

# THE ABC'S



OF  
PREKINDERGARTEN,  
KINDERGARTEN & PREFIRST  
2008-2009

A Parent Handbook  
to make your child's experience  
at Levelland Academic Beginnings Center  
successful and unforgettable

**Welcome**  
**to**  
**Levelland Academic Beginnings Center**  
**Prekindergarten, Kindergarten & Prefirst**

We are looking forward to getting to know your child and helping him or her have a positive first school experience. Each child comes to school with different needs and expectations. We will strive to meet these needs while enhancing the child's self-image and make learning a pleasant experience.

Throughout the school year, your child will be learning songs, finger plays, chants, poems, and nursery rhymes. We encourage you to have a quiet time each day when your child can share some of these things with you. This will strengthen your child's feeling of importance and will reinforce the school experience. Also, reading to your child every day is very important. It leads to future enjoyment of reading and learning.

## **Levelland Academic Beginnings Center (ABC) Parental Involvement (Home/School) Compact**

*Dear Parent/Guardian:*

*Because Levelland ABC is a Title I campus, the No Child Left Behind Act of 2001 requires a compact between home and school. First of all, Title I is explained in more depth for your review. Secondly, please read and discuss this Parental Involvement Compact with your child. This compact reminds the students, parents, teachers and administrators of the responsibilities each has in the educational process.*

*You are always welcome at Levelland ABC. We believe in treating every person with dignity and respect. There are many parent involvement activities and we strongly encourage you to get involved with your child's school—OUR SCHOOL. We are here to provide educational support for you and to help your child learn. We look forward to our partnership with your child and you.*

*Sincerely,*

*Donna P. Pugh  
Principal*

*Sky Tucker  
Assistant Principal*

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### **GOAL OF TITLE I PARENT INVOLVEMENT**

To support the efforts of parents to work with their children in the home and at school to attain the instructional objectives of the Title I program by working as a team with “highly qualified” teachers and administrators to insure the personal success of each child.

### **OPPORTUNITIES FOR PARENT INVOLVEMENT**

- Formal and informal parent/teacher conferences and home visits
- Orientations to meet the staff and learn what is expected at school
- Programs and assemblies provided at school
- *Parents in Action* (parent involvement) meetings, programs and activities—Book Fairs, Fall Festival, attendance recognition, etc.
- Volunteer opportunities to help in the classroom or workroom
- Parenthood Initiative programs as provided through SPCAA Head Start

### **EDUCATIONAL OPPORTUNITIES**

*Many opportunities are provided to help children perform at their maximum level of academic achievement.*

- Computer technology in classrooms
- Counseling
- English as a Second Language (ESL)
- Gifted and Talented Program (for kindergarten and prefirst students)
- Art/Library/Physical Education
- Special Education, Inclusion, Speech Therapy and Articulation Lab
- Accelerated Reading Instruction

## **TITLE I—THE LAW**

The most recent law that affects Title I is the No Child Left Behind (NCLB) Act of 2001. The law requires:

- ❑ A Title I campus to have a written parental involvement policy
- ❑ Parents to be involved in the design, operation and evaluation of Title I
- ❑ Parents to be consulted about home/school activities and be trained to help instruct their children
- ❑ Activities should be presented in the language spoken by the majority of the Title I parents whenever possible
- ❑ Campus to have a copy of the law on file for parents to consult
- ❑ Teachers and paraprofessionals to be “highly qualified” based on NCLB Act

## **PURPOSE OF TITLE I**

- Meet the needs of students at Levelland ABC
- Improve educational opportunities of underachieving children
- Include parental involvement support programs

## **SPECIAL RECOGNITION**

- Kindergarten/Prefirst Graduation
- Exemplary Attendance Awards—individually and by classes
- Exemplary Conduct (Little Lucky Star Awards)

## **CURRICULUM**

PK4 and Kindergarten/Prefirst students at Levelland ABC are taught using the Prekindergarten Guidelines and the Texas Essential Knowledge and Skills, respectively. *Reading Mastery Plus* is used for reading/language arts instruction for kindergarten and prefirst; *Scholastic* is the prekindergarten curriculum. To teach math instruction, *enVisionMATH* will be used on all levels. Science and social studies are taught in units or themes with active student participation using hands-on activities and manipulatives and integrated into these other basic skills areas.



**STUDENT RESPONSIBILITIES:**

- Being at school on time every day
- Being prepared for learning every day
- Being appropriately dressed and groomed
- Showing respect for self and others
- Behaving in a responsible way
- Following my teacher's directions
- Obedying all school rules
- Keeping my hands, feet and objects to myself

\_\_\_\_\_

Student Name

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

**PARENT/GUARDIAN RESPONSIBILITIES:**

- Becoming real participants in my child's education
- Providing for the physical needs of my child
- Teaching my child to listen to teachers and other school personnel and to obey school rules
- Having my child in school on time every day, promptly reporting and explaining all absences and tardies to school personnel
- Encouraging and leading my child to develop proper study habits at home
- Participating in meaningful home visits and parent conferences to discuss my child's performance/progress
- Keeping informed of school policies and the academic requirements of school programs
- Supporting school personnel in the enforcement of discipline imposed in accordance with school policy and the Student Code of Conduct
- Attending Title I parental involvement/*Parent in Action* meetings
- Volunteering to help in school-related activities/functions as time permits
- Making sure my child is appropriately dressed and groomed at school
- Discussing report cards and school assignments with my child
- Bringing to the attention of the teacher(s)/principal any learning problem or condition that may relate to my child's education
- Maintaining up-to-date addresses, home, work, and emergency telephone numbers and other important information at the school
- Cooperating with school staff
- Exercising appropriate parental control

