

Mrs. Doran's Class Policies and Procedures

2019-2020 School Year

Welcome to a new year of learning! I look forward to working together this school year to help your child achieve their personal best.

Please check the 3rd grade webpage and school website often during the year to keep informed of all that is happening in our class and at University School. I will post important information on the webpage and via email. Our class utilizes www.portaportal.com for our interactive websites. The username is dorane. We also utilize www.signup.com for our classroom needs.

Parents and students are expected to read the University School's student handbook. There is a heavy emphasis on middle and high school procedures, but it does contain useful information such as dress code, weather policies, grading information, and testing policies. It is located online at https://www.etsu.edu/uschool/documents/student_handbook.pdf.

Homework

Homework will be assigned most nights (Monday-Thursday). Homework is meant to practice the skills we are learning in class. In addition to homework, I expect students to read self-selected reading texts at home. Your child will receive a planner and is expected to write homework assignments and other important information in them. They will also receive a homework folder to hold their assignments. Please check the planner and homework folder nightly. Homework is not typically graded and put in the grade book. However, I do collect and check it for completion. Students who do not complete their homework will complete their missed work during their recess or free time. Assigned homework should take around thirty minutes each night. Please contact me if it is taking your child much longer than the expected thirty minutes.

Grades

This year your child will be earning letter grades on their report cards. They will receive letter grades in the following subjects: Math, Reading/Language Arts, and Social Studies. Third graders take the state test called TNReady. Information about this test can be found at:

<https://www.tn.gov/education/assessment/testing-overview.html>

University School uses the following grading scale:

93-100=A 85-92=B 75-84=C 70-74=D Below 70=F

The school uses Power School as our online grading program. Mrs. Rea will send out information regarding access and log-in codes in July to those that do not already have access to the program. I do my best to stay up-to-date on grading, but please be patient. Make-up work takes a little longer to grade. If you notice an error in the grade book, please send me an email and I will check.

Grades will come from weekly assessments, quizzes, tests, class assignments, and projects. Points will be taken off your child's grade if they forget to put their name on their paper. Late work will be accepted, but only one week past its due date. Points will be deducted for each day that the assignment is late. Grades for missing work will be entered in PowerSchool as a zero. Once the assignment is received, it will be graded and the score will be changed in PowerSchool. Missing work that is not turned in will receive a zero. Absent students will receive an adequate amount of time to complete missed work. I typically send home graded work on Friday. I highly suggest looking through graded work with your child rather than solely looking at the grades on PowerSchool. I provide extra teacher support on classwork assignments based on the needs of each child. I do not provide support on assessments. Assessment grades are a good indication of what your child can do independently.

**Grades are new to third graders and I will be assisting them during this transition. For example, there will be a "grace" period for remembering to turn in work, write using complete sentences, place name on work, etc. prior to subtracting points from their grade. We will spend time in class discussing the grading scale and learning organizational skills to help us be successful and responsible learners. It will help tremendously if you are able to sit down and discuss the grading system with your child at home to help them understand this transition and to help alleviate any of their worries. **

Attendance/Early Pick-up

Please make sure your child is present and ready to learn each day. However, illness and family responsibilities do occur throughout the year. If your child is absent, please call the front office to let them know and send a note on the day they return to school. Your child will be given an opportunity to complete make-up work upon return. You may also send an email alerting me to your child's absence. All students must be signed out of the office if they are leaving early. If you know your child will be leaving early, please send a note or email so that I can have them ready to be dismissed.

Behavior

My goal is to establish a learning environment that promotes caring, responsible, respectful, trustworthy, and fair behaviors. I strive to create an environment that enables all children to be successful and productive learners. We begin the year by establishing our hopes and dreams for the third grade. In order to achieve our hopes and dreams, class rules will be created and established. Once the rules have been established, modeled, and revised if needed, students will be responsible for following them. Students who may make a choice that does not follow our rules will have an opportunity to learn from it. Students may be asked to "take a break" from the group in order to regain control and/or reflect on their choices. If your child needs to "take a break" more than three times in one day, I will let you know via email or a phone call.

Birthdays

We love to celebrate birthdays in third grade! Please let me know at least a day ahead of time if you would like to bring in a special treat to celebrate your child's birthday. We celebrate birthdays during our class recess time. I am more than happy to help pass out invitations to your child's birthday party as well. I do ask that if invitations are brought to school, that it is for a party in which the entire class is invited to in order to spare hurt feelings.

Dismissal

Third grade students are picked up in the elementary car line. Students will be called from the cafeteria to the car line for pick up. Students will exit through the side door by the parking lot and teachers will be available to help guide students to their car. We use the same car tag each school year. Please let me know if you need a new tag.

If your child is being picked up by an older sibling, the sibling will need to come and get them from the cafeteria. Once the sibling picks up the elementary student, it is their responsibility to supervise the younger siblings and they must stay together until picked up by a parent/guardian.

Communication and Meeting

I will be communicating with you mainly through email. Please make sure I have correct email addresses on your registration cards. The webpage and a communication app will be used as communication tools so please check those regularly. I am more than happy to meet with you throughout the school year to discuss your child's progress. However, the morning is a very hectic time as I prepare for our day of learning and I am unable to meet after school without scheduling a conference. I have two young children and many afterschool meetings and commitments that keep me busy. Please make an appointment via email or phone so I can give you my full attention.

Snacks and Water Bottles

Students may bring a healthy snack (no candy) from home. Snack time will be at the beginning of our recess time. Students are encouraged to bring in a reusable water bottle to have during class. The bottle needs to close to prevent spills and can only contain water. Please label your child's water bottle.

*Please sign and date the attached form. Signing the form will indicate that you and your child have read, understand, and agree to abide by the third grade and University School Handbook policies and procedures. Please include all email addresses you would like included in our group contact list.

Please do not hesitate to contact me if you have any questions about the policies. I know we will have a successful school year. I look forward to getting to know you and your child!

Sincerely,

Mrs. Doran

Mrs. Doran's 3rd Grade Policies and Procedures

2019-2020 School Year

Please sign and return this page and return to Mrs. Doran by Friday, July 12, 2019. Please keep the policy and procedure handbook for your reference throughout the school year.

*I have read the class information above and understand the policies and procedures for the third grade classroom.

*Child's Name _____

*Parent Signature _____

*Child Signature _____

*Email Address for class list:

