

**Ms. Ferrell's A to Z to Third Grade**

**WELCOME to OUR.....**

**HOME**  
**Sweet**  
**CLASSROOM**

**I am so excited to teach your student this year and welcome you to your new school Carver Heights Elementary! The following pages are your A to Z guide for a successful third grade year here in Room 202! Please review and join me in making this year the best year ever for our student!!!**

- **AGENDA BOOK**

- We will be using daily agenda books and a daily folder this school year. Please plan to use this as our primary source of communication. It is the students responsibility to bring the agenda book and folder back and forth to school each day. I ask that you initial the agenda daily, attached to the folder will be a ticket tracker, this is part of our behavior plan, when you initial daily your child can write and track how many total tickets he or she has earned so far, when that number reaches a certain amount your student can spend tickets on our designated day at the school store. I will share the price list as soon as I get it so you and your student can set a goal! Students will learn this routine the first week of school.

- **ARRIVAL**

- Class begins promptly at 9:00. Students should be in their seats and ready to learn at this time. The building opens at 8:25, students will report to the classroom and check in before going to breakfast. 8:35 is considered tardy as independent work takes place upon arrival and while waiting for breakfast/return from.

- **ATTENDANCE**

- If your child is ill, please notify the school office (919-731-7222) before 10:15. In addition, without a written note upon return, the absence will be marked as unexcused. A school official will be making safety calls after three absences to guardians.
- I do understand that it may not always be possible, but being in school and on time everyday is important to each student's learning. If your child has an appointment during the day, please send a note that tells the time your child will be picked up. If your child needs to leave early for any reason, you must report to the office to sign your child out. We understand that sometimes it will be necessary to take your child out of school, yet we strongly urge you to try and schedule special appointments after the school day or on a teacher workday.

- **ASSEMBLIES**

- The school will have assemblies throughout the year. Parents will be notified about awards and parent assemblies in advance.

- **BEHAVIOR PLAN**

- Our classroom plan will follow the guidelines of our school expectations SOAR, this embodies **S**-show respect for myself and others, **O**-organize my day for success **A**-actively listen and learn and **R**-respond with self-control, following these guidelines and our established community rules and procedures will ensure a successful school year for all students in my classroom family.

- Each day a student will have three chances to earn one ticket for their behavior during a given time during the school day:

- **Ticket 1: Arrival-Reading Block**

- **Ticket 2: Midday Stretch**

- **Ticket 3: After Specials Block**

- Once a ticket is earned the student will store the tickets in their ticket pouch until a goal to spend has been met. Students will be able to see their progress through their ticket tracker and totaling in their agenda book. I too will be keeping track in case of lost tickets etc, it is more of a point system and the tickets are the tangible reward.

- Weekly totals: Any student receiving **12 or more** tickets/points will be able to participate in our Fun Friday (they keep tickets to spend, Fun Friday is point based) and choose a bonus treat from the teacher. Any student receiving **10-11** tickets/points will be allowed to participate in Fun Friday. **Less than 10** tickets/points will result in an enrichment activity based on what needs to improve for the next week

- **BEHAVIOR PLAN CONTINUED**

- A student should be able to clearly tell you why he or she did not receive all three tickets in one day. If warranted I will write a note in the agenda book or place a parent phone call with the student if time permits. Most of the time a simple correction is all that is needed, if a ticket is not earned for example in the morning because a student was talking during instruction, that student will more than likely self correct for the rest of the day and earn remaining tickets. If the behavior persists, I will follow up with a note or phone call.
- My goal is to establish a classroom community where the rights of all students instructional time is protected, while children will be children it my responsibility to maintain a safe and orderly environment for all. Therefore I have certain nonnegotiable behaviors that will result in office referrals and/or the creation of a behavior intervention plan, my nonnegotiable behaviors are: intentional physical contact with the intent to cause harm, disrespectful words to adults or classmates, inappropriate language written or spoken, continuous outburst during instructional time and repeat off task behavior. Any form of fighting, destruction of property or total disruption of the learning environment will immediately be referred to the office and parent will be contacted by administration. School minutes are precious minutes and the emotional and physical well being of the learning environment must be protected.

