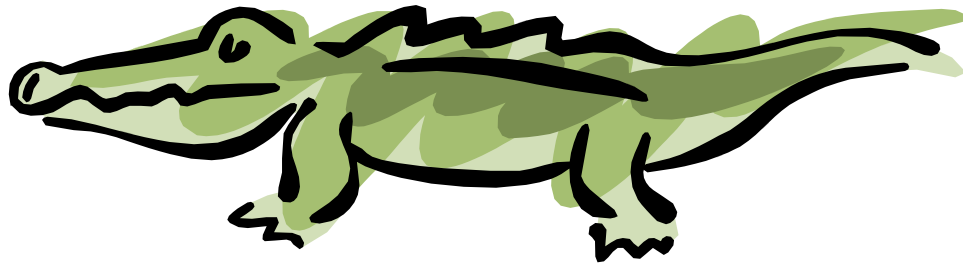


# OUR DAILY SCHEDULE



<b>7:15-7:45</b>	<b>ARRIVAL- Please go to the Gym</b>
<b>7:45-8:00</b>	<b>MORNING MEETING</b>
<b>8:00-8:35</b>	<b>DOL &amp; GRAMMAR</b>
<b>8:35-9:25</b>	<b>SPECIALS</b>
<b>9:25-9:35</b>	<b>SNACK &amp; READ ALOUD</b>
<b>9:35-10:45</b>	<b>READING</b>
<b>10:45-11:45</b>	<b>MATH</b>
<b>11:45-12:15</b>	<b>LUNCH</b>
<b>12:15-12:45</b>	<b>RECESS</b>
<b>12:45-1:15</b>	<b>WRITING</b>
<b>1:15-2:40</b>	<b>INTEGRATED</b>
<b>2:40-2:45</b>	<b>LINE UP FOR DISMISSAL</b>



# SPECIALS SCHEDULE

8:35 - 9:25



TEACHER	MONDAY	TUESDAY	WEDNES.	THURS.	FRIDAY
Holdridge	Fitness Music	PE	Music Fitness	Art	PE
Jordan	Music Fitness	Art	PE	Fitness Music	PE
Huffman	Art	PE	Fitness Music	PE	Music Fitness
Cain	PE	Music Fitness	Art	PE	Fitness Music
Wilson	PE	Fitness Music	PE	Music Fitness	Art

A Reminder From the Specials Teachers: Please make sure that your child is wearing the appropriate shoes on the days they are in Fitness and PE.



# COMMUNICATION

## VOICE MAIL

If you need to speak with one of the third grade teachers, you can leave a message on our voice mail. Use Gullledge's direct number (469)752-1300 and then select the teacher of your choice to be connected to their extension. However, DO NOT leave your child's teacher a voice message concerning changes in transportation for the day, doctor appointments, etc. because voice messages will not be checked in time to deliver the message to your child.

## EMAIL

Another convenient method of communicating with your child's teacher is through the e-mail system. The individual e-mail addresses are also posted in the third grade section of the Gullledge web page.

### E-MAIL ADDRESSES

Heather Cain	Heather.Cain@pisd.edu
Briget Holdridge	Briget.Holdridge@pisd.edu
Kyndra Huffman (TL)	Kyndra.Huffman@pisd.edu
Kara Jordan	Kara.Jordan@pisd.edu
Alicia Wilson	Alicia.Wilson@pisd.edu

### SCHOOL PHONE NUMBERS

(469) 752-1346
(469)752-1348
(469)752-1349
(469)752-1345
(469)752-1347

## THURSDAY FOLDER

Every Thursday, each third grade student will bring home a "Thursday Folder." This folder will contain your child's work completed during the preceding week. Please see that your child returns the signed folder on Friday. The third grade teachers rely on this means of communication to let you know how your child is doing on a weekly basis. Also included in the folder might be notes from the office, and possibly a "YO" packet (Youngest/Only) if your child is the youngest or only child attending Gullledge.

Furthermore, each month, the Thursday folder will contain the third grade newsletter to keep you informed of important events going on in the grade level, upcoming curriculum, and testing dates. Remember that this is the primary source of weekly communication, so please check your child's folder to be current on the happenings in third grade!

## GOOD RULE OF THUMB

Always check with your child's teacher FIRST about concerns. Teachers like to be informed and will be glad to visit with you. The team leader and the principal will be glad to assist when needed.



# GENERAL INFORMATION



## TRANSPORTATION

Your child's teacher needs to be informed of changes in daily transportation. Your child will only be allowed to leave with people who are designated on your child's emergency card unless a note is sent to request a change for the day.

Furthermore, your child is not permitted to ride another bus unless PISD's bus transportation department gives permission.