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

**TEACHER RESPONSIBILITIES:**

- Communicating student's progress regularly
- Encouraging and supporting the community and parents through trainings and workshops
- Being knowledgeable of the Student Code of Conduct
- Developing, maintaining and communicating classroom rules, the school's mission and school-wide discipline management procedures
- Ensuring good student discipline by being in regular attendance and on time every day
- Being prepared to perform my teaching duties with appropriate preparation, assignments, and resource materials
- Focus instruction on academic, social, life and communication skills, while teaching conflict resolution, cultural sensitivity and self-responsibility.
- Complying with District and school policies, rules, regulations and directives
- Maintaining an orderly classroom atmosphere conducive to learning
- Meeting the standards of teaching performance established by the District
- Establishing rapport and an effective working relationship with parents, children and other staff members
- Recommend what is best for the student and student's educational needs
- Teaching children to develop and practice self-discipline
- Encouraging good work habits
- Serving as an appropriate role model for children

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

**ADMINISTOR RESPONSIBILITIES:**

- Articulating the school's mission
- Assuring a safe and orderly climate for teaching and learning
- Enforcing the Student Code of Conduct
- Assuming responsibility and instructional leadership for all school-wide programs
- Promoting effective training and discipline of all children
- Communicating with parents when their child becomes a discipline problem
- Providing an environment that allows for positive communication between the parent, teacher and child
- Working with parents to foster home/school relationships
- Serving as appropriate role models for all children

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Principal Signature

\_\_\_\_\_  
Date

## **Mission Statement**

**Levelland Academic Beginnings Center:  
Building a Foundation of Excellence in Learning, Character  
and Independence.**

## **Belief Statements**

Levelland ABC staff members set the tone for the school through their actions and attitudes. All staff will demonstrate their continuous support and encouragement of students in these four important ways.

1. We will commit to the following beliefs:
  - All children are valuable and can learn.
  - School should be fun.
  - Every child is responsible for his/her actions.
  - The family unit has the primary responsibility for the support system of their children's education.
2. We will provide each child with the opportunity to reach his/her potential through a variety of teaching strategies that reflect unique learning styles and abilities.
3. We will provide positive feedback to students who are meeting expectations and following the guidelines for success.
4. We will work as a team (home and school) to solve behavior problems that are chronic and/or severe in nature.

## **Guidelines for Success**

### **DO YOUR JOB!**

- Do your best!
- Do your part!
- Do the right thing!

# Schoolwide Rules

## **Give Me 5 (assemblies, hallways, library)**

1. Eyes on speaker
2. Lips closed
3. Ears listening
4. Sit/stand up straight
5. Hands and feet quiet

## **Give Me 5 (bathrooms)**

1. Use the bathroom.
2. Flush.
3. Wash.
4. Throw away trash.
5. Leave.

## **GIVE ME 5 (cafeteria)**

1. Walk.
2. Make a good line.
3. Stay in seat.
4. Face front, feet front.
5. Use "inside" voice.

# THE ABC'S OF PREKINDERGARTEN, KINDERGARTEN & PREFIRST

## **A** IS FOR ABSENCES

Students are expected to be in school except in cases of emergency, illness, or school-approved absences.

Sick children need to be kept at home. If your child is sick, has a fever, diarrhea, is vomiting, or has a contagious disease, please keep him/her at home.

**When a child returns to school after an absence, s/he must have a note from a parent or guardian. The note should include the following information: reason for absence, date or dates of the absence, signature of parent or guardian. The student should bring the note on the day s/he returns to school.**

### **Excused and Unexcused Absences**

An excused absence is one in which the student was absent with the parent's permission and knowledge for the following types of reasons: illness, Board-approved activity, court appearance, funeral, religious purposes, or any cause acceptable to the teacher or principal.

All other absences will be considered unexcused.

## **ARRIVAL TIME**

### **Prekindergarten**

Children may enter the building as early as 7:30 a.m. Children who arrive between 7:30 and 7:50 a.m. will go to the gym until dismissal to class.

Children will be counted tardy after 8:05 a.m.

Prekindergarten classes will eat breakfast beginning at 8:05 a.m. in the cafeteria.

### **Kindergarten/Prefirst**

Children may enter the building as early as 7:30 a.m. Children who arrive between 7:30 and 7:50 a.m. will go to the library until dismissal to class. Breakfast will be served from 7:30 - 7:55 a.m. Children must arrive before 7:45 a.m. in order to eat breakfast. Children will be counted tardy after 8:05 a.m.

