

Dear Parents,

Welcome to our First Grade Family! I am looking forward to working with you throughout the coming year. The following is an overview of classroom procedures and expectations for our classroom.

**Attendance:** Attendance is essential to success in school! Please try to have your child attend school each day. Arriving on time is equally important! We begin each day with foundational activities. Please have your child to school on time! Concepts are built progressively throughout the school year and according to individual concepts. Missed or late days often become missed concepts. If your child is absent, make-up work will be sent home in a special folder. Please return the work and the folder as soon as possible. As always, please inform the front office of any absence.

**Birthdays:** Birthdays are very important in first grade! We will celebrate each child's birthday during the school year. Summer birthdays will be celebrated the week the student is our "Super Star". (**Birthday treats are optional.**)

**Classroom Management:** I use a system of positive reinforcement and rewards. I change this up frequently. Rewards include “Chance Papers”, stickers, grab bag opportunities, and team or class points. Students will earn a stamp in their behavior box each day if their behavior has been appropriate. If there is a continued issue, I will make a note in the box. If the issue is serious, I will contact you. Please initial this box each day! Just a note: First Graders are learning about what is and is not appropriate behavior. I do not expect them to be perfect! This is a wonderful year for learning and growing!

**Home Folder:** Your child’s Home Folder will be sent home each day and **should be returned each day!** This is an important part of our school communication. The folder contains calendars, behavior forms, finished work, return items, and messages from school. Please help your child learn responsibility by checking the folder each day and returning it to their backpack.

**Homework:** Homework will be sent home for the week in your child’s Home Folder. Please check over the work with your child before sending it back to school. Homework will be sent home on Monday and will be due on Friday.

**Super Star Spotlight:** Each child will be our “Super Star” during the school year. A poster and a sharing schedule will be sent home a week before the scheduled spotlight.

**Water:** Students are allowed to bring a water bottle to school each day.

PLEASE PUT YOUR CHILD’S NAME ON THE WATER BOTTLE.

First grade students play hard at recess. Students will be allowed to get drinks throughout the school day.

I am looking forward to working with you and your child this year!

Please feel free to contact me if you have any questions or concerns.

My school email is: [cynthiaw@provo.edu](mailto:cynthiaw@provo.edu) or you can reach me at my school phone number : (801) 374-4960 ext. 2226

Let’s have a WONDERFUL year!

Smiles!

Ms. Ward