

Welcome to
Kindergarten!



2018-2019
Handbook

Dear Families,

We would like to welcome you to our Lower Primary team! We are looking forward to working with you and your child this year. We have compiled this Parent/Student Handbook so that you can better understand our philosophy and expectations. Please take time to read through the handbook and **keep it handy throughout the year**. Feel free to contact us if you have any further questions.



It is our belief that a child's success in school is dependent upon a strong partnership between child, teacher, and parent. Therefore, our goal this year is to create an atmosphere of open communication regarding your child's needs, progress, and behavior.

At Veterans Park Elementary, we operate using a team-teaching structure. Your child's homeroom teacher will instruct during the Language Arts block (reading, writing, word work, etc.), while the students are flexibly grouped for math between teachers. The program is (ideally) designed for each child to have the same homeroom teacher for two years to provide continuity and consistency for both the students and their families.

We invite you to participate in your child's education by becoming actively involved at Veterans Park Elementary. We encourage you to join our PTA, visit the classrooms, be a volunteer, or eat lunch with your child. It is also essential that you show interest in your child's homework and work with them daily to reinforce classroom instruction.

We would like to thank you in advance for taking the time to read through the handbook.

Together, we can make this school year a fantastic and memorable experience for all!

Sincerely,

Veterans Park Lower Kindergarten Teachers

WELCOME TO VETERANS PARK ELEMENTARY SCHOOL!



The mission of Veterans Park Elementary School is to provide an education that ensures that all students become critical, creative thinkers; independent, lifelong learners; and active, responsible citizens through a shared commitment of the home, community, and school. Our school motto is **VETERANS PARK PATRIOTS - WATCH US SHINE!** We have been named the PTA Parent Involvement School of Excellence, are accredited by the Southern Association of Colleges and Schools, and have been named a National Blue Ribbon school. Since we opened 12 years ago, we have had the top test scores in Fayette County and are

in the top five schools in the state of Kentucky! This ongoing emphasis on all students performing at grade level in reading and math has been successful because of what we view as our "best practices". Those include:

<u><i>HIGH EXPECTATIONS FOR ALL</i></u>	<u><i>POSITIVE SCHOOL CLIMATE</i></u>
<i>Continuous assessment at all levels</i>	<i>High parent involvement</i>
<i>Integrated Math, Science, and Technology</i>	<i>Effective communication</i>
<i>Success for all types of learning</i>	<i>Teacher collaboration</i>
<i>Flexible grouping</i>	<i>Strong leadership</i>

GENERAL INFORMATION:

- School mascot: Patriots
- School colors: red, white, and blue
- School motto: Veterans Park Patriots - Watch Us *SHINE!* (Study, Help others, Inquire, Never give up, Explore)
- School wide emphasis: Patriotism and Respect
- Hours: 7:45 am - 2:35 pm

SCHOOL PHILOSOPHY

WE BELIEVE...

- * that high expectations improve student achievement.
- * that an emphasis on math, science, and technology will better prepare each child for the future.
- * that an equitable education for each child is essential.
- * that education should be designed to meet the unique needs of the child and be compatible with what we know of his/her physical, mental, social, and emotional patterns of growth.
- * that the child as an individual should be the paramount concern of every teacher.
- * that, in order to build a strong self-image, each child should have the
- * opportunity to meet with continuing success and to move at his/her best possible rate of progress through the expected levels of achievement.
- * that maximum educational achievement is best accomplished in a safe environment, which provides well-defined guidelines of behavior, consistently enforced through the cooperative efforts of teacher, child, parent, and principal.
- * that the total program should help the child understand his/her world and aid in the development of good human relationships through a concern and respect for others.

ARRIVAL PROCEDURES

Doors open to the children at 7:15am each morning. Students arriving prior to 7:25 am must wait in the cafeteria and will be supervised by adults. **Arriving after 7:45am will result in a tardy** for that day. After the second day of school, please say good-bye to your child at the front door. Coming to the classroom is disruptive for all involved. Teachers and administration alike support this policy.



After ALL buses have arrived, your car will be directed into the bus loop. Please do not come into the loop if a staff person has not directed you. Until that time you must use the car lot for drop off. Pull all the way to the end of the sidewalk in both areas and unload children on the sidewalk side of the car. For the safety of all students, you may **not** park in the aisles and walk your child across traffic in the morning. PLEASE stay in the line of traffic and let your child out as soon as you stop on the sidewalk. It will expedite the movement of cars greatly.

DISMISSAL PROCEDURES

Children will be **dismissed for pick up at 2:35pm** each day.

- BUS or DAYCARE VANS** - Bus or van riders will board in the bus lane in front of the school.
- LEFT WALKERS** - Walkers that will be turning LEFT out of VPE will be dismissed out the door next to the flagpole. Parents waiting for walkers are asked to wait by the street.
- RIGHT WALKERS** - Walkers that will be turning RIGHT out of VPE (toward Cumberland) will be dismissed out the door next to the chain link fence. Parents waiting for walkers are asked to wait by the street.

