

# John A. Crookshank Elementary

2015-2016

Second Grade Handbook



# Welcome to 2<sup>nd</sup> Grade!



## **Arrival Procedures:**

- 8:05 a.m. – Children may begin arriving
- 8:30 a.m. – Our school day begins promptly
- 8:35 a.m. – (or later) – Tardy slips will be given

## **Dismissal Procedures:**

Please inform your child and teacher as to how they will be going home each day. Notes and emails are especially helpful when changes arise. If transportation arrangements change during the school day, please contact the front office (904-547-7840). **REMEMBER- We will not let your child go home a different way without your permission in writing or by a phone call from his/her guardian to the school.**

## **Attendance:**

**We want to see your child here every day!**

Collaboration, cooperation, and community play a significant role in our second grade classrooms. The discussions, interactions, and hands-on-experiences are irreplaceable and somewhat impossible to “make-up.” Daily attendance is key! Unfortunately, illnesses and emergencies do occur. In this case, please keep the school informed by sending an email or a note on a separate sheet of paper.

## **Communication:**

- \*School newsletters will be sent home in folder weekly
- \*Feel free to contact us at any time!

The school's telephone number: (904)-547-7840

- \*Other information can be found on the following websites:

St. Johns County School District – [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us)

Crookshank Elementary – [www-ces.stjohns.k12.fl.us](http://www-ces.stjohns.k12.fl.us)

Grade Level Web Page- <http://www-ces.stjohns.k12.fl.us/teachers/>

- \*Notes in your child's planner are another great way to keep in touch.





**CALLING ALL VOLUNTEERS! ATTENTION CHAPERONES!**

Crookshank Elementary desires outstanding parental involvement! We love having parents helping in the classroom. **If you are interested in volunteering (or chaperoning a field trip), please be sure to complete the St. Johns County School Districts Volunteer Application:**

<https://knt1.keepntrack.com/knt.cgi/SJCS03/apply>. Don't forget to use the computer in the front office to log your hours! We look forward to seeing you in the classroom and having you volunteer!



**Lunch:** Your child will have his/her own lunch account and lunch number to use, as needed. You may view your child's account balance (and more) at <https://paypams.com/HomePage.aspx>. Please inform your child of the day's lunch choices and explain what their options are.

Snack is a personal choice. If you want your child to have snack, please provide one for your child. S/he will be able to eat it before playing (approximately 2pm).

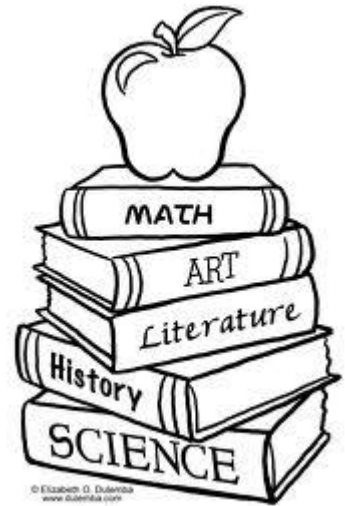
**Celebrations:** We love to celebrate birthdays/holidays at school with our friends during lunch and prior to recess! If you send in treats with your child, please be sure to send enough for the class. Birthday invitations for outside parties may be handed out at school only if the whole class is invited.





**Student Planners:** Every student will be using a personal planner. Students will share something that happened in their day. Please sign your initials in the planner daily, for this is a great way to hold your child accountable! Returning the planner is included in the daily homework assignment.

**Homework:** Each student will be given a homework packet on Monday to be returned on Friday. Students are responsible for completing the whole packet. Please make sure to check and review your child's homework packet before returning it on Friday.



**Intervention Block:** At Crookshank, we include an intervention block each day to meet the individual needs of our students. Our 2<sup>nd</sup> grade intervention block begins promptly at **8:35** each day. It is imperative that your child is here on time to benefit from this important instruction



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**Playground Safety:** Recess gives everyone time to Sharpen the Saw during the school day. We want to maximize this span of time by avoiding unnecessary accidents. You can help us reduce accidents by sending your child to school in closed toe shoes and “play friendly” clothing (temperature appropriate and not too tight fitting). One of our most important rules regarding safety is- “If your feet are over your head, you should not be doing it!” Remind your child that this means no hanging upside down from any piece of equipment. Students are also not allowed to play “tackle” football or play tag with contact harder than a tap. If students are playing any game that ends in yelling or fighting, they will be walking laps during the next day’s recess. Due to safety concerns students are not able to bring in any sports equipment or toys. If a student brings in a toy from home a parent or guardian will have to come pick it up.



