



Mrs.
Rittenberry's
First Grade
Class

Parent Handbook
2019-2020 School Year



School Hours

Official School Day is from 8:55-3:55
**Students may arrive beginning at 8:35

½ Day Hours 8:35-12:25

Early Release Days will dismiss at 1:45

Arrival and Dismissal

Children may be dropped off in the car circle from 8:35 to 8:50. Students may not arrive prior to 8:35.

Students arriving after 8:55 are tardy and must sign in at the front office. Children picked up before 12:03 will be counted absent. Only people you list on the emergency card will be allowed to pick up your child. This plan may only be change in person or by sending a note in your child's study buddy. Please avoid changing this plan if possible. It makes it very confusing for your child and for me. Occasional changes are fine. If your work schedule varies from week to week please stay with one plan.

Students cannot ride 2 different buses. EXAMPLE: one bus in the morning and a different bus in the afternoon.

**A written and signed note must be provided any time there is a change in your child's regular transportation schedule. Please place the note in your child's folder/study buddy and remind him/her to give it to me first thing in the morning.

Breakfast and Lunch

Breakfast - will be served from 8:35-8:55 in our classroom. If your child arrives after 8:55 they will not be able to eat breakfast at school.

Our lunchtime will be 12:32-1:02. Parents may have lunch with their child. Lunch prices can be found in the study buddy. Please be aware the students will be choosing their own lunches from the selections offered. Ice cream, juice and water is available to purchase in the lunchroom. You may block your child's lunch account so they may not purchase these extras. Please help your child learn his/her lunch number. Please put all lunch money in an envelope with their name, my name and lunch number on it and clip in the study buddy. You can also pay online at www.schoolcafe.com If your child chooses to bring his/her lunch, please send items that he/she can open easily. Healthy foods are recommended. Soda and sugary drinks are discouraged.

Sending Money to School:

All money sent to school should be put in an envelope and labeled with the child's name, the teacher's name, and what the money is for. All checks should be made payable to Glenellen Elementary School.





Birthdays:

Birthday treats can be brought during our lunchtime. If you are unable to stay during this time, you may drop off treats in the office or send to school with your child.

Please send store bought items only.

Birthday invitations can only be distributed at school if every child is invited.

Medication:

Please let me know if your child is on any medications on a regular basis. If medication needs to be given at school please see the school nurse. She will give you the appropriate paperwork that must be filled out and returned to school before medication can be administered at school. Over the counter medications are not allowed at school. Please make me aware of any medical conditions your child may have.

Study Buddy:

Your child will be given an assignment/calendar book that we call a Study Buddy. It will be taken back and forth to school each day in your child's backpack. If I need to correspond with you, I will write a note in the Study Buddy on that day's date. There is also a place for you to write me a note. Please sign the Study Buddy each night. I will check each morning for your signature that indicates to me that you have seen the assignments and notes.

Folders:

Your child will have a blue folder to help them keep up with homework papers, the weekly newsletter, papers to be signed, and graded papers. This folder should be checked each day to keep up with papers and homework.

Homework:

Your child will have homework Monday, Tuesday, Wednesday, and Thursday. The nightly homework can be found on the monthly homework calendar. I do not give homework over the weekend. The only way your child would have homework over the weekend is if he/she has unfinished work from the school week. It will be sent home Friday to be completed over the weekend and is due back at school on Monday. Homework is used to help the students reinforce concept taught in class. In addition to the homework packet, students will need to practice math facts, sight words, and oral reading on a daily basis.

Examples of ways to study:

- Practice writing the words in ABC order
- Practice writing the words with your opposite hand
- Make spelling words on the refrigerator with magnetic letters
- Rainbow write the words
- Call out the words and have your child do jumping jacks as they say each letter.
- Call out the words and have your child write them on a paper. Then have them rewrite each word they spelled incorrectly 3-5 times.

Discipline Plan

Glenellen will be following a positive discipline plan called CHAMPS. CHAMPS is designed to have a proactive and positive approach to classroom management. Students will be expected to follow the CHAMPS behavior plan throughout the day for every activity and transition. Students who are meeting CHAMPS expectations will be rewarded with various verbal and written praises and classroom rewards.

C- Conversation Level-What should our voices sound like?

H- Help-How do I ask for help?

A- Activity-What is the activity?

M- Movement-What can you do?

P- Participation-What should you be doing?

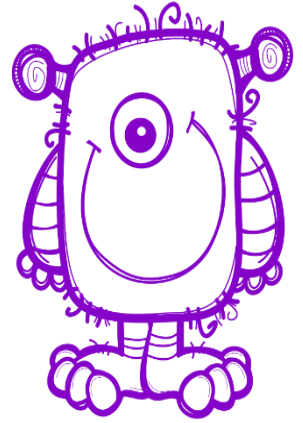
S- Success is the GOAL!

Class Rules:

1. Listen when others are speaking.
2. Use appropriate voices at appropriate times.
3. Follow directions the first time given.
4. Stay on task during work time.
5. Keep hands, feet, and objects to ourselves.
6. Take care of ourselves, each other, our school, and our world.

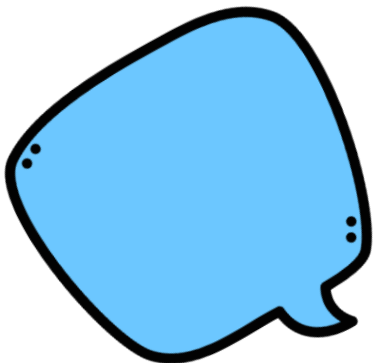
Class Dojo:

In this classroom, we use Class Dojo. Class Dojo is an app that has a point system to track behavior. Students have the opportunity to earn points on the app for things such as teamwork, staying on task, walking quietly in the hall, etc. A note will only be sent home if your child has lost multiple points throughout the day. The first time a student breaks a rule, a verbal warning will be given. If he or she breaks another rule, the following consequences will be followed.



