

The **ABC**'s of Kindergarten

David Harrison Elementary

A

Arrival

The school doors will be unlocked at 7:40. At that time, students may go to the cafeteria for "Rise and Shine," a mini-assembly held each morning with announcements, character education, birthdays, etc. Students will be dismissed to the classroom at 7:55. The tardy bell rings at 8:10. Children arriving after 8:10 will need to stop at the office to get a pass. Starting kindergarten is a big transition for students, so we understand that many parents or siblings may want to walk their children into the classroom at the beginning of the school year. After the first week, however, we ask that parents say goodbye to their children in the car line or at the front entrance and do not walk them into the classroom. This will help students learn to be more responsible and independent.

Attendance

Good attendance is crucial for student learning! Students at Harrison are expected to have at least 95% attendance. Please contact the school office any time your child is absent from school. If your child has been ill, do not send him/her back to school until they have been free of vomiting and/or a fever for twenty-four hours. *School starts at 8:10.* Please have your child at school on time. If possible, please schedule any appointments for your child after school hours.

Art

Students have Art class once a week.

B

Backpacks

Your child should bring his/her backpack to school every day. Please make sure your child's backpack is large enough to hold a 2-pocket folder. Also, please do NOT send backpacks with wheels. **We do not look through students' backpacks for notes or papers that need to be turned in; it is the child's responsibility to give these things to the teacher.**

Birthdays

We love to celebrate birthdays! If you would like to send treats for your child's birthday, please check with your child's teacher ahead of time so we can tell you how many students we have. Due to health regulations, we cannot have anything homemade.

Breakfast

Students who eat breakfast at school can arrive as early as 7:40. Students can pay for meals by bringing a check or cash to the classroom in the morning. You can also put money on your child's meal account online at <https://www15.mealpayplus.com/default.aspx>. Breakfast prices are \$1.00 (full price) and \$0.30 (reduced price).

C

Computers

Students have computer class once a week. We also have computers in the classroom (one computer for every four students). We use this technology to enhance our instruction.

Conferences

Parent-Teacher conferences will be held at the end of the first quarter. If you would like to have a conference at any other time to discuss your child's progress, please let us know. It is important to us that we have open communication about your child, so we are happy to schedule a meeting with you any time.

CCI

Our classroom will be implementing Continuous Classroom Improvement (CCI). CCI is a way to involve students in the learning process, and to encourage students to understand what they are learning, why they are learning it, and how they learn best. We will have a CCI target objective each week. We will put the target objective in the weekly newsletter so you can help your child at home. Students will also begin keeping track of their own progress individually in a student data folder around the beginning of the second quarter.

Clothing

Your child's safety is of the utmost importance, so please have your child wear tennis shoes and play clothes to school. Also, please make sure your child is able to button, zip, etc. on his/her own, as this may help prevent bathroom accidents.

Corners

Corners time very quickly becomes a favorite part of the day for me and for the students! During this time, students will visit many different Corners throughout the classroom. The Corners will change throughout the year. They will include (but not be limited to): Reading Corner, Writing Corner, ABC Corner, Math Corner, Puzzles & Games Corner, Blocks Corner, Housekeeping Corner, Art Corner, Computer Corner, Fine Motor Corner, Thinking Corner, etc. Play provides valuable learning opportunities for young children, so Corners will have a combination of play and academic tasks. The academic tasks will provide students with hands-on, independent practice of important skills. We will work with students in small groups and individually during Corners time.

D

Discipline

Your child deserves the most positive educational climate possible for academic growth. We will discuss our discipline plan many times during the first weeks of school, but we would appreciate it if you would review the plan with your child (a copy of the plan is attached). On the first day of school, the students will help me develop our classroom norms (rules). We will send home a copy of the norms we come up with together. Our goal is to help students become responsible for their behavior choices.

Dismissal

School is dismissed at 2:55. Please let your child's teacher know if your child will be a car rider, a bus rider, or SPARC by signing up at Meet the Teacher. If it is necessary for your child to ride home with another student or someone who does not normally pick your child up, we need to be notified in writing, by email, or by phone. At 2:55, students will be dismissed from the cafeteria. The car line will form in the circle drive in front of the main entrance. Cars need to form a single line and drivers need to have their child's name written on card stock attached to the passenger-side visor (you'll be given the card stock at Meet the Teacher). Mrs. Mendel will call your child's name. You will be prompted to pull forward to a certain number, where your child will meet you. Bus riders are dismissed to the third/fourth grade hallway, and walk to the bus with a supervisor. Parents are allowed to wait for their children under the awning outside the main entrance, but not at their child's classroom door or in the foyer. It can be very distracting for students when parents stand outside the classroom. Thank you for helping us to keep students focused on the task of learning!

