Mrs. Hood’s Busy Bee

Parent Handbook

“We the students of McKelvey Elementary School are learners leading the way. We promise to **care** for all & be **respectful** to each another. We take **responsibility** for our actions & are **self-motivated** at all times.”

McKelvey Code of Conduct

We follow this **Dragon’s Code** at McKelvey. Each morning we start our day by reciting this pledge to try to be our best self. Through discussions & activities, we learn what it means to be caring, respectful, responsible, & self-motivated in the classroom, on the playground, at lunch, on the bus & even at home or out on the town with the family. We talk about the Code of Conduct every day. Every teacher throughout the building & on the school bus expects the children to be following these guidelines.

Daily Schedule

8:50 - 9:10 Arrival

9:15 - 10:15 Specials (P.E., Art, Music & Library)

10:15 - 11:15 Math Workshop

11:15 - 12:10 Writer’s Workshop

12:10 - 12:45 Recess & Lunch

12:45 - 1:45 Reader’s Workshop

1:45 - 2:30 Science & Social Studies

2:30 - 2:45 1st Grade Earned Recess

2:45 - 3:10 Shared Reading

3:10 - 3:45 Word Work & Guided Reading

3:45 - 3:55 Clean Up, Pack Up & Stack Up

3:55 - 4:05 Dismissal

Arrival

School officially starts at 9:05. Please help your child to arrive at school on time. 8:50 am is the earliest students are allowed in the building. Setting up bedtime and morning routines allows your first grader to be ready to learn every day. Proper sleep is essential for little brains to grow & thrive! If your child will regularly eat breakfast at school, it is helpful to have them here as early as possible. Our day starts off with Specials at 9:15 so they will need to be finished eating at that time so they may be able to fully engage in learning with their specials class.

Good Morning

When the children enter the classroom in the morning, there are several tasks for them to complete. My “Bee” Ready Arrival Checklist includes: Greeting Mrs. Hood and your classmates, put your things away, sharpen pencils, use the restroom, get a chair, turn in any notes or homework, & get started on your morning work. Some students may also use this time to eat breakfast instead of Morning Work

Morning Work

Morning work may include writing in a journal about our weekend, practicing writing conventions such as capital letters, grammar, spelling, phonics & punctuation or reading from our Book Boxes. The students work on these tasks for about 5 minutes after the morning pledges. This work is not graded & may be incomplete. Students may choose to finish later or at home.

Specials

Please look at the weekly newsletter to know what day your child will attend P.E., Art, Music & Library.

1 days: Music 2 days: Library 3 & 5 days: P.E. 4 days: Art

On P.E. days it is especially important to wear running shoes so that each child can participate.

Library

Please look at the weekly newsletter to know what day your child will attend Library. In 1st grade, your child will have the chance to check out 2 books from the library. Your child needs to return their books before they can check out new ones. Please help your child to remember to return their books on time & keep track of them at home by encouraging them to store them inside their backpacks.

Attendance

1st grade is full of hands-on learning & in-class experiences. The majority of the learning occurs inside the classroom from discussions, group work & other activities. Therefore, it is very hard for your child to ‘make-up’ work when they are absent. If your child will be out, please call the McKelvey absence line at 314-415-6526. If you forget to call in, the office will call you to confirm your child’s absence.

Dismissal

The most important job I have as your child’s teacher is to keep them safe. I always want to ensure that I am sending your child to the correct destination at the end of the day. To ensure your child gets to where they need to be, **please write me a note in your child’s folder, email or call me if your child will be going home in a different way.** Please tell me about after school activities such as girl/boy scouts or after school classes that they will be attending. I am NOT given a list of students who attend these activities/classes. If you have a change of plans during the day, please call the main office (314-415-6500) to let them know of any changes. I may not have a chance to check my voice mail or email to hear of your change of plans.

Let’s eat

Students will eat lunch about 12:30, and then they will have the chance to eat a snack in the afternoon during our recess time at 2:30. I encourage you to send a light snack for your child each day. Good healthy, energy-sustaining snacks might be cookies, fruit, fruit bites, crackers, etc.

Birthdays

For health & safety reasons, Parkway schools will no longer have food related birthday treats permitted in the classrooms. **Please do not send in any food items.** Your child’s special day will be recognized with a few special gifts from the teacher.

