

# New Life Academy

## 3rd Grade

### Handbook

Ms. Amber Zayas



2022-2023

To my wonderful 3rd grade parents,

Thank you for being part of the NLA Parent Orientation. Welcome to a new school year filled with fun and exciting things for your child, and even you, to learn. I am looking forward to getting to know you and your child this year and working with you to help your child learn and grow. We have a very important job as parents and teachers to help young minds develop in all areas, academically, socially, and spiritually. It is extremely important that we work together this year to provide your child with the quality education they deserve. I want to be a positive influence in your child's life and be someone that they can feel safe talking to and also someone they look forward to seeing each day. I know the relationship I develop with them is crucial to their learning and growing this year. I want to help your child be the best version of themselves that they can be, and I know you do as well. With God's help we can continue working on molding them into the best version of themselves they can be.

Open communication is very important to me and is such a big part of how well your child will do this year. You and I are a team and we are working to help your child grow and learn together. If you ever have a question or concern about your child, feel free to reach out to me and I will get back to you as soon as possible. My email address is [azayas@newliveschool.com](mailto:azayas@newliveschool.com).

Thank you for the opportunity you have given me to get to know your child and to help them grow this year. I know what happens in our classroom this year will impact my life just as much as it does theirs. I know it is going to be an awesome year and I can't wait to get started!

Love and Prayers,

Ms. Amber Zayas



A decorative border of various tropical leaves, including Monstera and ferns, surrounds the text. The leaves are in shades of green and yellow-green.

## Parent Information

**HOMEWORK/COMMUNICATION FOLDER** - Your child will be bringing home a homework folder every night. This folder needs to be checked and signed every evening. This is where I will put any flyer or note that contains important information for you. You may also send notes to me in this folder as I check it every morning.

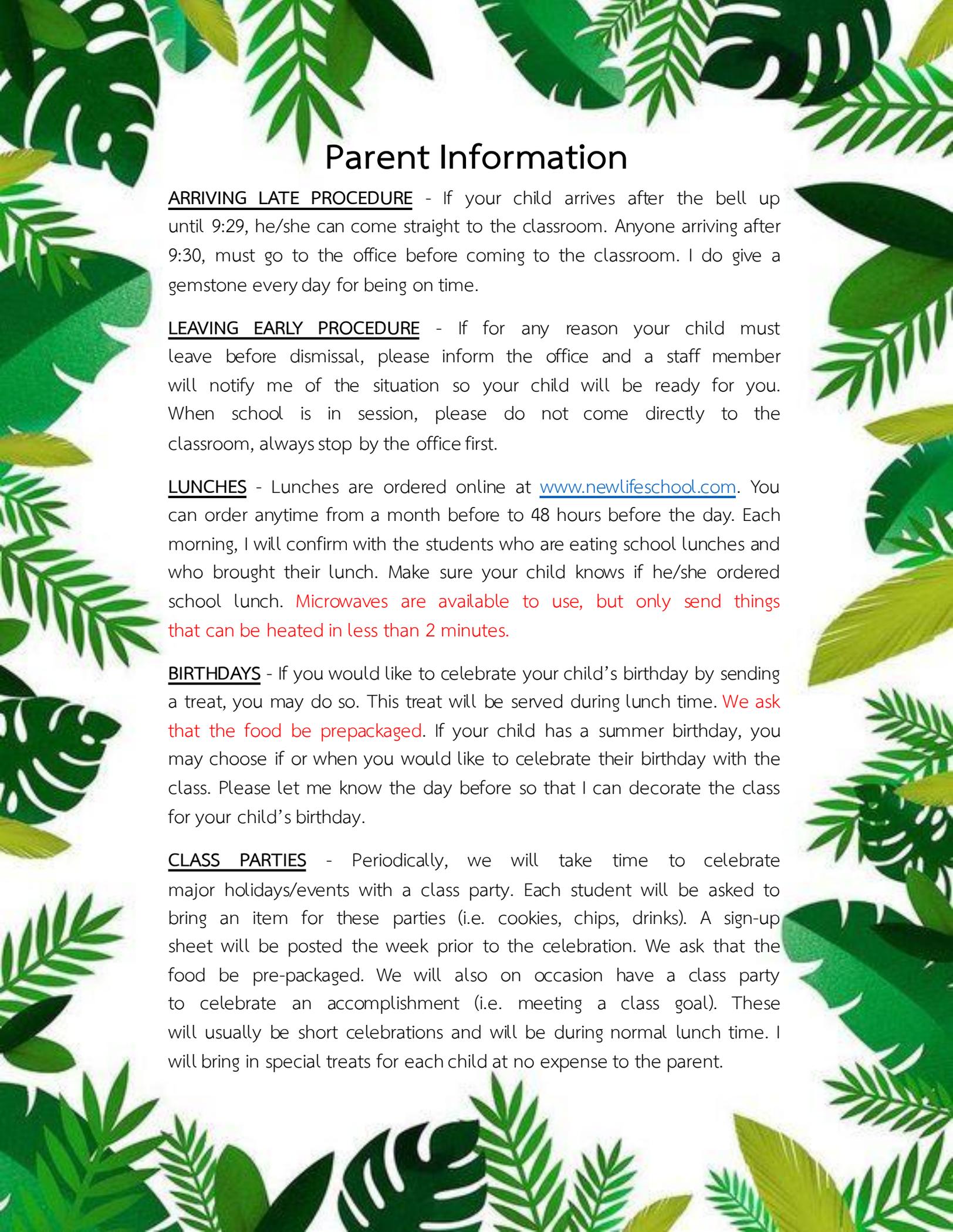
Most days your child will be assigned reading and occasional homework in other subjects. Your child must read the reading assignment twice to themselves and once to a parent/guardian. (This is notated on the Homework sheet: Reading 2x/1x.)

