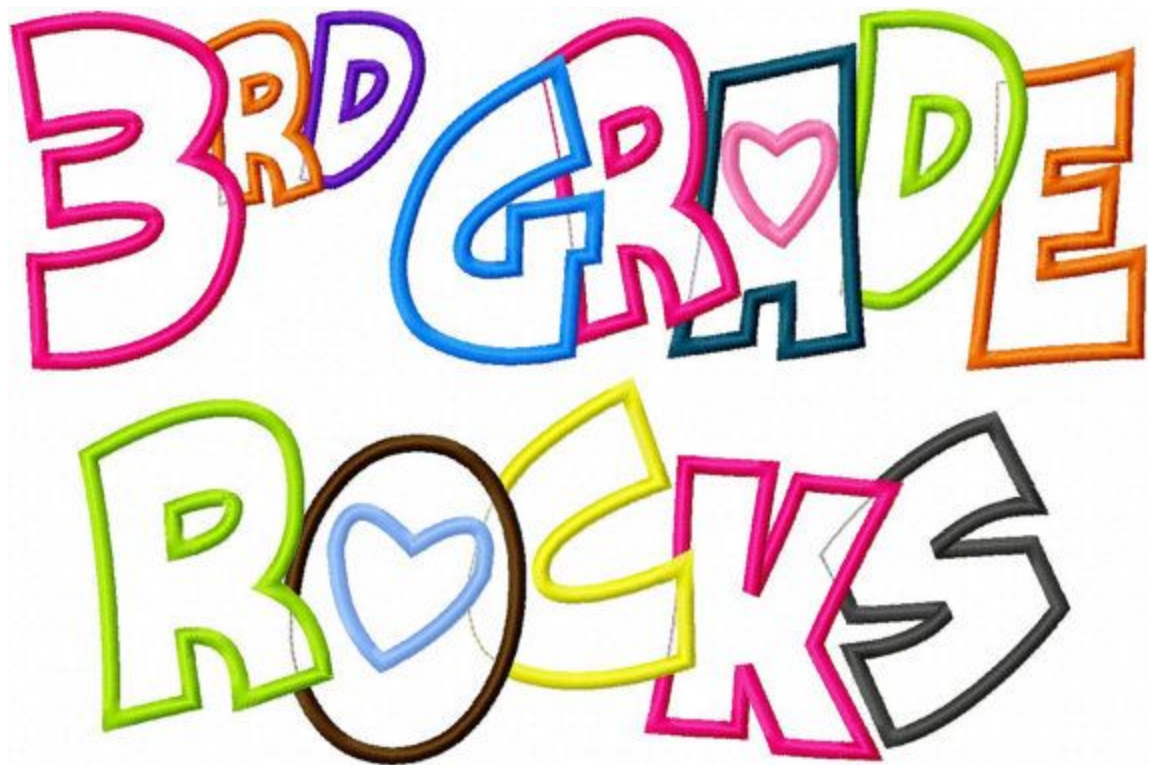


Mrs. Johnson's  
3<sup>rd</sup> Grade  
Parent Handbook



2019-2020

**Dear Parents and Guardians,**

**We want to welcome you and your child to the third grade! We are looking forward to working with you and your child to make this an exciting year for all of us! Enclosed you will find a variety of information regarding policies and expectations. Please read over each section and save this information for future reference. We have done our best to be clear on all points; however, we realize there is always room for questions. Please feel free to approach any one of us at anytime.**

**Our goal, as classroom teachers, is to facilitate each student's learning and enhance his or her overall growth and desire to learn. Student growth and development is related to a cooperative and supportive classroom environment. It is our hope that this year will be a most exciting and rewarding time for your child in his or her journey to success in learning.**

**Every child's success in school is dependent upon many factors. The most important factor is the student, parents and teacher working together to provide the most supportive program of education. Ongoing communication is an essential part of your child's success in school. Your feedback is welcome and your participation is encouraged!**

**Thank you for your support and cooperation. We are going to have a great year!**

**Sincerely,**

**The Third Grade Team**

## **Contact Information**

McKelvey Elementary  
1751 McKelvey Rd.  
Maryland Heights, MO 63043

**Office:** 314-415-6500

**Fax:** 314-415-6542

**Classroom Line:** 314-415-4529

**Principal Email:** [kcohen1@parkwayschools.net](mailto:kcohen1@parkwayschools.net)

**Assistant Principal Email:** [jkarll@parkwayschools.net](mailto:jkarll@parkwayschools.net)

**Counselor Email:** [aroth@parkwayschools.net](mailto:aroth@parkwayschools.net)

**Mrs. Johnson's Email:** [jjohnson@parkwayschools.net](mailto:jjohnson@parkwayschools.net)

## **McKelvey Mission and Vision**

*The mission of McKelvey Elementary School is to ensure all students are capable, curious, caring and confident learners who understand and respond to the challenges of an ever-changing world.*

We succeed when each student and graduate:

- Transfers their prior learning to new demands, in and out of school
- Is fully prepared for their next educational challenges
- Is a creative, thoughtful, and effective problem solver
- Is increasingly self-directed, skilled and persistent as a learner
- Is a literate and critical consumer of information and ideas
- Is an articulate speaker and effective listener
- Acts out of a strong sense of personal, social and civic responsibility
- Always seeks to understand the views, values and cultures of others
- Works skillfully with others to achieve common goals
- Pursues a personal direction based on an understanding of individual talents & interests

## **McKelvey (Dragon) Code of Conduct**

McKelvey Learners Are...

