

Mrs. Gomez
Second Grade
Room 1

Dear Parent:

Welcome to second grade! My name is Mrs. Gomez and I am delighted that your child is in my class this year. With your encouragement, your child will be a part of many exciting and rewarding experiences this academic year.

I have compiled this class handbook to provide information of the policies, procedures and expectations for the new school year. Please review the handbook with your child and sign the contract at the end of the handbook so that I know that you have read and understood the information contained here.

CLASSROOM DISCIPLINE PLAN

As I firmly believe that lifelong success depends on self-discipline, I have developed a Classroom Discipline Plan that gives every student the opportunity to manage his or her own behavior. I will discuss this plan with the students, but I would appreciate it if you would also review the plan with your child as well. Working together, all of us can ensure that your child will receive the most positive educational climate possible.

Classroom Rules:

1. Raise your hand before speaking.
2. Remain seated at all times.
3. Follow directions.
4. Respect others.
5. Work quietly.
6. Try your best!



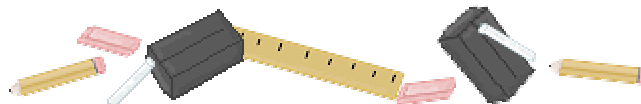
If a student chooses to break a rule, these are the **consequences**:

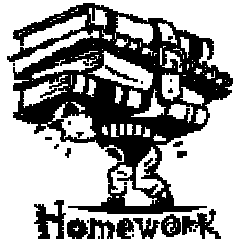
First Warning: Verbal Warning

Second Warning: Writing Assignment

Third Warning: Removal from free time/learning centers/ arts and crafts and a note or phone call to parents.

Fourth Warning: Parent Conference





HOMEWORK POLICY

Students will be given homework Monday through Thursday; Friday will usually be for their book reports. The homework will be a review of the lessons that children do that day, so nothing is “new”.

Parents, please sign your child’s homework to ensure that they have completed the assignment. If a homework assignment is not completed, the child must complete it during their free period and he/she will receive an incomplete grade. Homework is very important in reinforcing the day’s lessons!!

Students will receive a homework chart every Monday. The students will copy their homework onto the chart for the entire week. Check to make sure that your child completes the homework listed for that day.

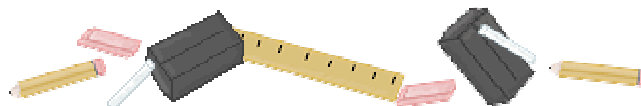
Some tips to on how to help your child with homework:

- Help your child establish a homework time everyday.
- Provide a quiet, well-lit place where there will be little interruption.

STUDENT SUPPLES

Please acquire the following supplies for your child by **Monday, September 17th:**

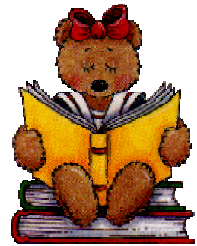
- 1 five subject notebook
- 1 single subject notebook
- 1 hardcover notebook (for journal writing)
- 3 pencils (minimum)
- 1 folder
- 1 box of tissues



BOOK REPORTS/LIBRARY LOAN

In October, the students will begin doing book reports every Friday. The assignment must be completed and returned on Monday. In order to be able to do the assignment, I have a library loan program in class. On Fridays, students are allowed to choose a book from our class library and they are required to check out their book using our check-out system. Each student will be given a large plastic bag to place their book when they take it home. It is the responsibility of the student to take care of the book while it is in their possession. Any books that are damaged or lost must be replaced by another book or the damaged/lost book must be paid for. In October, you will receive a letter about the Library Loan program and a permission form. Here are some rules that the students must know about the Library Loan Program:

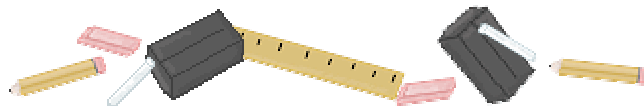
- If not in use, keep the book inside the library bag.
- Use clean fingers when touching the book.
- Do not write, draw, or color in or outside the book.
- Do not eat or drink while reading the book.
- Return the bag with the book and book report on Monday or grade will be lowered.
- Make sure to check-out book on Friday and check-in book on Monday.



Note: If you have any children's books that you don't use and would like to donate to the classroom, it would be very much appreciated!!!

FRIDAY FOLDERS

Each Friday, your child will take home their Friday Folder. Inside will contain their tests, assignments, and a weekly report. The weekly report will inform you of their behavior and work habits for the week. Review the tests and assignments with your child and sign the weekly report. You may leave comments in the boxes provided for you. The Folder with the weekly report must be returned on Mondays. You can also place any letters/notes to me in the Friday Folder.



READING

In our class, I try to incorporate many reading activities to help strengthen the students' reading skills. But some reading must also be done at home. Here is how you can help. Our school has a very small library and students are allowed to check out books during the week. Make sure that your child tries to read these books, not just look at the pictures. If there is an older child at home, have them help with the reading. Another thing you can do to get access to more books is to go to the public library and get a library card for your child. If you go every few weeks and get several books, your child will have access to many reading materials that will help strengthen their skills.

ABSENCES

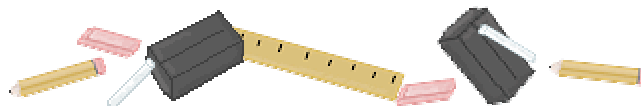
If your child is absent from school, please send a note of explanation. All homework and class assignments must be made up within two days. It is important that your child have very limited absences. We do a lot of activities in class that are difficult to make-up. State law limits the amount of absences children can have.

PARENT CONFERENCES

If you would like to meet with me, then please send a note with your child or call the school at 470-5507 to make an appointment. The best times to meet with me are before or after school.

CLASS WEBSITE

Our class has a website called Mrs. Gomez's Second Grade. On this site, the students do activities, projects, and educational games. Also, projects that students complete in class are posted on the website for other children and parents to see. The website address is <http://mizgomez.8m.com>. Check the website to see your child's work or to see some of the Internet Activities they are working on. If you do not have a computer or internet access at home, then you can go to the public library and use their computers for free!

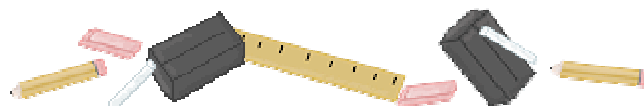


I look forward to a great year. If you have any questions, then please contact me through the school or through your child.

Please sign and return the last page of this handbook so that I know that you have read it's contents. Keep the handbook so that you may refer to it throughout the year. Thank you for your time and cooperation!

Respectfully,

Mrs. Gomez



(Please return this page to class)

I have read the following information concerning the classroom rules and procedures. I understand the Classroom Discipline Plan and discussed it with my child.

—
Parent's/Guardian's Signature Date

Child's Name

Comments/Questions: _____

