



2nd Grade Handbook
2017-2018

Dear Families,

We want to welcome you and your child to second grade. We are looking forward to working with you and your child to make this an exciting year for all of us! In this document you will find information regarding our policies and expectations. Please read over each section and save this information for future reference. We have done our best to be clear on all points, however, we realize there's always room for questions. Please feel free to approach us with your questions or concerns.

Our goal, as classroom teachers, is to facilitate each student's learning and enhance his/her overall growth and desire to learn. Student growth and development is related to a cooperative and supportive classroom environment. It is our hope that this year will be an exciting and rewarding time for your child's success in his/her learning journey. Every child's success in school is dependent upon many factors. However, the three most important factors are the student, the parents(s)/guardian(s), and the teacher working together to provide the most supportive program of education. We welcome your participation in any way you feel comfortable. We can always use your help working with students, helping with group projects, coordinating parties, assisting on field trips, and of course, copying papers.

We love being teachers and look forward to a fantastic year ahead. This is a great school and the second grade team will be planning and working closely to make this year one of marked educational growth for all children in second grade. We have great activities planned that support our standards and the students will have fun completing them. We have high, yet realistic, expectations for our students. With guidance from all of us, this will be a successful and rewarding year for your child. We believe in open communication and welcome you to contact us any time. The best way to reach us is through email. We check our email periodically throughout the day and will get back to you as soon as possible. If we have not gotten back to you within 24 hours, please contact us again.

Thank you for trusting your child to us. We promise to do our best everyday and work hand-in-hand with you this year to help your child learn.

Sincerely,

The Second Grade Team

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LEGEND SPRINGS SUPPLY LIST 2017-2018

2nd GRADE

Arizona law requires that public schools provide supplies required for academic success. The majority of the supplies your child will use in the classroom will be provided by the school. The following is a wish list of optional items desired for each student in each grade level. Any student unable to bring any of the listed items will be provided with supplies.

- 1 – backpack (rolling backpacks will NOT fit in the classroom)
- 1 – roll of paper towels
- 1 – box of Kleenex
- 1 - tub antibacterial wipes
- 4 – boxes of pencils (yellow)-no decorative or mechanical pencils please
- 2 – boxes of Crayola crayons (16 or 24 count-no larger)
- 4 – Expo (black) Fine-tip Whiteboard Markers #86661 (skinny)
- 1 - pkg–Elmer’s Glue Sticks (6 gm)-(Last name A-M)
- 1 – one bottle hand sanitizer (Last name N-Z)
- 1 – pkg 8- Count Fat Markers
- 1 – pkg 8 – Count Skinny Markers
- 1 – pkg Colored Pencils (12 assorted colors)
- 2 - Yellow Highlighters
- 1 – plastic container (L13”x W10”x D3.5”-must be this size) or Office Max 4 liter box trans blue (#808612) or Sterelite Large Clip Box (002 02 1200) or a grocery store water bottle cardboard flat

******The plastic containers are preferred******

- 1 – set of small headphones that will fit in a quart-size Ziploc bag
- \$20 for Scholastic News subscription, plastic folders, a binder, primary journal, 1 yellow spiral notebook, and labels (*Please do not purchase these items*)

Wish List

- One ream of white copy paper (20# weight)
- One ream of any colored copy paper (no pink or yellow please (20# weight)
- One ream of white cardstock paper (65# weight)

Due to limited classroom space and safety, rolling backpacks on wheels should remain at home. Please have your child clean out his/her backpack regularly and leave trinkets, key chains, and toys at home. We put our backpacks on the back of our chairs or under the desk. The chairs will tip if the backpack is too heavy and children will trip if they are too big to fit completely under the desk.

A Homework Folder will be provided at the beginning of the year and will be utilized as a consistent place for homework, notes, and communication for school and home connections. The folder will be sent home Monday-Friday and should be returned each school day. If your child's folder gets lost or damaged you may send in a replacement folder. Inside the folder is usually a great place to write down your contact information if your child doesn't know your name, address, or phone number (especially for bus riders).

