

♥ Welcome to Kindergarten

Welcome to the 2020-2021 school year in Mrs. Hicks' Kindergarten class. This packet will highlight some details that you will need to know about the school and specifically my classroom. I hope this eases you into the school year knowing student/parent expectations.

About the Teacher

My name is Megan Hicks, and I am so excited to start my fourth year of teaching! I grew up in Helena, and went to school at MSU in Bozeman. I graduated in December 2016 with a degree in Elementary Education with a Math Option. I moved here to Lewistown shortly after, and joined the kindergarten team in 2017. I am also currently pursuing my Master's degree for Literacy Studies. I had a lot of fun teaching the past three years, and even though this year may look different, I am so excited to get back into the classroom!

About the Student Teacher

This fall we are very lucky to have MacKenzie Garlinghouse joining us for her student teaching experience. She is pursuing her Early Childhood Education degree from University of Montana Western.

How to Contact Me

Feel free to contact in any one of these ways...

- Write a note in your child's folder & send it to school
- Call Garfield School: **(406) 535-2366**
- Email me:
megan.hicks@lewistown.k12.mt.us
- Message me on Class Dojo



What Will The School Year Look Like?



Unfortunately, there are still a lot of unknowns about how school will look this year due to COVID-19. The best we can do is have plans and be prepared for as many scenarios as we can. Below is an outline of our district's plan for each scenario. I do not know what phase we will be in for the whole school year or if that will change. This information was created by a task force of teachers, administrators, specialists and local health officials in accordance with the governor's directives and OPI guidelines for re-opening. It will be very important to communicate and be flexible this year!

Shutdown	Phase 1	Phase 2	Phase 3
<ul style="list-style-type: none"> • Total shutdown, no students or staff in school • Online and/or distance learning only • Combination of packets and online activities 	<ul style="list-style-type: none"> • 50% capacity at school • Students will be in school half of the time, either morning or afternoon • Focus on reading, writing, and math in class • Combination of packets and online activities for home 	<ul style="list-style-type: none"> • 100% capacity at school • Normal schedule • Extra sanitation precautions • Students will stay in their classroom for lunch and specials, go out as a class for recess, no gatherings with other classes 	<ul style="list-style-type: none"> • 100% capacity at school • Normal schedule • Extra sanitation precautions • Activities such as lunch and recess may resume as normal

For any updates or changes, I will use Class Dojo and my district webpage. In the case of a shutdown or Phase 1, I will also use these platforms to post video lessons, activities, and resources.

A more complete plan can be found on the district website:
<https://www.lewistown.k12.mt.us/>
 My district webpage will be updated with information and resources:
<https://www.lewistown.k12.mt.us/olc/267>

Daily Schedule

This is a tentative daily schedule for this year in both Phase 1 or 2 and 3 situations. I will update you on any changes.



<u>Phase 1 (half days)</u> (example)	<u>Phase 2 or 3 (full days)</u>
<p><u>In Class- AM</u> 8:15 am First bell (8:20 am tardy bell) 8:20-9:00 am Specials (P.E., Music, Library, or Counseling) 9:00-9:45 am Math 9:45-10:00 am Recess 10:00-11:00 am Reading 11:00-11:15 am Clean Up, Closing Circle, Send Lunch Home, Dismissal</p> <p><u>In Class- PM</u> 12:45 pm First bell (12:50 pm tardy bell) 12:50-1:30 pm Specials (P.E., Music, Library, or Counseling) 1:30-2:15 pm Math 2:15-2:30 pm Recess 2:30-3:30 pm Reading 3:30-3:45 pm Clean Up, Closing Circle, Send Lunch Home (for next day), Dismissal</p> <p><u>At Home</u> Work on Science, Social Studies, Art, Handwriting, or Social Emotional Learning at home for about 1 hour. Check for lessons on Class Dojo or my district website.</p>	<p>8:20 am First bell (8:25 am tardy bell) 8:25-9:00 am Morning Meeting, Calendar, Morning Work 9:00-9:40 am Math 9:40-10:00 am Recess 10:00-11:20 am Reading 10:20-10:50 am Library (F) 11:20 - 12:10 pm Lunch and Recess 12:10-12:30 pm Rest 12:30-1:00 pm Science & Social Studies (M/W/F), Art (T/Th) 12:45 - 1:15 pm Music (M) 1:15 - 1:45 pm Music (Th) 1:00 - 1:30 pm Handwriting & Writing (M/F), P.E. (T/W) 1:30-1:45 pm Social Skills 1:45-1:55 pm Snack 1:55 - 2:15 pm Afternoon Recess 2:15-2:45 pm Play Centers 2:45-3:00 pm Cleaning jobs, Closing Circle, Pack Up 3:00 pm Dismissal</p>

