

# A

## ttendance

Your child's regular and prompt attendance at school is a must! This is crucial to his/her success. The doors open at 7:30 a.m. and all students are to report directly to their homerooms. Students arriving prior to 7:30 MUST report to Eagles' Nest for adult supervision. There is a \$2 fee for any student dropped off at Eagle's Nest in the morning. Students may NOT be dropped off at the front door and left unattended due to the fact that the doors are locked until 7:30. Students arriving after 7:50 a.m. are to report to the office and **MUST be signed in by a parent or guardian**. Instruction begins at 7:50 a.m., so students not in the classroom at this time are considered tardy.



School assignments missed while absent from school shall be made up. For the number of days missed, students will have that same amount of time to make up work. Example: Student misses 5 days, they have 5 days to make up their work. School assignments which are not made up, or make up work which is not satisfactory, is unacceptable. All work assigned while a student is absent, whether revised or not, is expected to be completed at the best of the student's ability.

# B

## irthdays

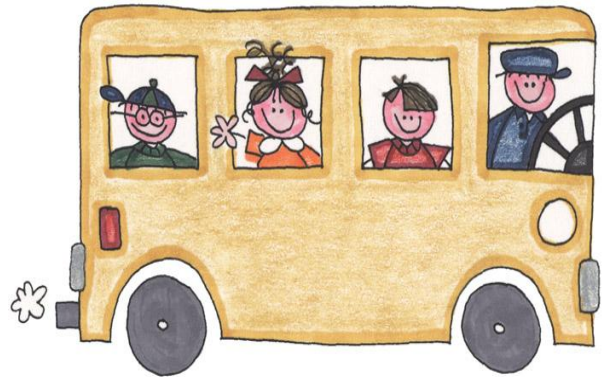
Camden Station is "Treat Free". The number of children with food allergies continues to grow. Due to the seriousness of food allergies and the constant concern about what ingredients were used, if the item was prepared in the same pot as a peanut product, etc....we are not going to allow any food products to be brought into school. This includes treats for birthdays. Please send in pencils, pens, etc. if you wish to have your child celebrate their birthday at school. Birthday invitations may not be distributed at school unless a child brings invitations for every student in the classroom. Parents are encouraged to mail invitations, but remember, the school cannot give out addresses. Parents may access the PTA school directory for that information.

# Coffee House

Learning to write is developmentally important for nurturing literate children. In 3<sup>rd</sup> grade students will engage in a daily writer's workshop where they will experience writing as process and build writing stamina. Young writers need to experience writing as craft, something that requires hard work, revision, research, planning, careful use of language and a sense of purpose and audience. On the last Friday of each month parents will be invited into the classrooms to experience the magic of writing and listen as students share writing of their choice.

# Dismissal

School ends at 2:25 p.m. If you wish to make a transportation change, please do so in writing and send in with your student with the date and how they will be getting home. Your student's safety is our number one priority and we take dismissal and transportation procedures very seriously. Thank you in advance for working with us to make sure all students get home in the proper way!



# Email

The best way to contact me is by e-mail. I check my e-mail regularly after school and on the weekends. My e-mail address is [Kirsten.murphy@oldham.kyschools.us](mailto:Kirsten.murphy@oldham.kyschools.us) ([kelli.shopp@oldham.kyschools.us](mailto:kelli.shopp@oldham.kyschools.us); [Kelly.sraj2@oldham.kyschools.us](mailto:Kelly.sraj2@oldham.kyschools.us) ). Please feel free to contact me with any concerns or questions.

\* Please know that I will get back to all e-mails; however, it may take 24 hours to reply depending on the day and week. If you have an urgent question or concern please contact by phone at 502-241-1273.



# Friendly Faces

At Camden Station Elementary we strive to create a community of positive, assertive problem solvers. Throughout the week students will participate in classroom meetings in which expectations, behaviors, and problem-solving procedures will be discussed in order to create responsible, respectful and resourceful members of our community.

