



The ABC's of
Mrs. Debo's Class
2018-2019

E-mail: lisam.debo@cms.k12.nc.us

School Phone: 980-343-3750

Website: <http://lisadebo.weebly.com/>

Welcome!

Dear Parents,

First grade is an exciting academic year for your child! I have prepared this document to help you better understand how our classroom will be managed and to help ensure a smooth and successful year. I will keep an electronic copy of this handbook on our classroom website: <http://lisadebo.weebly.com/> and I will notify you of any addendums or changes.

In our classroom, students will be able to work at their own skill levels and take ownership of their learning through small group and individualized instruction.

This year you will be amazed and proud of the rapid progress your child will make. In order for this year to be a success, I need your help and constant support at home. In school, I have prepared an organized and structured environment to best promote your child's academic growth. At home, you play an important role in setting expectations and supporting your child in meeting them.

I will be communicating with you in a variety of ways this year and I encourage you to contact me with any questions or concerns. The best way to contact me is through e-mail at lisam.debo@cms.k12.nc.us and I will respond as soon as possible.

I believe that great things can happen when we work together! 😊

Thank you for your time!

Sincerely,

Mrs. Debo

A	
absences	When a child is absent, a note or e-mail explaining the absence should be sent on the day he or she returns to school. The absence will be marked as unexcused until the documentation is received.
arrival and dismissal	<p>Morning Arrival: Students should not be dropped off until 7:15 AM. Drive around the parking lot and pull up to the front of the school where the silver poles are located. Drive as far to the end of the front walk area as possible. Your child will exit on the right side of the car.</p> <p>Afternoon Dismissal: Please remain in your car if you are in the carpool line. As you approach the front of the school, you will be directed to pull forward and your child will meet you there. We dismiss car riders by color/last name. Once outside, students will sit in their assigned color area. For bus riders, students will walk with their classroom teacher to their assigned bus.</p> <p>Early Dismissal: When it is necessary to pick up your child from school early, please go to the office to sign your child out for the day. The office will notify me and your child will come to the office to meet you. Please, no early pick up after 2:15.</p>
assessments	Students in grades K-2 complete several formal assessments throughout the year to monitor their growth and progress toward grade level standards. DIBELS and TRC assessments measure early literacy skills and reading level. These benchmark assessments are administered one-on-one, three times per year. Students also complete the MAP assessment in Literacy and Math three times per year. MAP is an adaptive assessment designed to determine each child's unique learning path and measure academic growth throughout the school year. Students will complete these assessments on iPads. Teachers use the assessment data to plan instruction for each student.
B	
birthdays	On a student's birthday, he or she will receive a birthday crown. If a child's birthday occurs on a day when school is not in session (weekend or holiday), I will contact you and we can choose a school day to acknowledge your child's birthday. If your child's birthday is during the summer months, we can celebrate your child's half birthday or celebrate at the end of the school year (please let me know which you would prefer). In lieu of bringing in a food treat, I encourage families to consider donating a book to our classroom library or having your child bring a favorite book to read aloud to the class. If you would like to bring a food treat, please send me an e-mail one day in advance. You may bring the treat to the cafeteria during our lunchtime. Please remember that treats must be store-bought and include a label with a list of ingredients (as per CMS policy). I must check the ingredient label before food is distributed to the class. Also, please only send a small treat (such as mini cupcakes or small cookies). Lastly, please note that birthday invitations can only be handed out in class if you are inviting the whole class.