### **Safety and Traffic Reminder:**

Regarding the safety of our children and the traffic situation during drop-off times, we request your cooperation with the following:

1. Form only one lane in the parking lot.
2. Do not leave your vehicle unattended in the pick-up/drop-off lane. If you must leave your vehicle, please park in an empty parking space.
3. Do not park in the bus loading/unloading lanes. These lanes are for buses only!
4. Do not park in the yellow **No Parking Zones**.

## **ATTENDANCE**

Levelland Academic Beginnings Center supports the philosophy that the instructional program is a vital part of a formal education. We further believe that it is necessary that students attend school the maximum number of days for instructional purposes. Parents are strongly discouraged from taking students out of school for any reason other than family emergencies. Students are required to maintain a level of attendance that enables them to meet their responsibilities as learners. Students and their parents/guardians hold the main responsibility for school attendance and for following the attendance policy.

A student may not be given credit for a class unless s/he is in attendance for at least 162 days a school year. An attendance committee will be appointed to hear petitions for class credit for students with fewer than 162 days. This committee will determine alternate ways to make up work or regain credit.

### **Tardiness:**

1. A student is tardy after 8:05 a.m.
2. Students should report to the office when arriving late.
3. Students will be required to obtain a **tardy pass** for admission to class.

## **ATTITUDE**

There are a number of ways parents can help a child get a good start in school. While prekindergarten and kindergarten seem like an abrupt beginning, it is actually a part of growing, which starts at birth. You may help your prekindergarten or kindergarten child be ready to enjoy school by doing the following: proving to your child that s/he can have happy times away from home, speaking well of the school and the people who will help your child, helping him/her understand that the teachers will be good friends, helping your child understand that s/he must follow the rules set up by the school and classroom.

# **B** IS FOR BACKPACKS

We encourage the use of backpacks to enable your child to carry items to and from school. Please label with your child's name. Full-size backpack without wheels fit into our personal storage space for each child best.

## **BREAKFAST**

Breakfast will be served in the cafeteria each morning during the following times:

Kindergarten/Prefirst	7:30 - 7:55 a.m.
Prekindergarten	8:05 - 9:15 a.m.
	(served in 20-minute periods)

If your kindergarten/prefirst child plans to eat breakfast please make sure s/he arrives before 7:45 a.m. Children need to be in the classroom ready for instructional activities by 8:05 a.m. Prekindergarten children will eat breakfast with their class each morning.

## **BRINGING DRINKS FROM HOME**

Children are not allowed to drink soft drinks or like drinks at school. Please do not send them to school with your child. The coke vending machine on the premises is for adult use and consumption only.

## **C IS FOR CAFETERIA RULES**

Please review the following cafeteria rules with your child regularly:

### **GIVE ME 5—Cafeteria**

1. Walk
2. Make a good line
3. Stay in seat
4. Face front, feet front
5. Use “inside” voice

## **CHANGE OF ADDRESS/PHONE NUMBER**

Please inform the school office of any address/phone number changes as soon as possible.

## **CHANGE OF CLOTHES**

We strongly recommend that you send a change of clothes, including underwear and socks, in the event of an accident. Occasionally an accidental spill at breakfast or lunch, a creative urge in the art center, or a toileting accident will leave your child very upset if he or she does not have a change of clothes. The clean clothes will be stored in your child’s classroom.

## **CHARACTER COUNTS!**

We emphasize the *Character Counts!* program at Levelland ABC. This program promotes values through Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

## **COMMUNICABLE DISEASES**

Parents of a child with a communicable, or contagious disease (such as chicken pox, pink eye, scabies, head lice, strep throat, etc.) are asked to telephone the school office so that other children who might have been exposed to the disease can be notified. A child who has had a disease considered to be contagious to other children may not be permitted to return to school without a doctor’s release.

## **CONFERENCES**

We will be scheduling parent/teacher conferences periodically throughout the school year. You are expected to attend each conference so that you will be aware of your child’s progress during that period of time covered by the conference. Parents or teachers may request a conference at any time during the year. This conference will be scheduled at a mutually available time.

## CONTACTING THE SCHOOL

If you have questions about school activities, you are encouraged to call the school any time during the workday. Our number is 894-6959 and our school website is <http://schools.levellandisd.net>.

## D IS FOR DEPARTURE

Prekindergarten four year-old children are dismissed at 2:30 p.m.

Kindergarten/prefirst children are dismissed at 3:00 p.m.

**YOU MUST PICK UP YOUR CHILD ON TIME.** If you see that you are going to be late, please call the office. Not picking up your child on time is an injustice to your child and your child's teacher. Don't let your child be troubled by feelings of insecurity because you don't pick him/her up on time.

**SIGNING STUDENTS OUT:** All students must be signed out in the office before being dismissed at any time other than their normal dismissal time.

Children will be picked up on the north side of the building. You will be notified of specific pick-up locations.

For the first week of school, parents will need to pick up their children in the classroom.

**Safety and Traffic Reminder:** Regarding the safety of our children and the traffic situation during pick-up times, we request your cooperation with the following:

1. Form only one lane in the parking lot.
2. Do not leave your vehicle unattended in the pick-up lane. If you must leave your vehicle, please park in an empty parking space. If there are no spaces available, park in the east parking lot designated for staff.
3. Do not park in the bus loading/unloading lanes. These lanes are for buses only!
4. Do not park in the yellow **No Parking Zones**.

