



Parent Orientation Handbook

Mrs. Dalbom's Class

2nd/3rd Grade

2009-2010 School Year

Important Parent Information

NHKS Mission Statement: To uphold the highest standards of academic, social, and emotional literacy in support of our children, their future, and their families.

Drop off/Pick up Procedures: In order to help all children get to and from school in a timely manner, please remain in your car when you drop off and pick up your child each day. Posting the name cards given to you today in your vehicle will also help us as we are learning names and faces. ☺

Students may be picked up between 2:45 and 3:00 each day, excluding Wednesdays. On Wednesday, dismissal is at 12:15pm. At 3:00 (12:30 on Wednesdays) students who have yet to be picked up will be walked to the office to call home. Please give us a call ahead of time if you are held up by traffic so that you child is not worried (423-1727). A late fee will be assessed for late pick-ups.

If another parent or adult (who is not on your emergency contact list) will pick up your child, please send written permission.

When on foot, please ensure that you have made eye contact with either Mrs. Bumatai or Mrs. Dalbom before leaving with your child. If you are waiting in the loading/unloading zone, please wait until we bring your child to the car.

Late Arrivals: If your child arrives at school after 8:00am, please accompany him/her to the office for a tardy slip before entering the classroom. If flag has begun, please wait by the gate until it has concluded. (Flag lasts approximately 5 minutes)

Parking: Please be courteous to faculty and staff by parking only in visitor stalls located before the dumpster. Parking beyond the dumpster is reserved for the CDC adjacent to the school. During functions such as Open House and Lei Day, the gate to the playground will be open for additional parking. If children happen to be on the playground when you arrive, please inform the nearest teacher to ensure the safety of our children.

Field Trips:

- August 17th Play: Nightingale (5 parent volunteers needed)
- October 28th-30th Camp Timberline (1 parent per child required for trip)
- November 24th Tour of Hawaiian Earth Products, Waimanalo Gulch Landfill, and Hawaiian Metal Recycling Facilities (5 parent volunteers needed)
- March (TBA) Ka`ala Farm (5 parent volunteers needed)

*Please note that a PPD test is required for all parents volunteering to assist in the classroom or on fieldtrips. Please turn in a photocopy of your PPD to me as soon as possible.

Camp: Students will attend Camp Timberline from October 28th to October 30th. Camp is a wonderful time for students to come together as a class and build relationships. Having camp early in the year will give students the opportunity to form a strong initial bond and build upon it throughout the year. The cost for one parent and one child is approximately \$145.00. One parent is required to accompany each child. We will meet to discuss the camp schedule, procedures, items to bring, etc... in September.

Visitors: All visitors must sign in at the office and obtain a visitor badge. Even if you are coming in to bring your child lunch, you must have a badge.

Parent Volunteers: Please fill out the sign-up sheet listing areas you are interested in helping out with. Volunteers are an integral part of our classroom, and we appreciate your help in any way.

- PTO Point of Contact: If you are interested in signing up, duties will include getting information from the PTO and relaying it to parents. This person/people will also find volunteers to assist with the 2nd/3rd grade sponsored Christmas Social on December 18th.
- Mystery Readers: Each Thursday, we welcome Mystery Readers into our room to read to the class from 11:45 to 12:00pm. Readers are asked to bring a book to read or read a teacher-chosen book from our classroom library. If you find a date that works for you, please write down the date in the Mystery Reader sign-up book.

Classroom Parties and Birthdays: To commemorate your child's birthday, you are welcome to send in a healthy treat to share with the class (25 students). July and August birthdays are celebrated at the beginning of the school year and June birthdays are celebrated at the end of the year.

Contacting Me: I am more than happy to answer questions pertaining to school events or your child's education. Please do not hesitate to contact me. I can be reached at NHKS (808) 423-1727 before 7:30am or after 3:00pm. I am also willing to schedule a time to talk as the need arises. Once students arrive at school, I will be busy giving instruction. During the school day, you may reach me by email: 3rd2ndGrade@NHKS.org. I will respond to your inquiries as soon as possible.

School Dress Code: All students must wear sneakers or sandals with backs to school. Please do not send your child to school in flip flops or slippers. On PE day (Thursday) all students must wear sneakers and an NHKS t-shirt.

Specials:

Monday	No Specials
Tuesday	Art
Wednesday	No Specials
Thursday	PE (Please send students in NHKS t-shirts and sneakers)
Friday	Computers/Library

Homework: Homework is an essential part of the classroom because it gives students a sense of responsibility. Modified homework assignments will be sent home the first week of school to familiarize students with the process. Homework for each week is as follows:

Monday	Read 10 minutes Handwriting Spelling
Tuesday	Read Bag-a-Book/Read 10 minutes Math Practice Spelling
Wednesday	Read 10 minutes Handwriting Spelling
Thursday	Read Bag-a-Book/Read 10 minutes Math Practice Spelling Pre-Test

I will email homework and spelling lists at the beginning of each week. If your child has a question at any time regarding the evening's homework, please check the weekly homework packet emailed to you. The children will also bring home a planner in which they have written the homework for that evening.

Purple Folders and Planners: I will communicate frequently through the student planner and purple take-home folders. Please check these nightly for important information. Sign the planner each night. This indicates to me that you have seen all information sent home. Children are required to bring both items to school each day. Students who lose the purple folder or planner will be responsible for replacing it.

SAT Testing: We will take the SAT test two times this year. The first test will be given approximately the third week of August. The second test will be given in April. The reason for taking two tests is to measure student progress throughout the 2009-2010 school year.

