

# Stafford Stars

## Class Handbook

2016 - 2017

Mrs. Stafford \* [staffordj@slcs.us](mailto:staffordj@slcs.us) \* 248-573-8500 \* <http://staffordstars.weebly.com/>

*Welcome to First Grade! I am looking forward to a super year together! This Class Handbook is a handy reference guide to routines and procedures in our class and at Sayre. An electronic version will be kept online so that it can be referenced throughout the year at:*

<http://staffordstars.weebly.com/other-downloads.html>

### Important Info

School Office: 248-573-8500

Attendance Line: 248-573-8475

School Hours: 8:15 a.m. – 3:18 p.m. (1/2 day dismissal @ 11:09 a.m.)

Skyward parent access:

<https://skyward.iscorp.com/scripts/wsisadll/WService=wsedusouthlyonmi/seplog01.w>

### Emergency Cards & Contacts

Please fill out and update all information and return the first week of school. We MUST always have a way to contact you and a second person in the event of an emergency. Please provide us work, home, cell phone, and/or neighbor's telephone numbers. For your child's safety, they will only be released to those who are listed on the back of their Emergency Card. Please update them as needed.

### Lunch Money & Numbers

Each student is given a lunch account number that will remain with them throughout their years here at Sayre. This is the same number they were given in kindergarten if they attended Sayre. Please help your child learn and remember this number. We encourage you to pay by the week or month in cash or check. Accounts can be managed online at:

<https://skyward.iscorp.com/scripts/wsisadll/WService=wsedusouthlyonmi/seplog01.w>

Any lunch money that is sent into school should be in an envelope with the student's name, account number, and teacher's name on the front. *Please do not send money without an envelope.* The cafeteria updated information on Skyward daily. The cost of lunch is \$1.25. Our lunch time is at 11:35am

## Sickness and Absences

If your child is sick in the morning, please make arrangements for him/her to stay home. School policy is that students should remain at home until they are 24 hours fever free. All absences can be reported by calling the following phone number:

Attendance Line 248-573-8475

## SNACK

We will be eating lunch at 11:35 am. this year. This will afford us the opportunity to enjoy a small, healthy mid-morning snack. Healthy snacks such as fruit, veggies, cheese and crackers, pretzels, or yogurt are preferred. Dessert items such as cookies, candy, chips, etc. are not allowed at snack time. Thanks for your support in this! Please send your child's snack in a small separate bag labeled with his/her name and the word "snack." Keeping it separate from your child's lunch will help this routine to run more smoothly.

## School Hours

Students are not to be at school before 8:05 am. There is no supervision for children before this time. Car riders (non walkers) need to be picked up at the gym entrance promptly at dismissal. Please have your ID ready. The following are school hours:

Full Day School Starts @ 8:15 am.  
Full Day School Dismissal @ 3:18 p.m.  
Half Day Dismissal @ 11:09 am.

If a student arrives after 8:15 am. an adult must accompany them to the office to sign in. Drop off after this time is considered tardy. You must also sign your child out if you pick him/her up prior to 3:18 p.m. Please go to the office first if you are dropping off or picking up your child during the day, do not go to the classrooms. You will also want to have your Id ready. Your child will be paged and will meet you in the office.

## Dismissal

If/when there is a change in your dismissal plan, please email me (if you know days in advance), or send in a note with your child. Please do NOT send emails for same day changes. In the case of a same day dismissal change, either send in a hand written note with your child or call the office at:

Sayre Office: 248-573-8500

# Special Schedule

Please make sure your child has appropriate footwear for gym days. The PE teacher has requested that students keep a separate set of gym shoes in their locker to wear to the gym. PLEASE MAKE SURE THAT STUDENTS ARE ABLE TO PUT ON (TIE) THEIR SHOES INDEPENDENTLY! The art teacher requests that your child keeps an old, oversized shirt in their locker for keeping their clothing clean during art class.

Monday	12:45 – 1:20 Music
Tuesday	12:45 – 1:20 Music
Wednesday	1:20 – 1:55 PE
Thursday	8:25 – 9:15 Art Library (exact time unknown at this time)
Friday	2:30 – 3:05 PE

## Behavior Management

Behavior is one of the most important elements of our school day. If behavior is out of control, then learning is not possible. I use positive reinforcement as much as possible. Some students may need a concrete plan to be more successful. Therefore, I use a 4 step behavior method in my classroom for all students. The scale is as follows:

- \* 4 points – OUTSTANDING
- \* 3 points – Great Job
- \* 2 points – Warning (consequence – miss recess)
- \* 1 point – (consequence – possible talk to principal)

All students begin each day fresh with three points. Students have the opportunity to keep these three points throughout the day for good behavior or earn an extra point for outstanding behavior. Students lose points for poor choices. A verbal warning is given before any points are taken away. A visual chart will be used in our classroom to reflect student points for the day. When a child concludes the day with all three points, they will receive a stamp on their behavior calendar (this can be found in their Everyday Folder). If a child does not earn 3 points for the day (either 2 or 1 points), they will not receive a stamp. Instead, I will record how many points they did earn on their behavior calendar, along with a short note to notify you of the issues that may have occurred. This system will not start until the second week of school when rules, procedures, and expectations have been discussed.

## Homework & Unfinished Class Work

Let's work together to put a positive spin on homework. First grade is a great year to foster exciting learning experiences. More information will be provided about the following items at Curriculum Night, but here is some information to fill you in.