## DISCIPLINE

Your child's teacher will be developing the classroom management plan that will be implemented during this school year. This plan will be shared with you during a scheduled parent/teacher home visit at the beginning of the year.

### Our vision...

At Levelland Academic Beginnings Center we will strive to be successful, and we will work as a team to ensure maximum student achievement.

## **Our goals...**

We will:

- ❑ take responsibility for our own behavior.
- ❑ focus on the prevention of discipline problems.
- ❑ treat others and ourselves with dignity and respect.
- ❑ work to create a positive, safe, caring, and orderly school climate.
- ❑ work to develop a strong and supportive relationship among parents, students, and school.
- ❑ strive to be as successful as we can be.

One of the most important lessons education should teach is discipline. It is the shared responsibility of the home and school to accomplish this goal. It is the training that develops self-control, character, orderliness and efficiency. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. School and classroom rules and expected behavior are explained to the students. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures.

## **General Guidelines for Students**

- Students will walk in the halls at all times.
- Candy may not be eaten in class.
- Gum should not be chewed at anytime during school hours.
- Students will be responsible for any money or personal items brought to school.
- All personal items, especially clothing, should be marked in some manner with the child's name.
- Any student found with any tobacco product, matches, cigarette lighters, or knives will be subject to suspension.

## **DOORS LOCKED**

For the safety of our children, all outside doors will remain locked during school hours (8:05 a.m. - 3:00 p.m.). If you wish to enter the building during the day you may do so through the front entrance.

## **DRESS AT SCHOOL**

Children stay healthier when they are dressed appropriately for the weather. They need to wear cool clothing in hot weather and a sweater or jacket in cool weather. In extreme cold, please dress your child in layers, perhaps a shirt with a sweater or sweatshirt over it, and a coat or jacket. Since we are conserving energy, the children will need to adjust what they wear for comfort and good health.

In order to protect toes and feet, we recommend that your child wear closed-toe shoes. Shoelaces should be only long enough to tie without wrapping around the ankle. Laces that are not extra long are easier for children to manage when learning to tie. Your child is less likely to trip on shorter untied laces. Shoes with cleats are not permitted. Tennis shoes are the best and safest for Physical Education classes!

Girls who wear dresses should wear shorts or tights under their dresses.

In order to promote independence and self-esteem, we ask that children wear clothing that they are able to fasten, zip, button, or snap by themselves. We have found that jumpsuits that close in the back or crotch, suspenders that are attached or go through

loops at the shoulder, belts with large or complicated buckles, and blue jeans with difficult snaps/buttons cannot be managed by children this age. We ask that you keep this in mind when choosing clothing for your child.

**Please read and become familiar with the LISD Dress Code located in the LISD Student/Parent Handbook.**

## **E IS FOR EDUCATIONAL EXPERIENCES FOR CHILDREN!**

Educational experiences must be developmentally appropriate intellectually, physically, socially and emotionally. That is our major focus.

- **Language experiences**—storytelling, discussing, planning, vocabulary-building, show and tell activities and book making.
- **Experiences with pictures**—picture charts, pictures grouped around certain ideas, storybooks with pictures and illustrated nursery rhymes.
- **Listening experiences**—listening to sounds and words, looking for differences and similarities in objects and stories, and rhythmic activities associated with poem and nursery rhymes.
- **Preliminary reading experiences**—discovering that ideas can be recorded on charts, learning one's name and simple labels around the classroom, exercises for building concepts of color, left and right, and spatial relationships such as top, bottom, and learning to use readiness books.
- **Math activities with concrete objects**—activities such as counting keys and books, graphing favorite cookies, and reproducing patterns with concrete objects make math activities more meaningful.
- **Opportunities to increase math vocabulary**—learning new terms such as first and second (ordinal numbers), less than, more than, greater than, taller, shorter, none, few, many, half, whole, equal, etc.
- **Artistic expressions**—using art, music and storytelling activities to enhance learning.
- **Physical education**—playing new indoor/outdoor games and participating in rhythms, singing games and other games.

## **EMERGENCY DRILLS**

The safety of all children is one of our greatest concerns. The school holds regular drills to teach children to respond calmly in the event of an emergency.

Fire drills are held once each month, tornado drills and lockdown drills are held twice each semester. Detailed escape plans and procedures are posted inside the door of each classroom.

## **ENCOURAGEMENT**

Parents and teachers frequently find it necessary to guide a child's behavior. It is easy to feel that you are talking more about the child's mistakes and shortcomings than about the child's successes. Sometimes our own habits, discouragement, anger or frustration cause us to say things that we regret later. Praise and encouragement can work very effectively to manage behavior. By focusing on the child's effort to complete specific tasks rather than on the product itself forms the basis of encouragement. Praise for that effort becomes the reward for a job well done.

## **F IS FOR FIELD TRIPS!**

When a field trip is to be taken, the student will bring home a permission form including the destination and date. This form must be signed and returned to the teacher before s/he will be allowed to go on the trip.

## **FOUNDATION**

Together we can build your child's house of education during these formative first formal years of school.

