**Twin Oaks Elementary**

**2019- 2020**

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***“The Road To Success Begins Today!”***

**Pre-Kindergarten Syllabus**

 The Pre-K Team at Twin Oaks Elementary.(T.O.E.S) would like to thank you for including us in your student's educational journey. This year's team includes Ms. Vinci, Ms. Winfrey, Ms. Fisher(student teacher during 1st semester.

We will learn new things each and every day. We will learn about letters and sounds. We will also do many writing activities. . We encourage you to read to, as well as with your child daily .We will also learn about numbers, building important math concepts, including counting, sorting, classifying, making sets, and simple addition.

**Newsletters**

I will try to send home newsletters often. These will include specific topics we are studying, upcoming events, and important information.

***PBIS Description:***

 The purpose of the School-wide Positive Behavior system is to provide positive reinforcement for desirable behaviors for all students. The Positive Behavior System applies to all students and staff in all settings with expectations/rules that are the same school wide. The teaching tool is to enforce desired behaviors and help keep students focused on a long-term reward system. Students maintaining an A or B average for the month will be allowed to attend the monthly PBIS activity.

**Classroom Rules**

Quiet Mouth (No talking while the teacher is teaching)

Quiet hands (in your lap)

Quiet feet (criss cross)

Watching eyes (on the teacher)

Listening ears (to the teacher)

Raise your hand to speak (and wait to be called on)

Be a kind friend (include others, we use words not hands)

**School Rules:**

Every student at Twin Oaks Elementary will be expected to follow the rules below:

1. Follow Directions
2. Keep Hands, Feet, and Other Objects to yourself
3. Respect yourself, your teacher, your classmates, and your school
4. Raise your hand to get out of your seat or speak.

**Conduct Grades:**

Conduct grades will be given daily. Every student will receive a happy straight or sad face.

On most Fridays if your child got all happy faces, they will choose a treat out of the treasure box.

Conduct grade sheets be sent home daily for you to initial.

**Work:**

The children’s work will be sent home periodically. In Pre-K we keep a lot of the work in a file for documentation. We will go over these at the Patent/Teacher conferences. The teachers will keep the test papers on file until the end of the school year.

**Classroom Procedures:** .
 **Beginning the Day**

The student will:

1. Enter Classroom Quietly
2. Put their home/conduct folder in appropriate area
3. Put their book sack in their cubbies.
4. Walk quietly to assigned seat.
5. Eat breakfast, clean up when done
6. Go sit on square on carpet and read quietly.

**Ending Day**
 At 2:50 each day students will clean up their work area and prepare to go home.

**Daily Conduct/ Weekly Conduct
Responsibilities of teacher**-Teachers will give students accurate conduct grade each day (see classroom management plan) and at the end of each week, teachers will let students earning all happy faces get a treat from the treasure box.

**Responsibilities of parent**-Parents must see their child’s conduct every day and initial/sign it to let the teacher know they have seen it.
**Responsibilities of child**-It is the child’s responsibility to take his/her conduct home and show his/her parent or guardian their conduct. This is an excellent area for the student to learn responsibility.

 **Daily Homework**

***Responsibilities of teacher*** - The classroom teacher will place homework in the child’s folder each day. The student's homework will be collected daily from the student's homework folder. The classroom teacher will provide each student with any handouts needed to complete the assigned homework.

***Responsibilities of parents*** - Please check your child's folder daily to find what homework has been assigned. Please assist your child doing their homework, do not do it for them. They may become frustrated, but doing it for them doesn’t let them learn. Make sure the homework gets back in the folder and the folder gets in their backpack and the backpack comes to school every day.

 ***Responsibilities of student*** - It is the student's responsibility to do their homework. They must return their completed homework each day in their homework folder.

**Progress Report Cards**

 ***Responsibilities of teacher*** - Teachers will prepare and send home progress reports in the each nine weeks. If conference is desired, she will let you know.

***Responsibilities of parents*** - We ask that parents review their child's work and if they have concerns teacher by note or phone call.

 ***Responsibilities of student*** - The student must bring their progress report home and have their parent or guardian sign it. It must then be returned so the teacher can see that the parent saw and signed the progress report.

**Report Cards**

 ***Responsibilities of teacher*** - Teachers will prepare report cards with comments at the end of each nine weeks. These will be sent home in an envelope with the child. Conferences will be requested by the teacher if necessary.

 ***Responsibilities of parents*** - We ask that parent's review their child's report card with the child and then sign the envelope it came in. Only this envelope must be returned to the teacher; the report card is yours to keep.

***Responsibilities of student*** - The student must bring the report card, and envelope it is in, home for their parent to sign. It is their responsibility to show the report card to their parent and then return signed envelope to school the next day.

***Dates to Remember:***

**Progress Reporting Dates**

**(4 1/2 Weeks reporting)**

|  |  |
| --- | --- |
| **End of Marking Period** | **Date to be sent home** |
| September 6 2019 | September 11 2019 |
| November 7 2019 | November 12 2019 |
| February 4, 2020 | February 6 2020 |
| April 22, 2020 | April 27, 2020 |

**Elementary Report Card Dates**

|  |  |
| --- | --- |
| **End of Marking Period** | **Date to be sent home** |
| October 10 2019 | October 17, 2019 |
| December 19 2019 | January 9, 2020 |
| March 12, 2020 | March 17 2020 |
| May 18, 2020 | May 21, 2020 |

**Parent- Teacher Conferences**

October 11, 2019(Mandatory for all students)

March 18, 2020(Mandatory for students that promotion is in jeopardy)

**MEMO**

TO: All EBRPSS Employees

FROM: Liz Duran Swinford, Associate Superintendent for Human Resources

DATE: December 13, 2004

SUBJECT: Information Sessions on Status of Compensation Study

On Tuesday December 14, 2004 and Wednesday, December 15, 2004 the Office of Human Resources will be conducting information sessions on the status of the compensation study for EBRPSS. We have identified various sites to conduct these sessions. You can feel free to attend any session at any site.

**Tuesday, December 14, 2004 Tuesday, December 14, 2004**

**from 3:00 p.m. to 3:45 p.m. from 4:00 p.m. to 4:45 p.m.**

Belaire HS Broadmoor ES

Broadmoor HS Dalton ES

Glen Oaks HS Glen Oaks Park ES

Istrouma HS Harding ES

Scotlandville HS LaBelle Aire ES

Starring Ed Center Magnolia Woods ES

**Wednesday, December 15, 2004 Wednesday, December 15, 2004**

**from 3:00 p.m. to 3:45 p.m. from 4:00 p.m. to 4:45 p.m.**

Capitol MS Eden Park ES

Central HS Northeast HS

McKinley HS Polk ES

Northeast HS Shenandoah ES

Woodlawn HS Tanglewood ES

 Westdale ES

**Wednesday, December 15, 2004**

Camellia Room at the IRC at 9:00 a.m. and at 9:30 a.m.

Christa McCauliffe Center Room 101 at 3:30 p.m.

Thanks!