- Caring
  - Respectful
  - Responsible
  - Self-Motivated
- Leaders!

## **Scheduling**

We follow an ABCD day schedule for our special classes. Please make sure that your child wears the appropriate shoes on the days that we have P.E. All third grade students are expected to participate in Orchestra. We have a 30 minute Orchestra class on Monday and Wednesday each week. We also go to the library for book check out every other week on Mondays. Third grade students are allowed to check out 3 books at a time. Please remind your child to return their books on our designated library day. Other special events, assemblies, and field trips will be marked on our monthly newsletter, and I normally send out email reminders or Class Dojo messages regarding upcoming events as well.

**Our schedule for special classes is as follows: P.E.- B and D days, Music-C days, Art -A days**

## **Curriculum**

The district has provided us with a guaranteed and viable curriculum to help prepare your child to be a productive citizen, a lifelong learner, and a resourceful problem solver. Be sure to visit the Parkway School District web page for curriculum information and other district news. <https://www.parkwayschools.net/Page/1636>

### **Math Concepts:**

Multiplication and Division  
Represent and Interpret  
Data  
Addition, Subtraction, and  
Place Value  
Fractions  
Measurement  
Geometry

### **Reader's Workshop:**

Building a Reading Life  
Mystery: Foundational Skills in  
Disguise  
Character Studies  
Research Clubs  
Understanding Traditional  
Literature

### **Writer's Workshop:**

Building a Community of  
Writers  
Realistic Fiction  
Craft of Informational Writing  
Changing the World:  
Persuasive Speeches  
Informational Article  
Once Upon A Time

### **Social Studies Concepts:**

Geography  
Culture and Communities  
Government  
Economics  
U.S. History

### **Science Concepts:**

Adapting to Change  
Variation of Traits  
Observing Weather Patterns  
Forces and Interactions

## Behavior Management

McKelvey has a school-wide code of conduct which is part of our daily curriculum and expected at all times. These expectations are highly enforced in our classroom. Our goal is to reduce behavior situations through positive reinforcement; however, if a student makes poor choices, they will have logical consequences. Please do not hesitate to contact me if you have questions or concerns.

- When students are caught following the Code of Conduct, they may receive a Braggin' Dragon or Dojo points.
- If a student is not following the Code of Conduct, he/she will receive a reminder. If the behavior continues, the student may lose recess time, receive a think sheet, receive a McKelvey Incident Report (MIR), which is a form that the parent will sign, or an office referral, which will require a talk with the principal and a phone call home.
- If a student receives an MIR once or more during the week, the student may lose "Code of Conduct Friday", a time where the class celebrates their hard work all week with an extra recess, chromebook time, or movie.

I love to catch students doing the right thing at the right time. The students can earn rewards collectively as a class, a team/pod, or individually in the following ways:

**Braggin' Dragons**~ tickets that are turned into the office daily for prizes.

**Compliments**~ when the class gets a compliment from another adult in the building, they will earn a letter of the word "Compliment". When they spell the whole word, they will get to suggest and vote on a whole class reward.

**Team Stars** ~ Students sit in teams of 4-5 that we switch up every six weeks. During the six weeks, if I catch teams synergizing, thinking win-win, and keeping their area clean, I will reward them with team stars. At the end of 6 weeks, whichever team has the most stars will eat lunch with me in the classroom.

**Dojo points** ~ When students have 50 or more points, they will receive an item from the prize box.

## Snacks and Birthday Treats

I encourage your child to bring a *nutritious* snack to school each day. We will usually take a short break in the morning. A few recommendations for snacks include fresh fruit, veggies, cheese/crackers, pretzels, popcorn, or dried fruit. Your child may also bring a water bottle to school. Please make sure the bottle is able to close securely to help limit spills. It is also helpful if you label it with their name in case it gets lost. On occasion we will have special treats. Parkway has adopted a new food policy, and we

are no longer allowed to celebrate birthdays with food due to allergy and sanitation concerns (see Parkway Food Policy below for more information.)Your child may bring a non-food item to share (i.e. pencil). If you are planning a birthday party outside of school, and are only inviting some of the children, please do not send invitations to school. Feelings can get hurt. If you are inviting the whole class, I will gladly place them in mailboxes for you.

