

## SUPPLEMENTAL HANDBOOK FOR GRADES K-2

The objective of this handbook is to assist parents of our youngest students in making a smooth transition from home to school. This handbook builds on and does not replace policies in the Family handbook. If you have any questions, please contact your child's teacher.

School: 651-777-1450

**Kindergarten:** Mrs. Barb Polzin, Ext. 119

Cell: 507-766-2203

[barbpolzin@christlutheran.us](mailto:barbpolzin@christlutheran.us)

**Grade One:** Miss Rebecca Gervais, Ext. 126

Cell: 651-319-2144

[rebeccagervais@christlutheran.us](mailto:rebeccagervais@christlutheran.us)

**Grade Two:** Mrs. Emilee Friebe, Ext. 125

Cell: 507-766-4668

[emileefriebe@christlutheran.us](mailto:emileefriebe@christlutheran.us)

**Absence:** If your child has been ill (vomiting, fever, eye or skin irritations) within 24 hours of school, please keep him/her home and call 651-777-1450 BEFORE 9:00 am to leave a message. It has been our experience that students who come to school when ill not only have a difficult time learning, but often have a much longer recovery time. In addition, of course, it is very possible that their illness will spread to their classmates.

**Bible Lessons:** The kindergarten and first graders will use *The Story Bible*. A schedule of the Bible lessons for the week will be sent home so that parents can review the lessons with their child on a regular basis. Kindergarten children will keep their book at home, while children in first grade will keep theirs at school.

**Book Orders:** Approximately once per quarter a supplemental book club order form from Scholastic is sent home. This is strictly an optional program. The books generally take from one to two weeks to arrive and are given to your student at school.

**Classroom Readers:** In addition to regular reading, we read story books and picture books to our students each day. If you would like to sign up to be a classroom reader, we'd love to have you! Please see your child's teacher to arrange a mutually agreed upon schedule.

**Communication:** A school newsletter, along with other important information as needed, will be sent home at the end of the week in a *family envelope* with the oldest child in the family at CLS. Please send back the empty family envelope on Monday, or the first day of the school week, so that it can be used throughout the year. In addition, K-2 sends home a weekly newsletter.

**Home folders:** These folders are sent home in grades K-2 each night. These will hold incidental notes, homework, and graded papers. Though some nights the folders will be empty, please help your child get into the habit of sending it back and forth each day. Please note, each side is labeled so you know which papers should be kept home and which should be returned.

**Conferences:** These are scheduled once a year after the first quarter report card. Please make every effort to sign up; otherwise the teachers have to call to fit you into a schedule that may not be convenient for you. We strongly encourage parents to request conferences **whenever** they feel the need. We'd much prefer to address concerns as they come up, rather than allowing things to get out of hand. Teachers will also contact parents if there is a concern regarding a student's progress or behavior. Feel free to text, call or email your child's teacher. (See page one for phone numbers and email addresses.) This is especially important if the nature of the call is personal or needs more than a few minutes to discuss.

**Dress Code:** A general guideline is listed in the CLS handbook; however, the primary grades have some additions. Please avoid any clothing, shoes, jewelry or hair adornments that are distracting (make sounds, dangle, light up, etc.) For the same reason, we also ask that you do not send your child to school in face paint, make-up or glitter. It is also important to send your child in clothing that he/she can manage alone (includes ability to tie their own shoes). Avoid clothing with difficult zippers, tight snaps, and other complicated fasteners and features.

**Field Trips:** Minnesota's child passenger safety law requires a child who is under age 9 to be fastened in a child safety seat or booster. Because of this law, children in grades K-2 generally will be transported by bus to off-campus field trips. Notice of field trips will be given well in advance through classroom news and the school newsletter.

