

Mrs. Howe & Ms. Graham's Kindergarten Class Handbook
2017-2018

Communication:

I've started using the Bloomz app to simplify how I communicate with parents. I've created a group for our class to share weekly newsletters, sign ups, volunteers, updates, private messaging, pictures, behavior logs, announcements and resources. Please sign up so you can stay connected!

Daily Communication/Behavior Sheet

We will send home "Daily Folders" every day to report to you your child's behavior for the day. For specific details about your child's behavior please check out their Bloomz behavior report. This gets emailed out nightly or you can login from your computer or phone. If you have any questions or concerns please let me know. You can leave a note on their behavior log or send a message through the Bloomz app.

Please look at this sheet with your child every afternoon/evening when you talk about their day. **Please sign and return the Communication sheet in their Daily Folder the next day.**

Newsletter

I will upload our Bloomz account every Wednesday with our weekly newsletter. Please look over this so you can stay informed on the details of our classroom.

Wednesday Folders

Wednesday Folders are sent on a weekly basis and will contain important school and classroom information. Please look over these and discuss your child's work with them. If you have any questions about the work or contents of the folder, please address it on the **Daily Communication Sheet**.

Email

My email address is ahowe2@wcpss.net. Ms.Graham's email address is rgraham3@wcpss.net. Please be aware that it may take up to 24 hours to return emails. I usually check emails in the morning before school, but if you need to let me know something important in the morning before school it is best to call the school. The best way to communicate with me is through Bloomz private messaging. Any important information such as a change in transportation must be in writing and in your child's folder, not sent in an email or text.

School Phone

562-6181 School Phone, leave a message with office.

Conferences, Interims & Report Cards

To document your child's academic, social and physical progress, I will send home 4 quarterly report cards this year. In between those I will send home interims/progress updates and with each there will be an opportunity for us to have a conference to discuss your child's growth. According to JDE policy, all conferences must be scheduled and cannot be "drop in."

Absences

Please see the JDE handbook. It is very important that you send a dated note with the reason for the absence within 2 days of the absence.

Tardy Slips

If your child arrives in the classroom after the 9:15 bell has rung they are considered tardy and need to get a tardy slip from the office. Please walk them into the office and help them through this process.

Checking out early

If your child leaves early you must first visit the office and have your child signed out there. The office will call the classroom and we will send your child to the office.

Attendance is monitored by the administration. You will receive written notes after your child reaches a certain number of absences or tardies. Please try and avoid this by having your child at school on time each school day- thank you!

Transportation & Notes to the Classroom

According to school policy, if your child will not be going home in his/her usual manner, you must send me a written note which will be approved by the administration. Without a note, he/she will be sent home the usual way. Please be sure to include the date the child will be using alternate transportation. We will check their Daily Folder for notes each morning. For the ease of your child, please try and keep transportation as consistent as possible. If your child is a walker or in carpool, you **MUST** have your tag with you or you will be asked to go to the office to check your child out with proper ID.

Early Release

School will dismiss at 1:15 on a few Fridays during the year for “Early Release.” Please see the website and newsletters for more specific dates. We will eat lunch 10 minutes earlier on Early Release days.

Classroom Behavior Expectations

We have high expectations in our classroom and school so that all students can learn and succeed in school. Please help your child adhere to our school and classroom rules. I will send home a more detailed discipline sheet after we have reviewed the rules with the students.

P- Practice Safety

A- Acts Responsibly

W- Works Hard

S- Shows Respect

Learning Numbers

Please assist your child in learning their Student ID number (lunch number). This number will also help them log onto school computers for centers and weekly Computer Lab.

Lunch Accounts

Our class will eat lunch in the cafeteria between 11:15-11:45am. Please see information online regarding the daily menu and prices.

-“General Account”- they can have lunch, breakfast, and “treats” (ice cream, chips, etc.) whenever they want

-“Lunch”- they will only be allowed to eat the lunch food served, no extras

Please monitor your child’s account; we cannot do this as teachers. When your child’s account gets very low, they will send home a sticker (not a letter) but often students lose these. If a student does not have money, they will have to have fruits and vegetables only for lunch.

