

Welcome to Kindergarten



"Never Ending Road to Dedicated Success"

We are looking forward to a fun and exciting school year! The children will grow emotionally, physically, socially, and intellectually in kindergarten. Following is some important information that will help you become familiar with our classroom.

ATTENDANCE: Consistent attendance is essential in order for your child to get the maximum benefit from our instruction. Please make every attempt to have your child at school on time daily! We go to breakfast at 7:20 and begin Language Arts instruction promptly by 7:50 a.m. When students arrive at school after instruction has begun, it causes a major disruption to the learning environment for the other students, and your child has then missed critical instruction that is needed to succeed on their assessments. We do understand that emergencies happen from time to time, but it should not become habitual. Should your child be late, you **must** sign them in at the front office before sending them to class. If your child is absent, you must send a written excuse or doctor's note to school upon their return, or they will have an unexcused absence. **Excuses will NOT be accepted after 3 days!**

BUSES: If your child needs to ride a different bus home, you **MUST** send a written notice. You may do this by sending a note in the child's folder, SchoolStatus, or by contacting the office via phone or email. Without written permission, your child will be placed on their regular bus. Also, no one will be allowed to pick up your child if they are not listed as a contact or if you have not given the office permission. They must be prepared to share their ID. Also, if they are usually a bus rider and you decide to pick them up, please do not come and get your child from the line without letting me know; this is just so that I know that they have gotten to where they need to be.

DRESS: Please follow the school uniform policy in the handbook. Clothing must be appropriate for school. If your child wears a dress or skirt, please have them wear a pair of modesty shorts underneath. We sit on the carpet for work daily. **WITHIN THE FIRST WEEK, PLEASE SEND YOUR CHILD AN EXTRA SET OF CLOTHING LABELED IN A ZIPLOC BAG TO STAY IN THE CLASSROOM IN CASE OF AN ACCIDENT!!!** Accidents can and do happen. I do not want to bother you by having to call you to come and pick your child up or bring clothes. Make sure that all coats, sweaters, and jackets are labeled with your child's name. If your child is cold natured, please send them with a light sweater to wear in the classroom.

BINDERS: Check binders every day! Behavior logs are kept in the binders and must be signed daily.

Occasionally, I will send homework home...especially if there is a skill that needs more attention. I do try to send a notice through SchoolStatus if homework has been sent. If your child does not know how to write their name, alphabet, or numbers yet, they will need to practice this for homework daily. Once your child begins reading, they will have some type of reading homework. Please check your child's folder located inside their binder daily for any assignments/notes. It is expected that you go over sight words nightly with your child.

PLEASE RETURN THEIR BINDERS DAILY and help keep the binders cleaned out! Student behavior logs should always remain in the front of the binder. There will be a folder located behind the log. This folder will be used to send home any daily work that we have done that needs to stay at home, important letters/newsletters, homework, or forms that need to be signed and returned. You will also send any excuses or notes back in the folder. Study material that needs to stay in the binders for the week will be located behind the folder.

SNACKS: You may send your child with snack money to purchase a snack from the office. If you send your child with money, please put the money inside of their folder. The prices usually range from 50- 75 cents. Please do not let your child put the money in their pocket. This is to ensure that their money does not fall out of their pocket on the bus or in the hallway. You may also send your child a snack. I will send an update should there be any allergies within our friends. ***I will send out a SchoolStatus message once the office begins selling. For now, you will need to send a snack with them if you choose to do so.

CAFETERIA: If your child intends to buy chips, cookies, or ice cream in the cafeteria at lunch, they will need to turn that money into the cafeteria at breakfast. **Buying snacks in the cafeteria is separate from purchasing from the office.** I encourage you to please send me a message through SchoolStatus if you are sending money to be added to your child's cafeteria account. This will ensure that I know to be looking for it. Also, any outside food or drink being brought into the cafeteria must be in clear containers....no glass! No labels can be on the items. That means, if students bring a juice, the bottle must be clear and the label peeled off. If they bring a bag of chips, they need to be put into a clear ziploc bag or container.

BOOK ORDERS: Each month throughout the year, you will see a Scholastic Book Order in your child's folder. Scholastic Book Club offers great children's books at a low cost to you. Many times, they have a book for \$2. This is a great way to begin building a library at home for your child! If you wish to make an order, please complete the order form, and send it back with payment in a sealed envelope in your child's folder. You may also order online using our class code which will be on the flyers. Our classroom receives points for every order placed, and I use those points to purchase books and activities for our classroom.

GRADES: Grades will be taken in all subject areas for Kindergarten. Grades will be posted by the end of the day on Fridays. You will need to check your child's grades through Active Parent. Please contact the office should you need assistance with your Active Parent login. I do not have access to set it up. **Students must pass both Language Arts and Math for promotion to first grade.** Should you have questions or concerns about something, please contact me! I promise to do my best to help find any resources that I can for you to use with your child at home to help them. Do not wait until the end of the nine weeks or school year when it is too late!