## **Parkway Food Policy**

### **School-Wide Food Safety Expectations**

In order to help protect the health and safety of our students with life-threatening food allergies and to contribute to the health and academic success of all students, the Parkway School District has adopted new district-wide Food Safety Expectations. Beginning with the 2017-2018 school year, all schools will promote these best practice guidelines. **Classrooms should be food-free whenever possible.** Consumption of food in the classroom is strongly discouraged due to allergy and sanitation concerns. Students may continue to bring a snack for their own consumption, especially students with an individual health plan. Students are encouraged to bring healthy snacks to promote health and wellness. Parents may be advised to send in snacks without a particular allergen, if needed, to prevent cross-contamination, which could impact safety for food allergic students. Careful cleaning of surfaces with soap and water after consumption of food is essential. **Food may not be brought from home for sharing class-wide.** The school nurse will be informed and consulted to identify students with known food allergies. Teachers will make alternative lesson or curricular plans if students with known food allergies could be adversely impacted. **Find safe and inclusive ways to celebrate without food.** To maintain healthy learners, the safest celebrations occur without food. ***Birthday celebrations at school and holiday celebrations at school will not include food.*** Schools are encouraged to be creative in celebrating without food.

### **Homework/Planners/Take Home Folder**

The third grade team has developed a homework schedule. The students will have reading homework on Mondays and Wednesdays and math homework on Tuesdays and Thursdays. Sometimes we may work on a project at school that requires additional help at home. You will have plenty of advance notice concerning these projects. Additionally, students may be given study guides to review at home for upcoming tests. Please make sure you check and sign your child's planner ***every night***. The planner or agenda is a great tool for communicating back and forth, and I will check the student's assignment books every day. If a student fails to bring their homework to school, they will then be asked to complete it during their recess time. If your child continually chooses to not turn in his/her homework, I will notify you to discuss the situation. Most homework should take no longer than 30 minutes. If your child is really struggling and does not seem to understand a concept, please either email me, or

attach a note and send it back to school with the work. The students are given time throughout the day to get started on their homework. If they complete their homework in class, I tell them to still take it home and show it to you. In addition to nightly assignments, your child should read and practice their math facts throughout the week.

### **Home/School Folders**

Each night, your child will bring home graded papers and notes from the office in their Home/School Folders. Please clean the papers out on a daily basis, and return any notes you may have for me in the same folder.

### **Communication**

Parent / teacher communication is essential for a student's success. In order to keep you up to date, I will send home a monthly newsletter. I will also send home notes as necessary. Please feel free to call me (314-415-4529), email me (jjohnson@parkwayschools.net), message me on class dojo, or send me a note if you have any questions or concerns.

Please also join Clasdojo to see photos of the exciting things going on in 3rd grade and notices of important dates and events. A form will be sent home soon with details on how to join.

**In the event of an emergency or change in your child's dismissal plans, please email or call me before 2:30. If you have not received a reply from me by 2:30 please follow up with a phone call to the office to ensure your child gets home safely. We ask that changes to transportation after 2:30 are not made unless it is an absolute emergency.**

### **Absences**

If you know that your child is going to be absent please make sure you notify the school (314-415-6525). You must go to the front office and sign your child out before he or she can be dismissed from the classroom. The office will call your child to be dismissed. Students that are tardy must sign in at the office before coming to class. All students should be in their classrooms by 9:00 am and ready to learn. Our days are very busy and we get started right away. **If your child is going home on a different bus please send a note to me with the bus number that he or she will be going home on. This is very important because I have to write a note to the bus driver.**

## **Technology**

Each student will be assigned a Chromebook this school year. A chromebook is a laptop that runs Chrome OS as the operating system. This means they can access their google login anytime from any device that has Chrome. They will use it in all curricular areas. Students will spend 30 minutes a week practicing typing skills using the program, Typing Agent. They will type their writing pieces using Google apps, such as Docs and Drawings. Students will be taught the expectations of treating their technology with respect, and will lose their Chromebook if they have issues doing so. Chromebooks will stay at school in 3rd grade.

## **Toys/Electronics**

Please do not send toys or electronics to school with your child. They can become a problem inside/outside of the classroom, and they can be lost, stolen or broken. There may be exceptions to this rule at times, and a letter will be sent home indicating if/when they are allowed. You and your child accept all responsibility for any toy or electronic that is brought to school. Toy guns or other violence related toys/electronics are never allowed to be brought to school.

## **Party/Field Trip Volunteers**

If you have intentions of helping with parties or field trips throughout the year, please email me to let me know. We can always use an extra set of hands during these times. *A background check must be completed prior to these events.* Please contact the office for more information on background checks.

Please always feel free to contact me with questions and/or concerns. I am *truly* excited to get to know you and your child throughout this school year!