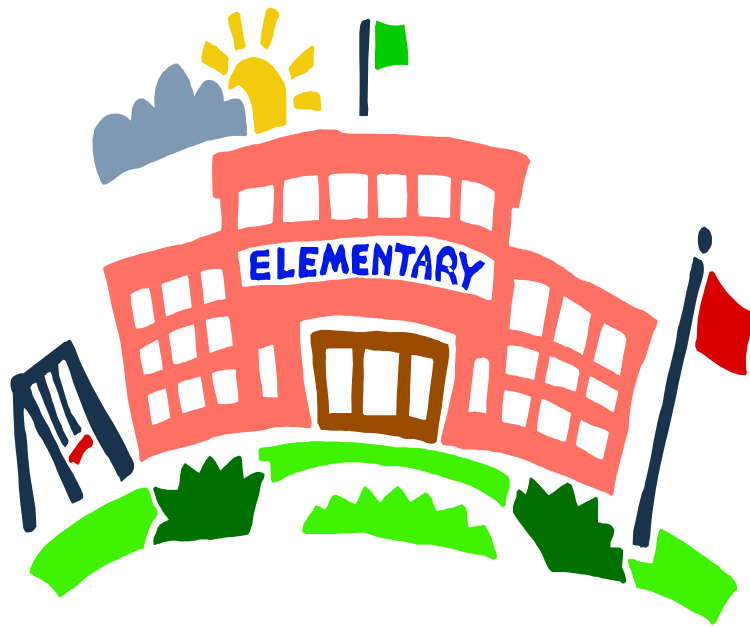
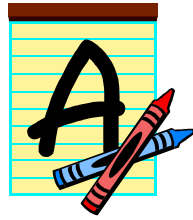


# Unity West Kindergarten Handbook



Mrs. Susan Akers  
Mrs. Jodi Burwell

Mrs. Jeri Bass  
Mrs. Katy Yeazel



**Absences-** Excessive absences hinder a child's progress. If your child is absent, you will need to call the school each day he/she is absent at 485-3918.

**Alphabet knowledge** – We will learn letter names, sounds, and how to write the alphabet during the first semester in preparation for guided reading during the second semester. We will also focus on letter and sound recognition as needed in small groups.

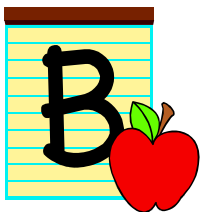
**Alpha Friends** – These are the letter characters we will be using to introduce and teach each letter.

**Arrival** – Your child can come to school no earlier than 7:40 a.m. and will be supervised by school administration or a teacher in the gym until 8:00. At 8:00 children will be allowed into their classrooms and ready to learn by 8:15. No student should be unattended in the school building prior to 7:40.

**Art** – Ms. Hanners will teach an Art class once a week for 35 minutes to each kindergarten class in the art room. We will also do many art projects in our classroom.

**Assessment** –Daily work is assessed informally (teacher observation) and formally (grades). Periodically we give reading, math, phonics, and handwriting assessments to check for understanding of what has been addressed in class. Report cards will be sent home every 9 weeks to keep you informed.

**Attendance** – Regular school attendance is essential for your child to make the most of his/her educational experience. Please make every effort to have your child at school everyday by 8:10. The late/tardy bell rings at 8:20.



**Backpacks** – Your child will need to bring a backpack to school on a daily basis. Backpacks with wheels are not allowed. Please check your child's backpack daily when they arrive home.

**Bathroom Rules** –Bathrooms are a private place and students are expected to use them appropriately.

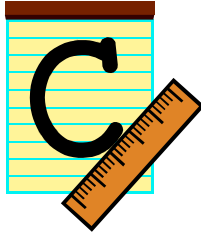
**Birthdays** – Birthdays are very important to children. If your child is celebrating his/her birthday during the school year you may bring a special treat. We also will celebrate “Un-birthdays” for those who have summer birthdays. Sheet cakes and large cookie cakes are not allowed. Treat bags are not necessary. Please be sure things are ready to serve and no preparation time is needed by the teacher before serving.

**Breakfast Program** – Breakfast is served daily from 7:45-8:15. Menus are sent home monthly and the cost is \$1.80.

**Book Orders** – We will send home Scholastic book orders each month for you and your child to look over. If you would like to place an order, please make checks payable to Scholastic and complete the order form completely. We will place all orders online, and they usually arrive in 2-4 days. This is not mandatory, but an option to provide to you good quality books.