Gym: In Phase 2 or 3, we will have gym twice a week on *Tuesdays and Wednesdays*. Children will need to wear gym shoes that fit securely on their feet with laces or straps. It is easier to leave these shoes at school. Gym is taught by Mr. Johnson.

Library: In Phase 2 or 3, we will have library once a week on *Fridays*. Students will be allowed to check out one book. It must be returned by the following library time in order for them to check out another book. Library is taught by Mrs. Gruener.

Music: In Phase 2 or 3, we will have music twice a week on *Mondays and Thursdays*. We will have a winter and spring concert held at the high school. Watch for further info. Music is taught by Mrs. Ortman.

Classroom Rules and Expectations

In my class, I have four basic rules:

- Be kind to others.
- Listen to the teachers.
- Help keep our classroom clean.
- Play and work safely.

All students are expected to follow these rules and to show respect to all people and materials in the school. In order to encourage students to follow these rules and do their best work, I will be using a behavior management system called Class Dojo. Students will be able to earn points by using kind words, following directions, working hard, etc. Once a week, we will tally the points and students can choose to either cash them in for a reward or save them longer.

In the event that rules and expectations are not being followed, I will take appropriate action to correct the behavior and reteach the expectation. Each student is different, so I will use different techniques such as time to think, redirection to another activity, or loss of privilege. If there are any concerns, I will reach out to you so that we can work out a plan to help your student be their best.

*Please sign up to connect with your student on Class Dojo. I use it to reward and track behavior, give updates, show your student's work, and communicate with you!



Classroom Volunteers

If you are willing, I do encourage and appreciate volunteers in the classroom. However, in order for your child to get adjusted to school (and for me to decide what our classroom needs), I will not start them until October and only if we are in Phase 3. If you would like to volunteer either on a regular basis or on an as-needed basis, please let me know. Your help would be appreciated whether with one-on-one assistance, small group, special art projects or "behind the scenes" help. I will be sending a form out at the beginning of October.

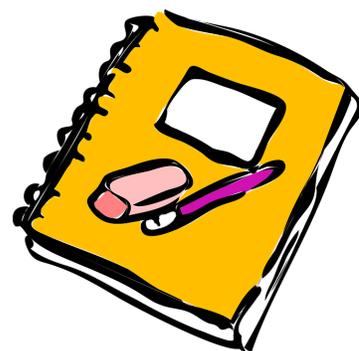
Visitors: If you need to visit the school, please go to the office and check in first. You will be given a visitor's pass. Please let me know if you plan on coming beforehand so we can minimize disruptions. The outside door by our classroom is locked during school hours to ensure your child's safety while at school.

Homework

Homework will be sent in your student's take home folder. I will use this folder as a way to communicate with you, to show you what your student has accomplished, and to keep you informed about upcoming events.

Homework will be a short daily assignment just to review what was taught and let you see your student's progress. It should not take more than 5-10 minutes, and can be adjusted if necessary. Your child will spend their days working hard in the classroom, and should not be stressed to complete too much extra outside of school. However, I do encourage you to spend time with your child each night doing activities that will help in their academic, social, and emotional growth. Eat dinner as a family, play games, get some fresh air, and read stories together. Quality time with your child is more important than a worksheet or extra assignment could ever be.

