

Classroom Routines and Procedures

Mrs. Connell’s

Classroom Handbook

September 2012

Dear Parents,

# The purpose of this guide is to help you understand how your child spends their day and to answer some questions about certain classroom routines and procedures. Please keep this handbook for reference during the year.

# As the school year progresses, I hope you will be able to spend some time in our classroom to see how we’re doing. Informal observation and interaction is always welcome during the day. There are three third grade classes this year. Although Mrs. Coronado, Mrs. Shammo and I consult each other and share the same curriculum, the contents of this handbook are applicable to my classroom only.

If you have any questions or concerns regarding this packet or anything else, please contact me immediately. I hope the information supplied will be helpful. Looking forward to a wonderful year with all of our Room Fourteen families!

Sincerely,

Genia Connell

## Classroom Scheduling

Our third grade schedule is somewhat flexible. There are planned lessons, goals, and objectives to be met everyday, however, time frames are not rigid. Generally, language arts (reading, writing, spelling and grammar) are presented in the morning with math, science and social studies in the p.m. Because of our flexibility, it is impossible to give an exact time frame of our day. What follows should give you a basic idea of the subjects we study and the procedures we follow.

## Morning Routine

8:55-9:05 **Third Graders line up at the main doors**. For your child's safety, please do not drop them off before 8:55.

9:05 **Students enter the classroom.**  Homework and homework folders are turned into mailboxes, students sign up for lunch if necessary, then take their seats and begin working on morning work which routinely includes one or two of the following: ADD or Excel/Daily Paragraph Editing/Daily Science/morning journal entry. Class begins at 9:10.

9:15 Students who did not ride a bus to school are marked tardy after 9:15.

**Lunch Count and Attendance**: Students buying their lunch have the choice each day of the specials listed on the monthly menu or a grilled cheese sandwich.

### Morning Announcements and Pledge of Allegiance

**Language Arts Block**

At least two hours each morning is dedicated to language arts. This includes word study/spelling, grammar, reading and writing. For more information on these topics, visit the curriculum section which follows.

**Also during our mornings:**

* **Special Classes:** Five days a week we have our special classes during the morning.
* **Morning Recess**: A fifteen-minute break will usually fall in the middle of the morning, except on gym days.
* **Snack**: Students eat their healthy snack at their desk, usually before recess. Students have been advised they should be selecting and packing their own healthy snacks. We’ve discussed making choices, what’s bad, what’s good, what’s best. Encouraged snacks include fresh or dried fruits and vegetables, cheese and whole crackers, popcorn, yogurt, low sugar cereals and other whole grain products.

**Lunch**: Third grade has recess then eats lunch. The lunch period lasts from 12:20-1:00. Students are in the lunchroom eating 12:40-1:00 if you would ever like to join your son or daughter for lunch.

**Afternoon Routine**:

**Read Aloud**: I read one to two chapters aloud per day from a chapter book. Many students enjoy bringing in the books I am reading so they can read along. Some titles we will be reading this year include *The Tale of Desperaux,* *Bunnicula, Indian in the Cupboard, James and the Giant Peach, Sign of the Beaver, The Whipping Boy, Wayside School is Falling Down, Shiloh and The Mouse and the Motorcycle.*

**Math 1:30-2:35**: We continue the Everyday Math Program in Third Grade. This spiraling approach touches on many different math concepts with mastery expected at different points. Homelinks come home with most lessons. Parents should guide students through Homelinks, checking them over before they are put into backpacks. Excel math sheets help reinforce and practice math concepts in a more traditional manner.

Students should arrive in third grade having mastered their basic addition and subtraction facts. In third grade students are expected to learn their basic multiplication and division facts.

**Afternoon Recess 2**

**2:50-3:55**

**Social Studies:** This year we will be studying Regions of the United States.We will also be reviewingour own local community, the county, and other communities around the US and world. We will be looking at all these areas with respect to history, civics, economics and geography.

**Science**: Our units of this year are life cycles of plants and animals, earth moon and sun, the water cycle, and measurement. Students will also be conducting experiments using the scientific process.

**Computers**: We use the lab and portable laptop lab for various lessons at least once a week.

**End of Day:**

* **Daily Wrap-Up**: Students fill out their homework sheets and classroom jobs are completed.
* **Dismissal:** Walkers and bus students are dismissed at 3:57. If there is a change in normal end-of-day procedure, a note must be sent for safety reasons.

**Other Information:**

**Absences**:

* Illness: If your child stays home, please call the school office to inform them. An answering machine will pick up the message between 4pm and 9:15am. **School policy says make-up work will not be sent home unless the absence exceeds two days.** Work will be made up in school, with assistance, during class times.
* Vacations during school: Please notify me at least two weeks in advance. In accordance with school policy, books will not be sent if the student is on an extended vacation, although another assignment (i.e., keep a travel log) may be given.

