

August 13, 2013

Dear Parents,

This week begins a brand new school year for all of us, and I'd like to extend a warm welcome to my students.

I have put together a handbook of information to help you and your child become familiar with my expectations for the school year. Take a day or two to read through this information, and then sign below by Friday. You may want to keep the handbook in a special place so that you may refer to it throughout the year. If you need to contact me, I prefer email if possible. My email address is kelly.kingsley@bpsne.net. I check my email each day and I will respond promptly. If you do not have email, you may call the school and leave a message (402-293-4955).

I'm looking forward to an exciting year with my class. Thank you for your cooperation in getting this year off to a great start!

Sincerely,

Dr. Kingsley

Date _____

Student Name _____

Parent Signature _____

A Little About Dr. Kingsley

I am married to Jim Kingsley; he is a senior vice president at Pentagon Federal Credit Union. We have two daughters, Maggie is a kindergarten teacher at Peter Sarpy Elementary in Bellevue, and Molly is 19 and a sophomore at Wayne State College. This is my 26th year of teaching at Wake Robin. I have two Rag doll cats named Lexa and Lacey. I received my bachelor's degree from Kearney State College, my master's degree from Doane College, and my Doctorate from the University of Nebraska Lincoln. My hobbies include making digital scrapbooks, reading, fitness, baking, and golf. I feel parental involvement is vital in a student's education. I firmly believe that your child receives the best education possible when you and I work together.

Student Responsibilities

1. We will always do our very best.
2. We will work quietly so as not to disturb others.
3. We will follow directions the first time given.
4. We will be friendly, truthful and good sports.
5. We will respect all fellow classmates and adults.

Classroom Rules

- Be ready to listen and learn
- Be respectful treat others the way that you want to be treated
- Be responsible make good choices

There are constant guiding principles I follow in the classroom. I have high standards. I find that concentrating on building these principles at the beginning of the year pays off for the rest of the year, by allowing an orderly, functioning classroom where learning can occur free from fear and interruptions.

- Nobody gets hurt in our classroom. Physical and verbal intimidation, teasing and sarcasm earn strong consequences.
- Each student deserves and receives respect both from me and from fellow students.
- Each student has my respect right from the start. My trust has to be earned.
- All adults at the school deserve respect from students. There is no talking back to adults, ignoring adults, or running from adults. Students who feel they have been treated unfairly by an adult will respond to the problem by discussing it with the adult or with me. Pouting is not a useful or appropriate response to disagreements with adults at the school.

All students are expected to do the right thing in school -in the halls, in the cafeteria, in the restroom, or at specials - even when nobody is looking, regardless of what other students are doing.

- Doing the right thing is rarely rewarded with treats, tokens or stickers. (In my opinion, this can result in kids who behave only when rewarded.) However, loss of privileges can occur for not doing the right thing. Problems will be solved appropriately, by discussion and negotiation, not with force. Problems and differences occur and can interfere with learning. Learning to handle these differences responsibly is a big step toward growing-up.

("Note in the last rule how the teacher does not reinforce good behavior"), good behavior does have consequences in this classroom and is certainly reinforced. There's a difference between "rewarded" and "reinforced." The reinforcers for behavior are usually natural - not token and usually not edible. Since appropriate behavior (doing the right thing) is natural and expected in this classroom, it is not often singled out for a tangible reward. We will however at times earn trips to the treasure chest or have extra parties for celebrations, they just won't be related to behavior.

Class Newsletters/ Weekly Progress Reports

Class Newsletter

I will send home a weekly newsletter at the end of each week. This will inform you about what we did during the week, and activities and tests that are coming up.

You will also receive the "Wake Robin Wizard", a newsletter from the office, every other week. This newsletter contains school wide information, student writing, PTA information, and the monthly menus.

Please let me know if you don't receive these newsletters.

Weekly Progress Reports

I want to inform you of my way of communicating with you each week. I send home a weekly progress report each Friday, and I ask that you sign it and return it to school on Monday. I will attach all the graded papers for that week to the form, and on the top of the report I will write how many papers are attached. Please remove the papers and read over the comments on the progress report, sign it, and return it to school with your child on the following Monday.

The items listed on the form are stated in a positive manner. If there are no check marks beside any behaviors, reward your child for a super week in school. If there are checks, please discuss with your child ways of improving those behaviors in the future. When we work together, this weekly progress report system is extremely effective.

I will always send home a weekly progress report (or notify you that one will not be sent), so don't accept any excuses for your child not having a progress report on Friday. If you do not receive one, please email me (kelly.kingsley@bpsne.net) or call the school (402-293-4955) to let me know.

Our Class on the Web

Our class has a home on the Internet! We have a class web page on which we display student work and list our honor roll and other awards. Parents can visit the web page to view see weekly spelling words and keep up-to-date on classroom events. Our web site is located at www.mrskingsleysthirdgrade.weebly.com. I only use students' first names and last initials. If you do not want your child's picture, stories, or other work on our class web page, please write me a note or send me an email. Be sure to visit our web page before you make this decision! I hope that all students will be able to be included on our class website.

Attendance & Illnesses

Regular school attendance is critical to the learning process. Our school day officially starts at 8:05 a.m. When your child is absent or tardy, he or she misses valuable instructional time. Please send a written note whenever your child is absent. State law requires us to code each absence as lawful or unlawful. **Lawful** absences include illness and doctor's appointments. **Unlawful** absences include out-of-town trips, missing the bus, and family vacations.

