

Dear parents and students,

Please take a minute to look at the information located in this packet. Included you will find classroom rules and procedures, information regarding parent-teacher communication and other general information regarding book orders, birthday treats and our classroom webpage! If you have any questions after looking over this packet or your 2<sup>nd</sup> Grade Curriculum Guide, please feel free and contact me.



Mrs. Unger

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I am looking forward to a wonderful year! All classroom rules and procedures will be gone over the first week of school so that all students are aware of what is expected of them. I feel that it is important for you to be aware of them as well. These classroom rules will ensure that everyone has a positive learning experience while at school.

## **CLASSROOM PROCEDURES**

1. Each morning, students will need to have the following materials:
  - 2 or more sharpened pencils
  - Homework papers
  - Homework folder
  - A healthy snack
  
2. Once students have their materials at their desk, they are to begin the daily routine of turning in homework, making their lunch choice and competing morning work located on the board.
  
3. Assignments are expected to be turned in *on time*. Any work a student does not complete in class will be considered homework, and must be turned in the following morning.

# **CLASSROOM RULES**

## **Team Rule**

*Always follow the Cardinal Code. Anything that distracts you and/or others from learning, or the teacher from teaching is inappropriate.*

## **Classroom Rules**

1. Follow directions the **first** time, without complaint.
2. Keep hands, feet, and all other objects to yourself.
3. Raise your hand and wait to be called on
4. Walk quietly in the classroom and the hallway
5. ALWAYS DO YOUR VERY BEST

## **REWARDS**

*Students who behave appropriately will be positively rewarded*

1. A positive letter or phone call home
2. A certificate of achievement, stickers, stamps, praise, and/or smile
3. Cardinal Code Tickets – Students may earn tickets by being Courteous, Attentive, Respectful and Dependable. Students can earn their way to a small celebration after receiving a certain amount of tickets as a class. Remind your child to always follow the Cardinal Code!
4. If caught following the Cardinal Code, students will be asked to clip up. See the color chart below.

**Outstanding (pink):** Going above and beyond with making excellent choices.

# Behavior Chart

The following is a picture of the “color chart” we will be using for managing behavior. Below you will see a picture of what the chart looks like and find a description of what each color symbolizes. Students will always begin their day fresh and on green. As always, please feel free to contact your child’s teacher with any questions you may have.



**Role Model (purple):** Setting a good example for other students by following the Cardinal Code.

**Showing Pride (blue):** Making good choices.

**Read to Learn (green):** This shows them that it is a brand new day and that they are ready to learn.

**Think About It (yellow):** Has already had a warning and is continuing to make a negative choice.

**Teacher’s Choice (orange):** After several warnings the student continues to make negative choices, resulting in a consequence.

**Parent Contact and/or Office (red):** If a student clips down to red, they will have a phone call home. If behavior is severe they will be sent to the office.

## ATTENDANCE POLICY

### Absences:

Everyone needs to be here everyday, on time, rested and ready to work. Of course, sick kids belong at home. Please communicate absences with a note and/or phone call. I will have work ready the next day for those students who are absent. Work will need to be made up at home, unless otherwise noted. Students will have two school days to complete assignments, for every day absent. If you know that your child will be absent and would like the work ahead of time, please let me know a few days prior to the absence so that I can gather all materials for you.

Attendance is very important to the success of every child. Therefore, Davison Community Schools has a very strict attendance policy. Please keep the following in mind when scheduling vacation time, thank you.

**7 days absent** – Teacher phone call and/or conference with parent

**After 10 days** – teacher notifies counselor and principal. Counselor or principal makes parent contact. (Initiates intervention strategies)

### Tardies:

The school day begins at 8:25 and it is important that your child is here at that time. Students will make their lunch choice and begin morning work right away. Those students who do not complete morning work in the allotted time must complete work during recess (*with the exception of late busses*). If tardiness begins to be a problem, parents will be notified.