# G.O. Binders

The purpose of the third grade "G.O." Binder is to help students "G.O." (Get Organized) each day for class! It is important that this binder goes home and comes back each day. Inside your student's binder you will find their agenda which lists weekly updates, homework, assignments, behavior notifications, etc. Also included in the binder is completed work, study guides, and important notices from the school. In addition, it is what you will use as a parent to send lunch money, transportation notes, attendance excuses, and any other important notes from home.

# Homework

Homework is a valuable aid in helping students make the most of their experience in school. Homework is given because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons; extending and generalizing concepts; teaching responsibility and helping students develop positive study habits. It is through homework that parents can be kept abreast of the curriculum and make an on-going evaluation of the child's progress. Students will have 20 minutes of reading each night.

Monday through Thursday evenings, students may also have some math, science, social studies or writing homework depending on the evening. Homework should never exceed 30-40 minutes.

Homework may not be assigned in every subject every night. The work and study habits of the students as well as his/her strengths and weaknesses in a subject area help determine the type and quality of homework assigned. Teachers may assign homework on a daily or weekly basis. The Camden Station SBDM Council requires that parent/guardians receive a separate document that reviews the homework policy. The document must be signed by the parent/guardian and student. The original shall be returned to the office and the copy maintained by the family for reference.

## Illness

We understand that the decision to keep your child home from school is often a difficult one. It is important, however, to keep your child home if he/she has fever. Children function more effectively in the class when they are healthy.

Attendance is now based on instructional time and calculated by percentage of instructional time that the child is present at school. Upon returning to school following an absence, a child is required to bring a note from his/her parents/guardians, doctor or dentist, stating the reason for the absence. If a student misses more than 2 days in a row, they must have a doctor's note for the missed days to be excused. All absences are considered unexcused until the note is received. This is to be turned in to the homeroom teacher who will forward the notes to the office. This note must be turned in within 5 school days of the absence, or the absence will be considered unexcused. The student's assignments, where grades are given, may result in a zero.

## Jobs

If we want to teach children to be responsible, we have to trust them with responsibilities. Classroom jobs are an effective way to enlist students in the duties of running a classroom. Everyweek students will be assigned a classroom duty to help us share responsibility in the classroom. Sharing jobs will help to build our classroom community!



# indness

Students in our school are encouraged and expected to treat everyone with kindness and respect. This means hitting, fighting, name calling, and making fun of others will not be tolerated. Camden Station Elementary has a zero tolerance for bullying, as does the 3<sup>rd</sup> Grade Team. If you have any concerns about student behaviors please contact me or our guidance counselor.

# unch / snack

LUNCH: All students that buy lunch in the cafeteria will be offered a choice of two entrees, vegetable, and dessert for students at \$1.85 and adults at \$3.00. A well-balanced meal for breakfast is also offered for students at \$1.10 and \$1.50 for adults. Free/Reduced lunch forms are available in the office all year for those who qualify. Students who bring their lunch to school should not bring carbonated soft drinks.

Students are assigned a lunch number that follows them through elementary, middle and high school. Parents may pay for multiple lunches at one time. The cafeteria will credit the account for that amount. When the student goes through the lunch line, they give their number and the funds will be deducted.

Parents send lunch money to school to purchase lunches, but many times the student buys breakfast and extra snacks without the parent's permission. In an effort to assist us in monitoring such purchases we have implemented the following procedures:

1. When you send large sums of money, check or cash, to be applied to your child's lunch account, please place the money in an envelope and mark it "LUNCH ONLY" or "BREAKFAST and LUNCH ONLY".

2. If you would like your child to purchase extra snacks on the line, please send cash.

**Students will not be permitted to purchase extras unless they have cash.**

3. Breakfast passes will be provided in the first day packets. If you would like for your child to purchase breakfast, please fill out the pass and return to the teacher daily. Parents can also pay for lunches on-line with e-fund. This service can be accessed on the Oldham County web page. Click on Departments, Food Services, Register.

