

WELCOME TO
FIRST GRADE





meet the TEACHER

Hello! My Name is Gretchen Martinez and I am thrilled to be your child's first grade teacher! This will be my 26th year teaching and my 7th year at MAC, and I absolutely love it here. I graduated from The University of Toledo with a bachelor's degree. I have a passion for learning and teaching. In my free time, I enjoy going to the beach and spending time with family and friends.



OUR DAILY SCHEDULE

8:00 – 8:25 - Morning Activities

8:30 – 9:00 - Phonemic Awareness & Phonics

9:00 - 9:50 - Reading Whole Group

9:55 – 10:20 – MAC TIME (Small Group Instruction)

10:20 – 10:40 – Math (Whole Group)

10:45 – 11:25 - Block (Music, Library, Spanish)

11:25-11:40 – Continue with math and get ready for Lunch

11:44 - 12:09 - Lunch

12:15 – 12:45 – Math

12:45 -1:00 Recess

1:00-1:20 Writing

1:25-2:05 – Specials (M, T, W, F – P.E., TH- Art)

2:05 – 2:15 – Snack

2:15-2:45 – Science/Social Studies

3:00 - Dismissal





CLASSROOM EXPECTATIONS

1. Follow directions the first time they are given.
2. Raise your hand and wait to be called on.
3. Keep hands, feet, and other objects to yourself.
4. Use kind words and good manners.

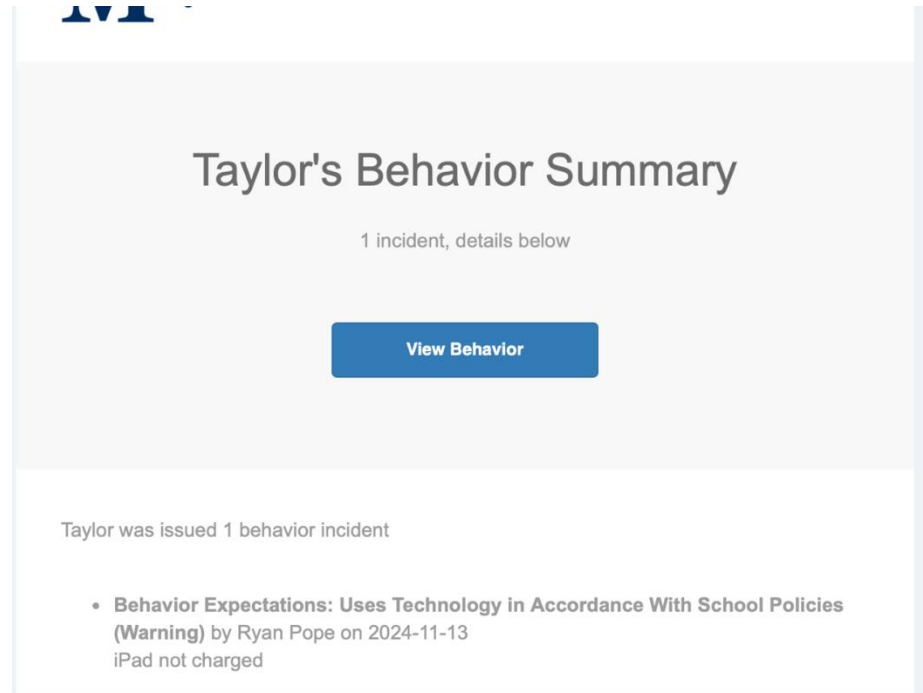
CLASSROOM EXPECTATIONS

M.A.C.'s Behavior Expectations

*K-2nd grade teachers will start using McKeel Systems to document when students do not meet behavior expectations. This mimics the infractions used by 3rd-6th grades.

*An automated email will be sent out that afternoon so parents are aware of their child's behavior and can discuss it at home.

*The goal is to provide a consistent communication tool from school to home and track specific behavior concerns with the hope of seeing an improvement in student behavior.



***Behavior Expectations can be submitted by any staff member. This will help determine if there is a specific area or time that your child is having difficulties meeting expectations.**



CLASSROOM EXPECTATIONS

M.A.C.'s Behavior Expectations

1. Follow directions
2. Takes responsibility for own actions; demonstrates self-control
3. Completes and submits quality classwork
4. Listens respectfully and acknowledges the thinking of others
5. Displays best effort
6. Uses technology in accordance with school policies
7. Follow dress code expectations



CLASSROOM EXPECTATIONS

Behavior Expectation:

Follows Directions

Students should...

