**THE ABC's OF FIRST GRADE**  
**A**  
**Arrival**The School day begins at 8:45 AM. If dropping students off, please do so between 8:45 and 9:10.  Any child dropped off before 8:40 and is left unattended, is a safety concern.   
**Attendance**Prompt daily attendance is important. We encourage students to attend even half day when appointments or other conflicts keep your child from attending the whole day.  When absences occur, you are required to send written or email notification explaining the reason for an absence.  
**Absences**   
Your child must have a written or emailed excuse from a parent, guardian or doctor within three days of the absence in order for it to be excused. After ten unexcused absences a parent/guardian will be in violation of state attendance laws.  
**Administration**Principal –  Ms. Lutashia Dove-- [ldove2@wcpss.net](mailto:ldove2@wcpss.net)  
Assistant Principal - Mr. Scott Gaitan-- [sgaitan@wcpss.net](mailto:sgaitan@wcpss.net)  
Assistant Principal/Irt - Ms. Quantina Sides-- [qsides@wcpss.net](mailto:qsides@wcpss.net)  
**Art**Our Art specialist is Mrs. Cynthia Levinson-- clevinson@wcpss.net  
  
B  
**Birthdays**  
Birthdays are recognized on the morning announcements. If parents wish to bring in birthday snacks, only healthy alternative snacks are allowed. It must be commercially made and may only be distributed to the entire class at lunch in the cafeteria.  Sweet treats are no longer allowed due to health and allergy concerns. Singing Happy Birthday in the cafeteria is not permitted. Birthday parties  are not held at school, please no hats, favors or balloons. Birthday party invitations must be mailed from home, not distributed from school.    
**Breakfast**   
A school breakfast is served everyday from 8:45-9:10 am.   
  
C  
**Communication**  
A communication folder will go home with your child every night, this is called the DOT folder. This folder will contain homework, conduct/daily behaviort, teacher notes and important information from the principal and PTA. It needs to be returned to school everyday.  
**Counseling and Character Education**  
Our school counselor is Jaime Bierwagen-- jbierwagen@wcpss.net  
  
D  
**Discipline**  
Our classroom and school is a community where team work and good relationships are expected. We will spend class time learning class procedures and practicing them. Each student is expected to act within our standards of behavior.  
**RULES**  
    1. Follow Directions Quickly  
    2.  Raise your hand to speak  
    3. Raise your hand to leave your seat  
    4. Make Smart Choices  
    5. Keep your dear teacher happy.  
  
**CONSEQUENCES**  
**First offense:**A Verbal Warning.  
**Second offense:**Removal from situation (for example if a student is throwing blocks in block center, after a verbal warning, he or she will be removed until they are ready to rejoin and use materials appropriately  
**Third Offense:**Time out in a buddy classroom; parent contact if necessary. **Fourth Offense:** Parent Contact  
**Fifth Offense:**Visit to Office.  
**All behavior corrections will be handled as privately as possible and will include a discussion of the rules broken.**E  
**Email**  
You can contact me via e-mail at methridge@wcpss.net, I will check my  email on a daily basis, typically before 8:45 and after 3:45. My typical email turn around is less than 24 hours, however on Fridays and weekends that could be a bit slower.  That being said, email is the best and quickest way to communicate with me. If something should come up in the middle of the day, like a transportation change please be sure to contact the office because I may not see the email until the end of the day.  
**Extra clothes**   
I may request that you send your child with an extra set of clothes to keep in the class in case there is an accident, this will be on a case by case basis.  
  
F  
**Field Trips**   
We will plan four trips this year. Parents are not allowed on school buses due to insurance issues, so chaperons will need their own transportation to and from the field trip site.  Students may not ride with parents to field trips but parents can take students home after.  We often need parent volunteers, so please let me know if you are interested.  
  
G  
**Gym**  
Our gym specialist is Chris Thomas-- cthomas2@wcpss.net  
  
H  
**Hands on Learning**  
I feel the best way to help children learn is to make learning fun.  Important concepts can be learned by doing meaningful hands on inquiry based activities.                       
  
I  
**Illness**  
The question to keep your child home from school is often difficult. It is important, however to keep your child home if he/she is ill. This keeps them comfortable and prevents others from getting ill. **It is a Wake county Schools policy that**  **a child MUST be symptom free for 24 hours without the add of medication before they can return to school.**I.E. if your child is sick on Monday the earliest they can return to school is Wednesday.  
  
J  
**Journals**   
Your child we keep a journal, this will be a good way for them to practice their early emergent writing skills.   
  