- **BAGS**

- Bags include purses, fanny packs, book bags (any size), sling bags , etc. Students do not need any additional bags in the classroom and will not be allowed. Bags will remain in lockers for the entire school day. If a student brings snack money he or she will of course be allowed to go to the locker to get the money, not the bag. If there is a personal nature in which a bag is appropriate that too will of course be allowed as deemed necessary.

- **BATHROOM BREAKS**

- There are four scheduled bathroom breaks during the school day, each student should try and use the restroom at designated supervised and safe times. Students will not be allowed to use the restroom during direct instruction (I do this in 15-20 minute chunks) unless it is a true emergency, I know they happen. Individual bathroom breaks can certainly happen during independent work time as needed, however adjusting to our schedule will be the most beneficial to students, especially when testing season arrives. If there is a medical condition please provide a doctor's note and I will certainly accommodate. If a student leaves the classroom everyday for a personal bathroom break, allow 8 minutes to go and multiply that by 5 days and it is 40 minutes of instruction, that's time for a whole new skill to be introduced! Our bathrooms are spread across the building and require travel time as well as no guaranteed adult supervision!

- **BIRTHDAYS**

- Third graders enjoy celebrating their birthdays at school. However we will not be able to have classroom parties. I will honor your student on their special day and if you would like to send a class treat for Fun Friday snack that week contact me.

- **CANDY**

- Candy and snacks are not to be brought into the classroom. If it is for a Fun Friday bring a snack day it is to remain in student book bag unless there is enough for the whole class, then the student can deliver it directly to me.

- **CELL PHONES**

- Student use of cell phone during the school day is not permitted. If brought to school phones are to remain in the student book bag in locker and turned off. Any cell phone that is seen will be taken to the office and parent/guardian will need to come and collect. I will not hold phones for students during the day, if a student brings a phone I would advise him or her not to advertise that they have it because they do not come into the classroom and lockers are not locked.

- **COMMUNICATION**

- The best way to get reach me is by writing a note in your student's agenda, through my email: [vivianferrell@wcps.org](mailto:vivianferrell@wcps.org) or through messaging on Class Dojo, I will check it at lunch. Once our routine is more established I will set up a time for after school conversations.

- **DISMISSAL**

- School is dismissed at 4:30. Third Grade classes will dismiss from the side doors for buses. Car Riders will be dismissed from the back door, the parking lot on Dillard Side

- **EMERGENCIES**

- Please make sure we have current and correct emergency information on file. If your address, phone number, or job changes let us know as soon as possible. If an accident were to occur, we want to be able to reach you promptly.

- **EXPECTATIONS**

- I expect my students to be safe, respectful, and responsible.
- I expect my students to complete all assignments with best effort.
- I expect my students to ask for help if needed.
- I expect my students to take the business of school seriously.
- I expect my students to be a part of our community of excellence

- **EYEGLASSESS**

- If they wear them tell me!!! If you think they might need them let me know and I can have the nurse complete a vision screening.

- **FIELD TRIP**

- Permission slips must be returned for your child to attend activities off of school grounds. These days are always fun and exciting!

- **GRADES**

- Not everything your child does will be for a grade. I am going to try to make sure that grades are updated every weekend. Progress Reports will be sent home regularly, the first being September 19. See handout that will help explain your student grades. I will be showing the same handout the first few days of school. At this age, the students do not understand what each grade or percentage means.
- Please also note that students are expected to work at grade level independently and consistently. Growth is not the same as mastery and grades will be reflected as such based on third grade standards. Above grade level would mean a third grader is doing fourth grade level work accurately and consistently. A student reading at a second grade independent level is not at grade level so although work may be accurate it is not on grade level, and report cards will reflect this.
- The majority of grading will come from independent testing on third grade material

- **GUM**

- NO GUM ALLOWED, I will occasionally reward positive behavior with a gum day, however it is not to be brought to school nor is it allowed on the school bus, unless otherwise told by the driver.

- **HATS AND HOODS**

- Per policy these items are not to be worn inside the school building or classroom. Unless there is a designated hat day for school spirit!

