

## **Syllabus 2022-2023**

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

#### **Weekly Communication:**

The weekly newsletter is sent home electronically to parents on Class Dojo, email and will be on our teacher websites.

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

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.

Graded paperwork will be sent home by their student's teacher.

#### **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 Backpack** on a computer. If you need help with getting to Parent Backpack, as your child's teacher or call the front office.

#### **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**- Parents will be contacted if their student is in danger of failing a core subject.
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 and in the Spring. 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 student's 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 the homeroom at 7:30. We start our day at 7:45. If a student has an excused absence, they have 5 days to make-up for 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.

**Homework will be limited this school year.**

**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 **three 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. All field trips are non-refundable. Lake Forest Elementary is not a banking entity to make change and therefore EXACT CHANGE is required from each student for the cost of the event.

**Supplies:**

Please make sure your students come prepared to school with the necessary materials to ensure maximum academic progress. Parents that cannot afford school supplies, should contact our school counselor.

**Third Grade Contact Information:**

Ms. Kristen Angelo Room 301 355 - 4093

[kangelo@greenville.k12.sc.us](mailto:kangelo@greenville.k12.sc.us)

Ms. Vanessa Escobar Room 300 355-3047

[vescobar@greenville.k12.sc.us](mailto:vescobar@greenville.k12.sc.us)

Mrs. Sarah Forrester Room 305 355-4068

[sforrester@greenville.k12.sc.us](mailto:sforrester@greenville.k12.sc.us)

Mrs. Margaret Pepper Room 303 355-4046

[mpepper@greenville.k12.sc.us](mailto:mpepper@greenville.k12.sc.us)

Ms. Taraneh Bayan Room 302 355-4026

[tbayan@greenville.k12.sc.us](mailto:tbayan@greenville.k12.sc.us)

**Our school address:**

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

**Principal:** Julie Cooke

**Assistant Principal:** Sierra McGriff

**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).

**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:** To be determined.

**Medications:** Medications must be brought into 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. **(These are to be determined)**

**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 until 8:00.

**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 at the beginning of the school year.. 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 the student's name written on the outside of the envelope. All lunch money is to be turned in at the beginning of the day and will be sent to the cafeteria with a daily lunch report. If you have a question about a student's lunch account balance, please contact the cafeteria manager. (Money turn in at school will be determined at a further date)

**Afternoon Dismissal:** At dismissal time, the students remain in the classroom until the first group of students leave at 2:15 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 2:15 PM.

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

Subject	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>Reading</b>	The Life of a Reading Reading Nonfiction	Uncovering the Mystery of Reading Research	Research (contd) Studying Characters	Testing Growing Theories Across Texts
<b>Writing</b>	Narrative Writing: Revisiting Story Structures  Informational Writing: Books That Teach	Informational Writing: Books That Teach  Narrative Writing: True Stories	Information Writing: The Art of Information Writing  Opinion Writing: Mini Literary Essays	Testing As A Genre: Writing  Opinion Writing: Changing The World
<b>Math</b>	Understanding Place Value  Strategies for Addition/Subtraction  Perimeter  Exploring Multiplication	Developing Knowledge of Area  Measurement & Time  Understanding the Relationship between Multiplication & Division	Developing Strategies for Area  Investigating Patterns in Numbers & Operations  Solving Real World Problems  Using Fractions in Measurement & Data	Understanding Equivalent and Comparing Fractions  Solving Problems Involving Shapes  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>	Map Skills Climate and Landforms	Lifestyles and Culture	Changes and Effects of Geography	Movement and Migration
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**\*\*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.

[Click here to see pacing of units for the year](#)