- follow directions the first time they are asked to do something
- respond quickly to directions without ignoring, talking back or complaining





CLASSROOM EXPECTATIONS

Behavior Expectation:

**Takes responsibility for own actions
and demonstrates self control.**

Students should...

- make responsible choices
- be honest about their own words/actions and not blame others
- exhibit self-control (keep hands and feet to themselves)

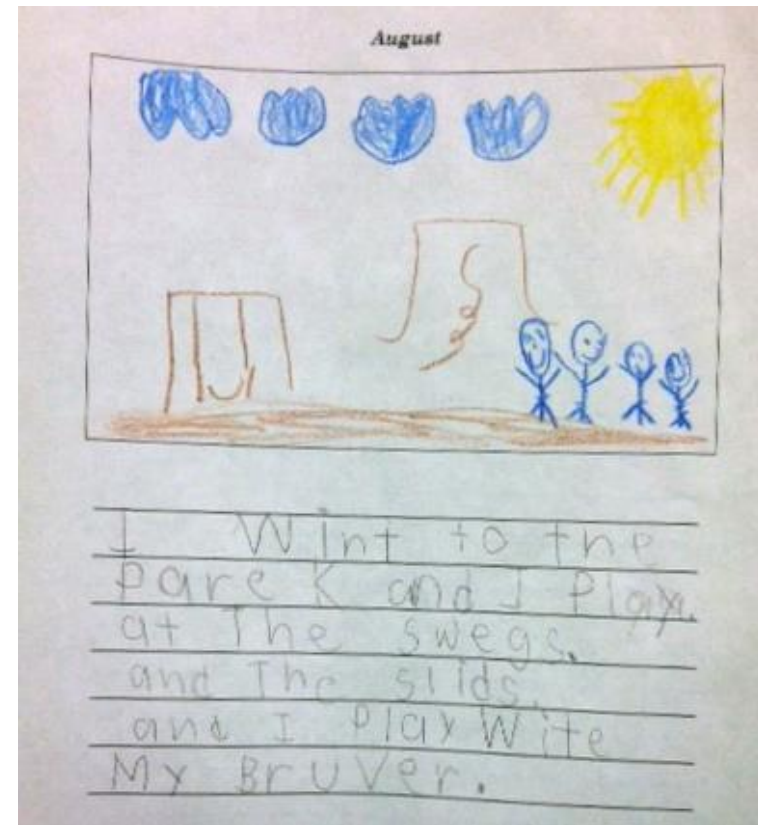
CLASSROOM EXPECTATIONS

Behavior Expectation:

**Completes and submits
quality class work.**

Students should...

- complete classroom assignments according to the directions
- put forth their best effort and work to their ability



CLASSROOM EXPECTATIONS

Behavior Expectation:

**Listens respectfully
and acknowledges the
thinking of others.**

Students should...

- listen to others without interrupting
- respect and respond positively to others who are speaking



CLASSROOM EXPECTATIONS

Behavior Expectation:

Displays best effort

Students should...

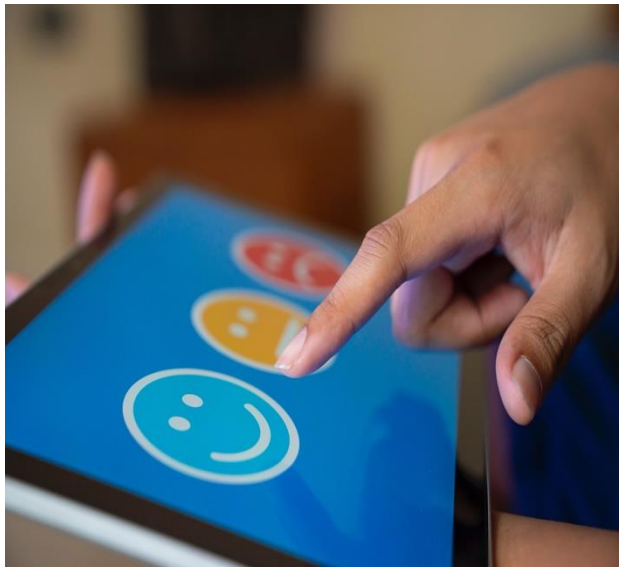
- listen and participate in all lessons/activities
- try their best and always work to their ability
- fully complete assignments



CLASSROOM EXPECTATIONS

Behavior Expectation:

**Uses technology in
accordance with school
policies**



Students should...

