

The Dufrocq School's 3rd Grade Academic Magnet Policies & Procedures

Class Schedules

Monday

8:25	Homeroom	
8:30	Group A – Math, Science/Social Studies	Group B – Reading/ELA
11:00	Lunch & Restroom	
11:30	Recess	
12:00	Group A – Reading/ELA	Group A – Math, Science/Social Studies
1:30	Group A – Music	Group B – PE
2:30	Group A – Reading/ELA	Group A – Math, Science/Social Studies
3:15	Dismissal	

Tuesday

8:25	Homeroom	
8:30	Group A – Math, Science/SS	Group B – Reading/ELA
11:00	Lunch & Restroom	
11:30	Recess	
12:00	Group A – Reading/ELA	Group A – Math, Science/SS
1:30	Group A – Library	Group B – Latin
2:15	Microsociety	
3:15	Dismissal	

Wednesday

8:25	Homeroom	
8:30	Group A – Reading/ELA	Group B – Math, Science/SS
11:00	Lunch & Restroom	
11:30	Recess	
12:00	Group A – Math, Science/SS	Group A – Math, Science/SS
1:30	Group A – Art	Group B – Music
2:15	Microsociety	
3:15	Dismissal	

Thursday

8:25	Homeroom	
8:30	Group A – Reading/ELA	Group B – Math, Science/SS
11:00	Lunch & Restroom	
11:30	Recess	
12:00	Group A – Math, Science/SS	Group A – Math, Science/SS
1:30	Group A – PE	Group B – Art
2:15	Microsociety	
3:15	Dismissal	

Friday

8:25	Homeroom	
8:30	Group A – Reading/ELA	Group B – Math, Science/SS
11:00	Lunch & Restroom	
11:30	Recess	
12:00	Group A – Math, Science/SS	Group A – Reading/ELA
1:30	Group A – Latin	Group B – Library
2:00	Group A – Math, Science/SS	Group A – Reading/ELA
3:15	Dismissal	

Computer Lab

Group A – Tuesday 9:30-10:00	Thursday 9:30-10:00
Group B – Monday 9:30-10:00	Wednesday 9:30-10:00

You will also receive a magnet with a calendar of important school dates and our contact information for you to keep on your refrigerator at home.

Classroom Management/Conduct/Expectations

The Dufrocq School is a PBIS (Positive Behavior Intervention Support) school. We focus on rewarding positive behavior; however, consequences are in place for inappropriate behavior. Since lifelong success depends in part on learning to make responsible choices, we use a classroom management plan that helps guide every student to making good decisions about his/her good behavior. Our plan is outlined below.

Dufrocq Expectations: Be Respectful. Be Responsible. Be Safe.

Every student begins each day with an "A" or green card. If a student fails to follow school or classroom rules, they receive a verbal warning in order to have an opportunity to correct their behavior and make better choices. If inappropriate behavior continues, the student's card is moved to a lower grade for each offense. The EBR district-wide discipline policy is followed daily. A visual chart is in the front of our classrooms to remind students of where they stand. The table below highlights this system.

Grade/Color	Behavior	Consequence
A green	Meets Expectations	•N/A – Students who consistently exhibit this behavior will be rewarded. (Reward varies.)
B yellow	Behavior Needs Attention	•Student redirected and behavior is retaught
C blue	Behavior Needs Immediate Improvement	•Students complete Behavior Reflection which is sent home for parent's signature •EBR Tracking Incident logged
D red	Behavior is unacceptable and hinders the learning and/or safety of other students.	•EBR Tracking Incident logged •Student removed from classroom •Loss of privileges
F N/A – card removed	Repetitive unacceptable behavior which creates a disruptive, unpleasant, unsafe, and/or unproductive environment.	•Parent contacted •Loss of privileges •EBR Tracking Incident logged •Student removed from classroom •EBR Referral sent to office

In our classrooms, we use various reward methods including treats and snacks, prizes, verbal praise, stickers, certificates, and special privileges.

Parents will be notified daily of their child's conduct grade through our newsletter. The newsletter will remain in the front of their green folder and must be returned with a parent's signature every day. It is a school-wide policy that conduct is signed nightly. Students who fail to bring their folder to class or do not have a parent's signature will have recess time deducted.

