

2nd Grade Handbook

Christian Academy of Louisville
English Station

Please use this 2nd Grade Handbook as a reference for questions that may arise during the school year. Included you will find information on Parent Visits and Communication, Practice and Daily Work, Afternoon Snack, Birthdays, and 2nd Grade Grading Policies. We look forward to working with you and your child as we anticipate a fantastic school year!

--CAL English Station 2nd Grade Teachers

Welcome!

Second grade teachers are looking forward to working with you and your child this year! We believe that parents are their child's first and best teachers. By combining the experiences you provide at home with what is taught at school, we can form a sound educational team for your second grader. One of the classroom teacher's tasks is to find each child's special gifts and affirm those God-given gifts through meaningful classroom experiences. We hope this handbook will be a spring board for good communication between home and classroom and will answer some questions that you may have.

Parent Visits and Communication

Parents are always welcome in the classroom. Please remember that it is school policy to check in at the office when you arrive on campus, then stop in the Elementary office before coming to the room. Scheduled parent conferences will be available during the year to discuss your child's progress. Messages and special classroom news will be included on the Weekly Homework/Practice Sheet and in weekly emails. The classroom schedule is very busy, but teachers always love to hear from you. Notes you send in your child's folder will be seen by your child's teacher. You are welcome to call the school and leave a message on voice mail or send an email. Your call/email will be returned as soon as possible. As we establish good communication between home and the classroom, we will prepare for a successful second grade experience!

Practice and Daily Work

Daily Practice (Homework) is **the vital link** between school and home. It provides opportunities for your child to assume responsibility and gives you a first-hand experience observing your child's strengths and weaknesses in work and study skills, as well as academic content. Weekly Sheets will be sent home on Mondays in the child's folder. Keep this Weekly Sheet in the front of the folder so you and your child always know where it is. A checklist is provided on the sheet so you and your child can check off his/her nightly work when it is completed. Completed work should be returned to school in your child's yellow folder in the "Return" pocket. Every Practice paper will be collected and evaluated. Practice assignments are designed to reinforce concepts that have been presented, practiced and studied in the classroom.

Please follow these steps with Daily Practice:

1. Have your child complete the Practice assignment independently.
2. Then you, the parent, check the work.
3. Require mistakes to be corrected immediately.
4. Put a smiley face, sticker or some other form of written encouragement on the work before your child places it in his/her folder.

Name _____		Date _____			
		Teacher's Name _____			
Monday	Assignment (Usually Spelling page—tests given Fridays) Chapel tomorrow!!! (reminder to wear chapel clothes on Tuesday)				
Tuesday	Assignment (Usually Spelling page)				
Wednesday	Church and Family Night—Enjoy!! (No Assigned work)				
Thursday	Assignment (Usually Math or Science/Social Studies)				
Friday	Bring signed Self-Evaluation Monday				
Daily Homework Checklist					
<input type="checkbox"/> Please check as you complete each box. <input type="checkbox"/>					
The Smiley faces cover boxes that you do not need to check.					
	Monday	Tuesday	Wednesday	Thursday	Friday
Assigned homework			☺		☺
10-15 min. Reading					☺
Study Spelling Words					☺
Read Memory Verse					☺
Read Aloud for 5 minutes					☺
Reading Unit Review					☺
Memory Verse: Verse will be written here; tests will be given on Fridays					
★ Please Sign and Return Friday: _____					
Parent reminders are written here.					

Normally, written Practice will not be assigned on Wednesday. In order to keep us working as a team, **please check your child's Weekly Sheet on Thursday evening and make sure that the checklist has been completed.** After you have checked it, **sign it and return it to school on Friday morning.**

In addition, your child will bring home daily work in the folder in the "Keep at Home" pocket. **These papers do not need to be returned to school unless there is a "Complete at Home" note written at the top.** Papers with recorded grades, quizzes, and test papers will also be sent home in the folder, although these usually will **not** be sent home on the same day given. Generally speaking, papers with a letter or number grade are recorded and other work receives only comments or stickers, etc. All daily work will be evaluated and is important to your child's school success. Show interest in your child's achievements by looking at the work in his/her folder daily. Please alert your child's teacher of concerns by writing a note attached to the work in question and sending it back to school in the folder.

Afternoon Snack

We will have a daily afternoon snack in the classroom. If you desire your child to participate, please send a daily snack with your child (see 2nd Grade at a Glance Brochure for list of approved healthy snacks). The lunchroom provides milk and water for an additional charge. If you choose to purchase milk break for your child, please contact the CAL cafeteria for information and payment methods. If you choose not to purchase milk, your child may drink water with his/her snack.

Birthdays

Special birthday snacks are always welcome. Please notify your child's teacher when you desire to send in a birthday snack. Send the snack with your child that morning so it can be served at the teacher's convenience. Anything from the approved healthy snacks list will make good birthday snacks. Please send in any needed utensils and napkins to accompany the birthday snack. Children with summer birthdays may celebrate their "half birthday" so they have a special day too!

2nd Grade Grading Policies

Grades will be an average of several components for each subject. Usually daily papers are graded as soon as possible. If a student is experiencing difficulties with a new skill, extra practice may be sent home. **Learning is a process, so students should correct mistakes on every paper. Sometimes work will need to be done over if too many careless mistakes occur.** This allows the teacher to see if the mistakes were careless or if the student truly doesn't understand. **Sometimes learning from our mistakes is the most lasting lesson.**

Second graders are always encouraged to be careful workers. Students are required to use careful spelling, complete sentences and neat handwriting on every assignment. Points will be taken off in Spelling for miscopied words and (beginning 2nd quarter) misspelled words. Points will be taken off for punctuation and capitalization errors in English. **All classroom assignments are expected to be turned in daily.** Habitually sloppy and/or late work, as well as no-name papers will be reflected in the Work/Study Habits grade. Enough time is given on each assignment for students to check their work for these errors before turning in finished work.

Pride from doing personal best is a gift we want each student to experience. Each week's Conduct and Work/Study Habits grades will be sent home on the Self-Evaluation. Parents will know each week if problems occur, as well as, wonderful accomplishments that have taken place in the child's school week. The Self-Evaluation should be signed over the weekend and returned the beginning of each week.