



Policies and Procedures 2025–2026

3rd Grade Syllabus

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Hello 3rd Grade Families!!

I look forward to a learning-filled, joyful year in 3rd grade with your kiddos! Below you will find the 3rd Grade Policies and Procedures. Peace through policy! Please read the document thoroughly, go over it with your 3rd grade kiddo, complete the signature page at the end as a record of understanding, and return it to school by July 18th. Also, if you haven't already, please complete the Google form shared out on Bloomz. The form serves as an important piece in helping me get to know my learners and their families a little more. Please, let me know if you have any questions. I look forward to an AMAZING school year!!!

Blessings,

Dr. Lacy York Hughes

University School Student Handbook

Parents and students are expected to read the University School Student Handbook. There is a heavy emphasis on middle and high school procedures, but it does contain useful information

such as dress code, weather policies, grading information, testing policies, etc. for elementary. The document is updated occasionally and will always include the date of the most recent update. You can find the link on our school website at: [USBucs.com](https://usbucs.com) **STUDENT HANDBOOK**

Student Independence & Responsibility

Third grade is an exciting time for students to develop greater independence and take ownership of their learning. We will work together to build skills in:

- **Organization:** Keeping track of materials, assignments, and personal belongings.
- **Self-Management:** Completing tasks on time, following directions, and staying focused.
- **Accountability:** Taking responsibility for actions, learning from mistakes, and contributing positively to our classroom community.

As your child learns and grows through the year he/she will be working on being a more independent and responsible learner. It is a process! We will begin the year with heavy support in place, but as the year progresses, we will be pulling back the support with the expectation that students will be more independent and responsible with school tasks.

We will use different opportunities to help your child grow in these areas. Some ways are planners, take-home daily folders, leadership roles, procedures/expectations (that ideally turn into routines followed independently), and in-class work folders. Your child will receive a planner (during the second quarter) and will be expected to write homework assignments and other important information in them. We will train them to do this in time. Your child will have a work folder that stays at school to house work-in-progress. They will also receive a daily, take-home folder to hold their homework, completed assignments being sent home (usually go home on Fridays), and news/announcements from the school. Please help your child learn to show you the planner and take-home folder nightly to be checked. At home, we encourage you to have them pack up their backpack and homework each day by themselves, as well.

Leadership teams (with roles and responsibilities) will be introduced as the year begins. There are many areas of our day in which I, the teacher, need help or a task for our class family needs support! 😊 Students will help in these areas and show leadership with these roles to help support our classroom family. They will build skills that will help them with growing their independence and responsibility over time.

Behavior

Our goal is to create a learning environment that promotes kind, supportive, responsible, respectful, trustworthy, and independent behaviors. We want to establish a positive, safe environment that enables all children and adults (we will have student teachers) to be productive, successful, respectful learners. We will begin the year by introducing class values and creating our hopes and dreams for third grade. Class expectations/rules will be established to reach our hopes and dreams. Once the expectations/rules have been created, modeled, and practiced, all students will be responsible for following them.

We use community-building practices in the classroom and morning meetings to learn about, respectfully highlight, and address many behaviors that I have observed that need to be improved. Most minor behavior issues will be redirected by the teacher and that will hopefully end the issue. You may never hear about these instances. I do not take away recess as a consequence, but sometimes I will take just a few minutes to talk about the behavior, and then let the child continue on to recess. More severe or persisting behaviors that cause disruption, are disrespectful, or unsafe will receive a conduct slip and the parent will be contacted. If the behavior still continues then your child will be referred to the Director or Assistant Director and the family will be contacted once again. When responding to misbehavior, my philosophy is as follows:

- ❖ The immediate goal is to stop the misbehavior so that the learning environment remains safe, caring, and supportive.
- ❖ Consequences aim not to punish but to help a student regain composure, repair any damage to relationships or property, and return to productive, safe, respectful learning. It is important to learn to be responsible/take responsibility for your actions, learn from mistakes, and make better choices moving forward.
- ❖ Communication to families about continued misbehaviors is important to support the learning of appropriate behaviors. Behavior supports (charts, journaling, etc.) are essential to this process if behaviors persist.
- ❖ Communication of desired behaviors to families is also essential to positively reinforce children when making good choices...not all home contacts are for bad choices, BUT I also call for exceptional choices!! 😊
- ❖ Preserving a child's dignity and the safety of ALL children are always top priority.

Homework

Homework will be assigned to reinforce classroom learning, practice skills, and develop good study habits. Please help your child establish a consistent routine for completing homework.