- handle the iPad with care
- stay in the assigned app
- only use the iPad at specified times

CLASSROOM **EXPECTATIONS**

Behavior Expectation:

Follows uniform policy

Required Uniform

- Pants -- long navy blue or khaki
- Shorts -- navy blue or khaki (hemline should reach mid-thigh or lower)
- Shirts -- gray or burgundy with MAC block logo (Gr. K-6) or white with MAC block logo for Grades 5 and 6 only - Long or short-sleeved undershirts must be plain WHITE or GRAY only with no logo
- Skorts -- McKeel Academy Central plaid, navy or khaki skorts for Gr. K-6 (hemline should reach mid-thigh or lower)
- Tights and Leggings -- May be worn but must be full length covering the entire leg and WHITE, GRAY or BLACK only. NO CROPPED LEGGINGS ARE PERMITTED.
- Shoes -- Must have closed toe and closed back for safety purposes. No sandals, flip-flops, crocs, or roller shoes. Tennis shoes are REQUIRED for PE!
- Belts -- Must be worn and visible at all times with any bottoms that have belt loops



CLASSROOM EXPECTATIONS

Behavior Expectation:

Follows uniform policy (continued)

- *Shirts are to be tucked in at all times
- *Skirts, skorts and shorts are not to be rolled up
- *Buckled belts must be visible and fastened properly
- *Body writing or fake tattoos must not be visible
- *Earrings: Ears only; no gauges allowed
- *Makeup: Makeup may be worn in natural tones only. (Grade 6 girls only)
- *Hair: Only naturally occurring hair colors will be permitted (no purple, green, orange, pink, etc.)
Student's hair may not cover their eyes. Students are not allowed to have hairstyles that are considered distracting to the educational process and will be referred to the office. If you are unsure of acceptable styles, please contact an administrator before making the change to your child's hair
- *Backpacks: No offensive or disrespectful writing or drawing on outside. Rolling backpacks will not be permitted for safety purposes.

CLASSROOM EXPECTATIONS

Behavior Expectation:

Follows uniform policy (continued)

Coats, Jackets, & Undershirt Options

NAVY McKeel Academy Central “Wildcat” hoodies/sweatshirts are available for purchase by order only through our vendor (information on the school website). These and other solid NAVY sweatshirts, jackets or sweaters with no logos may be worn at all times. Plain solid GRAY or solid WHITE long sleeve shirts may be worn under a uniform shirt. Hoods on jackets should not be worn while on campus.



CLASSROOM REWARDS

We have several different classroom rewards which include:

- *Money System

- *Table Points

- *Verbal Praise

- *Class Rewards

- *Earning Individual Paw Prints

- *Earning Class Paw Prints

- *Earning Positive Referral to the Office/Coins for House Points



SNACK TIME

Our class has snack time daily in the afternoon.

Families are asked to send in a snack for their child daily. If you forget, I have extra on hand.

Students are encouraged to bring a refillable water bottle each day. It is preferred that the water bottle have a flip top closure.

The school has water refill stations available.



LUNCH INFORMATION

Please utilize MySchoolBucks to keep money in your child's lunch account and monitor their purchases.

Students have the option to purchase cookies, fruit snacks, juice boxes, and waters at lunch for an additional charge.

There are no lunch visitors allowed at this time.



grading POLiCY

McKeel Academy Central utilizes a traditional grading scale.

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 0-59

Graded assignments will be sent home on Friday in your child's

YELLOW Take Home folder. Please be sure to review

assignments and remove all papers before returning the folder the following Monday.



ATTENDANCE POLICY

School begins at 8:15 a.m.

Students must be at school for at least 50% of the school day,
or they will be marked as absent. (11:30 am)

**Please hold onto any doctor's notes,
as we will not collect them at school.**

**Upload Doctor's Notes: You can upload doctor's notes
by logging into McKeel Systems and selecting "attendance".
There is an option to "upload note". Please do not turn paper
notes into the school.**





ATTENDANCE POLICY

Attendance Warning (10 or more unexcused absences):

After a student has accumulated 10 days of absences, tardies, or early checkouts the parent will receive an automated attendance message notifying them that their student has reached an excessive number of absences.