The grading scale is as follows:

A: 90-100

B: 80-89

C: 70-79
D: 60-69
F: below 60

The following was taken directly from the 2025-2026 Student Parent Handbook regarding the weighting of grades for K-5th grades:

- A minimum of 9 daily grades – meaning approximately one (1) daily grade per week for the nine-week grading period;
- A minimum of 4 assessment grades – meaning approximately every two (2) weeks, a student will be given a summative assessment and a grade will be recorded; and
- Elementary School (Kindergarten – 5th Grade): Daily Grades will be equal to 60% of the total average each nine weeks and summative assessments will be equal to 40% of the total average each nine weeks.

COMPUTERS: If you did not complete the technology form along with submitting payment during registration or Open House, please send the technology form back with the \$25 Chromebook fee as soon as possible. We work on the computers daily! Please charge your child's computer at home during the night, so that they should not need to charge them during instruction. It delays instruction and testing when we have to get their charger and plug them in, and it increases the risk of losing the charger. The fee for a replacement charger is \$25. I do label the chargers with the students' names, and I will do my best to help them keep track of them. There is also a fee if computers are lost or damaged, so encourage the students to take care of them. Please know that **we are not responsible for lost/damaged chargers or computers at school or on the bus.**

Students are always able to work on IReady at home...especially if I haven't sent any homework to be completed.

COMMUNICATION: Good two-way communication between families and schools is necessary for your students' success. Not surprisingly, research shows that the more parents and teachers share relevant information with each other about a student, the better equipped both will be to help that student achieve academic success. All of my communication will come through SchoolStatus. Please make sure that you **ALWAYS** update the office with a current phone number so that we have the right information in case we need to reach you. I will also send home a weekly newsletter with important information and dates. You can also find a calendar with important events and dates listed along with a copy of the newsletter on my teacher webpage should your copy get lost. Please be reminded that I cannot answer or return calls until my planning period each day. I do my best to make myself available as often as I possibly can, but please remember to send communication during my working hours when possible. Should you send a message or email after 4 p.m., you may not receive a response until the next day unless I happen to be on my computer and see it at that time.

Sincerely,

April Ketchum

***** YOUR COPY TO KEEP AT HOME*****

CLASSROOM RULES and BEHAVIOR MANAGEMENT PLAN:

- **Be Responsible!** (1. Being accountable for what you do, for your actions and behavior. 2. Doing the right thing at the right time, so others can trust and depend on you.)
- **Be Obedient!** (Obedience is behavior that's respectful and mindful of rules and laws.)
- **Be Attentive!** (We should pay attention to hear and understand instruction.)
- **Be Respectful!** (Use a respectful tone of voice. Do not tease others or call them names. Follow adult requests quickly and without complaint. Pay attention in class and get our assigned work done.)
- **Always do your very best!** (Pay attention in class and get our assigned work done. It's okay if you get it wrong as long as you try your very best!)

Students will be using a behavior clip chart for students to monitor their behaviors in the classroom. Each day they will begin on green. The clips are moved up for exceptional behaviors and down for inappropriate behaviors. If your child remained on Green, Blue, or Purple throughout the day, they will be given a sticker/smiley on their behavior chart located in their binder.

Purple: Excellent! (Teacher's Choice)

Blue: Good Job! (Teacher's Choice)

GREEN- Ready to Learn (I had a good day.)

YELLOW- Warning (I have already been given a minimum of 2 verbal warnings such as gentle reminders, redirection, or visual prompts. I may have been given a cool down period such as a walk, or sensory room visit.)

ORANGE- I am still making poor choices (I may miss out on something fun, and parental contact has been made.)

RED- I'm out of chances! (Now, I will receive a classroom write up, and parental contact will be made. The fourth classroom write up will result in an office referral being made. Some behaviors** will result in an immediate office referral!)

****Some behaviors, such as hitting or throwing items that can cause physical harm to others or habitually halting instructional time of others due to misbehavior will not be tolerated, and will result in your child going straight to red with an office referral!**

REWARDS: The children will receive rewards throughout the day for positive behaviors. Some of the rewards will include verbal praise, stickers, special jobs, or treats. The students will also receive Linwood Dollars for positive behaviors. These dollars can then be used to buy items in the Linwood Store at the end of the nine weeks or to participate in special events throughout the school year.

You will be able to keep track of your child's behavior through their daily log inside of their binder. A sticker means that your child had a good day. If your child's color was pulled for any reason, I will mark it on their behavior log. Once on yellow, students are able to move back to green if they are able to correct their behaviors. Please feel free to contact me through SchoolStatus if you have any questions throughout the year. You may also drop a note in your child's folder. We are looking forward to an awesome school year!

***** Please sign and return this copy only!**

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I have read and understood the classroom rules and behavior management plan and have gone over it with my child so that they understand as well.

Student Name: _____

Parent Signature: _____