

Classroom Policy and Procedure

Welcome to Kindergarten. I am very excited to say that we are starting our 2023-2024 school year! I look forward to having a wonderful and productive year together. It is my hope that parent, teacher, and child will work together as a support system to ensure the child's greatest potential.

Classroom Expectations:

Students are to be prepared for class. This includes homework assignments and any supplies needed. Students are responsible for classwork and for making up assignments when they are out. Students are expected to be respectful of classmates and teachers. Students should keep a well maintained area in the classroom. Books and other material belonging to St. John's should also be maintained and returned in good condition.

- Please fill out the **Kindergarten Information Sheet** and return it as soon as possible. Please list any allergies your child has so I can keep it on file. If your child has asthma and is in need of an inhaler, please let me know with a written note. Also make sure the nurse has your child's medical records.
- **LABEL EVERYTHING!** Sweaters, coats, mittens, hats, and gym sweatshirts. Please also label your child's supply box. All of your child's belongings will stay in their large bin, cubby, or desk.
- You must send in an **absent note** for your child's absence when he/she returns to school, otherwise it will be considered an illegal absence. You may do so using Gradebookwizard.
- Check Homework folder nightly and clean out any notices or papers each day. ● Tell your children if there is a note if they need to give to me. I do not check their backpacks. If they are changing their bus, or pick up status, please tell them and let me know in writing. Discuss all schedules with them; ex: after school programs, aftercare, etc. **All notes should be in their homework folder. This will be checked daily.**

Curriculum:

The following are some of the themes/topics covered in this grade:

- **Superkids Reading program** (Reading/Writing Standards are covered throughout this program)

- **Envision Math program** (Math standards are covered throughout this program)
- In **Science** and **Social Studies** some topics include: Animals, Weather, Geography, Communities, Holidays, etc.....
- **Handwriting** is an imperative aspect of Kindergarten. We will be practicing handwriting daily. I will also be keeping records of the child's progress with a writing portfolio. ● **Project Based Learning**- In lieu of a Science or Social Studies Fair we create in house themed projects. This allows us to differentiate, authentically assess each child and promote cooperative learning. This year our theme will be Pete the Cat and all his adventures.
- **Religion program** (Children will be learning about basic Bible stories and will be orally tested on 5 questions that you will receive at the beginning of the week. We will go over the Bible stories and questions in class daily , and they will get tested on them every Thursday. You will have access to the story and questions so that you may review at home with your child).

Grading Policy:

Grading will be based on the child's Reading Readiness, Mathematics, Personal Development Skills, Social and Emotional Growth, Tests, Quizzes and Classroom Conduct.

All tests must be signed and returned the next day. Once they are signed, I will return them so that you may review material with your child.

Homework Policy:

Homework will be given out on a weekly basis. A homework sheet along with the Religion sheet will be posted on Google Classroom every Monday. Homework is very important at this level and is expected to be done each night and will be checked everyday. Please do not go ahead on the homework and check and sign it each night. The work assigned for home is a reinforcement of what is done in class. If your child does not complete all their homework, your child is still responsible to make it up.

Reading log will be assigned every night in the reading folder. Your child is responsible for reading a book each night or being read to by another person. Please log the book each night and sign it. The Reading log will be checked daily and collected after two weeks. Your child will receive a grade for every two full logs collected. (four week period)

If your child completes all homework assignments on time for a full week, they will be able to choose a prize from the treasure box at the end of the week. There will be a homework

incentive chart in your child's homework folder.

After each unit is completed, a **unit test** will be given. It will be on the homework sheet approximately one week prior to the test. Quizzes may only have a day or two notice. Classwork may be graded without any announcement.

Discipline Policy:

Positive reinforcement is always the first method used when behavior is involved, however when a child exhibits continuous disruptive, disrespectful or inappropriate behaviors the following may be necessary: phone call home, loss of recess, exemption from school activities, Principal intervention, parent meeting and in some cases suspension or expulsion.

- In our classroom, we implement a behavior chart. If there are any issues or concerns, a Gradebook message will be sent out to notify parents. Overall, we encourage and praise positive behavior.

Online Grading System:

Gradebook wizard is an online system used to monitor your child's academic progress and for communication with his/her teachers. Please check the website often to view recent grades and teacher messages.

Snack:

We will have **snack** everyday in the classroom. Please provide your child daily with only a healthy snack and drink for snack time. Examples include: pretzels, dry cereal, goldfish, fruit, etc... Snack will not be given on half days, so please do not send it in. Please send your child in with bottled water or a cold thermos of water so that they can stay hydrated throughout the day.

Recess:

Weather permitted, students will be going outside and playing. If we have to remain inside, they will either watch a movie or play in the classroom. If your child chooses to bring their own toy from home, then they are fully responsible for taking care of it.

Parent Involvement:

I will implement and encourage Parents to come into the classroom either to complete a craft , be a Mystery Reader, or to watch the children present a project or songs.

Contact Information:

I am always willing to meet with you to discuss your child's progress. You may contact me using a message on Gradebookwizard or you may leave me a message to phone you with the school office. In order to give you the time you need, all meetings must be scheduled in advance.

I am very enthusiastic about this school year! The growth that your child will exhibit this year will be remarkable. I am always here for you to answer any questions.

Thank-you,

Mrs. Dacayanan