**Second Grade Policies and Procedures**

The Common Core Standards guide instruction. Emphasis will be put on the following topics and skills:

**Language Arts**

**Reading –**

* Improve comprehension- find main idea, recall sequence, organize ideas, relate story to personal experiences
* Improve word attack skills- phonics: consonant sounds, short and long vowel sounds, vowel variations
* Improve fluency and expression
* Use reference tools- alphabetize and classify words
* Develop an appreciation for different genres of literature
* Encourage personal reading for enjoyment

**Writing –**

* Use capitals and punctuation correctly in written work
* Use correct grammar
* Write complete sentences on topic and develops a paragraph as the year progresses
* Write stories which are well developed, with emphasis on expository writing; exposure to narrative and persuasive style of writing

**Spelling –**

* Weekly spelling tests- 14 required words – 8 optional bonus words
* As the school year progresses, students are expected to become more responsible with correct spelling in their daily work (less inventive spelling, more correct spelling of words)

**Handwriting –**

* Review and master D’Nealian manuscript letter formation
* Introduce cursive writing- 2nd semester

**Speaking and Listening –**

* Clearly express ideas orally
* Listen attentively

**Mathematics**

**Number, Operation, and Computation Sense—**

* Skip count by 2’s, 5’s, 10’s to 100 (1st semester) to 1000 (2nd semester)
* Recognize and write numbers correctly up to 1000
* Addition and Subtraction of 2 and 3 digit numbers with and without regrouping (borrowing and carrying)
* Place value (ones, tens, and hundreds place)
* Fractions
* Introduction of multiplication
* Addition sums 0-18 and subtraction differences 0-18 (math facts) mastered by the end of the school year (80%)

**Please practice these facts at home!**

**Measurement –**

* Tell time to 5 minute intervals
* Count money amounts to $1
* Measuring using standard and metric system

**Algebra Readiness –**

* Recognize, create, analyze and extend counting and geometric patterns

**Geometry** –

* Identify, describe, and draw polygons
* Identify and describe 3-dimensional shapes

**Data Sense and Probability**

* Graphing
* Experimental probabilities

***\*Solve story problems both in writing and using mental math in all of the areas above\****

**Social Sciences**

**Science**

* Life Science
* Physical Science
* Earth Science
* Space and Technology

**Social Studies**

* Communities
* Map Reading
* Goods and Services
* Basic Economics
* Citizenship

**Homework**

* Children will be given weekly homework assignments. Unfinished daily work may be sent home for completion. Makeup work for an extended absence (i.e. family trips, lengthy illness) will be given **after** a student returns. Parents are expected to assist and check over work completed at home.
* **ABC Book Club-** A separate packet explains this club. Remember –15 books read and recorded by the student and a parent’s signature is needed each month – look for the due date!!
* At various times during the year, there will be curriculum-related projects sent home to be completed and returned to school. The due date will be marked on the project sheet.

**Stevenson School Folder (“Tiger Folder”)**

* Papers will be sent home regularly in a special red and white Stevenson Tiger Folder. This folder needs to be returned each week and is meant to last for the entire school year. Please sign the “Parent Signature” and “Family Math” card.

**P.B.I.S. Program**

What is P.B.I.S. & How Does it Work?

*The faculty and staff of Stevenson Elementary School are committed to showing, teaching, modeling, and acknowledging student expectations to reinforce positive behavior*

* P.B.I.S. (Positive Behavioral Interventions and Supports) is a process for creating a safer and more effective school. The process focuses on improving a school’s ability to teach and support **positive behavior for all students**. P.B.I.S. includes school-wide procedures and processes intended for **ALL** students and **ALL** staff in **ALL** settings. Teachers use a common matrix to teach expected behaviors for the different settings that comprise our school. Students are recognized for positive behaviors by all adults in the school. Finally, data analysis related to problem behaviors guides actions for improvement.
* In our school, we refer to our system as Tiger Traits. Tiger Trait expectations posters are displayed throughout the school.

**Tiger Trait Expectations**

Be Safe

Be Respectful

Be Responsible

**Parent/Teacher Conferences**

* Conferences are held with all parents after the first quarter of school and at the teacher’s discretion thereafter.
* Report cards are sent out in January, March and at the end of the school year.

**School Happenings**

* **District Standardized Tests-** 2nd graders will take the SAT10 tests early in the fall. The SAT10 is repeated in the spring. You will receive results of the fall testing at parent-teacher conferences and the spring test results at the end of the year.
* **Special Teachers-** In addition to the classroom teacher, all students receive instruction from the following teachers:

\*Music teacher \*PE teacher \*Art Teacher \*Learning Center Teacher

(The guidance counselor, speech teacher, ESL teacher or resource teacher may also work with your child at some time during the year)

* **Learning Center-** The class is scheduled into the Learning Center each week for book check-out and computer/literature activities. Books are checked out for a one-week period of time. However, books may be returned daily and new ones checked out as classroom time permits.
* **Arrival and Dismissal -** Children should arrive from 8:45-8:55 unless they are eating breakfast in which case they may arrive earlier. Children will be considered tardy if they arrive in the classroom after 9:00. Dismissal is at 3:15 and students should leave promptly. Check the school calendar for shortened school days. Dismissal on those days is usually 12:00.
* If you know your child will be absent or leaving early, please send a note to the teacher. You will need to go into the office and sign your child out of school before your child will be allowed to leave the building.

**Miscellaneous**

* **Meals** may be paid before school in the cafeteria. Each student has a computerized account that is debited each time the child has a school meal. Breakfast is available for students before school from 8:30-8:55. The cost is $1.50. The student lunches are -$2.05 and adult lunches are $3.00. You will be notified if your child’s account is out of funds or low by a letter sent home with your child from the cafeteria staff.
* The lunch period is 40 minutes – 20 minutes of eating and 20 minutes of recess
* **Birthdays-** Simple treats are welcome. If possible, send a note letting your teacher know when the treats will be coming. Summer birthdays may be celebrated any time during the year.
* Personal party invitations cannot be handed out at school!
* **Star of the Week-** Students will be selected randomly to be the “Star of the Week”. There will be a special packet of papers sent home for your child to fill out prior to your child’s week. Objects for our class estimation jar also need to be returned with this packet
* **Book Club Orders-** These are optional. Make checks payable to the specific book club.
* **Safety-** Please know that you are always welcome in our classroom. All visitors MUST sign in at the office upon entering the building and get a visitor’s badge to wear. The doors to the school are locked during the day, so you will need to be “buzzed in” at the front door.
* In case of weather related warning or other crisis, students will only be released to a custodial parent. We cannot release students to babysitters, siblings, relatives, daycares, or buses until the “all clear” has been given. This is especially important to remember if the weather emergency comes at the end of the day when students are being picked up from school.
* **Medication-** A doctor’s authorization is necessary for any medication to be given at school. This includes Chap Stick and cough drops! Forms are available in the school office. Medication is given only by authorized personnel or can be given by the parent.

**General**

* Please make sure your child has adequate school supplies during the year. Please make sure *everything* is labeled.
* Make sure your child has tennis shoes for gym class. This is especially important during the winter when your child may not wear tennis shoes to school.
* Your child needs to have appropriate outerwear to go out for recess during cool or cold weather.
* Listen to the radio (WJBC – 1230 on the dial) during inclement weather. DO NOT call the school. The automated phone system will call you if school is cancelled.
* Contact Information:

School Number- 663-2351

Send a note with your child\*\*\*

Email- [stanleym@district87.org](mailto:stanleym@district87.org)

**Please read the Stevenson School Handbook**

**for additional Stevenson School and District 87 Policies**