**MS. JAMES WELCOME PACKET**



**2017 – 2018 SCHOOL YEAR**

Dear Parents,

I would like to take this opportunity to welcome your child to First Grade. My name is Ms. James. I am very excited to start the 2017 -2018 school year! I am originally from the USVI. I earned a bachelor’s degree in ECE from Clark Atlanta University and a MS in Instructional Technology from Strayer University. This is my 18th year teaching at Columbia Elementary School. I have taught 1st and 2nd grade. I have a passion for teaching and technology!

Throughout the year, your child will learn how to read, write, add, subtract, and so much more. Some of the concepts that we will cover this first semester include: story elements – characters, plot, setting, number concepts, addition/subtraction, number patterns, weather and seasons, time, change & continuity. As a team, we will go above and beyond to make your child's learning experience a memorable one.

This year, our school will continue to implement Common Core Georgia Performance Standards (CCGPS). In addition, I will utilize a combination of reading resources that are designed for skill and strategy development, plus differentiate instruction to meet the needs of your child. I will utilize My Math and other math resources to help your child meet/exceed the math standards.

To ensure that your child has a successful and productive school year, it is necessary that we work together as a team. You will find beneficial information in the remainder of this packet. Additional information can be found on our class webpage listed below.

**http://columbiaes.dekalb.k12.ga.us/AkuaJames1.aspx**

Thank You,

Ms. James

**2017-2018 1st Grade Discipline Plan**

In our classroom, we will utilize the behavior color chart in efforts to minimize negative behaviors and maximize instructional time. Each day, your child starts off his/her day on **green**. Your child may move from **green** to **yellow**, **yellow** to **blue**, and **blue** to **red** if he/she doesn’t comply with the class/school rules. A color is recorded daily in your child’s communication book (the binder on the HW assignment sheet). Please read your child’s communication log and initial daily located in the binder). Thank you for your assistance.

**Classroom Rules**

1. **Follow directions the first time given.**
2. **Raise your hand and wait for permission.**
3. **Respect EVERYONE (teachers and students).**
4. **Pay attention.**

**Rewards for Following the Rules**

Praise (daily)

Positive notes home (randomly)

Tokens/points/tickets/paper money (daily)

Treasure Chest (weekly)

Star Student (weekly) varies from class to class

Fun Friday (monthly)

A safe and positive learning environment (daily)

**Behavior Color System**

|  |  |
| --- | --- |
| COLORS | CONSEQUENCES |
| GREEN  with star | NONE |
| GREEN | Verbal warning/name on board |
| YELLOW | Reflection corner |
| BLUE | Reflection corner in another classroom or silent lunch & note home |
| RED | Phone call & detention notice |

**Classroom Policies and Procedures**

**HOMEWORK**

Homework will be given on a weekly basis and will be located in the HW Binder in the front. It will be **given out on Monda**y and will be **due on Friday**. Homework will be considered **LATE if received after Friday**(points may be taken off). It is worth **45% of the total grade**. PLEASE ensure that your child completes and turns in **ALL** homework assignments. Some homework assignments require additional supplies to complete the task. It is very important that your child has scissors, pencils, paper, crayons, and glue at home.

**CLASS RITUALS & ROUTINES**

Classroom rituals and routines will be established the first 2 or 3 weeks of school.

**DRESS CODE**

To adhere to the dress code policy, we are asking that **ALL STUDENTS** wear uniform Monday – Thursday. On Fridays, the students can wear jeans and the school spirit shirt or color (orange, blue or white).

**ABSENCES**

Students are expected to be present at school and in class each day, unless absence is necessary. Students are marked absent if they are in school less than half a day. The half day mark is 11:15 a.m. A **written** **note** from a child’s parent is required upon returning after an absence.

**TARDINESS**

Students are expected to be **on time** for school daily. Students arriving after **8am**areconsidered tardy. After 3 tardies, the counselor will be notified. A letter **will** be sent home if tardies are excessive. **Students who are chronically tardy are subject to social worker referrals.**

**CONFERENCES**

Conferences will be conducted throughout the school year to discuss your child’s academic and social progress. Parents may request a conference. There will be times that the teacher requests conferences outside of the district conferencing schedule. Parents must notify the teacher or come by the front office to schedule a conference.**Conferences will not be held during instructional time.**

**TRANSPORTATION**

After dismissal, your child will go home according to the information given by the parent or legal guardian. **If your child’s afternoon transportation arrangement changes, the teacher MUST be notified via phone call, text message, email, or written notice in a timely manner.** If this new information regarding the change in transportation is not given to the teacher, **your child will go home using the current mode of transportation.**

**DEFICIENCY REPORTS**

A deficiency report with plans for remediation will be sent home with the progress report for students with failing grades.

**ACCESSING GRADES & GRADING SCALE**

Infinite Campus Portal is a secure, web-based application that allows parents, guardians, and students to view information such as grades and communicate with staff. To monitor your child’s academic progress and communicate with your child’s teacher, login on to IC Parent Portal. This account will grant you access to your child's grades on Infinite Campus. Use the link below to access the portal.

<https://campus.dekalb.k12.ga.us/campus/dekalb.jsp?status=login>

|  |  |
| --- | --- |
| GRADING CATEGORIES | \*GRADE PROTOCOL |
| **Pre - Assessment - 0%**  **Assessment During Learning – 25%**  Skills Assessment (Warm-Up)  Quiz  Projects  **Guided, Independent, or Group Practice – 45%**  Classwork  Project or Performance  Homework  **Summative Assessment – 30%**  Formal Post-Assessment Test  Culminating Project or Performance  Final or Culminating Exam | A 90 – 100  B 80 – 89  C 71 – 79  D 70  F Below 70  P (pass)  F (fail) |

**TESTING**

In efforts to diagnose your child’s strengths and weaknesses and monitor his/her academic progress, several assessments will be administered throughout the school year. Class assessments are typically given on Fridays and occasionally on Mondays. Every 6 – 8 weeks your child will also take the county Benchmarks and every 2 to 3 weeks your child may take common assessments in Reading and Math. At the beginning and at the end of the year, Pre-Assessments in Reading and Math will be administered. We also administer the DRAs and MAP assessment 3 times a year (beginning, middle, & end).