LEFT CAR RIDERS - Car riders that will be turning LEFT out of VPE (toward Pinnacle) will be dismissed out of the front doors. Cars picking up left turn car riders must line up on Clearwater Way until the buses are dismissed. You must turn left out of the bus loop.

•**RIGHT CAR RIDERS** - Car riders that will be turning RIGHT out of VPE will be dismissed out the doors by the flagpole. Cars picking up right turn car riders must pull to the end of the sidewalk. You must turn right out of the parking lot.

The children will be directed to your car door...**please do not get out of your vehicle!** By pulling all the way to the end of the car line, you will help this process work more efficiently. **No parking will be allowed in the bus loop or in the parking lot during dismissal.**

EVERY car must have a yellow number tag displayed on the visor or dashboard. You may pick up your number in the office before school starts between the hours of 7am-3:00pm. This number must remain in the car every day. ***If a car does not have a number, we will ask you to park your car, come to the office and follow normal sign out procedures.***

Please remember that we are dismissing over 700 students within about 10 minutes...these procedures do work!

If you need to pick your child up on any change of schedule, you must send in **written notice** to the teacher. If you must pick up your child during the school day, please come into the office to sign your child out. Please do not go to the classroom to get your child. Students are only released from class when called from the office.

BUS RIDERS



Parents must wait with children until they board the bus in the morning and be at the bus stop in the afternoon. Your child will not be taken to any location other than the one listed with the school. Any changes must be communicated in writing and sent in advance. Please help your child learn the number of the bus that he/she rides as soon as possible.

COMMUNICATION BETWEEN HOME AND

Please give us **all information in writing**. notes to place in your child's file regarding phone number, work phone number,



SCHOOL

We need written changes in address, transportation, etc.

CONFERENCES

Teachers will schedule **individual conferences twice** during the school year. These conferences will be designed to discuss your child's progress, both academically and socially, to address specific concerns of the parent and/or teacher, to examine samples of your child's work, and to ask any other questions concerning your child's education. There are designated times when I will be in contact with you to schedule a conference, but please feel free to contact me at any time during the year if a concern should arise. I look forward to meeting with each of you!

ATTENDANCE

Attendance at school is essential for good performance and high achievement. **A written excuse, dated and signed by the parent, is required for all absences.** Excused absences include illness, death of an immediate family member, religious holiday approved prior to the absence, medical or dental appointments, and special cases approved by the principal.

FIELD TRIPS

There will be several educational field trips this year. You will be notified in advance and a **signed permission slip is required** for your child to attend. Cooperative behavior is required at all times. Parents are invited to attend field trips unless there is not enough seating at the event.

SCHOOL VISITS

We strive to make everyone feel welcome to participate in activities and feel at home at Veterans Park Elementary. Visitors must ring the doorbell at the front door, wait to be let inside, and **sign in every time you enter any part of the building.** We would like to extend an invitation for you to visit the classroom, be a classroom volunteer, help with class parties and/or field trips, and have lunch with your child. All of these activities send a message to your child that you care about their education. We are always delighted to have your company and involvement. **Please call or send a note in advance so we can schedule your visit.**

MEALS

•**BREAKFAST** - Breakfast will be available for **\$1.35** in the cafeteria at 7:15am each morning. In order to be ready to learn, it is vital that each child has plenty of sleep and eats a healthy breakfast each day.

•**LUNCH** - The price of a school lunch is **\$2.50**. A menu will be sent home in advance with a choice of two entrees.

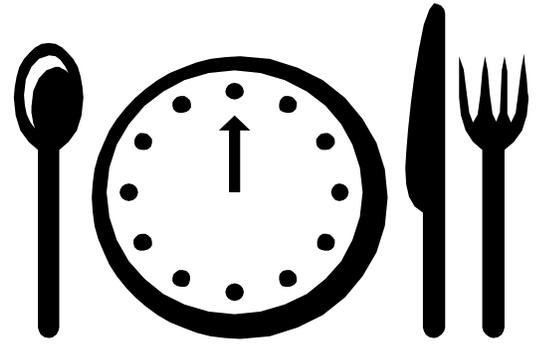
Please send lunch money in a zip lock baggie (cash or a check payable to Veterans Park Cafeteria) labeled with

your child's name and the purpose of the money to prevent

any confusion. It is very much appreciated by the cafeteria staff if you pay for several lunches at a time. Sending lunch money on a daily basis is confusing and is easily misplaced or forgotten.

Students may also choose to bring a lunch from home. We recommend that you send in lunch money for about five lunches, even for a child that plans to bring a lunch from home every day. This will ensure that your child will be accounted for in case they forget their lunch one day. There is no provision for "charging" meals.

