



WELCOME TO HEPHZIBAH ELEMENTARY

Third Grade

Teacher:
Ms. Jennifer Williams

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,

Hephzibah Elementary School (HES) is an 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 fastest and 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 and Canvas. If you have expertise in a specific field, an unusual hobby, or have a different culture that you would like to share, please let me know. I would be happy to visit with you about the possibility of your sharing with the class.

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. Should your child become discouraged or fearful about school, please communicate with me so that I can discover the cause of the problem.

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,
Ms. Williams

My contact information is as follows:

School Number: (706) 592-4561

E-mail Addresses: Ms. Williams: willije1@boe.richmond.k12.ga.us

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 third 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 class dojo as needed. Conduct grades will be posted weekly in Infinite Campus.

Conduct System

I will be utilizing the Class Dojo Positive Behavior Intervention and Support System (PBIS). This program will facilitate communication between teachers and parents, as well as providing real-time behavior information. Through this system, students will receive positive points for demonstrating the attributes of the IB Learner Profile. Should students act in a way that causes them to lose points, the loss will be reflected in the Needs Work section.

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.

Arrival and Dismissal

Arrival Expectations

Our school hours are 8:15 a.m. to 3:15 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. To maintain a quality learning environment for your child and to reduce distractions from learning, parents and guardians may walk students to class only during the first week. Starting Monday, September 14th, students will walk to class independently.

Dismissal Expectations

Students will be released as per written communication provided by their parents/guardians. Any changes to their dismissal information must be in writing (note, classdojo, or email) to me and Mrs. Berry, our Assistant Principal. 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: 8:15 a.m. to 3:15 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 IN WRITING. 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, pager 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.

Please cut, sign, and return this bottom portion in your child's folder.

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: _____