



Carbon Valley Academy

Welcome to Third Grade!

August 16, 2011

Dear Parents,

Welcome to the 2011-2012 school year! We are excited to be working with your child and look forward to an outstanding year. Third grade is an exciting and challenging year, filled with an abundance of academic and social growth. We have high expectations for all students, both academically and behaviorally. It is our desire to help each student to have a successful year so that everyone will be well-prepared for fourth grade.

Teachers are only one part of a very important team that helps your child learn and grow. The most important person on your child's team is you! Education starts at home; therefore, we are asking for your help. It is imperative that we work together to support your child. We are always willing to talk with you (on the phone, through email, or in person) about any issues or concerns you may have regarding any part of your child's education. At times your child may inform you of frustrations or struggles of which we are unaware. Please do not hesitate to contact us so that we can work together to ensure that your child has a positive educational experience.

Attached you will find information that will help you to understand how our classrooms will run this year. We look forward to working with you and your child this year. We know we'll make a great team!

--The Third Grade Team

Mrs. McPeck, Mrs. Biggs, & Ms. McCone

CONTENTS:

Page 2: Communication
 Daily Schedule

Page 6: Specials Rotation Schedule

Page 3: Behavior Plan

Page 4: Parent Volunteers
 Grading Scale

Page 5: Homework Policy
 Snack Policy
 Lunch Tickets

Communication

Communication between home and school is essential for providing the best educational experience possible. At the end of each week, we will email a third grade newsletter that contains pertinent information about our classrooms and the school. We may periodically send other emails or call home with information, as well.

Additionally, we utilize Friday Folders to send completed work, field trip forms, and other important information. If you do not have an email address or prefer a hard copy of the third grade newsletter, please let us know, and we will send it with the Friday Folder. Please be sure to check the folder each Friday and return it to school on Monday. Feel free to contact us with any questions, concerns, or celebrations!

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Daily Schedule

Mrs. McPeek					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:10	Attendance/Daily Language	Attendance/Daily Language	Attendance/Daily Language	Attendance/Daily Language	Attendance/Daily Language
8:10-9:45	Language Arts (Reading)	Language Arts (Reading)	Language Arts (Reading)	Language Arts (Reading)	Language Arts (Reading)
9:50-10:05	Recess	Recess	Recess	Recess	Recess
10:05-10:50	Writing	Writing	Writing	Writing	Writing
10:50-11:50	Technology/C.K. Literature	Math	Technology/C.K. Literature	Math	Math
12:00-12:40	Recess/Lunch	Recess/Lunch	Recess/Lunch	Recess/Lunch	Recess/Lunch
12:40-1:35	Math	Spanish	Math	Spanish	Library/Book Buddies (1:15-1:45)
1:35-2:20	Science/Social Studies	Science/Social Studies	Science/Social Studies	Science/Social Studies	Science/Social Studies
2:20-2:30	Clean-Up, Pack-Up	Clean-Up, Pack-Up	Clean-Up, Pack-Up	Clean-Up, Pack-Up	Clean-Up, Pack-Up
2:30-3:15	Specials (Music, P.E., Art)	Specials (Music, P.E., Art)	Specials (Music, P.E., Art)	Specials (Music, P.E., Art)	Specials (Music, P.E., Art)

Mrs. Biggs					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:10	Attendance/Daily Language	Attendance/Daily Language	Attendance/Daily Language	Attendance/Daily Language	Attendance/Daily Language
8:10-9:45	Language Arts (Reading)	Language Arts (Reading)	Language Arts (Reading)	Language Arts (Reading)	Language Arts (Reading)
9:50-10:05	Recess	Technology	Recess	Technology	Recess
10:05-10:50	Writing		Writing		Writing
10:50-11:50	Science/Social Studies	Math	Science/Social Studies	Math	Math
12:00-12:40	Recess/Lunch	Recess/Lunch	Recess/Lunch	Recess/Lunch	Recess/Lunch
12:40-1:35	Math	Writing	Math	Writing	Science/Social Studies
1:35-2:20	Spanish	Science/Social Studies	Spanish	Science/Social Studies	Library
2:20-2:30	Clean-Up, Pack-Up	Clean-Up, Pack-Up	Clean-Up, Pack-Up	Clean-Up, Pack-Up	Clean-Up, Pack-Up
2:30-3:15	Specials	Specials	Specials	Specials	Specials

Ms. McCone					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:10	Attendance/Daily Language	Attendance/Daily Language	Attendance/Daily Language	Attendance/Daily Language	Attendance/Daily Language
8:10-9:45	Language Arts (Reading)	Language Arts (Reading)	Language Arts (Reading)	Language Arts (Reading)	Language Arts (Reading)
9:50-10:05	Technology	Recess	Technology	Recess	C.K. Literature
10:05-10:45		Writing		Writing	Library
10:50-11:50	Science/Social Studies	Math	Science/Social Studies	Math	Math
12:00-12:40	Recess/Lunch	Recess/Lunch	Recess/Lunch	Recess/Lunch	Recess/Lunch
12:40-1:35	Math	Science/Social Studies	Math	Science/Social Studies	Science/Social Studies
1:35-2:20	Writing	Spanish	Writing	Spanish	Writing
2:20-2:30	Clean-Up, Pack-Up	Clean-Up, Pack-Up	Clean-Up, Pack-Up	Clean-Up, Pack-Up	Clean-Up, Pack-Up
2:30-3:15	Specials (Music, P.E., Art)	Specials (Music, P.E., Art)	Specials (Music, P.E., Art)	Specials (Music, P.E., Art)	Specials (Music, P.E., Art)

