



August 26, 2016

Dear Parents,

I am so excited to begin a new school year. I would like to introduce myself. My name is Kelly Phillips. This will be my 11th year teaching at Marion Elementary. I have taught sixth grade, third grade, first grade, kindergarten, and now a multi-age class. I am married to my husband, Doug, and we have two wonderful children, Chloe, 11, and Cooper, 9.

I am looking forward to the coming year! I believe each child is special, and I will treat each one as if he or she were my own. In my class, every child will be loved and cared for. I want what is best for each child and I desperately want parent feedback. Please do not hesitate to contact me if you have any concerns. I have an open-door policy. You can contact me at school anytime. I know with the help of each parent we will have a successful year.

I will do my best to send a parent newsletter every week to keep you aware of classroom happenings. Please look for these in your child's folder. This is also where I will place any notes home. I will also be using class Dojo. This is an online classroom management system. You will be able to sign up so you can receive notifications about your child throughout the school day. You will also be able to message me directly through this system.

Again, thank you in advance for your support this year.

Sincerely,

Kelly Phillips

Class Rules

1. Respect Others
2. Be Prepared
3. Follow Directions Quickly
4. Raise Your Hand to Speak (when in a group setting)
5. Wear a Smile Every Day
6. Be Responsible

Rewards

I would like to focus more on positive behavior instead of negative. Therefore, I will be sure to award Dojo points to students often who are following the rules. There will be different prizes given for accumulated Dojo points. Here is just a small sample of possible prizes.



Consequences

- First offense: Verbal Warning
- Second offense: Lose a Dojo point
- Third offense: Time out
- Fourth offense: Contact Parents, a call, message, or note home, or office referral

Other Procedures



1. Our school day begins at 7:45 and ends at 2:45. The children will need to be in the classroom before the tardy bell rings at 8:00. We do not like to instill tardiness as a habit. If you need to check your child out before 2:45, you must go to the office and sign them out. Children may not leave the room until someone from the office calls the room and says they have been signed out.
2. If your child arrives to school early, they must go to the gym where an adult is on duty who will watch them. Students can not arrive before 7:15.
3. A doctor's note is a must for any absence. Our attendance policy has changed this year. In order for a child to be counted present, they must be at school 75% of the day. This means they must arrive by 9:15 and not be checked out before 1:15.
4. If your child is going to be a car rider in the afternoons, please note that children will be taken to the gym. You may not come directly to the classroom to pick your child up. You must have a car rider tag, as will anyone who will be picking your child up. If you need more than one tag, let us know. You will have to go through the car rider line that comes by the gym. Your child's name will be called, and they will be escorted to the car. Please do not drive through the semi-circle in the front of the school in the mornings or afternoon. This is for buses only.
5. You may walk your child to the classroom for the first week of school, but after this, you need to drop your child off by the gym. There are adults and safety patrol on duty that will see they make it to the room. Please allow your child to develop these needed independent skills. After the first week, you will be asked not to walk your child to the room anymore. If you feel you need to come in and talk to us, drop your child off, then park and come by the office.
6. Please make sure your child's name is on their backpack and lunch box.
7. Your child will be assigned a school ID number. They will use this number for lunch, in the computer lab, and media center. It will follow them for the rest of their school career. Please help your child memorize this number. They will be rewarded when they do!

Reading

The primary grades are where your child will to begin to fully grasp the concepts of reading and language. Please read with your child daily. Your child will be

allowed to check out one-two books each week from the library. These books will not necessarily be books your child can read independently. Encourage your child to pick out words he/she may know, and encourage him/her to sound out other words. A reading log will be kept in your child's daily folder so books read may be recorded. At the end of the year, students who have read 300 books will be rewarded. Throughout the year, books your child can read will be sent home. These books should be recorded on the log as well.

Homework

I believe homework should be practice for skills already taught at school. Therefore, it should not be too much of a challenge for your child to complete. Your child will be asked to read for 15-20 minutes each night. In 1st and 2nd grades a spelling list will be sent home each week. In kindergarten a sight word list will be sent each week. You may choose to study however you wish. 1st and 2nd grade pelling tests will be given each Friday. Kindergarten students will be assessed on sight words each Friday. Math fluency will be sent as extra practice is needed. Homework should not take any more than 30 minutes. If your child completes it earlier, that is fine.

Breakfast/ Lunch/Snack

Breakfast, lunch, and snack will be provided free of charge each day from the lunchroom. There will not be a snack on Friday. If your child has dietary restrictions or food allergies of any kind, please let us know. You are welcome to send a lunch and snack from home if you prefer. We do have students with both peanut and tree nut allergies. Please try to refrain from sending in food items that contain any kind of nut.

Money

Occasionally, we may ask for additional money to cover the cost of special crafts or parties. Whenever additional money is sent to school, for parties, special occasions, etc, we ask that this money be clearly labeled and placed in the daily folder. This way there will be no confusion.

Change of Clothes

We allow the children to use the bathroom as often as possible however, there may still be accidents. For this reason, we ask that each kindergartener keep a

complete set of extra clothes at school. This outfit should be appropriate for the season. Shorts, or pants, a shirt, underwear, and socks should be included. Accidents do happen, and we want to be able to change the child at school as quickly as possible. If your child has an accident, the soiled clothing will be sent home in a plastic bag with a note asking for a fresh set of extra clothing.

I know this is an overwhelming amount of information, but it is all very important. Thank you for taking the time to read it all. I look forward to a wonderful year with you and your child!