



August 16, 2007

Dear Parents,

It is indeed a pleasure to have your child in our class. To start off the year right, I am sending you this Parent Survival Handbook that has been assembled to help you understand our homework requirements in conjunction with other vital information that will enable us to make this a very positive and rewarding year. I feel as though open lines of communication between the parent, student, and teacher are the key to promoting an educational climate that is conducive to learning. I am looking forward to working with you and your child. Together we can make a difference! You can help by sending us well-rested children with full tummies and a hug and a kiss still fresh on their minds. This sets the stage for a lovely day.

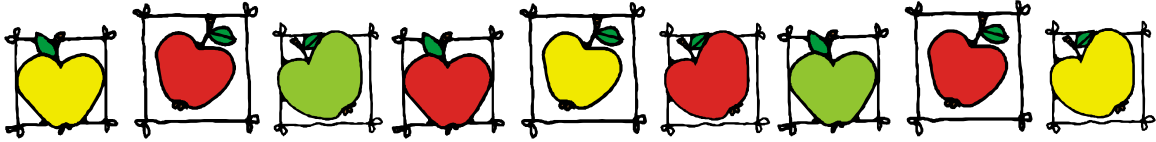
Please feel free to contact us at any time if there is a question or situation you would like to discuss. You will receive additional communication throughout the school year. I look forward to building a relationship with you and your child and thus providing the best education that I am capable of giving.

Sincerely,

*Mandy Gregory*

(770) 972-2220

Mandy\_Gregory@gwinnett.k12.ga.us



## Work Habits and Academics

Your child will have several assignments during the school day for which he or she is responsible. *Due to uncertain circumstances, if your child for any reason is unable to complete an assignment, this will automatically become homework to be completed at home and returned to school the following day. It is the student's responsibility to return work to the appropriate area WITHOUT any reminders. Work not returned may result in a zero.* Project due dates will be posted and will be written down in agendas. Students are expected to adhere to these due dates as well. Please talk to your child about the importance of completing assignments.

### Reading

Our reading program incorporates many different components. Students will be participating in Guided Reading Groups, Whole Group Instruction and Independent Reading. Students may have the opportunity to participate in Literature Circles (group discussion about a common book).

Every day your child will be bringing home a book. The book is one we have worked on in Reading Groups. Please listen to your child read their book. Sign, date, and indicate on the Reading Log if the level of the book was right for your child, challenging, or too difficult. It is very important to be consistent with reading every night. The more opportunities your child has to experience text, the stronger reader they will become.

### Writing

Students may sometimes be asked to bring home the Writing Notebook to make observations and jot down ideas. Students may take home the Writing Notebook, at any time, if they choose. Students will be expected to complete final drafts by a posted due date (written in the agenda). Students should have plenty of time to complete the final draft in class. Students needing more time will be expected to finish at home.

## Science

Science will involve many hands-on experiences to help the students grasp some abstract concepts. I will also use technology to expand our learning. If you would like to volunteer in our classrooms, this subject would provide some great opportunities.

## Math

Our math series is focused on problem solving as well as calculating answers. To enhance problem-solving skills, we will be doing a good deal of exemplars. Being able to explain your thinking in writing is a higher-level skill and shows deeper understanding

## Spelling

Gwinnett County has asked us to use a spelling program that is different than the traditional "word list." I will be giving an in-depth explanation of this research-based system at the PTA Open House on August 23 at 7:00pm. I hope you will be able to attend.

## Homework

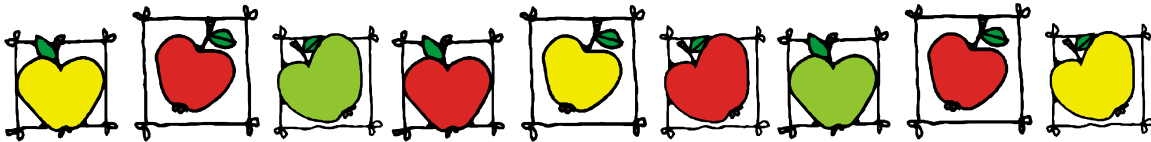
Students will be assigned homework. Please check your child's agenda nightly to make sure all assignments are completed.

