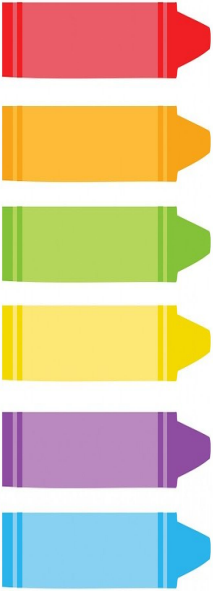


## SUPPLEMENTAL HANDBOOK FOR GRADES K-2



The objective of this handbook is to assist parents of our youngest students in making a smooth transition from home to school. 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:** Mrs. Sandy Dobberstein, Ext. 126  
Cell: 651-283-0415  
[sandydobberstein@christlutheran.us](mailto:sandydobberstein@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 A.M. 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:** At registration you will be asked to purchase a hardcover Bible story book which will be used for several years. The kindergarten-second 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 and second grade will keep theirs at school.

**Book Orders:** Approximately once per month a supplemental book club order form from Scholastic is sent home. This is strictly an optional program. There is an online ordering option. If you prefer, you can also order by filling out the form, (don't forget to sign it!) and sending it back by the due date with the appropriate amount of money. Checks should be made out to Scholastic. 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.

**Church Attendance:** The reasons for taking church attendance are outlined in the CLS handbook. In the primary grades our method of taking church attendance is to have the parents fill in the church attendance sheet that is located in your child's home folder each week. This attendance sheet should remain in the folder throughout the year.

**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.

Second graders will be asked to bring their planners/journals home regularly as well. This is something that you have purchased through the book fees. Please check it frequently, and be sure that your child returns it to his/her backpack.

**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 e-mail 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, glitter, or tattoos (even the temporary versions!) It is also important to send your child in clothing that he/she can manage alone. Avoid clothing with difficult zippers, tight snaps, and other complicated fasteners and features. We also ask that you avoid spaghetti strap or tank tops and excessively tight or short outfits.

**Field Trips:** Minnesota's child passenger safety law requires a child who is both under age 8 and shorter than 4 feet 9 inches to be fastened in a child safety seat or booster. Because of this law, children in grades K-2 generally will be transported by charter 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 treats or costumes please!)

**Hot Lunch:** Two identical hot lunch menus are sent home before the beginning of each month (except September—that menu will be sent the first week of school). You may choose to purchase hot lunch for your child any number of the days offered. Students also have the option of buying only milk. When you get the set of menus, mark one for yourself and keep it for your reference, then mark the other for school (identically), and send it back with the check as soon as possible. **Please observe the deadline** carefully. We are unable to make exceptions if you forget to send the menu back on time. Parents may certainly choose to pack a lunch for their child instead. We ask that you carefully consider your child's nutritional needs when doing so. A steady diet of "Lunchables", chips, candy, and the like will not be in your child's best interest. In addition, you may want to consider packing plastic spoons and disposable containers. We've had many fishing expeditions in the dumpster and trash cans for silverware!

**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 over-flowing 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.

# WHY READ 20 MINUTES AT HOME?

Student A Reads	Student B Reads	Student C Reads
❖ 20 minutes per day.	❖ 5 minutes per day.	❖ 1 minute per day
❖ 3,600 minutes per school year.	❖ 900 minutes per school year.	❖ 180 minutes per school year.
❖ 1,800,000 words per year.	❖ 282,000 words per year.	❖ 8,000 words per year.
		
❖ Scores in the 90 <sup>th</sup> percentile on standardized tests.	❖ Scores in the 50 <sup>th</sup> percentile on standardized tests.	❖ Scores in the 10 <sup>th</sup> percentile on standardized tests.

If they start reading for 20 minutes per night in Kindergarten, by the end of 6<sup>th</sup> grade, Student A will have read for the equivalent of 60 school days, Student B will have read for 12 schooldays, and Student C will have read for 3.

(Nagy and Herman, 1987.)

## WANT TO BE A BETTER READER? SIMPLY READ.

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. Kindergarteners 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 the first recess. We're "starving" by that time, and if you don't send anything, there's a lot of begging and borrowing going on. This seems to be especially true of children who have hot lunch since there's no lunch box to dip into before noon break. CLS provides milk to Kindergartners, but not a snack. Kindergartners have a morning and afternoon snack—please send something that can be eaten without requiring a lot of time.

**Supplies:** Please follow the classroom supply list as closely as possible. If something is not on the list, it's best to ask before bringing it to school. (Large binders, duffel bags, huge boxes of crayons, gel pens, mechanical pencils, compasses, etc.) Desks and cubbies have limited space, and/ it 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:** If your child rides the bus, we ask that you take note of the route number or animal picture posted in the bus window and write it on your child's home folder the first day. Bus routes and schedules are posted on the district 622 website: [www.isd622.org/transportation](http://www.isd622.org/transportation). If you have any questions, the transportation dept. phone number is 651-621-1980.

If you transport your child, please wait in your vehicle and a teacher will help your child cross the parking lot. All of the teachers are actively involved in ensuring that our students get to their vehicles safely. For this reason, if you need to speak to your child's teacher, it's best to wait until the parking lot has cleared (approximately 3:45).

We also recommend that you drop your child off in the morning with a *minimum* of help. Children as young as five are quite capable of hanging up their own backpacks and clothing, as well as delivering notes and homework. If at all possible, avoid walking your child into the classroom and doing his/her tasks. Our goal is to instill self-reliance beginning in Kindergarten.

**Water Bottles:** Children are encouraged to bring a water bottle clearly labeled with their name. They are permitted to drink water in the classroom when it is not disruptive to the class.

**\*\*Mornings** are an extremely busy period for all teachers, but particularly so for primary grades. We enjoy greeting the children, listening to their stories and memory treasure recitations, and assisting them as necessary. While we love to chat with grown-ups, you can understand that our first duty is to the children. We respectfully request that conversations regarding your child's progress or other lengthy topics be limited to times when there are not children present. A note requesting a call will be answered promptly! Thank you for your understanding!