



Policies and Procedures

for Mrs. Ferrell and Mrs. Opperman

SCHOOL INFORMATION:

Rhea Central Phone: 775-7842

Mrs. Ferrell: Room #199 (Math) • Mrs. Opperman: Room #205 (Reading)

Mrs. Ferrell's Contact Information:

Email: mrs@ferrellweb.com

Website: www.mrs.ferrellweb.com

Google Cell Phone: 205-677-3373 (that's 205-MrsF-3RD)

Mrs. Opperman Contact Information:

Email: oppermanj@rheacounty.org

The best way to contact us is through written notes and digital messages (as either method does not interrupt our teaching time with your child). Our email accounts are professional, so please do not send us "email forwards" or include us on mailing lists.

LUNCH and BREAKFAST

Lunch & Breakfast will now be provided to all students at **no cost**. Additional snacks will be available for purchase in the lunch line. (These range from \$0.25 to \$0.50)

DISTRICT DRESS CODE (ELEMENTARY)

No wrestling shirts, unnaturally dyed hair, mohawks, or indoor hoods/hats. Bottom-wear must be worn at waist and be an appropriate length. No clothes with inappropriate sagging, messages, or holes. Underwear is not to be worn as "outerwear."

SCHOOL - TO - HOME COMMUNICATION

Daily: take-home folder, graded papers, homework, notes home, website, online grades

Weekly: newsletters, Language Homework (comes Monday due Friday)

Monthly: Parent Engagement Night (PTO Night), Lunch Menus

Mid 9-Weeks: Progress Reports, individually scheduled conferences

Every 9-Weeks: Report Cards, Honor Roll Submission

Yearly: TN Ready Test, promotion/retention notices, 2 parent/teacher conferences, Carnival, Field Day

TAKE-HOME FOLDER:

Your child's take-home folder contains information we wish for you to review daily: graded work, homework, multiplication sheets, grade reports, and notes home.

GRADED WORK

Look at your child's graded work (in folder) to see his/her academic progress.

Math and Language papers will come home daily. Certain tests will come home weekly.

Please remove all work in the pocket "stay at home." Please complete, sign, and return all documents in the "return to school" pocket.

BONUS POINTS: This is not "extra credit"

Responsibility and initiative are reflected in the overall grades of the students. Students who go above and beyond what was asked on their **daily** work may be awarded bonus "brownie" points.

Behavior - Class Dojo

The entire third grade will be using an online program called "Class Dojo" to track daily behavior of the students. Students will be awarded positive points for great behavior and receive negative points for behavior that needs to be corrected. We will be sending home documentation about this great program during the first week of school.

3rd Graders Switch Classes

This year, your child will be switching classes between two teachers. Mrs. Ferrell will teach Math and Social Studies. Mrs. Opperman will teach Reading/Language Arts and Science. Your child will switch classes in the morning and return to their Homeroom teacher before lunch. Homeroom teachers will be taking students to/from lunch, recess, and pullouts.

GRADES

We have no greater desire than to see all of our students succeed and thrive in third grade, and we have only the **highest expectations** for all work completed in our classrooms.

*** Single Checkmarks and Smiley faces are not Recorded**

Single checkmarks or smiley faces on papers indicate a completion grade that is usually **not** recorded in the grade-book. [These papers are often done with the teacher or group.]

*** Failed Math Papers**

Failed Math papers must be redone at home, signed, and returned to school the next day for a maximum grade of D- (70). It's **always** in your child's best interest to correct mistakes. A maximum of one grade is usually dropped per subject per 9-week quarter.

*** Math Papers corrected in class**

To ensure that students master all of the material, math mistakes are corrected immediately. When a math paper has been entirely fixed, a checkmark of approval will be placed **next** to the grade.

Example: 84 ✓ shows a fixed paper that is receiving an 84 grade.

*** Incomplete Papers**

All papers are graded as-is. We will write a small "i" next to grades of incomplete papers that can be completed at home and returned the **following day** for *partial* credit.

Example: **34i** indicates a paper that will receive a 34 unless it is completed and returned.

MAKE-UP WORK: given to students when they return to school

Students will make up work **at school** (during study island or other available time) **ONLY** after receiving **lesson instruction** from the teacher.

(Exceptions to the make-up work rule may be made **only** for students going on extended/short term family trips and have notified us at least 3 days in advance, or are temporarily homebound). All make-up work must be completed by 3 days following the student's return to school, or by the last day of the 9-weeks grading period, whichever comes first.

Class time is very valuable. When your child is absent, he/she is missing out on learning opportunities that are **impossible** to "make-up" with a mere assignment. We maintain the right to give alternate but equal instruction, assessments, or assignments to all students who are absent from our instruction.

