

Welcome to Mrs. McDavid's Third Grade

I am delighted to have your child in my third grade class this year. My goal is to provide your child with a warm, nurturing, and challenging learning environment. I believe that children should be actively engaged in the learning process. Your child will participate in many rewarding learning experiences this year.

I am looking forward to a fun-filled and productive year with you and your child. Third grade is a very important grade as we master standards, prepare for the state end of year test, and the 3rd Grade Writing Assessment. This year can be a great one with your support, cooperation, and involvement. I believe that together we can make a difference in your child's life.

This folder is yours to keep. Please take the time to read the material included in this folder. If you have any questions, concerns, or suggestions during the year, please feel free to contact me by phone, in person, or by email. I like to keep an open line of communication with the parents of my children so that I can provide students the best education and care possible.

Sincerely,



Things You Need to Know

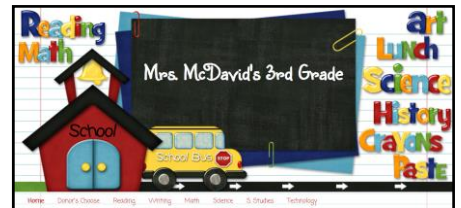
Teacher: Karen McDavid
Room No: 409
School Phone: 706-569-3664
Cell Phone: 706-329-8420
Email: Mcdavid.Karen.A@muscogee.k12.ga.us
Mrs. McDavid's Website: www.ourclassweb.com

CONTACT INFORMATION:

I am available for conferences from 7:30-7:50 a.m. and from 2:45-4:00 p.m. daily. Should you need to reach me at school, please leave a message with the office and I will return your call at my earliest convenience. Please understand that I will not be able to return your call during the instructional day, but will make every effort to contact you as quickly as possible. If you need to reach me quickly, please send an email. I will be able to respond quicker than if you leave a phone message.

CLASSROOM WEBSITE AND CLASS BLOG:

Our class has a class webpage located at www.ourclassweb.com. This is a very comprehensive website that provides a great deal of resources to parents and students. As part of our class website, I have included a blog which can be found at <http://ourclassweb.blogspot.com/>. This is our third year of Common Core and I realize that some of the strategies and vocabulary used with Common Core may still seem very new. The blog will be a place where I can pin anchor charts that we have created in class, share videos that will support parents in helping students learn new strategies, and provide an inside view of the wonderful learning opportunities your child experiences at Midland.

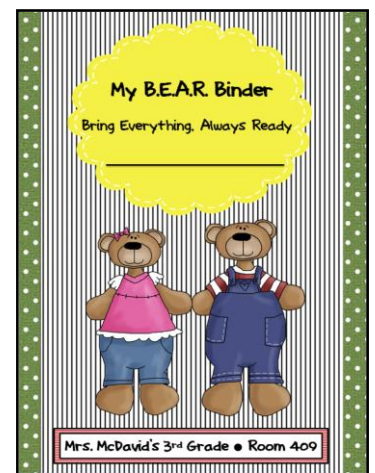


B.E.A.R. (Bring Everything Always Ready) Binder:

Each student has been asked to bring a 1.5 inch 3 ring binder and divider tabs. Your child's binder will be used as their B.E.A.R. binder. The acronym for B.E.A.R. stands for Bring Everything Always Ready. This is an important communication tool between school and home. Your child's B.E.A.R. binder will help them to stay organized.

The B.E.A.R. Binder will contain five tabs.

- Tab 1: Homework
- Tab 2: Reading Log
- Tab 3: Vocabulary/Spelling
- Tab 4: Study Guides
- Tab 5: Paper



PARENT VOLUNTEERS:

In order to better meet the needs of students, I am asking for parent volunteers. If you are able to volunteer for 30-45 minutes a week, please join our online Wiki at <http://mrsmcDavid.wikispaces.com>. It's free to join. I like using the Wiki because it is editable. If something comes up and you are no longer able to volunteer, you can change or remove it by signing back onto the class Wiki.

