Welcome to Second Grade!

Dear Parents and Guardians,

Welcome back to all of our new and returning Maple Grove Stars! I am so excited to begin another school year.

I would like to take this opportunity to introduce myself. My name is Stacey Raftery and this will be my third year of teaching second grade. This is my second year of teaching at Maple Grove and before that I taught at Center Grove Elementary.

I graduated from Indiana University with a degree in Journalism. I worked as a writer for a public relations agency in Indianapolis after graduation. Ultimately, I decided to go back to school to transition into a career in education. Three years ago, I graduated from Indiana University Bloomington with my teaching certification and a master’s degree in Elementary Education.

I’ve put together a packet of information for you to review and keep at home. Reading these pages will give you an excellent overview of the policies and procedures in Room 18.

I feel that parent-teacher communication is very important to ensure the success of your child. Please feel free to contact me by phone (Ph: 881-0561 ext.1718) or e-mail (rafterys@centergrove.k12.in.us) any time with any concerns or questions.

I am looking forward to a great year in Second Grade!

Sincerely,
Miss. Stacey Raftery
**Take-Home Folders / Green Folders**

One way I will keep in touch with you throughout the school year is through the take-home folder or the green folder. This folder is for your child to use to bring home any important information during the school year. Inside the folder you will find the weekly learning log, homework, information about field trips, and notes from me. Parents will need to clean out the papers in the “Keep at Home” side of the green folder each night. Your child will bring this folder home every night and return it to school the next day.

**Weekly Learning Log**

Each night when your child brings home their green folder, please take time to read over the learning log. The students will use the learning log to record their homework, tell you something they learned that day, mark their citizenship, and to write any notes or reminders. Please initial the learning log each night so that I know that you’ve seen it. Also, please feel free to communicate with me through this piece of paper. I check the student’s learning log every morning.

On Friday, you’ll need to sign the learning log for the week and return it to school with your child on Monday.

**Classroom Management & Discipline Procedures**

![STAR Report]

Above is a STAR report which is the classroom management sheet your child will be using to monitor his/her behavior. The five classroom rules listed at the top of this sheet remind students of what is expected of them at all times. Your child will be asked to follow these rules each day.

If your child receives a mark, they will write the letter of the rule(s) they broke on their learning log for that day. This is done so you are aware on a daily basis of your child’s behavior at school. A star shape indicates that no rules were broken at school that day and that they displayed STAR behavior.
**Consequences for Marks on a STAR Report**

Each student begins each school day “fresh” with no marks on their STAR Report. If a student breaks a rule, he/she will be first given a warning and asked to change their behavior in the classroom.

If a student breaks a rule again, he/she will be asked to write the letter of the rule broken on his/her STAR report. This is no additional punishment assigned for the first mark on the STAR report.

If the student is asked to mark their STAR report a second time in one day, he/she will have to stand on the line for five minutes during recess.

If the student earns three marks in one day, I will send home a note to the student’s parent or guardian to discuss their behavior in the classroom. This note will need to be signed and return by a parent the following day. In addition, the student will also have to stand on the line for 10 minutes during recess.

If the student reaches a fourth mark in one day, I will contact the student’s parents via voicemail and/or email to discuss their child’s behavior in the classroom and to identify a logical consequence for their behavior at school.

If a student reaches a fifth mark in one day, the student will earn a discipline slip. The slip will need to be signed and returned by a parent the following day. This slip is recorded into Skyward as part of the student’s discipline record.

**Note:** When a student receives three discipline slips, they are automatically assigned an after school detention. Details will be outlined on the discipline slip that is sent home. Parents will need to make alternative arrangements to pick up their student at 4:30 at Entrance #4 by the gym.

**Homework**

Your child will be assigned homework Monday through Thursday. (Also, any remaining classroom work may also be sent home to be finished and returned to school.) Assignments given should take no more than 20-25 minutes to complete at home. Please contact me if your child is struggling to complete the homework within the 20-25 minute timeframe.