**Voice Levels:** Crookshank has a school wide voice level policy that is enforced throughout the campus.

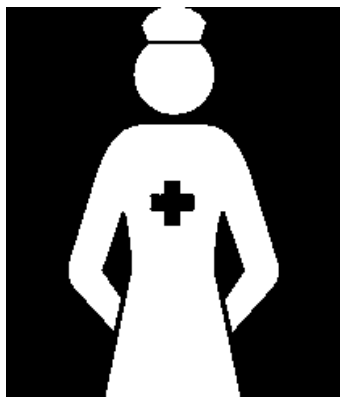
Level 0	No talking whatsoever! Expected in both indoor and outdoor hallways and during test taking times.
Level 1	Working whisper, so only someone right next to you can hear. Expected during read to self and buddy reading times.
Level 2	Soft conversation voice, only your neighbors can hear. Expected during class group work and free time (before school starts and during breaks).
Level 3	Loud proud sharing voice. Expected when talking to the entire class and highest level allowed in the cafeteria.
Level 4	Recess only voice!!



**Bathroom Breaks:** Students are allowed to use the restroom freely before school starts, during breaks, and during non-instructional classwork time (during centers or seatwork time). During instructional or test taking times, bathroom breaks are discouraged for non-emergencies. Students are expected to clean up after themselves in the bathroom. This means cleaning up any mess left on the toilet seat, flushing the toilet, washing their hands with soap and water, and throwing away any garbage.



**Water Breaks:** Studies show that well hydrated students learn better! Students are allowed to get water during any group break (some transitions and after recess) or during any free bathroom time. Students are allowed to keep a personal water (not juice or soda) bottle with a top at their desk. If the bottle becomes a consistent problem for the student (frequent spills or playful distractions) the privilege will be taken away. All disposable plastic bottles will be recycled at the end of each week.



**Visits to the Nurse:** We want our students to stay healthy and safe while in our care. If your child does not feel well during the day, they can visit our school nurse. If they have a cut smaller than a band aid the nurse instructs us to take care of it in class. The nurse will contact you if your child needs to go home for the day. If your child has a fever, stomach bug, or lice, please understand that they will be sent home from school. Please keep an extra change of clothes in your child's bookbag in case s/he gets sick or has an accident.



**Field Trips:** We love taking our second grade classes on field trips throughout the year. We always do our best to keep the student cost as low as possible and we will send home information about each field trip as soon as possible. All field trip permission slips and money must be turned in 3 days before the trip. Failure to send in form and money in time will prevent your child from attending.

**Loss of Field Trip Privileges:** If a student does not exhibit good listening/behavior leading up to a field trip, they can have their privilege of attending taken away. We believe that if a student is unable to follow directions/rules on school grounds, they cannot be trusted off school grounds where it can become a serious safety issue. Any referral within the same quarter will be an automatic loss of field trip. Unexcused absences and/or tardies may result in loss of field trips. Please discuss this policy with your child.

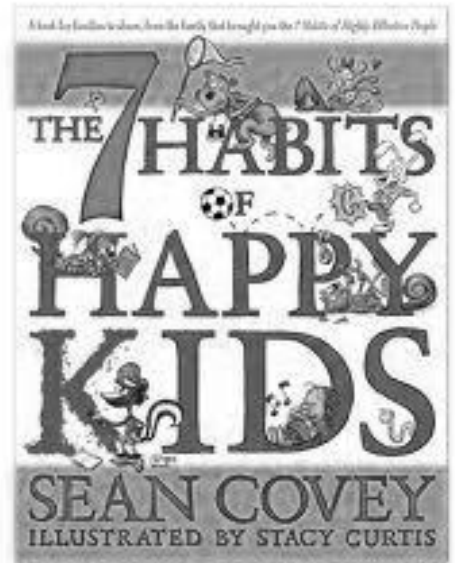


**Chaperoning Field Trips:** Parents must be an approved volunteer in order to chaperone a field trip. If you are interested in attending a field trip please notify your child's teacher ASAP. Sometimes we have too few chaperones and sometimes we have too many (in this case we go in order of who responded first). If you are driving separately as a chaperone, please know that your child must ride with their class to and from the field trip.



**Common Core Standards:** This year second grade will be in full implementation of the Common Core standards. You can find out more about Common Core at [www.corestandards.org/](http://www.corestandards.org/)

**7 Habits:** We will be studying and practicing the 7 Habits of Happy Kids. These habits include being Proactive, Beginning with the End in Mind, Put First things First, Think Win-Win, Seek First to Understand and then to be Understood, Synergize, and Sharpen the Saw. These habits will help each child understand what it means to be a leader and how to make a meaningful impact throughout their school and community. Please be sure to ask your child consistently what habits they are using, learning about! They will impress you greatly.



**Accelerated Reader:** St. Johns County schools utilize the online reading test tool, Accelerated Reader or "AR". AR is used to assess comprehension by giving short online tests on books read by students. Students earn points for each test taken to work towards their own personal goal set each 9 week period. If the student reaches their goal with an average of 80%, they will be invited to the AR store at the end of each term. At the AR store the student can buy small treats/toys with points earned throughout the 9 weeks.