You may each lunch with your child any day by signing in the front office and waiting in the foyer for the class. Please remember outside vendor food is NOT permitted.



SNACK

Due to the early start time, we will have the opportunity for students to have a snack each day because many do not fill up on breakfast. Your child may bring a snack from home to eat during this time. This snack needs to be separate from their lunch. Extra drinks are not permitted since students are allowed to have water bottles at their desks or can get water from the water fountains in the classrooms. Healthy snacks, **individually wrapped or bagged** are preferred. We are a nut free classroom. This includes peanuts, tree nuts and coconut.

BIRTHDAYS



We do not allow food treats (cupcakes, cakes, candy, etc.) at school for birthdays per our wellness policy and due to the many different food allergies. Instead of bringing cupcakes or treats to share you are welcome to donate a book to the library, Every book donated will have a sticker placed inside the front cover with the child's name, birthdate, and grade. Each student will receive a birthday pencil for their donation and have their photo displayed in the hallway to recognize their donation. Please donate new, hardback books only.

BEHAVIOR

We believe that young children must develop strong social skills in order to have a successful school and community experience. We also believe that school needs to be a safe learning environment for all students and staff. VPE strives to foster good self-esteem, respect for others, appropriate behaviors, and self-control through a **school wide behavior management plan**. We view regular school attendance and appropriate behavior as critical for academic success. Therefore, we recognize exemplary attendance and reward good behavior through this school wide plan. The plan ensures that each child knows what is expected of him/her at all times and in any classroom throughout the building. Your child will have 5 tickets in a pocket displayed in the room. If a child breaks a rule, they are asked to "pull a ticket". With each loss of a ticket, there is a consequence that follows. Children are awarded daily and weekly for following the rules and using appropriate behavior at all times.

The School Climate Committee of VPE determined the behavior management plan with the following objectives:

- 1. To facilitate a positive, controlled, and predictable learning environment.*
- 2. To identify a common set of rules and consequences.*
- 3. To increase consistent implementation of rewards and consequences.*

There are three components of the behavior management system:

- ✓ *Rules*
- ✓ *Positive intervention strategies*
- ✓ *Consequences*

A committee following discussion about student behavior, the school climate, and teacher expectations selected these components. The purpose in specifying these components is to:

- Provide consistent management of students by the teachers.
- Provide specific information regarding expected behavior to the parents.
- Improve social skills and increase appropriate behavior of the students.

SCHOOL WIDE RULES:

- 1. Be Responsible - Stay on task**
- 2. Be Respectful - Follow teacher directions, Be respectful of people and property**
- 3. Be Safe - Use hands and feet appropriately**

CONSEQUENCES:

<i>First ticket (pull green card)</i>	<i>Warning</i>
<i>Second ticket (pull yellow card)</i>	<i>Walk the track for ten minutes during one recess or an alternative activity provided</i>
<i>Third ticket (pull orange card)</i>	<i>Walk the track for ten minutes during one recess or an alternative activity provided and Parent will be notified</i>
<i>Fourth ticket (pull red card)</i>	<i>Time out in another classroom</i>
<i>Fifth ticket (pull purple card)</i>	<i>office referral</i>

HOMEWORK

We believe that homework is a valuable tool to help students make the most of their experience at school. Homework is reinforcing what has been learned in class, preparing students for upcoming lessons, teaching responsibility, developing self-discipline, and helping students to master positive study habits.



Teacher's Responsibility:

- ✓ Assign homework Monday through Thursday.
- ✓ Check all homework and make comments if necessary.
- ✓ Remove privileges for careless work, incomplete work, or no work.
- ✓ Contact parents if a concern arises.

Child's Responsibility:

- ✓ Take homework home each week in backpack.
- ✓ Complete the homework with as little parental assistance necessary.
- ✓ Pay attention to teacher directions and guidelines on assignments.
- ✓ Ask for parental guidance if needed when completing assignments.
- ✓ Return homework on the date that it is due.

Parent's Responsibility:

- ✓ Make homework a top priority.
- ✓ Provide any needed supplies...see *Homework Survival Kit*
- ✓ Provide a quiet study environment.
- ✓ Monitor your child during homework time; help if needed, but please **DO NOT DO HOMEWORK FOR THEM!**
- ✓ Check each night to see that assignments are completed.
- ✓ Encourage, support, and praise your child for their homework efforts.

Homework assignments for Lower Primary should take no longer than 20-30 minutes per evening. These brief minutes of individual help from you can make a tremendous difference in your child's progress.

Weekly assignments:

Homework assignments will be explained by your child's homeroom and math teacher(s).

Homework Survival Kit - The following items will help your child complete assignments: pencil, eraser, pencil sharpener, markers or crayons, glue stick, scissors, and paper.