## MEDICINE



If your child needs to bring medicine to school, including cough drops, please fill out the appropriate medicine request/information sheet with the school nurse. Have your child bring the medication to the school nurse upon arriving to school. NO medicine will be allowed in the classroom.

## CAFETERIA

Children are always excited to have you come and spend their lunchtime with them. Therefore, on these special days, you are their friend for the day. Other classmates may be permitted to join you during lunch with teacher permission. Furthermore, feel free to enjoy lunch with your child at one of the extra tables in the lunchroom, at the bistro tables in the hall, or out on the patio. Although we do encourage our 3<sup>rd</sup> grade parents to visit their children on special days, (birthdays for example), we also believe lunch time is a great time for 3<sup>rd</sup> graders to socialize with their peers.

Please talk with your child about what you want them to buy as far as snacks or double lunches. Sometimes a child might be purchasing two meals or bags of chips and you might not be aware that they are spending their money on these things.



## BIRTHDAYS AND STAR STUDENTS

Students are allowed to pass out birthday invitations at school. However, this can only be done student to student (per PISD rules) and at the following times: before or after school, lunch, or recess. Adults are NOT allowed to pass out anything to students that are not school related.

We do allow students to bring in treats for their class for their birthdays. We will allow the very end of the day for this. The treats must be store bought and the teachers encourage treats that are "easy" to pass out, such as individual cookies, doughnuts, or cupcakes. We don't have access to cutting utensils in the classroom.

While we thank parents for their involvement in their student's classroom, we discourage parents from coming to class with the treats at the end of the day. We are trying to wrap up our day and get ready to go home. We thank you very much for your help with this!

You may hear your child coming home saying that they have been chosen as a "MVP" or the "Student of the Week." This is a great achievement and we want to celebrate your child! Each classroom in third grade celebrates this a bit differently, so be sure to read the letter that will come home with your child should they be chosen. One thing that remains constant throughout the grade level is that we do not allow snacks to be brought in to share with the class for being Star Student. That student will be allowed to bring in other things to celebrate their accomplishment.

### TOYS

Students are NOT permitted to bring toys to school. If toys are brought to school they may be placed in their teacher's "June Box" where the students will be allowed to have them back on the last day of school.



### DRESS CODE

Please be sure that students are wearing the appropriate shoes for physical education. Shorts should be at least fingertip length and thin strapped tops are not allowed. On Fridays, as always, is Gator Spirit Wear.

On another note, we find that during the summer and spring the classrooms get very chilly. You may encourage your child to bring a sweatshirt or something warm to wear in class if he/she easily gets cold.

### GROUPING

Our students are heterogeneously grouped and remain with one teacher for the majority of the school day. However, they do attend music, art, library, P.E., and classroom guidance. In these instances they will be with a different teacher.

In addition to these times, your child may have a different math or reading teacher. Math and reading instruction and class placement is based on MAP testing results and teacher evaluation. A child's placement for math and reading instruction can be changed to meet the child's academic needs. Teachers will use differentiation within the classroom to meet all individual student needs.



## SAFETY

All Gullledge visitors must sign in at the office and wear a visitor's badge.

-Enter through the front doors when coming to visit our school. The other doors will be locked. Please do not ask a child to open another door. We thank you for your help in this.

FYI: Standard Procedure- Criminal history checks must be completed prior to parents working with students in the building. This includes attending field trips. If you are interested in volunteering in any way at our school, please make sure your criminal history check is complete.

## AFTER SCHOOL TUTORIALS

If your child is in need of after school tutorials, your child's homeroom teacher will notify you. After school tutoring will take place from 2:45-3:30 on the days assigned by the teacher.

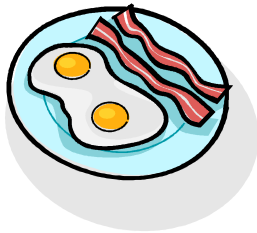


## MORNING BREAKFAST & LUNCH

Gullledge serves breakfast on campus each morning. Breakfast will be in the Gator Grill and served from 7:15-7:30. Student costs are \$1.10 for each breakfast.

Student cost for lunch is \$2.15. However, extra items (milk, snacks, etc.) will be charged ala carte.

It may be helpful to check the Nutrition and Menu tab on the PISD website for more information.



# ASSIGNMENTS



## HOMEWORK ASSIGNMENTS

Homework is an integral part of the learning process to support, enrich, or reinforce topics covered in class. Homework is the independent responsibility of the student.

It is our objective that students will become more responsible and organized as they manage their daily work and homework assignments. Therefore, students will be expected to record their homework assignments in their agenda/assignment book. **Please review the agenda planner with your child each night to ensure that your child has completed the necessary material and initial the planner that they have done so.** It is expected that homework will be completed. Homework will be checked for completion the day it is due. If the student has failed to turn in their Homework after the 5<sup>th</sup> time, they will receive a detention. Their Work Habits/Study Skills grade will also be lowered in the Thursday Folder for not turning in their homework.