Daily Schedule

We will send home a copy of our daily schedule during the first week of school. It will change throughout the year as students' needs and abilities change.

E

E-mail

You can contact your child's teacher through e-mail (your teacher's email address will be given to you at Meet the Teacher). We encourage parents to contact us through email rather than by phone during the school day if possible.

Emergency Numbers

Please keep the office up to date on any changes you may have in phone numbers. It is vital that we are able to contact you.

F

Fire Drills

We will have fire drills frequently so students will know what to do in the event of an emergency. This can be scary for kindergarteners the first few times, but we will reassure them that we just want to keep them safe. If this is a major concern for your child, you may want to talk about it at home as well.

G

Guided Reading

Guided Reading is a critical part of our reading instruction. Students will receive small-group reading instruction on their level. Groups will change frequently, as all students learn at a different pace. Guided Reading begins when students demonstrate that they are ready to begin reading leveled text; this varies greatly from one student to another. Your child's Guided Reading text level will be marked on his or her report card. The goal for the end of kindergarten is a Guided Reading Level B-C (2-3).

H

Help at Home

We believe the partnership between the teacher and parents is critical for student success. You are your child's first teacher, and your help at home is so important. We will periodically send homework, games to play with your child, etc. *We encourage you to read with your child at home every day.* We will also ask you to work on our weekly CCI target objectives with your child. Your extra help at home will really help!

Homework

Your child's teacher will send homework home in Thursday Folders starting in September. Much of the homework will be fun activities and games you can do at home with your child. The purpose of the homework is to involve parents meaningfully in their child's learning, and to prepare them for homework in first grade.

I

Illness

Please do not send your child to school if he or she is sick, as it may cause illness to spread. Students must be free of symptoms (fever, vomiting, diarrhea) without medication for twenty-four hours before returning to school.

Invitations

If you are planning a party and would like to pass out invitations at school please make sure that EVERYONE in the class is invited, or all boys or all girls. If it is just select people, the invitations cannot be passed out at school, as this may cause feelings to be hurt.

J

Joy of Learning

Learning should be enjoyable for students! Our intention is to teach skills appropriate to our students' development that will encourage them to become life long learners. We want your student to be excited to come to school and learn throughout his/her school career. Let Kindergarten be the foundation for that love of learning.

K

Kindness

Students in our classroom are encouraged and expected to treat all members of our class and of our school with kindness and respect at all times. Bothering others, bullying, and interrupting learning will not be permitted.

L

Library

Students have Library once a week. They are allowed to check out a library book each week. Please help your child learn the importance of taking care of books and treating them with respect. Your child must return his/her library book every week to check out a new book. If children do not return their books, they will not be allowed to check out a new book. We will remind students when it is library day, but it is *their responsibility* to turn in their library books.

Literacy

Our Communications Arts curriculum reflects a balanced literacy program. Students are immersed in reading and writing throughout the day in a variety of ways, including read-alouds, Shared Reading (big books), phonics instruction, word building, writer's workshop, Guided Reading, etc. One of our most important jobs as kindergarten teachers is to build a strong foundation in reading and writing. We will implement components of the Partnerships in Comprehensive Literacy (PCL) Model.

Lunch

Lunches should be paid for by bringing a check or cash to the classroom, or online at <https://www.11.mealpayplus.com/default.aspx>. If your student brings a lunchbox and wants to buy milk, milk money can be brought in the child's lunchbox, or it can be paid for with money on the child's meal account. Each student is assigned a student ID number. Students must type in this number as they go through the lunch line. We will send home your student's ID number during the first two weeks of school. **Please help your child memorize this number!** You are welcome to come and have lunch with your child on **special days**. Students will have 30 minutes to eat lunch. Students who finish eating lunch early will be taken outside for Lunch Walk. We will let you know your child's lunch time will be the first week of school. Lunch prices are \$2.05 (full price) and \$0.40 (reduced price).

M

Music

Students have Music class twice a week.

Math

Our kindergarten math curriculum, Everyday Math, provides students with mathematical experiences that help them develop number sense and a positive attitude that will help them throughout their entire school career. We employ a hands-on, problem solving approach. Math games are an important part of our math curriculum. We will be sending several math games home throughout the year for you to play with your child. Your child will also be able to play Everyday Math games online at home. We will send more information about this, including your child's password.

