

The ABC's of



A

ARRIVAL: The school building opens to students at 7:45am, however, all students are to report to the cafeteria until they are able to enter classrooms at 8:00am. Teachers will be on duty in the hallways to make sure students get where they need to be. Students may be chaperoned by parents to the classroom for the first week of school. If your child is a car rider and arrives after 8:20am, please walk them in to the front office and sign them in. They will need a tardy slip before reporting to class.

ATTENDANCE: If your child is absent for any reason, a written excuse is required the day he/she returns to school. Be sure to send any excuses written by the doctor or dentist so your child's absence will be excused.

B

BEHAVIOR: Teacher/Parent communication folders will be sent home daily. In these folders, you will find a monthly behavior calendar with your child's daily behavior grade. Every student will start out each day on Green, with the ability to "clip up" (to purple) or "clip down" if necessary.

Purple: Awesome Behavior!

Green: Great Day!

Yellow: Think About It

Red: Parent Contact

A reason will be indicated in your child's folder if he/she clips down for poor behavior choices. Please review this with your child, initial daily, and return in the folder each day. Students will be rewarded with a visit to the "treasure box" at the end of each week for a full week of green/purple.

BOOK BAGS: Your child's book bag should be big enough to hold his/her daily communication folder and his/her rest time blanket. No rolling book bags are allowed in Kindergarten.

BOOK ORDERS: Book orders will be sent home throughout the school year. We order from Scholastic Book Club and there are always many wonderful titles to choose from at very affordable prices! Book orders are a fantastic way to build your child's home library, and they make great gift ideas! When you order through our class code, you are also helping our class earn points to build our classroom library! If you choose to place an order, please return the form with a check made payable to the book club or place your order online using the form's class code. **No cash, please!**

C

CHANGE IN TRANSPORTATION: If your child's usual method of transportation is to change, please send a note to school stating how your child will be going home that day. Verbal messages from your child or sibling(s) will not be acceptable. Your child will be sent home the way we have been informed by written expression only. If an emergency occurs, please call the office.

D

DAILY COMMUNICATION AND HOMEWORK FOLDERS: Each child will bring home a folder that will contain homework, behavior chart (as mentioned above), and any work or notes needed to be sent home. The pockets on the inside of the folder will be labeled "Keep at Home" and "Return to School". Please check your child's folder everyday, initial behavior charts daily, and remove all items on the "Keep" side of the folder. This will be our main line of communication.

DISMISSAL: Students will be dismissed at 3:15pm. PrimeTime, bus, and daycare riders are escorted to their designated place to wait. Car riders are escorted to the car rider area to wait for their name to be called. Car riders are not to leave until dismissed by a faculty member. ALL parents should remain in their cars and wait in the traffic line.

E

EMAIL: I can be reached by email at my school address: cozarca@boe.richmond.k12.ga.us

F

FIELD TRIPS: Chaperones will be needed for each field trip; however no older or younger siblings will be allowed to participate. Volunteers are required to complete a volunteer training before being eligible to chaperone. Please contact me or the front office for dates if you are interested.

G

GUIDANCE: Our school guidance counselor, Ms. Woodward, will visit our classroom often for mini guidance lessons. She is also available if you feel it would benefit your child to meet with her for any reason.

H

HOMEWORK: Homework will always be on the return side of your child's daily communication folder Mondays—Thursdays. Oral homework assignments (practicing sight words, for example) should be completed together with your child. Sight words are very important and should be practiced daily! In the beginning, as we learn to write letters, many students may have a little trouble. However, there is no need to panic; the fine motor skills needed to write will develop over time. Do not expect perfection!

I

ILLNESS: Please do not send your child to school if he/she has a fever. If he/she does have a fever, please know they must be fever free for 24 hours before returning to school. If your child becomes ill at school, you will be contacted to come and get them. We need at least two working phone numbers at all times to contact you in case of an emergency.