Even though it seems long, lunch time for us goes by fast. The children do not have a lot of time to go through the line and finish all of the “lunch” food provided to them. It is a good idea to only buy treats one day a week so they aren’t upset by this.

We would love to have you join us for lunch! **For the first month of school we are still learning the routines but starting in August we would love the company!** We eat lunch every day from 11:15-11:45 Please go to the office first to get a visitor’s tag and then meet us outside of the cafeteria doors. If you plan to bring your child something for lunch instead of having them carry their lunch to school please remind them that morning so they do not get concerned at lunch time before you get there. There are designated tables for parents and their child in the cafeteria.

Breakfast

If you want your child to eat breakfast in the cafeteria please put “General” on

the memo of the check, or write “Breakfast & Lunch.” Please discuss with your child whether you want them to eat breakfast at school or not.

Snack

Students will bring their own snack from home. Please do not forget because we will not have anything in the room for them.

Rest Time

Every day we have rest for about 25-30 minutes. The children are not required to sleep but must lay on their towel and not disturb others. We will continue to have rest time until the December break.

Towels

Please write your child’s name on their towel. We send home towels every Friday. Please remember to wash your child’s towel and return it with them so they have something to rest on for the week! Rest time will end second semester (January).

Recess

We have 30 minutes of outside time each day. This time is very important for the children to exercise and use muscles and loud voices that they cannot use indoors. Please make sure your child wears appropriate shoes to school so they can participate fully in recess. If weather permits outdoor recess WE WILL have indoor recess! Indoor recess consists of "free play", i.e. blocks, legos, housekeeping center, etc.

Standards Based Grading

In order to better inform you of your child’s mastery of specific skills and knowledge, the county has adopted Standards Based Grading. This type of grading measures student progress in line with the standards set in place by the Common Core. Other information related to your child’s progress and overall strengths and needs will be found in the comments section of any grading documents/report cards. Students are graded on a 1-4 scale and for academics the scale is determined in the following way:

4-exceeds targeted grade level standards

3-proficient in grade level standards

2-inconsistent performance of targeted grade level standards
1-insufficient performance of targeted grade level expectations with support

The students will be graded 1-3 for conduct on the report card. 1- hard time following classroom rules. 2 – still needs daily reminders on classroom rules, 3- follows classroom rules

WH, P

You may see these letters written on your child's work to help you understand how they accomplished their work. "WH" means the work was completed "With Help" from an adult and "P" means the work was classroom practice.

Homework

The children will have homework this year. We will start assigning weekly homework the third week of school. There will normally be one homework assignment a night. Once we start baggie books, we will expect the students to be reading their baggie book every night. It is important to review heart words (sight words) nightly. The students should be able to read, write, and spell them.

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Birthdays

Birthdays are a very special time in Kindergarten. As a class we make a birthday book for your child on or around their special day. This is a great way for us to incorporate literacy into the celebration. If you would like to provide a special treat on your child's special day, per WCPSS policy, it must be store bought. You are also invited to donate a book to our classroom. Your child's name and birthday will be printed in the book as a remembrance of this special day. Please gift wrap the book so the child may open it in class. A parent or

another adult is encouraged to come to school and read the book to the entire class. 2:45 would be a great time for you to come in.

Toys/Sharing Things From Home

Please do not bring special items from home.

Extra Clothes

Please make sure you have sent in your extra set of clothes for your child (weather appropriate clothing, socks, underclothes) in a sealed Ziploc bag with their name on it. These will stay in the classroom until they are needed or until the weather changes significantly enough for a more “appropriate” set.

Volunteering

We will need volunteers for the classroom, field trip chaperones and special events. Thank you to those who have already expressed an interest. In order to volunteer for these you also must complete the background check.

Background Check:

The background check can be done in the media center. You must fill out the information and then be approved in order to volunteer. Please allow 1 month for the process to be completed. If you completed a check last year, you must reactivate on a school computer no later than October 31st.