For severe or repetitive behavior problems, parents will be contacted immediately. If behavior does not improve, an administrative conference with a parent will be held in order for a Behavior Plan to be implemented through EBR's Exceptional Student Services procedures. In addition, when a student demonstrates serious or dangerous behavior, he/she may be sent directly to the office.

Electronic devices, pencil sharpeners, medicine, extra money, glass, and any dangerous items are not allowed at school. These will be confiscated and may result in disciplinary action.

In addition to individual behavior monitoring, we also have a table and whole-class reward system in place.

Positive Behavior Parties

At the end of each month, all third grade students who have excellent conduct for the month will be invited to our positive behavior party. Students earning more than two "C" grades will not be allowed to participate in the party. Conduct grades of a "D" or "F" are not acceptable, thus students with any "D" or "F" grades are ineligible to participate. The parties are held once per month on a Friday afternoon and students are typically allowed "free dress" for the parties. Invitations will be sent home the week of the party with specific details of that month's party.

Field Trips

We give our students the opportunity to attend many field trips throughout the year. Our field trip policy is the same as our Positive Behavior Parties policy. When a field trip permission slip is sent home, it will include a reminder of the behavior standards that are in place and the date range for excellent conduct in order to be eligible for the trip. Students earning more than two "C" grades will not be allowed to participate in the field trip. Conduct grades of a "D" or "F" are not acceptable, thus students with any "D" or "F" grades are ineligible to participate. If your child is ineligible to participate and you have already submitted money, you will not be able to be reimbursed. We will be asking for chaperones for some of our field trips. Chaperone spots are filled on a first come, first served basis; however, chaperones that have not chaperoned yet will be given priority. Chaperones must turn in their child's form prior to the final due date so that chaperone placements can be made. If you are a chaperone, only one chaperone per child is allowed; guests are not allowed to come with you. You must bring your lunch and ride on the bus to and from the destination. You will be responsible for supervising your group the entire trip which includes the

bus ride, field trip locations, lunch, etc. We expect that you will be able to effectively communicate and lead the students by controlling their behavior by strictly enforcing our expectations of being respectful, responsible, and safe. Chaperones must dress appropriately on field trips. Make sure you indicate if your child will be eating a school lunch or bringing a lunch from home on the permission slip. If you note that your child is eating a school lunch, but they decide to bring a lunch from home, your child will still be charged for a school lunch. Chaperones must bring their own lunch on the trip. Field trip money for students and chaperones will not be accepted after the due date. Students may wear a Dufrocq t-shirt on field trips with their navy blue bottoms. Electronic devices and money are not allowed on field trips.

Bayouside Classroom

Our students will be helping with real scientific research this year! We will be participating as the youngest group of scientists that collect water quality samples in the Mississippi River for the state. More information and a permission slip will be sent home closer to when we begin taking samples.

Arrival and Dismissal

The school day for students begins at 8:30 AM. Students are not allowed on campus before 8:00a.m. (unless they are enrolled in the Big Buddy Morning Care Program). Students are admitted into the classroom at 8:25 a.m. Students arriving after 8:30 a.m. are recorded as tardy, and an admit slip must be obtained from the administrative office in order to enter class. Carpoolers must be dropped off in the back of the school. You will be redirected if you drop off your child in the front of the school. Students are not allowed to be checked out of school after 2:45 PM. If your child's mode of transportation changes, send a note to school indicating their new mode of transportation. Students must have a book in their book bag to read during arrival and dismissal procedures.

Absences and Tardies

It is very important for students to come to school daily and on time. When absent, a statement from the doctor and/or a letter stating the extenuating circumstances should be sent to school within 5 days of the absence. Please remember that 10 unexcused absences will cause a student to fail. Instruction starts at 8:25 AM each day. Students will not be allowed to enter class without a tardy slip if they arrive 8:25 AM. Multiple tardies and/or absences will be reported to Child Welfare and Attendance. We adhere to the EBR district policy on absences and tardies.

