An A to Z Guide for   
Mrs. Brock’s Classroom

2021 - 2022

The first week of school is VERY busy on the playground. If you are dropping off your child, please find me so I can show your child where to set his/her backpack and to make sure your child knows how they are getting home.

Aa

**Attendance** is very important! If your child needs to miss school, please remember to let me know or call the office (605-717-1209) as soon as possible.

Bb

We love to celebrate **Birthdays**! If you would like your child may bring treats for the class on their birthday. If your child’s birthday falls on a no school day, please contact me to set up a day to bring treats. All treats must be store bought and prepackaged.

As we get into our reading curriculum, your child will bring home a folder with a **Book** or books inside. Please note that these books have been practiced with a teacher and should be familiar reads once they come home. Please listen to your child read, sign the sheet, and return everything on the next school day. Occasionally, there may be a “new” book to read. In this case, I will be interested to see your notes on how your child did. You may also find a game to play or an activity to complete.

**Book Orders** will come home each month. There will be a due date on our monthly newsletter/calendar. If you wish to order books, please send the order form and money in an envelope with your child’s name on it marked “Book Order”. You can also order online using our classroom code **LCBP6**.  
Cc

You will receive a class **Calendar** every month to let you know what's happening. Please post it somewhere for easy reference.

**Communication** is an essential component to successful education. Please feel free to contact me with any questions, concerns, or ideas. I can be reached at 717-1209 or by email: [sbrock@spearfish.k12.sd.us](mailto:sbrock@spearfish.k12.sd.us). You can also reach me through CLASSDOJO!

Dd

Our system for **Discipline** is simple. We work hard to make the classroom a positive and safe place for all. Expectations are agreed upon during the first week of school and discussed daily. Problems are looked upon as just that--problems to be solved and learned from.

**Dismissal** - It is very important for me to know what your child’s after school plans are. If you or someone else will be picking your child up from school, please meet us on the playground. When we dismiss, we all walk together from the classroom down the bus lane to dismiss those who will ride the bus and then we will come onto the playground and meet by the slide. Once on the playground, the children stand with me until they see whoever is picking them up. If for some reason your child’s end of the day plans change or someone different is picking them up, you will need to let me know before 2:30. The first few days will be hectic until all of the bugs are worked out. Thank you for your patience. If your child will be riding the bus, call Dakota Bus Service (642-2353) to make arrangements. I will need to know what bus your child will be riding prior to the first day of school.

**Classroom Dojo** is a communication tool that we will be using. It is super easy for me to post reminders and for you to communicate changes to me.

Ee

Please help your child learn to **Enter** and **Exit** the school grounds safely. They should always be escorted by a grown-up when crossing the street to the playground. If your child arrives after 8:12, please bring them to the office and sign them in. When visiting the school during school hours you will have to sign-in at the office and show a current ID. All of this is for the safety of our students and staff!

Ff  
We may go on **Field trips** throughout the year. Please watch folders, calendars, and ClassDojo for information on field trips. If for some reason, there is a field trip that you do not want your child to participate in, please let me know.

Gg

In the event your child will be out of school for an extended period of time, we will be using **Google** classroom as a means for posting assignments and learning from home. Your child has his/her own account and it is important to use your child’s school email when logging in to access the assignments and learning material.

Hh

Students will have **Homework** occasionally. The homework assignments will vary and will be sent home in your child's communication folder.  Please return the homework when finished.

Ii  
It is **Important** to keep all records current. If you move, get a new phone number, e-mail, address, please be sure to inform the school.

We work very hard on learning **Independence** in our room. I want my students to understand they can do MANY things on their own.

Jj  
You can **Join** one of our parent groups! Parent participation is important and valued. Contact the office for more information.

Kk

The **Keys** to a successful school year include good communication between home and school, a positive attitude, and good attendance.

Ll  
We will be checking out **Library books** each week. They need to be returned by the next time we have library. Check your child’s monthly calendar for library days. Fees will be assessed for lost or damaged materials.

We will eat **Lunch** and then have recess. Lunch is from 11:45-12:05 and recess from 12:10-12:30. You are welcome to take your child out for lunch (you will need to stop at the office and check him/her out). Lunch times vary on early release days – please call the office for these times. Lunch menus and pricing are available on the school website. <https://www.spearfish.k12.sd.us/school-lunch>

Mm

**Money** is difficult for a child to keep track of. If you are sending money to school for lunch or book orders, please send it in a sealed, labeled envelope.

