



Room 3 Handbook

Kindergarten

Mrs. Anna Pong

Backpacks:

It is helpful to have a backpack so your child will not lose important papers. Please make sure that the backpack is **big enough** to hold the large, Monday envelope (10"x13") and school projects. Be sure to label your child's backpack. Please remember to **check the backpack DAILY** for school messages and projects.

Birthdays:

We will celebrate your child's birthday in class. The night before your child's birthday, I will send a reminder home for your child to put 5-7 special items in a bag. The next day, s/he gets to share what is in the bag and explain why each item is special. I will take care of your child's special day at school. Your child will receive several special items to wear and to take home. If you would like, you may also send stickers or pencils for the **entire** class.

Please **do not** send any edible treats. Our district restricts the distribution of food and candy at school because of concerns regarding food allergies, nutrition and childhood obesity. Also remember that our school policy asks that you **NOT** distribute birthday party invitations on campus.

If your child has his or her birthday during the summer months, please let me know when (during the school year) your child would like to celebrate.

Book Orders:

I will send home Scholastic Reading Club order forms on a monthly basis. If you choose to purchase books through the club,

please visit: ***scholastic.com/readingclub*** and

enter our **Class Activation Code: H7MWG**.

Please note that participation is completely optional, but it is a great way to purchase good books at reasonable prices, and it is fun for the children to receive the books in their cubbies at school!

Discipline Policy:

Students are expected to behave in school in ways that show basic respect for self, others and property, and to be responsible for their own actions. Consequences for poor or inappropriate behavior may include phone calls home, additional parent conferences and visits to the principal's office.

Room 3 Classroom Rules are:

- We share
- We take turns
- We put thing away
- We do our Personal Best
- We are nice to each other

All students in room 3 are expected to develop and practice good citizenship through the Lifeskills - Acceptance, Caring, Citizenship, Fairness, Honesty, Respect, Responsibility and Trustworthiness - we learn in class. We start the school year with "**Caring**."

Dismissal Change:

If your child is to be dismissed in a different way on a particular day, please **WRITE A NOTE**. A sample note is attached for you. Please be sure to write all the **required information**. You may also call the office. (*I may not have a chance to check my email in the morning.*)

Field Trips:

We will be taking several field trips this year to support and deepen what we learn in class. On field trip days, please make sure to have your child come to school on time, dressed in layers and wearing comfortable shoes. Notices and reminders will be sent home for your easy planning.

Label Belongings:

Be sure to clearly label all your child's personal items (backpacks, jackets, sweatshirts, lunch and/or snack boxes, food and drink containers, books and more). Lost items may be found in the Lost and Found Closet located in the school office.

Library Day:

Every **Friday**, our class will visit the library and meet our Third Grade Buddies. They will read together and check book(s) out for the week. Our students may bring their library book(s) home. The book(s) must be returned by the following week in order to check out a new book. Please try to have your child return the book(s) by **Thursday**.

Messages for the Teacher:

If you have a message that needs to reach me ***before the end of the school day***, please be sure to call the office. If your message is not urgent, you may, at any time, send an email, leave me a voicemail or send in a written note. I will get back to you within 24 hours. I am available to answer any questions or concerns you may have. Please feel free to contact me.

Monday Envelope:

The Monday envelope is a source of communication between school and home. The envelope may include district and school information, the class newsletter, special homework activities, book order forms and corrected work. Remove the contents of envelope every Monday night and return the **empty envelope** on the following day. This will indicate that you have received all the information.

Movement Exploration:

Movement sessions are scheduled on **Mondays** and **Thursdays**. Please make sure your child wears appropriate clothing and *shoes* on these days.

Newsletter:

I will provide a bi-monthly letter to keep you informed of our "Learning Team."

Sharing:

Please leave all toys at home *unless* otherwise requested. Children will be asked to bring items related to an area of study when appropriate.

Volunteers:

I welcome volunteers to participate in our learning room. There are many opportunities for you to be with our team. If you wish to participate, please sign the parent volunteer sign-up sheets. You may also let me know in person, if you have other ways in which you can support our learning and exploration. Volunteer opportunities will begin in October.

State law requires that a valid TB test be filed in the office BEFORE you begin working in the classroom on a regular basis. The test is valid for four years. You may contact the school office, if you need more information.

Website: You can find our class website on School Loop

<http://ll-llesd-ca.schoolloop.com/>

Please visit the website on a monthly basis. I will update information and photographs of our learning team members.