If there is a legitimate reason why your child wasn’t able to finish his/her homework, please have a parent contact me. I’ll be happy to work with you to make alternative arrangements.
**Math**

Our math book is a consumable book similar to a workbook which means that there isn’t a traditional textbook to take home. Daily practice pages are sent home on a daily basis. If you notice that your child struggled with the material, I would recommend saving the page for later review. Each child will receive a Practice Workbook and Student Resource Book at the beginning of the year which contains practice problems and workmats for the entire year. I have only one copy per student so I highly recommend you put these books in a safe place so you can refer back to it throughout the year.

Students are expected to learn addition and subtraction math facts with sums to 18 in Second Grade. Students will have opportunities to practice their math facts in the classroom but will need additional practice time at home in order to internalize their facts. It is extremely important that each student learn these facts as early as possible in the school year. It will help your child considerably when introduce addition and subtraction with regrouping beginning in October.

Students who use their fingers, an aid such as a number line, or manipulatives haven’t internalized their math facts and are in need of more practice. Unfortunately, knowing their math facts may be something that your child may need to memorize and routine practice is the only method that will help them embed the material.

I urge each family to purchase or make addition and subtraction flash cards and practice with your child for a few minutes each day. We will be taking timed tests throughout the year and those scores will be a small part of the students’ math grade.

**Reading**

This year, Center Grove Schools will be starting to implement a teaching practice called Reading Workshop. Each day the students will learn specific skills to apply reading strategies and improve their reading comprehension. We will continue to use both Scott Foresman reading books (there are two volumes) but you will likely notice that we don’t read the stories in sequence from beginning to end. Rather, we will focus on specific reading strategies and comprehension skills each week and find appropriate stories to teach these points. One of the best features about Reading Workshop is that it allows me to differentiate my instruction to best meet the needs of the diverse group of readers in the room.

Selection tests over the Scott Foresman stories are given on Friday and test the students’ knowledge of lesson vocabulary and general comprehension of the story. There are 13 multiple choice questions and two short answer questions. On the short answer questions students will be asked to write in complete sentences, use the proper punctuation, and begin the sentence with a capital letter.
Spelling
We use the Scott Foresman Phonics and Spelling Book for our phonics and spelling instruction. The skills taught in the book are sequential and build upon each other. The book begins with short and long vowel sounds and progresses to harder material as the year goes on. Due to the fact that we don’t follow the reading series in order, you may notice that the story listed at the top of the spelling practice book pages is different from the story we are reading in class. Please ignore the story listed at the top of the spelling practice page.

Spelling tests are given on Fridays. Students are tested over the 12 vocabulary words and 5 word wall words. All students will be given the three challenge words. The challenge words will not count towards the student’s spelling grade unless alternative arrangements are made by me. If I think your child would benefit from being held accountable for the challenge words, I will be in touch with you at a later date.

Students are expected to practice their spelling words at home before the weekly test on Friday. We do very little oral spelling practice here at school. Spelling lists (including word wall words and challenge words) are sent home periodically and can be found on our Room 18 Web site.

The Web site www.spellingcity.com is a wonderful resource for students to use to practice their spelling words. Students have an opportunity to play spelling games, to have the program “teach” them the words, or take a practice test.

To find our class spelling list follow these steps: Type www.spellingcity.com in your browser. Go the blue tab called “find a list” and then click “search by teacher” and type Raftery and click search. Finally, click on my name for a complete list of spelling words for the entire year.

Writing
Students will have the opportunity to write each day in their writing journal. They will also be able to take specific pieces through the publishing process called Writer’s Workshop. This year we will focus on four specific types of writing pieces: personal narrative, a how-to report, the friendly letter, and a response to literature. Students will be required to incorporate the language arts skills taught throughout the year into their writing.

Science
Science is taught through group discussion, hands-on activities, and observations. This year we will study the following: insects, how animals grow and change, penguins, how people grow and change, weather, and motion. Students will also study an animal habitat and
present their findings to the class. Also, they will create a diorama of their animal’s habitat to share with the class.

**Health**
We will study how to care for our growing body, our feelings, how to stay fit, and how to stay safe and healthy throughout the year.

**Social Studies**
Students will explore the concept of change as it relates to families, communities, and the nation. Throughout the year we will study our local community. Students will learn about and use computer technology to create a presentation about the local community. We will also be studying map skills, geography, economics, our country, and the world. Students will get the chance to do a book report and oral presentation on a Famous American during second semester.