Attendance Contract (15 or more unexcused absences)

If a student reaches 15 **unexcused** absences, they will be placed on an attendance contract. A parent or guardian will be required to attend a meeting to review attendance expectations. The contract will remain in effect for the remainder of the school year. Students on an attendance contract may be unable to participate in extracurricular activities including field trips, field days and house days.

Ongoing attendance issues may lead to dismissal from McKeel Academy Central.





ATTENDANCE POLICY

Arrival Information:

Students should be dropped off in the car line by 8:10 a.m. so that we can have all students in the classroom by 8:15 a.m. and ready for the start of the school day. Any student arriving after 8:15 a.m. is considered tardy.

Dismissal Information:

Dismissal will begin promptly at 3:00 p.m. Please make sure you are in the car line and ready to pick up your child.

Afternoon walk-up is available for all students. Parents must have a car tag with them in order for your child to be called.



DRESS CODE POLICY

On Fridays, students may wear jeans for a \$1 or school uniform bottoms and their McKeel spirit t-shirt.

Jeans should be solid blue with no frays or designs.

All uniform bottoms should be mid-thigh or longer.

*MAC has a clothes closet available if needed.



OUR CURRICULUM

This year, we will use standards-based thematic units for Reading and Big Ideas Math for our curriculum.

Additionally, we use the Phonics First program, which includes the red words and High Frequency Words (Sight Words) that students will learn throughout the year.

In science, students will participate in a variety of hands-on experiments throughout the year. We will also utilize Scholastic News to help teach social studies.

OUR CURRICULUM

Reading

Students will...

- identify and describe the main story elements (characters, setting, events) in a text.



- identify and explain the moral of a story.



- explain who is telling the story using context clues.
- use text features to demonstrate understanding of the text.
- identify the main topic and relevant details in a text.
- identify an author's opinion about a text.

OUR CURRICULUM

Reading

Clock Tells When

My name is Jane, and this is Clock. Clock wakes me. I wash up and get dressed. Then I make my bed and eat. Clock tells me when I can go to school. She and Dad walk with me.

Clock helps out at school. We must do many things. Clock tells us when to do them. Clock is glad when we can go out. She comes and plays with us! School ends at three. Clock looks out and sees Dad. It's time to go now.

I do some jobs for Mom and Dad. Clock tells me when to do them. We eat at six. Then we play games. Now Clock tells me when to go to bed. I do not want to, but I do. Clock and I had a good day.



1. What does Clock do FIRST?
 - (a) wakes Jane
 - (b) walks to school with Jane
 - (c) tells Jane when to go to school
2. How does Clock help at school?
 - (a) She calls the moms and dads.
 - (b) She makes lunch for all the kids.
 - (c) She tells the kids when to do things.
3. AFTER Jane and Clock eat at six, they _____.
 - (a) go to school
 - (b) play games
 - (c) take a nap
4. Jane does not want to _____.
 - (a) get up
 - (b) do jobs
 - (c) go to bed
5. Where does the END of the story take place?
 - (a) at a store
 - (b) at school
 - (c) at home

1st 9 Weeks ONLY:

All reading assessments will be read to your child. This will assess their listening comprehension skills.

Remainder of the Year:

Students will be required to read passages and answer comprehension questions on their own. This will assess their independent reading comprehension.



OUR CURRICULUM

Phonics First Program

This is a multisensory, systematic, structured, sequential, phonics-based, direct instruction that teaches students how to decode (read) and encode (spell).

Weekly lessons will teach students various spelling patterns throughout the year. Students will participate in daily activities to reinforce the weekly phonics skill.

Students will be given a spelling test each Friday to check for understanding of the weekly phonics skill. Students will also be given a sentence to dictate (write).



OUR CURRICULUM

High Frequency Words

Red words are typically non-phonetic sight words that require memorization because they cannot be sounded out using phonetic rules. Students will be working on reading and spelling the red words.

Sight words provide an excellent base for reading at an early age. These words can be found frequently in a text. Sight words are typically words that students can recognize immediately and can read without having to decode (sound them out).

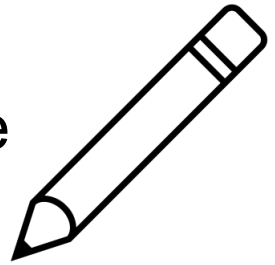
We will be using the red word and high frequency word first grade list this year.

OUR CURRICULUM

Writing

Students will...

- write narratives to retell two or more sequenced events.
 - write opinions about a topic with at least one supporting detail and a sense of closure.
- write expository texts about a topic, using a source, providing facts and a sense of closure.
- follow the rules of grammar, capitalization, punctuation, and spelling.