Nn Our school **Nurse** is on staff to take care of any emergencies and needed medications.  If your child has a fever or has been sick the night before, please do not send him/her to school. All medications need to be kept in the office and a form filled out. This includes cough drops!

Oo

Always sign your child in and out of the **Office** when picking up or dropping off during school hours.

Pp

**Parent/teacher conferences** will be held during the school year.   We can also meet as needed any time throughout the year.

Parent parking and student **Pick up** will be on Illinois Street (playground side). After school, I will be walking with students to Kids Club, buses, and meeting parents on the playground. Children will not be allowed to leave the playground area without an adult. For children being picked up on the playground, please meet us on the sidewalk by the slide.

Qq  
Always let us know if you have any **Questions** or concerns.

**Quick** good-byes, help keep dry eyes! It is best to say ‘good-bye’ quick at parent drop off on the playground. Be assured that I will contact you if your child is having a problem that I cannot solve.

Rr

**Reading** is very important.  Please read to your child as often as possible.

**Recess** is from 9:40 – 9:55 and 12:05-12:30.

Please review our school **Rules** with your child. It's important that your child understands and follows our classroom rules. Please go to the Mountain View website to review Parent and Student Handbooks.

**Ss**

**School Day** The school bell rings at 8:15. You may drop your child off on the playground beginning at 7:50. If your child will be eating breakfast at school, that begins at 7:45. Students are dismissed at 2:45.

**Snack** time is an important learning time. This is where we learn manners and how to hold conversations with our friends! I find it works best if students eat what they like. Please send a **small healthy snack** with your child each school day. If it works better for you to send several snacks at the beginning of the week or month, that also works well. Please try to keep it healthy and keep the “sweet snacks” for birthday celebrations. Please send spoons, forks, etc. if needed. It works best if you pack the snack in the same pocket of the back pack each day.

We will have a “**Special Class**” (music, p.e., art, library, technology, social skills) each day from 8:25-8:50. On PE days, please have your child wear or bring tennis shoes. Specials will be listed on the monthly calendar.

Every student will be the **STAR** of the day. This is your child’s chance to tell all his/her friends who they are. Use the poster board that will be provided at Open House to complete this project. Your child can decorate his/her poster with anything they want (pictures, drawings, stickers, etc.). The posters will be kept at school for a couple of months and returned to you.

Tt

I will be providing a **Tuesday Folder** for your child that will travel from school to home on Tuesdays. Your child’s work, homework, permission slips, etc. will be inside. Please develop a routine to check this folder on Tuesday evenings. Talk to your student about his/her work and use the folder to send lunch money, book orders, notes, etc.

**Team Teaching** is two or more teachers working together to plan, organize, and deliver instruction. By working together, teachers are able to promote a more rigorous curriculum and provide enrichment activities. Your child will have many opportunities during the school year to go to other classrooms to participate in learning activities from other kindergarten teachers. Mrs. McBurnett and I co-teach science and social studies. Mrs. T and I work together to teach small group literacy.

Please keep me informed as to how your child is to go home after school. If your child’s **Transportation** changes please send a note, email, or call the school. Although I encourage the children to be responsible, ***I will not change transportation unless I have conformation from a parent or guardian.***

**Uu**

Your child is important to me! I will always treat your child with lots of love, respect, and **Understanding**!

**Vv**

The Spearfish School District requires all **Visitors** (including familiar faces) to check in at the office and receive a badge. You will need to bring a current ID card or driver’s license to scan in our RAPTOR system. The badge will help identify visitors to all faculty and staff. It is important to remember that while this may seem inconvenient, it is the goal of our district to create a safe learning environment.

**Ww**

Your child must bring a **Water** bottle to school each day. I ask that you please label your bottle and bring one that won’t spill if it’s accidently tipped over. To save precious learning time, please send it to school filled with water each day. It will be sent home each afternoon for cleaning. Juice or milk should only be packed for lunch.

Xx We have **eXtra clothes** in the nurse's office if your child has an accident, or gets wet, etc.  If your child needs a change, the school nurse has some clothing that she will lend. The supply is very limited! These clothes need to be washed and returned as soon as possible. NOTE: If you have any old clothes to donate to the school, it would be greatly appreciated.

Yy  
Please remember that **You** are your child's first and most important teacher. No one can influence your child's life in the way that you can!

Zz  
**Z** is for **Zoom**! Sit back and watch your child's skills take off! You will be amazed and surprised at the growth this year.