- 1 1st consequence - 2 minutes off recess
- 2 2nd consequence - 4 minutes off recess
- 3 3rd consequence - 10 recess/Note sent home
- 4 4th consequence - No recess/Time-Out in another classroom - Principal and Parent will be contacted

Severe Disruption – Student will be immediately sent to the principal.



Communication:

You can contact me through Class Dojo, study buddy, or through email. I am also available for calls before and after school. Please do not hesitate to contact me for any reason.

Field Trips:

It is mandatory that parents read and sign field trip permission slips and return them to school. No student will be allowed on a field trip without a signed form on file. Siblings are not permitted to attend field trips.



Playground Rules:

1. Stay on assigned playground in the mulched area.
2. Swings: Sit on swings on your bottom. Do not push others on the swings. Do not twist and turn on swings.
3. Slides: Always slide on your bottom facing the front. Never climb back up the slide. Only 1 person at a time may slide down. Do not stay in the house at the top of the large slide.
4. Monkey bars: kindergarten and first grade students are NOT allowed to use monkey bars due to the height of the bars.
5. Climbing equipment: Do not jump off the equipment. Only climb back down or across (whichever the equipment is meant for).
6. Do not pick up or throw rocks, shells or mulch.
7. Rough play such as tackling, pushing/shoving, hitting, tagging, or any other form of physical contact are NOT allowed.
8. Line up as soon as your teacher has given you the lineup signal.

Failure to follow the above safety rules may result in loss of some or all recess for the remainder of that day.

Mrs. Rittenberry's Daily Schedule

8:35-8:55 - Breakfast

9:00-9:55 - Reading Whole Group

9:55-10:55 - Reading Small Group

Purple Group	Blue Group	Green Group
9:55-10:15	10:15-10:35	10:35-10:55

11:00-11:45 - Specials

F	R	I	E	N	D	L	Y
A	PE	M	PE	G	PE	L	PE

11:50-12:25 - Math Small Group

Group 1	Group 2
11:50-12:10	12:10-12:25

12:25-12:30 - Bathroom

12:32-1:02 - Lunch (Line 1 Table 13)

1:02-1:15 - Bathroom/Brain Break

1:15-2:00 - Math Whole Group

2:05-2:35 - RTI

2:45-3:05 - Recess

Mon	Tues	Wed	Thurs	Fri
Lower 1	Upper	Track	Lower 2	Lower 1

3:05-3:35 - Unit

3:35-3:45 - Pack Up/Dismissal

Dear Parents,

I am pleased to welcome your child to my class! I truly enjoy teaching and always look forward to a new group of students. I make every effort to challenge students while making learning fun! I encourage a classroom atmosphere that fosters responsibility and independence with respect for the rights of others. I strive to develop positive self-images and confidence in students.

Please take a few moments to carefully read the attached information and discuss it with your child. Keep this *Parent Handbook* as a reference throughout the school year. The last page needs to be signed and returned as soon as possible. If you have any questions, please contact me. The best way to reach me is by emailing me at taylor.rittenberry@cmcss.net or calling the school office at 931-920-6158 ext. 1108 and leaving a message. My planning time is 11:15-11:45.

Thank you in advance for your cooperation and support. Together we can make this a rewarding year for your child!



Sincerely,
Mrs. Rittenberry

PLEASE SIGN AND RETURN THIS PAGE












I have received Mrs. Rittenberry's Parent Handbook. I have read and discussed the handbook with my child. Because good behavior is vital for learning to take place, I spent extra time discussing the classroom discipline expectations, recess expectations, and consequences with my child.

Child's Name

Parent's Signature

Date

Mrs. Rittenberry's First Grade School Supply List

<p>1 - pack yellow #2 pencils (NO MECHANICAL)</p> 	<p>4 - box of 24 count crayons</p> 	<p>1 - pair of scissors (Fiskars type preferred)</p> 	<p>2 - composition notebooks</p> 		
<p>1 - large box of tissues</p> 	<p>1 - bottle hand sanitizer</p> 	<p>1 - pack anti-bacterial wipes</p> 	<p>2 - plastic folders with prongs</p> 		
<p>1 - pack of four dry erase markers</p> 	<p>1 - spiral notebook</p> 	<p>1 - box 8 count markers</p> 	<p>6 - glue sticks</p> 		
<p>1 - plastic pencil box</p> 	<p>Extra Supplies Wish List (<i>OPTIONAL</i>)</p> <table style="width: 100%; border: none;"> <tbody> <tr> <td style="width: 50%; border: none;"> <p>Colored paper (Astrobrights) Dry erase markers Clorox wipes Ziploc bags (various sizes) Printer paper</p> </td> <td style="width: 50%; border: none;"> <p>Cardstock Command strips Skittles Paper towels</p> </td> </tr> </tbody> </table>			<p>Colored paper (Astrobrights) Dry erase markers Clorox wipes Ziploc bags (various sizes) Printer paper</p>	<p>Cardstock Command strips Skittles Paper towels</p>
<p>Colored paper (Astrobrights) Dry erase markers Clorox wipes Ziploc bags (various sizes) Printer paper</p>	<p>Cardstock Command strips Skittles Paper towels</p>				