

September 19, 2018

Dear Second Grade Parent/Guardian,

Welcome to one of the most gratifying years of your child's school career. I am looking forward to working with you to make your child's second grade year an emotionally positive and academically rich learning experience. I encourage you to participate in any way you are able.

I am very excited that we are continuing our candidacy to be an **International Baccalaureate (IB)** school. This year our school IB goals are to help the kids to learn and understand the IB learner profiles and to design/experience/reflect on six unit plans of study (each about six weeks long). The learner profile consists of 10 attributes: knowledgeable, caring, communicators, risk-takers, reflective, inquirers, balanced, principled, open-minded and thinkers. We will be learning about these attributes all year.

In this packet you will find information about curriculum, classroom procedures and other valuable information. In addition, please note that our daily schedule and curriculum maps are posted on my website; you may preview this information anytime by going to my homepage on the school website.

According to the handbook second graders are required to do at least 25 minutes of homework a night. We typically send home a weekly spelling packet and nightly math homework. On occasion, we will send home any unfinished classwork and/or extension projects and ask that it be finished at home. We also encourage our students and parents to take advantage of the time to do activities together (cook, visit a museum, play outside etc...) and/or supplement their learning at home. Lastly, we also ask that kids continue to read nightly (minimum of 10-15 minutes suggested) and practice math (flash cards, math games, etc...).

If you ever have any questions or concerns, the best and preferred way to reach me is by email at [shansch@stlukeshoreline.org](mailto:shansch@stlukeshoreline.org) I will typically get back to you within 24 hours.

I am looking forward to a fun and productive year with your child.

Sincerely,

*Suzy Hansch*

## Curriculum and Miscellaneous Parent Information

**Language Arts:** We use the fantastic Superkids reading program. This program follows common core standards and provides students with daily opportunities to experience literature rich and exciting phonics, reading, grammar and writing activities! A spelling list will be sent home on the first day of each week. Spelling tests will be given on the last day of the week. Words should be reviewed each night as needed.

**Math:** Two years ago we adopted the math program MyMath by McGraw Hill. I am very excited about this rich program and the digital tools that parents are able to access from home. Ms. Long teaches the second grade class and I teach a combination of first/second grade. Both classes use the second grade book and additional resources as needed to adapt to students needs. Mrs. Hansch's class spends additional time reviewing/reinforcing first grade concepts. Our goal in both classes is to reach Common Core Standards.

**Science:** We use Carolina Science hands-on exploratory science program, Seattle Tilth's garden resources, Mystery Science and other miscellaneous science resources. This year three of IB units of study will focus on Social Studies. Our goal is to reach all Next Generation Science Standards (NGSS). Please see the curriculum map for the central ideas of each of these units.

**Social Studies:** We use Scholastic News Weekly Reader, Nystrom Exploring Where & Why and other resources that help us meet the Social Studies standards. This year three of IB units of study will focus on Social Studies. Please see the curriculum map for the central ideas of each of these units.

**Religion:** We follow the Archdiocese of Seattle's Religion Standards for our curriculum. We use Call to Faith, Catholic Children's Bible and Saint Mary's Press Go Seek and Find for First Reconciliation and First Communion preparation.

### **Other important topics:**

**Birthdays:** You may send in treats for your child's birthday if you would like but, **please try to keep them healthy.** We have 13 students. Please send in preportioned items. Also, please provide napkins/plates as we do not have a classroom supply. If they have a summer birthday, they may pick a day during their star student week to bring in treats.

**Star Student:** In October, we will start our class "star" student week. Each student will be assigned a week when they will get to share about themselves and receive special treatment during their week. I try to schedule each student's week around their birthday. However, when I have multiple birthdays around the same time, I must spread them out. I plug in summer birthdays throughout the year. Two week prior to their date, they will come home with a poster to decorate and share with the class. More information and name/dates will come out within the next few weeks.

**Communication:** I typically email and post on my website a weekly newsletter on Monday that will inform you about what we are learning in class, important dates, and other miscellaneous

information. In addition, please make sure to read the Thursday packet that comes from the office .

**Field Trips:** We are in the process of choosing field trips to match our IB units of study. In addition, we typically attend at least one play and will make our annual service visit to St. Vincent De Paul.

**Before working with students the following must be completed:**

- *Safe Environment Training* (aka "Called to Protect") is a mandatory class that must be taken annually. With the exception of the first class, the annual training is online.
- *Background Check Form* must be submitted every three years. Please submit this form early, as background checks take two to three business days to complete.
- *Archdiocese Policy Agreement and sign off-sheet*

**In addition, before driving on a field trip:**

- *Field Trip Driver Form* (all requirements above must also be met before driving on a field trip.)

**Safety measures for students:**

- *Student Emergency and Health Form* must be on file for every student.

All forms can be found on the website or by request from the school office and should be returned in to the teacher or the school office.

## **K-2 Rules 2016-2017**

### **Recess Essential Agreement**

- Listen to the whistle
- Be safe
- Be nice and calm
- Play fair
- Use words to solve problems

### **Church**

- Enter and exit quietly (no talking)
- Face the altar or speaker
- Maintain prayerful behavior
- Participate
- Follow "formal" dress code (no hooded sweatshirts)

### **Classroom**

- Be safe
- Be kind
- Talk it out
- Follow directions
- Treat others as you want to be treated

### **Lunchroom Rules**

- Remain seated until dismissed
- Use your inside voice
- Raise your hand to ask for help
- Clean up and recycle, compost and trash

### **AM Carpool**

- Must go to extension before patrol is on-duty
- No food/cellphones/toys
- Walk at all times
- Stand safely/calmly in classroom line/area
- Wait for teacher to invite you to enter the building

### **PM Carpool**

- No food/cellphones/toys
- Wait for rope to go down before leaving
- Stand safely/calmly in classroom line/area
- Watch for your ride

**Parent Volunteer Form:**

The following are parent volunteer opportunities. Please check off any activities you can participate in this year.

