

Miss McCaffrey's
2019-2020
3rd Grade Handbook



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: 415-6500

Fax: 415-6542

Principal's Email: kcohen1@parkwayschools.net

Assistant Principal's Email: jkarll@parkwayschools.net

Counselor's Email: aroeth@parkwayschools.net

Miss McCaffrey's Email: mmccaffrey@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 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 & 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. (A/C days). All third grade students are expected to participate in Orchestra. We have a 30 minute Orchestra class on Tuesday and Thursday each week. We also go to the library for book check out every other Wednesday. 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 regarding upcoming events, as well.

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
Reading to Learn: Grasping
Main Ideas and Text Structures

Writer's Workshop:

Building a Community of
Writers
Realistic Fiction
Fictional Stories
Changing the World:
Persuasive Speeches
Informational Writing
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. We expect students to be caring, respectful, responsible, and self-motivated.

I will send home a "Weekly Character Report" in your child's Take Home Folder each Friday. Your child will receive a 3, 2, or 1 (3 being the best) for being caring, respectful, responsible, and self-motivated. If your child receives anything less than a 3, I will explain why under the comments section of the character report. Depending on the situation, I may either email or call you to chat more. Please always feel free to contact me if you have a question about your child's weekly report.

Think Positive!



I love catching students doing the right thing. Students can earn rewards collectively, as a class, or individually...

- **Braggin' Dragons-** Please keep an eye out for these, as they are given when your child goes above and beyond McKelvey or classroom expectations!
- **Class Leadership Points-** As a class, whenever they receive a compliment from another teacher, or me, they will earn a class leadership point. Once they earn a certain amount of leadership points (we vote on our goal as class)- we will have a Leadership Points Party! I will send out an email whenever this happens, which will include information about what type of party the class votes on.
- **Individual Leadership Points-** Students can earn individual leadership points by demonstrating the McKelvey Code of Conduct both inside and outside of our classroom. We will vote on an individual leadership points goal as a class, and once they reach their goal, they are awarded a coupon of their choice.
- **Team Points-** I like to refer to each group of desks as "teams." As a team, they can earn points by working together to be leaders in our classroom. Here are some examples of how they can be leaders as a team: all following directions, lining up quietly, being kind to classmates, etc. We will come up with a points goal as a class, and then whichever team or teams reach their goal first, they earn a reward.

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. Parkway has adopted a new food policy, and we are no longer allowed to celebrate birthdays with food due to allergies 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/Assignment Books/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. Please make sure you check and sign your child's assignment notebook **every night**. The assignment book (planner) is a great tool for communicating back and forth, and I will check the student's assignment books every day. The students should bring home assignments in their "Take Home Folder" every night. 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.

Communication

Parent/teacher communication is essential for a student's success. In order to keep you up to date, I will send home your child's Weekly Character Report in their Take Home Folder every Friday, a monthly third grade newsletter, and I also will send out a "Friday Newsflash" through email. This email will have information about what to expect in your child's Take Home Folder, and other information about past or upcoming weeks. Please feel free to contact me if you have any questions or concerns.

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 (314-415-6500). 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 9:05 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 email me or send me a note with the bus number that he or she will be going home on.**

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 about 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

We can always use an extra set of hands during class parties and on field trips. *If you would like to volunteer, 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!



Miss McCaffrey