Restroom Policy

Students' restroom breaks are built into their daily schedule. Students are expected to use the restroom before entering the classroom in the morning, and are given a restroom break following lunch and during dismissal (if necessary). For students to go to the restroom outside of the scheduled times, current doctor documentation must be given to the teacher ASAP. Students who fail to adhere to restroom procedures will be penalized during recess.

Differentiated Instruction

We recognize that as all students are unique, and so are their learning styles. Thus, we differentiate instruction to ensure all students receive the same opportunities to succeed. Workstations, cooperative groups, individual instruction, hands-on activities, technology, guest speakers, and field trips are just a few of the learning methods extended to students. Regardless of the learning style, all children are held to the same expectations. We encourage you to remind your child that activities are set up to enrich learning and should be taken seriously.

Birthdays

We do not have birthday celebrations at The Dufrocq School. If you wish to send a treat for your child's birthday, you may leave it in the front office or send it with your child. Gifts, balloons, etc. are not allowed to be sent to your child. Family members are not allowed to come to the classroom for any type of birthday celebration. Treats will be passed out at dismissal time by the teacher.

Snack and Study

Each Thursday starting in September the third grade teachers will have a "Snack and Study" session after school until 5:00 PM. Students will be provided with a snack and be able to stay after school to work on homework or other skills. Parents must notify their child's teacher by Wednesday of that week in order to participate. Students must be picked up at 5:00 PM in the front lobby of the school. Students will not be allowed to attend if they are late being picked up or if their behavior is inappropriate. The Thursdays will alternate by gender; Girls' Snack and Study will begin the first week in September and Boys' Snack and Study will occur the following Thursday.

Our Class Mascot, Leonardo da Vinci

Our class mascot is Leonardo da Vinci, and we will be documenting our learning with him all year. As respectful, responsible, and safe Dufrocq Ducks, we will be sharing the babysitting duties on weekends and holiday breaks. Leonardo's luggage includes a diary, a digital camera, and Leonardo. His adventures with your child must be documented in the diary and through pictures. Only students who return the da Vinci's Diary permission slip will be able to help out. If you know of a certain date you would like to bring Leo home because of an exciting vacation or experience your family would like to share with him, please let Ms. LeBlanc know, so we can make sure he attends. Students are expected to follow school expectations when having this privilege.

Flat Stanley

Flat Stanley has been traveling with third graders across the globe for many years, collecting artifacts, taking pictures, and learning about different cultures to share with those back home! If you are planning a trip or going out of town some place unique, please let Ms. Noelke

know that so that Flat Stanley can tag along. Please give notice of your travel plans as soon as possible to make sure that information about Flat Stanley and what he needs to do while in your care can be provided to you. This will help to avoid conflicts with students who wish to take him at the same time. The more places we go the more we will know!

Student Work and Extra Credit

Students are expected to write in complete and correct sentences at all times unless otherwise indicated. Handwriting must be legible and neat. Papers and assignments submitted should represent high quality work and appearance. The student's name and number must be on their work. Assignments submitted after the due date will result in the deduction of points. Constructed Response questions must use the ACE strategy as implemented by the school. Extra Credit assignments may be given in any subject. The amount of points and due date will be indicated in the weekly newsletter.

Homework

Homework is encouraged as a means of reinforcing and enriching the instructional program and to assist students in developing independent study skills. Homework is not a punishment; it is a learning tool. Homework assignments will be a review of strategies taught or a review of previous skills. Students will receive a Reading/ELA homework packet and a Math/Science/Social Studies homework packet each Monday. Both packets are due Friday and are worth 20 points each. Students are given all week to complete their packet; however, students and parents should expect an average of 30-45 minutes of homework (in addition to their nightly reading) Monday through Thursday. Students may need to use additional sheets of paper to complete the assignments. If so, those papers must be stapled to the packet and have the student's name or points will be deducted. The cover sheet must be attached to the homework as well. If homework is late, 5 points will be deducted each day. Students only receive one homework packet, so encourage them to be responsible.