Even though the district has strict attendance policies, it's important to keep your child home if he or she is sick. The policy states that a child must be free of fever for 24 hours before returning to school. Thank you for understanding.

Homework/Classwork

I try to give ample time in class for the completion of assignments, but some students work more slowly and must finish at home.

In order to help students get their classroom assignments done, students will be given a Student Planner and a take home folder. They will write their assignments in their planner and place any important papers in the folder. After they complete an assignment, they should turn their work in to the appropriate folder in the classroom. If the classroom work is not completed, they should place it in their take home folder and complete the assignment at home and return it to school the following day. I encourage parents to review the contents of your child's take home folder and planner each night. I expect all classwork to be turned in on time. Late assignments will be graded if they are turned in within a week. Students will not be allowed to call home if they forget their work. Students should pack their book bags at night with all the materials needed for the next day. Organization is the key to success!

Student Planner

Your child has a student planner. They are to denote any homework assignments they may have. Please check this planner nightly to see if your child has any homework. I will seldom assign homework, but there are times when your child will need to study for a test or complete a classroom project. These items will be written in the planner with due dates. If your child has a lot of work to do each evening, we may need to check how they are using their classroom work time, since ample time is provided for all work to be completed at school.

The planner is also a great communication tool for you. Feel free to write comments to either me, or your child in the space provided. I may also be using the comments box to write notes to you, so please check the planner daily. You do not need to sign the planner on a daily basis, but please make sure you are checking it daily. I would appreciate if you would sign the planner every Friday so that I know you are viewing it.

Clip Chart Behavior Management System

I use the Clip Chart method for promoting positive behavior. The clip chart is a laminated strip of paper that has been divided into seven levels. Each level is labeled: You're a Rock Star is the top of the chart and All Tours Have Been Cancelled (parent and principal contact) is on the bottom. A set of clothespins with the name of each student are clipped to the left and right edges of the Let's Rock and Roll-You are Ready to Learn level of the chart.

During the course of the day, the clothespins move up and down the chart based upon the behavior choices each student makes. Good behavior causes the clothespin to move up one level. Students experience a true sense of accomplishment as his/her clothespin moves up the chart because of his/her good behavior. Students have the opportunity to move to the Top of the Chart or even clip Off the Chart if their good behavior warrants.

Conversely, inappropriate behavior will cause the clothespin to move down one level. Any student who has been asked to move his/her clothespin down a level has the opportunity to improve his/her behavior and see his/her clothespin rise to a better level. The child is offered a chance at redemption; which proves to be a powerful motivator and it enables me to act on problem behavior and not just talk about it.

Each student will be given a daily reward or Making Better Choices Card. The card will be stapled in the student planner. Please sign the card and return it to school the following day. Reward cards will be collected and turned in for prizes throughout the school year.

If a student clips off the chart, they will be given a jewel to place on their clothespin and they will place their name on the Clip Chart Rock Stars board.

First Grade Buddies Program

Our class will participate in the First Grade Buddies Program. This program involves students pairing up with a first grade student from Mrs. Harms' classroom. Students will take turns reading to each other, participate in projects together and much more. The First Grade Buddies Program will occur once during each eight-day rotation.

Book Orders

Once a month I will send home book orders from Scholastic. They are completely optional. I usually send in the order 2 weeks after they are sent home. Please make the checks payable to Scholastic Book Clubs. **PLEASE DON'T SEND CASH!** You may also order the books online, further information will come home with the first book order.

Mid-morning Snacks & Water Consumption

I have found it beneficial for the class to have a mid-morning healthy snack. This year our lunch is at 12:35 so everyone really needs to bring a snack. Only send enough for one day, and please don't send snacks that need refrigeration. Please do not send in sweet or sticky items like cake, brownies, frosted cookies, or cupcakes. I also permit my students to bring a water bottle to school to keep on their desks during the day and to use after recess. Plain water is the only beverage permitted, and the bottle must have a secure lid. Water bottles should be taken home regularly to be cleaned. The following are examples of healthy snacks that we can enjoy while we continue to work.

- grapes
- pretzels
- graham crackers
- dried fruit
- peanut butter crackers
- protein or nutrition bar
- peanut butter and/or jelly sandwich
- apples
- carrot sticks
- oyster crackers
- cheese crackers
- small box of raisins
- dried cereal
- string cheese
- plain popcorn
- trail mix
- fruit snacks/fruit roll-up
- granola bar

Spelling Program

Integrated Spelling Instruction: The list words will be obtained from a quantitative spelling inventory (a quarterly test showing me what spelling stage your child is performing. Your child will be instructed in small groups and through writing lessons regarding spelling patterns and word families they need to practice. This will be individualized to the best extent possible. Students will work with their personal lists Monday through Thursday in class. They will be tested on Friday, or the last day of the school week.

The lists will be sent home on Fridays with the Weekly Progress Report. You will also be able to obtain a spelling list on the classroom website (mrskingsleysthirdgrade.weebly.com).

I will be reporting spelling progress at conference time.

Eight-Day Schedule

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
9:50-10:10	Media	P.E.	Computer	P.E.	Media	P.E.	Art	P.E.
10:10-10:40	Media	Music	Computer	Music	Media	Music	Art	Music

Daily Schedule

8:05-9:30	Math
9:30-9:50	Lang Arts
9:50-10:40	Specials
10:40-12:30	Lang Arts
12:30-1:10	Lunch/Recess
1:10-1:45	Lang Arts
1:45-2:00	Recess
2:10-3:00	S.S./Science/Health