

August 2, 2022

Dear Parents/Guardians,

Hephzibah Elementary School (HES) is an authorized IB PYP World School.  These are schools that share a common philosophy – a commitment to high quality, challenging, international education that Hephzibah Elementary School believes is important for our students. For more information on the IB PYP please visit the school’s main webpage (https://www.rcboe.org/Domain/22). I am excited to work with your child this year!

You are invited to phone me or to schedule a visit any time that you have questions or concerns regarding your child's progress. The best way to contact me is through Class Dojo or via e-mail. Phone messages will be picked up and calls returned at the end of the school day. I will keep you informed of your child’s progress through Infinite Campus.

It is important that you and your child be informed of our standards of classroom behavior, so everyone knows what is expected. I have always found parents to be very supportive of good classroom behavior, so their child has a good environment for maximum learning. Attached is a copy of my classroom expectations, as well as my own personal pledge to you and your child. If your child develops any difficulty conforming to the essential agreements created by the class, I will notify you. In addition, I hope that you will advise me if at any time your child has a problem; academic, social, or emotional.

I consider it a great privilege and responsibility to be your child's teacher this year and look forward to meeting each of you.

Sincerely,  
Mrs. Garrett

My contact information is as follows:

School Number: (706) 592-4561  
E-mail Addresses: [scottst@boe.richmond.k12.ga.us](mailto:scottst@boe.richmond.k12.ga.us)

ClassDojo is the best way to contact me.

**Grading System**

Grades for each week will be entered into Infinite Campus by the following Tuesday. Grades for students in K-3 will be receiving standards-based grades utilizing rubrics. Below is a brief explanation of standards-based scores:

1 – Beginning Learner, the student is beginning to understand elements of the standard.

2 – Developing Learner, the student is developing mastery of the standard.

3 – Proficient Learner, the student has mastered all of the elements of the standard.

4 – Distinguished Learner, the student has mastered and exceeded the requirements of the standard.

**CLASSROOM ESSENTIAL AGREEMENTS**

Classroom Expectations

The class will be establishing Classroom Essential Agreements as a group during the first week of school. Examples may include:

1. I can listen and follow directions.
2. I can keep my hands and feet to myself.
3. I will place objects where they belong.
4. I can be patient and wait my turn.
5. I can be kind to others.

*Student Agreements*

As a student in this classroom you agree to:

* Treat yourself and others with respect.
* Make good choices.
* Do your very best at all times.

*Teacher Agreement*

As your teacher, I agree to:

* Treat you with respect.
* Work with you to solve problems.
* Help you work toward mastery of all first grade skills.

Consequences

Loss of conduct points, silent lunch, and/or loss of recess play time.

Severe clause: Causing deliberate harm to property or someone else will result in a referral to the principal.

Conduct Grades

Behavior concerns will be noted in student’s communication folder and/or Class Dojo as needed. Conduct grades will be posted in Infinite Campus in a timely manner.

**Arrival and Dismissal**

Arrival Expectations

Our school hours are 8:20 a.m. to 3:05 p.m. Breakfast is served daily. The building will open to students at 7:45 a.m. Students are expected to arrive with enough time to have breakfast and be in the classroom ready to learn no later than 8:15 a.m. Students will be considered tardy after 8:16 a.m.

Dismissal Expectations

Students will be released via PikMyKid using the transportation preference provided by their parents/guardians. Any changes to their dismissal information must be uploaded to PikMyKid and please notify me and the Front office know by note or ClassDojo. Phone messages will not be accepted. Car riders must be picked up through the car rider line on the Brothersville Road side of the school. Any person(s) picking up a student from the car rider line must have a car sign issued by the school. Car signs will be sent home with the students during the first week of school.

**Attendance**

Please familiarize yourself with the Richmond County Attendance Policy contained in the student handbook. I encourage students to come to school on time every day, although I do understand that a circumstance may arise causing your child to arrive late or miss school. Should your child be tardy or absent, please make sure to send a parent or doctor note explaining the absence to school with them when they return.

**IMPORTANT INFORMATION**

**School Hours: 8:20 a.m.-3:05 p.m.**

*Please make every effort to have your child dropped off and picked up on time daily. It is crucial to their learning.*

* All money brought to school should be sent in a sealed envelope. The envelope must have your child’s name on it and a brief description that lets me know what the money is for.
* Transportation is a very important topic. I need to know how you plan for your child to get to and from school. **If your child’s regular transportation method is going to change for any reason, I must have the change mADE IN PIKMYKID. Legally, I cannot take your child’s word for it or allow a child to leave school through a verbal agreement with you.** Also, please make sure that I have a list of people who are allowed to pick up your child. If any person NOT on this list comes to school to pick up your child, I cannot and will not allow your child to leave the school premises with them.
* Please make sure that I have several different types of contact information. Cell phone numbers, work numbers, family and friend’s numbers, etc. are all acceptable. The more reliable ways I have to contact you, the better. **Please make sure to notify me as soon as possible should your contact information change during the school year.**
* Please consider joining the PTA. Our PTA is a wonderful organization that does many great things to make our school a better place.
* Lastly, what do I need to know about your child? Please let me know about any special needs or requirements that your child may have at school. I am here to help your child grow and learn in any way I can.

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HEPHZIBAH ELEMENTARY

STUDENT INFORMATION SHEET

HOME ROOM: ENROLLMENT DATE:

TRANSPORTATION: Car Rider: Bus Rider: Bus #:

Primetime: Day Care:

STUDENT NAME (Last, First):

ADDRESS:

HOME PHONE: CELL PHONE:

PARENT/GUARDIAN’S NAME:

**BEST** CONTACT NUMBER:

STUDENT’S BIRTHDAY:

ALLERGIES/OTHER IMPORTANT HEALTH CONCERNS (e.g., asthma):

In case your child needs to be dismissed from school due to an accident, doctor/dental appointment, or other emergencies, the parent/guardian or authorized designee(s) of the parent/guardian will be the only person(s) eligible to sign the student out. Please complete the information below for any authorized designees.

I AUTHORIZE THE PERSON(S) BELOW TO DISMISS MY CHILD FROM SCHOOL IF NECESSARY:

PARENT/GUARDIAN SIGNATURE:

DATE:

DESIGNEE 1

NAME: PHONE NUMBER:

DESIGNEE 2

NAME: PHONE NUMBER:

DESIGNEE 3

NAME: PHONE NUMBER:

I have read and understood the information provided within this welcome packet.

Student Name (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_