Homework should take approximately thirty to forty minutes an evening, and is assigned with this time span in mind. We will take into consideration previously assigned projects and tests when assigning homework.

On an evening that students have no assigned homework, we encourage them to spend time reviewing math facts, reading and writing for pleasure, or investigating a subject of interest. Also, PISD's web site ([www.pisd.edu](http://www.pisd.edu)) has many links which support all areas of the third grade curriculum. In addition to the PISD homepage, there is a video streaming library offered through PISD. To access the video streaming library, simply go to [www.video.pisd](http://www.video.pisd). This web site is wonderful for watching video archives on school related topics. This would be ideal for students doing research or learning more about a topic that he/she is struggling with.

### HOMEWORK ASSIGNMENTS TO EXPECT ON A WEEKLY BASIS:

**MONDAY:** Students will be assigned **Spelling Homework** to reinforce the spelling pattern being used each week. On Mondays, students will be expected to write their spelling words **3 times each**. Also students will be expected to read for pleasure for an assigned amount of time. They will record this in the back of their agenda planner in the **Reading Log**.

**TUESDAY: Math** - These assignments will be an extension of the skills practiced in class, and **Reading Comprehension** - These activities will focus on skills we are practicing with the text during the week.

**WEDNESDAY: Math** - These assignments will be an extension of the skills practiced in class, and **Spelling** - These activities will focus on practicing the spelling words for the week.

**THURSDAY:** Thursday evening will be left open for students to study their **SPELLING** words in preparation for quizzes on Friday.

## **DAILY ASSIGNMENTS**

It is important for your child to turn in daily work on time. If your child fails to turn assignments in on time, he/she will be reminded to turn the work in. When work is two or more days late, your child's paper will be accepted, but ten points will be taken off for being turned in late. Therefore, the highest grade your child can score on the assignment is a ninety.

## **WORK STUDIES GRADE**

Students will receive the designation of E, S, N, or U for Citizenship and Work/Study Habits:

### **E= EXCELLENT**

Serves as a role model for the Plano ISD Citizenship and Character Traits; provides consistently outstanding demonstration of the Lifelong Learner Traits of communicating effectively, producing quality work, acting as a responsible citizen and collaborating/cooperating with teachers and other students; shows positive leadership. Assigned work is completed and turned in on time.

### **S= SATISFACTORY**

Understands and demonstrates the Plano ISD Citizenship and Character Traits and the Lifelong Learner Traits of communicating effectively, producing quality work, acting as a responsible citizen and collaborating/cooperating with teachers and other students; shows positive leadership. Most assigned work is completed and turned in on time.

### **N=NEEDS IMPROVEMENT**

Understanding and demonstration of the Plano ISD Citizenship and Character Traits and the Lifelong Learner Traits of communicating effectively, producing quality work, acting as a responsible citizen, and collaborating/cooperating with teachers and other students is NOT consistent; behavior is sometimes disruptive to the class. Assigned work is not always completed or turned in on time.

### **U= UNSATISFACTORY**

Understanding and demonstration of the Plano ISD Citizenship and Character Traits and the Lifelong Learner Traits of communicating effectively, producing quality work, acting as a responsible citizen, and collaborating/cooperating with teachers and other students is NOT satisfactory; behavior is often disruptive to the class. Assigned work is often incomplete and late.

## **MISSING ASSIGNMENTS**

You will know when your child has a missing assignment. Teachers will send home a carbon copy missing assignment note home to be signed by you and returned the next day.

Five missing homework assignments is equivalent to an after school detention. Homework will not be allowed to be made up in class. Missing homework will be sent home with the student to be completed and turned in the following day.



# THIRD GRADE DISCIPLINE PROCEDURES

The Third Grade students will be held accountable for their behavior in a variety of ways. The key to discipline in third grade is that students need to be aware of what it looks like, sounds like, and feels like to be a positive self-manager and a constructive problem solver.

## STEPS TAKEN TO ENFORCE POSITIVE BEHAVIOR IN THE CLASSROOM:

1. Gator Grins
2. Gator Golds
3. Positive letters home in the Thursday folder
4. E on report card in citizenship
5. Awards for positive behavior in the classroom, playground, and in the cafeteria
6. Student of the Week
7. Continuous praise and support

The **GATOR PRIDE** rules will be applied to ensure that Third Grade students are acting as positive self-managers and constructive problem solvers:

## GATOR PRIDE:

**P= Personal Best**

**R= Responsible Citizen**

**I= Integrity**

**D= Demonstrates Respect**

**E= Excellent Self Manager**

## PERSONAL BEST:

1. Student will do their personal best to learn while at school.
2. Student will do their personal best to let his/her teacher teach while at school.
3. Student will do their personal best to show respect to his/her teacher and classmates.