## **FRAGILE**

Handle with care! "I'm just in Prekindergarten, Kindergarten or Prefirst!"

## **G IS FOR GIFTS**

All children are gifts and each one has something special about him/her.

## **GUIDELINES FOR SUCCESS**

### **DO YOUR JOB!**

- Do your best!
- Do your part!
- Do the right thing!

## **H IS FOR HOMEWORK**

Sometimes we will be studying a particular shape, color, or story and we will ask the children to wear an item of clothing that goes along with our theme, or perhaps bring something from home that will go along with our theme. We will let you know in advance if we need the children to do this kind of "homework."

## **HOME**

Without the support of home, we can't do our job. Just like home is a "safe haven," Levelland Academic Beginnings Center is a home away from home.

## **HUMOR**

A sense of humor is always helpful!

## **I IS FOR IMMUNIZATIONS (SHOTS)**

A child must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, s/he should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubberstamp validation. **You are required to submit an updated copy of your child's immunization record upon registration.**

The immunizations required are:

- DTAP**--Diphtheria, Pertussis (whooping cough), Tetanus
- IPV**--Polio
- MMR**--Measles (Rubeola), Mumps, Rubella
- Hepatitis B**
- Hemophilus Influenza (HIB)**
- Pneumococcal**
- Hepatitis A**
- Varicella (Chicken Pox)**

A second Measles, Mumps, Rubella (MMR) is mandatory as soon as the child reaches five (5) years of age.

## **INDIVIDUALITY**

We allow all of our children to show their uniqueness as they grow throughout the year. No two children are exactly alike, and we must meet the needs of all our children.

## **INCLEMENT WEATHER**

In case of severe weather conditions, please tune in to the local radio station, KLVT AM 1230 or call 894-6959.

## **J IS FOR JOY**

We hope to instill a joy for learning as we teach these young children.

## **JUNK**

What may be junk around your house could very definitely be treasure to our prekindergarten, kindergarten or prefirst children. We can make some beautiful creations with some of the following pieces of junk:

- toilet paper/paper towel rolls,
- egg cartons,
- plastic containers with lids,
- refrigerator boxes,
- cardboard boxes in all shapes and sizes,
- old buttons,
- fabric scraps, including trims (like ribbon or rickrack).

# **K IS FOR KINDERGARTEN!**

# **L IS FOR LEARNING CENTERS**

Learning is an essential part of every child's life. Play and exploration are natural parts of a child's need to learn and satisfy his curiosity about the world around him. Through the use of centers, children are able to develop such skills as making decisions, interacting socially, taking pride in their own work as well as the work of their peers, solving problems, and working together.

## **What are Learning Centers?**

- Learning centers are areas within a classroom that contain a collection of activities and materials related by subject, purpose.
- Learning center activities and materials may be used independently by the child or with direction by the teacher to introduce, reinforce and/or enrich one or more skills or concepts.
- Learning centers are an excellent way to individualize curriculum to meet each child's varying needs.
- Learning centers provide stimulating activities, choice, and decision-making opportunities.
- Learning centers are an effective way for teachers to make learning more enjoyable.

## **Why use Learning Centers?**

- To individualize learning
- To meet the needs, abilities, and interests of all students
- To teach, reinforce, or enrich a skill or concept
- To provide students with opportunities to make and follow through on their decisions
- To help students learn to manage their own time
- To incorporate multi-level activities in the curriculum
- To motivate students to participate in learning
- To develop appropriate social skills

## **Examples of Centers**

- Block center
- Manipulative center
- Housekeeping/dramatic play
- Art center
- Listening center
- Writing center

## **LEVELLAND ACADEMIC BEGINNINGS CENTER (ABC)**

Our beautiful campus is located at:

1412 E. Ellis, Levelland, Texas 79336

Phone: 806-894-6959

Fax: 806-894-5512

<http://schools.levellandisd.net>

**LITTLE LUCKY, OUR SCHOOL MASCOT**  
**WE ARE THE PUPS!**

## **LOST AND FOUND**

Lost items are turned in to the office and placed in the lost and found box. If we find something (such as a jacket), it is much easier to return it to the owner when it is labeled with your child's name. Please label all articles of clothing!

## **LOVE**

We hope to instill in your child a love of learning that will last a lifetime!

## **LUNCH**

Lunch will be served from 10:45 a.m. - 12:15 p.m. daily. Lunch schedules will be available the first week of school.

# **M** IS FOR MEDICATION

Often it is necessary for a student to continue with prescription medication during the school day. In order for the medication to be administered properly and safely, the school must adhere to the following guidelines. All medication must be in the **original prescription bottle** with the doctor's name and instructions. School personnel **MUST** give the medication according to the directions on the bottle unless otherwise notified by the physician in writing or with a phone order. Parents cannot make changes unless the school has received orders from the doctor. If you forget to give a morning dose of a prescription medication, please do not call the school and ask them to dispense it for you. We must have all medication orders in writing.

