh@gfautah.org). Please feel free to send a note if that is easier for you. I do try my best to respond that same day, but things can get hectic from time to time. Therefore, depending upon the urgency of the situation, it may take a couple of school days to respond.

To sign up for Remind, please text @gfa3rdmc to 81010. Remind essentially works as a text messaging system.

## Absences

Regular attendance is a big factor in student success. When students attend school regularly, they do not miss out on valuable instruction and/or practice of new skills. However, life happens and sometimes absences are unavoidable.

If your child is absent from school, please make sure to send in an absence request to the office (either online or in person). Extended absence forms can be picked up in the office and need to be returned for the Director to approve.

When a student is absent, his/her make up work will be set aside for him/her to complete at home. GFA Policy states that students will have the same number of days to make up their work as the number of days they were absent. For example, if a student is absent for one day, they will have one extra school day to make up the work.

# CLASS RULES

## Policies and Procedures

Following the rules is important. By implementing a set of classroom rules, students are better prepared for the real world where they will be expected to follow established rules and laws.

My expectations are that my students work hard, be polite and kind, work neatly, and follow directions the first time. Our classroom rules are:

- Follow directions quickly.
- Raise your hand for permission to speak.
- Make great choices.

# Behavior PLAN

In our classroom, I implement a behavior system with a color chart. Students will start each day on green and will move up or down based on the decisions they make throughout the day. Students are required to write their colors down each day and get your signature if they happen to land below yellow.

At the end of each day, students will receive classroom bucks for however many colors they are above green. For example, if they land on blue, they will receive 1 classroom dollar. If they land on black, they will receive \$3 and a YOU ROCK! Card. Dollars can be exchanged for privileges such as show and tell, eating lunch with a friend/teacher, sitting at our VIP table, etc. Landing on colors above green will likely also entail receiving RAD Tags, which are explained on the next page.

# Behavior Plan

## cont.

I believe in providing a positive atmosphere in the classroom. Some of the positive reinforcements that I use to recognize good decision making are:

Verbal Positive Praise: Words are powerful and when they are used to acknowledge student effort, they can play a big role in encouraging students to do their best.

RAD Tags: RAD Tags are little badges of honor students can earn by working hard, staying focused, following directions, and so forth. When a student earns a tag, it is added to a book/chain. RAD Tags stay at school to ensure they do not get lost, but they will be sent home at the end of the year for students to keep.

Special Activities: When the class earns a specific number of points that are earned during specials or general ed when everyone is on task, they will be rewarded with an extra activity. In the past, these have included a read-in, board game day, a technology hour, and movie parties.

## Field Trips

It is now mandatory for all chaperones to get a background check for field trips. Chaperones MUST be willing to drive and stay with students for the duration of the field trip. If you would like more information or would like to sign up to volunteer, please contact the office.



# ACKNOWLEDGEMENT

**Please tear off this page, fill out the form below, and return it with your student once you have read this handbook. Thank you! 😊**

I, \_\_\_\_\_, have read and understood the 3<sup>rd</sup> grade handbook.

Student's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_