Medicines at School

The students are not allowed to have any medicines in the classroom. If they have a prescription medicine to be taken during the day, you will need to notify the school nurse.

Manners

Good manners are encouraged and expected in the classroom and in the school. This helps to create a respectful, safe, and comfortable learning environment.

N

Newsletters

Each week (on Thursdays) your child's teacher will send out a classroom newsletter. It will contain important information about our classroom and school events, as well as the learning objectives for the upcoming week. The newsletter will come home only via email. If you do not have email access, you request a hard copy.

O

Open House

We will have an Open House near the beginning of the school year. You will have the opportunity to visit our classroom and to see some of the exciting work your child has done! We will send home more information about this as it approaches.

P

Parties

We will have two class parties, a winter holiday party and a Valentine's Day party, which will be planned by the homeroom parent(s).

PTA

Our Parent Teacher Association is a great asset to our school. Getting involved with PTA is a wonderful way for you to get to know other parents, and to help our students! Please let us know if you would like more information about PTA and how to get involved.

P.E.

Students have P.E. two times a week. Please help your child remember to wear tennis shoes on P.E. days. (you will receive your child's schedule at Meet the Teacher in August).

Play

We believe strongly that play is an important part of learning in the kindergarten classroom. We have a very rigorous curriculum, but play provides critical opportunities to develop oral language, vocabulary, social skills, and problem-solving skills. Some Corners will provide these valuable play opportunities daily. Play is the "work" of our children, and it is very important work.

Q

Questions

Please feel free to contact us any time! Our email addresses and class web sites are:

Lindsey Heaston	lmheaston@spsmail.org	springfieldpublicschoolsмо.org/Harrison/lheaston
Abby Lowe	apadgett@spsmail.org	springfieldpublicschoolsмо.org/Harrison/alowe
Kim Maddox	kmmaddox@spsmail.org	springfieldpublicschoolsмо.org/Harrison/kmaddox
Crystal Magers	clmagers@spsmail.org	springfieldpublicschoolsмо.org/Harrison/cmagers

You will receive more contact information for your child's teacher at Meet the Teacher.

R

Recess

We have at least thirty minutes of recess each day, 15 minutes in the morning and 15 minutes in the afternoon. Students will also go outside and walk the track after lunch (lunch walk). Please be aware of the weather and help your child dress appropriately. We will be going outside unless the wind chill is below thirty-two degrees.

Restroom

We will take a few restroom breaks throughout the day. Students may also go to the restroom by themselves unless the teacher is teaching a lesson. Please let your child's teacher know if your child must use the restroom very frequently, or if your child has accidents often. Some parents choose to have their children keep extra clothes in their backpacks just in case of an accident, especially at the beginning of the school year.

Report Cards

Report cards will be sent home four times during the year. At the end of the first quarter, we will have a Parent-Teacher conference to discuss your child's report card.

S

Shoe Tying

Please help your child practice tying his/her shoes at home. It takes a lot of practice, so keep working at it! We have a very rigorous curriculum, so we will not spend class time learning to tie shoes.

Shoes

Tennis shoes or closed-toe shoes are strongly encouraged every day! It is difficult for students to run and play safely at recess in flip-flops and sandals.

Snacks

We will send out a snack calendar at the beginning of each month. On your child's snack day, please send enough snacks for everyone in the class. We also ask that you send a half-gallon of milk (white or chocolate), and enough cups for everyone in the class. No juice or other beverages. Please let your child's teacher know if there is a time of the month that is better for you. If possible, try to follow the Springfield Public Schools Wellness guidelines for healthy snacks. Snacks cannot be homemade. They do not need to be individually packaged. We will let you know how many students we have after the first week of school. Children may bring one item for Show & Tell to share on his or her snack day. The item must be able to fit in your child's backpack.

Super Manners

You will probably hear a lot about "Super Manners," our classroom discipline system. You will find a sheet explaining Super Manners in this handbook. We will send home a weekly behavior report each week summarizing your child's behavior for the week. Our goal is to help children learn to make good behavior choices, and to take responsibility for their choices.

Supplies

You should have received a supply list when you registered your child for kindergarten. Supplies that are not on the list will be sent home. We may request other supplies during the year as we run out of things. You do not need to write your child's name on the folders.