Occasionally, a child might need an over-the-counter medication (FDA approved) such as Tylenol or a decongestant. Parents who would like for their child to receive an over-the-counter medication should bring the medication in the original bottle to the school office and complete a *permission to administer medication form* (provided by the school nurse). The parent must specify, by note, the date and time of day their child is to receive the medication. The school will not alter the recommended dosage as listed on the medication container. Over-the-counter medications may not be left for more than three days, unless recommended by a doctor in writing.

Medication will be given as few times as possible during the school day. If at all feasible, please try to limit the giving of medicine to your child while at school to one time per day.

Please know that we care about the health and well-being of your child. All school personnel will do everything in their power to ensure that your child has a safe and healthy learning environment, and this includes following school policies and procedures involving medication administration. Thank you for following LISD's health policies and caring about the health of your child!

## **MISSION STATEMENT**

Levelland Academic Beginnings Center:  
Building a Foundation of Excellence in Learning, Character and Independence

## **MONEY**

When you send money to school with your child, please make sure that you place it in a labeled envelope. Please write your child's name on the envelope, write what the money is for, and write how much money is in the envelope. This will help us get the money to the right place at the right time.

## **N IS FOR NEWSLETTER**

At the beginning of each month, we will be sending home a monthly newsletter to keep you informed of school related matters and upcoming activities/events. It will contain a calendar of events for the month. **Please post this on your refrigerator or another convenient location.** Check those backpacks daily for other announcements and information!

## **O IS FOR OPPORTUNITY TO LEARN AT HOME**

The ideas listed below will help your child become more comfortable and successful in school.

- Help your child assume responsibilities such as caring for home, room and toys, dressing himself, and reacting to people such as school officials and strangers.
- Encouraging your child to use crayons, scissors, and glue, but make sure he uses them correctly.
- Read to your child daily.
- Teach your child to complete tasks.
- Develop desirable relationships in play activities with children.
- Let him use the preferred hand, left or right.
- Be supportive of school. Teach loyalty and respect for teacher, school and peers.
- Share ideas and talents with teachers.
- Volunteer your time to assist at school.
- Limit television viewing. Many programs are excellent for young viewers; however, some restrictions are necessary.
- Provide cutting, pasting, stringing beads, and other activities which will help with fine motor control.
- Take an active part in the school life of your child.
- Avoid comparisons between children. Each child is an individual.
- Notify the teacher in writing of any special problems your child might be having.
- Read the school handbook for other ideas and suggestions for school.

## **P IS FOR PREKINDERGARTEN & PREFIRST!**

## **PARKING LOT SAFETY**

Regarding the safety of our children and the traffic situation during drop-off/pickup times, we request your cooperation with the following:

1. Form only one lane in the parking lot.
2. Do not leave your vehicle unattended in the pick-up/drop-off lane. If you must leave your vehicle, please park in an empty parking space. If there are not spaces available, park in the parking area designated for staff.
3. Do not park in the bus loading/unloading lanes. These lanes are for buses only!
4. Do not park in the yellow **No Parking Zones**.

All children will be picked up on the north side of the building. You will be notified of the specific pick-up location.

## **PARENT INVOLVEMENT**

We cannot do what we do at Levelland Academic Beginnings Center without the support of our parents, grandparents, guardians and other family members! All parents are encouraged to be actively involved with your child's learning at school and at home.

## **PARENTS IN ACTION**

We have an active parent organization, *Parents in Action*, which is involved in organizing several school-wide activities throughout the year. *Parents in Action* meets monthly—the second Tuesday of each month. We invite and encourage all parents to participate.

## **PARTIES**

We will be planning three parties this school year: Christmas, Valentine's Day, and Easter. You may be asked to help provide refreshments/assistance for these parties.

## **PERSONAL INFORMATION**

It will benefit your child if you help him learn the following important information:

First and last name	Age
Parents' names	Birthday
Address	How s/he is to go home
Telephone number	

## **PICTURES**

Our school picture schedule for the 2008 - 2009 school year is as follows:

Friday, September 19	Fall Individual Pictures
Friday, October 24	Fall Individual Retakes
Thursday, February 5	Spring Individual and Class Pictures
Friday, April 3	Kindergarten/Prefirst Graduation Pictures

## **POSITIVE BEHAVIOR SUPPORT**

Levelland ABC participates in a behavior intervention and prevention program called Positive Behavior Support. The focus of this effort is to train students in appropriate behaviors and then to recognize them for completing these tasks successfully. Some of our strategies to recognize our students are through our Lucky Stars program, rotating trophies at lunch, among others. In addition, staff will use positive behavior support strategies in the classrooms. We are looking for kids "doing their jobs!"

## **PREPARING YOUR CHILD FOR SCHOOL**

To be prepared for school on a daily basis your child needs to have plenty of sleep every night. Your child also benefits from opportunities to play with other children. Additionally, arrival at school on time is essential for your child's success in school.

## **PROCESS**

In prekindergarten, kindergarten and prefirst you will often hear us say that we are more concerned with process than product. We encourage the children to put a great deal of effort into the process of completing a project, even when the end product may not look like we thought it should. By encouraging attempts at process, the children are more apt to try again, gaining more expertise with practice.

## **PROPERTY LAWS OF A PRESCHOOLER**

See the insert at the back of this booklet; it says it all!