Monthly Reading Log

Students are required to read five days a week for at least 20 minutes per night. They may choose their own reading materials based on their interests. Students may read books, newspapers, or magazines. Reading to parents or siblings is acceptable. Flipping through pages looking at pictures is not reading. Parents are to sign each day on the calendar to verify reading was completed. Reading logs are issued at the beginning of the month and are due the first school day of the following month or as indicated in the weekly newsletter. We understand you have busy schedules and sometimes it is easier to just sign off rather than actually have the child read; however, please keep in mind that this only hurts the student. Independent reading is critical to building necessary reading and comprehension skills.

Accelerated Reader

EBR uses the Accelerated Reader (AR) program to ensure reading comprehension. Students are expected to achieve 10 AR points for each the first and second nine week periods and 12 AR points for each the third and fourth nine week periods. Students may take AR tests on books read during their nightly reading. AR tests must be taken at school, and students will be allowed time during reading workstations to take tests. To find out if a book has an AR test, visit www.arbookfind.com.

Kid Biz

The Dufrocq School also uses an online non-fiction reading comprehension program called Kid Biz. Students are required to pass 4 Kid Biz tests during school hours per nine weeks. A passing score is 75% or above. Students may access Kid Biz through the internet at home and are encouraged to do so; however, tests taken outside of school hours will not count towards their grade.

Math Fact Fluency

Math fluency equals accuracy and speed. Experts agree that the ability to recall basic math facts fluently is necessary for students to attain higher-order math skills. If a student constantly has to compute the answers to basic facts, less of that student's thinking capacity can be devoted to higher-level concepts than a student who can effortlessly recall the answers to basic facts. Basic facts are considered using an operation to solve a number sentence with a one-digit number and with a number between 0-18. If a student is fluent in math facts, the student should be able to accurately recall the answer to a fact within one second. We will be using a computer program to help students maintain fluency. The progress of your child's fact fluency will be sent home each nine weeks so that you can see your child's progress. Since students should have already mastered basic addition and subtraction facts in first grade, the majority of the year will be focused on building fact fluency in multiplication and division. If your child is not fluent in basic addition and subtraction facts, your child will struggle in math this year. Throughout the year we will learn strategies to increase our fact fluency, however, we encourage parents to continue this process at home.

Projects

Students will be expected to complete projects each nine weeks. Many of these assignments will require internet access outside of school. When the Internet is required for an assignment, students will receive at least one week's notice to allow time to make appropriate arrangements if necessary.

Current Events

Students will have a current event assignment in their homework packet throughout the year. Students have practiced how to write an acceptable current event. A sample of an acceptable current event form will be sent home with your child's first at-home assignment.

Physical Activity Log

In the back of your child's folder will be a monthly Physical Activity Log. Your child must record their physical activity for ten days each month. A minimum of twenty minutes for each of those days is required. Examples of ways your child can be physically active are listed at the bottom of the page; these are just suggestions. A parent must initial by each day's activity in order for a child to receive credit. It will be due at the beginning of the following month.

Rubrics

Rubrics will be used for Reading, Math, Science and Social Studies journals, Reading and Math Centers, projects, and other assignments. These rubrics are practiced and reviewed thoroughly each day over the first few weeks of school so that students are completely aware of the expectations. A Journal Rubric will be used for each subject's journal once per nine weeks. A Centers Rubric will be used for each cycle of center rotations that typically last one week. Rubrics for projects will go home attached to the project description.

Plagiarizing

Plagiarism is a means of academic dishonesty and is illegal. Our classes have discussed the severe consequences of plagiarism. If a child plagiarizes, he/she will receive a 0% on the assignment and receive a behavior referral for academic dishonesty.

Book Orders

Book Orders will be sent home monthly so you may add to your home library to build your child's fluency and increase their interest in reading. Each set of Book Orders will include the due date and guidelines for submission. Payment is accepted by MONEY ORDER or CHECK only and must be made payable to Scholastic Book Clubs. Make sure that you complete the order form on the back of the book order correctly. We will send your purchase home with your child within a week of the due date. All purchases also raise money for materials for our classroom!