Homework will be assigned routinely on Mondays and expected to be returned by the Friday of the same week. I do not give grades on homework unless it is communicated otherwise like projects or test corrections. Typically homework will consist of nightly reading of self-selected texts or occasional passages with questions from ReadWorks or CommonLit. Also each week will have spelling lists, multiplication/division facts, and a math skill page. Occasionally, other tasks will be included to give extra practice where needed. Homework not only gives extra practice on skills being learned in class, but also allows families to have insight into the tasks and goals students are expected to learn. It is not my goal to inundate 3rd graders with tasks to do at home. Homework should not take anymore than 30 min. per night.

Your child may possibly bring home some extra work that is not meant to be homework, BUT classwork that did not get finished in a reasonable amount of time. If your child is given ample time in class to complete class assignments and he/she does not complete the work for reasons other than simply not understanding, reasons such as, refusal or not using time wisely, he/she will bring it home to finish. This type of work will have a note attached and is expected to be returned the next day.

The goal of homework is to give extra practice, establish responsibility and to allow you to see what your child can accomplish. This should all occur in a reasonable amount of time and allow for plenty of family time, after-school activities, and fun! Please contact me if you ever have any questions or concerns regarding homework.

Grades, Growth & Progress

Third Graders will receive letter grades in the following subjects: Math, Language Arts (Reading and Writing), Science, and Social Studies.

This year, your child will be learning and growing in many exciting ways. Our grading system is designed to provide you with a clear picture of your child's progress and understanding of the 3rd Grade Tennessee Academic Standards taught through approved curricula.

Our Focus:

- **Mastery of Standards:** Our primary goal is for students to achieve mastery of the Tennessee Academic Standards for 3rd grade in all subject areas. This means they will be able to demonstrate a strong understanding of key concepts and skills.
- **Effort and Growth:** We also value effort, participation, and individual growth. While these may not always be reflected in a traditional letter grade, they are crucial components of your child's learning journey and will be communicated through other means (see below).
- **Building Responsibility:** As 3rd graders, students will begin to take more responsibility for their learning. This includes completing assignments, participating in class, and reflecting on their own progress.

Grading Components:

Grades will be based on a variety of assessments that show what your child knows and can do. These may include:

- **Daily Assignments/Classwork:** (e.g., worksheets, short responses, math problems, reading comprehension activities, draft book writing assignments) – These help us see if students are understanding the material as we teach it. Classwork is supported and the support given depends on the need of the learner.
- **Quizzes/Quick Checks:** Shorter assessments that check understanding of specific skills or concepts.
- **Tests:** More comprehensive assessments given at the end of a unit to evaluate overall understanding of a larger body of material. End of unit/topic tests for math and reading (**not** spelling tests) will be sent home for an opportunity to correct mistakes for half credit back on the final grade of the test. The return date for test corrections will be communicated at the top of the test. Correcting mistakes is VALUABLE learning!!!
- **Projects/Presentations:** Opportunities for students to apply their learning in creative ways and demonstrate deeper understanding. We will only do a couple of projects in a year's time.
- **Participation & Engagement:** While not always numerically graded, active participation in discussions, group work, and classroom activities is vital to learning and will be considered in overall progress.

Grading Scale (Typical Tennessee Elementary Scale):

- **A: 90-100%** - Demonstrates excellent understanding and mastery of grade-level standards.
- **B: 80-89%** - Demonstrates good understanding and mastery of grade-level standards.

- **C: 70-79%** - Demonstrates satisfactory understanding of grade-level standards; may need some additional support in specific areas.
- **D: 60-69%** - Demonstrates limited understanding of grade-level standards; significant support needed.
- **F: Below 60%** - Does not demonstrate understanding of grade-level standards.

Effort and Attitude Progress Indicators:

In addition to academic grades, you will receive information about your child's effort, attitude, and progress in other key areas, which will be reported separately at the same time as report cards using indicators such as:

- **E** (Excellent)
- **S** (Satisfactory)
- **N** (Needs Improvement)
- **U** (Unsatisfactory)

These indicators may apply to areas like:

- Following directions
- Working independently
- Participating in class
- Completing classwork
- Completing homework
- Working cooperatively with peers
- Showing respect for others

Communication with Parents:

You will receive regular updates on your child's progress through:

- **Progress Reports:** Sent home mid-quarter each nine weeks.
- **Report Cards:** Issued quarterly/every nine weeks.
- **Parent-Teacher Conferences:** Scheduled once a year in the fall or at any given time, as needed either by teacher or parent request.
- **Communication Folder/Planner:** Please check your child's blue daily folder AND student planner daily for important notices, upcoming events and tests, completed work, and communication from the teacher.