SNACK: I encourage you to send a nutritious snack to school with your child each day. Because we all eat breakfast relatively early, I will allow for students to have a mid-morning snack before lunch. All snacks must be quick and easy to eat, as students must eat their snacks while continuing to do their class work. Please do not pack any beverages for snacks; there are water fountains in all classrooms!

# Money

Anytime you send cash or a check to school, please be sure to place it in an envelope or Ziploc bag with your child's name, my name, the amount, and its purpose (field trip, book orders, lunch, etc.)



# Newsletter

A weekly newsletter will be placed in your child's G.O. binder every Friday. This newsletter is made to provide you with information about the skills taught during the week and any events or important dates coming up. It also includes strategies we are covering each week in reading/writing, math, science, and social studies, and strategies and practices you can use at home with your student to enhance and enrich what we have been learning about that week. Please be sure to read this every Friday afternoon with your child and keep it in the folder so you may refer to it during the following week. It is also available on our class website.



# Open Door Policy

I maintain an open door policy in my classroom. You are welcome at any time to help or just watch. Please check in at the front office should you choose to join us in our classroom.

## Daily Schedule:

- 7:30-7:50- Morning Work
- 7:50-9:40- literacy Workshop
- 9:40-10:30- Related Arts
- 10:30-11:00- intervention
- 11:00-11:49- science/social studies
- 11:49-12:14- Lunch
- 12:14-12:34- Recess
- 12:34-2:05- Math
- 2:05-2:15- class meeting
- 2:15-2:25- Read Aloud



# Parent Communication

Realizing that your child will be spending almost a third of each weekday in my classroom, I make it a priority to develop a positive relationship and promote open communication with each and every parent. I am an avid supporter of ongoing home-school interaction and my goal is to actively partner with the parents to ensure a successful year for the student. Together we *will* make this an unforgettable year! Please place any notes in your child's G.O. binder and check binders daily for any notes from me. You may also contact me by email or calling the school at 502-241-1271.

# Questions

Please feel free to ask any question you may have. THERE ARE NO SILLY QUESTIONS! You may contact me by using notes, email, or phone. We are required to have at least two conferences each year, one at the beginning of the year and one at the end of the year. If at any time in the year you become concerned regarding the academic/social/emotional development or well-being of your child, I will be more than willing to meet with you!



# Reading Log

Please encourage your child to read at least 20 minutes a night. They could read to you, with you, or occasionally you can read to him/her. This should be an enjoyable time for the both of you. In creating literate students it is important that they be provided with strong models of reading both in school and at home! Each week

your child will receive a reading log that requires them to read a certain number of minutes a night. Encourage your child to read many different kinds of books to expand their imagination, creativity, and reading stamina.

# SOAR

All Camden Station Elementary students will become lifelong learners and valuable citizens of the community. It is the school's expectation that all students will SOAR!

As a **Camden Station Eagle**, I...

Solve problems

Own my learning

Achieve goals

Respect others

"Are you SOARing?"



