

*Kindergarten*  
**PARENT HANDBOOK**

*"Go confidently in the direction of your dreams and live the life you imagined."*

-- Thoreau

# SCHOOL INFO

**School Colors/Logo:** Our school colors are Navy Blue & Tan/Khaki, and our logo is the Bobcat (Zoomer). Friday we wear blue or our school shirt. I recommend getting a school shirt as we wear them on our field strip as well. The PTO sells them at Meet the teacher (\$12) and you can always order one from a form located in the front office.

Our domain is [www.cusd80.com](http://www.cusd80.com)

## Parent Portal

If you have any questions please feel free to contact me. Email is the most convenient form of communication for me. I check my email at 7:45 am, 11:30 am, and after school at 3:15 pm.

# Mrs. Jacobs' Contact Information

Lynne Jacobs Rm 6...480-883-4436  
jacobs.lynne@cvsd80.com

Paula Wolter (office asst.)..480-883-4400

Jina Chismar(attendance)..480-883-4403

Gracie Deleon(Health Assistant)..480-883-4402

Lupe Soto(Cafe Manager)..480-883-4404

# About Mrs. Jacobs

My name is Lynne Jacobs and I am so excited to be teaching your children! I have been teaching kindergarten since 1998 and taught one year of 1st grade all in the Chandler District. I have a Master's Degree from ASU, and three Endorsements, including, Reading, Early Childhood and English Language Development. Kindergarten is such an important year, as it sets the foundation for a love of learning. This will be a year filled with learning, fun, success and friendships! Now I will tell you a bit about myself. I am originally from California, but have lived in Arizona now for over 20 years. I have a wonderful husband of 19 yrs. and 3 fantastic children ages 16, 13, and 9. Our youngest is here at Basha, one will be attending Bogle Jr. High <sup>and</sup> our oldest attends Hamilton High School. We also have 2 dogs! We love to swim, ride bikes, go to the movies, hike and play sports (soccer, football <sup>and</sup> volleyball). We love spending time together and with friends and taking vacations.

# CHANGING PICK-UP PROCEDURES

Parents must notify me in writing or by email if a change is to be made regarding pick-up procedures. This is school policy and is necessary for the safety of your child. The only exception would be a phone call made to the office, and then the office staff will notify me of the change. If your child "tells" me he/she will not be riding the bus, I must send him/her on the bus if I haven't received a written note or email. Please use the Daily folder to send notes to school. I check folders each and every day. If you email and DO NOT get a response from me please call the front office 480-883-4400

# Drop-off Procedures

**Kinder Quiet Start:** Quiet Start will continue for Kinders only! Kindergarten students will be allowed to enter the building and head to their classrooms as they arrive at school. Students will unpack and then start a quiet activity at their desks.

\* Keep in mind that per school policy, children are **not allowed on campus prior to 8:05**, as there is no supervision at this time. \*Siblings of Kinders will go to their designated playground area.

**Traffic Flow/Drop-off Procedures:** Safety patrol helpers and school aides are at the North side of campus by the Kindergarten playground to assist students out of their vehicles and into the building.

Please switch your kinder's booster/car seat to the back passenger side for easier drop off/pick up.

# Tardies Absences / Health Office

**Kindergarten Hours:** Basha school hours are from 8:30-3:00, with the first bell ringing at 8:25 and the tardy bell ringing at 8:30. Kindergarten may enter the building unaccompanied from 8:05-8:30.

**Tardies:** After 8:30AM you must accompany your child to sign in as tardy and the reason for being tardy in the front office.

**Absences:** Please email the reason your child is absent to **both** the teacher and the registrar [Chismar.norma@cusd80.com](mailto:Chismar.norma@cusd80.com) as soon as you know your child will be absent.

## Health Office:

Please send a change of clothing( shirt, shorts, underwear and socks) in a labeled gallon Ziploc bag to be stored in your child's backpack. Please check to see the clothing is weather appropriate and the correct size each semester.