- **Email/Phone:** Please feel free to contact me via yorkhughes@etsu.edu, on Bloomz messages or by calling the school at 423-439-4333 to schedule a time to talk. I am committed to working with you to ensure your child's success.

The school uses PowerSchool as our online grading platform. If you do not have access to your child's PowerSchool log-in information please contact the school office to get this set up. This will be important for you to follow your child's progress. We do not send home paper report cards at the end of a quarter. I will do my best to stay up-to-date on grading, but please be patient. Make-up work takes a little longer to grade. If you notice an error or something you have a question about in the grade book, please message me, and I will be happy to double-check it. Grades will come from class assignments (participation is key), projects, quizzes, tests, and other assessments. I don't grade everything nor do I take TONS of grades.

Late work will be accepted, but points will be deducted for each day that the assignment is late. Grades for missing work will be entered in PowerSchool as a zero. Once the assignment is received, it will be graded and the score will be changed in PowerSchool. Missing work that is not turned in will remain a zero. Absent students will receive an adequate amount of time to complete missed work.

I will typically send home graded work on Fridays. I highly suggest looking through graded work that is sent home with your child rather than solely looking at the grades on PowerSchool. This can help you see the kinds of things your child is doing well, the kinds of things they need some support with, and help create a mindset of growth versus one focused on an abstract grade. Please do not expect or demand perfection from your child. Help your child remember our motto, "Mistakes are proof you are trying...learn from them and grow!" I will provide extra teacher support on classwork assignments based on the needs of each child. For this reason, sometimes report card grades (which have more teacher supported assignments) can be quite different from assessments like end of unit/topic tests, CASE Benchmark tests, and AimsWeb results because I do not provide support on assessments. Assessment/test grades are a good indication of what your child can do independently.

****Grades are new to third graders and I will be assisting them during this transition. For example, there will be a "grace" period for remembering to turn in work, writing using complete sentences, placing their name on work, etc. before subtracting points from their grade. We will spend time in class discussing the grading scale and learning organizational skills to help us be successful and responsible learners. It will help tremendously if you can sit down and discuss the grading system with your child at home to help them understand this transition and to help alleviate any of their worries. I do not put a heavy focus on grades, BUT much more on the learning that the grade represents.****

State Standardized Testing

During the fourth quarter of our school year Third Graders take the state TCAP test called TNReady. Information about this test can be found at: [TNReady Parent Resources](#) This is the first year students experience this test and there can be a great deal of anxiety that comes from the thought of this test. I work diligently and intentionally within our classroom to create a growth mindset and positive attitude as much as possible with these tests. Children are and learn so much more than this test can show and they need to know that! Test taking is a new skill, just as studying for tests is, and is something your child will need some support with. We will work together to build this skill. Testing requires an understanding of the different types of questions being asked. We will be working on this together throughout the year. There are SO MANY NEW things that 3rd grade brings!

The Retention Law is a connection to the TCAP for 3rd grade. We will be working together to make sure everyone understands the pathways to fourth grade *when the time comes*. Dr. Campbell and I will do our best to keep you well informed as the year progresses about your child's progress on CASE Benchmarks (that are TCAP indicators) and any information regarding the law. Retention Law information can be found at: [Promotion & Retention Guidelines and Toolkit - Third & Fourth Grade](#)

Tennessee Department of Education Academic Standards

The curriculum in 3rd grade is based on the Tennessee Department of Education Academic Standards. I have included a link to the standards for each core academic area below to make them easier to locate. However, you can also access all academic standards on the Tennessee Department of Education website at: [Best for All Central](#)

Math Standards: [Mathematics](#)

ELA Standards: [Tennessee English Language Arts Standards](#)

3rd Grade Social Studies Standards: [Tennessee Social Studies Standards](#)

3rd Grade Science Standards: [Tennessee Academic Standards for Science](#)

Attendance/Early Pick-up

Please make sure your child is on time/present and ready to learn each day. Attendance is essential to learning success. However, illness and family responsibilities do occur throughout the year. If your child is absent, please call the front office to let them know and send a note on the day they return to school. Your child will be allowed to complete make-up work upon

return. You may also send a message in Bloomz or email alerting me to your child's absence. All students must be signed out of the office if they are leaving early. If you know your child will be leaving early, please send a note, Bloomz message, or email with the time of departure so that I can have them ready to be dismissed. Thank you!!

