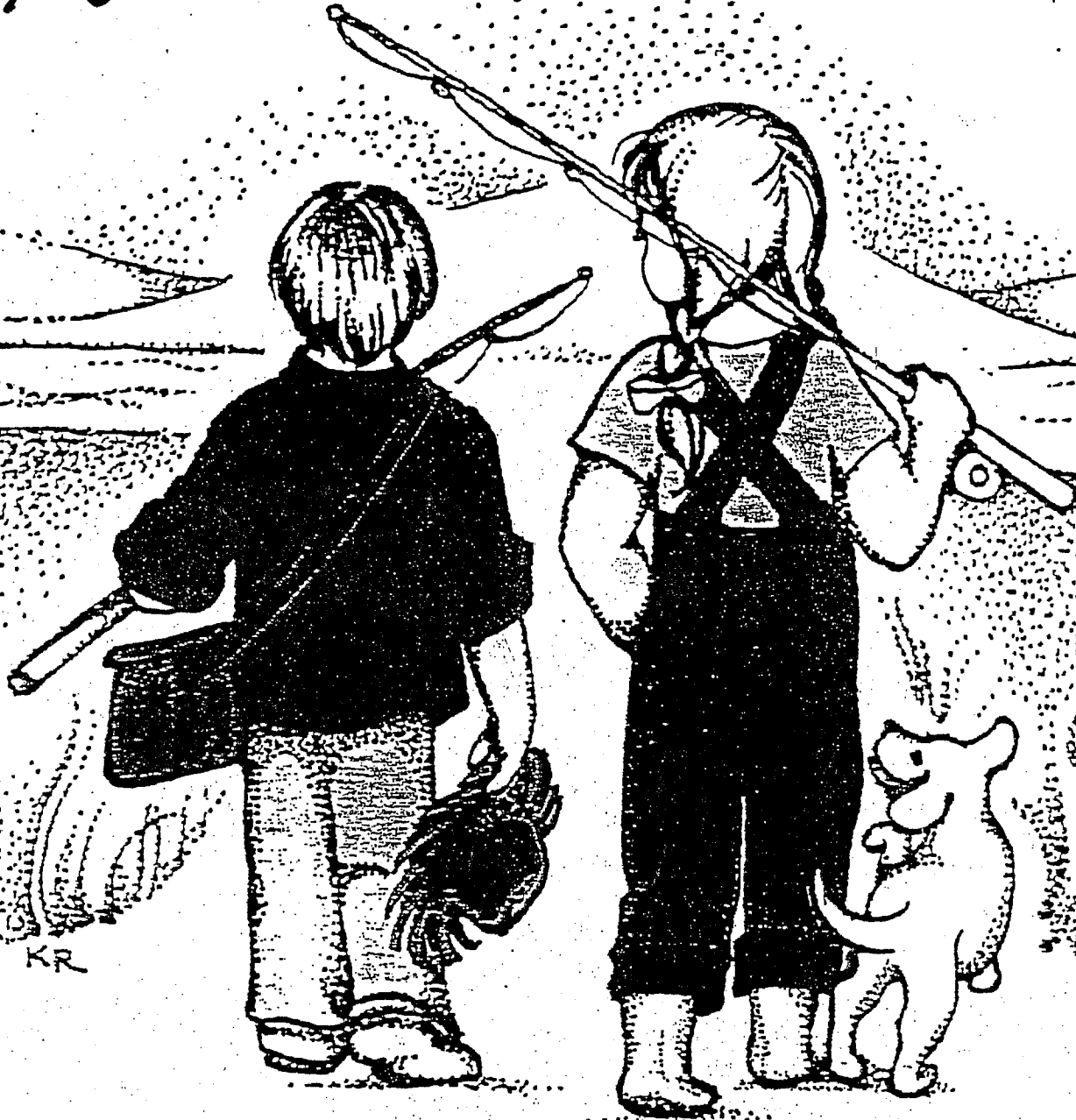


Mrs. Otterman's Syllabus



“Childhood Should Be
A Journey . . . Not A Race”

Mrs. Otterman's Rules and Consequences

Dear Parent(s),

It is with pleasure that I welcome your child to my class. We can all look forward to a very exciting and rewarding school year. In order to provide my students with the excellent educational climate they deserve, I have developed the following Classroom Discipline Plan that will be in effect at all times.

Rules:

1. Raise your hand to speak.
2. Listen carefully to Mrs. O
3. Work quietly. Respect others.
4. Stay in your seat until excused unless it is an emergency.
5. Walk~do not run in the classroom.

