



I am Ms. Freeman and I will be your child's teacher this school year. Let me begin this letter by sharing a little bit about myself; I have two children, a son who is 16 years old and a daughter who is 14. I have two Master Degrees in Education, and 20 years of experience working with children. I have taught pre-kindergarten through third grade. I began my career working for private and public pre-kindergarten programs, then I moved into the Charter School System and now with Chicago Public Schools for the past six years. I was also a stay-at-home mom for eight years. This is my second-year teaching at Kellogg. I am very excited to be working with your child this school year.

In this packet, I will be touching on important components of the classroom process that will help in your child's success this school year:

- Uniform
- Attendance Policy
- Parent/Teacher Communication
- Behavior Plan
- Classroom Rules
- Homework
- Missed assignments
- Guidelines for Success
- Student Information Form
- Classroom Supply List
- Quarter 1 Objectives

Please take your time in reading this packet, fill out all the forms and sign the bottom and return to school.

I am very excited about this year; getting to know you and building a relationship with your child.

In Partnership,
Ms. Freeman
First Grade Teacher
Room 100

Uniform

Uniforms are important because it lets the child know that there is a difference between personal and professional wear. School should be considered as a professional setting to the child because this is their job.

The Kate Starr Kellogg school uniform is:

- White button-down shirt, polo shirt, navy blue sweater
- Navy blue bottoms
- Gym shoes or casual shoes

PE Uniform: Students can wear PE uniform on scheduled PE days.

- Kellogg T-shirt/ or yellow or navy t-shirt or sweatshirt
- Navy gym shorts or sweatpants
- Gym shoes

Boys should wear belts and their pants should be worn on their waist. Girls should wear shorts or leggings underneath skirts because we sit on the floor. Please do not send students to school wearing flip-flops or sandals; Shorts will not be accepted unless they are over the knee.

If this policy is not followed the parent will be called to be reminded of this policy or to bring appropriate clothing.

Attendance Policy

It is important for the child to come to school because there are procedures and routines that occur every day to provide structure and comfort for children to learn. Excessive absences can be a problem because it causes your child to miss instructional time which causes them to fall behind in their coursework.

Classroom instruction begins every day at 7:45am and the first assignment is given at 7:45am. Students should come to school each day prepared to learn (students should carry a backpack to school each day).

If your child is going to be absent due to illness or family emergency please contact the school at 773-535-2590, send an email: jfreeman20@cps.edu, or a message through Class Dojo. We want to always be sure our children are safe.

Parent/Teacher Communication

I believe that a good parent-teacher relationship is necessary for maximum school success. Throughout the year I will communicate with you about upcoming events, important dates, Quarter Objectives and your child's behavior (good or bad) using the following methods:

- ❖ Class Dojo
- ❖ Monday Newsletter
- ❖ Class Website
- ❖ Notes
- ❖ Telephone
- ❖ In Person Conference

Full communication is important to your child's successful first grade year! Please feel free to contact the school if you wish to speak with me 773-535-2590 to make an appointment to speak with me. You can also send an email to jfreeman20@cps.edu or send a message through Class Dojo.

I will be taking calls from 7:00am-7:30am and 3:00pm-3:30pm. If you are not able to contact me within these times we can set up an appointment time.

Behavior Plan

Establishing a consistent classroom routine is essential to each child's success, confidence, and well-being. Every child should feel that the classroom environment is safe and secure; free from all threats of physical or emotional harm. In addition, it is important that each child learns to develop self-discipline and good work habits, to resolve conflicts peacefully, and to think independently. I will be using the Kellogg Positive Behavior Interventions and Supports (PBIS) system. We will focus on being Great Kellogg Students by exhibiting the PBIS traits:

- Be Respectful
- Be Responsible
- Be Safe
- Be Kind

Students who have trouble following these traits or the class rules will be given three verbal redirections to correct their behavior before I begin deducting points from Class Dojo.

If classroom rules are severely or persistently broken, parents will be contacted by a conference will be requested, the behavior will be noted in the Social Emotional Multi-Tier System of Support in the CPS Gradebook program, and Response to Interventions will begin. There are certain behaviors that will require that a child automatically receive a note or phone call; fighting, name calling, disrespecting the teacher, stealing or being dishonest.