**A child will not be allowed to attend school with the following condition(s) present:**

- Fever 100 degrees or higher a child **MUST** be fever-free for **24 hours** (without medication) before returning to school
- Persistent cough
- Sore throat with fever and/or white spots on the throat-if strep is diagnosed, the child must be on antibiotics for **24 hours** before returning to school.
- Rash with fever illness, such as chicken pox, measles, etc.
- Nausea, vomiting, or diarrhea. A child **MUST** be symptom free for 24 hours before returning to school.
- Red, itchy, and draining eyes. If conjunctivitis or "pink eye" is diagnosed, the child must be on antibiotics for **24 hours** before returning to school.
- Prolonged headache or stomachache. Swelling or pain that may interfere with learning.
- Earache. /Toothache.
- Head Lice-A child must remain at home until treated with a Pediculicide. The child must be cleared through the health office before returning to school.

# Behavior Expectations

Discipline Plan: The emphasis in Kindergarten is **BE POSITIVE & KIND!** I encourage good behavior constantly and look forward to spending each and every day with these bright and wonderful children. The children are given lots of praise and positive reinforcement for following rules, as well as stickers, stamps, and paw awards. Our class works together to fill a jar with marbles. We visit the treasure box at the halfway point and when it is full 😊 We will also collect Brag tags in class. These will stay at school and come home the last week of school. The rules are simple and fair. They will also be discussed often to help the children adjust to their new classroom environment. Good character will be emphasized through P.A.C.K. Positive, Achieving, Compassionate, Kids.

We will spend the first week of school reviewing rules and classroom procedures.

Class rules are as follows:

BE KIND

BE SAFE

WORK HARD

HAVE FUN

These simple rules cover all the below in an easy to understand child friendly language.

- Walk on the sidewalks and in the hallways
- Respect one another, use kind words
- Be kind to one another. Hands to yourself.
- Use a soft voice inside the classroom. When I am talking to the class, I ask all of the children to be respectful listeners.
- Always clean up
- Follow directions when they are given
- Do your personal best...ALWAYS☺

**Class Discipline Procedures:** A behavior chart will be in the folder. Students will earn a stamp everyday for following directions and being a respectful student. After 2 warnings without improvement your child will not receive a stamp and a note will be written on the chart or an email/phone call will be given to the parents. This a learning process for most students. (All E's is hard and Kinder is a work in progress)

1. First Verbal Warning S-Satisfactory noted in folder
2. Second Verbal Warning I-Improving noted in folder if behavior is able to improve
3. Lose a portion of recess N-Needs improvement noted in folder
4. Time-out/think time in our room a Classroom behavior note is sent home and must be returned signed.
5. A misconduct ticket might be necessary, depending on the severity of the action. The misconduct ticket must be returned signed. After three misconduct tickets a trip to the front office is warranted.

**VIOLENCE- THREATS- FIGHTING-PROFANITY** are NOT tolerated at Basha. Those responsible will be sent directly to the principal, and the appropriate disciplinary action will be taken. Parents will be notified immediately.

**Toys/Electronic Games:** Toys and/or electronic games are not allowed at school per school policy. During the school year there will be special days when your child is allowed to bring a toy from home (ex: Dr. Seuss' Birthday).

# Schedule/ Specials

## Kindergarten Schedule

- 8:30-9:10 ELA
- 9:15-9:25 AM Recess
- 9:30-11:20
- 11:20-11:40 Lunch RECESS
- 11:40-12:00 LUNCH
- 12:00-1:05 Math
- 1:05-1:35 Specials (6 day rotation)
- 1:40-2:10 RTI
- 2:10-2:20 Snack Recess
- 2:40-2:50 Clean up/Pack up
- 2:52 Dismissal

Music- Mrs. Vogus

Library -Mrs. Gutierrez(Ms.G)

## Mrs. Jacobs' 6 day rotation schedule

Day 1 PE

Day 2 Music

Day 3 Computer Lab

Day 4 PE

Day 5 Music

Day 6 Library (books must be returned)

We wear our spirit shirts on Fridays😊

PE-Mr. Waggoner

Computer- Mrs. Pfau

# Daily Folder/Homework/Newsletter

**Daily Folders:** These will be used to send home special notes, homework, behavior chart, reading logs & books, etc. Please remove the important notes, initial the behavior sheet and have your child return the folder to school EACH day. If work needs completion it will be noted on the paper.