If a student chooses to break a rule:

1st time: Warning

2nd time: Move "car" ~ lose 5 minutes of recess...yellow light

3rd time: Move "car" with a check beside it~ lose 10 minutes of recess...yellow light

4th time: Move "car"~ lose all of recess...red light...note to parents from me

5th time: Move "car"~ lose all of recess...red light...note to parents from me and see Mr. Poleski

Severe Disruption/Behavior: see Mr. Poleski...phone call and/or note to parents from Mr. Poleski...lose all of recess...red light

Students who behave appropriately will be positively rewarded with: stickers, good behavior certificates, free time, candy, extra recess, and/or positive verbal praise (reward)

It is in your child's best interest that we work together with regard to his or her education. I will thus keep you informed about your child's progress in my class.

I will be discussing this plan with your child, but would appreciate it if you would review it with him or her before school begins as well as throughout the school year.

Thank you for your support.



Dear Parents,

Hello! Welcome to First Grade!! This is my "syllabus." ☺ Therefore, **please keep this letter or "novel" as a reference throughout this school year.** If you have any questions, please feel free to contact me (email is best). You will receive a lot of letters from me since I feel it can keep worthwhile communication between us, but this "syllabus" will come in handy throughout the school year. I decided to number the various things I would like to discuss so it can be somewhat easier for you to follow.

1. Rules/Consequences I included in this packet a written outline of my rules and I would like to explain the consequences if these rules are not followed. The students will have a paper "car" beside a paper stop light I have displayed on my marker board. Everyone starts on the green light. If I feel they break a rule after being told about it one time, then I will have them move their "car" to the yellow light for 5 minutes of sitting or writing the consequence during recess depending on the rule and the reaction about the rule (you will be notified anytime they miss recess and will have to sign their writing). If it continues, then they will receive a check beside this "car", which leads to 10 minutes of writing the consequence during recess. If the student continues and/or has a more serious problem, then this could lead them to move their "car" to the red light. The red light means they will write all of recess, you will be notified, and eventually if it continues, then they will have to see Mr. Poleski. I go over this thoroughly with the students so they understand. If they misbehave in their special areas (art, music, etc...) and/or the cafeteria, then their punishment is considered "double trouble." For example, 5 min. turns to 10 min. depending on the special area's report and consequence. I encourage them to have fun, but follow the rules since they can miss important information, get hurt, and/or hurt others. It is crucial that behavior does not get in the way of their learning as well as the others learning, so I really enforce my discipline plan. Please continue to enforce the rules at home as well. If their work is not completed during the allotted work time, then the students will have to finish their work during recess. I sometimes will reward the whole class with extra recess or a "celebration." Celebrations are cards I have the students come up with at the beginning of the year. If the whole class has a good day or does something rewarding, then we pick a "celebration" out of a bag. These celebrations range from a movie, extra free time inside, reading an extra story, extra snack from me, etc... It gives the students a chance to look forward to something special with good behavior in mind.

2. Take Home Folders/Student I.D. numbers I provided your child with a take home folder. These folders are similar to the Kindergarten folder, so **they can "decorate" the white insert paper on the front to make it their own.** It does have keep at home/bring back sections, but please look for the stamps as things to bring back in case it accidentally gets placed on the wrong side. I will use this folder as a communication tool between us for various things. It is very important that the students bring this folder to class daily. **The students need to memorize their student i.d. numbers for the cafeteria (when buying lunch) and computer usage. I have provided a yellow card to keep at home for practice (this personalized number is the same if they were here in Kdg. last year). I have an extra number card if they forget their number at school (especially for buying their lunch since it helps the cafeteria workers). They can practice "typing" their number on a standard calculator since the cafeteria number pad is set up this way.**

3. Weekly Newsletters I will be sending a Weekly Newsletter every Friday for the following week to correlate with my lesson plans and to give you an overview of what we will be doing weekly. **Please provide me with an email address (on the blue slip in their folders) so that I can send these Newsletters as well as group messages for reminders and other information as well. Your email will remain private and only for me to see. Thank you in advance!!**

4. Language Arts/Spelling We have a brand new Reading series from last year. Please look for all information about this that I will send separately at the end of this week. It will be an outline of how our day schedule follows our new curriculum.

5. Friday Folders I will be starting **Friday Folders** in the middle of the month. These will be done every other Friday throughout the year. Please look over their work and sign the envelope to return. You can keep their papers as well as the word lists I send home since they have word lists in their word folders at school.

6. Take home books I will be starting to send simple sentence practices/books home in order to help them with their vocabulary and vowel sounds. We will start with short a. For example, cat. I also have short vowel stuffed animals to help the students retain their vowel sounds. Vowels can be difficult, so the sentence as well as the stuffed animals can help since they can relate to the animals and also sound out words in sentences.