Your child will receive a gemstone for having completed his/her daily homework, only if the student's homework sheet is signed each day. This is very important to students as well as me. I will explain how we will be using gemstone system later on in the handbook.

Every Friday your child will bring home papers in a folder filled with class work from the previous week. Please review each paper with your child and try to go over things they need to work on. This will keep you up-to-date with your child's progress. All quizzes and tests need to be initialed and returned the next school day.

**PROGRESS REPORT** - Every 4-5 weeks an email will be sent to you with your child's grades for the present quarter. If you have any questions you can email me back and I will get back to you within 24 hours.

**PARENT/TEACHER COMMUNICATION/APPOINTMENT** - It is important that if you, as a parent, need to talk to me, you set up an appointment via the school office or through my email. Please allow at least 24 hours for me to respond to you via email. This will allow me to focus on your child's needs throughout the day without interruption. If you email me on the weekend, I will respond the next school day. As previously stated, communication is so important for the success of your child this year. If you have any concerns about your child's progress, please contact me. My email is: [azayas@newlifeschool.com](mailto:azayas@newlifeschool.com)

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## Parent Information

**ARRIVING LATE PROCEDURE** - If your child arrives after the bell up until 9:29, he/she can come straight to the classroom. Anyone arriving after 9:30, must go to the office before coming to the classroom. I do give a gemstone every day for being on time.

**LEAVING EARLY PROCEDURE** - If for any reason your child must leave before dismissal, please inform the office and a staff member will notify me of the situation so your child will be ready for you. When school is in session, please do not come directly to the classroom, always stop by the office first.

**LUNCHES** - Lunches are ordered online at [www.newlifeschool.com](http://www.newlifeschool.com). You can order anytime from a month before to 48 hours before the day. Each morning, I will confirm with the students who are eating school lunches and who brought their lunch. Make sure your child knows if he/she ordered school lunch. **Microwaves are available to use, but only send things that can be heated in less than 2 minutes.**

**BIRTHDAYS** - If you would like to celebrate your child's birthday by sending a treat, you may do so. This treat will be served during lunch time. **We ask that the food be prepackaged.** If your child has a summer birthday, you may choose if or when you would like to celebrate their birthday with the class. Please let me know the day before so that I can decorate the class for your child's birthday.

**CLASS PARTIES** - Periodically, we will take time to celebrate major holidays/events with a class party. Each student will be asked to bring an item for these parties (i.e. cookies, chips, drinks). A sign-up sheet will be posted the week prior to the celebration. We ask that the food be pre-packaged. We will also on occasion have a class party to celebrate an accomplishment (i.e. meeting a class goal). These will usually be short celebrations and will be during normal lunch time. I will bring in special treats for each child at no expense to the parent.

# Classroom Rules & Discipline Procedures



I believe it is important to help your child learn, not only the subjects I am teaching them, but also to help them learn to be a good human being. I believe this classroom management plan gives every student the opportunity to manage his/her own behavior and work towards being a good friend to everyone in our class and our school. When our class works as a team it will help us have an environment that is conducive to learning & retaining what I will be teaching them.