Behavior Plan: I believe that if teachers give students positive expectations, the students will strive to do their personal best in all they do. Everyone makes mistakes and needs reminders. The first time a student is redirected, he/she will receive a verbal warning. The second time a student is redirected, he/she will be moved to the canopy level of our rainforest behavior chart and lose 5 minutes of recess. I may also refer the child to our classroom procedures handbook, posted in the classroom. Upon the third redirection, the child will be sent to the safe seat and will spend recess filling out a behavior reflection. This reflection must be signed by a parent and returned the next day in order for the child to regain his/her recess privileges. We have many rewards for positive behavior! Students may receive a star from the “star jar”, earn a treasure from the “treasure box”, or earn a “basketball shot” for exceptional work. Students may also be moved to the emergent level of the rainforest behavior chart. This is the highest level! Students who are moved to emergent get a positive note home and a special prize.

Lunch: Please label your child’s lunch. Our refrigerator space is limited, so please make sure that you send your child’s lunch in a small lunch bag. Do not bring lunches that need to be heated, as we do not have a microwave in the classroom. Toothbrushes should be labeled and kept in a container in the child’s lunch box.

Extra Clothes: Please send an extra set of clothes in your child’s backpack.

Mrs. Dalbom and Mrs. Bumatai's 2nd/3rd Grade Class Schedule (Subject to Change)

Monday	Tuesday	Wednesday	Thursday	Friday
<u>7:30 – 8:00</u> Morning Work Centers	<u>7:30 – 8:00</u> Morning Work Centers	<u>7:30 – 8:00</u> Morning Work Centers	<u>7:30 – 8:00</u> Morning Work Centers	<u>7:30 – 8:00</u> Morning Work Centers
<u>8:05 – 8:15</u> Flag Ceremony	<u>8:05 – 8:15</u> Flag Ceremony	<u>8:05 – 8:15</u> Flag Ceremony	<u>8:05 – 8:15</u> Flag Ceremony	<u>8:05 – 8:15</u> Flag Ceremony
<u>8:15 – 8:30</u> Morning Meeting Learning Calendar Second Step	<u>8:15 – 8:30</u> Morning Meeting Learning Calendar Second Step	<u>8:15 – 8:30</u> Morning Meeting Learning Calendar Second Step	<u>8:15 – 8:30</u> Morning Meeting Learning Calendar Second Step	<u>8:15 – 8:30</u> Morning Meeting Learning Calendar Second Step
<u>8:30 – 9:50</u> 2nd: Recess/Snack/Math 3rd: Math/Recess/Snack	<u>8:30 – 9:30</u> 2nd: Recess/Snack/Math 3rd: Math/Recess/Snack	<u>8:30 – 9:50</u> 2nd: Recess/Snack/Math 3rd: Math/Recess/Snack	<u>8:30 – 9:30</u> 2nd: Recess/Snack/Math 3rd: Math/Recess/Snack	<u>8:30 – 9:50</u> 2nd: Recess/Snack/Math 3rd: Math/Recess/Snack
<u>9:50 – 10:10</u> Handwriting	<u>9:30 – 11:30</u> Read Aloud Reading Groups Literacy Centers	<u>9:50 – 10:10</u> Handwriting	<u>9:30 – 11:00</u> Read Aloud Reading Groups Literacy Centers	<u>9:50 – 10:10</u> Handwriting
<u>10:10 – 10:50</u> OG	11:30 – 12:30 Art/Music	<u>10:10 – 10:50</u> OG	<u>11:00 – 11:45</u> PE	<u>10:10 – 10:50</u> OG
<u>10:50 – 12:00</u> Writing/Language	<u>12:30 – 1:30</u> Lunch/Recess	<u>10:50 – 12:00</u> Writing/Language	<u>11:45-12:00</u> Mystery Reader	<u>10:50 – 12:00</u> Writing/Language
<u>12:00 – 1:00</u> Lunch/Recess	<u>1:30 – 2:30</u> Science/Social Studies	<u>12:00 – 12:15</u> Pack Up	<u>12:00 – 1:00</u> Lunch/Recess	<u>12:00 – 1:00</u> Lunch/Recess
<u>1:00 – 2:30</u> Science/Social Studies	<u>2:30 – 2:45</u> Pack Up	<u>12:15</u> Dismissal	<u>1:00 – 2:30</u> Science/Social Studies	<u>1:00 – 2:30</u> Science/Social Studies
<u>2:30 – 2:45</u> Pack Up	<u>2:45</u> Dismissal		<u>2:30 – 2:45</u> Pack Up	<u>2:30 – 2:45</u> Pack Up
<u>2:45</u> Dismissal			<u>2:45</u> Dismissal	<u>2:45</u> Dismissal

I _____, parent of _____, acknowledge that I attended Parent Orientation and have received a copy of the Parent Orientation packet from Mrs. Dalbom's classroom.

(Signature/Date)



When helping your child select appropriate books, please consider...

Children need to select appropriate books in order to spark their interest for reading and develop a love of learning. If the book chosen by the child is too difficult, then the child may become discouraged with reading. When selecting books with your child, please:

- Select books containing good picture clues that support the text
- Choose books that have a clear beginning, middle, and end
- Choose books that contain natural language and flow easily
- Look for books that contain words your child recognizes
- Find books with topics that your child is excited to learn
- Seek books that your child is able to connect with personally because of his/her life experiences
- Look for books that you are able to both enjoy and discuss
- If the child reads the first few pages and has enough miscues to count on one hand, then the text is probably too difficult.