7. Math/FOSS Science I like to use a number line when using addition and subtraction. I will be sending one of these home for the students to keep for practice. Please know there are other strategies of adding and subtracting, but I encourage the students to use the number line (if needed) to enhance their independent addition and subtraction skills. They will also have one on their desk.
We have a new science program called FOSS Science. We will be implementing and starting various hands-on science activities on September 10. There will be more information about this once we get started with it.

8. Spelling The students will have a spelling test every Day 5 and a new list sent that same day for the week ahead. This will start in the first grade series since we do a review week on the first Day schedule rotation. I keep the spelling test for our star board and they earn a McDonald's sponge fry for their McD's cartons in the room. When the students get 5 fries, then they can trade for candy bin and/or prize box.

9. Report Cards We will be discussing report cards at conferences; however, I wanted you to know that the students will receive a mid-nine week progress report. This will give you a chance to see how your child is doing. These reports will be done throughout the school year. Students receive grades in subject areas this year unlike last year in Kindergarten.





10. Independent Work/ "walls"/homework I have "walls" for students when they are completing graded independent work. Although the students are separated, eyes tend to wander. Therefore, this helps with work being covered. Any independent work that you see circled is something that they have to fix and then I star it once they correct it. I will not mark it wrong if they forget to do a problem, but I will circle and mark "finish" beside it so you know it was skipped. Of course, if they finish and it is wrong, then they will lose the point. I sometimes provide a small treat or sticker for the students as a reward for their work done correctly. I have a candy bin, penny candy, or stickers as rewards. If the student does not do their work correctly, I encourage them to try harder next time. Math homework is stamped and will be graded. Please have the students do the work on their own and then review it with them. The homework I send is an extension of what we cover in class, so they shouldn't have too much trouble understanding. Number lines can help with addition and subtraction problems, so they will have the one I send as a review tool. When the students need to finish work, I have them put their work into their mailboxes. If it is not completed after a given time, then I sometimes will have them complete it during recess time. ****First grade does not provide homework on the homework hotline since the homework consists of vocabulary word lists, spelling lists (eventually), and math homework (I stamp). This hotline was designed mainly for the older students. First grade does not have access to the grade book for parents. This will occur in second grade.**

11. Centers Centers will correlate with our reading series. This allows for computer integration, small group instruction, math practice, etc...The students have a special day as to when they go on the computer. We have four computers so there are six groups of students that I spread throughout the six day cycle. We have 23 students.

12. Student of the Week Each student will get a chance to be student of the week. I pick a name randomly and give that particular student a form to fill out so that we can complete their student of the week board. They will receive this form the Friday before and we will "introduce" them that Monday. The student of the week can bring in anything they want to this week. I will start the Friday after Labor Day since I try to plan a full week for the student.

13. Bus Numbers PLEASE make sure your child knows their bus number. The first week of school is the most hectic, especially if the students do not know their bus numbers. The office does not care how they get here, but how they get home. It will help to put nametags on them with their name, bus number, and my name. I will also provide these nametags as needed.

14. Show and Tell I like to have show and tell every Friday. I provide a theme for every show and tell monthly since it keeps it interesting. It is not mandatory, but I encourage it since it gets the students used to standing in front of their peers. You will receive a sheet outlining the show and tell themes. Our first show and tell will be next Friday, September 1.

15. Birthdays **There is a tree nut allergy in our classroom this year. I will send home a list of suggestions when sending in treats and/or snacks.** When it is a student's birthday, they are allowed to bring in a treat of their choice. I have access to a freezer if needed. You can send the treat in with them or leave it marked with my name in the office. Whatever is easiest for you. **I encourage the students to NOT bring in cupcakes. Cupcakes are messy and most students do not eat all of them, which I find to be a waste. I just wanted you to know what I have seen over the years with cupcakes. Please precut cookie cakes since I do not have access to a knife or pizza slicer for these type of cakes. Thanks ☺**

