

RUSSELL LEE ELEMENTARY SECOND GRADE HANDBOOK

Welcome to Second Grade! We are looking forward to an exciting and meaningful year. Your support is very important to us and to your children. Our goals include directing students to be responsible, motivating them to enjoy learning, and encouraging all students to achieve their potential. We hope you find the following information helpful. Please refer to it throughout the year to remind you of policies and schedules. Please don't hesitate to contact us if you have any questions.

Your Teachers

Ms. Clinchard and Ms. Osborn will teach Math, Science and Health. Ms. Nokes and Ms. Szilagyi will teach Reading, Writing, and Social Studies.

Second Grade Schedule 2018-2019

7:45-7:55	Homeroom
7:55-8:40	Special Areas
8:45-10:55	Language Arts/Social Studies OR Math/Science Library Weekly 9:00-9:45 (Tu-Clinchard, Wed-Nokes, Th-Osborn, F-Szilagyi) Counselor Biweekly 10:55-11:25 (Tu-Szilagyi, Wed -Clinchard, Th-Nokes, F-Osborn)
10:55-11:25	Homeroom Meeting/SEL
11:30-12:15	Lunch
12:15-12:45	Recess
12:45-2:45	Language Arts/Social Studies OR Math/Science
2:45-3:00	Homeroom

Lunchroom Schedule

Osborn	11:30-12:00
Nokes	11:35-12:00
Clinchard	11:40-12:10
Szilagyi	11:45-12:15

Library Schedule

Tuesday	9:00 - Clinchard
Wednesday	9:00 - Nokes
Thursday	9:00 - Osborn
Friday	9:00 - Szilagyi

Breakfast and Lunch at Lee Elementary

Breakfast is served in the cafeteria from 7:20-7:40. The cost is \$1.50. School lunches are \$2.90 for students and \$3.75 for adults. *If you send cash with your child, please send it in a small coin purse, wallet or sealed envelope that has your child's name written on it.* Avoid busy morning hunting for your child's lunch money by opening a meal account for your student. The automated system (www.schoolcafe.com) tracks your child's usage and balance. Austin ISD accepts cash or money orders for meals, but not personal checks, please.

Parties and Birthdays

We will have two classroom parties this year. One will be on December 19 or 20, 2018 and the other will be on February 14, 2019. You will be contacted by the grade level coordinator to provide party supplies or support as the events are nearer.

Birthday treats are not allowed at school due to district policy. This initiative meets the requirements of state regulations for food made available to children in our schools. A parent can only bring food and/or beverages for consumption by their child. Each classroom teacher will recognize the child's birthday in homeroom.

Programs

Second grade will participate in two programs this year. "Celebrations!" will be presented on December 18 and 19, 2018. Our grade level "Mexico!" program will be on May 2, 2019. As part of our Mexico study, students will be required to create a Mexico diorama outside of class. It will be due May 1, 2019.

The School Day

School begins each day at 7:45. ***Children arriving before 7:40 should go directly to the cafeteria***, as teachers are not available to supervise them before 7:40. Children arriving after the bell must report to the office to obtain a tardy slip. Children are dismissed in grades 1-6 at 3:00. Please pick up your children promptly after school unless they are attending childcare.

Parent Teacher Conferences

We always welcome conferences with parents. We will be holding conferences with all parents during the month of October. Conference sign-up sheets will be sent out through volunteer spot.com. If you need a conference at another time during the year, a time can be arranged. Comments, questions, and concerns are always welcome. Please remember that we are ready to start our day promptly at 7:45. We would prefer to set up a time to share concerns at a mutually convenient time for all of us. Please feel free to call us at 512-414-2098 or email us. Email is often the best way for us to communicate. We've included our email addresses on the last page of this document.

Homework

A monthly Homework Calendar will be posted inside your student's homework folder. It will outline the homework requirements for the week. **Please sign** that homework is completed for the **Friday** due date. Failure to complete homework for the week will result in an "N" on the Weekly Report sheet on Friday. Please know that ***homework should not take longer than 25 minutes to complete.*** If your child has difficulty completing the homework in that time frame, please contact the teacher.