## Class Rules

1. Try New Things
2. Listen Carefully
3. Raise Your Hand
4. Use Kind Words
5. Help Clean Up
6. Do Your Best



To enforce positive behavior, our class will use a gemstone system. This system promotes positive behavior choices and encourages students to self-monitor their behavior. During the course of the day, students have the opportunity to earn a gemstone each time I see them making positive behavior choices. Listed are just a few ways that they can earn gemstones:

1. Following class procedures (being quiet in hallway/lunchroom, entering/exiting the room quietly, listening during lesson time, etc.).
2. Participating during lessons/completing work.
3. Completing homework and returning folder with signature.
4. Being kind to others.



All earned gemstones will be counted daily. Every Friday, the students will have the opportunity to buy items with the gemstones they earned for the week. The first item they can buy is a desk pet (small dinosaur) that will sit inside an enclosure on top of their desk. They will also have the opportunity to buy items for their desk pet enclosure (small food shaped erasers, stickers, supplies to decorate the enclosure, etc.). I will also have other fun items that they can choose instead if they would like to (small toys, candy, etc.). Each student must earn at least 25 gemstones to purchase from the desk pet store each Friday.

## Other Incentives

1. Praise
2. Special Treats
3. Class Parties/Fun Fridays
4. Class Privileges (Free Time, Game Time, etc.)



Example photo of desk pet and the enclosure that will be on each desk.

# Consequences

Conversely, inappropriate behavior causes the student to lose gemstones. Any student that does not earn at least 25 gemstones during the week, will not be able to purchase items on Friday. Students that lose gemstones will also have fewer gemstones to purchase items on Fridays.

When disruptions occur, the procedure below will be followed:

1st Disruption: Warning

2nd Disruption: Loses stone plus 5 minutes recess

3rd Disruption: Loses 2 stones plus 10 minutes recess

4th Disruption: Loss of Privileges

5th Disruption: Send to Office and Note to Parents

6th Disruption: Detention



# Bible Scriptures

Each month students will be required to memorize Bible verses and will be graded accordingly. We use KJV.

September: Galatians 5:22-26

October: Ephesians 1:2-7

November: Ephesians 2:4-10

December: Ephesians 3:17-21

January: Ephesians 4:4-7

February: Ephesians 5:1-2 & 8-11

March: Ephesians 6:10-17

April: Philippians 2:2-5 & 8-11

May: Philippians 4:6-9



## 3RD GRADE SUPPLIES

- 1 Pkg Colored Pencils
- 1 Pkg Markers
- 4 Red Pens
- 2 Spiral Notebooks
- 12" Metric/standard Ruler
- 1 24ct Box of Crayons
- 2 Large Boxes of Kleenex
- 2 Glue Sticks
- 4 Expo Dry Erase Markers (wide point)
- 2 Large Erasers
- 2 Pkg. of #2 Pencils
- 2 Pkgs. Wide Ruled Notebook Paper
- Scissors 1"
- 1" Front View Binder
- 2 Boxes of Wet Wipes
- 1 Bottle of Hand Sanitizer
- Large Backpack
- 2 Highlighters
- Bible (KJV)



## CLASS SCHEDULE

- 8:30 - 9:10 Daily Routines/Bible Lesson
- 9:10 - 9:55 Math/Snack
- 10:00 - 10:20 Recess
- 10:20 - 10:30 Restroom Break
- 10:30 - 11:00 Reading
- 11:00 - 11:30 Writing
- 11:30 - 11:55 Lunch
- 11:55 - 12:15 Recess
- 12:15 - 12:25 Restroom Break
- 12:30 - 1:15 Language
- 1:15 - 1:45 History
- 1:45 - 1:50 Restroom Break
- 1:55 - 2:10 Spelling
- 2:10 - 2:45 Science/ Health (Quarters: 1-3/ 4 )
- 2:45 - 3:00 Homework/Snack (if we have time)
- 3:00 - 3:25 Closing Procedures (counting gemstones, pack up, clean up, dismissal)



## GRADING SCALE

A 94-100

A- 92-93

B+ 89-91

B 86-88

B- 83-85

C+ 81-82

C 78-80

C- 76-77

D+ 73-75

D 70-72

D- 68-69

F 0-67



## HONOR ROLL REQUIREMENTS

“A” Honor Roll

Students must have a 92% cumulative average or better.

No C’s are permitted.

“B” Honor Roll

Students must have an 83% cumulative average or better.

Only one “C” is permitted.



Schedule may change due to tests/quizzes/chapel.

P.E. - Wednesday 1:20 - 1:50

Music - Tuesday & Thursday 1:00 - 1:30

## SNACK TIME

Every day students may bring a snack and a drink. I will let them have this snack either during our Math lesson or in the afternoon during homework time.

***The drink must have a lid and the snack should not require utensils or a microwave.***