K    
**Kindness**  
Learners in our classroom are expected to treat all members of our class and school community with kindness and respect. **Bothering others, bullying and interrupting learning will not be permitted.**    
  
L  
**Lunch**   
We will eat lunch from 11:40-12:05 daily. Children may bring a packed lunch from home or eat a school lunch.  The cost of lunch for learners is $2.00 and milk is .50 If your child is going to be buying lunch I recommend setting up a lunch account (for a week, 2 weeks, a month etc.) so your child is not carrying money every day, which can easily be lost.  
  
M  
**Media Center**  
Our media specialist is Ms. Michelle Logan-- mlogan@wcpss.net  
**Music**  
Our music specialist is Mr. William Beach-- wbeach@wcpss.net  
  
N  
**Newsletter**  
A newsletter will be posted on the website and sent home every other Wednesday.  This will contain weekly updates and reminders to keep you informed about what is happening in our class.   
  
O  
**Office Staff**  
Secretary: Julie Bays  
NC Wise Data Manager: Cindy Parry  
Receptionist:  Barbara Poisella  
**Outside**  
We will go outside for thirty minutes a day, weather permitting from 2:00-2:30.  
  
P  
**Parent Involvement**   
Your support of school activities makes your child feel important and sends the message that you value school. We are always happy to have your help in our classroom. I will let you know ahead of time if I need special help and then please feel free to contact me. We also have opportunities for parents to come in for book and bite, or to work with a small group during our team time. We will start this after the first semester, this gives students the chance to adjust to school and learn school routines and procedures.   
**Parties and Celebrations**  
We will have several parties this year. All are welcome to participate in the festivities. If you would prefer that your child did not participate in some or all of the celebrations due to religious or cultural beliefs, please let me know.   
**PAWS**  
Paws are our school wide expectations and values.  
P- practice self control  
A- act responsible  
W- work for success  
S- show respect  
**Positive Behavior**  
PBIS is a system that has been set up to help the children in our class become successful life-long learners. Learners will work hard throughout the week to earn Willie Bucks. Willie Bucks will be given out when expectations/PAWS have been met. For those students who meet expectations there will be special recognition.   
**Every Friday learners will be able to use their Willie Bucks to purchase something from the school store.  Ms. Dove or Mr. Gaitan will come around with the items on a cart.**  
  
Q  
**Questions**   
If you have any unanswered questions or concerns please feel free to contact me. My e-mail is: methridge@wcpss.net  
Phone: 919) 850-8738  
Our class website is also a great way to find out class updates-- [http://methridge.weebly.com](http://mshutchinsonsclass.weebly.com/)  
  
R  
**Report Cards**   
Report Cards are issued in the second, third, and fourth quarters, These reports reflect the progress your child has made toward various First Grade objectives.   
**Room Parents**   
If you would like to volunteer to be a room parent please let me know.  
  
S  
**Snack**  
We DO NOT have snack this year.  
**Supplies**  
Most of the school supplies sent in will become community items, we will ask as the year goes on for more supplies as our stock runs low.   
  
T  
**Take Home Reader** Your child will receive a take-home reading book each week. Learners will need to complete the homework assignments that go along with the books and turn them in each month.  
**Teaching Assistant**   
Our teaching assistant  this year will be Ms. Duca.  
**Toys**  
Bringing toys to school is not permitted because they distract the children from learning and can be accidentally lost or broken. Books are okay to bring in, but please make sure that they are clearly marked with your child's name.  
  
U  
**Uniqueness**   
First graders learn that they are special and unique.   First graders have opportunities to describe how they are  alike as well as different from others. They share their culture and learn about different cultures within the class.  
  
V  
**Visitors**  
Wilburn has a policy that ALL GUESTS, including familiar faces, are required to check in at the school office.  Wilburn welcomes and encourages family involvement. It is important to remember that while this may seem inconvenient to frequent visitors, it is the goal and responsibility of the school to create a safe learning environment.  
  
W  
W**ebsite**   
Our Class website is [http:](http://mshutchinsonsclass.weebly.com/)//www.methridge.weeblly.com  
Our School website is [http://www.wilburnes.wcpss.net](http://wilburnelementary.weebly.com/)  
Please check sites weekly for updates  
**Wish List**   
Throughout the year we sometimes need supplies above and beyond our classroom materials (such as baby food jars  or toilet paper rolls.)  These needs will be posted on the class website.    
  
Y  
**Younger Siblings**   
It is in your child’s and the program’s best interest to have our parent volunteers available without  younger children. This not only allows your full attention to be focused on the class, but also allows for some special time  between you and your kindergartner.  Thank you for making childcare arrangements for younger siblings.  
  
Z  
**Z-Z-Z-Zs**   
Make sure that your child gets plenty of rest. Setting and keeping a bedtime is a wonderful gift you can give to your  child.   It will help them to be alert and ready to learn each day!