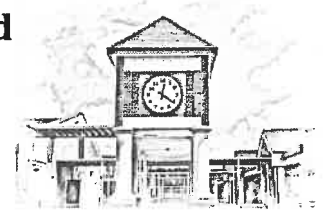




J. Michael Conley Elementary School at Southwood

2400 Orange Avenue East
Tallahassee, Florida 32311
Phone 850-414-5610
Fax 850-414-8163



Jason Koerner, Principal

Ava Williams, Assistant Principal

Dear Parents/Guardians,


I am excited that your kindergartener will be joining our Conley family in August! Conley has an amazing faculty and staff that work extremely hard to make sure all students receive a quality education in a safe, supportive environment. Our students are provided a top-tier academic experience in a fun, creative environment. We have great partnerships with our parents and community that provide students unique learning experiences. I can't wait to meet your student and begin that partnership!

I have included a number of resources in this packet to help make your student's transition to elementary school as smooth as possible. Included in this packet-

- A flyer explaining the registration process and important dates.
- A handout with general information about the school and school day.
- A handout with specific kindergarten information.
- A PowerPoint from our teachers.
- Information regarding kindergarten screenings and parent input information.

While I believe most of your questions will be answered in this packet and in our upcoming events for new kindergarteners, please reach out to our main office at 850-414-5610 if you have additional questions. Our main office is open Monday through Friday from 7:45 AM to 4:00 PM now through May 27th. Those hours change May 31st through July 28th, when our office is open Monday through Thursday 8:00 AM to 3:00 PM.

Thank you for allowing Conley to be a part of your student's academic future. The 2022-23 school year will be another great year at Conley. I can't wait to see everyone on the first day of school August 10th!



Jason Koerner
Principal



**Class of
2035**

Conley Kindergarten Registration

Welcome to Conley! We are excited for you to join our Yellow Jacket family! Our goal is to provide a safe, supportive environment for your student to grow academically, socially, and emotionally. We look forward to a great partnership to help make this school year a great first year for your kindergartener. If you have not already completed online registration for your student, please review the process below. We have also included important upcoming dates, basic information from our kindergarten teachers, and other helpful information. We look forward to seeing you August 10th for the first day of school!

**Kindergarten
Registration**
Opens March 21, 2022

**Kindergarten
Orientation**
April 12th, 5:30-6:30

**1st Day
of School**
August 10th, 2022

To Enroll

- 1) Pre-enroll at www.leonschools.net/officeofadmissions
- 2) E-mail requested documents to lcsadmissions@leonschools.net
 - a) Copy of original, certified birth certificate
 - b) Current school entry health exam, dated after 8/10/2021
 - c) Permanent Immunizations Record (Form 680)
 - d) 2 Proofs of Residency
 - 1) Homestead exemption, mortgage deed, rental agreement, or property tax record AND
 - 2) Current utility bill (Dated within 30 days), vehicle registration, government mail (Excluding voter card), or driver's license
- 3) Wait for notification from the Leon County Office of Admissions

Questions? Please call 850-561-8980

Kindergarten

Welcome to Kindergarten Orientation
for
2022-23



Meet Our Staff



Jason Koerner
Principal



Ava Williams
Assistant Principal



Claretta Florence
Secretary



Claire Farler
Registrar



Jeneen Lynn
Referral Coordinator



Rachel McCollum
Bookkeeper



Lindsay Smith
SPEP Director



Our Campus




Daily Schedule

Supervision on campus begins at 7:45 am.
The school day begins at 8:30 am.

The Kindergarten schedule reflects the Florida Standards in Language Arts, Math, Science, Social Studies, P.E., Music, Art, and Media.

Daily core instruction, center-based.

Daily Schedule

- 90 minutes reading.
- 60 minutes math.
- Science, Social Studies, Intervention/ Enrichment.
- 20 minute recess.
- 25 minute lunch.
- Snack.
- 45 minute special area.

Daily Schedule

The School day ends at 2:50 pm.

Students are dismissed to bus, daycare, walker, afterschool, or car.

Supervision ends at 3:20 pm.

Savvas myView Reading

The Savvas myView Reading Program meets the Florida BEST Standards. Instruction includes the five components of reading: phonological awareness, phonics (letter/sound and blending), fluency (sight word mastery), vocabulary, and comprehension strategies. Also included in the instruction is a writing and handwriting component.