SNACK

We will have a designated snack time in the classroom. Students are allowed to bring a healthy, easy to maintain snack that is on the safe-snack list and can be eaten during the morning. Snack will not be provided by the school.

*****WE ARE A PEANUT-NUT FREE CLASSROOM.** Please read the labels on any snack to make sure it is peanut-nut free and has not been processed in a factory that handles peanuts or nuts. Please - only snacks on the approved Safe Snack List.

<http://snacksafely.com/safe-snack-guide>

MEDICINE

All medicine should be delivered to the school nurse prior to the start of the school day. Students may not have throat lozenges or cough drops in their possession.

LUNCH MONEY

All lunch money/checks should be dropped off in the cafeteria or the front office prior to the start of the school day. Please provide your child's name and teacher's name when dropping off money/checks. For convenience, parents may add money to lunch accounts online through the Legend Springs Website:

<https://legendsprings.dvusd.org/>

Additional District Lunch and Menus can be found at:

<https://www.ezschoollpay.com/Login.aspx>

RESTROOM

In order to preserve class time, students are encouraged to use the restroom before school, snack break, at lunch, and after school. Students may go to the restroom anytime it's an emergency. If there are restroom issues, or if your child hasn't been feeling very well, please let me know.

CLASS WORK

It is important that good work habits are formed early. Children will be given ample time to complete assignments and ask questions. If the work is still not complete, it may be sent home and will be due the next day in their homework folder.

TOYS

Absolutely NO toys will be allowed in the classroom. This includes Pokemon cards and spinners. Please help your child remember to leave toys at home by checking his or her backpack from time to time. If your child does bring something to school, it may be taken away. If this becomes a chronic problem the toy will need to be picked up by the parent.

BIRTHDAYS

Birthdays are very special! We will celebrate your child at school with a small celebration of their choice - extra recess, free time in the classroom, etc. We ask that you do not send in birthday treats of any kind. We have students with a variety of severe allergies and we want all students to enjoy a safe celebration. Thank you for supporting our new birthday policy!

Regarding invitations, students may bring them to pass out in class ONLY if all students are invited. Otherwise, invitations need to be mailed. All students' feelings need to be taken into consideration. Please remember that the district guidelines state that no balloons are permitted on campus.

WATER BOTTLES

Students are encouraged to bring water bottles to school daily and should contain water and/or ice (all other drinks will need to be saved for lunch). It is important that students stay hydrated in the Arizona weather! ONLY "squirt top" bottles are

allowed in the classroom. Twist-off tops often become distractions or get put in mouths, which become a safety concern. With these types of tops, water can spill all over a student's work. Water bottles should be clearly labeled with student's name and remain on the floor beside his/her desk. It is encouraged that a sock be put around the water bottle to absorb the sweat from the water bottle.

BOOK ORDERS

You play a special and important role in your child's education and you may be wondering what you can do at home to help your child. Periodically we will be sending home a wide selection of book order forms. You can encourage the love of reading and learning by giving your child the opportunity to choose his/her own books so that family reading becomes a rewarding part of his/her life. You are not obligated to order any books. It is just a convenient and inexpensive way to get books for your child. By ordering books, we get free books and materials for our classroom. Please indicate on the form the quantity, amount total, and your child's name. Please make checks payable to Scholastic or order online and pay with a credit card, at www.scholastic.com/parent ordering. It normally takes 2-3 weeks to receive the orders by mail.

SCHEDULE

Below is a general schedule and is subject to change at any time.

ARRIVAL

Students should not be on campus, without parent supervision, prior to 8:30 A.M. unless he/she is eating breakfast in the cafeteria. School begins promptly at 8:45. Students arriving after 8:45 will be considered tardy and will need a late slip from the office.