*\*\* In second grade we are trying to teach our students to be responsible, as well as foster independence. Therefore, I am asking parents to not walk their child down to the classroom in the morning. Your child needs to learn how to start their day on their own. If you need to speak with me, please send a note or call to make a scheduled time when we can meet. It is my responsibility to be with the students as soon as the bell rings at 3:25. Thank you for understanding.*

## **TAKE-HOME FOLDER**

Your child will have his/her own home-folder that is to be checked daily. One pocket will be labeled *Keep At Home* and the other will be labeled *Bring Back to School*. Please check this folder daily for papers that you may need from your child. Listed below are some things you should look for in the folder:

### **Parent-Teacher Communication:**

The homework folder is also a way for us to communicate about your child. Feel free to send information regarding vacations, doctor appointments, behavior issues, assignment questions and so on. I will do the same!

*Please remind your child to place their homework folder in their backpacks each night. Homework folder must be at school every day, turned in and ready for me to check.*

### **Weekly Newsletter:**

Every Monday, your child will receive a classroom newsletter. It will contain information on upcoming school events, classroom news, homework, birthdays, important dates, and other things happening in Room 8. Please be sure to read this home each week.

### **Calendar:**

On the back of your child's take home folder you will find a calendar. Students will be responsible for using a crayon to color in their behavior for the day. This is how we will communicate regarding your child's behavior. Please sign the calendar at the end of each week. This will let me know that you have seen your child's behavior for the week.

## CLASSROOM INFORMATION

### Snack:

Due to the first and second grade lunch being earlier in the day, the boys and girls usually start getting hungry about mid-afternoon. Please send a healthy snack to school with your child each day so they will have something to eat at snack time. Please do not send chocolate, doughnuts, candy, cookies, etc. Snacks will not be provided for students.

### Book Order:

Every month a book order will be sent home with your child. If you choose to order, please send in the exact amount of money or a check made out to Scholastic (I order all books on-line to ensure a faster delivery). Place it in a sealed envelope with your child's name on it.

You can also order books on-line! Every time a parent places an order online, **we earn a FREE book for our classroom library!** Scholastic is now having parents register on-line using the **class activation code**. If you have never ordered online before, it is very simple to use. The activation code will only need to be entered one time when you first create your username and password. The activation code will let Scholastic know where to send the books you order.

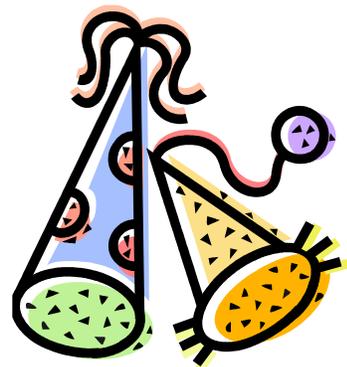
**Go to:** [www.scholastic.com/bookclubs](http://www.scholastic.com/bookclubs)

**User Name:** MrsUnger

**Class Activation Code:** GW9GD

### Birthdays:

We will celebrate EVERYONE'S birthday in Room 8, even if it is in the summer! If you would like to send in a birthday treat with your child that would be fine. Please let me know a day or two ahead of time so that we can plan for it. Currently, we have 30 students in our classroom.



# Check it out!

## Did you know that our classroom has a webpage!

Why go to the webpage?

Here are just a few cool features you can find there:

- School Calendar telling you important events coming up in the classroom , school and district
- Curriculum map for each subject area
- Classroom newsletter (*Did your child loose it on the way home? You can still read it by accessing the webpage!*)
- Links to fun and educational websites that will help your child with skills we are learning in class. These will be updated throughout the school year!
- Book lists! I will be testing every students DRA level (reading level) in the fall, winter and spring. You can access the book list that matches your childs reading level!
- Slideshows! I love to take pictures and this will allow you to see them all!

The web address is:

<http://www.davisonschools.org/webpages/AUnger>

**Or**

1. Go to [www.davisonschools.org](http://www.davisonschools.org)
2. Click Schools and then Siple Elementary
3. On the left, click teacher classroom websites