- Book Bags – Comes home on a weekly basis (return each Thursday). Practice reading and reread books throughout the week several times.
- [Raz-Kids](#) – Students reading levels will be set by the teacher, and changed a few times a year. Students can practice reading at home at their own pace (example: 10 min a night, 15 min every other night)
- [IXL](#) – Teachers will provide parents will IXL benchmarks we are working on. Students can practice these benchmarks at their own pace at home.
- Unfinished Work – Students with unfinished work from the week will bring it home each week on Friday. Depending on the amount of work, and your weekend plans, work is usually due back to school early the next week (Mon. or Tues.)

## EVERYDAY FOLDER, BEHAVIOR CALENDAR, AND FRIDAY BAG

I will be communicating with you daily about your child's behavior in their Everyday Folder. In addition to papers and school notes, this folder will include a calendar. This calendar will either have a stamp for a successful day, a "P" for an outstanding day, or a short note telling you about any problems that occurred. The day must be initiated by you and returned the following day. Your child is responsible for returning this folder daily. Please follow through at home for any unacceptable behaviors that occur during the school day with a quick conversation. This will encourage them to make more appropriate decisions in the future. I appreciate your help! I do my best to save as many school notes and papers until Friday so that you can expect the bulk of the communication to come home on this day. Since most paperwork will be coming home on Friday, your child will receive a large bag ("Friday Bag") to hold their Everyday Folder and all their papers. This bag should be returned the following Monday. Lost bags will result in a fee.

## Classroom Numbers:

Each student is assigned a class number they will use for various items throughout the room. Please help your child to memorize this number and identify it. Their student number will also be used for their password on Raz-Kids. Log in with the teacher name "staffordj" at: <https://www.raz-kids.com/main/Login>

## Wall Words & Flash Cards:

This first grade Wall Word list has been compiled to introduce the most commonly used words in reading and writing to students. Five words will be studied at a time per week in class. Students will participate in several learning opportunities with each of the Wall Words. Once the words are studied and placed on the Word Wall in the classroom, students are expected to recognize these words in reading and correctly spell these words in their writing as they will be displayed in the classroom throughout the year.

## Birthdays

We love celebrating birthdays in first grade! On your child's special day, you are welcome to send in a treat to share with their classmates. Non-edible items are encouraged. Examples of these might be stickers, Play-Dough, or pencils, to name just a few. Please make sure that there is enough for everyone (we currently have 23 students), and that all needed items are provided such as napkins and/or spoons. Please let me know at least 24 hours in advance so that I can plan accordingly. **NO CAKES PLEASE!** If you have any questions about appropriate treats, please let me know.

## Lost School Items

Please, please, please, do your best to keep track of borrowed school items (such as books, flashcards, folders, Friday Bags, etc.) at your house and elsewhere. Many of these items are very difficult to replace as they are often part of a set, bought in bulk, or out of print. There will be a charge to replace any lost items (books, bags, etc.). Keeping items in a box or a special place in your house will help to keep track of school belongings.

## Money

Please place any money that is coming to school in an envelope labeled with the following information:

- Child's first and last name
- Teacher's name
- Amount enclosed
- Purpose of money (field trip, book order, book fair, fun raiser, etc.)

## Parent Volunteers

If you are interested in volunteering, we would love to have your help! There will be several opportunities to volunteer in our class throughout the year. Here are few examples:

- \* Friday Folder Parent (30 min-1 hr. every Friday @ anytime)
- \* Copy/Prep Volunteer (1 - 1 1/2 hr. once per week, every week, anytime)
- \* In Class Volunteer (1/2 hr. once per week, every week at a consistent time)
- \* Party Parent Volunteer (for Halloween, Winter Holiday, and/or Friendship party)
- \* Mystery Reader (sign up for one slot for the year)
- \* Field Trip Chaperone (we will go on one field trip @ end of year)
- \* Class Volunteers for random dates/times (sign up for slots on a monthly basis)

Volunteers that are able to come on a consistent weekly basis are priceless! If you are someone who might be able to come weekly, please let me know by emailing me at [staffordj@slcs.us](mailto:staffordj@slcs.us) We will work around your schedule!

Please remember that all volunteers must check in at the front office and show a picture ID to volunteer at Sayre.

## Quick Links

- \* Class Homepage - <http://staffordstars.weebly.com/>
- \* Class Blog - <http://staffordstars.weebly.com/blog>
- \* Class Newsletters - <http://staffordstars.weebly.com/newsletters.html>
- \* Class Schedules & Calendar - <http://staffordstars.weebly.com/schedule.html>
- \* Class Academic Information - <http://staffordstars.weebly.com/academics.html>
- \* Class Volunteering - <http://staffordstars.weebly.com/volunteers-parties.html>
- \* Class Student Response Page - <http://staffordstars.weebly.com/student-response-page.html>
- \* Class Symbaloo (Class Links) - <http://staffordstars.weebly.com/kids-only.html>
- \* Raz-Kids - <https://www.raz-kids.com/main/Login>
- \* IXL - <https://www.ixl.com/math/grade-1>
- \* Scholastic Book Orders (How To) - <http://staffordstars.weebly.com/scholastic-book-orders.html>
- \* REMIND (How To) - <http://goo.gl/MLZSzd>

# Have a Smartphone?

Use a QR reader to scan and download important information in a snap.



Mrs. Stafford's Contact Information



Class Website



Class Blog



Sign up for REMIND to stay connected



Newsletters



Schedule & Calendar



Raz-Kids



iXL



Report an absence