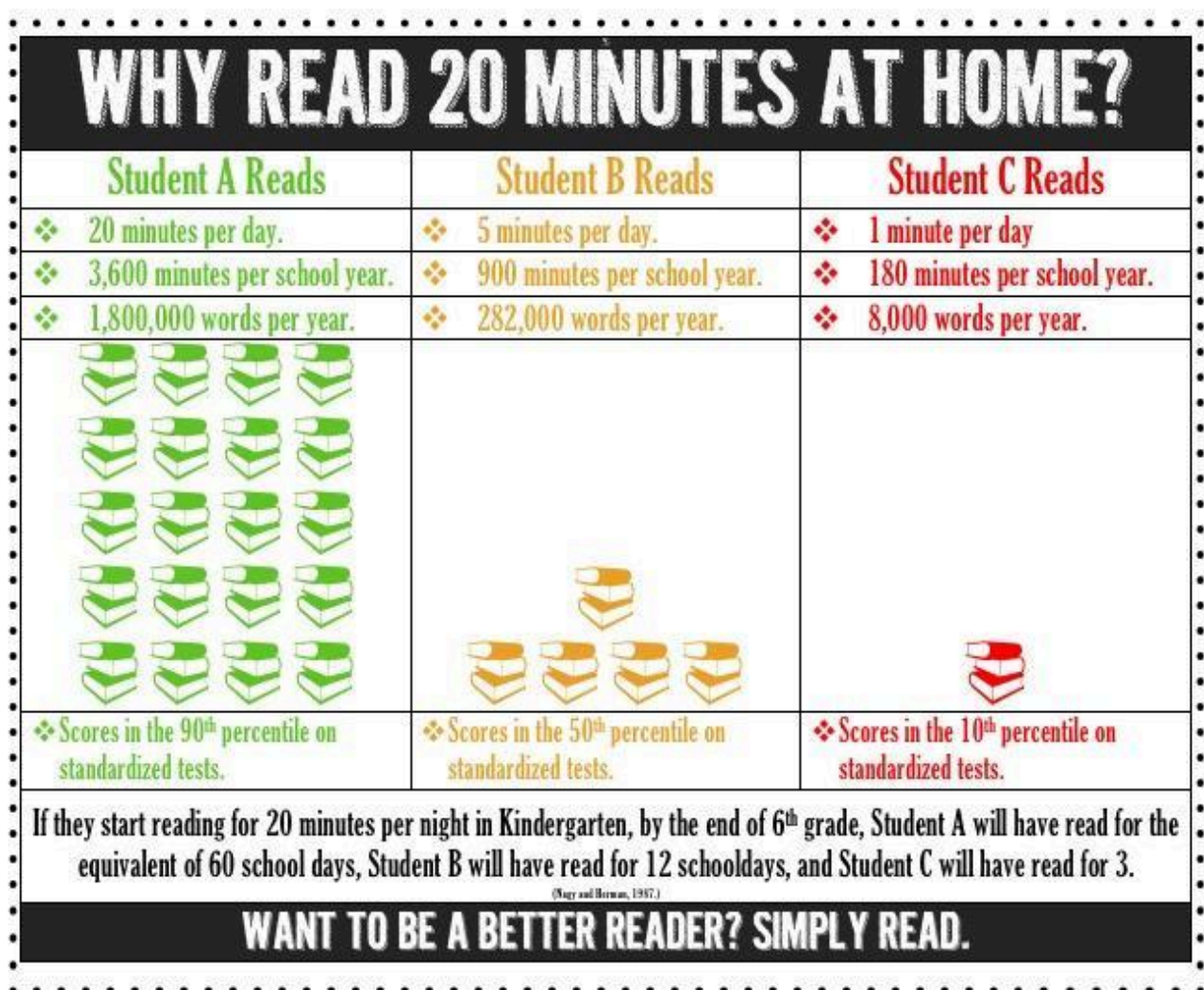
**Holidays:** Birthdays, Christmas, and Valentine's Day are wonderful celebrations for children. If you choose to send a treat, please remember that it needs to be **pre-packaged**. Avoid suckers on hard sticks, gum, jaw-breakers, and any other type of treat that might pose a choking hazard. Please take special note that all invitations need to be sent through the mail in order to avoid hurt feelings or misplaced invitations. Halloween is not observed formally, other than to review safety rules. (No costumes please!)

**Label, Label, Label:** Most of our students wear dark colored snow pants, and have similar boots, mittens, school boxes, backpacks, scissors, etc. Please put your child's name or some other type of indelible identification on everything that you possibly can. Our lost and found is usually filled to overflowing by Christmas!

