

# Welcome to Mrs. Broadway's and Ms. Pasley's Third Grade Class!

## Classroom Policies and Procedures

### Tuesday Folders

Tuesday Folders: Every Tuesday your child will bring home a folder with information in it. Some weeks may have more contents than others, but this is our way of getting information to you. The folder will contain notes and memos from the school as well as graded papers from the previous week. Graded papers will be stapled together and will be stamped "Please Sign and Return." Other items may be kept at home and will be on the "Keep" side of the folder.

Once each nine weeks, progress reports will be sent home with updated grades and your child's current average in each academic subject. These progress reports will need to be signed and returned to school.

### Homework

Homework is important, because it teaches responsibility and helps the students develop good study habits. Homework is not "busy work". It is given to reinforce skills and concepts taught that day. Homework helps the students prepare for upcoming lessons and test. Please make homework a top priority by scheduling a designated time each day to read, study spelling words, memorize math facts, and complete assigned homework. Homework will be checked daily and students will receive rewards after their HOT card is full. However, if your child does not complete the assigned homework, please do not write a note asking that we excuse the assignment due to lack of materials, blank homework booklet, or extracurricular activities. This will hurt your child in the long run, and we try to teach responsibility and accountability through homework assignments.

**Every student will write down the entire week's homework on their homework log every Monday.** Any homework that is assigned is posted on our board every day and remains there all week long. Your student should get in the habit of writing their assignments down for responsibility reasons.

When a student does not bring their homework in or it is incomplete, they will fill out a "No Homework" slip, and it will be attached to their grades in Tuesday folders. This is just to inform you that the practice assignment was not completed at home. All slips will need to be signed by a parent. Homework is not graded, but we will always send home incomplete homework notes to keep you informed

in case grades suffer due to the lack of studying. Students will also lose a point and will sign the behavior clipboard.

## Academics

Mrs. Broadway will be your child's Language Arts teacher, and Ms. Pasley will be your child's math, science, and social studies teacher. The academic curriculum is briefly discussed below. Handwriting, social studies, and science will be graded and marked on the report cards as S, N, or U.

### **ELA (Reading, English, Spelling, Writing):**

Students will engage in reading through the reading textbook as well as through trade books. Reading tests assessing comprehension and vocabulary will be given throughout the year. Questions outlined in class discussion and story enrichment activities will prepare students for each test.

The Open Court reading series has grammar lessons that address one grammar skill per week. Most of my grammar instruction is in the form of PowerPoint presentations and creative activities. Grammar tests assessing the week's skill will be given throughout the school year.

Students will additionally receive grades from their daily language review (DLR). Students will complete their DLR assignments daily in class. DLR's are quick "bell-ringer" type assignments done at the beginning of class and are checked daily as a class.

The Open Court reading series also has spelling words that address different spelling pattern skills per week. Students will be given time during the week to practice their weekly spelling words during their Daily 5 rotations, but these also need to be studied throughout the week at home. Your child's spelling words will be listed in his/her SCHOOL binder, so they can be reviewed every night. Spelling tests assessing the words will be given every Friday.

### **Math:**

Autauga County is implementing the Alabama College and Career Ready Standards in math. The math program can be extremely challenging at times. Please be patient as your child adjusts, and you will soon be amazed at their academic progress when they're challenged.

Topic tests will be given when math skills have been taught. The days tests are given will vary depending on the number of lessons in each topic.

Students will additionally receive grades from their daily math review (DMR). Students will complete their DMR assignments daily in class. DMR's are quick "bell-ringer" type assignments done at the beginning of class and are checked daily as a class. These will be sent home each Thursday for review. The students are required to have a parent sign the DMR after reviewing the skills and return it on Friday.