**Bus** –Students can ride the bus to and from Unity West. Riding the bus is a privilege and correct behavior is essential. Please be sure your child knows their bus number. If for any reason your child's riding changes, please contact the school, 485-3918, **AND** the bus barn, 485-3400. Without a note indicating otherwise your child will go home as usual.

**Bus Drop Off**- At the end of the day students who ride a bus will be dropped off at their designated stop with or without a parent being present. Bus drivers can not wait to supervise students while they have a route to finish. You will need to make arrangements for an adult to pick up your child at their stop if you so wish.



**Calendar** – (classroom) We discuss the calendar on a daily basis to learn about days of the week, months, patterns, numbers, various math skills, and daily weather. (school) A school calendar is available through our school web site or school office.

**Car Pick-up** – If you plan to pick your child up from school at the end of the day, please drive around to the back of the building and get in line. Your child will be escorted to your car.

**Clothing** –Please dress your child in comfortable clothing that is appropriate for Kindergarten. Girls should also wear shorts under their skirts. An extra set of clothing appropriate for the weather should be in a bag and left with your child's teacher in case of a toileting accident, a water/milk spill, or if blood should get on any part of his/her clothing. Please be sure your child can snap, button, zip, or buckle his/her clothing.

**Coats** – Please be sure your child has a coat appropriate for the weather and is able to zip, button, or snap it.

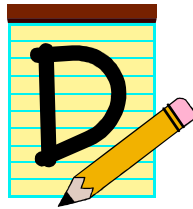
**Code Red** – We have an emergency policy in place for intruders. We will have a practice as to what to do in case of that emergency.

**Conferences** – We have parent/teacher conferences at the end of October and February (afternoon and evening times available). You are always more than welcome to talk with your child's teacher about any concerns you have during other times of the school year.

**Communication** –Each teacher will have a communication method in place to keep you informed of your child's daily behavior. It is important that the line of communication between you and the teacher be kept open. Please be sure to check for this daily.

**Cubbies** – Each child will have his/her own cubby in the classroom to put their backpacks, coats, gym shoes, etc.

**Curriculum** – Students in Kindergarten will be actively learning everyday. They will be involved in letter and sound recognition, sight words and reading, writing and journaling, number sense including counting, simple addition and subtraction, money, telling time, patterning, and various science topics. These skills are aligned with the State of Illinois Learning Standards.

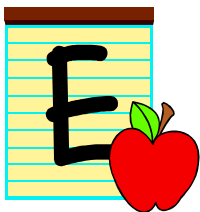


**DIBELS** – Dynamic Indicators of Basic Early Literacy Skills

This is an assessment given three times per year to check your child's progress. Results will be used to provide additional assistance a child may need.

**Discipline** – We strive for positive behavior while at school. All children have a “green” card that they will begin the day on. The children are given a warning when a negative behavior occurs. If the behavior continues, he/she will move to a “yellow” card and lose a recess. If the behavior continues, he/she will move to a “blue” card and lose 2 recesses. If the behavior continues beyond that, he/she will move to a “red” card and a visit to Mr. Didier and a phone call home will occur. Each teacher has the right to jump to a red card for severe misbehaviors. Communication will be made with you concerning your child's behaviors. Each child is responsible for his/her own actions. We encourage and reward good behaviors with weekly and/or monthly prizes. Please discuss good behavior with your child prior to coming to school.

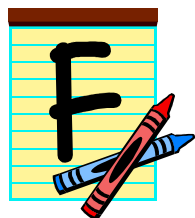
**Dismissal** – We dismiss at 2:50. We will escort Kindergarteners to their bus before other children are dismissed and then escort pick ups to the Southwest door at the back of the school to be picked up at 2:50. (See school handbook for map or questions for pick up.) If your child is going home other than his/her usual routine, **YOU MUST SEND A NOTE OR CALL THE OFFICE.**



**E-mail** – Each teacher may be contacted through the school web site ([www.unitywestelementary.com](http://www.unitywestelementary.com)) and linked to his/her e-mail. Please be sure your child's teacher has your e-mail for communication purposes.

**Early Dismissal** – We do have occasional early dismissals that are planned or unplanned due to inclement weather. Please make sure you have filed out the pink emergency form so that we know the procedure for your child on these days.

**Emergency Contacts**- It is important to have at least 2 people we can call in case of an emergency and you are unable to be reached. Please make sure these are working numbers, and if you have any changes let us know as soon as possible.



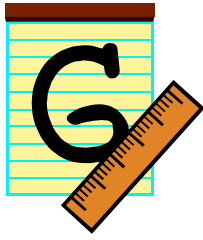
**Mr. Fisher** – Mr. Fisher is the Assistant Principal and will handle any discipline issues a teacher may request.