\_\_\_ **\*Scholastic Book Orders** - coordinate book orders and payments, distribute books.

\_\_\_ **\*\*Clerical Support** – collating, duplicating, stapling etc...

\_\_\_ **\*\*ELA** – one day a week commitment to assist teacher during literature circles in my reading class. Starts in October and ends in May.

\_\_\_ **\*\*Art Assistant:** most Fridays from 12:30-2:15.

\_\_\_ **\*Special Projects** (level class library and others things that come up)

\_\_\_ **\*Field trips.** Chaperone one or more field trips during the year.

\* These are at various times throughout the year. There is not an obligation to participate in every single activity.

\*\* These are activities that require a commitment on a regular basis.

Your name \_\_\_\_\_ Child's name: \_\_\_\_\_

Telephone number \_\_\_\_\_

E-mail \_\_\_\_\_

Availability/Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*"Giving kids clothes and food is one thing but it's much more important to teach them that other people besides themselves are important, and that the best thing they can do with their lives is to use them in the service of other people."*

*--Dolores Huerta*

**Student's Name** \_\_\_\_\_

**Mrs. Hansch**

**Essential Agreement:**

*Be safe*

*Be kind*

*Talk it out*

*Follow directions*

*Treat others as you wish to be treated*

**Morning Entry Procedures:**

- Wait outside on the line until bell rings and teacher invites you into the school.
- Say "hi" to all your classmates and greet your teacher as you enter.
- Empty your backpack: folder, notes to teacher/office, and water.
- Place your backpack and jacket on your designated hook.
- Place notes to teacher, completed forms and finished work in the teacher bin. You may place dots on your chart for completed work.
- Check for morning direction on the front board.
- Expect a fun and productive day.

**Line-up Procedure/Leaving Classroom:**

- Stand in your designated spot quietly.
- Stand quietly with minimal movement until we proceed.
- Once we are walking, please remain in your designated spot in line and remain quiet.

**Walking in the Hallways:**

- Remain quiet – no talking.
- Walk – no running.
- Stay in your line order (if you are with the class).

**End of the Day Procedure:**

- Clean around your desk.
- Remove your folder from your desk and place it on the top of your desk.
- Wait for teacher to dismiss you, put up your chair and get your backpack and jacket.
- Leave ONLY when dismissed by the teacher (typically at the bell).
- Say "Goodbye" to classmates and teacher.
- Remember to tell your family about your day.

**Participating in Class Discussion:**

- Always raise your hand and wait to be called on before speaking.
- Listen to who is talking: do not talk while someone else is talking.
- Actively participate in the discussion.
- Keep your eyes on the person who is talking.

**Restroom Procedures:**

- Quietly raise your hand to get permission (hold up one finger), if it is an emergency you may walk up to the teacher and interrupt.
- Wash your hands.
- Come right back and enter QUIETLY.

**Drinking Fountain Procedures:**

- Drink water at recess, lunch, or you may ask to go get a drink when the teacher is not teaching (raise you hand with two fingers).
- Water bottles are encouraged and may be kept at your desk (water only) but it must remain closed and tightly sealed when you are not drinking from it.
- If you are playing with your water bottle, you will be asked to place it in your backpack.

**Sharpening Pencils:**

- If you need a sharpened pencil please go to the “sharpened pencil” box and get a new pencil, please do not sharpen your pencil during class.
- Please place your unsharpened pencil in the “un-sharpened pencil” box.

**Home Folder:**

- Each day you will place your completed work, unfinished work and other papers that need to go home in your folder.
- The left side is for work that should be completed and sent back to school.
- The right side is for papers for parents or finished/graded class work to go home.
- Each morning please remove all completed work from your folder and place it in the designated bin – you may get a dot for each piece of completed homework.
- Each morning please remove all notes/paperwork for the teacher/office and place them in the designated bin in the front of the classroom.

**Tardy:**

- Please go directly to the office to get a tardy slip when you enter the school past 8:30.
- Enter the classroom quietly and please approach the teacher and show her your tardy slip.

**Additional Supplies:**

- If you need supplies, please ask the teacher to look in your backpack/suitcase (extra supplies are stored in separate bags for each student and provided to the students throughout the year as needed).
- Unused supplies will be returned home at the end of the year.

**Absence:**

- The teachers will give you any classwork upon your return. We typically do not hand out classwork in advance due to the uncertainty of exactly what we will cover. Please complete within a few days and return.

**Classroom Library:**

- Be quiet when sitting in the library.
- Students are allowed to take home a book (one at a time) from my library. I ask that they return the book when they are finished; there is not a time limit on how long they can keep the book.

**Job Board:**

- Every student will have a job that they are responsible for performing during the week.
- Every 3-4 weeks we will rotate jobs.

**Group Work:**

- Be prepared with the necessary tools and resources to be successful.
- All members participate, share, learn from, and help one another.
- Use the same procedures for speaking as you do during class.
- Practice active listening.
- Cooperate.
- Do your personal best.

**Weekly Cleaning of Desk:**

- Each week you will be required to remove all of the contents of your desk and wipe down the outside/inside of your desk.
- No toys, food or garbage may be left in your desk.
- All paperwork must be neat and organized.

**Seating Arrangement:**

- Students will be periodically moved to a new location (typically at least once a month).
- Typically students are placed in table groups with 3-4 students as designated by teacher.

**Substitute Teacher:**

- In my absence students will be expected to follow the direction of the substitute teacher.
- Follow all normal classroom procedures unless directed otherwise by the substitute teacher.