

Second Grade Handbook



In the event of an absence, parents should call the school office at (972) 396-6924 prior to the start of the day. Messages can be left on the school answering machine before and after office hours. A **parent note should be sent** with your child upon returning from any absence.

If you need to contact your child's teacher, you may call, e-mail, or write a note on your child's communication report. Our conference time is 2:00-2:45 daily.

COMMUNICATION

Each student is expected to have his/her parent check and sign the Communication Report every day. The Communication Report serves as the teacher's method to keep you informed about your child's daily behavior. A folder signature indicates a significant choice of disrespect for self or others. Parents may also write notes to the teacher on the Communication Report. Please remind your child to show the teacher when they arrive at school so no information is overlooked. Please note that due to meetings during planning periods and occasional computer outages, teachers cannot always read e-mail before the end of the school day. We ask that any urgent communication that needs to be handled during the school day be sent in the child's binder. If there is a substitute, the note will be read by them.

TUESDAY FOLDER

Tuesday Folders contain graded papers and most district and school notes. The folder is sent home on Tuesday and must return on Wednesday. With your child, reflect and compliment on the school work together. Return needed forms, payments, or student work as requested.

ENGAGING WORK

Second grade teachers work very hard to make the activities that students do engaging and meaningful. To help students build a framework and reference for this knowledge, many activities will be created and kept in the learning journals or notebooks used daily in the classroom. Activities can include experiments, investigations, lesson practice, assessment, etc. You, as a parent, may notice fewer pieces of work going home. Your child's teacher will be planning methods to share this class work and the resulting scores or grades, but please do not hesitate to ask your child's teacher if you're interested in seeing your child's journals.

GRADING

The majority of the grades your child will receive are number grades.

90 - 100	A
80 - 89	B
70 - 79	C

Your child's grades reflect student achievement. The teacher is always available to discuss your child's strengths, weaknesses, and gains.

Conduct grades are based on the number of teacher signatures a child receives during each 6-week grading period. These issues will be communicated to parents on the communication report sent home daily. Please initial your child's Communication Report daily.

- 0-3 Signatures = O (Outstanding)
- 4-6 Signatures = S (Satisfactory)
- 7-10 Signatures = N (Needs Improvement)
- 11+ Signatures = U (Unsatisfactory)

HOMEWORK

Mondays through Thursdays, students in second-grade should expect 20 minutes of homework per night. Homework is intended to practice skills already learned in class or to spark thinking related to the topic to be studied the following day. Other varieties of homework may occur throughout the year as we work on special projects or as students complete unfinished class assignments. Since learners work at different rates, some fluctuation of time will occur. However, if your child is unable to complete the tasks in a reasonable amount of time, please notify your child's teacher. **As part of their 20 minutes per night of homework, students will be required to read at home a minimum of 40 minutes per week.** Please watch for more information on reading assignments/logs and expectations from your child's teacher.

MAKE-UP WORK

When a student has an excused absence, s/he is allowed one day for each day of the absence to make up the missed work. For example, a student absent on Monday who returns Tuesday will get their work the day they return and complete it by Wednesday. It is the student's responsibility to make sure they have all needed assignments upon their return to school. If an absence is planned, please let your teacher know in advance so she has the opportunity to gather materials before the child is out. Remember that students miss seven hours of learning when a day of school is missed. If possible, avoid planning appointments during the school day.

ABSENCES AND TARDIES

It is extremely important for your child to be at school and on time every day. School begins promptly at 7:55; students arriving after 7:55 need to stop by the office for a tardy slip. Supervision begins at 7:30 a.m. For safety purposes, **students may not be dropped off prior to 7:30 a.m.** All second-grade students arriving between 7:30 and 7:50 should report directly to the gym and not their classrooms.

CLOTHING

Please refer to the Allen Student Handbook. As a reminder, tube tops, halters, midriffs, spaghetti straps, and tank tops are prohibited. Shirts must be long enough to cover the midriff, even when arms are raised over the student's head. Shorts, skirts, skorts, and dresses must reach mid-thigh or longer. Students will have P.E. and/or recess every day, so sneakers should be worn every day.

MORNING SNACK

Students may bring a **nutritious morning snack** to eat while learning. Fruit, cheese cubes, granola bar, trail mix, crackers, or a half-sandwich are good choices. Avoid junk food, peanut products, or wet/messy food. Students are encouraged to bring **water bottles** for hydration throughout the day. Reusable bottles with a sport top are recommended. They are for *water only*.

LUNCH

Lunches delivered to school will be placed on a designated table in the cafeteria. To minimize classroom disruptions, students can find their lunch upon entering the cafeteria at their lunch time. Lunch account

payments can be made before school in the cafeteria or online. Please make sure your child's lunch is arranged each day prior to lunch time.

BIRTHDAYS

To avoid hurt feelings among classmates, all party invitations should be mailed unless invitations are provided for every child in the classroom. Invitations cannot be passed out at recess. Due to the food policy laws put into place by the Texas Department of Agriculture, **we ask you to only bring non-food items** such as pencils, erasers, notepads, stickers, or small toys if you wish to celebrate your child's birthday at school.

DISMISSAL

Car Riders: K-2 (and older students with siblings in K-2) will be organized by grade level outside by the gym. Grades 3-6 will be on the east side of the building. If you are in the building at dismissal time, please exit to this area to meet your child in the designated spot outside. PLEASE do not meet your child in the hallway as this causes congestion and keeps other students from exiting promptly.

Bus Riders and Daycare Riders: Students will be escorted to their designated waiting area and supervised until their bus arrives.

Walkers and Bike Riders: Students will be escorted and supervised out the back doors exiting to the playground pavement. For safety purposes, all students should go straight home and not stop to play on the equipment.

RAINY DAY DISMISSAL

Changes in a child's normal way home need to be relayed to the teacher early in the morning!

Please print, sign, and return the parent verification page to your child's teacher. ☺