DISMISSAL

The school day ends at 3:30 (12:05 on Early Release Days). All parents/visitors should wait outside the school building gates and should NOT be inside the gates, indoors, or outside the classroom door. Students need to exit the building safely without the congestion of adults, strollers, etc. If a student is meeting someone please insure your child knows who and where they are meeting.

ABSENCE

Whenever your child is going to be absent for any reason, you must call the 24 hour school attendance line at 623-376-4590. Any paper/pencil work will be collected for your child to be completed upon their return. However, most of what is missed is hands-on and directly related to what is being taught in the classroom and not in the paper/pencil form to be sent home. Please show your child that school is important by being punctual to school, as well as scheduling appointments before/after school.

VOLUNTEERS

Please sign-in in the front office and get a visitor sticker/badge before coming to the classroom. Even though we know you, we will have to send you to the office for a visitor sticker/badge if you don't have one. If you'd like to volunteer to be a homeroom parent and coordinate parties, help in the classroom, help in the workroom making copies, help at home with special projects, share a special talent, etc. please let us know. All volunteers must take the district volunteer class before being allowed to volunteer in the classroom. Please refer to the Legend Springs website for the class dates. As a volunteer, you will be asked to refrain from sharing information about students with others. A volunteer tub will be provided with notes/directions to prevent disruptions. Students enjoy having his/her parents volunteer, however, students should remain on task and continue working when volunteers are present.

HOMEWORK POLICY

WHY ASSIGN HOMEWORK?

Homework is a valuable tool in helping students make the most of their experience in school. Homework helps reinforce what has been learned in class, prepares students for upcoming lessons, teaches responsibility, and helps students develop positive study habits. Organization and responsibility are learned skills that take the cooperation of parent, teacher and student to develop. A weekly homework sheet will be sent home each school day.

WHEN WILL HOMEWORK BE ASSIGNED?

Homework will be assigned every day. Assignments should take approximately 45 minutes to complete each night. This includes reading for 25 minutes and doing a writing activity if included, practicing high frequency writing words/vocabulary words, and math homework. Reading should include reading the story of the week for fluency each night, as well as reading for enjoyment. At certain times during the year, special projects may be assigned in addition to regular homework. In an attempt to save paper, our goal is to send home less paper and utilize a website as an additional tool to provide information as well as an additional area to provide weekly homework updates. Please visit our second grade website at:

<http://www.dvusd.org/Domain/4075>

WHAT ARE YOUR CHILD'S HOMEWORK RESPONSIBILITIES?

Expectations:

- *students **MUST** put their first/last name, date and number on each assignment
- *students will do their best job on each homework assignment
- *homework must be neat, not sloppy
- *all written homework must be done in pencil
- *homework must be completely finished by class time the following morning

WHAT ARE THE TEACHER'S RESPONSIBILITIES?

Check to see if homework is returned each day, check for notes from parents, check to see if parents have initialed/signed the homework sheet indicating that homework was checked and completed, and mark behavior daily.

WHAT ARE THE PARENT'S RESPONSIBILITIES?

Parents are the key to making the homework a positive experience. Therefore, we ask that you make homework a top priority. Provide your child with the necessary supplies and a quiet place to complete homework. Set aside a time every day when

homework should be done. Provide positive praise and support, do not allow your child to avoid doing homework, and contact the teacher if you notice a problem. Parents should check the homework.

DISCIPLINE POLICY

The parent-teacher communication is a crucial part of the success of our year. We will keep you informed of your child's progress in our class and welcome you to contact us if you have any questions. We use the philosophy that you do the right thing because it is the right thing to do. When a child exhibits unacceptable behavior they are redirected, quietly spoken to, or removed from the situation to think about how they can make a better choice. If at any time a student exhibits extreme misbehavior, he/she may immediately receive a written warning, lunch detention, be removed from the classroom or be sent to the Principal's Office. In such a case, the consequence will be dependent upon the behavior and the regular sequence of consequences will not be implemented. Parents will be notified via phone or email if extreme cases of misbehavior occur during the school day. In order to have an environment in which all children have the opportunity to learn and grow, it is necessary to implement an effective discipline plan. We will focus on our "Top 20 School Agreement". Students will be expected to help others succeed; see the problem, fix the problem; communicate you matter; and honor the absent.