I will post options for volunteering each week. Grandparents are also welcome to volunteer. Many of the tasks requested will be light duty and will only take about 15–20 minutes to complete.

I know that not everyone will be able to volunteer during the school day, but are willing to assist with projects that can be completed at home. A basket will be set up on the bookshelf outside of our door. Anyone can stop by and pick up an “at-home” project or request one to be sent home with your child. Projects include but are not limited to trimming lamination, making staple books, etc.

Your time is valuable and I appreciate your willingness to volunteer in our classroom. To see a list of available tasks for parent volunteers, please review the Parent Volunteer request form in the front cover of the Parent Folder.

HOMWORK POLICY:

Homework will be assigned each night and turned in daily. Students will participate in a class review of assignments. However I do understand that many children participate in extra-curricular activities and it may be easier to balance homework by completing it in advance or over the weekend. Homework will be posted each week on our class website at www.ourclassweb.com. Hard copies of workbook pages will be provided to your child in the classroom and when possible links will be provided so that worksheets can be printed from home.

As part of morning procedures, students will record nightly homework assignments in their Homework Agenda journal. On the occasion when no homework is given, the child will record “No Homework” in the homework section of the agenda. Homework will be reviewed in class each day so it is important that your child be prepared for class by completing each day’s homework tasks.

Homework is a vital part of the daily practice needed to ensure that your child masters 3rd grade standards and I appreciate your support in ensuring students are prepared each day with the required homework. All homework assignments are to be turned in by 8:30 a.m. each morning. Should a student not complete the homework assignment, notification will be placed in the B.E.A.R. binder as a reminder to submit the missing work the following school day. Students who do not follow homework procedures will receive a drop in conduct for not being prepared for class. Cubs are always “Ready”.

Assignments are to be completed by the child, but they need to be monitored by an adult. Homework completed in any other handwriting but the student’s will not be accepted. Many day care and after school programs provide homework assistance. If your child completes homework at a day care or an after school program, please be sure to review your child’s work to ensure that it has been completed correctly.

WEEKLY CUB REPORT & GRADED PAPERS:

Graded papers with a score of 75–100 will be sent home with your child as part of their daily papers. Papers will be returned to students through their class mailbox. These papers are to be kept at home and do not require a signature unless noted with a “Please Sign and Return” stamp. Please be sure to check your child’s Bear Binder and book bag for these papers.

Weekly “Cub Reports” will be sent home with your child each Monday. The papers attached to the “Cub Report” represent assignments where your child struggled with a concept or did not achieve mastery. Please sign and return the “Cub Report” with the papers attached and place it in the Communication Folder which should be placed in the front cover of your child’s B.E.A.R. binder no later than Friday of each week.

We will no longer be using Standards Based Report Cards but will be implementing numeric grades. More information will be sent to you about our new Report Card system in the upcoming weeks. In the meantime, please be sure to take a close look at the Parent Guide so that you and your child are aware of the standards to be covered during the First Nine Week grading period.

COMMUNITY SUPPLIES:

Our class will combine its resources to create community supplies. This will ensure that every child has the tools needed to complete tasks and that resources are always at their fingertips. The following items will be collected and used in the classroom as community supplies:

- Glue Sticks
- Pencils
- Dry Erase Markers
- Hand Sanitizer & Sanitizing Wipes
- Paper Goods: Paper Towel, Kleenex, and Baggies
- Tennis Balls

Scissors, markers, crayons, and personal pencil sharpeners will be returned to your child to be kept at home for projects and homework. All other supplies will be the property of the student for which they were purchased.

LEVELED BOOKS:

We will be participating in Reader's Workshop this year. Each child will receive an individualized reading level and will participate in many hands on activities that will promote reading comprehension and fluency. Based on the child's reading level, he or she will participate in book discussions and participate in reading strategies that will increase reading comprehension.

Students are expected to read for 20 minutes each night and record their progress on the Reading Log which is kept in their B.E.A.R. Binder. Parents must sign the reading log.

Students will also receive a Reading A-Z envelope each week for comprehension and fluency practice. The envelope and its contents should be returned to school each Monday.

