



**ST. BONIFACE**  
CATHOLIC SCHOOL  
PRAY. WORK. SERVE.

August 15, 2018

Dear Parents,

Welcome to Kindergarten! I feel very blessed to have been given the opportunity to teach your children, and I am looking forward to an exciting and fun adventure this year. I am always in awe of the growth and progress that occurs in kindergarten.

Please take some time to read over the kindergarten handbook for the 2018-2019 school year. And please, if you ever have any questions or concerns don't hesitate to contact me!

Many Blessings,  
Mrs. Harper

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## Class Rules:

**1. Practice Active Listening.** Active listening is critical because it is the doorway to understanding.<sup>1</sup> It is difficult to be successful in life if we are not taking in accurate information about the world and how it works.<sup>1</sup>

Active Listening is a whole body experience that involves all of these things:

- *Eyes*- Look at the person who is talking, observe facial expressions, and observe nonverbal gestures.
- *Ears*- Hear and understand the words of the speaker.
- *Hands & Feet* – Both are still and quiet as the speaker is talking.
- *Heart*- Care about what others have to say. Practice empathy and sympathy.
- *Whole Body*- Turn toward the speaker, and use nonverbal communication.
- *Undivided Attention*- What is being said by the speaker is the only thing on your mind.

Active Listening is a learned skill that will be practicing daily.

**2. Show Respect.**

**3. Follow the school wide rules outlined in the school handbook.**

### Discipline Cycle:

In kindergarten, students are really beginning to understand rules and procedures for school. There will be times when minor misbehavior does occur. When this happens, my focus is to anticipate potential problems, take steps to prevent them, and put an end to small misbehaviors before they grow and spread. The ultimate goal is to be able to stop disruptions without having to stop my instruction. Here are some quick interventions I might use in these situations.

- Walk toward the student while teaching.
- Stand close to the student and continue to teach.
- Make eye contact and slightly shake my head no at them.
- Stop briefly and whisper something like, "Can you save that for later?"
- Change student's location within the classroom.
- Use an enforceable statement such as, "I allow kids to stay on the carpet when they are not keeping others from learning."
- Point to our "Whole Body Listening" chart as a reference.

If these interventions do not work, I might send a student to their seat for a recovery period. The recovery period is used so that I can continue teaching, and other students can continue to learn. When I send a student to their seat, I let them know that I want them to come back to the carpet (or wherever the learning is taking place) as soon as they are ready. This takes some getting used to on the student's part (because I don't enforce a time frame like is usually done in time out), but is generally effective, and most students return to the carpet within a few minutes.

If the recovery process does not stop misbehavior, a consequence will be enforced. I try to work with each child as an individual to solve the problem we are having together. I will sometimes ask the student what they think an appropriate consequence is. Whatever

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<sup>1</sup> Pearson, Sue. *Tools for Citizenship & Life: Using the ITI Lifelong Guidelines & Lifeskills in Your Classroom* (2000), p. 6.1.

consequence is used, the purpose is to make the student think about their choices, and stop the misbehavior from reoccurring. I will try to make each consequence related, respectful, and reasonable. Examples:

- If a child is running in the classroom, I will provide them with an opportunity to practice walking in the room during their free time.
- If a student is playing/talking during a time when they are supposed to be completing an assignment, I will provide them an opportunity to complete their assignment during recess, or other free time.
- If a student excessively talks or plays during direct instruction, I will provide them with a spot in the room where they may sit that is not with the whole group, but they are still expected to participate in the lesson.

I do not send home a daily behavior report, although you are welcome to inquire about your child's behavior at any time. If at any time there is a significant behavior issue, or repeated misbehavior patterns, I will be in contact with you to set up a plan so we can help your child to be successful in the classroom.

### **Rewards:**

Students will be given multiple opportunities throughout the day to earn rewards. Rewards may include: "Super Saint" ticket, stickers, stamps, verbal praise, a good note home, table tally marks, "marvelous marbles", and class pet shop (for being good citizens in the classroom).

I give "Super Saints" tickets for students who are following rules and procedures, or who are setting a good example for the class, being helpful, etc. I will give a student a ticket and they write their name on it, and place it in the designated bucket. Then each day at the end of the day, I will pull 5 names out of the bucket that will get to pick something from the treasure box. Each Monday morning, I will dump all the tickets out, and start over for the week. This is a great opportunity to teach children about probability! We learn that the more tickets you have in the bucket, the better your chances are of getting a treasure from our box. 😊

Stickers and Stamps will be given if a student does well on classroom work and on homework.

Verbal Praise will be given daily to every student to show my appreciation of their hard work.

Written Praise will be sent home with students who show improvements and hard work towards meeting personal goals.

Table Tally Marks may be earned by students according to their table group number to show my appreciation for their tremendous efforts to follow procedures and working collaboratively.