If you find that the nightly assignments are too much, please let me know so that we can work together to find the best solution for your child.



Classroom Celebrations

Birthdays: All students are welcome to celebrate their birthdays in the classroom. We celebrate by singing the "Birthday Song" and I give each student a birthday pencil and crown. I also let students choose a "birthday book" for me to read and then we play musical chairs. Children with summer birthdays can celebrate on their half-birthday (6 months from their real birthday) or a different day sometime in May. You are welcome to send a small treat if you wish.



Parties: Classrooms will have a Halloween and a Valentine's Day party. I will send out a list of students who will be responsible to bring treats at each party. If you plan on your child not participating, please let me know ahead of time.

Classroom Supply List

If you have not already purchased school supplies, the list is available on the Lewistown Public Schools website on the homepage.

Snack: We ask that parents help to supply students with snacks throughout the year. Each student will be responsible for two weeks of snacks for the class. There will be a sign up page, and I will send a reminder a week before your turn. Healthy snacks such as veggies, crackers, cheese sticks, etc. are much appreciated!

Food Allergies: Please send a doctor's note concerning any allergies (food and environmental) your child may have. It needs to be presented to the office, and please make me aware of it so that I can share that information with parents when they are planning for snacks and birthday treats.

Medications: Turn in meds to the office in its original container. Let me know if there are any medications that need to be taken here at school during the day so that I can plan with the office accordingly.

Accidents do happen, so it would be a good idea to put an extra pair of clothes (pants, shirt, underwear, socks) in a Ziploc bag to keep here at school.

Parent Teacher Conferences

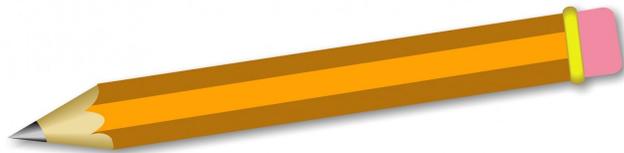
The first scheduled conferences will be November 4th or 5th. We will discuss your child's progress at this time. However, if you feel a need to discuss your child's progress outside of conference time, please contact me at school and I would be glad to discuss it with you.

Mid-terms: We will send a note out midway through each quarter to help you know how things are going at that time. They are quite simple and let you know of any areas of concern.

Report Cards come out quarterly.

Academic grades are:

**AD=Advanced, PR=Proficient,
NP=Nearing Proficient, NV=Novice**



Other Information

*Information subject to change depending on what phase we are in.

Arrival to School: When students are dropped off, they will be directed to drop off their backpacks in their classrooms and proceed outside to the playground. If you want to walk them to their classroom, you must sign in at the office first. Playground supervisors come on duty at 7:30 am. The school doors will be opened at 7:45 am for students who are eating breakfast. The bell rings at 8:20 am, at which time students will line up.

Dismissal: School dismisses at 3:00 pm. Pick up your child near the outside door of our classrooms. Please wait at the door and I will release your child to you. If your child rides the bus or goes to Small Wonder, they will be put in the appropriate line with an adult on the playground. Please arrange a pick up plan prior to the end of the school day. If something changes, please call the school so that we know where to send your child.

Absent from school: Please call the office as soon as possible if you know your child will be absent. Please keep them home if they do not feel well as we don't want to spread germs. If you would like to pick something up for them to work on, let me know and I will have it ready for pick-up by the end of the school day.

Field Trips: Occasionally we will take bus rides to Fergus High School for assemblies, to practice their music performances, etc. I will let you know the week before when we will be taking trips such as these.

Newsletters: Please watch for my weekly newsletters. I will include what we are learning about each week along with reminders and important dates!

Recess: Students will have three recesses per day outside on the playground. Students will have indoor recess if the temperature is below zero degrees, or if there is extreme weather. At least two teachers will be on duty, and I have recess duty twice per week.