Birthdays

We love to celebrate birthdays!! Please let me know at least a day ahead of time if you would like to bring in a special treat to celebrate your child's birthday. We celebrate birthdays during our class snack time. Please, make sure that special treats DO NOT have peanut/other nut ingredients.

I am more than happy to help pass out invitations to your child's birthday party as well. I do ask that if invitations are brought to school to hand out, every child in the class must have an invitation to the party to spare hurt feelings. Otherwise, if you aren't able to invite everyone, I do understand, BUT please distribute those *outside* of school. Thank you!

Dismissal

Dismissal begins at 3:00 and all students must be picked up by 3:15 unless otherwise attending aftercare or an after-school activity. Dismissal on half-days is 11:30 a.m. Lunch is not served on half days. Third-grade students are picked up in the elementary car line. Students will be called to the car line for pick-up. Students will exit through the side door by the parking lot and teachers will be available to help guide students to their car. We use the same car tag each school year. Please let me know if you need a new tag. If your child is being picked up by an older sibling, the sibling will need to come and get them. Once the sibling picks up the elementary student, it is their responsibility to supervise the younger siblings and they must stay together until picked up by a parent/guardian. If older siblings cannot adequately supervise younger siblings, please have the older sibling leave them with the class until you arrive.

Communication and Meetings

I will be communicating with you mainly through the Bloomz app. Please make sure I have the correct email addresses and phone numbers when you complete the Google form student survey AND you have downloaded the app for better communication. Please check both Bloomz and your email regularly. I am more than happy to meet with you throughout the school year to

discuss your child's progress. However, the morning is a very hectic time as I prepare for our day of learning. I am often unable to meet after school without scheduling a conference in advance due to meetings and other after-school responsibilities. Please, make an appointment so I can prioritize finding a time that I can give you my full attention.

Snacks and Water Bottles

To help our 3rd graders stay energized and focused throughout the school day, we have the following policy regarding snacks and water bottles:

Snacks:

- **When:** Students will have a designated snack time each day. We will typically have our snack during our second recess time. Please ensure your child eats a good breakfast before school.
- **What:** Please send a **small, healthy, and nut-free** snack with your child daily.
 - **Examples of appropriate snacks:** Fresh fruit (apples slices, grapes, berries), vegetables (carrot sticks, cucumber slices), various types of crackers, pretzels, beef sticks, etc.
 - **Please avoid:** Candy, cookies, sugary drinks, or any items containing nuts or labeled as "may contain nuts" due to severe allergies within our school community.
- **No Sharing:** For health and safety reasons, students are not permitted to share snacks with classmates.

Water Bottles:

- **When:** Students are encouraged to bring a reusable water bottle to school daily. They may keep it at our designated water bottle area and access it throughout the day as needed.
- **What:** Please fill water bottles with **plain water only**. Sugary drinks, juices, or sodas are not permitted.
- **Maintenance:** Please ensure water bottles are clearly labeled with your child's name and are cleaned thoroughly at home each evening.

Important Reminders:

- If your child forgets a snack, we will do our best to provide a small, healthy alternative if available, but please make every effort to send one from home as I do not always have an alternative.
- Please inform me immediately if your child has any dietary restrictions or allergies not already on file with the school nurse.

Thank you for your cooperation in helping us maintain a healthy and productive learning environment for all students!

Let's Have a Great Year!

Happy Hughes Crew Families,

Thank you for taking the time to review our 3rd-grade syllabus. We're so thrilled to welcome your child and you, the family, to 3rd grade! We believe that a strong home-school connection is essential for a truly successful year. Please know that we are always here for communication, questions, and celebrations of your child's progress. This syllabus provides a roadmap for the incredible learning adventures ahead. We're genuinely excited about the discoveries we'll make, the skills we'll master, and the community we'll build together.

To confirm your review and understanding of this syllabus, please sign and return the acknowledgment form on the last page by July 18th. Your prompt return is greatly appreciated.

Thank you for your trust and partnership – let's make this an amazing year for the Happy Hughes Crew!!!

Sincerely,

Dr. Lacy York Hughes

Third Grade Policies and Procedures 2025–26

Please, sign below and return the form to school **by Friday, July 18th**. Signing the form will indicate that you and your child have read, understand, and agree to abide by the policies and procedures set forth in University School's 3rd Grade syllabus. Please keep the Policy and Procedure Handbook for your reference throughout the school year. Thank you!!!

Child's Name (print): _____

😊 Child's Signature: _____ Date: _____

Guardian's Name (print): _____

Guardian's Signature: _____ Date: _____