- **HOMWORK**

- When your child is absent from school, I will send home the work that is to be completed and returned to school. The policy on missed work is the student receives one day to complete the work for each day missed. Please see that your child finishes the work and returns it by the due date.
- **Daily:** I will send homework **for the week each Monday** unless it is a holiday or special assignment I feel is necessary for support, homework is an expectation and is **due on Friday**. (I will not check before Friday to allow flexible scheduling for you, however if help is needed please note in agenda)
- Homework is an **extension of the classroom** and will be reviewed and rubric scored as **they can receive adult support** at home and it is not independent practice, an **average** homework grade for each nine weeks will be recorded on the last Friday of the nine weeks in the grade-book

- **INDEPENDENT LEARNERS**

- In Third Grade the students should become more independent with their work. I, or another adult in the room, will help the students who need it but this is the grade where they do a lot of things on their own

- **iPAD**

- We are fortunate enough to have a device for each student, With this privilege comes rules. Devices must be handled properly and used at the direction of the teacher. Any misuse will result in loss of privilege and disciplinary action if necessary.

- **JACKETS AND SUCH**

- Our classroom temperature can change as fast as the weather outside. A light jacket or sweater may be a good thing to keep in your student's locker at school. No heavy coats will be allowed to be worn in the classroom nor will the hoods on jackets or hoodies.



- **JOBS**

- I will rotate students daily and have one special helper a day, this is done in numerical order. If a student is absent they will have a turn when their number rotates again.

- **KEEP**

- Please keep in touch with me, days are long and filled with students and meetings but knowing about your student and anything that may impact him/her is important to me!

- **LUNCH**

- Our class will start eating at 11:00 and finish at 11:20, snacks may be purchased in the cafeteria but outside food and drinks are only allowed if a full lunch is packed or there is a documented food allergy.
- Water and milk are available at each meal served at school
- Packed lunches, if you are planning to pack a lunch for your student please note that students do not have access to a microwave

- **MEDICINE**

- If your child needs to take any kind of medication during the school day, it needs to be kept in the office, in the prescription bottle. Exceptions may be made for inhalers and Epi Pens to remain in classrooms, as long as the proper paperwork is on file. Students must have doctor's orders on file in the school office. No cough drops or over the counter medication can be sent without doctor's note

- **MISSING WORK**

- Third grade students will be notified of missing assignments in all subjects weekly it will be their responsibility to use time wisely to finish or take home to finish, they will be given two gentle reminders and it will be noted in agenda for you to see.

- **MONEY**

- Money is only needed at school for a snack at lunch, no more than \$1.00 is necessary. On the occasion that there is a Book Fair or something I would suggest that your student inform me and me only that he or she has money to spend so I can plan accordingly. All monies for field trips, fundraisers, school pictures, etc., will be collected first thing and a receipt will be placed in the daily folder. If you are sending money to school or plan to bring it yourself it will not be collected after instruction begins. If money is **necessary** for an after school activity I would advise teaching your student to not advertise they have it as lockers are unlocked during the school day. I know students get excited about birthday money etc but bringing it to school only risks it getting lost or taken. I will not hold money for students because I do not have a place to secure it.

- **MUSIC**

- Students participate in music class on a rotating schedule, holiday concert information will be shared as I receive it.

- **NURSE**

- If your child says that they are not feeling well, I or another teacher will be sending them to the school nurse. If the student meets the guidelines of calling parents, she will be the one who calls to let you know that your child is not feeling well.

- **OFFICE**

- Please contact the office if your child will be absent, for a transportation change (must be in writing), address change, and pick up authorization. 919-731-7222 is the phone number.

- **PARTIES**

- We do not have individual student birthday parties. We will have a winter celebration and end of the year celebration. We will also have Fun Fridays for students meeting weekly behavior expectations. Celebration will also occur when our class reaches the required amount of spirit links in our classroom chain, At the end of each nine weeks students that met behavior expectations (80% of tickets out of the daily three) will participate in a school wide celebration, students that did not will be participating in a character education activity.

- **P.E.**

- Will occur on a rotating basis in conjunction with health class. This is not a recess time. It is a class, and it is important that your child takes part in this learning experience. If your child wears sandals or boots to school make sure he/she brings a pair of tennis shoes. If for some reason your child cannot take part in recess and PE, we must have a written note from you stating this. If we do not have a signed note, your child will be expected to participate. I will inform you of our special schedule when I receive it.

- **PERSONAL ITEMS**

- Items such as individual sanitizer, lip gloss, lotion, hair brushes, false nails, cologne, body spray, make up, etc., are not needed in the classroom and should be left at home. If they are brought to school they should remain in the book bag. If they are seen in class or any other time of the day they will be collected and returned to the parent. Lip balm is fine as I know chapped lips are no fun, as long as it is not a distraction and not shared. Other hygiene items can be addressed on as needed basis in private conversation.