book orders	We will periodically send home book order forms from Scholastic (look for these in your child's Monday folder). These are a great way to expand your child's library at home. The books are relatively inexpensive and our classroom receives free books from the books that are ordered.
box tops	Please collect marked "Box Tops for Education" from food boxes, packages, and cans. You can send them into school in a bag or envelope. These are used to help raise money for our school.
breakfast	Free breakfast is served every morning in the cafeteria beginning at 7:15 AM. Please make sure your child is in the cafeteria by 7:25 AM to eat breakfast. This allows him/her to have time to eat and be in the class on time ready for the day to begin.
C	
changes in transportation	Transportation changes must be in written form and submitted to the teacher the morning the change is to occur. Transportation change notes must include the date, teacher's name and student's first and last name. E-mail messages will not be used for transportation changes or early dismissal requests. We must have written verification or a phone call to the office before we can send a child home a way that is different than his or her regular dismissal plan.
class parties	There are two planned parties per year for each class (Winter Party and Valentine Party). In addition, we have two "treat" days (Fall Treats and Spring Treats) and Field Day. We will need parents to supply snack for the treat days and volunteers to assist during party and Field Day activities. Guidelines for party themes and activities are provided to room parents. All food served at parties must be store-bought and include a label and list of ingredients. We will have sign-up sheets at the beginning of the year for help with these events.
classroom management	<p>Positive reinforcement is an important component in our classroom. We make sure to celebrate students' individual and group achievements. To guarantee your child and all the children in our classroom the excellent learning climate they deserve, I utilize the following management plan. As you know, good behavior and learning go hand in hand. Simple class rules have been established to ensure your child has a positive and safe learning environment. Please note that office referrals will occur in cases of bullying behavior (verbal or physical) or extreme disrespect.</p> <p>All children are expected to follow classroom rules and procedures, and I will help them learn to do so in a positive and equitable manner. These expectations allow teachers to teach, and students to learn. This is the right of every student.</p> <p style="text-align: center;">Our Class Rules:</p> <ol style="list-style-type: none"> 1. Listen when your teacher is talking. 2. Follow directions quickly. 3. Respect others, respect yourself, and respect your school. 4. Raise your hand to speak or stand. 5. Be safe, be kind, be honest.

Individual: We use a colored “clip chart” to monitor individual behavior and choices. Each child will have a clip that they will physically move up or down the chart, depending on choices made throughout the day. Please keep in mind that your child may not move his or her clip every single day. For children to “clip up,” they must go above and beyond in their behavior choices. When a student clips to Outstanding, he or she will earn a jewel to place on his or her clip. When a student receives five jewels, he or she will take that clip home and receive a new colored clip.



When students reach Outstanding (red), they place a special jewel on their clip. Students can also go above Outstanding by clipping to the top of the chart or “off the chart”!
If a student continues to go above and beyond with their behavior choices, they will clip up to Great Job (orange).
Making a good choice will allow students to clip up to Good Day (yellow).
All students begin each day on Ready to Learn (green).
If a student receives a warning, they will be asked to clip down to Think About It (blue) to reflect on the behavior choice.
If a student continues to make poor choices, they will move their clip to Teacher's Choice (purple). The consequence will be specific to correcting the poor choice.
If a student continues to make poor choices, they will move their clip to Parent Contact (pink). Students may complete a behavior reflection and parents will be contacted.

Small Group: To celebrate group achievements, students work in table teams to earn tally marks for good choices, such as helping a friend pick up crayons that fell on the floor or working hard on an assignment. The table with the most points at the end of the week will receive a special in-class reward.

Whole Group: As a class, I believe giving and receiving compliments builds our self-confidence and encourages us to feel successful. In order to value the importance of compliments, we have a “Compliment Chain”. Whenever our class receives a specific compliment from another adult in the school, we add a link to the paper chain. When our Compliment Chain reaches the floor, students will eat lunch in the classroom the following day or receive another special in-class reward.

classroom procedures	Classroom procedures assure all children are afforded a learning environment where they are safe and know what is expected of them at all times. Procedures help this guarantee because students know what they can do and how things run within our classroom. There are several procedures we practice daily such as gathering on the carpet, lining up at the door, walking in the hall, etc.
clip chart report	Each child will color the circle on his or her Clip Chart Report to show what color he or she ended the day on the behavioral clip chart. Please look at the report each day with your child and sign your initials in the box.

conferences	Conferences are set up for all parents at the end of the first quarter in October. Conferences are a very important time for us to discuss your child and how he or she is performing in school. At any other time of the year, I would be happy to schedule a meeting with you about your child's progress. Please send a note in your child's yellow folder or e-mail me if you would like a conference.
D	
dress code	For safety reasons, we ask that students do not wear flip-flop type sandals. We have physical activity time (recess) each day and it is not safe for students to run in flip-flops. All shoes should have a back. We will go outside every day unless it is raining/too wet or too hot/cold. Sneakers with rubber soles are preferred, but sandals with back straps are acceptable. Also, shorts and skirts must not be shorter than a child's finger tips when the child places their arms at their sides. Any students in violation of the dress code will be referred to the office, as per school policy.
E	
emergency contact	Please make sure that we have current emergency numbers and information on file for your child. If information changes throughout the year, please send notification in writing. You should fill out and return the student information sheet at the beginning of the year.
Eagle's Night Out	Each month, the PTA sponsors Eagle's Night Out at a local restaurant. A portion of the proceeds from the restaurant that evening will be donated to our school. Please refer to our weekly e-mail or website for dates and locations.
F	
family involvement	Your support of school activities makes your child feel important and sends the message you value school! Please stay updated with our weekly e-mail updates and activities that can be completed at home to support learning at school.
G	
grading	We utilize the following grading scale, as per the new CMS grading policy and standards based report card: Developing (D): Student demonstrates basic level of understanding of standard with support. Intervention is in place to support the development in mastery of standard. Progressing (P): Student demonstrates progress toward developing mastery of standard. Student applies limited understanding in familiar situations. Mastering (M): Student demonstrates mastery of grade level standard multiple times and in multiple ways. Student applies understanding of standard in familiar and unfamiliar situations. Exemplary Mastery (E): Student demonstrates advanced mastery of grade level standard. Student seeks to deepen understanding, engage in higher order thinking skills, and apply thinking to new and uncommon situations.