**Medication:** Please note the important information in the CLS handbook. Keep in mind that all medication, whether prescription or over-the-counter (even aspirin and cough drops) needs to be sent in the original container and must be accompanied by a Request to Administer Medication at School form for CLS to administer it. A date and signature by a parent and a doctor are required. The medicine should be given to the teacher and not kept in the child's desk or backpack. If possible, avoid sending chapstick, hand lotion, breath mints, and other personal items. Young children tend to share with everyone.

**Money:** Missions are chosen for each semester throughout the school year. The money is collected each Friday at Chapel, and a weekly update is printed in the CLS Newsletter. All other money, such as that for book orders, field trips, etc. should be sent in an envelope with your child's name, and the purpose clearly stated. Please make sure that your child does not bring money to school without an express purpose related to school.

**Reading:** Parents should plan to set aside approximately 15-20 minutes specifically for reading each night. This can be a combination of child reading to parent, parent reading to child or child reading to self.



Source: U.S. Department of Education, America Reads Challenge (1999) "Start Early, Finish Strong: How to Help Every Child Become a Reader." Washington, D.C.

**Recess:** Students will be expected to go outside for each recess unless they have a note from their parent or guardian. The other exceptions are for rainy weather and days in which temperatures (with wind chill) are below zero. We have noticed that on occasion children manage to escape the house without jackets, hats, and, sometimes, shoes! K-2 children must wear a jacket or sweater when the temperature is below 60 degrees. Generally, the high temperature for the day does not occur until after 3:00, so it would be wise to throw a jacket in the backpack when in doubt.

**Shoes:** In the interest of safety, DO NOT send your child in shoes with hard slippery soles. High heels/soles, dressy boots, and shiny patent leather shoes are especially dangerous, as are any sandals without a back strap. (No flip flops or clogs, Please!) Students need shoes that will be appropriate for gym use everyday. Kindergarten students are asked to have a pair of shoes to change into for playtime at recess. BOTH pairs of shoes should be slip-on/velcro only unless your child can tie his/her own shoelaces.

**Snack:** Students in grades K-2 are encouraged to bring a nutritious snack for a morning and afternoon snack. Please send something that can be eaten without requiring a lot of time. Do not send candy.

**Supplies:** Please follow the classroom supply list as closely as possible. If something is not on the list, please do not send it to school. (Large binders, duffel bags, huge boxes of crayons, gel pens, mechanical pencils, compasses, etc.) Desks and cubbies have limited space. Additional items may have potential for making a mess or causing injury.

**Toys:** Please do not send toys to school with your child. Toys that show up at school are put in the backpack to be returned home.

**Transportation Drop off/Pick up:**

**For safety reasons:**

- The back parking lot may NOT be used at any time unless granted permission due to special circumstances.
- The upper front drive may NOT be used during the hours of 8:45-9:20 am or 3-4 pm, even during inclement weather. These times are reserved for buses and preschool drop off and pick up only! Parents of students in Cougar Corner may use the upper level drive at any time.

**Before school drop-off procedure:**

- The middle parking lot is ONE WAY traffic from 17th Avenue heading North. Once you drop off your children, please proceed to the far North end of the parking lot instead of turning around or backing out and exiting on 17th. Once at the end of the parking lot you may choose to exit on 19th Avenue, or go left and return to 17th Avenue by using the lower level of the parking lot only.

**After school parking lot procedure:**

- Parents are to enter the parking lot from 17th Avenue.
- Parents will make 2 parallel lines for pick-up facing North, beginning just before the steps on the far North end of the parking lot. Please remain in your vehicles and the teachers will deliver your children to you!
- After pick-up, parents should proceed to exit on 19th Avenue.
- Parking is not permitted in the middle level parking lot. If parking is necessary, parents are to park in the lowest level parking lot only!
- Parents must use EXTREME CAUTION and drive SLOWLY at all times in the parking lot.

If you need to speak to your child's teacher, it's best to wait in the lowest level parking lot until all students have been picked up (approximately 4:00).

**Water Bottles:** *Children must bring a water bottle clearly labeled with their name.*