



Dear Parents & Families,

We are so excited to welcome you to our classroom. This is going to be a great year full of learning and growth. As you will soon come to find out, we are all about teamwork and we truly believe that with a combined effort between students, parents, and teachers we can achieve success.

You will be amazed at the amount of growth your child will display over the next days (and months) of school. So get ready for this amazing journey we like to call Kindergarten!

On the following pages you will find specific information about kindergarten and our classroom. If you have any questions, please feel free to ask! We look forward to having you become part of our school family!

Best,
Mrs. Martinez

Mrs. Martinez' Classroom Handbook

Classroom Expectations and Discipline Procedures

As a Kindergarten teacher, I understand the importance that routine and structure play in a classroom. To reinforce our classroom routine and structure we have developed a set of expectations and procedures that will help our class develop into the "fantastic forest friends" they can be.

As a class we will: Watch and listen to the speaker (teacher, student, or visitor) carefully, respect everyone and their belongings, keep our hands, feet, and all objects to ourselves, and raise our hands to speak because what we say is important.

Our School/Class Behavior System:

Throughout Hunter, we integrate the PBIS (Positive Behavior Interventions & Support) framework. In addition, we promote a growth mindset, where FAIL is a **F**irst **A**tttempt **I**n **L**earning. We haven't learned it YET! Students are also taught to recognize their feelings and to self-regulate behaviors.

Also, specific to our classroom, a student "doing their job" shows great effort by working hard, has a growth mindset (I can do it!), completes tasks and follows the rules. Your child will earn compliments for working hard.

Consequences: If necessary, students who exhibit difficulty following rules and procedure will be given 1. Verbal warnings 2. Be asked to check in with a teacher 3. Take time with a buddy teacher and/or parent contact.

Monday Folders

Each week Monday folders are sent home filled with important information such as completed work, activities, and more. (If school is closed on a Monday, the folders will come home the next school day.) Please be on the lookout for these folders as they are an important link between our school and home families. In addition to items from our class, forms from the PTA and school will be sent home in Monday folders. Please take some time to read these documents, as they will contain important information, dates, explanations, classroom needs, updates and any upcoming events. **Please return folders each Tuesday.**

Going Green

In the interest of limiting paper consumption, a monthly newsletter and other important information will be posted on our classroom website (see link below). In addition, "Friday Follow Up" will be shared with you each week via email.

Digital News

Digital Newsletters: Our Forest Friends News is posted monthly by the first Monday of the month.

You can read the news on our class website: www.mrsmartinezkindergarten.weebly.com

MemberHub: In addition, be sure to sign up for MemberHub to receive emails with information from the PTA.

Class Dojo

Class Dojo is the digital sharing platform that we utilize this year. Class Dojo will be our **place for teachers to connect, communicate, and share learning experiences with families.** Information will be shared about connecting to our class. Be sure to add the Class Dojo app to your mobile device.

Homework

Homework is a valuable tool that allows your child to strengthen skills being taught in the classroom. Homework can also help establish a home-school connection (remember we are a team!) that involves family as partners in your child's learning experience.

Required— READ & discuss! **Read with your child at least 20 minutes a day.** Reading at home will reinforce the skills we learn at school. Please visit our website for suggested phonics strategies and comprehension questions you can practice when reading at home.

Optional – At Home Math Practice – Math sheets are provided by WCPSS and will be sent home quarterly. You are welcome to complete as needed to reinforce what we are learning at school. Math work is for you and your child and should be kept at home.

Projects

Occasionally throughout the year we will have special projects that your child will need to complete at home. We will let you know in advance so that you will have ample time to complete projects.

Backpacks, Water Bottles and Personal Items

Backpacks – Back backpacks are needed once a week on **MONDAYS ONLY**. All student work will be sent home weekly on Mondays. If school is closed Monday, please send backpacks on the next school day. Please remember to return the Monday folders on Tuesdays.

Water Fountains – Water fountains are available for students to use. If needed, water is also provided in the cafeteria during lunch as well. If you plan to send your child with a water bottle for lunch, bottles should be filled at home with **WATER ONLY** and leak proof to prevent spilling in cubbies. Be sure to label with your student's name.

Please keep all toys and personal items at home.

Schedule/Routines

Our classroom routine is extremely important and needs to be established early in the year. With set routines, students quickly learn what is expected of them and will gain confidence and independence. You can help our class achieve these goals by having your child at school every day on time, 9:15am.

Breakfast and Lunch

If you are purchasing school breakfast/lunch please visit www.myschoolbucks.com to manage your child's account.

If your child brings a lunch box please be sure it is labeled with their name (in a visible location on the outside).

We know accidents happen so if a child forgets their money or lunch box we will be sure they are fed.