Marvelous Marbles may be earned as a class. The students must earn enough marbles to fill up one jar to earn a class reward.

Our class Pet Shop is a fun way to celebrate hard working students. They will choose a stuffed animal to adopt for the day and they will show their animal amazing procedures throughout the day. If the animal becomes a distraction, the animal will go back to the pet shop.

## **Our Daily Routines and Procedures**

### **VL – Voice Levels**

**VL – 0 No Talking**

**VL – 1 Whispering**

**VL – 2 Conversation Voice**

**VL – 3 Presentation Voice**

**VL – 4 Outside Voice**

### **Morning Procedures: ( VL – 0 )**

- Go to the foyer by the Pre-K classrooms and sit by the front door in our designated area.
- Sit on pockets, legs crossed, hands in lap, and our mouths are whispering to our neighbors.
- Stay seated until the teacher comes to get the class.
- Walk quietly into the room.
- Once in the room, hang up backpacks quietly and get your materials out of desk.
- When the second bell rings, students will stand and push in their chairs for the Morning Prayer and Pledge of Allegiance.

### **Church Procedures: ( VL – 0 )**

- Go to mass every Friday morning
- Walk into church quietly and respectfully.
- Get Holy Water and make the Sign of the Cross
- Genuflect on right knee and make the Sign of the Cross
- Practice Whole Body Listening throughout Mass
- During distribution of Communion, students will cross their arms over their chest to receive a blessing.

### **Lining up Procedures: ( VL – 0 )**

- Wait to line up until the teacher calls your table.
- Push in your chair every time.
- Find your spot in line; in line order.
- We will stand quietly.
- Face the front.
- Hands behind your back, except when you have your backpack on.

### **Hallway Procedures: ( VL – 0 )**

- Face the front at all times.
- Hands behind your back.
- When we stop, leave a space between you and the person in front of you.
- We will stand quietly to respect the learning of others.
- Stay in a straight line.

**Attention Signal: ( VL – 0 )**

- I will swing my right hand up and say, “May I have your attention please”.
- My hand will form the letter “L”. This stands for LOOK at Mrs. Harper, LISTEN to Mrs. Harper, and LEARN from Mrs. Harper!
- You will respond by holding up an “L” and your eyes should be on Mrs. Harper and your mouths should be closed.
- Once you are quiet, I will begin my directions or instruction.

**Restroom Procedures: ( VL – 0 )**

- Raise your hand for permission, cross two fingers to make the “restroom sign”.
- I will acknowledge your request by nodding my head “yes”.
- Quietly walk to the restroom.
- There will be one student in the restroom at a time.
- Place either the Blue (boys) or Pink (girls) pass (plastic cup) located in the front of the class on the bookcase at your seat before entering the restroom.
- The restroom should be used to take care of your business.
- Go directly to restroom and back to the classroom.
- When returning to the classroom, put the bathroom pass back on the bookcase in the front of the class.

**Carpet Procedures: ( VL – 0 )**

- Come to the carpet quietly when dismissed by Mrs. Harper.
- Sit on your assigned spot on the carpet.
- Sit on pockets, legs crossed, with hands in lap.
- Raise your hand to speak.
- Practice whole body listening at all times

**Desk Procedures:**

- Sit in your chair with all four chair legs on the floor.
- Be respectful of others materials.
- Always push in your chair under the desk.

**Paper Procedure:**

- Your name and the date should always be at the top of your paper.

**Pencil Procedures: ( VL – 0 )**

- I will sharpen the pencils for the students.
- If your pencil breaks or gets dull, raise your pencil in the air and I will allow you to exchange your pencil for a sharp one.
- Quietly walk to the pencil baskets in the back of the room.
- Place the broken pencil in the container marked “Broken”.
- Take one sharpened pencil out of the container marked “Sharp”.
- Quietly walk back to your seat.

**Tissue Procedures: ( VL – 0 )**

- If you need a Kleenex, raise your hand and point to your nose.
- I will nod my head to allow you to walk to the tissues located in the back of the room.

### **Visitors and Guests Procedure: ( VL – 3 )**

- If someone knocks on the door, our greeter will open the door and greet them by saying: “Hello, my name is \_\_\_\_\_, welcome to our classroom!”

### **Snack Time: ( VL – 1 )**

- We will sanitize our hands before we eat.
- We will choose from two different snacks.
- Please be respectful of your neighbors and wait patiently to get your snack.
- We will clean up after ourselves.