Go Math

Go Math is the district-wide adopted math curriculum and reflects the Florida State Standards

Instruction includes number sense, number and number word recognition, counting objects, counting to 100 by 1's, 5's and 10's, addition & subtraction, two/three dimensional shapes, positional words, and measurement

Math skills are taught by using direct & small group instruction, paper/pencil tasks and math manipulatives

Science & Social Studies

Science and Social Studies objectives are mostly integrated into our thematic units in language arts and are guided by the science and social studies standards.

Science	Social Studies
Nature of Science	Rules
Earth and Space	All About Me
Physical Science	Constitution
Life Science	Family & Friends
	Maps, Globes, and Location
	Native Americans & Pilgrims
	Holidays Around the World/Needs & Wants
	Black History
	Presidents & US Symbols
	Community Helpers

Technology in Kindergarten

All students receive a Leon County Schools Chromebook and access to online resources.

While the Chromebooks remain at school, students can access a number of resources from home through Classlink.

All classrooms have interactive Smart Boards and document cameras.

Technology in Kindergarten

Frequently used Programs:

iReady- a math and reading program.

Accelerated Reader- a district wide reading comprehension program.

Lexia- Reading Program.

Special Area Classes/Recess

Music, Art, Media, Guidance, Physical Education.

Special area classes meet the Florida Core requirements on a 6-day rotation due to the physical education requirement.

Expectations in Kindergarten

Behavior

1. Follows Rules
2. Demonstrates Self Control (Keep hands and feet to self (personal space), Inside voice, Control feelings)
3. Handles Conflicts
4. Respects Self and Others (Be your best, Listen to others, Use kind words, Be honest)
5. Concern for feelings of others

Work Habits

1. Works as a group member (Take care of space)
2. Independent
3. Completes tasks on time (On task, Puts forth best effort)
4. Shares
5. Responds appropriately to directions
6. Good listening skills

Report Cards

4 report cards are posted to FOCUS at the end of 1st, 2nd, 3rd, and 4th nine weeks

Parents are required to attend a parent-teacher conference during the 1st 9 week period; the 1st nine weeks report card does not contain grades only behavior and work-study habits grades

4 progress alerts/gradebook reports are posted to FOCUS in the middle of each 9 weeks

Assessments/Grades

Go Math

- Mid-chapter checkpoints
- End of the chapter assessments
- Effort/Participation

Savvas myView

- Weekly progress monitoring (sight words, decodable words, and sentence fluency)
- Weekly spelling tests and sentence dictation
- End of unit assessments
- Effort/Participation

Science/Social Studies

- Performance based tasks demonstrated through activities and projects
- End of chapter test
- Effort/Participation

Meet the Teacher

Meet the Teacher will be a scheduled time during the week before school starts. You will come to school on a designated day and time with your child and go directly to your child's classroom. The class lists will be posted on the school premises that day.

Supply Lists

Supply lists will be available during the summer in the front office and on the Conley Website. Supply lists will also be posted at neighborhood Target, Office Depot, and Wal-Mart stores. Supplies can be brought to school during Meet the Teacher.

Things to Do

Join Listserv-

[http://listserv12.leon.k12.fl.us/scripts/wa.exe?SU
BED1=CONLEY-PARENTS&A=1](http://listserv12.leon.k12.fl.us/scripts/wa.exe?SU%20BED1=CONLEY-PARENTS&A=1)

Set Up FOCUS-

<https://www.leonschools.net/parentportal>

Join PTO- we are looking for parents to help organize volunteers and activities on campus. If interested, please contact the main office.



Welcome, Yellow Jackets!

The start of every school year is an exciting time. Welcome to J. Michael Conley School at Southwood. We have an incredible group of students, teachers, staff, and community partners that will support your student academically, socially, and emotionally throughout the year.

This handout serves as a quick reference sheet for general school information. Specific classroom information regarding materials and policies and procedures will be shared by your student's teacher. If you have additional questions, please contact your student's teacher or the front office. I look forward to a great school year!

Jason Koerner, Principal

School Information

Main Office Number	850-414-5610
School Website	www.leonschools.net/conley
First Bell	8:25
Tardy Bell/ School begins	8:30
Dismissal Bell	2:50

Parents may drop off students in the designated student drop-off area at the side of the school beginning at 7:45 AM, when school supervision begins. Breakfast will be served until 8:20 every morning. Parents may pick up students at the same location before 3:15 PM, with an appropriately displayed car tag. Students enrolled in our Extended Day Enrichment Program may review hours in their handbook.

After the Tardy Bell

A student who is not in the classroom by the tardy bell (8:25) must report to the main office for a tardy slip. Students arriving late must be signed in the front office by a parent/guardian.