I love giving rewards!!!! It is my goal to give rewards for positive behavior. I give rewards for completed homework, good behavior, academic achievements and demonstrating leadership skills. I will give Kellogg Cash, which can be used for school raffles and PBIS Socials. I will also give stickers, smiley faces with scented markers or a small toy (donations are always welcomed to fill our treasure chest).

CPS policy states that we can no longer serve food outside of the lunch period. If you would like to celebrate your child's birthday please feel free to bring special pencils or any non-edible treat. NO cupcakes or candy.

Classroom Rules

The classroom rules that have been established come from the guidelines of success that I have created, if your child does not follow these rules I will deduct a point from Class Dojo which I will discuss in the behavior plan. The classroom rules are developed from the Kellogg PBIS Student Traits.

- Follow the teacher's instructions the first time they are given
- Use hands, feet and objects in an appropriate manner
- Be Honest (tell the truth and do not take anything that doesn't belong to you)
- Complete all assignments
- Stay on Task
- Take care of our school, classroom, and each other.

Homework

I believe that for a child to be successful in school they must practice what they have learned throughout the school day at home. This helps me to gain a better understanding of what they know and what they need to learn the next day as well as it helps the students to practice and gain a better understanding of the concept.

Homework is a skill base practice. I give homework at the student's level, they should never ask for help. Please allow them to complete their homework alone so I can get an accurate indicator of their progress, areas of needs and accomplishments. If you help them it does not show me what they know.

I do not believe in sending home work that is not meaningful. If I do not send home an assignment your child will be required to practice on Mobymax.com independently.

Along with homework assignments, your child is expected to read to you for a minimum of 20 minutes every night. This will help build your child's reading fluency level. Leveled Readers will be sent home every Monday. The book should be returned to school daily, if the book is lost or damaged you will be required to pay a \$30 replacement fee. The leveled readers are purchased as a set of six. If one book is missing another set needs to be purchased.

Missed Assignments

I would love it if all students had perfect attendance but I do understand that he or she may miss a day due to illness or family emergencies. Although these things occur, I expect **all missed assignments to be made up no more than two days after their return** to school. Missing assignments will be in your child's mailbox so there is never a reason why your child should say he or she didn't have any work. Please have your child complete the assignments so he or she will not fall behind. If the assignments are not completed this will result in your child receiving a "F" for the assignments missed

Together we can make this a very successful school year for our First Graders!

Please take a moment to sign this bottom portion as acknowledgement that you have read this letter with your child. Please keep this portion to refer to if you need a reminder throughout the year. Return the bottom portion of this form to school with your child.

I have read the Welcome Parent Letter. I understand and agree with the classroom procedures that have been established.

Student's Name: _____

Parent Signature: _____ Date: _____

Guidelines for Success

To have a successful classroom environment there must be guidelines that I would like every student and parent to share with me:

- **Be on Time** - School starts at 7:45 am I expect everyone to be in the classroom and in their seats at 7:45am.
- **Eat a Good Breakfast**- Learning cannot take place if the brain has not been fed. Breakfast is served at 7:00am. This will also ensure that your student will be in class by 7:45am.
- **Be Prepared**- Students should come to school in proper Kate S. Kellogg uniform. Backpacks and classroom materials should be brought to school each day.
- **Complete and Turn in all Homework Assignments**- For your child to master the concepts that we are working on it is very important that he or she has homework completed and turned in at 7:45am. If your child has trouble with the homework have them complete as best as they can; I will help them when they come to school.
- **Being a Part of the Community**- the only way a community can be successful is if all of people work together in a positive manner to reach a common goal.
- **Open Communication**- if you have any questions or concerns about First Grade feel free to contact me. Many parents feel they will get a better answer if they contact Mr. Overstreet but he will just come to me and ask if I had spoken with you. If I cannot help you I will recommend that you speak with him.
- **Hugs and Kisses Goodbye**- Try to take a moment to say goodbye in a way that makes your little one feel special. Just like adults, kids can have bad days. Let's try to start each day in a positive manner.

