

**Ms. Rachel's Kindergarten Class**  
**2008-2009**

Dear Parents,

I would like to take this time to introduce myself. My name is Ms. Rachel Pittman. I am beginning my 4th year as a kindergarten teacher here at Batesville Elementary and my 6<sup>th</sup> year of teaching all together. In 2005, I graduated from the University of Mississippi with a Master's Degree in Education. I received my Bachelor's Degree in Education from Delta State University in May of 2003.

I am looking forward to working with your child this year and helping him/her to achieve his/her full potential. Through the remainder of this letter, I will share some of my beliefs and Classroom policies.

### **Parent/Teacher Relationship**

I believe that a good parent-teacher relationship is necessary for maximum school success. Throughout the year I will communicate with you through notes, telephone calls, almost- weekly newsletters, progress reports and parent-teacher conferences. I encourage you to contact me if you have any questions or concerns at any time. You can call me at school **(563-4596)**, send me a note or e-mail me (rpittman@spsd.k12.ms.us) . I am also available for conferences regarding your child's progress **by appointment** on school days.

### **Parent Participation**

Throughout the school year there will be a variety of special classroom activities and celebrations. I encourage you to attend these functions when possible and to support them by sending needed supplies or treats. Your support of school activities makes your child feel important and sends the message that you value school.

### **School Attendance**

Your child's regular and prompt attendance at school is crucial to his/her success. **I can't emphasize this point enough!!!** Most kindergarten learning activities are group oriented and involve interaction with classmates. Therefore, it is next to impossible to make up work at home. Please view school as a priority, and see to it that your child attends everyday except in cases of illness or emergency.

## Changes in Transportation

If you plan to pick up a child that normally rides the bus or you wish for your child to ride a different bus than usual, you must send a written note (please include an address and telephone number). Do not rely on your child to tell me this information, because children often become confused and relay messages incorrectly. **If no written note is received, your child will be sent home by his/her usual method of transportation.**

## Discipline

Establishing good classroom discipline is essential to each child's success, confidence and well-being. Every child should feel that the classroom environment is safe and secure; free from all threats of physical or emotional harm. In addition, it is important that each child learn to develop self-discipline and good work habits, to resolve conflicts peacefully, and to think independently. For these reasons, the discipline plan I have chosen has several components.

Once school gets started, the children and I will have a classroom discussion on rules. They will learn the purpose of classroom rules and develop the idea that our classroom is a community with the common purpose of learning, growing and becoming friends. Through a class discussion about rules, the children and I will review a list of classroom rules that protect each student's right to safety and respect, as well as, outline a list of responsibilities that each child needs in maintaining class order.

Here are the rules 2008-2009 school year.

1. Never hurt anyone on the "inside" or the "outside".
2. Always use your "inside" voice when inside the building
3. Raise your hand to speak or to leave your seat
4. Keep all objects to yourself.
5. Walk at all times.

The second facet of the discipline plan includes the logical consequences that will occur when class rules are broken. Examples of logical consequences include time-out away from class for class disruptions or bothering other children, spending recess on the wall, walking in the hall or classroom for running in either place, cleaning or repairing damaged property, or written and/or verbal apologies for aggressive behavior, name calling or ridicule towards other children. This list is not inclusive since it is impossible to

predict all incidents of misbehavior that will occur during the year. The idea is for the consequence to be related to the misbehavior and act as a solution or restitution for the problem. If classroom rules are severely or persistently broken, parents will be contacted by note (to be signed and returned) or by telephone. A visit to the principal's office is a rarely used last resort.

Each day, your child will bring home a folder. Inside the folder will be a calendar that shows how your child behaved on that particular day. Please initial the stoplight block each and every night. Here is an explanation of the light system I use in my class.

**Green**-Good Job, your child received a dollar or a sticker

**Yellow**-Caution- your child lost 5 minutes of his or her recess

**Red**-your child lost 10 minutes of his or her recess

**Blue**-your child lost all of his or her recess

Finally, (since we all like treats) each child who successfully completes a day without breaking rules will receive a "dollar" for his or her effort. You can reinforce positive behavior at school by complimenting your child on days in which he or she receives a green light. On those occasions when your child doesn't receive a green light, discuss with him or her the reason why and help your child think of ways to prevent the problem from reoccurring.

The End

In closing, I would just like to say that I am looking forward to a great year working with your child! I would also like to suggest that you save this letter for future reference.

Thank you,  
Ms. Rachel