T

Thursday Folders

Your child will bring home a Thursday Folder every week, so please be sure to check your child's backpack every Thursday. Folders should be sent back to school the following day. You may remove all papers in the pockets of the folder.

Toys

Children are not allowed to bring toys to school. If a toy is accidentally lost or broken, feelings are hurt. Toys that are brought to school will be confiscated by school staff.

Technology-Enriched Learning

Harrison is fortunate to have the TRACKS program (**T**echnology **R**ich **A**tmosphere **C**oncentrating on **K**ids' **S**uccess). Students at Harrison have the unique opportunity to learn in a technology-enriched atmosphere! Each kindergarten classroom at Harrison is equipped with an Interactive Whiteboard (Smart Board), a scanner, one computer for every four students, and other technology. The technology provides us with additional tools to meet the needs of every learner.

U

Unique

Kindergarten is a unique experience. It is the foundation for success, and every child deserves to be successful. That is my intention for this school year. There will be A LOT of learning going on this year, and young children learn through active, hands-on experiences and through play.

V

Visitors

For the safety of our students, all visitors must sign in at the office.

Volunteers

We love to have parent volunteers for special activities and field trips! All volunteers must fill out a background check form. The background check must be approved before you can begin volunteering, going on field trips, etc. This is for the safety of our students. We always appreciate volunteers! If you wish to visit the classroom to volunteer, we ask that you give us at least 24 hours notice so we can prepare things for you to do.

W

Writing

We use the Writer's Workshop framework in our classroom. This format honors where all students are on the writing continuum, and allows students to learn the process of writing in a risk-free environment. Students will have independent writing time each day. We will also teach students in one-on-one writing conferences and small assisted writing groups. This allows the teacher to scaffold each student as an emerging writer. Students begin with drawing pictures that tell a story, and eventually begin to write letters, words, and sentences to represent a message. Encourage your child by providing paper, pencils, crayons, etc. Let him/her see you writing. Writing serves a purpose, and purposeful learning is the most powerful learning of all!

Web Site

Each teacher has a classroom web site. Your child's class web site will have the weekly newsletter, snack calendar, class photo galleries, and more. It will be updated frequently.

Miss Heaston	springfieldpublicschools.org/Harrison/lheaston
Mrs. Lowe	springfieldpublicschools.org/Harrison/alowe
Mrs. Maddox	springfieldpublicschools.org/Harrison/kmaddox
Mrs. Magers	springfieldpublicschools.org/Harrison/cmagers

X

EXtraordinary Learning

We have a year of extraordinary learning experiences ahead of us!

Y

Younger Siblings

We love having parent volunteers in the classroom for special activities. It is in your child's best interest to have our parent volunteers available without younger children. This will allow you to be focused on the class and have some special time with your kindergartener. Thank you for making childcare arrangements for your child's younger sibling(s).

Z

ZZZZ's

Make sure that your child gets plenty of rest. Setting and keeping a routine at bedtime is a wonderful gift you can give your child. This will allow your child to be alert and ready to learn at school each day.



Super Manners



Our classroom discipline plan is designed to help students be responsible for their behavior choices. Our goal is to teach students to use good manners and be respectful of others. Students are rewarded for positive behavior choices, and there are consequences for negative behavior choices. Each student has a set of four colored cards: yellow, green, purple, and orange. Every day is a fresh start, so everyone starts each day with “super manners.” If a child chooses to break a classroom or school rule and has a “manner concern, he or she will turn his/her card to the next color. The colors are:

Yellow: Awesome behavior!

Green: Good behavior (just a warning)

Purple: Lose 5 minutes of recess

Orange: Lose all recess & Manner Concern notice sent home

Students are rewarded for good behavior choices. Students will earn a sticker at the end of the day if their cards are on yellow (they have demonstrated Super Manners all day). When a student earns five stickers, he/she gets to choose a prize from the prize box!

If your child has an orange card, the teacher will send home a Manner Concern notice. This will tell you what rules the child chose to break and any ongoing manner concerns. *Please sign and return the note to your child's teacher the following school day.* Also, please indicate on the note if you feel we need to have a conference. This behavior system is designed to provide all students with maximum learning opportunities. Misbehavior that keeps students from learning will not be tolerated. It is not our goal to control your child's behavior, but rather to help your child learn to control his or her own choices and be respectful of others.

It is important for us to have open communication about your child, so your child's teacher will send home a Weekly Behavior Report each week summarizing your child's behavior for the week.