## **Q IS FOR QUIET (NOT!)**

Whenever you stop by our classrooms, be prepared to hear a hum of activity. When children converse freely with one another, listen, and discuss shared experiences, they gain insights into one another's perceptions and views. Intellectual development and literacy growth are enhanced through positive verbal interactions.

## **QUIET TIME**

Plan a quiet time with your child every day, a time when you can give your child your full attention.

## **R IS FOR RELEASE OF CHILDREN**

A child will not be released from school at times other than regular dismissal hours unless a pass from the office is presented to the teacher. Children will be released only to adults you have designated on the signed form on file in the office. We will not release your child to anyone whose name is not on our list. If a parent is denied custody by court, please furnish the school with a letter from the court stating which parent may pick up the child from school.

### **Check-out Procedures:**

1. If a child leaves during the school day, parents/guardians must check him/her out in the office. Your child will not be released unless a pass from the office is presented to the teacher.
2. Please **DO NOT** go directly to the classroom.
3. Parents/guardians are encouraged to make dental and medical appointments after school hours.

## RECORD INFORMATION

Please be sure we always have your child's correct address and phone number. Also, if there is any change as to whom may pick up your child, we must have this in writing with your signature and date.

# S IS FOR SCHEDULE

Individual teacher class schedules will be available soon after the school year begins.

## SCHOOL DAY

### Prekindergarten:

<b>8:05 a.m. - 2:30 p.m.</b>	8:05	Breakfast*
(Approx.)	8:30 - Lunch	Instruction
	Lunch - 2:30 p.m.	Recess, Rest Time, Instruction
	2:30 p.m.	Dismissal

\*Breakfast will be served in 20-minute periods beginning at 8:05 a.m.

### Kindergarten/Prefirst:

<b>8:05 a.m. - 3:00 p.m.</b>	7:30 - 7:55 a.m.	Breakfast
	8:05 - Lunch*	Instruction
	Lunch - 3:00 p.m.	Recess, Rest Time, Instruction
	3:00 p.m.	Dismissal

\*Lunch will be served in 30-minute periods beginning at 10:45 a.m.

## SCHOOL SUPPLIES

Kindergarten students will need the following school supplies:

- #2 Pencils (6)
- Crayola Crayons (Crayola Brand Only) – 8 count (2 boxes)
  - Small basic colors – NO fluorescent or metallic
- Elmer's Glue – 8 oz. (2 bottles)
- Kleenex – 250 count (2 boxes)
- Scissors – Fiskars
- Towel or Sleeping Mat (Check with your child's teacher before you purchase.)
- Ziploc Bags – gallon size (1 box)
- Ziploc Bags – quart size (1 box)
- Antibacterial Hand Cleaner (waterless) – (1 bottle)
- Back Pack – standard size (No wheels please)
- Brown Paper Sacks – (1 package)
- Paper Plates – (paper, not styrofoam)
- Plastic School Box
- Erasers – 2, pink

Prefirst students will need the following school supplies:

#2 Pencils (1 package)  
Crayola Crayons – 8 count  
Elmer’s Glue – 8 oz.  
Scissors – Fiskars  
Kleenex  
Glue Sticks (2)  
Antibacterial Hand Cleaner (waterless) – (1 bottle)

Some of the supplies may not last all year. Your child’s teacher will notify you when additional supplies are needed

There is not a school supply list for prekindergarten. At the beginning of the year, the teachers will send home a wish list of supplies for the prekindergarten classes.

## **SPCAA HEAD START**

We have 120 four year-old Head Start children attending Levelland ABC. We are proud of our successful partnership with Head Start.

## **T IS FOR TELEPHONE**

During school hours, students will not be allowed to use the phone unless there is an emergency. In the case of an emergency, students must bring a pass from their teacher. This pass will have to be approved by the principal or secretary.

Necessary plans should be made with your child before s/he leaves home in the morning. If a parent/guardian wishes to speak to a teacher, leave a number and s/he will return the call as soon as possible.

## **TRANSPORTATION CHANGES**

If your child’s transportation arrangements must be changed (i.e., not ride the bus for a day, be picked up by someone different, etc.), you must write a note to the teacher or contact the school office about the changes. Notes sent must be signed and dated. It is extremely important that you keep us informed of ANY address AND telephone number changes. The bus will take your child to the same address each day. NO EXCEPTIONS are made unless there is a very good reason or an emergency.

## **TOGETHER WE CAN!**

## **U IS FOR UNEXPECTED**

From delightful childlike comments to tremendous strides of progress, unexpected events are always abundant in early childhood.

## **UNIQUENESS**

We celebrate the uniqueness of each child and hope to develop in the special qualities that make him or her unique.

# **V** IS FOR VISITORS

Parents/guardians are encouraged to visit school frequently and actively participate in the education of their child.

For the protection of the students, all visitors are to report to the office upon entering the building. Please **do not** go directly to the classroom.

If parents/guardians need to give the student a message, homework, lunch money, supplies, etc., please go the office. You must obtain a VISITORS pass before going to the classroom.

Parents/guardians are encouraged to schedule conferences during the teacher's daily conference period.

# **W** IS FOR WONDERFUL CHILDREN, PARENTS, AND STAFF!

# **X** IS FOR EXCITEMENT

Please share with us the excitement your child shares with you about his or her school day.