## RESPONSIBLE CITIZEN:

1. Student will be a responsible citizen by turning in class assignments and homework assignments on time.
2. Student will be a responsible citizen by keeping the school clean.
3. Student will be a responsible citizen by taking responsibility for their actions.

## INTERGITY:

1. Student will show integrity by striving to follow the expectations of the classroom teacher.
2. Student will show integrity by knowing, following, and comprehending the Gator Pride expectations.
3. Student will show integrity by being a quality student and always striving to do personal best.

## DEMONSTRATES RESPECT:

1. Student will demonstrate respect by following the classroom rules and the grade level expectations.
2. Student will demonstrate respect by only using appropriate language in school.
3. Student will demonstrate respect by listening to teachers and understanding that she/he is in charge of their own well being while at school.

## EXCELLENT SELF-MANAGER:

1. Student will be an excellent self-manager by using the agenda planner to organize homework assignments and important dates at school.
2. Student will be an excellent self-manager by keeping assignments organized in a binder. Also, student must realize it is his/her responsibility to keep up with work and be able to locate it when necessary.
3. Student will be an excellent self-manager by organizing time in class so she/he will complete classroom assignments.

## **BEHAVIOR MANAGEMENT IN THIRD GRADE**

Third Grade students will do their personal best to practice the Gator PRIDE guidelines. The steps taken to help manage a student who is not showing Gator PRIDE are as follows:

**Written Reflections:** Student will write the rule she/he broke in the teacher Reflection Folder. The student will write the appropriate behavior that will occur next time they are in the situation. The student will reflect on paper about the situation.

### **FOR REPEATED BEHAVIORS**

1. A note will be added to Thursday folder and citizenship marks will go down.
2. A letter will be sent home from the teacher and will be signed by parents and returned to the teacher the following day.
3. A phone call will be made to the parent regarding the behavior.
4. A Parent/Teacher conference will be called to try and resolve the problem.
5. A behavior plan will be installed.
6. Detention will be given. 3<sup>rd</sup> grade detention will be held after school by the teacher who issued it. Detention will be a time for the student to reflect on the behavior that warranted it. Students in detention will be given an assignment to work on through the forty-five minute period. After school detentions will be held from 2:45-3:30 on any given day.

**What warrants an automatic detention in 3<sup>rd</sup> grade?**

1. Repeated late homework
2. Fighting
3. Profanity
4. Stealing
5. Repeated discipline problems



# Testing Information



There are a series of tests given to our students in the third grade. It is important to inform you of these tests so that you and your child will be prepared. The tests given in third grade are not the type of tests students can study for. They are all tests that will give teachers information they need for instruction, modification, and grouping.

1. The **MAP (Measure of Academic Progress) test** is given to students on the computer. Students take this test in Reading, Math, Language Usage, and Science in the fall, winter, and spring. This is a multiple-choice assessment that measures the specific grade level TEKS (Texas Essential Knowledge and Skills) objectives. Results on this test will determine whether a student may need extra teacher assistance in the **PAR or AIM programs** or need to be enriched in specific areas.

What is the **PAR (Plano Accelerated Reading) Program**? PAR is a program designed to accelerate readers whom are below grade level. To see if a student would benefit from the PAR program, they will be given a set of objectives to complete and a passage to read. A student that scores below 80% on grade level comprehension of the passage and/or below 90 words per minute will be placed in the PAR Program. Also if a student struggles with word identification or spelling, they will be included in the PAR program. PAR is a program that takes place during school hours, usually during regular reading instruction time. PAR students will receive thirty minutes of guided instruction a day to help accelerate them to reading independently, with few or no errors on grade level.

What is the **AIM (Accelerated Instruction in Math) Program**? AIM is a program designed to accelerate students whom are below grade level in math. To see if a student would benefit from the AIM program, students will be given the AIM3 test. This test will measure the specific mathematics skills specific to the third grade TEKS. Students that score below a certain percentage on the AIM3 test will enter the AIM Program. It is a program that will take place during the school day, usually during mathematics instruction time. AIM students will receive thirty minutes of guided instruction a day to help accelerate them to grade level.

2. The **CogAT test** is given in October. This is a standardized test that measures a students' knowledge base. There are three sections of the CogAT test: verbal, quantitative, and nonverbal. Results of the CogAT test will be mailed to parents.
3. **TAKS (Texas Assessment of Knowledge and Skills)**: During spring the Reading and Math TAKS Test is given in third grade.

4. **PACE Testing:** PACE testing is not for everyone. PACE testing is either teacher recommended or parent recommended. Testing for the PACE Program will only take place one time during the school year. Please notify your child's homeroom teacher if you wish to have your child tested for PACE in the Spring. Erica White is our PACE coordinator.