

# **Syllabus 2018-2019**

## **3<sup>rd</sup> Grade- Lake Forest Elementary School**

### **Weekly Communication:**

The weekly newsletter is sent home on Mondays in the blue homework folder.

The newsletter contains the spelling list, curriculum information, dates to remember, and teacher contact information.

The newsletter is also posted on the teacher's website. Teachers return emails and phone calls during planning periods and after school within 24 hours.

Behavior will be updated daily on Class Dojo. Parents are encouraged to join this website/app. This keeps parents involved in their student's behavior during the school days.

LEO folders are sent home on Monday, and contain graded work or any flyers from the school or PTA.

### **Grading System:**

Grades are recorded in PowerTeacher per Greenville County requirements. Teachers are required to enter grades on a regular basis. Many teachers also keep a paper backup record of a gradebook in case of computer failure.

Parents may view their student's grades in the Parent Portal on a computer by requesting a login password from the office. If parents do not have a computer, they may use the school's library computers by request. County libraries also provide free internet access.

### **Grading Scale:**

**A: 90-100**

**B: 80-89**

**C: 70-79**

**D: 60-69**

**U: 59 or below**

### **Student Records**

The following procedures will be used to record student progress:

1. **Grade Book**-All tests, quizzes, and project grades will be recorded by date, heading, and subject.
2. **Progress Reports**-A progress report will be sent to the parents and students in the interim of each quarter.
3. **Report Cards**-Report cards are sent to the parents and students at the end of each quarter.

### **Parent Conferences:**

Parent conferences are required during the first nine weeks to go over standardized testing results. Usually, additional parent conferences are held if the student is not meeting expectations or as Special Education IEPs dictate. Parents may request additional conferences by calling or emailing their students' teacher.

### **Attendance and Tardy Policies:**

Lake Forest follows the attendance policies mandated by The School District of Greenville and the State Department of Education. Students are dismissed to homeroom at 7:45. We start our day at 8:00. If a student has an excused absence, they have 5 days to make-up the missed work. A complete copy of the attendance policy is available on the Lake Forest website, as well as in the student handbook.

**Homework Policy**

Homework will be assigned every night (Monday – Thursday). It will include information and skills that have been or are being taught in class. When we work on large projects (i.e., book reports, social studies reports, science projects, etc.), a different grading scale may be used, which you will receive in the form of a rubric when the project is assigned. **It is the student's responsibility to write down his or her homework every day.** They will do so using the student homework agenda issued to them.

**Procedure for a Change in Transportation:**

Parents must send a note for changes in daily transportation. Parents picking up students in the car line must display a school-issued dismissal car tag for identification. The Lake Forest car line is a cell free zone.

**Field Trips:**

Parents will be notified in writing of upcoming field trips. The dates and locations of these field trips are TBD. All chaperones must be cleared as a level II volunteer which includes a background check at least **two weeks** before the trip. If a parent wishes to chaperone, he or she **MUST** be cleared by the office prior to the week of the field trip.

**Supplies:**

Please make sure your students come prepared to school with the necessary materials to ensure maximum academic progress. Lake Forest has a school store where supplies can be purchased daily. Parents that cannot afford school supplies, should contact our school counselor.

**Third Grade Contact Information:**

Mrs. Shearn Room 300 355-4061  
[clshearn@greenville.k12.sc.us](mailto:clshearn@greenville.k12.sc.us)

Ms. Robbins Room 304 355-4064  
[arobbins@greenville.k12.sc.us](mailto:arobbins@greenville.k12.sc.us)

Ms. Oakley Room 305 355-4023  
[peoakley@greenville.k12.sc.us](mailto:peoakley@greenville.k12.sc.us)

Mrs. Llewellyn Room 302 355-4026  
[allewellyn@greenville.k12.sc.us](mailto:allewellyn@greenville.k12.sc.us)

Mrs. Pepper Room 303 355-4060  
[mpepper@greenville.k12.sc.us](mailto:mpepper@greenville.k12.sc.us)

**Our school address:**

Lake Forest Elementary  
16 Berkshire Avenue  
Greenville, SC 29615  
(864) 355-4000

**Principal:** Julie Cooke

**Assistant Principal:** Chris Sloan

**Assistant Principal:** Christin Wilson

**Behavior Policy:**

Lake Forest follows the **Positive Behavior Intervention and Support System** (PBIS) school wide.

Lake Forest Elementary implements PBIS (Positive Behavior Interventions and Support). As part of PBIS, expectations were developed for all areas in the school (including the classroom).

Positive student behavior is encouraged through the use of Pride Bucks. These are coupons that students are given when they are following the expectations and exhibiting positive behavior. Pride Bucks can be cashed in for coupons which grant students specific privileges. Class Pride Bucks are given to ENTIRE classrooms for following school rules and expectations. Once a class reaches 10 class Pride Bucks, the class can choose from a menu of rewards to celebrate. Students who reach 35 Pride Bucks by the end of each quarter, will enjoy a "PRIDE Bash!" There will be a big Bash to celebrate good behavior at the end of the year.

