Welcome to Mrs. Allbritton's Kindergarten Class!

\*\*At the end of this document is information about locating our online student information sheet. Please locate this sheet ASAP and complete the form online. It is a word document that can be typed in and emailed back to me. Again, please complete this form ASAP so I can gather important information and dismissal arrangements. Thank you!

Morning Arrival:

- Students arriving in a car or walking will enter our school at the gate on the right side of the main building. This is the gate next to our playground. Students will need to have their mask on when they arrive at school. As students enter the gate, their temperature will be checked. They will then report to the classroom. They will eat breakfast in the classroom if they would like to eat.

- Students arriving on the bus will enter school by the bus ramp. They will need to wear their masks while they are on the bus as well as when they arrive at school. They will have their temperature checked after they get off the bus. They will then report to the classroom. They will eat breakfast in the classroom if they would like to eat.

-Morning supervision will begin at 7:45am. Students must be in their classroom by the 8:30am bell.

Classroom Plan:

- The classroom plan is a set of rules for the classroom. The plan is reviewed the first day of school and is reviewed daily. To let you know how your child is doing in school, I will send home a weekly behavior chart located in your child’s Backpack Folder. If your child cannot follow the classroom plan on a regular basis, he/she will be put on an individual behavior chart. This chart system will be explained more clearly if your child’s behavior in school warrants an individual behavior chart.

- We review the rules with students each day in the morning to get our day started on the right foot. They are as follows:

1. Listen when the teacher is talking

2. Follow directions quickly

3. Raise your hand and wait to be called

4. Respect others, respect yourself, and respect school

Weekly Behavior Charts:

- A weekly behavior chart will come home in your child’s Backpack Folder and should be reviewed by an adult every weekend. These charts do not need to be signed our returned to school. The purpose of this chart is to help the children learn our classroom and school rules and keep parents aware of classroom behavior. Parents will be notified through Remind if their child’s misbehavior is persistent or severe.

- Consistency, positive reinforcement, and parent/teacher communication all help to support appropriate school behavior. Appropriate school behavior supports an optimal learning environment.

A screenshot of a cell phone

Description automatically generated

Classroom Rewards and Consequences:

- See attached behavior management plan

Backpack Folders

- Backpack Folders are an effective way for parent-teacher communication. These folders are also your child’s responsibility. They are responsible for bringing them to and from school every day.

- These folders will stay in your child’s backpack during the day. I will not be checking them daily! If there are notes to be turned in or information for me, please send me an email or Remind message letting me know to look for it. If not, a simple Remind message will the best way to send me information about your child.

- Your child’s behavior chart, completed work, and any other important information will be placed in this folder every Friday. Please empty it over the weekend and place it back in your child's backpack.

Classroom News:

- I send home newsletters every other Friday through Remind. It is very important that you read these letters. The “Classroom News” contains important information about projects, homework, tests, school events, volunteering, etc.

Curriculum:

- We implement the Wonders reading and writing program during our language arts block. Math is taught from the Go Math curriculum.

- Science and Social studies themes and lessons are standards based. Lots of fun and hands-on activities are used to support our learning goals in our classroom curriculum.

- We will discuss this further at open house.

Snacks:

- We do individual snacks daily. Please send in a healthy snack and water bottle each day for your child to enjoy. Healthy snacks include fruit, crackers, cheese, pretzels, granola bars, etc. We feel that it is important to instill healthy eating habits at a young age and there are numerous benefits to eating healthy.

- We are not allowing children to use the water fountains for safety reasons. Please remember to send in a water bottle daily!

- Please make sure your child is able to open snacks easily.

Breakfast and Lunch:

- Please label all lunch boxes/paper bags with your child’s name.

- Breakfast and Lunch prices are as follows: free lunch and breakfast and $.50 if your child is only buying milk.

- Our students will be eating breakfast in the classroom each morning. Breakfast is optional!

- Lunch will be eaten in the lunchroom or classroom with social distancing measures in place.