MECHANICAL PENCILS:

Students are permitted to have mechanical pencils, but will also need No. 2 pencils for testing purposes. Should a mechanical pencil become a distraction and prevent a student from achieving academic success, the student will be asked to refrain from using mechanical pencils in class.

CHEATING POLICY:

Cheating is considered a major-offense and can result in a disciplinary referral to the office. Students caught cheating on a test will receive a zero and will be required to retake the test on an alternate day. For a first offense, be it talking during a test or cheating, the parent will be contacted. Should the child continue the behavior, he/she will be referred to the office.

INCOMPLETE CLASS WORK:

Students who do not complete in-class assignments are expected to complete the assignment in their spare time and if needed take the work home to be completed. Even though adequate time is allowed to complete assignments in class, there are occasions when a student needs more time. This does not reflect negatively on the student. It is important that a child take their time to understand the assignment rather than rush through it. Please check your child's backpack and binder daily. The incomplete class assignments are **not** recorded in the homework section of the child's journal. It is important that your child take responsibility for this work and communicate the assignment to you.

CLASSROOM RULES & PROCEDURES

TEACHING FOR RESPONSIBILITY:

Being responsible is a skill that all third graders can learn. By making children aware of classroom rules and procedures, students understand what is expected of them and become aware of their responsibility to the classroom environment. We are a community of learners and we must each do our part to ensure that each individual is maximizing their learning potential.

Our school has adopted a new school wide behavior plan called "THE CUB WAY". The Cub Way focuses on the 3R's.

The Cub Way:

1. Respectful
2. Responsible
3. Ready

As a community of learners, students work together to support classroom rules and understand that consequences are provided when infractions occur. Students are expected to take ownership of their actions and become responsible citizens of the school. Our classroom rules reflect a "bee" theme and support the "The Cub Way".

Classroom Rules:

1. I will "bee" a good listener and show respect.
2. I will "bee" kind with my words and actions.
3. I will "bee" a hard worker and always give my best.
4. I will "bee"lieve in myself and encourage others.
5. I will strive to "bee" a role model by following classroom and school expectations.

ClassDoJo:

To assist students in keeping track of conduct, we will be using ClassDoJo. This wonderful behavior management tool helps to build positive learning habits and boosts classroom engagement. ClassDoJo allows the teacher to award points for positive learning habits and to deduct points for negative learning habits. The beauty of this tool is that it features a "behavior report" which helps students to see their strengths and weaknesses.

This allows each student to reflect on their report and set personal learning goals for the upcoming week. The program also provides a weekly report to parents so that you can better understand your child's weekly progress.

In order to access the weekly report, you will need to fill out the ClassDoJo parent participation letter providing me with your child's name and your email address. Your email will be entered into our class account and you will receive a parent access code via email. Your child will also receive a student access code.

You can download the ClassDoJo app to your smart phone.

PROCEDURES

Please be sure to visit our school website to review the parent handbook for important school procedures to include arrival and dismissal procedures.

<http://midlandacademycubs.weebly.com/student-and-parent-handbook.html>

MRS. MCDAVID'S MORNING PROCEDURES:

- Students should enter the room quietly.
- All personal belongings should be removed from the book bag and stored. No visiting book bags during the school day.
- Place snacks and lunch boxes on the bookcase by the door.
- Make lunch choices.
- Begin the Do Now Activity -- talking is **NOT** an option.

MRS. MCDAVID'S END OF DAY PROCEDURES:

- Students should work quietly until called to collect book bags and check their mailbox.
- Collect library books and/or textbooks needed to complete homework assignments or projects.
- Work quietly until dismissed -- talking is **NOT** an option.

