



## **Mrs. Schatzel's Class Procedures and Policies**

Welcome to the 2nd Grade at Southport Elementary! I am looking forward to an exciting and meaningful year. Read the information on the following pages to learn more about our classroom and how things work. I will discuss this in more depth at "Back to School Night". Please keep this as a reference guide to use throughout the year.

### **Preparing for school**

#### **Toys**

Students may never bring toys to school unless instructed by the teacher for a special event. A toy is an item that does not relate to school, or any item that is being played with during inappropriate times. Toys will be taken away and returned on the last day of school.

#### **Show and Tell**

We do not do "Show and Tell", though I will often ask the children to bring items in that relate to our current language arts theme. These themes will be noted on the website and in the homework folder. After the child shares with the class they may keep the item in the class until the unit changes.

#### **Snacks and Drinks**

Please provide your child with a small, healthy snack for our morning break. The children use their recess time to snack so the item should be quick and easy to eat. It is a very intense morning of academics, and a snack is fuel for the brain!

#### **Labeling**

Please label all of your child's items with their first and last name. These items include jackets, sweaters, backpacks, etc.

#### **Bathroom & Drinks of Water**

**Recess is the time to use the bathroom and to get a drink of water.** If your child has an emergency need to use the bathroom during class then they may go to the restroom. If it is independent work time and I am not teaching, then drinks of water in class or trips to the bathroom are permitted, as long as it does not prove distracting to the class.

## Homework and Academics

**Homework is to be done every night, Monday through Thursday.** Doing neat and thoughtful homework every night is essential to build responsibility and ensure success throughout your child's academic career. It is assumed that your child comes to class having practiced the previous days lesson at home that night.

### **Nightly homework may include:**

- √ Language Arts
- √ Spelling
- √ Math
- √ Reading (20 minutes each night minimum)
- √ Reading Comprehension
- √ Writing

### **Homework is collected daily.**

As an incentive, students who turn in their homework on time and complete, receive a sticker for a chance to win a prize at the end of the day on Friday. Students who turn in their homework are also allowed to participate in "Fun Friday" activities (games, toys, etc. at the end of the day on Friday) - those who did not turn in their homework will do a class assignment during this time.

### **Incomplete or Late Homework**

Homework helps you review what we are learning in class. If homework is not done, not complete, or not to the student's best effort they will be required to fix/finish/do over again and turn it in when it is finished. These students also will not be allowed to participate in "Fun Friday" activities.

### **Weekly Math Quiz:**

A quiz will be given every week in math (the day will vary) to check for understanding. The questions come directly from that week's homework assignments. This is a fun site to practice math concepts: <http://www.fun4thebrain.com/addition.html>

### **Weekly Spelling Test:**

A spelling test will be given each week. These words come from the Language Arts program and tie in with the lessons being taught that week. Please practice these words each night with your child as part of that evening's homework. Students who continually do poorly on their weekly spelling tests will join "Spelling Club" and have an extra opportunity to practice their words in class. This is a fun site to help study spelling words: <http://www.kidspell.com/index.php>

### **Math Drill:**

We will be developing addition and subtraction math fact fluency through daily "Math Drill". Your child will start with addition (+1) and when they can complete 50 facts (for example 4+1, 7+1, 2+1, etc.) correctly in 3 minutes then they will move on to the next fact (+2). This will continue through addition facts and then move to subtraction facts in the same way. The best way to practice these facts at home is through flash cards or you can download practice pages at <http://www.mathfactcafe.com/>

## High Frequency Words:

High Frequency Words are words that 2nd graders need to know to help them become successful readers. We will have opportunities to practice these words in class but a bulk of the practice needs to happen at home. Here is a great site for learning sight words in a fun way: <http://www.icanteachmychild.com/2012/03/learning-sight-words/>

## Absences

When students miss school, they miss out on instruction. This is difficult to recapture. I suggest making doctor appointments after school hours if possible. When your child is ill, or you know they will be absent for more than one day, **please request class work and homework to be sent home**. I can drop it off at the office for you to pick up. I will not make up instruction that your child misses when they are absent, so please connect with me on how to get resources so you can assist at home.

## Assessing Development

Washington Unified School District and Southport Elementary use a Federal Common Core Academics based report card. Your child is assessed on how they are meeting the Common Core standards designated for the 2nd grade. You may look at all the standards for the 2nd grade in detail at:

<http://www.wusd.k12.ca.us/departments/educational-services/Documents/Common%20Core%20State%20Standards.pdf>

## Class to Home Communication

Parents, it is very important to have good "class to home" and "home to class" communication. Good communication ensures that strengths and successes can be celebrated and weaknesses and concerns can be supported. Here are some great ways to stay connected with us in class:

- Check out and bookmark our classroom website
- Read all notes and information sent home
- Check completed homework nightly
- Review graded work and turned in assignments that are sent home
- Call, e-mail, or write me a note or set up an appointment with questions or concerns

## Parent Volunteers in the Class

If you would like to volunteer in the classroom please contact me and we can schedule a time that is good for you and good for the class. **Because of the busy school day we can accommodate no more than 1 volunteer a day and only at the pre-arranged time.** A few of the needed volunteer activities are: fluency practice, high frequency word drill, math review, spelling club, and study group. Volunteers are also needed to chaperone field trips.

## Field Trips

We take some field trips throughout the year and also have guest speakers come to us to help further a topic we are studying. This year we will also be planning trips and guest speakers that will enhance the student's understanding and experiences in the 2nd grade. Due to budget cuts we will be asking for each student to pay a one-time fee to cover the cost of buses and entrance fees. More information on this and the trips planned will be coming home soon.

## Birthdays

Birthdays are very exciting for 2nd graders! We are happy to celebrate your child's birthday in class as long as these guidelines are followed:

- **Healthy treats are always welcome!** Fruit, vegetables, etc.
- **Small easy to eat treats only** (small cupcakes, cookies, etc.) No cakes (or "cupcake cakes"), or anything that requires plates or to be sliced please.
- **Have treats delivered in the morning before school starts.** I will pick them up from the office and decide the best time to pass them out.
- **If you are going to have "goody bags" make sure there is one for each child in the class.**

**Your child may not pass out birthday party invitations at school unless they have an invitation for every student in class.** Please mail invitations or discreetly pass them out before or after school if you are not inviting the whole class. There have been times that a child has come to me in tears due to not getting an invitation to a friend's party - I'd like to avoid this in the future.

## High Expectations

I believe every child can achieve greatness and I pledge to you that I will work very hard to help your child reach his full potential in the second grade. I believe in hard work and I expect all students to do their best all the time. I also believe that a student cannot learn without a well-managed class. My expectations for behavior, respect, and good manners are equally high. I look forward to your support in these areas as well.

## Classroom Rules

All school rules apply.

1. Listen when your teacher is talking
2. Follow directions quickly
3. Respect others, respect yourself, respect your school
4. Raise your hand to speak or stand
5. Be safe and be honest

I know this will be the best year ever and I can't wait to get to know each and every one of you!