Late Work/Missing Work:

Projects and papers receive a reduction of one letter grade per day late. Late, lost, or missing assignments -- including those sent home as "make-up" work (and never returned) -- automatically receive a zero after 3 days.

We will not make nor send home copies of such assignments or alternate assignments.

POWERSCHOOL: get grades /anytime/ online!

Want to access your child's grades on a daily basis? We post all grades to the school's secure PowerSchool grade-book program. Log-in to PowerSchool online and access your child's grades from any internet accessible computer! [You will have to visit the office to get a PowerSchool username and password for your child.]

WEEKLY NEWSLETTERS:

Newsletters are sent home weekly and contain spelling lists, reading vocabulary, math facts, and other information that you need to know concerning our daily classroom. (These are located in a clear page protector in your child's folder.)

ADDITIONAL CONFERENCES AFTER SCHOOL:

If you wish to have a parent/teacher conference in addition to the ones set on Rhea Central's agenda, please **contact us** and we will set one up for you. We are available most days directly after school. We will occasionally tutor after school or plan with the other 3rd grade teachers, so please be sure to notify us at least one day in advance.

TARDIES

We are teaching at **8:00AM** every morning. Be sure that your child is on time to our classes. If your child is late, he or she has already missed out on valuable class instruction. Alternately, students who arrive punctually at 7:45am will receive special learning opportunities and will have the chance to earn small incentives.

CHECKOUTS

Our class day is limited. Your child will be instructed from 7:45 AM until 3:00 PM every single day. Please try to schedule appointments, meetings, or family outings until **after** this time. If you know in advance that your child will be checking out early, please send us a note so we can prepare your child ahead of time.

Students who check out **before** 11:00AM—and do not return—are counted as absent on permanent records for the entire day. If students check-out before attending all scheduled classes, they will be marked absent for all classes that they miss.

If your child checks out before homework is assigned, the assignment can be gotten from a classmate or completed as make-up work the next day. If your child needs help on an assignment, please write us an email or note.

SLEEP

Students should get plenty of rest every night to be alert and ready for school. Students who do not get enough sleep are not attentive in class and suffer academically and physically. Please schedule bedtimes to accommodate the sleep needs of your child.

HOMEWORK:

Math or **Social Studies** homework is assigned **every** night.

Language Arts homework is weekly. It will come home on Monday and is **due** on Friday.

The purpose of homework is to provide the students a way to practice skills in a different and meaningful environment. It also allows students some reflection of the day's work, while also providing a lesson in responsibility. A typical homework assignment should take the student between 5 and 20 minutes to complete.

If you have specific concerns regarding your child's homework or ability level, please contact us and we will try to work with you on that issue. Homework is not designed to take away valuable family time.

Badges & "Brag Tags"

A separate flier is coming home in this "Welcome to 3rd grade" pack that illustrates how **badges** are being incorporated (both in physical and virtual form) in 3rd grade this year. Badges display the achievements of each child as they progress in their learning. They are meant to not only be a motivator, but also to establish a meaningful connection between work being performed at school and recognition at home. Parents are encouraged to share the students' badge pages with friends and family.

If you have any question concerning how badges are integrated into the curriculum, please contact Mrs. Ferrell.

T.N. Ready TEST & TCAP Test

The 2016-17 TN Ready Test is replacing the former "TCAP Test." It is a compilation of 3 paper tests that cover every skill that should have been mastered in 3 subjects (Language Arts, Math, & Science). Each test is broken up into several shorter parts taken across several days.

The math test has a fluency portion for math facts (no calculator allowed), a skill portion (multiple select, short answer, drawing/labeling types of questions), and a performance task portion (requires the student to solve a very complex grade-appropriate problem with multiple sections).

The Reading/Language Arts Test is broken up into 4 parts. Students begin with a writing test (students write based on a prompt) and finish with three smaller reading comprehension and skill based assessments.

Science will still be tested in TCAP multiple choice format.

There will be a Social Studies Pilot test towards the end of the year.

To ensure your child's success during the testing period—and in 3rd grade, please help him or her by: checking homework & grades, encouraging reading fluency, ensuring punctual school attendance, and establishing appropriate bedtimes to allow for a restful night of sleep.

Please **sign** this area **and return** this bottom portion to school with your child:

I have read and understand Mrs. Ferrell's & Mrs. Opperman's policies and procedures. I understand that this list is tentative, and that they maintain the right to add, retract from, or change any policy or procedure.

Child's Name: _____

Parental Signature: _____ Date: _____

Do you have a smart Phone? _____ Phone Number: _____

Email Address: _____