- 16. DAY Schedule** I provided our DAY schedule. You will also see this on my Weekly Newsletters.
- 17. Pencil Boxes/Bags** I encourage the students to keep their desks in somewhat a neat order. Therefore, pencil boxes/bags can help since they will have a lot of books. There are names for each book we use so that they know which book to use. I also color code the books, but the stickers never last. It is not mandatory that they have a pencil box/bag, but helpful. The scissors, glue, and crayons I provide are kept in baskets on a supply cart I have in my classroom. When the students have an independent work time or work time as a group, they use these supplies. I keep the supplies separated so that there is plenty of room in their desk for other supplies.
- 18. Healthy Snack/Water Bottles** The students are allowed a healthy snack usually around 2:30-2:45 daily. I decided to do this since they eat such an early lunch. I only encourage healthy snacks, so please provide these snacks for them. Cereal bars, pretzels, fruit snacks, fruit, etc... are accepted. I tell the students I do not accept chips, candy, and pop as a healthy snack since these are considered treats. If the students do not have a snack, then I provide pretzels, crackers, or popcorn. **The students are allowed to bring in water bottles, which are kept by our classroom sink. Please make sure their name is on this bottle. It will be sent home daily to sanitize.**
- 19. Classroom Library** I have my own classroom library that I will provide once a week. I encourage the students to participate with this library since I provide books that are at their reading level. I will let you know the day I will be having this. It will start in October since I would like to see what reading levels would be best for each student. They are allowed to take out one book for a week. The books will be kept in Ziploc bags with a book list so that they are not getting the same books. I will provide information about this again when it starts in October.
- 20. Lunch Money/Book Orders** The cafeteria would like you to send in lunch money marked in an envelope with the **student's name/i.d. number, grade level, my name, and amount.** You can do this for the week (to save envelope usage) or daily if you know your child is buying. Please send these marked envelopes in their take home folders and I will see to it that they get to the cafeteria. There will also be information about student lunch accounts the cafeteria will send. I will be sending book order forms marked with a date to return. I like to have them returned every Friday since I fill them out over the weekend and get them sent. I will send the first one home next Friday, September 1. Please do not send cash. Please send checks payable to **Scholastic Book Orders.**
- 21. Toys** The students are allowed to bring in their toys for recess or free time. However, they are to keep these toys in their book bags until they need them. If it becomes a problem, then I will let you know. Also, please make sure they have their name on their toys and/or they know not to share toys since this could create a problem or cause the toy to be lost and/or damaged. I encourage the students NOT to bring in expensive toys unless it is for student of the week or show and tell. You never know what could happen to the toy at recess and/or the bus since I only do café duty and not recess.





- 22. Author Study** I will be doing two author studies with the students. The first author study will be Eric Carle (in the fall/winter) and the second author study will be Dr. Seuss (in the spring). I will let you know when these studies will take place, but the students will be allowed to share books or things they have about these authors. I will display them.
- 23. Job Board** The students will be picked to do various weekly jobs throughout the school year. I will put their names on the job board under the job they were chosen. The student of the week is one job we call leader so I will pick the leader daily instead of weekly until student of the week starts. I use a rotation system by picking names out of a new/old bag. The students will know not everyone gets a job each week. Once new names are picked, they then go into the old bag until all names have been chosen. We start over from there. I use a chart to keep track of the jobs students are picked for, so once they have done all the jobs, then they will start over again.
- 24. My email and school phone ext.** There are a couple of ways of getting a hold of me. My email is otterman@freeport.k12.pa.us, and my phone ext. when you call the school #724-353-9577 is ext. 4008. It is easier for me to answer questions through email since I do not always get phone messages until late. **Please note if you are planning on picking up your child early without a prior note, then you need to call the office directly so that they can get a hold of me. There are times I may not get the message through email or phone, so this is very crucial that you contact the office instead. If you know you are picking up your child early before they arrive at school, then you can send a note in their take home folder. Please do not email me a note since there are times the server tends to shut down and I may not get through until it is too late. Thank you for your cooperation!**
- **In the past, parents have inquired about making doctor appointments. It helps if you are able to get doctor's appointments for late afternoons (after 2:00 if possible) since most Language Arts/Math activities will be discussed in the morning and early afternoon. If you are unable to do this, then this is fine. I just thought I would let you know. It will be considered a full day if they are picked up after 1:30. ☺
- 25. Security Management System** The school district has a new security management system. **THEREFORE, PLEASE BRING YOUR DRIVER'S LICENSE (OR LET ANYONE THAT IS PICKING UP YOUR CHILD KNOW THIS AS WELL) TO BE ABLE TO GET INTO THE BUILDING. THERE WILL BE INFORMATION SENT ABOUT THIS.**
- 26. Parent Helper Calendars** I will be sending home monthly parent helper calendars for you to sign-up to come in if possible. I will only send this calendar to parents who are interested (please see blue slip for information). You will also need to provide clearances in order to attend field trips and/or participate in any school functions as a state law. You can find out information about this by contacting the school office or visiting the district's website.



****Lastly, please know that I feel grateful for parents who can volunteer their time. There are times I cannot have everyone come in, but I will try to rotate volunteers as much as I can so that everyone gets a chance to come in. I understand not everyone can volunteer, so please do not feel you have to. I appreciate all you do just by being your child's true teacher and helping them feel successful.**

This will be an overwhelming but rewarding year for the students. You will see them grow into independent readers. I believe **practice makes permanent**, so please have them practice as much as they can. After all, you are their "true" teachers.

Again, I apologize about this "novel," but find it will be a great reference for any questions and/or concerns you may have. ☺

Thank you for all your time and cooperation. It helps make things run smoothly, especially with a classroom full of busy little minds and bodies working constantly. Have a great rest of the week!!

Sincerely,

Heidi Attoman