**Family Fun Night** – Our PTO will be organizing a Family fun night during the second semester of the year. It is an evening of fun, food, and games. It takes everyone's help to make it successful. If you are interested in helping please contact a PTO officer.

**Field Trips** –We will take 1 big field trip at the end of the school. Information for that will be sent closer to the time of the trip.

**Fire Drills**– Your child will participate in frequent fire drills throughout the year. We will practice the procedures before our first fire drill so that your child will be prepared.

**Fund Raisers** – Our PTO will hold a fundraiser to help raise money for various things to help improve our school. We hope everyone can participate, but it is not required.



**Germ X**- Child will have recess before lunch and will use Germ X to clean hands with before they go to lunch. It is often used in the classrooms also.

**Grades** – Kindergarten students will receive the following grades:

E+ =Exquisite/Exceptional work

E= Excellent work

S+= Very good work

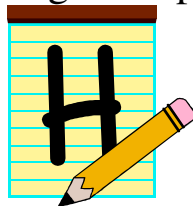
S= Satisfactory

S- =work has many errors, but some understanding

U= unsatisfactory work (no understanding, incomplete, messy, not following directions.)

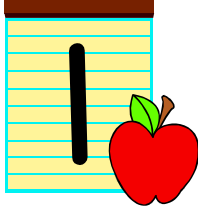
Not every piece of work is given a grade. Students need to be introduced to skills, given time to practice that skill, and then graded on that skill.

**Guided Reading**- We will have guided reading groups in which the teacher will work with small groups of children at the same reading level while others will be working independently at literacy centers. At that time we will need many volunteers to help assist students in centers. Please let your child's teacher know if you would be willing to help.



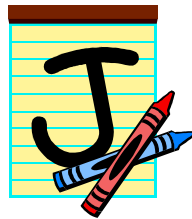
**Handwriting** – We use D'Nealian handwriting at Unity West. You will receive a copy of the D'Nealian handwriting. Please practice the correct strokes with your child.

**Homework** – Some homework is given in Kindergarten. The amount and time is appropriate for 5 year olds. Please help your child complete the assignment and return it to school on the due date specified.

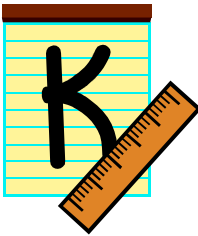


**Illness** – Please do not send your child to school if he/she has a temperature. If your child becomes ill at school, you will be called to come get your child. We need at least two working phone numbers at all times in order to contact you in case of illness.

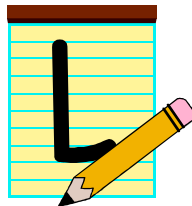
**Immunizations** – All students must be immunized against certain diseases. Proof of immunizations must be presented to Nurse Susanne Gateley.



**Journal Writing** – We spend time daily writing in journals. Journal writing is a process that begins with scribbles and pictures. You should see growth in your child's writing throughout the year.



**Kindergarten-** This will be an exciting year for you and your child.

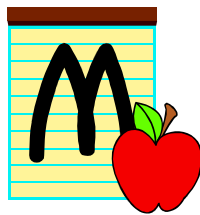


**Labels** – Please be sure to label your child's belongings including items in their boxes, lunch boxes, backpacks, etc. Many children will have identical items and it is important to separate them.

**Library** – Mrs. Knott is our librarian, and Mrs. Wenzel is our library aide. We have a scheduled 30 minute library time each week. Students can check out a library book that will be sent home. When the book is returned another library book will be allowed to be checked out.

**Lunch** – The cost of a student’s daily hot lunch is \$2.35. Your child will have an account in which money may be added to and lunches will be deducted from. You may pay daily, weekly, or monthly. Your child may also bring a sack lunch. Please be sure it is marked with his/her name. Our recess/lunch time will be 10:45-11:20.

**Lice** – We have a No Nit policy at Unity West. Please see the school handbook.



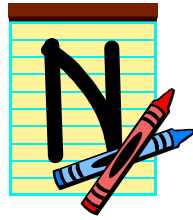
**Math** – We use the series Scott Foresman and focus on the skills of sorting, patterning, counting, adding, subtracting, telling time, money, geometry and fractions. We hit on our math skills many times throughout the day. It is important that you help reinforce these skills at home to help your child become successful.

**Milk Money** –If your child is bringing a cold lunch and would like to purchase milk with his/her lunch, it will be 30 cents. Your child can not use their lunch money account to buy milk for cold lunch. Milk for cold lunch must be purchased separately.