Erasers/Pencil Sharpeners

It's OK to make mistakes! We have been practicing what to do if we make mistakes when writing. We do not erase our mistakes; we draw a line through them. This helps the student and teachers learn from mistakes we have made and more about how we think. Students will be allowed to use an eraser on final products and on scantron tests. Pencil sharpeners are not allowed at school and will be confiscated.

Money

All money sent to school must be sent in a sealed envelope with your child's name on it. Excluding lunch money, students will receive a receipt within 5 days for any money submitted.

Uniform Policy

EBR mandates that all elementary students wear a burgundy-collared shirt with navy blue bottoms. Bottoms may be pants, shorts, skirts, or jumpers. The length of these bottoms cannot be more than 5 inches above the knee. Jeans, running shorts, leggings, stretch pants, and sweatpants are not allowed. Belts must be worn with bottoms that have belt loops. Shirts must be tucked in at all times. Students must wear closed-toe shoes. Students are not allowed to have fake nails or large jewelry. If uniform policy is violated, EBR's dress code violation policy will go into effect. Students are not allowed to carry purses or bags unless there is an extenuating circumstance. Field Trips and Fridays are the only times students may wear a Dufrocq T-shirt with their navy blue bottoms. If a student earns a "Free Dress Day" pass, they are expected to wear appropriate clothing that meets the district-wide dress code policy.

Grading and Online Grade Book

Students will be assessed in multiple ways throughout the school year in each subject. It is our philosophy that multiple means of assessment provide a well-rounded picture of your child's academic performance. Although we integrate the subjects as much as possible, students will have social studies and science for about 4 weeks during each nine week period. Since science and social studies alternate, students will have fewer grades in these two subject areas. Student's work will be evaluated and assessed using Louisiana's grading scale, which is as follows:

100-93%	A
92-85%	B
84-75%	C
74-67%	D
66-0%	F

Parents are able to view their child's grades online through an online grade book. Please check this frequently, so that you are aware of your child's progress throughout each nine week period. If you do not have your child's login, contact Ms. Crutchfield at (225) 334-7653.

Assessments

Students are assessed at the beginning, middle and end of each school year to determine your child's level in each subject. The results of those assessments will go home in the first student work packet. District-wide Edusoft Benchmark exams are also given at the end of each Reading/ELA and Math unit, and those results will also be included in the work packet. You may keep these results in order to help your child. Included in this packet is a "How to Interpret Edusoft Data" sheet for you to use to understand your child's results. Students will analyze their data in class and monitor their progress in their Data Folder. Students are assessed weekly in Reading, English Language Arts (ELA), Mathematics, and Science/Social Studies. Assessments may in the form of tests (written or computerized), quizzes, workstations, assignments,

projects, or class activities. Throughout the year students will also be assessed using a national assessment called DIBELS (Dynamic Indicator of Basic Early Literacy Skills). DIBELS assesses fluency, comprehension, and the retelling and quality of retelling of the passages read. All assessments will be timed. Any part of the assessment that is not completed in the given time will be marked incorrect.

Testing Policy and Procedures

We abide by the State Department's testing policy and procedures. Students are to remain quiet during the entirety of tests, refrain from making disruptions and using materials that are not specifically for the test, raise their hand for questions, and remain in their seat at all times. Students who violate these procedures may receive a 0 on their test. The Dufrocq School, as well as EBRPSS, takes testing policy and procedures very seriously. Students may draw on the back of their test booklet, put their head on their desk, or, when allowed, read an approved book after finishing their test. Students who fail to write their name on their test will lose points. Some tests use scantrons as an answer document. In order for a test, once scanned through the machine, to be considered valid, no stray marks must show on the sheet and bubbles must be dark, filled in completely, and filled only inside the circle. Teachers are not allowed to correct a child's bubbling. These procedures are reviewed before each test, but please practice this at home if your child is having trouble.

iLEAP

In April, third graders participate in the state mandated iLEAP assessment. The iLEAP tests are aligned with national content standards, benchmarks, and Grade-Level Expectations in English Language Arts, Mathematics, Science, and Social Studies. The test is cumulative, so it will test skills learned in grades K-3.