Bus Transportation

Bus student's must obey the driver at all times, sit in their designated seat, and speak quietly. Riding the school bus is a privilege and improper conduct may result in revoking this privilege.

Breakfast and Lunch

Breakfast and lunch will be served daily. Currently, meals are free for all students. Please visit our website for additional information regarding these programs, menus, and more.

Leaving School Early/ Changes to Pick-Up

Any student leaving school early must be signed out by a parent/guardian in the main office. When signing your student out, you must show a form of photo identification.

If you need to change the traditional method of pick-up for your student, please make arrangements in advance and notify your student, your student's teacher, and the main office. We ask that these changes be made no later than 2:00

and be limited to emergency situations. Students will not be permitted to check out between 2:15-2:50.

Custody of Children

School personnel are bound by law to release students to either of their natural parents unless a copy of a court order is on file. It is a parent's responsibility to provide the school with the most current, certified copy of appropriate legal documents.

Attendance Policy

Conley will follow the attendance policy established by Leon County Schools. Students must arrive to school on time each day and complete the entire school day, unless there are instances which are outlined by the district. The policy and the possible consequences for excessive absences or truancy are available on the Leon County Schools website.

Absentee Procedure

Parents are asked to notify the office and their student's teacher explaining the reason for an absence. Absences due to a doctor's appointment require a note from the doctor for an excuse. Leon County policy and school administrators will determine whether the reason is excused or unexcused. Excessive absences or tardies may be reported to administration.

Interim Progress Reports

Progress reports will be available through FOCUS. Parents are encouraged to monitor student progress regularly through this program or the mobile application. Please contact the main office if you need assistance in logging in to this program.

Report Cards

All report cards will be available through FOCUS. Please contact your child's teacher if you would like to request a paper copy. Parents of kindergarten and first grade students will attend a conference at school for the first nine week grading period to discuss their student's progress.

Parent-Teacher Conferences

The cooperation and relationship between parents and teachers is critical for student success. While some conferences are required, you may contact your student's teacher if you feel an additional conference is necessary.

Classroom Visits (Upon Return to Visitors on Campus)

Parent/ Guardians are welcome to visit their student's classroom. Please contact your teacher to make arrangements for a visit. It is required to provide a teacher at least 48 hours' notice prior to a classroom visit. If you are volunteering in a classroom, we ask that only the volunteer be present in the classroom. No other adult or non-Conley student should be in the classroom while a parent is



Welcome, Yellow Jackets!

volunteering. All visitors on campus must sign-in at the front office, present a valid driver's license, and clearly display a visitor badge while on campus.

Cold or Rainy Day procedures

On cold mornings, below 40 degrees, or inclement weather, students will report to alternative locations before school.

Discipline

We expect all students to demonstrate the type of behavior that fosters a safe educational environment. Teachers will establish classroom rules with the students and review these rules throughout the school year. Parents should also familiarize themselves with the Conley and Leon County Schools' Student Codes of Conduct.

Dress Code

Students are to be dressed in appropriate, clean, and comfortable clothing. Students arriving to school out of dress code will be referred to the front office and a parent will be notified

School Clinic

The clinic is open during school hours every day and staffed by Leon County Health Department personnel. This person is not a nurse as the clinic is only a temporary resting place for students. If a child becomes ill or injured at school, a parent will be notified by telephone to sign their student out. It is important that parents update all contact information annually for this reason.

Medication

Students are not allowed to bring medication of any kind to school. Parents of students who may require medication during the school day must complete and sign a Medication School Permission form in the clinic. All medicine will be kept locked in the school's clinic.

Volunteer Program

Volunteering is important for all of us at Conley. It sends a clear message to everyone when you devote yourself to something that's important to you. It shows the students, teachers, and staff that you care about them and their education. Please visit our website for more information.

PTO Meeting for Parents and Teachers

All parents are encouraged to join PTO. Your attendance and participation will keep you informed of important events occurring at school and in our community. PTO meetings will be held monthly. For more information, please contact the main office.

Textbook, Chromebook, and Library Responsibility

Students are responsible for school materials loaned to them. Parents are liable for any loss, damage, or failure of a student to return these materials.

Internet

Students and employees are offered an opportunity to enhance learning through internet and computer accessibility. The use of these is a privilege and inappropriate use will result in a removal of the privilege.

List Serv

To join our list serv, please visit our website and follow the link on the left side of the page.

Lost and Found

Lost items are kept in the cafeteria and will be donated to charity if not claimed in a timely manner.

