Second Grade Handbook

Cranberry Station Elementary School

2011-2012

Teacher Contact Information

We believe that parent communication is extremely valuable to your child's well-being and education! Please do not hesitate to contact us by phone, (410) 386-4440 or by email.

Zawacki: vkzawac@carrollk12.org, Storie: cbstori@carrollk12.org,
Shifflett: crshiff@carrollk12.org, Repsher:jarepsh@carrollk12.org

We are able to check emails several times throughout each day, and will try to respond before leaving for the day.

Schedule

8:15-8:35	Morning Responsibilities
8:45-11:00	ELA
11:05-11:35	Lunch
11:40-12:55	Mathematics
1:00-2:00	Specials
2:00-2:30	Social Studies/Science
2:30-2:50	Recess
2:50-3:00	Pack-Up & Dismissal

Agendas & Take Home Folders

Please be sure to read and sign your child's agenda every night. Have your child bring his/her agenda and Take Home folder to school each day. This is a valuable tool for communication between home and school. Also, feel free to leave notes for me inside your child's agenda. Absent/parent pick-up notes, however, should be written on a separate sheet of paper so they can be sent to the office.

Parent Volunteers/Chaperones

I encourage all parents to attend one of the Volunteer Training workshops offered throughout the county. You can find a list of dates, times, and locations in the monthly school newsletter. Your training will last for one year and must be completed at least 7 days before volunteering or chaperoning.

Field Trips

We will be taking several field trips throughout the year. As the date of the field trip approaches, you will receive a permission slip and a school lunch order form. Please be sure to include the appropriate field trip payment with the signed permission slip. Also, if you wish to chaperone any field trips, you must have attended the volunteer training course for this school year!

Behaviors

In all classrooms, positive behavior is both encouraged and rewarded. We will follow the school-wide 4R program, using 4R coupons when students are caught being responsible, respectful, ready and rethinking. However, in order to monitor less positive behaviors, our school will follow a color step system:

- Green-Appropriate behavior
- Yellow-Warning
- Orange-Second Warning (classroom time out)
- Red-Third Warning (support room)

At the end of each day, students will be responsible for making a colored dot in their agenda that represents what step they were in that day. Look for and praise all those green circles!

Homework Policy

Homework is an important part of your child's education. It is meant to support and extend what your child has learned in school that day. If your child does not have his/her homework at school at the time it is due, he/she will complete a missing homework letter stating what assignment is missing and the reason for not having it. Also, any incomplete class work that is sent home in the Take Home folder is expected to be completed in addition to homework, and returned the next day.

Scholastic Book Orders

We will be sending home Scholastic Book Orders throughout the year. You can order books in 2 ways: Return the cut-off portion of the order form with payment in the form of a **check written to Scholastic** (NO CASH PLEASE!), or your child's teacher may also set up on-line ordering. Directions will be sent

home for this process. Each book order will have a specific "due" date. Most book orders will arrive about two weeks after the orders are due.

Birthday Celebrations

If you would like to send in a special treat for your child to share, he/she will be able to do so in the cafeteria during lunch.

Communication Folders

Approximately twice each month your child will bring home his/her Communication Folder. This is a valuable tool for communication between home and school. Please take the time to look over and discuss your child's work and their *Learning Log!* Then, sign and return the EMPTY folder to school.