



# Welcome Letter



Welcome parents and students to **2019-2020** school year! We are very happy to meet you. We look forward to working with your family this upcoming school year. We are an **International Baccalaureate (IB)** Primary World School. This means that we will teach all subjects through an international view. Please visit our **HES website** for more information regarding our IB certification.

You are welcome to visit our school and classrooms at any time. We encourage you to become a volunteer so that you can attend field trips and/or other events that may need adult supervision. You must sign in at the front office before visiting. To maintain a quality learning environment for our students and to reduce distractions from learning, parents/guardians may walk students to class only during the first week of school. Afterwards students are expected to walk to class independently.

**Daily Schedule:** Our daily schedule consists of Language Arts, Math, Social Studies, Science, and Writing. Students will also participate in Specials such as PE, Art, Music and Computer Lab. Student will be given resource materials for reading, math, science and social studies.

**Attendance:** Attendance is required for all students. Attendance is very important in your child's ability to learn. Please arrive to school on time. For excused tardies and excused absences, please provide a written notice **each time** your child is late or not present. Also a written notice via email or class dojo of any changes in how your child leaves school is required. If your child switches from being a bus rider to a car rider or vice versa even for one day, a written notice must be received in advance of the change. A week notice is preferable.

**Communication/Behavior:** Our school uses Class Dojo as the main way of communication. Students can earn Dojo Bucks for positive behavior and can then purchase items from our Dojo Store. Within the classroom, students will also be rewarded for good behavior with incentives and treats weekly. For negative behavior, we have a Four Attempts Behavior Plan: 1<sup>st</sup> Warning, 2<sup>nd</sup> Time-out (no incentives, in another classroom, loss of privileges, etc.), 3<sup>rd</sup> Call parents, and 4<sup>th</sup> In School Suspension (ISS). For serious offenses such as fighting, bullying, a threat to self or others, these four steps will not be followed in this order. Students will **immediately** be sent to the office for ISS and parents will be called. Parent Conferences can be scheduled during my planning period or after school on Tuesdays and Thursday by appointment only. Parent Conferences can be by phone as well.

**Homework:** Homework is very important. It allows parents to know what their child is learning and it reinforces what's being taught in class. It may be given in all subject areas. Students will be given a choice board weekly from which they will be able to

choose, complete and return homework to school daily. Some homework will consist of mini-projects including our science fair projects. Students are given a grade for completing homework.

**Field Trips:** For our safety, at this time, there will be no field trips due to the Covid-19 Pandemic. If things change, more information will be given out and parents will be notified in advance to plan accordingly. All money/cash submitted by students must be in a sealed envelope with your child's full name, cash amount and purpose of the money written on the front.

**Grades:** Numerical grades will not be given. We have a standard based grading system that consist of a 4-point scale: 4-Distinguish Learner, 3-Proficient Learner, 2-Developing Learner and 1-Beginning Learner. A distinguished learner can do work independently and can also do above grade level work. A proficient learner needs some assistance and can do some grade level work independently. A developing learner needs more assistance doing on grade level work. A beginning learner cannot do on grade level work independently.

Your child is very important to us. We look forward to a successful and fun school year together. I'm available during our planning periods. You can reach me at [Clarkpa@boe.richmond.k12.ga.us](mailto:Clarkpa@boe.richmond.k12.ga.us), class do jo or visit my web page at Hephzibah Elementary School (HES) web site.

Thank you,

**Mrs. Pamela Clark,**

Second Grade Teacher