



22-23 Third Grade Handbook

Olson Elementary: 972-562-1800
Please call the number above to notify
the office of any absence.

Should you have a concern or question, please do not hesitate to contact your child's teacher. E-mail is the preferred method of communication as we are busy teaching during the day.

SAFETY FIRST: For the safety of those within the school and to avoid disruption of instructional time, all visitors must first register at the receptionist's desk, obtain a visitor's badge, and comply with all applicable district policies and procedures (including presenting a driver's license). Parent conferences need to be scheduled in advance with the classroom teacher.

GREEN Folder: Parent-Teacher communication is essential to effectively support students. With that in mind, third graders will have a **green folder** that will come home each day. In the green folder we will have important dates and events each month. Weekly homework will also be sent home in the green folders on Monday. A stamp or smiley face on the calendar indicates a great day. We know mistakes happen, so the first consequence is a verbal warning. Subsequent consequences will result in a note in their folder. Each student is expected to have his/her parent check and sign their folder EVERY day. Parents may also write notes to the teacher in the folder. Please remind your child to show the teacher any notes when they arrive at school, so no information is overlooked. This is important because if there is a substitute, emails will not be read by the substitute teacher. Also note that due to meetings during planning periods and occasional computer outages, teachers cannot always read email before the end of the school day.

Homework: Homework will be sent home every Monday in your child's **green folder**, and should be returned **EVERY** Friday. As third graders, they are expected to do 30 minutes of homework a night. (15 min. of Reading, and 15 min. of Math.) If a student is busy one night, they can make up their time on another day. The homeroom teacher will explain the weekly homework to their students. If you have any questions feel free to email your homeroom teacher.

THURSDAY FOLDERS: Thursday Folders contain graded work. The folder is sent home on Thursday and should be returned empty on Friday.

GRADING: While concepts are being introduced, assignments may not have a numeric grade. You may see stickers, check marks, or smiley faces. Your child's grades reflect neatness, quality of work, ability to follow written and oral directions, ability to turn assignments in on time, and ability to demonstrate understanding of concepts. We may use rubrics or checklists. Student journals will be used for assessments as well. Conduct grades are based on behavior both in and out of the classroom.

OTTER TIME: All third-grade students will participate in small group instruction based on their needs. Our OTTER time is from 10:15-10:40 each day. Attendance is crucial so that they can get the instruction they need.

ABSENCES AND TARDIES: The majority of the learning that takes place at school is through teacher instruction, classroom discussion, student interaction, and activities. Therefore, it is extremely important for your child to be at school and on time. Supervision begins at 7:30 a.m. For safety purposes, students may not be dropped off prior to 7:30 a.m. School begins promptly at 7:50. Students arriving after 7:50 need to arrive with a tardy slip from the office. If your child is absent you will need to turn in a note to the office within 3 school days.

SNACK: In third grade, students will have two snack times (10 and 2.) They may bring a nutritious snack to eat while learning. Fruit, cheese cubes, granola bars, trail mix, and crackers are good choices. Avoid anything that is considered a dessert item or "junk food" such as candy, or anything that must be eaten with a spoon. Please note that students may not share snacks. Students are highly encouraged to bring water bottles with sport top lids for hydration throughout the day. These are for **water only**.

BIRTHDAYS: We love the idea of recognizing student birthdays at school. It is their special day! As a grade level, we want to be consistent and fair to all students. We ask that you consider these options if you want to send treats for your child's birthday: Fun pencils, erasers, colored pens, small toys, party favors, notepads, etc. Birthday invitations may no longer be handed out at school. Invitations may be handed out at school.

LUNCH: Please make sure your child's lunch is arranged each day prior to lunch time. Parents are welcome to visit at lunch. Parents may eat with **only** their child on the stage; other students cannot join you. If bringing lunch for your child, please note that you and your child may not share food with other students. Our lunch time is from 11:20-11:50.

TOYS AND ELECTRONICS: Students should leave electronics, games, toys, and stuffed animals at home. If a student is in possession of a cell phone, it must be kept off and out of site during the school day.

Fridays: (Ketchup and Pickles) Every Friday, we will have a 30 minute block called "Fun Friday".

This will be a time to either finish unfinished work (**Ketchup**) or pick an activity to do. (**Pickles**) Students have all week to complete work in 3rd grade, but if they happen to have some unfinished work still on Fridays, they will have some extra time to complete it.

DISMISSAL: Students are dismissed according to their method of transportation.

Car Riders, Bike Riders, and Walkers: All car riders will sit in their teacher designated line and wait for their ride. Parents are asked to **pull all the way up in the line** so that we can fit more cars in the pick-up zone. If you are in the building at dismissal time, please exit to this area to meet your child in the designated spot outside. PLEASE do not meet your child in the hallway as this causes congestion and keeps other students from exiting promptly.

Daycare, Bus Riders and Kid's Club: Students will be escorted to their designated waiting area and supervised until their bus arrives or after school activities begin.

Change in Dismissal: Proper notification is needed if there is a change in the way your child goes home. Be sure to call the office and email the teacher. This is important because if there is a substitute, emails will not be read by the substitute teacher. Please let your child's teacher know your "rainy day" plan for walkers.

Upcoming Measures of Academic Progress (MAP) Testing Dates:

Tuesday, August 30- Reading MAP

Tuesday, September 6- Math MAP

Wednesday, August 31- Language MAP

Wednesday, September 7- Science MAP

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