Dismissal Procedures:

* Parent Pick-Up
* Bus
* East Hill
* Lafayette
* KSE Afterschool

Parent Pick-Up:

- Students getting picked up in a car will be walked by two teachers to the parent pick-up loop at the front of the school. This will happen around 2:40pm in order to avoid some of the “big kid” traffic when the bell rings.

- If you live close enough to walk, you will go to the designated staff member by the entrance to car pickup. Your child will be called to meet you.

- Parents will not be allowed to walk down the car pickup sidewalk this year.

- All students will be issued two parent pick-up tag that can hang inside a car on the rear-view mirror and/or be carried by hand if you are walking. Parents/guardians must have this tag when picking up their child. If you forget your tag, you must report to the office and show I.D. before picking up your child.

Bus Riders:

- During dismissal, your child will be assigned a meeting location according to their bus. They will be instructed and lead by a teacher to this location where they will board the bus. Your child MAY NOT board another bus without permission from administrators.

- Please note: If your child will NOT be taking the bus on a particular day and you will be picking up your child, a note must be sent through Remind or a phone call to the school.

East Hill, Lafayette, and KSE Afterschool:

- Students enrolled in either East Hill, Lafayette, or KSE Afterschool will be taken to a designated location located on campus. From there, the group leaders from each program will come, take attendance, and walk the students to their appropriate program.

Absences:

- If your child is absent, the state of Florida requires you to send in an absent note stating the reason for your child’s absence. Please send in the note the day your child returns to school. A call to the office the day your child is absent is also a means of communication, but we still need a note as well.

Tardy/Early Departures

- If your child is late for school, you must sign your child in at the front office. Your child will be marked tardy if they enter the classroom after the late bell at 8:30am. We will need a handwritten note to excuse the tardy.

- When checking your child out early from school, please do so at the front desk. Your child will be called to the office to meet you. If your child must leave school early for any reason, if possible, please send a note to school that morning, so that we may have your child ready and packed up in time. If the nurse is sending your child home sick, you do not need to send in a note. Lateness and early departures are recorded on your child’s permanent record cards.

Volunteering:

-At this time, we are not allowing volunteers in the classroom. If this policy changes we will let you know!

Field Trips:

- At this time, we are unable to take field trips. If this changes at any point we will keep you updated.

Birthday Snacks:

- Your child is welcome to celebrate his/her birthday in class with certain limitations. Birthday recognition is held during snack at 11:30am.

- Please drop off the birthday snacks and all the necessary supplies in the main office. Snacks need to be items that are individually wrapped and easy to pass out. Cupcakes or items that are not wrapped are not allowed. Homemade food items are also not allowed. Thank you for understanding!

Supply List:

10 glue sticks

1 bottle of liquid school glue

3 boxes of 24 count Crayola crayons

12 number 2 pencils

1 Pack of thick Washable Markers – 8 count

1 Pack thin Expo Markers

1 plastic school tool box

1 Pair of Fiskar Kids blunt scissors

1 Pair of Headphones - Please label with Child’s name.

Change of clothes labeled with your child’s name

Extra mask in ziploc bag

Refillable water bottle (preferable flip top not screwable lid to avoid spills)

1 small hand sanitizer (to be kept in desk)

1 small pack of tissues (to be kept in desk)

Standard size backpack (NO WHEELS)

Labeling:

- Please label everything your child brings to school. All items (jackets, backpacks, lunch boxes, snacks, etc.) need to have your child’s name on them.

How to Contact:

- The best way to contact me during the school day is to send an email or a Remind message.

- My email is: allbrittona2@leonschools.net

- Our Remind information will be sent home during the first week of school.

- You can also call the Kate Sullivan office at 487-1216 and leave a message. I will return your call as soon as possible.

Remind:

- This year our main communication will be Remind. I will send messages through Remind. This is also a way for you to communicate with me.

- It will be important that you let me know if you have placed any papers in your child’s Backpack Folder so that I know to check their folder.

- It will be the fastest way to communicate with me. I am not able to check my email as often as Remind.

- It is required that all parents have this app on their phone or be set up to receive emails through Remind. Our Remind classes will be set-up during the first week of school. I will send home information on how to start this process as we receive it.