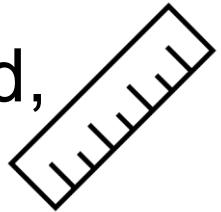
OUR CURRICULUM

Math

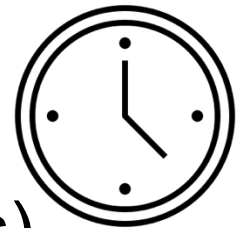
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Students will learn...

Numbers to 120 (count forward, backward,
skip count by 2's, 5's, 10's)



- Place Value (tens/ones, greater than/less than)
- Addition & Subtraction (strategies, fluency, fact families, two-digit numbers, regrouping)
- Measurement (length in inches & centimeters)
 - Time (hour & half-hour)
 - Money
- Geometry (2D & 3D shapes)
 - Data Analysis

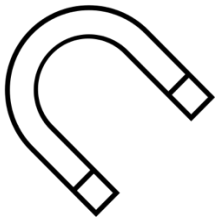


OUR CURRICULUM

Science

Students will learn...

- The Practice of Science (science tools, scientific method, 5 senses)



- Matter

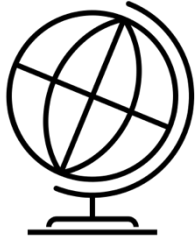
- Force & Motion



- Earth in Space & Time (gravity, stars, the sun)
 - Earth's Structures (natural resources)
- Life Science (living vs non-living, plants, animals)

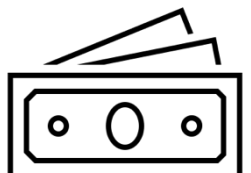


OUR CURRICULUM



Social Studies

Students will learn...

- Civics & Government (rules, rights/responsibilities, good citizenship, American symbols, etc.)
- American History (compare past to present, holidays, timelines, etc.)
- African American History (identify African American artists)
 - Geography (mapping skills, 
- Economics (goods vs. services, needs vs. wants, earning-spending-saving)

OUR CURRICULUM

Accelerated Reader (AR)

Accelerated Reader (AR) is a program we use to help encourage reading. Students can read a book and take a short comprehension quiz on the book. Based on their score, they will earn points.

-For the first quarter, we will practice AR for fun.

-Next nine weeks, your child will get his or her first goal. It is personalized to their reading level. Please encourage your child to read to make his or her goal. Students that make their goal will earn rewards.

-I will also be reading AR books to the class at school to help them make their goals.

-Your child will get a new goal each nine weeks.

-Your child may use the book to help them on the AR test. AR tests can only be taken at school during school hours.

DATES TO REMEMBER

Teacher Work Days	Thursday, July 31, 2025 - Wednesday, August 6, 2025
Paras Return to Work	Monday, August 4, 2025
Student Orientation	Tuesday, August 5, 2025
First Day of School** Polk County Schools Begin Monday, August 11, 2025	Thursday, August 7, 2025
HOLIDAY - Students/Staff (Labor Day)	Monday, September 1, 2025
Interim Reports	Wednesday, September 10, 2025
End of 1st Grading Period	Thursday, October 9, 2025
FTE Week	Monday - Friday, October 6-10, 2025
McKeel Closed Students & Staff (District Work Day)	Monday, October 13, 2025
Grades Due	Tuesday, October 14, 2025
Distribute Report Cards	Tuesday, October 21, 2025
McKeel Open Students & Staff (District Holiday)**	Tuesday, November 11, 2025
Interim Reports	Wednesday, November 12, 2025
HOLIDAY - Fall Break	Monday-Friday, November 24-28, 2025
End of 1st Semester/ Last Day of 2nd Grading Period	Friday, December 19, 2025
HOLIDAY - Winter Break	Monday Dec. 22, 2025- Monday, Jan. 5, 2026