**Grading Procedures**
Students’ grades are based on daily work, homework (including outside projects), quizzes, and tests. I expect my students to do their ‘personal best’ in all of the work they do. I will make every effort to keep you informed of your child’s progress. Each student will receive a report card every 9 weeks and mid-term reports in between each grading period. If I feel that there is something that needs immediate attention concerning your child’s academic progress, I will be in touch with you.

The corporation grading scale is as follows:

For **Science, Social Studies, Health, Citizenship, and Penmanship** your child will earn either a satisfactory or unsatisfactory grade.

- S+  Outstanding
- S  Satisfactory
- S-  Working below potential
- U  Unsatisfactory

**Weekly Citizenship Grade**
Marks on your child’s STAR report are directly tied to your child’s weekly citizenship grade. All sections of Second grade use the following grading scale to enter a weekly citizenship grade:

- 1 mark – 93%
- 2 marks – 85%
- 3 marks – 75%
- 4 marks – 65%
5 or more marks – 55%

For Reading, Math, Language Arts, and Spelling your child will earn a traditional letter grade.

100 – 93   A
92 – 85   B
84 – 75   C
74 – 65   D
64 – Below   F

**Student Absences**
An email or voice mail (881-0561 x1718) is appreciated if your student will be absent or late. The office staff does not communicate any information left on the attendance line to the classroom teacher.

It is important to follow the procedures listed in the school handbook in order to notify the office staff of your child’s whereabouts (see p.17). A parent or guardian will need to call the school’s attendance line on the day of the absence for each day a student is out.

**MG Attendance Line (317) 881-0561 ext. 1763**

If your student is absent, make up work will be available for pick up the following morning. Providing same day make up work is just not feasible during the busy school day. I need some time to prepare detailed instructions and pull materials so your child can get the most out of the material being sent home. Thank you in advance for your understanding.

**Student Dismissal**
If possible, please let me know if your child will be leaving school prior to dismissal. This helps to avoid a disruption and ensures your child has everything they need for the night before they leave.

If your child is not riding the bus home or following their usual dismissal routine, a written note or phone call to the office is required. The office will notify me of the change. This is to ensure the safety of your child.

**Lunch Accounts**
Each student is issued a permanent plastic card with his/her individual account number. To insure proper credit to your account, please bring lunch money in a sealed envelope with his/her full name, account number, room number, and the amount enclosed. All money must be deposited through the account system. Students may not use cash at the register.
Money may be deposited on any day, in any amount. Questions about your child’s account should be directed to Mrs. Connie Kraemer. She can be reached via phone at 881-0561 X1796 or by e-mail at kraemerc@centergrove.k12.in.us.

**Birthdays**
We love to celebrate birthdays in Room 18! We celebrate them at the **end of the day at 3:15 p.m.** Parents are welcome to join us in the celebration. Please let me know in advance if you will be sending in a treat.

To ensure quick distribution, treats need to be an individual serving or individually wrapped. Sending in napkins along with the treat would be appreciated. Please don’t send in cookie cakes. They are very hard to split evenly due to their shape and I don’t have any utensils in the classroom to cut them. Also, drinks (even clear ones) are not allowed due to the carpeting in the classroom per instructions from Mrs. Coover.

If your child has a summer birthday or a birthday that falls during one of our breaks, let me know if you want to celebrate the birthday during the school year, and if so, when.

School policy: If your child is having a birthday party outside of school and he/she would like to pass out invitations during school hours, **every** student in the classroom must receive an invitation. If only a select group is invited, you’ll need to find an alternative way to pass out the invites. This eliminates any potential hurt feelings from classmates who are not invited to the party.

**Recess**
We have one 20 minute recess daily. Second graders use school equipment for recess, so students should **not** bring items or toys from home. For safety reasons, gym shoes or shoes with enclosed heels and toes must be worn during recess to play on the equipment or jump rope. Shoes for recess or PE may be stored in the classroom lockers.

**Conclusion**
Thank you for taking the time to read this. Good open communication between home and school is important to the success of your child. I’m looking forward to working with your child during what promises to be an exciting year.