# Grading Policy

- **We will grade or critique a large portion of work students complete and expect for them to give their best in all that they do for this class and all of their classes. Grading will be based on a percentage system.**
  - **ELA-**
    - **60% Major Grades (Open Court reading comprehension tests, oral reading fluency timed readings, and writing)**
    - **40% Minor Grades (spelling tests, dictation sentences, grammar quizzes, and DLR quizzes)**
  - **Math**
    - **60% Major (includes topic tests)**
    - **40% Minor (includes DMR tests, skills sheets, and timed tests)**
  - **Science & Social Studies**
    - **60% Major (includes tests and objective assessments)**
    - **40% Minor (includes quizzes and daily work)**

# SCHOOL Binders

All students will have one (1) binder that will contain all of the assignments and information they will need for Language Arts and Math class. This will be known as their “SCHOOL Binder” (**S**uccessful, **C**ommunication, **H**elps, **O**rganize, **O**ur, **L**ives). We will help students organize these binders the first week of school with their folders, dividers, paper, and sheet protectors. So much of student success in school is being organized, and we try to get all of our students to a place each year where they feel that they can easily find the things they need. SCHOOL binders will house their Spelling Words, Reading Unit Outlines, Math Vocabulary, Important Notes, Homework Booklets, and so much more. This should go to and from school each day with them. The binders need to be checked daily for any important notes and reminders that are not sent on Tuesdays.

# Transportation

If your child is a bus rider, please find out which bus and which load (first or second) your child will be riding. If your child is a car rider, please make sure you have a carpool tag on the dashboard of your car which displays your child’s name. Any transportation changes must be made in writing by note or fax by 2:00pm each day.

## Medication

If your child will be taking regular medication at school, please fill out the medication form and return it to school ASAP! Medication of any kind CANNOT be administered without a completed medication form.

## Field Trips

Field trips enable your child to experience first-hand the concepts that they have been exposed to in the classroom. Your help is often needed and appreciated on field trips. However, due to the fact that field trips are an enrichment activity held during school hours, a child/sibling who is not enrolled in third grade is not allowed to attend. **We require permission slips and money to be turned in no later than 8:00 am on the due date. It will not be accepted if turned in late. Money CANNOT be dropped off in the front office.** If for some reason your child has paid for a field trip and is unable to attend the trip on that day, the money will not be refunded. Any leftover money will be used to purchase supplies. Thank you in advance for your time and cooperation.

## Money

All money must be sent to school in an envelope. Please write your child's name, amount of money, and the purpose on the envelope. If a check is sent to school, include your child's name and teacher's name on the check. Juice and snack items are sold each morning before school starts. Please send snack money in an envelope that is labeled with your child's first and last name. Snacks will be purchased from the Snack Shack between 7:40am-8:00am. It will be your child's responsibility to buy their snack before entering the classroom at 8:00. Once they have purchased their snack, students will need to put their snack in their backpack until we eat snack together as a class.

## Birthdays

You may only send birthday invitations to school if everyone in the class is being invited. Your child may also bring a snack to share with the class if you would like. 😊

## School Policies

We encourage you to go to [www.dpeseagles.com](http://www.dpeseagles.com) to read the Code of Conduct and Student Handbook. The handbooks will explain all school-wide procedures and policies.

# Correspondence

Kendra Broadway

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Deanna Pasley

E-mail- [deanna.pasley@acboe.net](mailto:deanna.pasley@acboe.net)

Email is the quickest and best way to contact us with questions and concerns ☺

School- (334) 361-6400

School Website- [www.dpeseagles.com](http://www.dpeseagles.com) : Click on school staff and then find our name.

**We will respond to emails, notes, and phone calls during our planning period. We feel using our instruction time for teaching is a necessity and requires an uninterrupted atmosphere. We will check emails each morning before school and during planning. If a message is sent after our planning period, a response will be made the following day.**

**Please know that we will call you in the afternoon if there is a situation that requires immediate attention. We value our time with our families just as you do, so we use our cell phones for emergency cases. Thank you for your continued support and understanding.**

**Thanks for all of your support!  
This is going to be a great year!**