Student Records

Policies and procedures are in place to protect your student's right to privacy. Only parents/guardians, teachers, and other district and school officials with an educational interest can see your student's educational records. The Family Education Rights and Privacy Act (FERPA) information will be shared at the beginning of the school year as well as described in the Leon County Schools' policies and procedures.

Extended Day Enrichment Program

Conley offers an extended day program. This is a before and after school enrichment program for students whose parents need this service. For specific information regarding this program, please visit our website.



Conley School at Southwood

Home of the Yellow Jackets!
Kindergarten Information

Helpful Information

- Our orientation will be held Tuesday, April 12th from 5:30-6:30. This is for parents only.
- Kindergarten screening will be scheduled for Tuesday, August 2nd. Screenings will take approximately 15 minutes. Please visit <https://www.signupgenius.com/go/20f0e44aea92aa6ff2-kindergrarten> to schedule your time.
- You will be contacted the first week in August to schedule your orientation time for the Fall.
- The first day of school for the 2022-23 school year is Wednesday, August 10th. School hours are 8:30-2:50, with supervision from 7:45-3:20. If you are in need of extended day care, please visit <https://www.leonschools.net/site/Default.aspx?PageID=2383>
- In order to prepare your student for kindergarten
 - o Label personal items- Please write your student's name, with permanent marker, on all personal items (Backpack, pencil box, scissors, lunchbox, outwear, etc)
 - o Daily Apparel- Our kindergartners are very active throughout the day. Please have your student wear comfortable clothes that can get dirty. Due to student activity throughout the day, we recommend clothes toe/ heel shoes, preferably tennis shoes. Slip-ons, sandals, etc. are not the best options for school. We also ask that all kindergartners have one complete change of clothes at school. Please place this in a ziplock bag with their name on the bag.
 - o Daily Schedule- As we have mentioned, kindergartners are very active throughout the day. In order for students to be prepared, it is important that they receive the necessary ad recommended sleep for 5-6 year olds.
 - o Read to your child every day.
 - o Talk to your child. Explain things, situations, what you are doing, where you are going.
 - o Give your student an opportunity to draw and color. Blank paper is best.
 - o Allow your student time to work with their hands- playdough, beads, cutting, etc.
 - o Review numbers and letters with your student.
 - o Give your student opportunities to do things independently. It is ok if they struggle!
 - o Practice sharing and taking turns.
 - o Teach them their full name, address, phone number, and teacher's name.
 - o Help them learn their bus number, description of their car, or daycare name.
 - o Practice tying shoes.

Supply List	Wish List
1- Pair of Fiskars scissors	Girls- Gallon Ziplock bags, Baby Wipes
1- Pack (24 ct.) pencils	Boys- Sandwich Ziplock bags, Clorox Wipes
4- Boxes (24 ct.) crayons	Hand Soap
1- Solid color plastic pencil box	
24- Glue sticks	
1- 8 color watercolor paint set	
1- Wide ruled composition notebook	
1- ½ inch binder with clear-view cover	
1- Package dry-erase markers	
1- Box of Tissues	



Conley School at Southwood

Home of the Yellow Jackets!

Kindergarten Information

Congratulations! Your student is starting their academic journey at Conley! In order to make your student's transition into elementary school, we ask that you complete the information below. Please be as accurate as possible when completing the information below, as it will guide your teacher's strategies and plans to make the new school year a success.

Child's Name: _____

Date: _____

Parent Name: _____

Email Address: _____

Phone: _____

Did you student attend a 4 year old Pre-K program? () Yes () No

If yes, where did they attend? _____

() Full Day () Half Day

How many years did your student attend Pre-K? _____

Please Check the appropriate box below.			
Yes	Some	No	
			Can the student state their first and last name, when asked?
			Can the student state their birthday, when asked?
			Can the student state their address, when asked?
			Does the student listen to others and follow simple instructions?
			Does the student use the restroom independently- including buttons, zippers, etc?
			Does the student wash and dry their hands independently?
			Can the student use a fork/spoon, open drink and food containers?
			Does the student cover their mouth when coughing?
			Does the student use a tissue to blow their nose?
			Does the child share with others?
			Does the student easily make friends with others?
			Can the student play independently?
			Can the student put away materials and toys, when prompted?
			Does the student take care of possessions (Does not destroy objects or materials)?

How would you describe your student? _____

How does your student respond when they are mad or angry? _____

Is there any additional information you would like to provide? _____

Parent Signature: _____

Date: _____