H	
homework	Students are expected to read or be read to every night for at least 15-20 minutes. Remember to give specific praise as you listen to your child read, "I noticed that you..." Also be sure to ask questions about the story and encourage conversation to build comprehension. Children need to read approximately 40-50 books to gain the skills needed for the next level of text, so nightly reading practice is an essential part of continued literacy growth. Additional homework information will be provided in the fall.
I	
ID badge	Students must wear a CMS identification badges at school. If a badge is lost, the student will receive the first replacement at no cost. If a student needs an additional badge after the first replacement, the student will need to pay a \$1 replacement fee. If your child accidentally brings his or her ID badge home, please return it to school the next day. Students are welcome to bring their own lanyards from home to hold the badge, as long as the lanyard does not become a distraction.
J	
journals	As per our school supply list, please purchase a Primary Composition Notebook for your child. It looks similar to the black and white composition notebooks used by older students, but it has a drawing space at the top and primary lines on the bottom. It can be purchased at most office supply stores. Please let me know if you have questions about this.
K	
kindness	Students in our classroom are encouraged and expected to treat all members of our class as well as others with kindness and respect. Bothering others, being unkind, and interrupting learning will not be permitted.
L	
lost and found	All belongings (e.g. clothing, lunch boxes, etc.) should be clearly labeled with your child's name. Items that are found without a name will be placed in the front office. All unclaimed items may be donated to charitable organizations periodically throughout the year.
lunch procedures	Lunch may be paid for each day, or a check payable to "McAlpine Cafeteria" may be sent for a week or month. Payment can also be made at www.paypams.com . Prepaying is a great option and your child's cafeteria account is drafted each time he or she purchases food from the cafeteria. You can also monitor and/or restrict purchases from the Paypams website. If your child accumulates a negative balance, you will receive a letter to inform you of your balance. Free and reduced price breakfast and lunch are available. Parents are invited to join their child for lunch (space permitting). Parents should sign in at the office, pick up a visitor badge, and wait for their child's class outside of the office. There are assigned tables for parents and their children. Adult lunch cost is al-a-carte. Please also say goodbye to your child in the cafeteria at the end of lunch.

M	
Monday folders	Each Monday, students will take home their Monday Folders. These folders contain work completed throughout the previous week and paperwork from the school office (please note that any time sensitive paperwork for the current week will instead be sent home in your child's yellow take home folder). Please also note that much of our Writing and Word Study are completed in student journals, so those subjects may not be reflected as often in the Monday Folder. Journals will be sent home as completed. Enjoy looking through your child's work and celebrating his or her week at school. Please keep the work and have your child return the empty folder to school the next day (Tuesday).
money	On occasion, it will be necessary for your child to bring money to school. Please note that we only collect money on certain days. More information will be provided in our weekly e-mails. Please send money in a sealed envelope or bag on the designated day with the following information written on it: Your child's first and last name, the amount of money, and the purpose for the money (field trip, etc.).
N	
newsletter	I will collect e-mail addresses in the beginning of the year to create a distribution list for weekly e-mail updates. If you do not have access to a computer, please let me know so that I can send this information home in your child's yellow folder. Also, please let me know if you update your e-mail address during the year and I will change it on our distribution list.
O	
organization	Organization is key to a successful classroom. Through classroom procedures and expectations students learn how to keep organized to have a great learning experience. Supplies are organized so students may get them as needed. We use the yellow folder as our daily home-school communication tool and I send a weekly highlights newsletter via e-mail on Fridays to keep you informed about learning and events in our classroom.
P	
progress reports	The Progress Report is an overview of your child's achievement in Reading, Writing, Math, Science/Social Studies and character development. Progress reports are sent home mid-quarter.
PTA	PTA membership dues are collected each fall. A volunteer checklist is sent home the first few weeks of school. This list describes the many ways you can become involved at McAlpine. You can also visit the McAlpine PTA online: http://www.mcalpinepta.org/ The PTA sends a weekly electronic newsletter to inform parents about special events at McAlpine. More information can be found on the PTA website.