Geography Day

Geography Day will take place on November 9, 2018. Our volunteer coordinator will be contacting you for help in preparation for the special day. Our country is Mexico. If you have visited or have any special knowledge of Mexico, please let us know. We are continually working to improve the students' experience.

Science Fair

Second graders may participate in the Lee Science Fair. If your child is interested in completing an individual project, information concerning the criteria will be sent home approximately 4 weeks before the project is due. Our Science Fair will be January 29, 2018.

School Wide Communication

Lee Newsletters will be emailed on Fridays. A weekly folder will come home with papers and the Weekly Report sheet. It will be updated every Friday. *Please sign and return it on Monday.* Place any message you want to send the teachers in the same folder and alert your child to tell us about it. There is a checklist for academics and behavior. The academic section covers returning homework and performance on in-class work. The behavior section covers conduct in all classes, special areas, playground, cafeteria, and programs.

Grades

Report cards will go home every nine weeks. Grades will reflect academic progress and personal development. The grading scale is as follows:

	4	3	2	1
Academic Performance	Advanced	Skilled	Basic understanding	Needs improvement
Personal Development	Consistently	Frequently	Occasionally	Rarely

Book Reports and Book Club Orders

Second grade strongly supports participation in the **Book Report Project**. Benefits include improved reading fluency, application of basic writing skills, enhancement of the parent-child bond, and pride in accomplishment.

Children read a book, either independently or with a parent and complete the book report form. The report is turned in to the homeroom teacher, reviewed and recorded if correctly completed. If the child completes 50 book reports by the end of April, he or she will be rewarded a “Nifty-Fifty” t-shirt.

This project will be discussed in detail in reading class. Please ask any questions you may have after it has been introduced in class in September.

Scholastic Book Club orders will be sent home and we would like to share a few guidelines. First, ordering is *optional*. The books are an inexpensive way to add to your home library, so we like to make them available. If you wish to participate, we will be sending home instructions on how to order with the first book order form. We prefer parents to order online if possible.

Field Trips

We will be taking a few study-based and enrichment field trips throughout the year. Field trips planned for this year are Crowe's Nest Farm, The Blanton Museum, The Thinkery, and a theater production. These trips will occur during the regular school day, and you will be informed prior to the trip. The children will travel by AISD school buses to our destination.

Discipline Plan

Our classroom discipline plan follows these basic rules:

- 1. Speak appropriately**
- 2. Follow directions**
- 3. Respect yourself, others, and the classroom**
- 4. Be a good learner**

Most infractions of the rules are minor and can be handled with gentle verbal reminders or nonverbal cues. If a student continues the behavior, (s)he will be asked to fill out a Consequence THINK SHEET. Our goal is to help our students understand proper classroom behavior and to learn more productive ways to manage themselves. THINK SHEETs will come home on Fridays in your student's green folder. Persistent misbehavior or behavior that endangers others or them can result in a trip to the Principal's office. Parents will be notified if their child is sent to the office for behavior.

Xtramath.org Challenge

On xtramath.org, students can achieve mastery in addition, subtraction, multiplication, and division. At the end of the year, they will receive a certificate for each operation they have mastered. This takes place at the same time as the Nifty Fifty Book Report celebration.

Grade level Coordinator

Paola Bueche
paolabueche@gmail.com

We look forward to a great year in second grade. We are glad to have you and your child at our outstanding school!

Thank you,

Lesley Clinchard	lesley.clinchard@austinisd.org
Wren Nokes	wren.nokes@austinisd.org
Chrystine Osborn	chrystine.osborn@austinisd.org
Rachel Szilagyi	rachel.szilagyi@austinisd.org

Keeping up with the Teachers

- ▶ Follow us on  at @lee_second
- ▶ Sign up to get second grade text message reminders at  .
Text @393chg to 81010 or go to rmd.at/393chg
- ▶ Keep up with the classrom by joining  . A flyer has been sent home with your student.

Never expected, but always appreciated! Teacher wish list links....

Clinchard: <http://a.co/aPk9KMa>

Nokes: <http://a.co/cJ3H47u>

Osborn: <http://a.co/7lqeWP3>

Szilagyi: <http://a.co/hpQp6w8>