



Mrs. Gallegos's First Grade Handbook 2017-2018



Supplies: The items on the student supply list are recommended for all my students and can be brought in to class by the end of the first week. The only item that should be clearly labeled is your child's backpack & lunch box as all other items will be collected into class sets and used by all students. The Teacher's Wish List is an inventory of items that will be beneficial to all students to help foster understanding and comprehension of subject matter through various projects through the year.

Classroom Rules

We will...

1. Respect and follow directions at all times.
2. Be kind.
3. When someone is talking, listen.
4. Keep hands and feet to yourself.
5. Raise your hand to talk.
6. Always try to do your BEST!



Behavior Management and Positive Reinforcement

I feel that discipline is necessary for a child's emotional well-being and security. Lifelong success depends, in part, on self-discipline. I like to use a disciplinary plan that allows us to guide each child in making good decisions about his or her behavior. Students are expected to follow both classroom rules and school rules. A behavior chart will be utilized to monitor each child's success in addition to other methods of positive reinforcement. Positive reinforcement includes stickers, stamps, praise, reward tickets, and a chance to go to the treasure chest.

Every child begins the day "Ready to Learn". Based on choices made and behavior actions throughout the day, your child will move up the chart for "Good Choices", "Great Job" then "Outstanding". Or can move down to Think About It/ "Slow Down", "Warning" and then "Parent Contact". Students will be responsible for moving their name up or down the chart based on their behavior throughout the day.



Backpacks: Please send a regular-sized back pack to school every day with your child. This will keep your child's work from getting ruined or lost. Please check

your child's bag every day. You will find papers and notes inside your child's folder. This folder is to be returned every day your child attends school. It is important for you to discuss your child's work with him/her.



O.W.L. (Organization While Learning) Folder: Your child's **O.W.L.** folder will be their homework folder and main source of communication between home and school. They will have two, one for Language Arts, and one for Math. The **O.W.L** folder is a great tool to help develop responsibility at home and in the classroom. I will expect for them to take responsibility for their folder getting to and from school everyday.

Daily Homework: There will be daily homework which directly relates to activities done in class that day. This work is to be done at home and turned in the next day. There will be no homework given out over the weekend or holiday breaks. Students will not be asked to accomplish something without prior instruction. We will have fun expanding our knowledge through special projects or reports which may require your assistance at home.

It is important that homework get done and returned on time. **Make it your child's responsibility to get his/her folder to class and homework turned in.** To help make getting homework done at home a little bit easier, I suggest having a designated homework area in your home. This area should include the items on the supply list items to help make the process of doing homework easier on all family members.

Completed Work: Your child's completed work will be sent home in their folder at the end of every week. Please remove and review all work sent home. Many items will have a grade and/or corrections made by the teacher. These grades and comments will allow you to monitor your child's progress. Occasionally, there will be past work sent home; this occurs because we display student work throughout our classroom. I may retain a few items in a portfolio until the end of the year.



Weekly Home Reading Log: A reading log will be sent home every week. It will be distributed each Friday, and should be returned the following Friday. In addition to the daily written homework, your child should be reading for 15 minutes every night. Special incentives will be given to students who return a completed reading log. Daily reading is a requirement for all students, and it is hoped that you will be instrumental in being sure that your child has access to a variety of materials at the correct reading level.



Newsletter: Class newsletters will be posted to our class website each week. The newsletter will contain information about what happened that week and what will be happening the

following week. Teacher's Wish List will also be included on this page and will be updated weekly. Please visit our class webpage at: mrsgallegosclass.weebly.com

School Correspondence/Information: Any notes from school personnel will be sent home in your child's folder. Check your email frequently as I know our school will frequently keep you updated via email. In an effort to help our environment, we are going green! We will minimize paper notes going home weekly, this means that school to home correspondence will often be e-mailed and posted on our class website. At the beginning of the school year, a test e-mail will be sent out to the e-mail addresses provided on the Student Information Sheet. If you would like to receive correspondence on an additional e-mail account or prefer to receive a paper copy of an item, please e-mail your child's teacher. You can reach me at: melissa.j.gallegos@lausd.net

Parent/Teacher Communication: Any notes written by me will be sent via your child's folder. Please check it daily and I will do the same for communications from you. You can also reach me via e-mail at melissa.j.gallegos@lausd.net, you can also check my website for updated info. each week at mrsgallegosclass.weebly.com. I try to check my email daily before school and at some point during the day so I can get back to you within 24 hours. I try not to check work email on the weekend. If you email me over the weekend or during a holiday, I will read your email on Monday or the first day we return to school after a holiday.



Classroom Visits

We welcome your classroom visits. Please feel free to stop by the classroom often. Your child will love to have you as a visitor, and you will gain new insight into your child and their peers. All volunteers must be announced prior to coming, so please let us know at least three days in advance. This gives your child's teacher time to prepare ways for you to help.

Absences

All absences require a note from a parent or guardian. When your child has been absent, please send a note to provide an explanation. We must keep a record of excused and un-excused absences. Each note requires the following information:

- ♥ Child's name
- ♥ Date of note
- ♥ Date of absence(s)
- ♥ Reason for absence
- ♥ Parent/guardian signature

At the end of this handbook, there is a sample of an absence note. Feel free to fill out this form whenever your child is absent.



Birthdays

Birthdays are exciting events for all children! Each child will be given the opportunity to celebrate his/her birthday during the school year. We will be **celebrating all birthdays** for each month with

1 (one) class party during that month. For example, if your child's birthday is in September, we will celebrate their birthday on one day during the month with all the other September birthdays. If your child has an August birthday, they will celebrate in September. May, June & July birthdays will be celebrated in May or June depending on the school calendar. Of course we will also celebrate on his/her actual birthday with a song and a sticker! Please keep in mind that there will be 20-25 students (***subject to change at any time during the year**) in our class and that there will be 20-25 birthdays in addition to the other holidays we will be celebrating. Because of this, I ask that you try to bring in something other than cupcakes or cookies, like your child's favorite fruit or healthy snack. Please let me know what you are thinking about bringing in advance so that we can accommodate any students that may have food allergies. Anything that is brought in must be in individual pieces for easy distribution. Your child may also choose to bring in something other than food to be enjoyed by the class, such as a favorite book that can be read by the child, by the teacher, or by you! You may donate this book to the classroom library in honor of your child's birthday or it may be brought in only for show-and-tell.





**Note from
home required!**

Date: _____

My child, _____, was absent on _____
due to the following reason: _____
_____.

Signature: _____

Printed Name: _____



**Note from
home required!**

Date: _____

My child, _____, was absent on _____
due to the following reason: _____
_____.

Signature: _____

Printed Name: _____