- **PTO**

- Please plan to join PTO - let's see if our class can have 100% membership! They do a lot of wonderful things for the students. Meetings will be announced.

- **QUESTIONS**

- Again, if you have a question for me or a concern, the best way is to email me at [vivianferrell@wcps.org](mailto:vivianferrell@wcps.org) or writing a note in your student's agenda book. Phone calls will not be put through to the classroom during the instructional day. I will check Class Dojo at lunch and before 9:00 the next school day. Third grade is very different from K-2 please don't hesitate!

- **RECESS**

- We will have a recess each day. Weather permitting, recess will be outside in the sunshine and fresh air. Please dress students appropriately for North Carolina's changing weather. On rainy, extremely hot or cold days, or in the event the night before weather soaked the playground indoor recess will be held

- **REFERRALS**

- It is my goal to avoid discipline referrals however my nonnegotiable behaviors are firm.
- Academic, if after ample amount of time has passed and a student needs more academic support I will refer that student to our MTSS team so interventions can be put in place for individual success.
- Counselor referrals will be given to students that seem to need more social and emotional support, as well as given for students who may be excelling in leadership and can be a support and role model to others
- Attendance, chronic absences and tardies will be sent to the attendance committee for further evaluation.

- **SNACKS**

- If individual snacks are permitted for a certain day or activity such as Fun Friday I will let you know via agenda book. Snacks may be purchased from the cafeteria at lunch time or brought as a part of a whole lunch but will not be allowed in the classroom. If needed for an after school activity they will remain in the student book bag in locker for the school day. Of course medical issues with documentation will be permitted.

- **SUPPLIES**

- There are some class projects during the school year in which I might ask for additional supplies on a volunteer basis. I appreciate any contributions you can make. Daily materials are very important to success in school, please be sure your student maintains his or her supplies throughout the school year.

- **TESTING**

- Yes, third grade is the gateway to academic standardized testing.
- Tests are the majority of your student's report card grades and must be taken seriously. Mastery of third grade content is grade level.
- Students are expected to pass the End of Grade Reading test in order to be promoted. Students that do not pass will be required to attend summer reading camp, and may only be placed in fourth grade
- Students that come to third grade reading below grade level are still expected to pass the test.
- Yes, there is a lot of testing and test preparation that takes place in third grade.
- I know **every student will make growth** this year, and that is what matters most. However, growth is not the same as mastery in grading of assignments and test.

- **TOYS**

- Please do not allow your student to bring any toys, games, electronics or cards to school. They are not allow to bring them outside to play with. On special days students may be allowed to bring items, I will send a note when this is appropriate.

- **UNDER THE WEATHER**

- If you child has a fever, your child will need to stay home for at least 24 hours of being fever free, with no medicine. Same goes for when your child is throwing up or has an upset tummy. Be sure to send a note,

- **VISION**

- My 20/20 vision for my students is that they gain self respect and take pride in the education presented to them. I want them to set goals and reach them. Better to best, nothing less.

- **VOLUNTEERING**

- I welcome and appreciate your time! If you are willing to help with class prep such as cutting materials, preparing our math manipulative, supply support for day to day and celebrations just let me know!!! If you want to work with students you will need to go through the volunteer registration process, I will happily direct you to the appropriate person.

- **WATER**

- Students may bring a water bottle to school to keep in the classroom as long as it has a "pop-up" top or twist on lid, please do not freeze water as the condensation messes up the desk and student work. Water is not allowed when we are using our iPad and if it becomes a distraction for the student the policy will change.

- **"X-TRA" DONATIONS**

- We will always need tissue, hand sanitizer and cleaning wipes so we can try to help keep the germs away!
- Pencils and paper will forever be appreciated.
- If you would like to volunteer to send a class treat for Fun Friday or just treats for the classroom candy jar and prizes for the treasure chest let me know! Good candies to send are Smarties and Lollipops

- **YOU**

- Your support in this transition grade will be the greatest tool for your child's success in third grade. I am looking forward to building relationships with your family and student!

- **ZZZZZZ's**

- Please make sure your child gets plenty of sleep. If your child does not sleep well, learning will be difficult for him/her.

Thank you in advance for your support in making this the sweetest year yet!

