

Kindergarten Handbook

Freedom Elementary School 2018-2019

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- ☆ **Attendance:** We understand that there may be times when your child is absent from school. Please keep children home if they are sick (fever/vomit free for 24 hours) but try to schedule non-urgent appointments on days that we are off from school. We ask that you send an excuse note to school on a separate piece of paper (not written in the Day Planner). I will send missed assignments home (when possible) to be completed and returned.

- ☆ **Behavior Management:** The classroom community should be a place where all students feel safe and have optimal opportunities to learn. It is each student's job to come to school prepared, respectful, responsible, and ready to learn in order to create this safe and orderly learning environment.

Each child will be given the opportunity to begin each day on green-ready to learn. We will be using a color chart to monitor behavior choices. Your child will have a clip that he/she will move up and/or down the chart, depending on behavior choices. Please see the chart below (and in the front of Day Planners). My assistant or I will initial day planners with the corresponding color each day.

Gold Superstar	Students who reach the gold level will be able to get something out of the treasure box.
Blue Above and Beyond	Students who reach the blue level will receive recognition for their positive choices.
Green Ready to Learn	Everyone starts the day "Ready to learn." Students can move up or down the chart.
Yellow Slow Down	Students who receive a warning will move to yellow and have some time to think about their behavior.
Red Stop: parent contact	Students who continue to make poor choices will have consequences and parents will be contacted.

Classroom rules include: Listen and follow directions. Respect people and things, Keep hands, feet, and objects to yourself. Zero fighting and bullying.

Falcon PRIDE: Positive attitude, Respect for others, Integrity, Do the right thing, Effort towards learning. Students who show their Falcon PRIDE in the restroom, hallway, cafeteria, and playground can earn a "Golden Egg" which will put their name in a drawing for a prize or special activity. Students who earn Golden Eggs will also receive a gold sticker.

The whole class will work together to earn compliments for their behavior in the classroom, hallway, cafeteria, special area classes, etc. Compliments will earn the class spaces on our **Behavior Bingo** card. Once Bingo has been achieved, the class will decide their reward (extra play time, no homework for the week, pajama day, etc.).

- ☆ **Book Orders:** Scholastic Book Clubs offer great books at terrific prices! Children love getting new books and every time you order we receive free books for our prize box and classroom library. This is a great (optional) way to support education.
- ☆ **Class Newsletter:** A newsletter will be sent home every Monday. Please read it carefully and post it in a convenient location. It will inform you of upcoming events, important dates to remember, weekly homework, and student spotlights.
- ☆ **Class Webpage:** Information will be updated, lesson plans will be posted, and the newsletter can be found on our webpage at freedomkindergarten.weebly.com
- ☆ **Class Parties:** There will be sign-up sheets during Open House for you to volunteer to send in treats for our parties. I will send a reminder note home prior to each party.
- ☆ **Common Core Standards:** You can go to www.corestandards.org for more information about the standards we will be teaching. We will set learning goals for each student and collect growth in Data Folders. Mid-term reports and report cards will be sent home four times.

- ☆ **Conferences:** I will send home notes once conference dates have been set for the fall and spring. If you would like to meet with me before these dates then I will be glad to meet with you by a scheduled appointment anytime throughout the school year.
- ☆ **Contact Information:** Please feel free to contact me with any questions or concerns that you may have. You can write a note in your child's Day Planner, leave a message with the office at 869-3600, or e-mail me at Kristen.axline@bullitt.kyschools.us, pam.holladay@bullitt.kyschools.us, or april.sharpe@bullitt.kyschools.us

I am here to meet your child's needs to the best of my ability: educationally, socially, emotionally, and physically. Please do not hesitate to notify me of any concerns that you may have. Situations at home may impact your child's behavior and/or performance at school. Let me know if there's anything I can do to help.

- ☆ **Day Planner:** Communication is very important to me. Please use your child's Day Planner as a tool to keep in touch. Students are asked to bring it to school every day. They will write messages in there to keep you informed of assignments, school events, needed supplies, etc. We will use it as a place to write notes to you as well. Your child is responsible for sharing the planner with you each evening. After you have reviewed the planner, please **sign your initials in the "comment" box** ("PI" parent initial section on the right-hand side) and return it the following day. You may use the planner as a place to write notes to us but we ask that **excuse notes and any changes in transportation be written on a separate piece of paper** so we can turn them in to the office.

The planner also includes the **Student Handbook** where you will find specific information about our school policies and procedures. Be sure to review that information (especially the dress code).

- ☆ **Discipline Policy:** Please read the school policy in front of the Day Planner.

- ☆ **Field Trips:** All volunteers MUST have a **background check** on file at the office. These need to be updated every two years. This is for the protection of all children. Thank you for following this county procedure. Field trip dates and information will be on the monthly class newsletters.

- ☆ **Homework:** Weekly Homework assignments will come home on Monday and should be returned on Friday. Please provide your child with a space to concentrate and the appropriate supplies to complete assignments. Encourage your child to work independently but offer help as needed.

Reading is a part of weekly homework. Please read to/with your child at least 15 minutes per day. Students will check out library books and bring home a bag of books later during the year.

Family Literacy Journal Your child/family will be invited to respond to their reading one night per week in a composition notebook. More information will be sent home with the journal. (Mrs. Axline's class only)

Lexia is a technology-based program that addresses the 6 areas of reading instruction (phonemic awareness, phonics, structural analysis, automaticity/fluency, vocabulary, and comprehension). Students will use this program during reading stations and can access it at home.

- ☆ **Lunch:** You can put money in your child's account on line. Go to www.bullittschools.org/wp/departments/support-services/food-service/online-payment-information/ for more information. If you send money with your child, please put it in an envelope or Ziploc bag with your child's name and reason clearly marked on the outside. Students will be provided an alternate lunch if they charge more than \$10 to their account. Students enjoy having parents or grandparents join them for lunch. Cost for students: breakfast = \$1.25 and lunch = \$2.75. Lunch time: 11:05-11:30.

☆ **Money Procedures:** Money can easily be lost. Please send all money in a sealed envelope, Ziploc bag, or pencil/money pouch with your child's name and reason clearly marked on the outside. This keeps accidents from happening and saves you from paying twice for things.

☆ **Related Arts/Special Area Schedule:**

Our class will attend related arts classes each day from 1:40-2:30.

	Blue Week	Green Week	Red Week	Yellow Week
Axline	Art/Humanities	Library	P.E.	Science lab
Holladay	Library	Art/Humanities	Science lab	P.E.
Sharpe	Science lab	P.E.	Library	Art/Humanities

☆ **Snacks/Birthdays:** We love to celebrate your child's special day. Please let me know ahead of time if you plan on sending in snacks for your child's birthday. Prepackaged snacks and juice work great.

☆ **Take Home Folder:** The green folder will be used to transport papers to and from school. Please clean it out nightly to read notes from school, review work, and help your child make corrections as needed. You can send notes or other papers to school in this folder. Be sure to remind your child to turn in those papers once he/she gets to school.

☆ **Transportation:** Any changes in transportation must be in writing (note or FAX by 3:15) from the parent/guardian.

☆ **Volunteers:** Volunteers are important to the success of the school environment. There are many different areas of need and there is sure to be a job to fit everyone's talent. Volunteers need to have a background check on file at the office and let me know when you will be coming. We need and appreciate anything that you can do to help.