Super Second Grade Parents:

Welcome to second grade! Our goal this year is to pave your child’s 2nd grade experience with great opportunities for personal growth as a thinker and a learner.

Below you will find the second grade expectations and procedures:

**1. Entrance to the building:** Please enter the building through the main entrance located off of Peregrine. All other entrances remain locked for security reasons. For the safety of our children, it is required for everyone to sign-in at the office.

**2. Dismissal:** Second grade heads out front at about 2:55. Car riders are picked up in the front of the building. Children are supervised until their designated caretaker arrives. Bus riders, daycare riders and Club 360 are escorted to the appropriate areas.

**3. Dropping off and picking up:** If you are driving your child to or from school and plan on coming into the building, please park in the designated parking area. Children go directly to the cafeteria and wait at the table assigned to their classroom. Classroom teachers pick the children up at 7:50.

**CARPOOL:**

Please hang your carpool tag on your rearview mirror so that your child’s name is clearly visible to the staff directing carpool. Continue moving to the end of the line to keep the flow of traffic going. Staff is outside to direct traffic. To prevent any injuries, please go with the flow of traffic and we will bring your child/children to you. **Please do not to leave your car unattended.** If you do not have a car pool tag, you need to park and pick up your child from their class line. If you walk, just pick up your child from the front of the class line. We love how social our community is, however, for crowd control, please take personal conversations to the grassy area and away from the building. As cute as they are, please do not bring your dogs to the pick up lines. It causes distractions and some students are afraid of them.

CLASS LINES: Quisenberry-1, Weiss-2, Bass-3, Reagan-4

**4. Changes in transportation:** If there is a change in transportation arrangements or in the designated caretaker, please write a note to your child’s classroom teacher or send an email with enough time for the teacher to respond. If I do not reply to a transportation change letting you know I received it please call the front office and they will get the message to me. Teachers will **NOT** be checking email after **2:30**. We know things happen throughout the day. If there is a last minute change, please call the front office at 469-742-6600.

**5. Breakfast and Lunch:** Breakfast is served at 7:30 for $1.10. Lunch is served for $2.40. Lunches may be purchased daily or weekly. You can put money into your child’s account by sending in a check or going to [www.mckinneyisd.net](http://www.mckinneyisd.net) and clicking on Parent Resources, then School Nutrition.

 Send lunch items your child can manage independently and do not send carbonated drinks in lunch boxes, as these can explode if jostled. Label lunch boxes and everything else that comes to school.

 You are welcome to eat with your child at the designated guest table. Please **do not** invite other children to join you as this causes hurt feelings for those not invited. If you purchase lunch here, adult lunches cost $2.85 or you may bring food in for you and your child. Please meet your child in the cafeteria and not in the classroom. Our scheduled lunch period is 10:30-11:00.

**6. Supplies/Materials:** Notes will be sent home when supplies are running low. Thank you for making sure your child has the necessary supplies.

**7. Conferences**: Conferences will be held October 27, 2014. Students do not have school that day. You are welcome to call me after school or during my conference time. Calls during the school day are automatically directed to voicemail, but I will get back to you as soon as possible. You are also welcome to write a note in the agenda planner or email me with any questions or concerns you may have. Please allow 24 hours for a response. I check email during my conference time and after school. Some replies take time and I try my best to respond ASAP.

**8. Visitors and Volunteers:** ALL volunteers must go online and complete the volunteer background check EVERY year. We encourage all parents, both Mom and Dad, to go online to [www.mckinneyisd.net](http://www.mckinneyisd.net) and fill out the volunteer background check. All visitors must stop by the office, sign in, and put on a visitor’s badge before coming into the classroom.

**9. Binders and Backpacks:** BEE Binders and backpacks should be brought to school every day. It is your child’s responsibility to get the binder and backpack to school. This reinforces independence and good work habits. Please look over your child’s work and watch as they grow and progress. As second graders, much of what we do in class is “hands on” so you may not always see a great deal of paperwork in his/her binder.

**10. Absences:** On the day your child is absent, please send me an email and copy jpeaden@mckinneyisd.net. The direct number to call for absences is 469-742-6608 if you are not able to send an email. Please send a note when your child returns no later than 3 days after an absence.

**11. Medicine:** All medicine must be in the original containers and must be accompanied by a note or a doctor’s prescription. Please take the medicine to the nurse’s office where it will be kept and administered. Please write me a note letting me know.

**12. Gum, Candy, and Toys:** Gum, candy, or any other food item (except for lunch & snack) should not be brought to school unless they are specifically requested for a party or special occasion. Games and toys should not be brought to school. Toy guns or other toys that could be used in a violent way are prohibited at school.

**13. Homework:** A homework sheet will come home every Monday. Please look it over with your child and plan for the week ahead. All HW is due on Fridays, unless otherwise specified. Book Baggies will come home once assessments are given.

**14.** **Behavior Plan:** We use a positive behavior system in 2nd grade. Students earn Paw Points when they’re making good choices. Paw Points can be traded in for rewards in the classroom. If warnings have been given, and poor choices are not corrected, then students will receive a color change in their Agenda Planner. The teacher will write a quick note explaining why the color was changed. Students may also receive a color change for not working in class or not turning in HW. The color system is BLUE (excellent behavior/working hard), GREEN (pretty good), YELLOW (needed a lot of warnings), RED (poor).

**15. Snack:** If you wish for your child to have a snack, please send in something small and healthy that your child can manage without assistance. Please be mindful of our students with food allergies and speak with your child’s teacher about restrictions.

**16. Paw Points:** These are a good way to celebrate character traits such as responsibility, respect, self-discipline and good work habits. Students are rewarded for good choices. ☺

Please feel free to email or call with any questions, concerns or information.

Sincerely,

The 2nd Grade Team

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 **Second Grade Handbook**

**C.T. Eddins Elementary**

**2014-2015**



**Second Grade Team:**

*Kelley Bass*

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