However you will receive a notice from the cafeteria and the money will need to be repaid the following day. We always welcome and encourage parents to join us during lunch time (See schedule for lunch time.). We do ask that you wait until mid October before visiting so that we can establish our routines and independence. This will aid us greatly with our transition. Remember to check in at the office before visiting. Students wishing to eat breakfast at school should arrive at 8:45am to allow ample time, as our instructional day begins at 9:15am.

Snack

Each day our class will have a midmorning snack. We ask that each parent send in a community snack throughout the year. More information will be shared via email. Please send in enough snacks for the entire class (22). We encourage healthy snacks (granola bars, crackers, pretzels, goldfish, fruit snacks etc.). Snacks must be store bought and individually pre-packaged. Thanks in advance for avoiding gooey and wet snacks :o)

Absences/Tardies

If your child is absent due to illness or an appointment, please email me within two days for an "excused" absence. To start the day off right, it is important for your child to arrive on time. Students arriving after 9:15am must have an adult sign them as tardy in at the front office. We suggest making appointments in the late afternoon and checking out early, as morning is an important time for core instruction.

Student Illness

To prevent the spread of illness, please keep your child home if they have any of the following symptoms: fever, diarrhea, nausea and vomiting, severe headache, red watery eyes with yellow discharge, undiagnosed rash, inability to attend learning activities, or any change in student's typical medical status. Be sure to check the WCPSS website for additional information.

Allergies

If your child has any allergies, please notify the teacher and the office staff in writing.

Medications

Wake County Public Schools require any medication that is to be taken at school to be administered and stay in the office. A medication form must be completed before the staff/nurse can administer the medication. By law, we cannot administer any medications in the classroom.

Book/Reading Clubs

I will be sending home book order forms from Scholastic Reading Club. You are able to buy great titles at fabulous prices, a great way to build your child's personal library. You may also order books online by visiting: <https://clubs.scholastic.com/> Our online code is: LNCG9

Transportation

This is one of the most important things about Kindergarten so please read carefully!

Please send me an email any time your child is not going home as they normally would. For example, if they normally ride the bus but they are going to be picked up in carpool.

PLEASE NOTE: You may send transportation changes to me before 10am, but if I have not responded by 1:00pm PLEASE CALL THE OFFICE WITH THE CHANGE as I may not be able to check messages in time for dismissal. Wake County Public Schools prohibits a child from going home a different way unless you have notified us in writing or called the office.

If you need to check your child out of school before dismissal for whatever reason (doctor's appointment, etc.) please go by the office and check them out. Your child will be called to meet you in the office. Students cannot be checked out between 3:15-3:45 pm.

Clothing

Please label all jackets/clothing with your child's name. Also, please send a change of clothes (shirt, pants, dress, underwear, socks) in a gallon Ziploc bag labeled with your student's name to be kept at school. Accidents happen. It might be as simple as spilt milk.

Forest Friend "Teacher of the Week"

Each student will be recognized as "teacher of the week" for one week. Each week a new teacher will be chosen. The "Forest Friends" bag will be sent home the week before we celebrate your child. The bag contains a packet of information and activities to complete with your child. You may also send in any additional information that will help us learn about your child such as photos, favorite toy or book, etc. On Friday we invite you to join your child for lunch and/or send in a special snack.

Classroom Volunteers

What team would be successful without the main ingredient..... parents? We look forward to having parents come to school to help us learn. We will need parents on a regular basis during literacy and math. There will also be several opportunities throughout the year to volunteer for field trips. Your support and assistance is always appreciated! A signup for volunteers will be sent to those who have been cleared to volunteer by WCPSS. **Please note that all parents who wish to volunteer or chaperone field trips MUST be registered through WCPSS every year.**

We look forward to being a part of your child's first "big school" experience. Together we can make a difference in their education and life.

It's gonna be an OWLsome year!!



K Schedule 2023-24

*Subject to Change

1st QUARTER

8:45-9:15	Arrival
9:15-9:30	MORNING MEETING
9:30-11:35	LITERACY
11:35-12:15	SPECIAL
12:15-12:40	LITERACY
12:40-1:10	LUNCH
1:10-2:15	MATH
2:15-2:45	RECESS
2:45-3:45	DISCOVERY TIME (Science/SS)
3:45	Dismissal

2nd, 3rd & 4th QUARTER

8:45-9:15	Arrival
9:15-9:30	MORNING MEETING
9:30-11:35	LITERACY
11:35-12:15	ELECTIVE
12:15-12:40	LITERACY
12:40-1:10	LUNCH
1:10-2:15	MATH
2:15-2:45	RECESS
2:45-3:45	DISCOVERY TIME (Science/SS)
3:45	Dismissal