***Welcome to Daniel Pratt Elementary***

**Transportation:** Daily transportation is very important. If your child’s mode of transportation needs to be changed on any given day, such as a child who usually rides the bus will be a car rider, please send a note to school letting me know this. We cannot deviate from the designated method of transportation unless we have it from you in writing. As I receive these, I send them to the office for approval. School dismissal is as follows:

* Car Riders: 2:50
* 1st Load Bus Riders: 3:00
* YMCA 2:55/Daycare: 3:05
* 2nd Load Bus Riders: 3:10 (dismissed to wait in lunchroom)
* Walkers: 3:00 \*Dismissal times are tentative! At the beginning of school, it takes longer to dismiss.

**Newsletters:** Weekly newsletters will be sent home on Mondays. Each will state the academic skills for Reading, Language Arts, and Math. It will also include the weekly events.

**Organization:** First grade is a very important year as new skills are covered. Keeping up with class work and homework is extremely necessary. To help with organization, we use binders. All subjects will be kept in the binder so your child has fewer items to keep up with. Students will be asked to take out this binder frequently to place papers in a designated area. Please reinforce following directions when first given is important.

**Attendance Policy:** Students who are absent should bring in an excuse the next day. However, three days are given to submit an excuse. For students not bringing excuses, “Zeros” for assignments will be received due to the unexcused absence.

Five (5) unexcused absences within a school year constitute a student being truant and on the seventh (7) unexcused absences a complaint/petition may be filed against the child and/or parent. • Any time that a student is absent, the parent or guardian must send a written note to school satisfactorily explaining the absence.

 **A satisfactory note from parent or guardian meets the following State guidelines:**

Illness; 2. Death in the immediate family; 3. Inclement weather (as determined by the principal) which would be dangerous to the life and health of the child; 4. Legal quarantine; 5. Emergency conditions as determined by the principal; and 6. Prior permission of the principal and written consent by the parent or guardian. • The note or doctor’s excuse must be sent to school within three (3) days of the student’s return to school to be counted as an excused absence. Excuses will not be accepted after three (3) days. Please note that teachers are not obligated to provide make-up work for unexcused absences. • A written note from parents or guardians, as described above, will excuse absences for up to but not exceeding 7 absences during the school year. Further absences will require a written excuse from a medical doctor or court official. All excuses must be presented within three (3) days of the return to school.

**Birthdays:** We will celebrate the special day with singing and presenting a small token to commemorate the occasion. Parents are welcome to send in individually wrapped snacks from the store. We will have to eat it during our classroom’s scheduled snack time.

 **Field Trips:** When submitting forms and money for trips, parents will have 2 weeks. Money should be brought to school by your child in a sealed labeled envelope. Money is collected at 8:00 a.m.

**Money:** Please send all money in an envelope labeled with your child’s name, homeroom teacher’s name, and the purpose for the money. Students lose money envelopes regularly and this will help it get to the right place.

**Lunch:** At Daniel Pratt we have designated Parent Lunch days throughout the year. They are posted on our school calendar. Also, notice will be sent home in advance! **Snack:** Students may bring snack from home. If purchasing snack from school, $2.25 is an appropriate amount to send.

**Weekly Papers:** Weekly Papers are sent home inside of binders. Please keep all papers sent home. There isn’t a particular day that I send graded papers home. Please look for them either the same day as a test or graded assignment or the day after. I try not to hold papers for extended lengths of time. Please check for papers “Daily”. **Please do not throw away papers that should be returned to school**. **Also, everyday students should have their binders at school due to various word lists that we go through and check them off as they are learned.**

These will be sent home usually on Friday/s with the weekly homework attached. (If the newsletter doesn’t come home on Friday, it will be sent on Monday due to days out of school, etc.)

**Homework:** Homework is important because it teaches responsibility and helps the student develop good study habits. Homework is not “busy work”. It is given to reinforce skills and concepts taught that week. Homework helps the students prepare for upcoming lessons and tests**.** It should take approximately 20 minutes, give or take, depending on each individual student. Homework should be a time to reinforce skills learned during the school day. Students will receive Reading homework once a week. The homework can be completed in one night or spread throughout the week. However, Spelling words and High Frequency words should be practiced nightly. Students returning their homework by Friday will receive a sticker, an opportunity to move up on the clothespin chart, or treasure box item. Completing homework helps to prepare students to become more responsible and independent workers in the future. Math homework will be given as needed on an individual basis and before a test as a class. Science and Social Studies projects will be given occasionally.

