

University School First Grade

Mrs. Pierce's Class Policies and Procedures

2024-25 School Year

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Course materials link: [Classroom School Supply List](#)

Welcome to a new year of learning! I look forward to working together this school year to help your child achieve their personal best. Please review the first-grade policy manual with your child. Sign and return the last page after you have reviewed the manual.

Attendance/Early Pick-up

Please make sure your child is present and ready to learn each day. However, illness and family responsibilities do occur throughout the year. If your child is absent, please message me and contact the front office to let us know. It is essential to send a note when your child returns to school. Your child will be allowed to complete make-up work upon return. All students must be signed out of the office if leaving early. If you know your child will be leaving early, please send a note or email so I can prepare them for dismissal.

Behavior

I aim to establish a learning environment that promotes caring, responsible, respectful, trustworthy, and fair behaviors. I strive to create a positive environment that enables all children to be successful and productive learners. We begin the year by establishing our hopes and

dreams for first grade. Class rules will be created and established to achieve our hopes and dreams. Once the rules have been established, modeled, and revised if needed, students will be responsible for following them. We use community-building practices in the classroom. When responding to misbehavior, my philosophy is as follows:

- The immediate goal is to stop the misbehavior so that the learning environment remains safe, caring, and supportive.
- Consequences aim not to punish but to help a student regain composure, repair any damage to relationships or property, and return to productive learning.
- Preserving a child's dignity is always a top priority.

Birthdays

We love to celebrate birthdays in first grade! Please let me know at least a day ahead of time if you would like to bring in a special treat to celebrate your child's birthday. We typically celebrate birthdays during our class snack time. I am also happy to help pass out invitations to your child's birthday party. I do ask that if invitations are brought to school, it is for a party to which the entire class is invited to spare hurt feelings. If all classmates are not invited, please distribute those invitations outside of school.

Communication and Meeting

Please check the first-grade Bloomz, weekly Newsletter, and school website often during the year to keep informed of all that is happening in our class and at University School. I will post important information and class photos on Bloomz. Students will have a daily communication folder and planner. The folder will have a pocket for returning important papers to school and a

pocket for completed work to keep at home.

I welcome family communication and conferences throughout the year. For safety reasons, drop-off and dismissal are not the best times to hold conferences. I want to give you my full attention, so please send me a message to schedule a time to meet.

Curriculum and Standards

The school provides a first-grade curriculum that aligns with the first-grade state standards. First graders receive instruction in English Language Arts, Mathematics, Science, and Social Studies. The course texts are:

- Tennessee Foundational Skills Curriculum Supplement–Sounds First
- Amplify Core Knowledge Language Arts Skills Curriculum
- Benchmark Advance Reading, Tennessee Edition
- Savaas EnVision Mathematics, Tennessee Edition
- McGraw–Hill Inspire Science, Tennessee Edition
- Gallopade Social Studies, Tennessee Edition

The first-grade standards can be accessed by clicking the link below:

[First Grade Standards](#)

The list of first-grade independent reading and supplemental book titles can be accessed by clicking the link below:

[Classroom Library List](#)

Dress Code

The school dress code is located in the student handbook. In addition to the school policy, shoes must be appropriate for recess and P.E. class each day. Flip flops, slides, heels, or anything without backs are not allowed. Changing

shoes is not permitted during the school day (unless it is a special occasion-i.e. school picture day).

Drop-off Procedures

If your child is eating breakfast, they may be dropped off at 7:30 and report directly to the cafeteria. Any child not eating breakfast may report at 7:50 when classrooms open. Attendance is taken at 8:00. Children will be marked tardy after this time and will need to report to the front office for a tardy slip.

One goal in first grade is to continue to build independence at school. With guidance and support, students will learn to enter the classroom, put their belongings away, turn in necessary materials, begin their morning routine, etc. independently. At home, it is encouraged to have your child pack up their backpack with support if needed each day to build this independence. You will be amazed at how quickly your child will grasp the routines of our classroom once they are established!

Dismissal Procedures

Dismissal begins at 3:00 and all students must be picked up by 3:15 unless they are attending after-school activities or after-school care. Dismissal on half-days is 11:00. Lunch is not served on half-days.

first-grade students are picked up in the elementary car line. first-graders will be called from the cafeteria to the car line for pick-up. Students will exit through the side door by the parking lot and staff will guide students to their car. For safety reasons, do not direct your child to the car. We need all students and drivers to carefully follow the directions given by school staff during dismissal.

If you are new to University School, a car tag will be provided. The car tag

must be visible. We use the same car tag each school year. Please let me know if you need a new tag.

If your child is being picked up by an older sibling, the sibling will need to come and get them from the cafeteria or go to the bottom of the dismissal ramp and have a teacher call for them. Once the sibling picks up the elementary student, it is their responsibility to supervise the younger siblings and they must stay together until picked up by a parent/guardian.

Grades: Classwork and Assessment

First graders will be earning grades each quarter. First graders will receive grades in English Language Arts, Mathematics, Science, and Social Studies.

First grade uses the following grading scale:

E=Excellent

S=Satisfactory

N=Needs Improvement

The school uses PowerSchool as our online grading program. If you do not have access to your child's PowerSchool log-in information, please contact the school office to get this set up. This will be where you check assignment and assessment grades as well as attendance. We do not send home paper report cards at the end of each quarter. I will do my best to stay up-to-date on grading, but please be patient. Make-up work takes a little longer to grade. If you notice an error or have a question about the grade book, please send me a message and I will be happy to double-check it.

Grades will come from class assignments, projects, quizzes/tests, other assignments, and homework. Absent students will receive an adequate amount of time to complete missed work.

I typically send home graded assignments in folders on Friday. I highly suggest looking through the graded work that is sent home with your child rather than solely looking at the grades on PowerSchool. This can help you see what your child is doing well and where they may need additional support. I provide extra teacher support on classwork assignments based on the needs of each child. I do not provide support on assessments. Assessment grades are a good indication of what your child can do independently.

Homework

I will send math review homework weekly. This is a one sheet paper with four columns for each day of the week (excluding Friday). Also students will be given a reading log to read or be read to 15-20 mins nightly. Additional homework will be assigned as needed. Typically, homework will be to complete independent reading or to practice math facts. Occasionally, I will send home additional language arts or math practice to complete. Spelling words and sight words will be sent home each week to practice a spelling pattern or rule. Spelling tests will occur on Friday during our language arts block. Your child will receive a take-home folder. Students will bring home any needed materials in their folders. Please make sure to check the folder nightly as it will also include important school information and graded work. I value your family time and recognize that many students are involved in afterschool activities, so the amount of time spent on homework will be minimal. Please let me know if this is not the case, or if you have any questions! I do not grade homework but use it to build responsibility for students.

Snacks and Water Bottles

Students may bring a snack (no candy) from home. Students are encouraged to bring in a reusable water bottle to have during class. The bottle needs to close to prevent spills and can only contain water. Please label your child's water bottle.

Please do not hesitate to contact me if you have any questions about the policies. I know we will have a successful school year. I look forward to getting to know you and your child!

Sincerely,

Mrs. Pierce

First Grade Policies and Procedures 2024-25

Please sign the Policies and Procedures signature page and complete the Student Information Form (found in the welcome letter) if you have not already done so by Friday, July 19.

Signing the form will indicate that you and your child have read, understand, and agree to abide by the first-grade policies and procedures.

Please keep the policy and procedure handbook for your reference throughout the school year.

Child's Name: _____

Guardian's Signature: _____

Child's Signature: _____