In class we will brainstorm our classroom rules and sign a pledge. We will discuss good choices. Behavior will be looked at as a choice and a learning process.

TOP 20!!

Help Others Succeed: Remember that our #1 job is to help others succeed - that includes our friends, our teachers, and anyone who is in our school.

See the Problem, Fix the Problem: If you see something happening in our school you don't think is right, you should try and find a solution rather than ignore it. Take responsibility to solve problems when you see them. Remember this is YOUR school. This is a place you learn. Let's own it!

Communicate You Matter: You Matter. Students Matter. Students matter to their teacher, to their family members, to their friends. One way to “communicate you matter” is to use one another’s names with respect. Names are special and important.

Honor the Absent: Only say good things about people – even when they are not in the room – it builds trust with everyone around us.

Additional Resources are available at <https://legendsprings.dvusd.org/>

PARKING PROCEDURES

For the safety of all, especially the children, please follow the one-way parking flow system from pick-up and drop-off in the south parking lot located on the corner of North Arrowhead Loop and North 62nd Avenue. ALWAYS pick your child up along the green curb. The parking lot in front of the administration building is not a pick-up or drop-off zone. The curb in front of the office has been deemed a no parking zone so please do not park there – you could be ticketed. This includes the bus lane – please do not pull through our park in the bus lane. Please drive slowly and cautiously around the school zone areas and pay particular attention to the crosswalk areas. If you have any questions please contact our school office at 623-376-4500. Thank you for your cooperation.

PLAYGROUND RULES

- * Bathrooms and drinking fountains are to be used for intended purposes only. Bathrooms will be used by permission only.**
- * During recess, bathrooms and fountains should be used before the grade level bell rings.**
- * Students should use all equipment safely and share it.**
- * Swings – should be used properly, no standing, twisting, lay on stomach, jumping or pushing.**
- * Fences – no one should climb any fence or gate. If a ball or other object should go over, get a teacher or maintenance worker to assist. If play equipment should land on a roof it requires a district employee for removal of the item.**

- * The play structure can be used by 4th, 5th, and 6th graders only after the 1-3rd grade children have gone to lunch.
- * Do not run or play tag on the concrete or in the sand area.
- * Monkey bars are for hanging and traveling by hand only.
- * Climbing must be done on the inside of the climbing structure.
- * Slide is used for sitting (facing forward) only, one at a time.
- * Pole only used for sliding down.
- * Pull up bars for pull ups only.
- * Field obstructions are off limits.
- * No rocks, sand, or other objects should ever be thrown.
- * Tackle games, football or wrestling are not allowed.
- * No climbing or swinging on goal posts.
- * Basketball courts are to be used by everyone for basketball only. No tag games or other sports allowed on courts.
- * Bleachers - off limits at all times.

****SPECIAL NOTICE TO PARENTS****

Campus supervision does NOT begin until 8:30 AM. You will need to arrange supervision for your child(ren) prior to that time.

CLASSROOM CELEBRATIONS

We will have a few classroom parties/celebrations throughout the year. This is a fun special time of celebration for the students in second grade. Parents and adult family members are welcome to attend and encouraged to assist during the party, however, other arrangements will need to be made for younger siblings.

Thank you for taking time to read through this document and/or refer back to this information throughout the year as needed. Please always feel free to contact us with any questions or concerns.

Please print, sign, and return THIS PAGE stating that you have read and understand the information and return to your child's teacher. I acknowledge receipt of the Classroom Handbook which includes the discipline plan. I have read the information covered and have discussed each element with my child.

Sincerely,

Parent/Guardian Signature

Child's Printed Signature

Date