Students will receive letter grades on their report cards in first grade as well as numerical. The following grading scale will be used:

![j0251265[1]]() Grades & Grading

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0-59

Report cards are sent home four times per year. Please remember to sign and return the report card and send it back after going over your child’s report card with him or her. Please do the same with Progress Reports.

**Language Arts and Reading Test/Math Test/Grades:** Grade averages are comprised of 60% Major Grades and 40% Minor Grades for each nine weeks.

Reading Test/s will be administered on Friday/s with some exceptions (These exceptions will be noted on the weekly newsletter.). The Reading Test is composed of the High Frequency Words (usage in sentences), Phonics-based on the weekly skills, Comprehension-answering questions about the story that’s on the test, and a written answer.

\***Spelling Tests** as well as Language Tests are on Thursdays.

**Math Tests** will be administered when skills have been taught. Tests can fall on any day of the week. Some Math Lessons are shorter than others with the amount of skills. These will be sent home immediately after being graded for you to review. If you should need to ask questions, please contact me using the contact information on the cover.

**Science and Social Studies:** Grades are S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory). They are composed of verbal assignments, discussion, written assignments, and in class projects.

\*Academic Lessons are structured similar with each one beginning with whole group instruction with introducing learning targets/modeling/practice, and then small group with hands on activities. Technology is incorporated as much as possible. Intervention groups aid students who need extra help. Also, within the class we incorporate cooperative learning as well as some one on one practice to help everyone achieve “Their” academic potential.

**Star Student Friday:** On Fridays we will celebrate how remarkable each student is. Each student will receive a notice when we will acknowledge them. The list of activities are below:

\*Student can bring in pictures to show to their classmates of family and activities.

\*Parents may send in a letter about their child that the teacher can read. Example-When your child first came home from the hospital, special events/awards.

\*Student can shar a talent with the class.

\*Star Student will receive a certificate.

**Deadlines:**

When submitting money for the various events, please be mindful of the deadlines. Money isn’t accepted past the deadline.

**School Handbooks:**

Please read all information in the Code of Conduct before you sign and send back the acknowledgement page. There’s a lot of information that we will not cover during the Orientation to First Grade. However, if you are unable to locate the answers that you need please do not hesitate to reach out to me. Keep in mind that it may take me 24 hours to respond due to instructional time. My conference times are Monday, Tuesday, Wednesday, and Friday from 12:25-1:05. Thursdays are reserved for data meetings.

**Award’s Day:** At the end of the school year, we will celebrate school successes with A, AB, and Perfect Attendance. Students receiving these awards must earn honor roll on every report card for all 4 nine weeks. Perfect Attendance award recipients are the students whom attend school every day without checking in and/or checking out.

**Class Discipline and Guidance:**

Self-discipline is encouraged and provided through guidance based on positive reinforcement. We will work together to implement classroom rules. The rules are:

\*Keep hands and feet to yourself

\*Obey the teacher

\*Have “Fun” learning (Put forth effort and have a good attitude.)

\*Raise your hand (Wait patiently to be called upon)

\*Respect others

I believe that establishing and following rules are essential to a productive classroom environment. Henceforth, daily every student will begin with their clothespin on “Ready to learn”. Moving above “Ready to learn” and remaining there for the duration of the day will result in a positive color on their behavior calendar. Clothespins can be moved up or down throughout the day according to each student’s choices. Students who remain on at least “Ready to learn” all week, earn “Fun Break Friday”. Fun Break Friday will be the reward for making good choices all week. Moving below and remaining under “Ready to learn” will result in the following:

\*Reminder

\*Student Conference

\*Time out in the classroom and/or from our Brain Break

\*Parent Contact (Phone call, then note requiring signature, finally in person parent conference)

\*Detention instead of participating in “Fun Break Friday “

**\*Please check your child’s Behavior Calendar and Initial each day!**