**Procedures for Non-Instructional Routines:**

**Recess:** 20-25 minutes of recess will be given every day. Students are expected to follow the PBIS expectations listed above for proper recess behavior. The teacher will signal the students at the end of recess and students will line up immediately to enter the building.

**Class Parties:** December/ Valentine's Day. See visitor and chaperone policies.

**Medications:** Medications must be brought in to the health room by the parent or guardian to be administered by the school nurse or other designated trained personnel. See the Lake Forest website for complete health room information and procedures. Students are not allowed to bring medicines into school.

**Party Invitations:** If party invitations are given out at school, each student in the class must receive one. Parents may send individual pre-cut, birthday treats (cupcakes, cookies, etc) to be eaten at lunch. Parents should check with the teacher about food allergies in the classroom. Please notify the classroom teacher if you are bringing these items to lunch.

**Early Morning Procedure:** The student is to enter the room quietly, go to his seat and unpack all of the books and materials needed for the day, choose his or her lunch option, and sharpen 2 pencils for the day. The homework folder should be placed on his or her desk upon arrival. Students will work in their morning work folders until 8:15.

**Line Procedure:** The teacher will call students by groups to line up in order. We walk from place to place without talking, hands and feet away from the walls. We stop at key points along the hallway, yielding to oncoming traffic.

**Lunch Procedure:** After receiving his lunch, the students will sit down at the assigned table to eat lunch. Due to the limited time that students have to eat lunch, the students are to eat without talking for the first 10 minutes of lunch after they are seated. The remainder of the lunch period, the student may talk quietly to the students beside him or across the table.

**Presentation of Rules & Procedures:** Classroom rules and consequences are explained to the students upon students' arrival. Procedures are explained to the students upon arrival, and they are practiced to reinforce understanding. Students came up with our own set of classroom rules and expectations. Each student, including the teacher, signed the rules showing our understanding of our own class rules.

**Procedures for Lunch Money Payments:** Students may bring checks or cash to school as payment for lunch. Checks should be made payable to Lake Forest and the student's name MUST be written on the check. If a student brings cash, the cash should be in a sealed envelope with student's name written on outside of envelope. All lunch money is to be turned in at the beginning of the day and will be sent to the cafeteria with daily lunch report. If you have a question about a student's lunch account balance, please contact the cafeteria manager.

**Afternoon Dismissal:** At dismissal time, the students remain in the classroom until the first group of students leave at 2:25PM bell. This group includes: All bus riders, all daycare/van riders, walkers, Mosaic program students, and side-car riders. All front car riders will be held in a teacher's room to look for their name on the Promethean board. Once students see their name and group number, they may exit to the front of the school to get in their vehicle. School dismisses each day at 2:30PM.

**Curriculum:** Long range plans are as follows:

| Subject               | Quarter 1   | Quarter 2  | Quarter 3  | Quarter 4   |
|-----------------------|---|--|--|---|
| <b>Reading</b>        | The Life of a Reading<br>Reading Nonfiction   | Uncovering the Mystery of Reading<br>Research  | Research (contd)<br>Studying Characters  | Testing<br>Growing Theories Across Texts  |
| <b>Writing</b>        | Narrative Writing:<br>Revisiting Story Structures<br><br>Informational Writing:<br>Books That Teach                   | Informational Writing:<br>Books That Teach<br><br>Narrative Writing: True Stories  | Information Writing: The Art of Information Writing<br><br>Opinion Writing:<br>Mini Literary Essays  | Testing As A Genre: Writing<br><br>Opinion Writing: Changing The World  |
| <b>Math</b>           | Understanding Place Value<br><br>Strategies for Addition/Subtraction<br><br>Perimeter<br><br>Exploring Multiplication | Developing Knowledge of Area<br><br>Measurement & Time<br><br>Understanding the Relationship between Multiplication & Division | Developing Strategies for Area<br><br>Investigating Patterns in Numbers & Operations<br><br>Solving Real World Problems<br><br>Using Fractions in Measurement & Data | Understanding Equivalent and Comparing Fractions<br><br>Solving Problems Involving Shapes<br><br>Demonstrating Fluency in Problem Solving |
| <b>Science</b>        | Properties and Changes in Matter  | Electricity and Magnetism  | Earth's Materials and Processes  | Environment and Habitats  |
| <b>Social Studies</b> | Places and Regions<br><br>Exploration and Settlement  | Exploration and Settlement (Continued)<br><br>From Colony to State   | The Civil War<br><br>Moving into a New Century   | Moving into a New Century (Continued)<br><br>Growth and Change  |

**\*\*South Carolina College and Career Ready Standards:** A complete listing of standards can be accessed through the Greenville County School District website, and the South Carolina State Department website.