- ❖ **Students will be expected to read 15 minutes every night. IT IS A SCHOOL RULE THAT STUDENTS READ ONE HOUR A WEEK AT HOME.**
- ❖ If students do not complete daily work (reading or math assignments, etc.), they will be expected to finish these assignments as well as assigned homework.
- ❖ Your child may be assigned a skills worksheet for math, spelling, or grammar to complete at home. The directions will be explained in class but please review, if needed, at home. These papers are always due back the next day unless otherwise noted.

# Centerville Elementary School Guidelines for Grading

Centerville Elementary School teachers are provided with the following guidelines for grading student work.

A	This is reserved for excellence, a step above everyone else. The student performs well above average. Works hard and work is always complete.
B	Consistently strong performance. Work is completed.
C	Average. Learns new concepts through many repetitions. Student completes work.
D	The student is working below grade level. Student performance is one year (or less than one year) below grade level.
U	The student is working more than one year below grade level. Student work is usually incomplete or not turned in at all.



## Behavior Management and Rules

In order to provide our students with the excellent educational climate they deserve, the students and I will develop a Discipline Plan that will be in effect at all times. During the first few weeks of school we will write a Class Promise together which will describe what our expectation for learning and behavior will be this year.

### Class Room Rules

1. Respect yourself.
2. Respect others.

If a student chooses to not follow classroom procedures then they will be given a verbal warning. I will carry a clipboard with a behavior chart. If a student continues to not follow procedures then I will check the appropriate box. The total number of checks for the week determines conduct grades sent home in Friday Folders. This will allow the teacher to track behaviors. Students will "pull sticks" marked with particular behaviors (that correlate

directly to the Friday Folder sheet) to help students track their own behavior. Students who do not receive any behavior OR work habit checks may be rewarded for hard work.

## Friday Folder

Every Friday, or the end of the week, your child will be bringing home their Friday folder. This folder will indicate your child's weekly behavior grade on their behavior checklist. Please be sure to discuss your child's grade with them and sign the checklist. If you have any concerns or questions, please let me know by writing a note in their folder. Also, your child will have important papers and information in their folder.

Please note, Friday Folder Conduct letters may be at the teacher's discretion, depending on how severe the student's behavior is. All students are responsible for maintaining procedures and will be held accountable.

## Conduct Letters

Conduct Letters are assigned as follows:

0 Checks/ Sticks = E

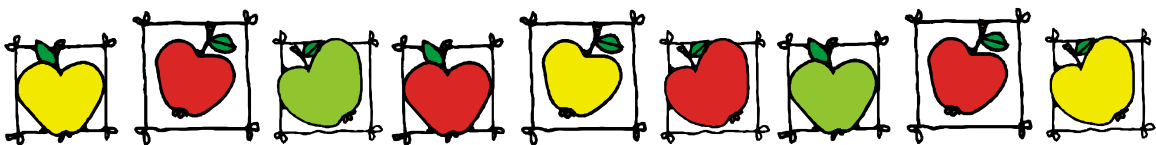
1 Check/ Stick = S

2-3 Checks/ Sticks = S-

4-5 Checks/ Sticks = N

6 or more Checks/ Sticks = U

In the event of a more serious offense such as blatant disrespect to a teacher, cursing, fighting, damaging school property, etc., *the student will be sent to the administration for immediate action.*



## Additional Information

### Absences and Tardies

Attendance at school is important for every student. Frequent absences from school significantly affect your child's performance and academic success. Please make every effort to have your child present each and every day. However, we understand that there are times when children need to be absent due to illnesses or other family issues.

Parents are encouraged to call the school on the day of the absence to indicate the reason of the absence. However, parents need to send in a signed, written note when the student returns to school explaining the reason for the absence, the date(s) of the absence, and a daytime phone number. If a student fails to bring a note, the absence is regarded as unexcused. Excused absences are specified in the Gwinnett County Parent/Student Handbook. All other absences are unexcused and repeatedly missing school can result in notification of administration.

Work missed needs to be made up as soon as possible. If you would like to request work during an absence, please contact the school no later than 9:00 a.m. and the work will be placed in the office by 4:00 p.m. that day. Calls after 9:00 a.m. will have work prepared by the following morning.