Student Work Packets (Brown Folders)

Student work packets will be sent home every 2 weeks. These brown folders will contain student assignments and activities. Unless otherwise stated on the folder, the documents in the folder must be returned to school the next day. Please review the documents, then sign and return the folder with papers on the following day. Students who fail to return the folder signed will have time deducted from their recess. You may keep the printout of the Edusoft Unit Tests so that you can help your child on the skills that were not mastered and to maintain the skills that were mastered. If a child does not return the graded paper packet, graded papers will no longer be sent home. You will have to schedule a conference to view your child's work.

Progress Reports/Report Cards

Progress Reports are sent home every 4.5 weeks. Report Cards go home every nine weeks. It is required that a parent signs and returns the progress report the next day. Once we check for your signature, we will return the progress report so you may keep it for your records. The report card will go home in an envelope. It is required that a parent signs and returns the envelope the next day. You may keep the report card. Students who fail to return these signed documents will be penalized during recess.

Materials Responsibility

School supplies and the \$15 Supply Fee were due on August 14, 2013. If you need assistance in obtaining these materials, please contact us so we can give you a list of agencies and organizations that provide these to families in need. Math textbooks have been distributed to students for use this year. Reading books remain at school, but math textbooks are to be kept at home for homework. These books are checked out under your child's name. Students will also use various forms of technology throughout the year, such as computers, iPads, electronic tablets, digital cameras, video cameras, etc. We have discussed proper handling of books, technology, and other school property; however, we encourage you to remind your child to take care of these items since it is the responsibility of the student's parent to pay for book(s), technology, and other materials if they if they are damaged or destroyed. Students are also responsible for damaged or unreturned library books.

Beginning of the Year Paperwork

There will be several important forms going home at the beginning of the school year from the state, district, school, and classroom. We have to submit these to various people across the state, so please complete these forms as soon as possible so that we have all of your records on file. You will receive a note about any missing forms around the second week of school.

Ancillary Programs

The Dufrocq School has Art, Music, Physical Education, Latin (3rd grade only), and Library ancillary programs. Students receive each class once per week.

- Art : Mrs. Newport (MNewport@ebrschools.org)
- Music: Mrs. M. Johnson (mjohnson7@ebrschools.org)
- P.E.: Coach Jackson (KJackson4@ebrschools.org) & Coach Robertson (DRobertson2@ebrschools.org)
- Latin: Mr. Meadows (EMeadows@ebrschools.org)
- Library: Dr. Kelly (Mkelly@ebrschools.org)

Weekly Newsletter/Notes Home

Each week you will receive our newsletter to inform you of things going on in school and class, upcoming dates, reminders, and any information to keep you informed. This newsletter may contain pertinent information. Please check your child's folder daily for notes from the office, state, district, and teachers.

Websites

Keep up with what's happening at Dufrocq and in our classes by visiting our school and class websites at dufrocq.ebrschools.org, www.msnoelke.weebly.com, and www.msleblancsclass.weebly.com. There is an enormous amount of links to online resources to help your child in each subject area. You can also check out our Class Blogs and Photo Galleries.

Box Tops, Community Coffee Points, Coke Rewards, and Capri Suns

Our school collects General Mills' Box Top for Education labels, Community Coffee's Community Cash for Schools UPC labels, Coke Reward tops, and Capri Suns as fundraisers for our school. If you use any of these products, please send the labels/tops to school to help us!

Mystery Guests

Each week we will have a Mystery Guest come speak to our class about how they use math, science, or social studies at their job. Guests will have about 10 minutes to share pictures, stories, or artifacts from their job with the class so our students can connect what they are doing in the classroom to the real world. The Mystery Guest can be any important person in your child's life like a parent, older sibling, aunt, grandparent, close family friend, etc. More information about how to sign up for a date and what to do will go home at the beginning of school. Remember, it is a mystery, so shhhh...don't tell your child when the guest will be coming. ☺

Get Involved!

When parents play an active role in the education and studies of their child, studies show that children are more successful and confident in their abilities to achieve and accomplish goals. There are many ways for parents to get involved with their child's education and help them succeed. If you would like to join our PTO, the dues are only \$10 per year per family! Meetings are once a month at 5:30 PM in the auditorium. Membership forms will be sent home at the beginning of the year.