



July 7, 2009

Hello and welcome to the new school year! I am excited about this year and can't wait to get to know all the children in this class. This note is more on the logistical side of things. I will fill you in on more details of the academics and other things that are going on in the classroom at our Curriculum Night.

### **Daily Folder**

Your child will bring home a Daily Folder. It is provided by the school. Any important papers will be sent home in this folder. It is to be used to return any homework, take-home books, returned class work, monies, and paperwork that is necessary for our class. Please make sure it is placed in your child's school bag each night. Let this be your child's responsibility.

### **Arrival and Dismissal**

The school day begins at 7:50 a.m. every morning. Your child may come to the classroom at 7:20. Dismissal will be at 2:30 p.m. It is very important that you get to school on time. Our day starts immediately at 7:50. Please make every effort to arrive at school promptly each day. If you do arrive late, please bring your child into the main office to sign in before coming to class.

Every day, when your child comes to school he/she will be responsible for putting away his/her belongings (coat, lunch, and backpack), and turning in any homework, Daily Folder, or notes from home.

Please remember that when your child is absent you have three (3) days to send in a written excuse. You can either jot down a note or send an email. Just put it in your child's Daily Folder and we will get it.

### **Lunch/Visitors**

The children look forward to having lunch with their parents. During the first quarter, we will eat lunch at 10:35 – 11:00. I will send you a copy of our lunch times at the beginning of each quarter. It is also posted on our class website. When having lunch with your child, please meet us in the hall by the cafeteria.

Please place all lunch money in an envelope marked "LUNCH MONEY" and your child's name, then place it in your child's Daily Folder. So many times we find money on the floor.

When visiting the classroom during class hours, please sign in with the office. You will need to have a visitor's pass to walk down the halls. Also, please have one of the receptionists announce your visit. **It is disruptive for the students when visitor's walk in unannounced.**

### **Homework:**

Homework may include some reading, spelling, and math. Homework for the week will be listed on the Weekly Newsletter. Each day I will include any work that is not finished in class or from an absence. This work should be completed and returned to school when finished. Sometimes I will ask that a paper be corrected and sent back to school. Please help your child to make the corrections. These papers will be found in the Daily Folder.

Each Monday your child will receive a Take Home Book. These will be books for reading practice on your child's reading level. Take – Home books are kept at home and returned to school on Friday morning, just place in it

the Daily Folder. It's a good idea to keep them in a safe place, away from younger brothers and sisters, so they won't get lost or destroyed.

Studying is an important part of the nightly homework. Your child will need to study any sight words, spelling words, and math facts (introduced during the third quarter) each night. A math activity may be sent home each night. Please return homework each day in the Daily Folder.

Sometimes weekly projects are assigned. These are fun family projects that the children enjoy doing. For example: a family tree, design an insect, and an animal report.

### **Behavior Calendar**

At the beginning of each month you will see a calendar attached to the Daily Folder. This calendar will inform you of events that are going on at Durant and our classroom. It will also let you know your child's behavior for that day. Take a look at the smiley face each day and initial the square. If it is a smile, then give praise to your child for having a great day at school. If it is a sad face, we will document what caused the sad face on the folder. Please talk with your child as to what happened during the day to cause the sad face and reinforce our class rules.

### **Classroom Rules**

1. I will listen when my teacher is talking.
2. I will follow directions quickly.
3. I will respect others, respect myself, respect my school.
4. I will raise my hand to speak.
5. I will be safe and be honest.

### **Field Trips**

We will go on a number of trips this year. I will send home permission slips and information about each trip as they come up. We will always need chaperones and we'd love to have all of you join us. **Only parents that are registered with Wake County schools as a chaperone will be allowed to attend field trips. This must be renewed each school year.** This process takes only a few minutes. It must be completed on a school computer. Stop by one afternoon and I will help you log in. It does take a few weeks for the process to finalize, so it would be a good idea to do this at the beginning of school. This way you are ready to accompany any of your children during the school year.

Field trips have not been scheduled for the 2009 - 2010 school year. Information will be sent home as soon as it becomes available.

### **Parent Involvement**

Family involvement is a large component of classroom life. It is important to be connected to what your child is doing at school. Our room parent will organize class events and communicate with parents in this class for activities such as the Carnival and Field Day.

Character Ed parents are needed to teach a short 30 minutes Character Ed. Lesson each month. This parent or parents (the job can be shared) works with the counselor for the plans and I will schedule a time. Usually they are scheduled for 1:45.

Please let me know if you would like to participate.

### **Snack Time:**

First Graders have snack time each afternoon. Students should bring individual snacks. These snacks should be healthy. Drinks are not necessary, but the kids enjoy those boxed drinks or bottled water with their snack.

When sending in snacks, please send in containers that your child can open themselves and a spoon or fork, if necessary.

### **Water Bottles**

We are allowing the first graders to bring a water bottle to keep at their desk. When empty, the bottle may be filled at the classroom sink. These bottles should be returned home each night and washed. Care should be taken when having a water bottle at your desk. Please discuss the proper water bottle etiquette with your child. **This is a privilege and if abuse, the privilege will be taken away.**

### **Class Website**

Visit our class website. The address to the site is:

<http://teacherweb.com/NC/DurantRoadElementarySchool/MrsLatino/>

Each weekend, I will update this site. It will include weekly sight words, homework information, and some important information for the school year. There is also a link to some great sites for the children to reinforce some of the skills we are learning in class.

### **Birthdays at School**

We enjoy having small birthday celebrations at school. On or near your child's birthday feel free to send in a small birthday treat for the class. Cupcakes/cookies and juice boxes are recommended for ease of passing them out and cleaning up. **Our schedule is a tight one, so celebrations will be limited to the ten minute snack time.** Please also note that if your child is having a birthday party outside of school, invitations may be passed out at school **ONLY** if the whole class is invited. I will be happy to send you a list of all the children in our class. **Unfortunately, phone numbers, email addresses, and home addresses cannot be given out.**

Thank you for taking the time to read all of this information. Each Monday I will also be sending home a brief newsletter from our class. This will keep you updated on what's going on in our class.

Please remember that you and I are partners. Together we can help your child succeed. Please get in touch with me whenever you have a question, concern, or just want to find out how your child is doing at school. The best way to contact me is through email. My email address is: [slatino@wcpss.net](mailto:slatino@wcpss.net). Please include in your email a brief summary of what you would like to discuss.

Sincerely,  
Susan Latino