



3rd Grade (3a) Syllabus and Procedures 2025-2026

Welcome

Welcome to 3rd grade! In my 18 years of teaching, I have learned that flexibility is the key to success in education. Just as each student is different, so each class is different. The procedures that follow are subject to change to best accommodate the needs of the students of 3a. Any changes in procedures will be communicated to parents, will be posted on the class webpage, and an update of this document will be posted on the class webpage.

Open communication between home and school is another important factor in a child's education. The students will often hear me say, "Mrs. Hubbuch is not perfect." While I do work hard to do my best for the Lord's glory, I am human and fallible (Colossians 3:23). WHEN there is an issue or concern, I do ask that you come directly to me (Matthew 18). I cannot change or correct an issue if I am not aware of the issue. Getting others involved (outside of school administration) does not help to resolve the issue either. Out of respect for all parties, I do ask that social media not be used to address issues that involve our class. Please reach out to me with any questions or concerns that you may have. I may be reached at thubbuch@lfca.com or (502)957-7686. I will do my best to respond by the end of the following school day.

Mission Statement

The ministry of our Christian school is to lead young people to Christ and to turn them in the way they should go (Proverbs 22:6). With this in mind, we are committed to guiding children to Christ with a well-balanced education emphasizing character building and leadership skills. We believe with the church, the school, and the home working together, we can strive to make "Today's students tomorrow's leaders with a Biblical worldview".

Foundational Documents

Please refer to the foundational documents for the Vision Statement, School Philosophy, Core Values, Expected Student Outcomes, Goals & Objectives, Statements of Faith, Life, Final Authority, & Marriage/Gender.

 foundational docs from all handbooks.docx

Parent Communication and Visits

Communication is a very important part of our partnership in the education of your child. Classroom information will be posted on the 3a webpage and/or sent via email. Parents are encouraged to check Blackbaud for school wide announcements and events. Mrs. Gipson will email families to notify them of upcoming events. Please be sure to read the "Monday Memo" that is sent out each week.

All visitors on campus are required to check-in at the office upon arrival and wear a school issued visitor badge. Visitors will also need to have their driver's license at check-in. Anyone wishing to volunteer on campus, on field trips, and mission trips must complete the online Volunteer Training annually and a background check every three years. Those who are interested in driving students on field/mission trips must permit the office to copy his/her driver's license and proof of car insurance. Please be proactive in taking care of these items. Waiting until the event to take care of these items may result in you not being able to participate in the event.

Volunteer Training

<https://littleflockchristianacademy.com/familyresources/volunteer-training/>

Background Check

<https://littleflockchristianacademy.com/background-checks/>

Agenda

A daily agenda will be posted on Google Classroom. The agenda will list all the assignments for the day, reminders of upcoming tests/quizzes and projects. A monthly calendar will be included. The calendar will be updated regularly with upcoming tests/quizzes and projects. Please note that the calendar is tentative. If a test is scheduled but the students are not ready, the test will be moved. Tests/quizzes will never be given sooner than originally scheduled, but they may be moved forward.

Binder

We will be using the binders as a tool for organization. This is a learning process for the students but is a very beneficial tool when they grasp the concept. The purple folder will be kept inside the binder. The left hand side of the folder will be labeled "For Parent". On this side you will find communication from the office or myself. You will also find papers that are ready to be removed from the binder. The right hand pocket of the folder will be labeled "Homework". The students will place any assignment that has not been completed in this pocket. Once the assignment has been completed, it will need to be placed back in this pocket and turned-in the following day.

Please do NOT remove any student papers from the binder that are not on the "For Parent" side of the purple folder. I encourage you to "look" through the binder to see how your child is doing, but please do not take any papers out. The papers in the binder are to be used as resources and to study for tests. When we have finished with the material, I will staple the test to the supporting materials and have the students place the papers in their purple folder in the "For Parent" pocket. These papers will then be ready to remove.

The binder will also contain helpful information such as an Enrichment Class Schedule, spelling lists, and Bible verses.

Grading

Papers will be graded on a point system. The top number will be the number correct and the bottom number will be the total possible points. For example, 9/10 would mean nine questions were correct out of a possible ten. To calculate a percentage grade, you would divide the top number by the bottom number and multiply by 100. For the example given the student would receive a 90%.

Grades in each subject area will be weighted by category. Following is the percentage breakdown by category [\(click here for specific subject weighting\)](#):

Classwork/Homework	30%
Quizzes/Projects	30%
Tests	40%

Blackbaud is another communication tool that is our online grading system. Blackbaud accounts can be set up to receive grade alerts. Each family will receive login information. Please be sure to check your contact information in Blackbaud and notify the office of any changes. Mailings and emails will be sent through Blackbaud, so it is important to notify the office of any changes.

Classwork/Homework

Classwork that is not completed may become homework. Any homework is due the following day upon arrival.

Nightly homework assignments:

- Study spelling words (spelling tests are on Wednesdays)
- Study Bible verse(s) (Bible verse(s) tests are on Fridays)
- Study for any upcoming tests/quizzes
- Practice math facts
- Read for 15 minutes

Late Work

We will follow the "Family Handbook" guidelines for late work. Late assignments will be coded as such in Blackbaud. Parents with notifications turned on will be notified through Blackbaud. Please follow up with your child to ensure the assignment is completed.

One Day Late – 25% reduction in grade

Two Days Late – 50% reduction in grade

Three or More Days Late – will result in 0% for the assignment

"No Name" papers will receive a 10% reduction in grade.

Make-up Work

When a student returns from an absence, he/she will receive a *While You Were Out...* form attached to the worksheets he/she missed. The student will need to refer to the agenda for the day on Google Classroom to see everything that was missed. As stated in the "Family Handbook", a student will have one day for each day missed plus one additional day to complete make-up work and to take any tests that were missed.

Class Expectations

"Do to others as you would have them do to you" (Luke 6:31).

Please raise your hand and wait to be called upon.

Do your best as working for the Lord (Colossians 3:23).

Please remain in your seat.

Have fun and learn something new today!

Classroom Management

Each day the students will have three one dollar Hub "Bucks" placed in a pocket chart behind their student numbers. If a student does not follow expectations after a warning is given, a dollar will be removed from the student's number. At the end of the day, the students will receive the Hub "Bucks" that are remaining. The Hub "Bucks" will be kept in a wallet that we will make in class. Students will be given an opportunity to purchase passes (hat day pass, snack all day pass, etc.) with their Hub "Bucks".

As a class we will be working to fill a WOW! Chart. When a student does something above and beyond expectations, he/she will write his/her name in a square on a 100 square coordinate grid. Once all 100 squares are filled in with a student name, a coordinate will be drawn and the student

whose name is in the given coordinate square will receive a prize. The class will also have earned a movie day.

Birthdays

Students are welcome to celebrate their birthdays by bringing a snack for the class. Please notify me in advance if you will be sending something in.

Snacks

Students are permitted to enjoy a snack during recess.

Dress Code and Conduct

Please refer to the "Family Handbook" for details regarding dress code and conduct.

Please sign below signifying that you have read the 3a Syllabus and Procedures 2025-2026 document. Please retain a copy for your records and return only the bottom portion of this page.

Print Student's Name

Print Parent Name

Parent Signature

Date