**Backpacks**: Every student needs to have a backpack in school everyday. Names should be clearly labeled and easy to find. **Please make sure your child’s backpack is emptied everyday.** Notes and forms are often sent home which need to be read in a timely manner. Students are encouraged to pack their own backpack in the evening before bedtime and place them by the door, ready-to-go.

**Birthdays**: All third graders love sharing their birthdays with classmates. We celebrate birthdays at the end of the day, usually around 3:40pm. Birthdays falling on weekends can be celebrated the Friday before or the Monday after, or whatever day is most convenient for you. Summer birthdays can be celebrated as half-birthdays if the parents wish. The best time to bring in all birthday treats is before school or during lunch. If you need to bring in a treat during class times, please leave it in the office. Also, please remember napkins for treats that may be messy such as cupcakes, cookies or brownies. Actually, all foods are messy for third graders!

**Book Orders**: Approximately once a month, 2-3 book orders will be sent home. They are usually due within a week. These books make nice additions to at-home libraries and are great for the independent reading we do in class. Students are also encouraged to read at least 20 minutes at home each day.

Some things to look for should you decide to order from the book club:

* The Newbery Award is given to the best children’s book published the previous year. Newbery Honor books are runners-up.
* The Caldecott Medal is awarded to the children’s book with the best illustrations published the previous year. Honor books are runners-up.

You can order books online and pay by credit card. They will be delivered to the classroom. If you prefer to send the order in, please write your child’s first and last name on each order form. All orders sent to school should be paid for by check made out to Scholastic.

NOTE: If you would like to purchase a book as a gift for your son/daughter, let me know and I will get it to you “secretly”.

**Change in Routine**: If your son/daughter will be deviating from their normal routine, such as being picked up early or riding the bus home with a friend**, please let me know with a written note or email sent before lunch.** For safety reasons it is very important that we know where the children are headed after school. It is school policy that children must follow their normal after school procedure if they do not have a note.

**Do not call voicemail to leave messages**, as I often do not check it until the end of the day after students have left.

**Clothing**: The climate in the room is automatically controlled by the outside temperature (in theory!). It can be chilly in the early fall and spring when the air-conditioning is running strong, so children may want light sweaters/pullovers.

Because we do go outside all year long it is important that your child be dressed for the weather. Hats and mittens/gloves are a must when the temperature dips. Please label all outerwear with names, especially boots and snowpants, which are required to play in the snow. It is not uncommon to have three or four pairs of boots/snowpants the exact same style and color.

**Communications**:

* Notes: If you are sending a note to me via your child, please remind him/her before leaving home. Many a note has grown outdated, forgotten in the bottom of a backpack.
* Voicemail: Our classroom phones are turned off to outside calls during the schoolday. Any calls made during this time or when no one is available to answer the phone will go to voicemail. I will normally check my voicemail before and after school. Please do not leave any “urgent” messages that I must receive before the end of the school day. Those calls should go to the Leonard Office.
* Newsletters: To keep you informed of what is going on in Room 14, I’ll be sending home periodic newsletters with information concerning the past and the upcoming weeks. If your child has done something noteworthy, and you would like to share it with the class, let me know and I will publish it in our newsletter.

**Homework:** The first day of each week, students will be given a homework assignment sheet to fill in and follow. Spelling words for the week are printed on the back of this sheet. Students can expect to have 30 minutes of homework approximately 4 nights per week. Additional homework may result from work not being finished in class. We will have approximately three to four projects this year that may also require minimal independent home time to complete. Homework is due at the beginning of class. Late homework will be finished in class during recess periods.

**Field Trips**: You will receive a schedule of planned field trips soon. This year we plan to visit the Morley Factory, experience Maple Syruping at the Nature Center and spend a day visiting Greenfield Village Outdoor Museum. Many of the field trips have a small fee. If you would like to pay by check, please make your check payable to “Troy School District.” Please do not make checks payable to Leonard Elementary or the PTO. Field trips are not a required part of the curriculum and your child will not be evaluated based on attendance.

**Library**: Our class has library on Thursday mornings. Favorite or unfinished books can be renewed but "forgetters" are not allowed to check out another book. Children are responsible for remembering books. Do remind them it is library day but please do not bring forgotten books in for your son or daughter. They can bring them in the next day and check their book out then.

**Medicine**: If your child needs prescription or over the counter medicine while they are in school, short or long term, please bring it to the office. They will make sure it is administered at the proper time.

**Student of the Week**: Starting next week, we will institute our "Star of the Week." Our star student will be spotlighted so we can get to know him/her even better. On the first day of your child's week please send in the completed student poster, and a few photographs your son/daughter has helped select. Students may also bring in awards, certificates, favorite objects, anything that is significant to their lives. Very good care will be taken of all items and everything will be returned safely.

Celebration Friday: When a student is our Star of the Week, they may bring in a “Celebration Treat” to share with the class that Friday. This is definitely optional. We use this time to discuss what we have learned the past week and where we are headed the next week.