**Milk Break** - Each day we will have milk and snack break. This milk is paid for at the beginning of each semester at a cost of \$26. If your child does not drink milk they may bring juice or drink water with their snack.

**Money** – We have several reasons you may need to send money to school. Please send in an envelope and make sure the envelope has your child’s name and what the money is for clearly labeled on the outside.

**Music** – Ms. Kinseck is our music teacher. We will have 30 minute music classes 2 times a week.

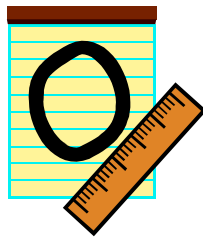


**Mrs. Nelson** – Mrs. Nelson is the Principal. She will greet your child as he/she arrives each morning and help with kindergarten lunch, etc.

**Newsletter** – A weekly newsletter will be sent home each Friday. It will also be posted on our school web site. It will contain information about our classroom activities, announcements, and upcoming school events.

**Notes** – Make sure you look for notes in your child's book bag or folder.

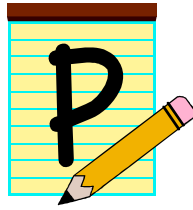
**Nurse** – Mrs. Susanne Gateley is our school nurse. She will take care of your child if he/she gets sick or gets hurts. You will be contacted if your child has been sent to the nurse for illness or injury. She also administers all medications to students during school hours. **All medications must go to the nurse with appropriate forms.** See the nurse for this.



**Open House** – We will hold an open house on Sept. 1. This is an opportunity for family members to visit their child's school. This is not a time for conferences.

**Outside** – Your child will have outside time daily, weather permitting. Please dress your child appropriately for the weather.

**100<sup>th</sup> Day of School** – We will have a special day of activities to help celebrate the 100<sup>th</sup> day of school, which usually occurs in early February.



**PBIS – (Positive Behavior Intervention Strategies)** Each week we will focus on a ‘Cool Tool’ which will promote positive behaviors in school. Those behaviors are rewarded daily with ‘Respect Rockets.’ Positive behaviors are also rewarded with monthly celebrations.

**Parent Involvement** – We love parent involvement! Please be willing to come in and help out whenever you can. We use parents to work with small groups, individual students, help in the lunch room, clerical work putting together things for us, etc. Let your child’s teacher know if you can help out.

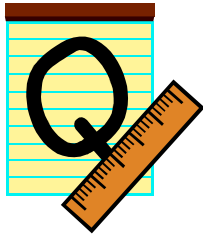
**Parties** – We have the following parties: Halloween, Christmas, and Valentines. You may sign up to help with one of the parties with your child’s teacher.

**Phonemic Awareness** – We use a program developed by Michael Haggerty to promote and teach Phonemic Awareness. This is the teaching of letters, sounds, sounding out words, rhyming, putting together and taking apart letters to create words.

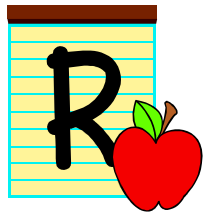
**Pledge of Allegiance** – Each morning we will recite the Pledge of Allegiance to the flag with our morning announcements.

**Physical Education** – Mr. Lindsey is our P.E. teacher. We have 3 scheduled 30 minute classes weekly. Gym shoes will be needed. If your child wears flip flops, boots, etc. please be sure they have gym shoes to change into. They may keep a pair of gym shoes here in their cubbies.

**PTO (Parent/Teacher Organization)** – All parents are encouraged to join the school’s PTO. In the past few years the PTO has helped our school to buy: playground equipment, sponsored programs in the gym for all students, buy AR equipment, get new computers for a computer lab, fulfill individual teacher’s needs of equipment, and many more.



**Questions** – Please contact your child’s teacher if you have any questions or concerns regarding your child’s education. We will make every effort to talk with you and discuss your concerns.



**Reading** – We spend a large part of our day reading. We read to the children and as the year progresses your child will be reading to us. It is important that you read to your child daily and let your child see you reading.

**Recess** – Your child will have recess before lunch every day with others scheduled throughout the day as permitted by each teacher’s schedule.

**Report Cards** – We are on a 9-week grading period. Your child will receive a report card each 9 weeks. The teacher will meet with you to discuss your child’s progress after the first and third nine weeks during Parent /Teacher Conferences.