CLASSROOM PROCEDURES:

- Students are to keep their desk and work area clean and organized, and floors clear of personal effects.
- Coats are to be hung on the back of chairs.
- Lunchboxes are to be stored by the door on the hallway bookcase.
- As stated by the Muscogee County Behavior Code and Discipline Policy, students may not have toys, playing cards, dice, cameras, radios, pagers, cell phones, tape recorders, CD players, electronic games or devices, computer games, bats, basketballs, baseballs, or golf balls at school. In addition, students are not to be in possession of comic books, cosmetics, or magazines as these are a distraction to instruction.
- Students are permitted to have Chap-stick. Please do not send lip-gloss or lip-stick.
- Purses are not encouraged because they have the potential to become a distraction to instructional time. However, please contact the teacher if there are extenuating circumstances. Girls who bring purses are responsible for the purse and its contents. Purses should be kept in the book bag during the instructional day.

QUIET TIME PROCEDURES:

- Any time soft music is played in the room, this is a queue that talking is to stop.
- As soon as students hear the morning announcements begin, they are to find their seat and remain seated. Absolutely no talking during announcements.

MAKEUP/MISSING WORK PROCEDURES:

- Makeup and/or missing work will be filed under the student's number in the hanging file marked Incomplete Work. Students should check their folder daily.
- Makeup/missing work must be completed within two school days. Of course arrangements can be made for extenuating circumstances.

HALL PROCEDURES:

- When in the hall, students will walk in single file with hands behind their back or by their sides.
- Students will stay at least two tiles away from the wall as not to damage student work hanging in the hall.
- Students will keep hands, feet, and objects off of the walls at all times.
- Absolutely no talking in the hall as this disturbs other classes. At Midland we have designated our hallways as the "QUIET ZONE".

PHYSICAL EDUCATION PROCEDURES:

- Students will have Physical Education (P.E.) three times per week.
- On days when students have P.E., please send them in clothes appropriate for physical activity and shoes appropriate for gym wear. There will not be time for students to stop during the instructional day to change clothes or shoes to prepare for P.E. Students will not be permitted to call home for a change of clothes or shoes.
- Students attending P.E. should follow the rules/procedures set forth by the physical education teacher.

RESTROOM PROCEDURES:

Students may leave the classroom for a restroom or water break as needed. The class will not take a whole group restroom break as this wastes valuable learning time. Students leaving the classroom for a restroom break should follow procedures:

- Upon leaving the room, acquire the necessary restroom pass.
- Do not talk in the hall or restroom as this disturbs other classes.
- Do not run, skip, or hop to or from the restroom. Walk directly to and from the restroom at a reasonable pace.
- Students should pay attention to what they are doing and where they are going.
- No playing in the restrooms.
- The last restroom break of the day should take place before 2:00 p.m. Students will not be permitted to leave the classroom after 2:00 p.m. unless dismissed to await their bus/day-care van.

LAB/SPECIALS PROCEDURES:

- Students will participate in art, music, media center, and counseling once a week for an interval of 40 minutes.
- Students are expected to follow the rules/procedures set forth by each lab/specials teacher.
- Should a lab teacher assign homework or outside projects, students are expected to comply with the expectations set forth by the lab/specials teacher.
- Specials are an important part of the instructional day and help to foster creativity and critical thinking. Consequences will be administered for students who do not conduct themselves responsibly during these sessions.

LUNCHROOM PROCEDURES:

- Students will line up as directed.
- Students will pull their lunch card upon exiting the classroom.
- Students are not to cut in line or save a place in line for someone else.
- Students are to walk quietly to and from lunch.
- Students are to listen and be aware of where Mrs. McDavid is at all times.
- No talking in the serving line as the servers cannot hear student selections.

- Students are to retrieve their milk or juice, pick up a utensil, pick out any additional purchases, inform the servers of their choice, pick up their tray, pick up a napkin and condiments, and complete their transaction with the cashier.
- Students are to sit at our designated table.
- Talking should remain a quiet whisper.
- Students must raise their hand to be excused from the table. Students are not to leave their seat without permission.
- Students are to be courteous and use good manners.
- All food is to be eaten in the cafeteria. Items listed on the cafeteria menu may not be removed from the cafeteria (apples, fruit cups, milk, etc.).
- At the conclusion of lunch, students must pick up the trash around their seating area and follow the instructions of the attendant.
- Students will then walk to the exit doors and stand quietly in single file until the teacher picks them up.