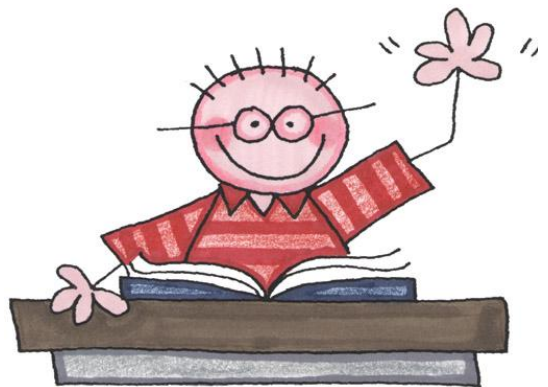
# T echnology

All classrooms are equipped with Dell Intelligent systems and have access to integrated software programs, Internet, e-mail, and a variety of educational software packages. Each classroom has at least two networked computers. The Library Media Center is fully automated for circulation, inventory, and cataloging. The Library Media Center also has the Intelligent Classroom equipment installed. Content related software is also available for checkout to the classrooms. Additional technology available through the Library Media Center includes scanners, digital cameras, projection devices, document cameras, video editing software, and video input/digitizing software. The school and Library Media Center feature a full range of research and instructional tools that meet state and national standards. The Library Media Specialist/School Technology Coordinator helps coordinate technology use within the school.

The Third Grade Team realizes the importance of technology in creating a well-rounded, 21<sup>st</sup> century learner. We will be utilizing a team website to communicate team goals and expectations as well as individual blogs that will include specific class information, discussions, and student work. We encourage you to check our website and blogs daily!

# U nique Grade

Third grade is a grade that bridges the gaps between younger and older. Bear with us, as we are all learning new things together!



# Volunteers

Camden Station loves our volunteers! I personally feel that success in education is stronger when a child notices everyone (family, friends, and teachers) is working together for his/her well being and future. Please be sure to join the PTA and they will notify you when needed around the school. If there are days you would like to help in the classroom, let me know. We would LOVE to have you. Ways you can volunteer:

- Field Trip Chaperones
- Take home projects (cutting, organizing, typing, etc.)
- At school projects (bulletin boards, cutting, organizing, collaborating, etc.)
- Career Talks
- Reading Volunteer (a new program has been established for parent volunteers to assist in the classroom with individual students. Let me know if you are interested and I can tell you about training!)
- PTA
- Room Parents/Room Parent Helpers

ALL parents and visitors MUST sign in at the office and receive a visitor's pass. NO ONE may go directly to the classroom for any reason. This helps us maintain a safe and secure school for our children.

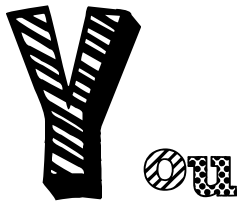
All new parents who are interested in volunteering or assisting on field trips at Camden must complete a background check and confidentiality training. Please contact the office for the necessary paperwork. The background checks are required every five (5) years, or as deemed necessary by the Principal. Confidentiality training is required annually.

# Weather

Please be mindful of the weather as your student prepares for the school day. As the weather gets colder it will be crucial that your student bring a winter jacket and other weather appropriate attire as we will continue to go outside for recess throughout the year.

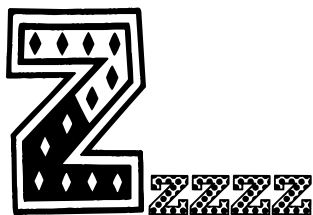


XXV We have 25 students in our class this year. Please keep this in mind when sending in materials and other items throughout the year.



Be your child's biggest cheerleader when your child solves a difficult math problem, participates in the science fair, or reads a new and challenging text. Your praise is more precious than any prize or sticker from the teacher. Ways that you can help your child at home include:

- Read and write with/to your child
- Ask your child about their day (see agenda message for ideas)
- Assist with homework/projects
- Practice math facts (basic addition/subtraction/multiplication based on your student's needs)
- Play games with your child
- Be a writer and reading model! Let your child see you and/or other family members write/read enthusiastically!
- Record questions or concerns you notice at home and send to the teacher
- Contact teacher for conferences when necessary (phone and/or in person)



Sleep is a necessary ingredient for your child if he/she is to participate fully in the day-to-day activities and lessons provided for them at school. Most studies suggest between 10-11 hours of sleep for a second grade child. Your child will be asked to participate in all activities throughout the day, which can be difficult without a good night's rest! Make sure that your child gets plenty of rest. Setting and keeping a bedtime is a wonderful gift you can give to your child. It will help them to be alert and ready to learn each day.