**Respect Rules** – We follow the same school rules everywhere in the school:

Respect Yourself

Respect Others

Respect Property

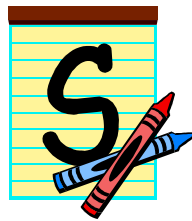
Be There, Be Ready

**Respect Chart** – Each classroom has a chart in which children may earn their name onto the chart by earning Respect Rockets for positive behavior. At the end of each week one block on the chart is called and the children whose names are located there will win a prize.

**Respect Rockets-** Respect Rockets are tokens used throughout the building rewarding children for their good behavior.

**Restrooms** – We have several scheduled restroom breaks throughout the day. We have restrooms in each of the Kindergarten rooms also. Children at this age are also allowed to use the restroom as needed. Unfortunately, accidents will happen so please be sure you have sent an extra set of clothing to be kept here at school. Your child should be able to take care of their bathroom needs without assistance.

**Rest Time** – We will have a set rest time each afternoon. This is a quiet time and some students will sleep some will not. Specific rules during this time will be set by each teacher.



**Safety** – Your child’s safety is top priority. We take every precaution when your child is in our care. Please send a note or call the office if your child will go home in a different way.

**Schedule** - Each teacher has their own class schedule and will be sent to you at a later date. At times we need to be flexible or change our schedule due to an assembly, program, or a special day and activities.

**Science** – Science at this level is an introduction of observation and exploration skills. Various topics will be touched upon throughout the year.

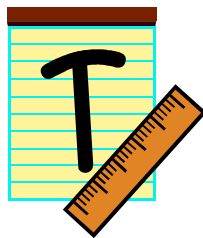
**School Supplies** – Please make sure your child has all of his/her school supplies. If your child should run out during the year, a note will be sent to replace items.

**Shoes** – It is very important to wear comfortable shoes. We suggest shoes that your child can run and climb in easily. It is also helpful if your child can lace and tie his/her own shoes. Please work on these skills at home.

**Show and Tell** – This will be set by each teacher

**Sight Words** – We have a set of sight words your child will be responsible for learning. We will send this home as we introduce words weekly/monthly to practice at home. Working at school and home will help your child to become a successful reader.

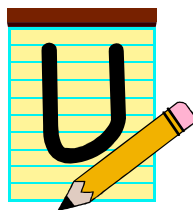
**Snacks** – Each day we will have a snack. Each teacher will set up their own schedule for requesting snacks. We do ask that they be healthy snacks. Any special food allergies need to be sent to your child's teacher.



**Tardy** – Our day begins at 8:20. Please have your child to school no later than 8:10 so that he/she can be ready to learn by 8:20. If your child arrives to the classroom after that time he/she is counted as tardy.

**Tornado Drill** – Our school will participate in drills through out the year. We will practice prior to that time so that child will know what to do.

**Toys** – Toys from home are encouraged to stay at home. They are not allowed to be taken on the playground. We have plenty of toys for children to play with here at school.



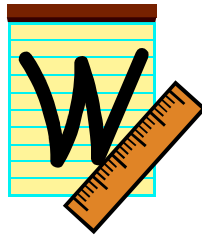
**Un-birthdays** – For those children who have a birthday in the summer and will not be able to celebrate with their classmates we will celebrate them in May.

**Units and Themes** – We will work with letter units, holiday themes, and 10 different themes in our reading series.

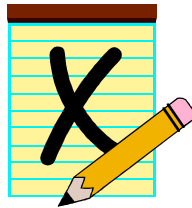


**Visitors** – All visitors must sign in at the office prior to coming down to the classroom.

**Volunteers** – There is almost always a need for volunteers in our classrooms. Please let us know if you would like to come in and help out.

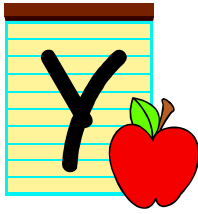


**Weather**- Please be sure you are aware of the weather each day. Students should be dressed appropriately for both morning and afternoon recess.

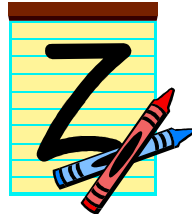


**Extra Clothes**- Please send a set of extra clothes (top, bottoms, and underpants) to kept here at school in case of emergencies.

**Excellence**- We strive for excellence in our children, and expect them to perform to the best of their abilities.



**Yearbooks** – You will have a chance to buy a yearbook in the spring. Order forms will be sent out and extras are not ordered.



**ZZZZZ's** - Your child should get an adequate amount of sleep each night. On average, a Kindergarten student requires 10-12 hours of sleep a day. Set a bedtime and be consistent. Lack of sleep is reflective in a child's learning.