2016-2017

Welcome to Mrs. Allen’s

 Second Grade Class!

Dear Parent,

I am so excited about having your child in my class this year. It is going to be a wonderful and exciting adventure for all of us. Your child will learn so much and have a memorable second grade year. I want to share some important information about our classroom rules and procedures for the 2016-2017 school year.

School will begin promptly at 7:50 every morning. Tardy bell rings at 8:00. Arrival time can be no earlier than 7:25 this year. Car riders will be released at 3:20 and bus riders will be released at 3:45.

**\*** Second grade parents will pick their child up by the cafeteria unless they have a sibling in Kindergarten, and then they will be picked up in the front.

**Snacks**

We will have a daily snack time. Please send a snack item with your child each day. Suggestions for snacks are chips, crackers, cheese, cereal, fruit snacks, fruit, or cookies. No candy please! **Also send a water bottle each day!**

**Lunch Money**

Please send lunch money on Mondays for the week. We will send this down to the cafeteria only on Mondays. Please put **ALL** money in an envelope marked with the child’s name, my name, the amount of money, and what it is for (field trip, pictures, book order, lunch money).

**Attendance**

If your child is absent, please send a note explaining the absence when they return to school. In order to be counted present, they have to be on campus by/at 9:30.

**Notebook Binders**

Every student will have a notebook binder that will need to go back and forth from home to school every day. Important items in the binder will include the Peek at the Week with all words and homework for the week, a calendar for communication, and other academic papers that can be used to help study. Check journal daily for notes and messages daily. If there has been a problem, I will write a note in the calendar letting you know. This is a way for you to check on their behavior daily. The front pocket of this notebook is a great place to send a note for me if needed. We will check this daily.

**Peek at the Week**

Each student is provided with this sheet weekly. It will come home on Monday. It will be kept in the student’s binder. Students are responsible for keeping up with this sheet. It will have sight words, spelling words, vocabulary words, class news, and other assignments listed on it. My conference time, contact information, and our class lunch time will also be on this paper.

**Homework and Graded Papers Folder**

Red folders will contain graded papers and a conduct grade for the week. They will come home one time each week. They will contain graded papers and other papers than you as a parent will need to stop and look at. There will also be a documentation sheet for you to sign in the folder.

**Homework:** Homework has a definite place in the educational process. Homework is an extension of the learning experience children have during the instructional day. Homework is designed to aid the students in achieving classroom and school goals. Look for homework assignments on the Peek of the Week. The homework given falls into one of these four categories:

1. **Math Homework:** This is an extension of work that has been introduced in class. This homework is an individualized drill activity designed to help strengthen the child’s understanding of skills taught in class. You can expect this homework to be sent home on Tuesdays and Thursdays.
2. **Reading:** This will consist of reading a weekly phonetic reader and/or their library books, which will be on their individual reading level. I encourage you to read with your child on a daily basis (at least 15-20 minutes per day).
3. **Unfinished Work:** This is work that is not completed in class and is within the student’s capability to finish at home.
4. **Review:** This is time spent at home studying and preparing for test in all subject areas. This includes studying for spelling and vocabulary tests, addition, and subtraction facts.

**Discipline**

We will be very busy everyday in class and I hope I will not have to use much discipline in the classroom. We will be going over the rules each day in class. I will be using a chart to track behavior in the classroom. Each child will begin on “Ready to Go!” each day and can move up or down the chart depending on behavior. With good behavior, the student can move up to “Good Choices”, “Great Job”, and “Outstanding”. With poor choices, their name will be moved down the chart to “Slow Down”, “Think About It”, and “Contact Home”. It will start over each new school day.

**\***Consequences for moving down the chart can include, depending on level moved to: talk with teacher, time out from recess, loss of privileges. Severe misbehavior will result in a phone call to you, separation from the class, or a visit from the principal.

**\***Rewards for good behavior will be stickers, verbal praise, extra free time, and a sticker in their journal at the end of the day! ☺

*The school’s phone number is (936) 875-9344 and my e-mail is AllenA@hudsonisd.org. Feel free to contact me at any time throughout the year with any questions or concerns.*

Thank you for allowing me to share in your child’s life,

April Allen