



WELCOME TO
HEPHZIBAH ELEMENTARY
an IB PYP World School

First Grade

Mrs. Maria Sapp

2020-2021 School Year

Mission Statement: The mission of Hephzibah Elementary is to develop caring, compassionate, and responsible students who are life-long learners, committed to seeking knowledge and understanding of other people and the world around them.

The vision of Hephzibah Elementary is to develop a team approach to education: a team composed of teachers, parents, and members of the community working together in support of a program of excellence for all students. Accountability will be shared between parents, educators, and the students themselves. The school will be a place of discovery where students are excited about learning, care about themselves, and are confident in their ability to experience success. Their educational experiences, exposure to technology, character education, and knowledge of basic skills will prepare them to meet the challenges of the twenty-first century. Teachers will serve as facilitators of learning, allowing them to meet the changing and diverse needs of all their students.



The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.



September 8, 2020

Dear Parents/Guardians,

Welcome to first grade IB PYP World School. My name is Mrs. Sapp and I have been at Hephzibah Elementary for 11 years. This is my second year in first grade. I have taught Pre-K to 3rd Grade. I believe that all children are capable of learning. We will work together to ensure that your child is successful in first grade.

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 webpage (<https://www.rcboe.org/Domain/22>). We will have an exciting adventure in learning this year.

Please contact me through email or call me at 762-218-2882 and leave a message. To keep up with your child's progress, please schedule a conference. We can do a conference by phone, video, or in person when possible.

Our school uses ClassDojo to track student's behavior. You will be given a link to register which will enable you to be informed of your child's behavior in real time. Also, we will be able to communicate in ClassDojo.

Videos will be available to introduce the technology resources available for you and your child.

Please read the documents below, sign and return the form to school. These are a set of expectations that your child will follow.

It is a blessing to be able to teach your child, and we will have the best year in first grade.

Sincerely,
Mrs. Sapp

My contact information is as follows:

School Number: (706) 592-4561

Google Phone (762) 218-2882

E-mail Addresses: sappma@boe.richmond.k12.ga.us

Class Page: <https://www.rcboe.org/domain/513>

First Grade

Important information

- **Face Masks:** Students are strongly encouraged to wear a face mask when in school common areas (such as entering and exiting the building).
- **Sick students:** If your student is sick, please do not send him/her to school. Students with a temperature will be quarantined and parent/guardian will be contacted to pick-up. Sick students may complete virtual lessons and assignments on Canvas for the day(s) they are sick!
- **Temperature:** Students' temperature will be taken before entering the building.
- **Virtual Learning:** If we need to switch to virtual learning, more information will be provided.
- **Canvas:** Canvas will be used as our virtual learning platform. We will provide instructions on how to use the platform. You can complete the Canvas Orientation Course on Launchpad to see how it works.
- **Transportation:** Each student will be released to go home based on the information provided on his/her contact sheet. If at any time transportation arrangements change, it must be in writing and signed by a legal guardian.
- **Attendance/Tardy:** Students are considered tardy if they walk into class after the 8:15 a.m. tardy bell. Late buses will not result in a tardy. If a student is absent, a written excuse is needed on the day of his/her return.
- **Homework:** Homework is assigned Monday-Thursday and is due the following day.
- **Homework Folder:** One vinyl 3-prong folder will be used as the homework folder. Homework assignments should be completed in the notebook starting on the first page. Homework folder will be used for communication and must return to school daily. It will include homework assignments, notes, school letters, and so on. On Friday's student work will be sent home.
- **Communication:** We believe communication between parents and teachers is imperative. Feel free to call the school, email, or use Class Dojo regarding any concerns or questions.
- **Class Dojo/ Conduct:** Hephzibah Elementary will be using Class Dojo to promote positive behaviors. If you are not connected already, please contact your teacher for the code. Teachers, Administrators and other Hephzibah Elementary Staff members can add or deduct points on Class Dojo based on the students' behavior.
- **IB Bucks:** IB Bucks will be issued for every five Dojo points and may be spent in the Dojo store. Students can use there IB bucks in the Dojo store.
- **Money:** All money needs to be in an envelope or zip lock bag labeled with your student's name, amount, and purpose of the money and placed in your student's folder.
- **Dress Code:** Please check the dress code in the Student Code of Conduct book. If any student comes to school dressed inappropriately parents will be called to bring more clothes.
- **PTA:** We encourage everyone to join and support our school! More information will follow.

- **I-Ready:** I-Ready is a diagnosis tool that provides assessments and lessons for students on their ability level, in Reading and Math. The students will use I-Ready in class and as a part of their homework. The students need at least 30 minutes each week in Reading and Math.
- **Grades:** Grades will be posted in Infinite Campus using Standards Based Grading.
- **Launchpad:** Launchpad is our Single Sign On service. It is designed to make it easier for students to access our software applications with a username and password. No more logging in to multiple applications!

Please cut and return bottom portion.



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: _____

HEPHZIBAH ELEMENTARY
STUDENT INFORMATION SHEET
FIRST GRADE

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: _____

September 8th, 2020

Dear Parent and Guardians,

The First Grade Team is pleased to announce that Hephzibah Elementary is an authorized IB PYP (International Baccalaureate Primary Years Programme) school. The following is some basic information on what IB PYP will look like this year! IB creates a world view in our classroom. We teach the same standards and concepts as other schools, but we do it a different way through the use of transdisciplinary units. This means we connect all subjects in together in some way. Our first transdisciplinary unit this year is Who We Are. We will be exploring and asking questions about human relationships--including families, friends, communities, and cultures. The central idea we will be focusing on is: Personal identity is shaped by cultural heritage and we have three lines of inquiry we will be researching: Heritage, Identity, and How human behaviors affect relationships. In addition to the transdisciplinary units, we also teach learner profile attributes. We teach our students to be knowledgeable, thinkers, inquirers, principled, balanced, open-minded, reflective, caring, communicators, and risktakers not only in our classrooms but in the community as well. We will reward students with points on Class Dojo when they are “caught” displaying one of these attributes! The learner profile attributes are encouraged school-wide and will be used during specials as well. Please go to the IB website <http://www.ibo.org> and look around. There is so much information that is there and you can see how they will use IB all through their school careers.

Respectfully,

First Grade Teachers

Mrs. Burton, Mrs. Putnam, and Mrs. Sapp