Homework

First grade students are to have about 10 minutes of homework each night. Homework is to include reading every night, & either math or word work homework to be turned in the next morning.

I will be sending home a book in a reading bag for your child to read. This ‘just right’ book is a book that your child can read independently to you. After they have read, please sign their reading homework on the planner page on the back of the newsletter. They are to return the book in the bag every day.



I cannot stress enough the importance of consistent reading in first grade.

They are learning to read & need to practice the skills that they are learning

in school every day. They are so proud of their reading accomplishments and

I know they want to share them with you. As a parent, I know that some

nights are very busy. But 10 minutes is a very short amount of time to

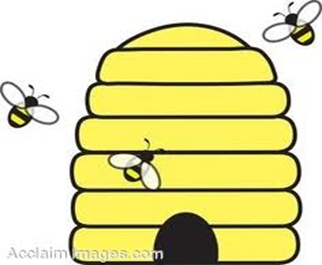
spend on homework. I am hoping that this activity will be placed as a high priority.

Take home folder

Please open this folder each night & decide what papers are to keep & what needs to be returned. Help your 1st grader to take out all pages that do not need to be returned to school each night.

**The ONLY page that must be returned to school each day is the weekly newsletter page with the ‘hives’.**

Weekly Newsletter

On the first day of each week the students receive a newsletter addressed to the parents and families. You will find important dates on school wide events, upcoming curriculum & other helpful information to keep you informed. These will be in the students “Take Home” folder.

On the back of the newsletter you will find the weekly planner page.

Please look at this each night for a quick report of your child’s

day at school. Your child will be expected to color their hive either

green, yellow or red depending on their day.

A GREEN hive is the highest compliment I can give!

A YELLOW hive means they had to have a reminder about their behavior.

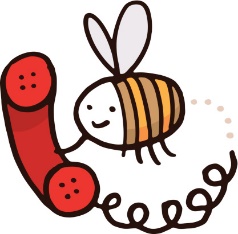
A RED hive means that the child had a difficult day. Home will be called.

If the child received a Yellow or Red Hive, I will also write a brief note on what occurred during the day.

Please check this “bee-havior” report for each day & sign or initial the parents’ comments box to let me know that you have been shown this by your child.

Contacting Mrs. Hood

-Classroom Phone Number: 314-415-4535. This is a direct number into our classroom. However, if I am in the middle of a lesson, I may not answer. Please leave a message & I will return your call ASAP.



-McKelvey’s Main Phone Number: 314-415-6500

If you need to get a message to me right away, please call the office.

-Email me at: [mhood@parkwayschools.net](mailto:mhood@parkwayschools.net)

I try to check my email during the day, but may not get to it again

until later. If it is a matter of importance either call the office or the classroom.

-You can send a note in your child’s take home folder & inform your 1st grader to give it to me.

Great Expectations

In order to provide for the best learning atmosphere for all students, I expect everyone in my class to follow the McKelvey Code of Conduct in all areas of the school. Each classroom also has it’s own set of rules. In my classroom, I ask students to follow rules & expectations that are posted in the classroom, taught directly, practiced throughout the year, and positively reinforced. When students choose not to follow a rule, natural & logical consequences may follow

Classroom Management Plan

Classroom Rules

* Bee Respectful (raise your hand, try not to interrupt)
* Bee Safe (keep your hands, feet, & objects to yourself)
* Bee a Learner (try your best, work hard)
* Bee Responsible (follow the Dragon’s Code & all other school & classroom rules)
* Bee Attentive (listen with your “whole body” & pay attention)

Consequences ( in order by severity)

* Reminder of rules & possible consequences
* Student takes time from recess to reflect & talk with me about their choices
* Student misses recess to make up unfinished work
* Student/teacher speaks to a principal and/or counselor
* Student/teacher calls home
* Student sent to office for severe disruption

I’m looking forward to a “Bee-utiful” year with my new “Busy Bees”! If you have specific questions, I would be more than happy to set up a time to speak with you individually. Mrs. Meegan Hood



“Impossible”

According to the theory of aerodynamics, demonstrated

through wind tunnel experiments, the bumblebee is unable to fly.

This is because the size, weight, & shape of its body, in relation

to total wingspan, makes flying impossible!

But the bumblebee, unaware of these scientific truths,

goes ahead & flies anyway.

MORAL: Find ways around the impossible