Q	
questions	You may always contact me via e-mail: lisam.debo@cms.k12.nc.us as I will check my email on a daily basis. If you need to discuss something urgent, please call me at school instead: 980-343-3750.
R	
reading bags	It is essential to your child's success and growth as a reader that he or she practices reading daily. Your child has a Reading Bag in his or her yellow folder and will start to bring home 1-2 leveled books from our classroom library starting around mid-September. Please have your child reread the books to build fluency, comprehension, and practice reading strategies. Feel free to also pick and read books that are not included in your child's Reading Bag as part of your child's nightly 15-20 minutes of reading. It is my hope that your child will grow into a lifelong reader! Please ensure that your child's Reading Bag is brought back to school each day .
report cards	Report cards are sent home according to the CMS calendar after each quarter. The report card reflects progress toward the North Carolina Standard Course of Study Standards for your child's grade level. Please refer to the grading scale for more information on the report card rubric. Please return the parent signature card and report card envelope to school. You may keep the report card.
S	
schedule	A copy of our schedule will be provided to you at the beginning of the year. Please check our classroom website for an electronic version of our schedule. Our schedule may be adjusted as needed.
small groups	To meet the needs of the students in our classroom, we will utilize small group and differentiated instruction, based on the needs of each learner. Students will work at their own skill levels and be offered enrichment opportunities to expand their learning.
snack	Please supply your child with one healthy snack each day. Healthy snacks could be fruit, vegetables, crackers, pretzels, fruit snacks, granola bars, etc. Please send your child's snack in a labeled separate bag from his/her lunch or ensure that your child knows which part of his or her lunch is for snack. We would greatly appreciate any donations of extra snacks (Goldfish, pretzels, granola bars, etc.) for children who forget to bring a snack.
T	
tardy	Students who arrive to school after 7:45 AM must report to the office with their parent or guardian. Tardy passes are issued at the office to ensure that each child is registered present for the day. Students signing in after 11:00 AM will be counted absent for the day.
U	

unique	Children learn they are special and unique. They have opportunities to describe how they are alike as well as different from others. I am glad your child is in our class this year!
V	
visiting and volunteering	We encourage volunteers to help with classroom parties and special events. Visitors to McAlpine Elementary will gain access through the main doors using a “buzzer” system. Visitors will ring the red doorbell at the right side of the front door, and the front office will open the door after ensuring that the visitor has a need to enter the building. The CMS Board of Education has directed all schools to implement a visitor identification system. The primary purpose for the regulation is to ensure the safety of all students and staff. In order to comply with this regulation, visitors are required to come to the office, check in with the Lobby Guard system, note the purpose of the visit, and obtain a visitor tag from the Lobby Guard System. All visitors must have a valid drivers' license to access the Lobby Guard system.
W	
water bottles	Please send a small, reusable water bottle (preferably with a push/pull top) to school with your child. The water bottle will sit atop his or her desk throughout the day and can be refilled at Snack Time if needed. If you choose to use ice or freeze your child's water bottle, please send the water bottle with a neoprene bottle sleeve to prevent the water bottle from “sweating”.
website	http://lisadebo.weebly.com/ On our classroom website, you will find information about our classroom, reminders, important dates, websites, etc. I update the front page of our website on Friday afternoons with news and reminders pertaining to our classroom and McAlpine.
X	
eXpectations 😊	Please help reinforce our expectations at school. You can expect great things from your child!
Y	
yellow folder	The yellow folder is used as a daily home-to-school communication tool. The yellow folder is used for notes, temporary dismissal changes, permission slips, information from the school office, etc. Please check and empty the pockets of the yellow folder each day. Students are responsible for bringing their yellow folder home and to school each day.
Z	
zzz's	Make sure your child gets plenty of rest. Setting and keeping a bedtime is a gift you can give your child. It will help him/her be alert and ready to learn each day!