**Newsletter:** During the year, I will be corresponding with you through weekly newsletters. These newsletters will be sent to you through email every Friday , unless otherwise requested. It will contain academic information, snack information, specials schedules and important dates. IF you do not receive an email from me please let me know ASAP!

**Homework:** Kindergarten homework consists of nightly reading which is recorded on your monthly reading log, and the Monthly calendar which contains other activities that relate to classroom learning. Please pick a minimum of three days each week to initial when completed  
\*For parents who would like additional learning activities, there are several ideas linked to my website.

**READERS:** Once school is in full swing and all our routines are established we will meet in small reading groups Mon-Th. Your child will bring home a little school reader in their plastic sleeve of their daily Folder. Please record the reader title and initial on the Read Every Day RED paper located behind the plastic sleeve. The book must be returned daily as they will receive the next book only when the other book returns.

# DISMISSAL

**Dismissal:** At dismissal time, parents who are picking up their child will meet us at the Kindergarten pick-up area which is located at the back of the school. Kindergarten parents will receive a colored sign to hang from the visor of their vehicle. This sign allows you to by-pass the regular pick up line in front of the school and proceed in the far left lane to our Kinder pick up location, past the Kindergarten playground. Older siblings must also meet their brother or sister at the Kindergarten pick-up area. Kindergarten students will not be released to siblings at our classroom door per school policy.

Children are not allowed to go with someone else, unless you have given written permission for your child to do so. A faculty member will escort bus riders to their bus at the end of the day. Children going to a daycare center will be walked to their daycare bus at the front/back of the school.

\*During the first week of school, parents will need to be patient as we individually match up children with the correct vehicle. This procedure takes extra time the first few weeks of school, but eventually everyone learns the routine and the pick up line will move along quickly. **Thank you in advance for your patience!**

# PARENT VOLUNTEERS/STAR STUDENT/BIRTHDAYS

**Volunteers:** I love to have parent volunteers, so please complete the volunteer sign up sheet and return it to school. Volunteers will be contacted the third week of school, after our classroom routine has been established. All volunteers who enter the building must sign in at the front office and wear a visitor's badge. Parent volunteers need to have a Volunteer Form filled out and on file here at school. I highly advise volunteering at least once each semester. It helps to put your feet into your child's shoes and will give you an understanding of our day in kinder. (Where else will you be asked your 3<sup>rd</sup> favorite lizard?)

*I will need weekly helpers to work in the room in the morning, copy helpers who run copies and prep materials, a Room Parent or two to help with parties and our Fall Festival, ART MASTERPIECE volunteers who help teach monthly art projects, a Junior Achievement Volunteer, and a PTO representative who attends meetings and keeps us informed.*

**Star of the Week:** Every child will have the opportunity to be the "Star of the Week." A poster will be sent home the Friday before so you can put pictures on it and fill it out. They will be the helper for the week. Their last day as the star, Friday, you can bring a special treat to share with the class. I also invite the parents in on that day, at 2:30, to read their child's favorite story to our class. If you cannot make it in, you may send the book and I will read it.

**Birthdays:** We will share in the celebration of your child's birthday by singing to your child and presenting them with a crown, and treat. If you would like to bring treats for your child's special day, please notify me ahead of time so I can plan for it. We celebrate during our afternoon snack time. Treats must be store bought - such as mini cupcakes, cookies, or treat bags. I will always try to align your child's snack day as close as possible to their birthday 😊 I do summer birthdays the last two weeks of school.

# Lunch/Snack

**Breakfast:** \$1.70 (served 8:05–8:25) **Lunch:** \$2.85

Payments may be made anytime by going online to: [myschoolbucks.com](http://myschoolbucks.com) Payments may be made by check or cash at the cafeteria during meal periods. We encourage parents to send checks as they are easier to track if lost. Put check or money in envelope clearly marked with student's name and account number, along with cafeteria. If you want money divided between two students that are in the same school clearly mark this information on the envelope also. Make out all checks to the school that your student attends.