Student Information Sheet:

This information sheet gives me important information about your child, including dismissal information. Please complete this sheet as soon as possible and email it to me so I can keep track of this important information. To locate the student information sheet:

1. Visit <https://www.leonschools.net/sullivan>
2. Click on Teacher Websites
3. Click on Allbritton, Ashley
4. Click on Orientation Information on the left-hand side
5. Open Student Information Sheet at the bottom of the page
6. Type all answers into the appropriate fields, then email back to me at [allbrittona2@leosnchools.net](mailto:allbrittona2@leosnchools.net)

Principal’s Message:

Good afternoon and welcome to the 2020-21 School Year. While there has been a great deal of uncertainty for the last several months, please know that the teachers and staff have been working hard for many weeks now to prepare for our students both on campus and at home.

This year our theme is “Destination Learning” and while that centers on academic success, we know that there is no greater priority than student and staff safety. To that end, we have put in place many, many new procedures well beyond simply wearing masks. With the addition of our Digital Academy we are now in a very good place for social distancing with our brick and mortar students and all of our classrooms have hygiene kits that contain many items for keeping our classrooms safe and sanitized. There are also very specific procedures for transitioning, for accessing the bathroom, for Special Area, and for eating lunch safely. There are a couple of very specific ways you can help though if you are sending your children to campus. Please send them with a full bottle of water and at least one to two masks each day. It is also important that, if they bring their lunch that it contains items they can open on their own. Finally, in spite of all of this, we want you to know that we fully appreciate that they are still kids! In that regard, we have very deliberately put into place very safe “mask breaks” and other activities to help them adapt and cope with this “new normal” as we know all of this is hard on them too.

Aside from all of the obvious safety measures that must be put in place, the teachers are working hard on lesson plans that will fill the gaps left from last spring and that will also move all of our students to new academic heights. And please know that many steps are being taken to make sure our digital students feel connected to Kate Sullivan Elementary while they are at home. Additionally, we are also developing ways to offer meaningful interventions and enrichment so that we can meet all of our students’ needs. Our “Destination” really is “Learning” and that includes all of us. It’s going to be a great year!

Finally, as always, please, please sign up for our school listserv as well as your teacher’s Remind account. If you need to sign up for listserv, please visit our website: <https://www.leonschools.net/sullivan> and click the listserv link. I am looking forward to what the new school year holds for all of us and if you have questions please do not hesitate to call or email me. Go Crocodiles!

 Mr. Bryan, Principal

Classroom Management Plan

Our classroom management plan focuses on positive behavior, team effort, and cooperation. Respect is a daily expectation for all teachers, students, and visitors to the classroom. Throughout each day, kindergartners are reminded of rules, appropriate behavior, and expectations. Visual cues, and verbal reminders are used to reinforce attending behavior. If students are off task and need numerous reminders, a “color” system is used to indicate student behavior. The system uses purple, green, blue, yellow, and red to indicate student behavior.

Every day, students start on **green**. As they consistently follow rules without being reminded, help others, and participate in class activities, they will remain on green. If a child goes above and beyond the classroom expectations he/she will be moved to **purple**! However, if a child chooses to break a rule, we will have him/her move their pin to **blue** as a warning. If a child remains off-task, we will have him/her move their pin to **yellow**. We save **red** for major offenses or repeated offenses. Overusing yellow or red in this system reduces the effectiveness. Students remaining on green/purple all week will earn a trip to the treasure box!

We try to make the consequences directly relate to the behavior. Students are asked to use words to problem solve and are expected to verbally discuss off-task behavior and explain what they can do differently the next day to stay on green. Students that move their pin will have to walk/run laps on the playground before joining other students in play. If students get their pin moved after we have been on the playground we will take away a different privilege. Students may spend a short time out in our classroom and if behavior escalates, go to another classroom for time out. If a student moves their pin to red, parents will receive a remind message explaining the issue.

Please remind your child to make good choices everyday so he/she will not miss out on any fun activities!

Thank you for your help and support. We look forward to a fabulous year!

Thank you! - Mrs. Allbritton