INVENTIVE SPELLING: Inventive spelling is when children write the sounds that they hear to spell a word (example: elufnt, for elephant). This is perfectly acceptable and developmentally appropriate for kindergarten. **Please do not tell your child how to spell words, but rather, encourage them to use inventive spelling, or to "sound it out" as they start learning letter sounds.**

J

JOURNAL WRITING: We will spend time each day writing in our journals. Journal writing is a process. You should see growth in your child's writing throughout the year.

K

L

LABEL BELONGINGS: Please label all of your child's belongings (mats, coats, book bags, lunch boxes, etc.). This will ensure misplaced items get back to the right owner. Learning to be responsible for belongings will be enforced. Please help us with this learning experience.

M

MONEY: When sending money to school, please send it in a sealed envelope or bag with the following information: your child's first and last name, the amount of money, purpose for the money, and teacher's name. Place the sealed envelope in your child's daily folder on the return side. Please do not send your child to school with money in their hands, in their pockets, or loose in their folders— this also applies to ice-cream money.

N

NOTES: Look for any notes from myself or from the office in your child's daily folder. This is one reason why it is important to check folders daily. If you need to send a note to me, it can also be sent on the return side of the folder to ensure it gets to me.

O

OUTSIDE: Your child will have outside time daily, weather permitting. Please dress your child appropriately for the weather.

P

PTO (PARENT/TEACHER ORGANIZATION): All parents are strongly encouraged to join the PTO at Goshen Elementary. This organization does a lot for our school, and more specifically, for our classrooms.

Q

QUESTIONS: Please contact me if you have any questions or concerns regarding your child. I will be happy to meet with you to discuss your concerns. You can contact me by calling the school at 706-796-4646, emailing me at cozarca@boe.richmond.k12.ga.us, sending a note in your child's folder, or via Remind (which I encourage you to join!) You can text @c29k3g to 81010 to join! Remind is a very easy line of quick communication.

QUICK GOODBYES...leave drier eyes!

R

REPORT CARDS: Your child will receive a report card at the end of each nine-week grading period. Parent-teacher conferences are held twice a year to discuss students' strengths and weaknesses.

S

SIGHT WORDS: Sight Words, also known as High Frequency words, are words that are very common in reading and writing. Your child is responsible for being able to read these words correctly before advancing to first grade. We will cover 3-4 words per week in class, but it is IMPERATIVE that your child practices them at home also. Students will refer to them as "Rainbow Words". The list of words has been divided into colored groups/lists for you to practice with your child. Further information will be sent home when we begin learning our sight words in class. When your child masters a set of words, they will move on to the next set of words and will be recognized for their efforts on their individual rainbow which is displayed in our classroom. Please do not try to move forward with further words if the previous set has not been mastered. Sight words should be practiced each night for homework.

SPECIAL NEEDS: In the event that your child has any special medical needs or custody issues, please inform both the office and teacher in writing so appropriate accommodations can be made. Also, please submit any special religious requests in writing so that they may be honored for your child. If you feel your child may have an accident at school, please keep an extra set of clothes in his/her book bag.

T

TOYS: Toys from home are not allowed in the classroom or on the playground.

U

UNITS AND STANDARDS: We will study many different units throughout the year. If interested, you can view a curriculum map of our standards at georgiastandards.org.

V

VOLUNTEERS: Throughout the year, we welcome and appreciate volunteers! Your support of school activities makes your child feel important and sends the message that you value school. You may help in the following ways: chaperoning field trips, sending items from class wish lists, reading to the class, joining PTO for further opportunities. If you have any special talents or areas of expertise that may benefit the classroom, please let me know! Please remember that everyone must sign in at the office and receive a pass before entering the classroom. You must also have Volunteer Training completed.

W

WISH LIST: Occasionally, I will send home a wish list of items needed for class projects, etc. It is not required that you donate items, but I would greatly appreciate anything that you could donate!

X, Y, Z

YEARBOOK: You will have a chance to purchase a yearbook in the Spring. What better way to capture those elementary years than with a Goshen Elementary yearbook!

ZZZZ'S: We will have a daily nap in Kindergarten. Please be sure to send in a standard nap mat, no bulky mats or cots please, as they will be stored in cubbies. Blankets will be sent home each Friday to be washed and returned the following Monday.