All students need to be in the room no later than 8:50 a.m. each day. All students arriving at school after this time must be signed in at the office by an adult. Chronic tardiness affects your child's ability to be successful in class, and will result in calls home and notification of administration.

## Agendas:

Students will be using an agenda book for homework assignments, daily messages and conduct grades. Your child is responsible for writing all homework assignments in the agenda, taking the agenda home each day, having a parent *read* and *sign* it nightly. They are also responsible for bringing it back to school the next day. Please feel free to write any messages in the agenda to me as well.

Students who do not return their agenda books daily will move a stick. Parents of students who go two days without their agendas will receive a call from Mrs. Gregory. Lost agenda books will have to be replaced at the expense of the parents.

## Birthdays

A school-wide policy has been adopted regarding birthday treats. A parent may provide a treat for the entire class. Treats may be provided in the following way:

- ❖ A parent may bring a treat from home. These treats must be precut and ready to serve. Please drop these off in the office by 10:00 am.



- ❖ Cupcakes may be purchased from the cafeteria at \$.40 a child. Notify our cafeteria manager, Roxann Hennings, at 770-982-6979 for orders.
- ❖ School ice cream may be purchased at \$.60 per child. Students may choose from several ice cream and non-dairy selections. Please send cash only for ice cream purchases!

Birthday treats should be provided for each child in the class. The snack or money for ice cream should be sent or brought to the office by 10:00 a.m. unless a parent will be present to distribute them at lunch.. Our lunch time is 11:20-11:50am.

Also, a student's birthday can be recognized by simply singing "Happy Birthday". No food is necessary.

In some cases, parents do not want the student's birthday recognized. We can honor that request as well.

**\* Please be aware that not all religions recognize birthdays. It is our wish that all students and parents are sensitive and understanding of these circumstances.**

## Change in Transportation/Early Pick-up

**Change in Transportation Home:** If your child is to go home a different way than usual, I MUST have a note on that day. Your child will have it approved and recorded in the office. The bus driver or car rider monitor will receive the note in the afternoon.



**Early Pick-Up:** We are very busy all day in our class. Please try to arrange doctor/dentist appointments outside of school hours because anytime your child comes in late or leaves early they miss valuable instruction. However, if you must check your child in or out during the day, come to the office first. They will call for your child to come to meet you in the office. Sending notice of early pick-up can aid in quicker check out.

## Conferences

If you would like to schedule a conference, please send a note with your child or an e-mail. I will try to coordinate a time that is convenient for everyone involved.

## Fast Food

Please feel free to come and have lunch with your child. However, the school asks that parents do not bring ANY fast food into the cafeteria.

## Party Invitations

If you are having a birthday party for your child outside of school, school is not the best place to pass out invitations unless every child in class is being invited. Your child needs to bring all invitations directly to me to be distributed discretely, including to students in other classes.

## Room Parents

I will be working with room parents this year. These parents will help organize parties, special projects and events, etc. All parents are important to us. No one will be left out. Room parents will be called upon during the year to help with various activities. Occasionally you will receive a note or a call from us for help! The class parties will include a winter holiday and a Valentine's Day party. I would like to thank each of you in advance for your help this year.

## Snacks

We will have time for a quick snack before specials. Please make sure that this is a nutritious snack. Please do not send in juice or other drinks or any items that are overly messy. Some suggestions for a healthy snack include: dry cereal, crackers, popcorn, apples, carrots, and raisins.

**\*Candy, cupcakes, or sweet treats are not appropriate for snack time.\***

## Study Hall

Study hall is held during recess for those students who need either additional time or instruction, or those who do not turn in homework. Students may go to study hall for several reasons. However, if it is because of misbehavior or incomplete work due to misbehavior their work habits grade or conduct grade will be affected.





Please line up your sitter now and plan to attend **Open House** on **Thursday, August 23<sup>th</sup> at 7:00 p.m.** We will have an orientation meeting for parents of our class. This will be a time for you to become familiar with your child's curriculum. I look forward to talking with you!

*Mandy Gregory*

(770) 972-2220

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I have read the Parent Survival Handbook and discussed the necessary content with my child.

Parent/ Guardian Signature \_\_\_\_\_

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have read and discussed the discipline procedures with my child. Please sign and return to school.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Child Signature