### **Reading Workshop Procedures:**

- During the Opening Meeting: ( VL – 0 )
  - Come to the carpet quietly when dismissed by Mrs. Harper.
  - Find your assigned spot on the carpet.
  - Sit on your pockets, legs crossed with your hands in your lap.
  - Participate in the lesson by listening and raising your hand to speak.
  - We will sit quietly and respect our neighbors.
  - Wait to be dismissed by Mrs. Harper.
- During the Work Period: ( VL – 0 )
  - Have all of your reading materials at your seat (reading folder, familiar reading bag with center task, response journal, etc.)
  - Read to yourself in a whisper voice. ( VL – 1 )
  - Have only one book out at a time.
  - We will complete our work quietly.
  - We will respect our neighbors around us.
  - Stay in your seat the entire time unless you have permission to get up.
  - If working a center task, take care of your materials.
  - Be respectful of various reading groups in the classroom by working quietly.
  - Wait to be dismissed by Mrs. Harper.
- During the Closing Meeting: ( VL – 0 )
  - Come to the carpet quietly when dismissed by Mrs. Harper.
  - Find your assigned spot on the carpet.
  - Sit on your pockets, legs crossed with your hands in your lap.
  - Participate in the lesson by listening and raising your hand to speak.
  - We will sit quietly and respect our neighbors.

### **Center Procedures: ( VL – 1 )**

- When dismissed walk quietly to your center.
- Stay at your center until the timer goes off.
- Work on one task at a time.
- You may softly whisper to your partner only.
- We will be respectful of others at a different center or in a small group.
- Please raise your hand for permission to leave your center.
- When the timer goes off, work with your partner to clean up your center.
- Once your center is clean, switch quietly to your next center.
- Walk quietly to your seat and sit down.

### **Classroom Library: ( VL – 1 )**

- We will take one library stick to use as we select one book.
- We will read the entire time we are in the classroom library.
- We will take care of our library books.
- We will put the book back in the same place we got it from.

### **Read Aloud Procedures: ( VL – 0 )**

- Come to the carpet quietly when dismissed by Mrs. Harper.
- Find your spot on the carpet and sit on pockets, legs crossed, with hands in lap.
- Respectfully listen to the story.
- Raise your hand to speak.

### **Writing Workshop Procedures:**

#### • During the Opening Meeting: ( VL – 0 )

- Come to the carpet quietly when dismissed by Mrs. Harper.
- Find your assigned spot on the carpet.
- Sit on your pockets, legs crossed with your hands in your lap.
- Participate in the lesson by listening and raising your hand to speak.
- We will sit quietly and respect our neighbors.
- Wait to be dismissed by Mrs. Harper.

#### • During the Work Period: ( VL – 0 )

- When dismissed by Mrs. Harper quietly, get your writing paper located in the front of the room.
- Walk quietly to your seat.
- We will write the entire time.
- We will work quietly.
- Respect our neighbors.
- Stay in your seat the entire time unless you have permission to get up.
- Be respectful of various writing groups or conferences in the classroom by working quietly.
- Wait to be dismissed by Mrs. Harper.
- Listen for directions as Mrs. Harper collects writing for the day.

#### • During the Closing Meeting: ( VL – 0 )

- Come to the carpet quietly when dismissed by Mrs. Harper.
- Find your assigned spot on the carpet.
- Sit on your pockets, legs crossed with your hands in your lap.
- Be a good audience by listening attentively, asking questions, and providing appropriate feedback.
- We will sit quietly and respect our neighbors.
- Wait to be dismissed by Mrs. Harper.

### **Lunch Procedures: ( VL – 0/1 )**

- When dismissed by Mrs. Harper, line up in lunch line order.
- We will sanitize our hands using Germ-X.
- We will say our before meal blessing as a class.
- Walk quietly in the hall and follow hallway procedures.
- Please be respectful of your neighbors and wait patiently to get your milk.

- Walk to our lunch table and begin eating quietly.
- When dismissed by the cafeteria duty teacher, place all your trash in the containers and walk to put your tray away.
- After your tray is clean, you may sit and whisper to your shoulder neighbor only.
- When dismissed by the cafeteria duty teacher you will line up quietly for recess.
- We will say our after meal prayer as a class.
- Walk to the playground (if raining listen to duty teacher for instructions.)

### **Recess Procedures: ( VL – 4 )**

- Walk to the playground.
- Listen to the duty teacher at all times.
- Play nicely and be respectful of others.
- Leave sticks, rocks, tires or dirt on the ground.
- Play with the equipment properly.
- We will keep our hands and feet to ourselves.
- When the whistle blows or the bell rings stop what you are doing and listen for instructions.
- When it's time to line up, go straight to our line and stand quietly.

### **Rest time Procedures: ( VL – 0 )**

- Walk to the cubbies to get your rest mat, blanket and small stuffed animal.
- Lay your mat and blanket down in your assigned rest area.
- We will be still and rest quietly.
- Rest time will be approximately 45 minutes long and will shorten as the school year progresses.

### **Transitions: ( VL – 0 )**

- We will wait to be dismissed by Mrs. Harper.
- We will listen for directions.
- We will always walk quietly.

