



to Third Grade!

2017-2018

Teacher: Miss Maggie Donnelly

McKelvey Elementary School
1751 McKelvey Road
Maryland Heights, MO 63043

Main Office: 314-415-6500

Dear Parents,

Welcome to Third Grade! I am looking forward to teaching your children and providing meaningful experiences to develop a lifelong love for learning. I strive to make each year of elementary school a positive experience.

Third grade is such a fun and exciting year where students begin “reading to learn”, while previously they were “learning to read.” I am excited to share this year with you and your child.

Please read through the following information about Third Grade at McKelvey. The information provided here will help explain how my classroom is run and what you should expect this year. Please keep this packet in a safe place so you may refer to the information when necessary.

If you still have questions, please don't hesitate to contact me at any time.

Maggie Donnelly
314-415-4529

mdonnelly2@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 all 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 creative, thoughtful, and effective problem solvers
- Is increasing self-directed, skilled and persistent as learners
- Is literate and critical consumers 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 and interests

McKelvey Code of Conduct:

We the students of McKelvey Elementary School are learners, leading the way. We promise to care for all and be respectful to each other. We take responsibility for our actions and are self-motivated at all times.

Absences

- If you know that your child is going to be absent please notify the school (314-415-6525).
- If you are picking your child up early, 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.

Assignment Books / Homework / Take Home Binder

- 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.
- Please make sure you check and sign your child's assignment notebook *every night*. The assignment notebook is a wonderful tool for communicating back and forth. I will check the students' assignment books every day and I will jot down notes for you as necessary. You can also write me a note here if needed. The students should bring home their assignments in their binders every night.
- If a student fails to bring his/her 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 attach a note and send it back to school with the work.
- Students are given time throughout the day to get started on their homework. If they complete their homework in class, they will 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.

Behavior Management and Braggin' Dragons

- Every morning students recite the Code of Conduct, pledging to be caring, responsible, respectful, and self-motivated.
- When students are caught following the Code of Conduct, they may receive a Braggin' Dragon.
- If a student is not following the Code of Conduct, he/she will receive a reminder. If a student needs a reminder as to follow the Code of Conduct, I will keep track of it on a personal clipboard that cannot be seen by other students. If a student receives three reminders in one week, they will lose "Code of Conduct Friday," a time where we celebrate our hard work all week with an extra recess or movie. If your child loses Code of Conduct Friday, I will contact you so that we can work together to ensure his/her behavior gets back on track.

Birthdays

- Students are no longer allowed to bring birthday treats to school as a safety precaution (See Parkway Food Policy Section for more information).
- Your child may bring a non-food item to share (i.e. pencil), and they will be allowed to choose a friend to eat lunch with me in the classroom.
- If you would like to send birthday invitations to school for a party at home, your child must invite the whole class. If you choose to not invite the entire class, invitations cannot go home in folders at school. Addresses can be found in the McKelvey Buzz Book, but teachers cannot give out students' contact information.

Communication

- Parent / teacher communication is essential for a student's success. In order to keep you up to date, I will send home a weekly newsletter. I will also send home notes as necessary.
 - On Fridays I will send home all graded assignments from the week in your child's "Friday Folder."
Please clean the papers out on a weekly basis. Remember to praise your child for work well done and for the effort they are putting forth!
- Please feel free to call me (314-415-4529), email me (mdonnelly2@parkwayschools.net), or send me a note if you have any questions or concerns.
- Please also join our 3rd Grade Instagram page @mckelvey_3rd to see photos of the exciting things going on in 3rd grade and notices of important dates and events.

Conferences

- This year conferences will not be held during a designated week.
- All students will have a conference on or before September 21.
- Please look for information to come about scheduling your child's conference.

Contact Information

Address: McKelvey Elementary
1751 McKelvey Rd.
Maryland Heights, MO 63043

Office: 415-6500
Fax: 415-6542
Miss Donnelly: 415-4529
Teacher Email: mdonnelly2@parkwayschools.net
Principal Email: kcohen1@parkwayschools.net
Assistant Principal Email: jkarl1@parkwayschools.net
Counselor Email: jmoore1@parkwayschools.net

Curriculum

- The district has provided us with a guaranteed and viable curriculum to help prepare students 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/1638>

<u>Math Concepts:</u> Multiplication and Division Represent and Interpret Data Addition, Subtraction, and Place Value Fractions Measurement	<u>Reader's Workshop:</u> Building a Reading Life Mystery: Foundational Skills in Disguise Character Studies Research Clubs Understanding Traditional Literature	<u>Writer's Workshop:</u> Building a Community of Writers Realistic Fiction Craft of Informational Writing Changing the World: Persuasive Speeches Informational Article Once Upon A Time
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Geometry		
<u>Science Concepts:</u> Plant Growth and Development Forces and Motion Animals and Food Chains Rocks and Minerals	<u>Social Studies Concepts:</u> Geography Culture and Communities Government Economics U.S. History	

Dismissal

- If your child's dismissal plan changes, you must call or email 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 at 314-415-6500. Unless I have your permission, he/she will be sent home as it was originally decided.
- We ask that changes to transportation after 2:30 are not made unless it is an absolute emergency.
- If you are picking your child up early, 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.
- 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.

Field Trips

- Third grader students take one field trip each school year, during which all students ride the bus to a destination, which is chosen based upon our learning at that time.
- Parent volunteers are critical for field trip success! A background check must be completed prior to these events. Please contact the office for more information on background checks.

Food Policy

- 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. *Birthdays celebrations at school and holiday celebrations at school will not include food.* Schools are encouraged to be creative in celebrating without food.

Hours

- School hours: 9:05am-4:05pm
- Students are not allowed into the building until 8:50 each morning.
- Please make sure your child is on time to and present for school each day. When students are consistently tardy or absent, they miss out on important learning opportunities.

Lunch

- Recess is from 12:45-1:00.
- Lunch is from 1:00-1:15.
- In order for your child to buy lunch at school, you will need to deposit money into his/her lunch account. You can do this online or by sending money to school in a sealed envelope with your child's name on the front.
- Students can charge up to \$10 against their account. After charging more than \$10, students are given a sack lunch, which consists of a cheese sandwich and fruit, or sunbutter crackers and fruit.
- A copy of the school lunch menu can be found on the Parkway website.
- Each student has been assigned a 5 digit PIN.

Snack

- We have snack every morning. You are responsible for providing daily snacks for your child.
- Please send food only- no drinks.
- Please remember classrooms are peanut free.

Specials

- Each morning from 11:05-11:50, all third grade classes participate in Specials: PE, art, or music. The school rotates through Specials on a A-B-C-D "day".
- Wear tennis shoes on PE days.
- A- PE B- Art C-PE D- Music
- All third grade students are expected to participate in Suzuki. We have a 30 minute Suzuki class twice a week.
- Once a week, students will go to the library for book check out. Third grade students are allowed to check out 3 books at a time. Please remind your child to return his / her books.

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 account any time 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 as 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.
- If toys/electronics come to school, you and your child accept all responsibility for any toy or electronic.
- Toy guns or other violence related toys/electronics are never allowed to be brought to school.