If you feel your child was charged by mistake please call the Nutrition Service office at 480–812–7240 and we will review the charge. You must call within 30 days of the date of the charge for us to review it.

o You may also select to choose a low balance email be sent to you and the amount you would like to be notified by on [myschoolbucks.com](http://myschoolbucks.com)

*IMPORTANT: You must reapply for free or reduced meals each school year o Online Applications will be available on [www.cusdnutrition.com](http://www.cusdnutrition.com) July 9th 2018*

**Snacks:** Due to our early lunch schedule Kindergarten will be having an afternoon snack. We will be sending the snack schedule via our newsletter. We have community snacks so that everyone receives one and there are no hurt feelings. NO NUTS are allowed in our room. The best snacks are graham crackers, gold fish crackers, pretzel rings, pretzel rods, fruit (grapes in individual snack bags, bananas, small apples, etc....). If your child has a food allergy/intolerance please let me know and I will keep your child off the snack calendar. You will need to send an appropriate snack daily. Everything needs to be individually bagged before it is brought to school 😊

# Curriculum

**Thematic Units:** During the year we will be working on a variety of Thematic Units through our ELA adoption Journeys. Thematic Units let students learn new concepts by integrating all curriculum areas: math, reading, language, science, and social studies. Through these fun Thematic Units students will become cooperative learners, develop self-esteem and enjoy working in a positive classroom environment.

**Curriculum:** Please go to my website and view the curriculum power point! For additional information refer to our district/school website. Arizona Standards have been adopted and implemented, and all lessons are based on these standards!

**\*Individualized Instruction/Assessments:** Each child will be assessed and receive work in reading groups according to their instructional level!

**Language Arts:** In my classroom, Language Arts will consist of whole group instruction, Literacy Stations, small reading group instruction, writing, and a print rich reading environment! Common Core Standards focus heavily on reading, questioning, and learning from informational text. Therefore, our language arts program will integrate science and social studies.

**Individualized Small Group Reading Instruction:** I meet with students 3-4 times a week in small groups. Each group receives instruction on their level. Some groups might be working on learning letters and sounds, while others may be reading books. The book will come home in the plastic sleeve of the daily folder. Please have your child read the book to you 2-3 times, record the Title of the book on the RED reading log, initial the page and return it to school the following day.

**\*Please be patient, as it takes a few weeks to learn classroom routines, and assess student levels prior to starting small group work.**

**Writing:** In Kindergarten, students start with pictures, then add words, and then sentences to communicate thoughts, ideas, and stories. This is a process that develops over time, but at the end of the year you will be amazed at your child's progress. Our district handwriting program is based on Ball & Stick writing.

**Math:** In Math, we will do both whole group and small group work. Many of our activities are hands on, so you will not always see daily worksheets coming home. Common Core math standards want children to investigate and discover math outcomes! This will be done in class, guided by the teacher, and recorded in math journals.

**Science/Social Studies:** As mentioned above, science and social studies will be integrated into our language arts program. We will also do many investigations and record our findings in journals.

# Mrs. Jacobs' Supplies

- **School Supplies:** School supplies are provided by the district for all students. We have community baskets for pencils, scissors, and glue, and each child has their own box of (8) crayons.
- **Donations:** *The items below are the items your child will need for use at school. These particular items are for their personal use. Check your email for a SIGNUP GENIUS link to visit to sign up to make donations for our classroom. The idea this year is for you to make a couple of larger donations instead of buying many little things totaling up to way much more.*

Any DONATIONS would be greatly appreciated:)

## Kindergartners need...

- \*Full size back pack...labeled
- \*Water bottle...labeled
- \*Extra set of clothes in Ziploc baggie
- \*Headphones/Ear buds in a labeled baggie (only send earbuds if your child is comfortable with them)

If your child wants other items, it's always a good idea to keep them at home in a special place to use for homework and school projects.

Throughout the year, we do many special projects that require extra supplies. I will send out a sign up genius link closer to project dates.

Here are a few more:

Ziploc bags (sandwich, gallon & snack size)

Baby wipes (unscented)

Fun Band Aids

Paper plates

Treasure box items (bouncy balls, rings, mini notepads,

small toys ,etc.)

*Thank You*

**ANY QUESTIONS?**