### **Fire Drill and Tornado Drill Procedures: ( VL – 0 )**

- When the alarm sounds, quickly and quietly stand up push in your chairs if you are at your seat, and form a straight line in lunch line order.
- Stay in line at all times.
- Walk quickly and quietly.

### **Dismissal Procedures: ( VL – 1 )**

- When dismissed by Mrs. Harper, stack your chair on top of your desk and quietly get your belongings and line up in line order.
- We will walk together to the church steps by the cafeteria.
- We will stand in our designated area until your parent or guardian comes to pick you up.
- Please tell me you are leaving.
- Please be respectful of your neighbor and keep your hands and feet to yourself.
- We will watch for your ride.
- You may not leave with anyone who is not on the pick-up list from the office, unless I have a note from a parent/guardian telling me otherwise.
- If you are going to after school care, I will dismiss you to walk to the cafeteria

## **Other Items of Importance!**

### **Friday Folders**

Most papers students complete during the week will be placed inside their Friday Folder to take home. They are responsible for keeping up with their folder and returning it to school. Also be aware that the School Scoops Newsletter will be in the Friday Folder, as well as Lunch menus, field trip permission slips and other notes and reminders. It is very important that parents look through the Friday Folder weekly as soon as you receive it. In kindergarten, we do not do a lot of "busy work." Most of our learning occurs using manipulatives and exploring concepts through games and other activities. Therefore, there will not be a lot of practice papers in the Friday Folder. Please remember that if you have questions about your child's progress at any time, I am happy to update you.

### **Toys**

Students will not be allowed to bring toys to school. We are so busy working and learning during the day, there is no time to play with toys brought from home. If a student brings a toy and has it out, I will keep it until a parent can come and pick it up.

### **Field Trips**

We will take several field trips this year. Students will be expected to obey all school and classroom rules while on field trips. Permission slips must be turned in before the day of the trip. Students who are under 6 or 60 lbs MUST have a car seat in order to go on the field trip. Car seats will be lined up under the kindergarten bulletin board on the morning of the trip. Please make sure that your car seat is labeled with the child's name (tape/ labels will be available at the school). Field trip drivers MUST give me copy of their driver's license and insurance forms the day before the trip. If you sign up on the permission slip to drive, I will assume that you are driving. You will not receive a separate call verifying that you are driving.

### **Homework**

The purpose of homework assignments in kindergarten is to help children develop lifelong study habits. Homework assignments will generally be short and will connect to what we are studying. Homework for the week will be sent home in a homework folder on Monday. Homework will need to be returned on Friday. The format is designed so that your child may complete the homework assignments on the nights that are best for you. However, please remember that reading with your child daily is very important. Please set aside time nightly to read or complete assignments together.

### **Birthdays**

Children may bring cookies or cupcakes to school to celebrate birthdays. We will eat these treats for morning snack (8:45 am). The celebration cannot last more than normal snack time (10-15 minutes). Parents may attend, as long as the celebration does not take more than the allotted period of time. If at all possible, please let me know what you will be bringing in advance. I think it is important for every kindergarten child to have a birthday celebration. Summer birthdays will be celebrated in the month of May. Invitations delivered to school for a birthday party must include either the entire class, all of the boys, or all of the girls.

### **School Spirit Shirts**

Student will be allowed to wear a St. Boniface t-shirt on **THURSDAYS** this year. We feel it is important for our students to be in school uniforms looking their very best for mass on Fridays. This is a change from the previous years, so please be mindful of this change.

## **Changes**

Any changes made in policy or procedure will be sent home in the Friday Folder. Please read Friday Folders on Fridays.

## **Communication**

I am happy to discuss your child's progress during my breaks or after school via phone or email. Or, if you would like to schedule a conference, I will be glad to meet with you at a time that will work for both of us.

# **Kindergarten Prayers**

## **Daily Morning Prayer**

Thank you God for this new day, in my school to work and pray. Please be with me all day long. In every story, game and song. May all the happy things we do, make you Our Father, happy too!

## **1st Quarter**

### Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

### Prayer Before Meals

Bless us, O Lord, and these thy gifts which we are about to receive  
From thy bounty, through Christ our Lord. Amen.

## **2nd Quarter**

### Angel of God

Angel of God, my guardian dear, to whom God's love entrusts me here,  
Ever this day, be at my side, to light, to guard, to rule and guide. Amen.

### Trinity Prayer (Glory Be)

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

## **3rd Quarter**

### Hail Mary

Hail Mary, full of grace, the Lord is with thee.

Blessed art thou among women, and blessed is the fruit of thy womb, Jesus.

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

## **4th Quarter**

### Our Father

Our Father who art in Heaven, hallowed be thy name. Thy kingdom come, thy will be done, on earth as it is in Heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us and lead us not into temptation, but deliver us from evil. Amen.