DATES TO REMEMBER

Teachers Return (Staff PD & Work Day)	Monday, January 5, 2026
Students/Paras Return	Tuesday, January 6, 2026
Grades Due	Tuesday, January 6, 2026
Distribute Report Cards	Tuesday, January 13, 2026
HOLIDAY - Students/Staff (Dr. Martin Luther King, Jr. Day)	Monday, January 19, 2026
FTE Week	Monday - Friday, February 2-6, 2026
Interim Reports	Wednesday, February 11, 2026
HOLIDAY - Students/Staff (President's Day)	Monday, February 16, 2026
End of 3rd Grading Period	Wednesday, March 11, 2026
HOLIDAY - Spring Break	Monday-Friday, March 16-20, 2026
Grades Due	Monday, March 23, 2026
Distribute Report Cards	Monday, March 30, 2026
No School for Students/Staff	Friday, April 3, 2026
Interim Reports	Wednesday, April 22, 2026
Last Day for Students EARLY RELEASE	Thursday, May 21, 2026
Polk County Schools Last Day of School- Thursday, May 28, 2026*	
Last Day for Teachers/Paras	Friday, May 22, 2026

FIELD TRIPS

More information will be coming home soon about our scheduled field trips for the entire year.


There is a \$30 first semester due for ALL students.

This will include the cost of our first grade field trip shirt and first semester field trips.

Please pay by 9/5.



Parents also have the option to buy a shirt on MOO for \$15.



FIELD TRIPS

1st Semester Field Trips:

- Thursday, October 9th: “Junie B.’s Essential Survival Guide to School” - Children’s Play @ Lakeland Community Theater
 - October (TBA): Lakeland Police Station
- December (TBA): Grace Manor & Barnett Park

STUDENT BIRTHDAYS

McKeel Academy Central does not celebrate student birthdays. However, I will recognize your child's special day with a birthday crown, certificate, and birthday prize. Your child may bring in a snack for the class to share on their special day. Please contact me directly to make necessary arrangements for your child's special day.



REPORT CARD SCHEDULE

October 21, 2025

January 13, 2026

March 30, 2026

May 2026



REPORT CARD	
Reading	A+
Writing	A+
Mathematics	A+
Science	A+
History	A+
Art	A+
P.E.	A+



testing SCHEDULE

STAR Testing

Your child will take the STAR Reading and STAR Math Assessments 3 times during the school year. This is a computer-based assessment so students will be using their iPads to take the assessment.

PM #1: Fall - Scheduled for 9/4 & 9/5

PM #2: Winter - TBA

PM #3: Spring - TBA

STAR reports will be sent home after each assessment period in your child's Take Home Folder.



TAKE HOME FOLDER

- * Students will bring home their **YELLOW** Take Home folders every Friday. Included in the folder are papers your child has completed in class and graded assignments/assessments.
- * Please be sure to clean out the folder and leave the papers at home.
- * Please return the folder to school each Monday.



HELPING THE TEACHER

Volunteer Information

Changes are coming to our
volunteer policy. Please be on the
lookout for more information
coming home soon.



HELPING THE TEACHER

We have a Class Amazon Wish List. Throughout the year, I will add items to this list. Additionally, we will do several room transformations this year and specific items will be needed to make these “special learning experiences” possible. Information will be sent out to families so they can help support our classroom if they would like.

HELPING THE TEACHER

A colorful poster for the McKEEL PTO. At the top is a blue 'McKEEL' logo. Below it, the text 'MAKE A PAWS-ITIVE IMPACT!' is written in a playful, outlined font. A central light blue box contains the text 'Join our PTO!' followed by a description of the PTO's role and a list of events: Walk-a-thon, Spirit Nights, and Holiday Events. To the right of this box is a QR code. Below the box, the text 'Also, don't forget to stay up to date with MAC PTO events! Scan here' is followed by another QR code. The poster is decorated with various school-related icons like a notebook, a graduation cap, paper clips, and a globe.

McKEEL

MAKE A PAWS-ITIVE IMPACT!

Join our PTO!
It is the heartbeat of our school community. Our PTO organizes fundraisers, plans family nights, and volunteers.

- 🐾 Walk-a-thon
- 🐾 Spirit Nights
- 🐾 Holiday Events

Also, don't forget to
stay up to date with MAC PTO events! Scan here

M.A.C. PTO

Please consider joining PTO and supporting our school!

NIGHTLY READING

* First grade relies highly on the support from parents with reading at home each night.

* We ask that you read with your child at least **3 nights** a week for 15-20 minutes. You may read to your child or have them read to you.

* Optional homework sheets will be sent home each Monday. Students can return the completed sheets by Friday for prize.

- Also, please work on the sight word list for each 9 weeks.





keep in TOUCH

Please feel free to reach out with any questions or concerns you may have.

You can contact me either through:

Email: Gretchenmartinez@mckeelschools.com

Agenda: Write a note in your child's agenda and I will respond back that day.