**Please note that our schedules are subject to change at any time.*

Specials are on a rotating schedule (A, B, C Days). Our weekly newsletter will include the schedule for the upcoming week, but a copy of the schedule is located at the back of this packet. Following is an outline explaining what special will be occurring for each day.

Mrs. McPeek:	A Days-Music	B Days-P.E.	C Days-Art
Mrs. Biggs:	A Days-Art	B Days-Music	C Days-P.E.
Ms. McCone:	A Days-P.E.	B Days-Art	C Days-Music

Behavior Plan

Every child has the right to learn, just as we have the right to teach. We established this behavior plan to protect these rights.

Rules:

- Stay on task.
- Take responsibility for your actions and schoolwork.
- Always do your best.
- Respect people and property.

Consequences:*

1. Warning/Redirect
2. Lose 5 minutes of recess
3. Total loss of recess
4. Refocus and parent contact
5. Referral to principal, Parent Conference, and/or Behavioral Contract

*These consequences are for minor transgressions. Certain situations may have alternate consequences based on the teacher's judgment (*Example: A consequence for a student that has been irresponsible with classroom bookshelves may be to help reorganize the shelves*)

during recess.). Severe cases (fighting, threats, etc.) will automatically be referred to the principal.

Rewards:

Smiles and verbal praise are given regularly for students as an acknowledgment of respectful, responsible behavior. We also have reward programs in place to show the students our appreciation for their positive choices. Our STAR program allows students that go "above and beyond" in their effort to make our classrooms a positive learning environment to earn tickets (STARS) that they can trade in at the end of each week for a variety of small rewards. The rewards available may change throughout the year, but examples include stickers, use of the teacher's chair for the day, or bringing a small stuffed animal for a day.

In addition to STARS given to individual students, we offer the students opportunities to earn special rewards when they are united as a class in demonstrating our school character traits.

We will discuss this plan with the students in the classroom on the first day of school. Please let your child know that you support these rules, consequences, and rewards. Thank you for your support and cooperation!

Parent Volunteers

We offer a variety of opportunities to meet your volunteer requirements. Whether your prefer to help in the classroom, donate supplies, assist on field trips, or take home materials to prepare for our classes, we can meet your needs. We post updates to volunteer opportunities in our weekly e-newsletter. We look forward to working with you throughout the year!

Grading Scale

Graded assignments are given a point value. Based on the number of points earned, the following percentage scale is used to determine the letter grade for the assignment.

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% and below

We will be posting our grades on Infinite Campus, and we encourage you to use this tool to monitor your child's progress. If you have not received your Login information, please contact the office.

Homework Policy

Homework is an important part of your child's education. It gives him/her the extra practice needed to master the skills taught in class.

Students are expected to complete regular homework in spelling and math every Monday-Thursday. We also require a minimum of 15 minutes of at-home independent reading each night. In addition, your child may periodically receive assignments and special projects for other subjects. The regular assignments will vary in length but generally should not take longer to complete than 25-30 minutes. Special projects will require more time to complete, but the students will be given a sufficient amount of time to finish the assignment.

Math homework will be collected the day after it is assigned. Spelling homework will be sent home at the end of the week and will be collected at the end of the following week. Students will not receive credit for late assignments (1 point for each assignment completed and turned in on-time, 0 points for each assignment that is late). If a student does not have his/her homework, he/she will be given 1 day to return the missing work. If it is not returned the following day, the student will be required to complete the work during recess that day. If your child is absent, he/she will be allowed double the number of days absent to complete his/her work.

Your support is needed and greatly appreciated!

Snack Policy

Students are encouraged to bring a nutritious snack to eat each morning. **Please be certain that all snacks are nut-free to maintain a safe environment for students with allergies.** At times, the students may eat their snacks while they are in class, so it needs to be food that will not cause a mess or ruin school materials. Examples of acceptable clean, healthy snacks are as follows:

*Fruit (Bananas, Grapes)

*Pretzels

*Crackers (Non-Greasy Crackers like Graham Crackers)

*Vegetables (Carrots/Celery Sticks)

Students are also permitted to have a water bottle with a lid that seals tightly. In class, students are allowed to drink **water only**. Other beverages are *not* allowed at their desks.

Due to concerns of food allergies, students are not allowed to share their snacks with other students.

Lunch Tickets

Part of the third grade experience is learning increased responsibility. Therefore, students will be required to hold onto their own lunch tickets. We strongly recommend that you help your child to select a safe place to keep the ticket, such as a specific pocket in his/her backpack, a special wallet for the ticket, or in his/her pencil box.