# **Y** IS FOR YOU

You and your child are **very** important to us.

# **Z** IS FOR ZEALOUS

From A to Z, join us with zeal in having a great year!

## PROPERTY LAWS OF A PRESCHOOLER

IF I LIKE IT, IT'S MINE.

IF IT'S IN MY HAND, IT'S MINE.

IF I CAN TAKE IT FROM YOU, IT'S MINE.

IF I HAD IT A LITTLE WHILE AGO, IT'S MINE.

IF IT'S MINE, IT MUST NOT EVER APPEAR  
TO BE YOURS IN ANY WAY.

IF I AM DOING OR BUILDING SOMETHING,  
ALL THE PIECES ARE MINE.

IF I SAW IT FIRST, IT'S MINE.

IF IT LOOKS JUST LIKE MINE, IT'S MINE.

IF YOU'RE PLAYING WITH SOMETHING AND YOU  
PUT IT DOWN, IT AUTOMATICALLY BECOMES MINE.

IF IT'S BROKE, IT'S YOURS.

## **School-wide Programs**

School-wide programs offered at Levelland Academic Beginnings Center through Levelland ISD include the following:

### **English as a Second Language (ESL)**

The intents and purposes of the ESL Program are to identify limited English proficient (LEP) students; provide English as a Second Language (ESL) programs; ensure that LEP students are afforded full opportunity to master the essential skills and knowledge required by the State; and assess achievement of these students to ensure accountability for LEP students and the schools that serve them.

### **Title I, Part A**

The purpose and intent of the Title I, Part A Program is to provide opportunities for children served to acquire the knowledge and skills contained in the challenging State content standards (Texas Essential Knowledge and Skills (TEKS)) and to meet the challenging State performance standards (Texas Assessment of Knowledge and Skills (TAKS)) developed for children.

### **Title I, Part C Education of Migrant Children**

The purpose of the Migrant Program is to ensure that migratory children have the opportunity to meet the same challenging State content standards and challenging State student performance standards that all children are expected to meet by designing programs that help migrant students overcome education disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of these children to do well in school and to prepare them to make a successful transition to postsecondary education or employment. The term migratory child means a child who is or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker, or migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent, spouse, or guardian in or to obtain, temporary or seasonal employment in agriculture or fishing work has moved from one school district to another.

### **Title II, Pt. B, Dwight D. Eisenhower Professional Development Program**

The purpose and intent of the Dwight D. Eisenhower Professional Development Program is to provide financial assistance to school districts to ensure that teachers and, where appropriate, other staff members and administrators have access to sustained and intensive high-quality professional development that is of sufficient intensity and duration to have a positive and lasting impact on the teacher's performance in the classroom. Training must be aligned to both the challenging State content standards and the State performance standards in the core academic subjects, with primary focus on mathematics and science.

### **Title VI, Safe and Drug-Free Schools and Communities**

The purpose of the Safe and Drug-Free Schools and Communities Program is to support programs that prevent violence in and around schools; prevent the illegal use of alcohol, tobacco, and drugs; involve parents; and coordinate with related federal, state, community efforts and resources to promote safe and drug-free schools and communities.

## **Title VI, Innovative Education Program Strategies**

The purpose of Title VI, Innovative Education Program Strategies, follows:

- To support local education reform efforts which are consistent with and support statewide reform efforts under Goals 2000
- To support state and local efforts to accomplish the National Education Goals
- To provide funding to enable state and local education agencies to implement promising educational reform programs
- To provide a continuing source of innovation, and educational improvement, including support for library services and instructional and media materials
- To meet the special educational needs of at-risk and high-cost students

## **Title VI, Class-Size Reduction Program**

The intent and purpose of the Class-Size Reduction Program is to reduce the class size in Grades K-3 to 18 or fewer students using highly qualified teachers to increase achievement for regular and special needs students by providing personal attention and a solid foundation for further learning so that all students learn to read independently by the third grade.

## **Gifted and Talented (G/T) Education**

The purpose of the State Gifted and Talented Program is to identify students and provide programs for a child who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:

- Exhibits high performance capability in an intellectual, creative, or artistic area
- Possesses an unusual capacity for leadership or
- Excels in a specific academic field

## **Optional Extended Year (OEY)**

The purpose of the Optional Extended Year Program (OEY) is to provide students with "extra time" to master the essential knowledge and skills needed to succeed. The role of the Optional Extended Year Program in improving student achievement is to reduce and ultimately eliminate retention of students in kindergarten through grade 8 by implementing innovative alternatives that promote excellence and equity.

## **Special Education**

The purpose and intent of the program is to ensure that all students with disabilities have available a free, appropriate public education which includes special education and related services to meet their unique needs.

## **State Compensatory Education (SCE)/Programs for At-Risk Students**

The purposes and intents of the program are to improve and enhance the regular education program for students who are at-risk of dropping out of school. The role of the program in improving student achievement is to provide accelerated instruction and support programs for students in at-risk situations. Through appropriate compensatory and accelerated instructional services, students in at-risk situations will pass the State assessments and graduate from high school.