**Third Grade General Information**

Welcome to Third Grade! It is exciting to be in a new grade. We are looking forward to getting to know every one of you throughout the upcoming year. Please review the following information regarding the procedures for our classroom.

**Agendas** – We communicate daily through the agenda. Inappropriate behavior will also be noted in the agenda by both teachers. These notes will require a parent signature. *Please* make sure you review the agenda with your child and read all of the Highland Creek Elementary School information listed within the agenda.

**Transportation Changes-**Any changes to your child’s afternoon transportation arrangements **MUST** be put in writing. In addition, please understand that teachers may not have access to emails throughout the day. Any last minute changes must be made through the front office. If changes are not submitted, your child will go home as usual.

**Homework** – Students will have thirty minutes of reading and fifteen minutes of additional math practice each night. Math homework should never exceed fifteen minutes of homework per night and should be completed independently. If your child is unable to complete the assignment in the allotted time due to academic ability, please let us know in writing.

**Behavior** – Highland Creek Elementary School utilizes a school wide behavior system called PBIS. It is a system based upon positive reinforcements. Students can earn blue bees for individual behavior and green bees for class behavior.

**Thursday Folders** – All children will receive a Thursday Folder. Information from the school, PTA and corrected papers will be sent home in that folder. Please remove all papers from the Thursday folder and return the folder promptly on Friday.

**Recess** (PAT) – We have recess every day that weather permits. Please dress your child appropriately and mark all clothes with your child’s name.

**Grades** – This is the first year your child will be receiving letter grades instead of numbers. CMS uses a 10 point system for assigning grades. An A is 100-90, a B is 89-80, a C 79-70 etc.

**Schedule** –Please see your child’s class schedule for specific lunch time. Recess will occur after lunch. Please see your child’s homeroom teacher’s web page for additional schedule information about special area classes.

**Field Trips-** You will be notified when 3rd grade is planning a field trip. It is highly recommended when paying for the field trip to use the school’s online payment system. You may find this link on the school’s homepage. Online payments save you money! If you are unable to pay online, exact change is required for all payments.

**End of Grade Testing** – This will be the first year your child takes the EOGs. The EOG testing window always takes place within the last ten days of school.

**Contacting the Third Grade Team** – Please feel free to contact us whenever you have a question or concern about your child. Email is the preferred form of communication. Please contact your child’s block teacher for specific questions regarding curriculum or assignments.

**Personal Items** –At times during the year students will be given opportunities to bring in and share items special to them. For the rest of the time we would ask that students leave their personal items at home as these items can become a distraction.

**Snack** – Students may bring a snack to eat at the start of block one. Please know that sharing food is prohibited due to allergies. Snacks should not require utensils.

**Birthdays** – If your child is celebrating their birthday during the school year and you would like to bring in a treat for the class, please let us know several days ahead of time. Please contact your child’s homeroom teacher for arrangements. Due to allergies, all treats **must** be store bought and peanut free.

**Allergies – If your child has ANY kind of allergy, please let your homeroom teacher know immediately.**

We are looking forward to working with all of your children. We know this is going to be a wonderful year!

Sincerely,

The Third Grade Team

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