**Transportation:**

Please send a **written note** anytime there will be a change in your child’s afternoon transportation, even if it’s only for one day. It is **school policy** that students are sent home according to the transportation specified by the parent at the beginning of the year, unless written notification is given stating otherwise.

**![MCj04136380000[1]]()**

**Absences:**

Please send a written note of explanation whenever your child is absent. State law requires us to code each absence as excused or unexcused. Excused absences include illness, doctor’s appointments, emergencies, etc. Unexcused absences include out of town trips, missing the bus, etc. If your child has a sibling at Aversboro, please feel free to have them come by and pick up any missed work if your child is absent.



**School Schedule:**

 The first bell rings at 8:45. Morning announcements start at 9:10. The instructional day begins promptly at 9:15. If your child arrives to the classroom after 9:15, they will be marked tardy and they must get a tardy slip from the office. *Please note this does not apply if there is a late bus*. Dismissal begins at 3:45.



**Discipline Plan:**

Aversboro has a school wide code of conduct that the students are expected to follow throughout the school grounds. The code of conduct is:

 **At Aversboro, we pledge to follow the three R’s of being *respectful, responsible,* and *ready;***

* **Showing *respect* to everyone and everything by:**
	+ **Following directions the first time**
	+ **Respect ourselves, property, adults and friends with our actions and words**
	+ **Raising our hands for permission to speak**
* **Being *responsible* for our actions, words, and choices by:**
	+ **Being responsible with our hands, feet and objects**
	+ **Remaining in your assigned workspace unless you have permission to leave**
* **Being *ready* to be the best we can each day**
	+ **Having your assignments and supplies each day**
	+ **Leaving toys, games, and other distracting objects at home**
	+ **Be ready to have fun while learning!**

I believe that the most effective way to have a well-disciplined class is to set clear expectations and to teach each child self-responsibility. It is important for the students to have a safe and orderly environment in which they can work to their full potential.

Children will be given weekly grades for conduct and for work habits. The ‘highest’ a child can get on these is a ‘3.’ The “Owl”standing behavior system will be used to complete your child’s weekly progress report and assign work habits and conduct grades for the week and for the overall grading period.

“Owl”standing Student

* Each day, your child will start on level 3
* If they receive two or more warnings about behavior, their card will move to level 2
* If they continue to need reminders, their card will move to level 1

\*For a Level 2 or 1 a “Stop and Think” slip will be completed and sent home to get it signed by a parent.

\*The students are moved back to level 3 at the end of the school day so every child begins the next day as an “owl” standing student.

\* If your child maintains a level 3 all week as well as completed their spelling bingo and classwork on time they will earn a trip to the class prize box.

**![MPj04394280000[1]]()**

**Homework and Agendas:**

Weekly homework will only consist of the weekly spelling bingo and any absent work that your student did not finish during the school day. Research has been unable to prove that homework improves student performance. Rather, I ask you to spend your evenings doing things that are proven to correlate with student success. Eat dinner as a family, read together, play outside, and get your child to bed early.

 Every student will receive an agenda in which to record assignments and important information/events happening. The agenda is used to help students become organized and shows them the importance of organizational skills. Please check it nightly for important information and school events. *Due to limited space in the agenda, please send notes separately in your child’s homework folder.*

**Monday Folders:**

Every Monday, or first day of the school week, your child will bring a “Monday Folder.” One side will be the weekly report for you to sign and return in the folder. You may see additional papers on the “sign and return” side of the folder. *Please go over these papers with your child, sign them, and return them in the folder.* The other side will be the weekly newsletter, information sent home from the school/county and work from the previous week. Please review the information, remove the papers and keep at home to review. **Please make sure all folders and signed papers are returned no later than Wednesday of each week.**

**Letterland Spelling Tests:**

At the beginning of each week students will get their spelling list attached to a “Bingo” practice page to use at home throughout the week. We will have weekly spelling tests on Fridays. This will include the spelling patterns for the assigned unit, review words and the tricky words for the week. We will also have tri-weekly spelling tests (every 3 weeks) to review learned spelling patterns, so it is important for your child to continue reviewing previous spelling lists.



**Class Website**

 I have created a class website that is for parent and student use. Parents will find important information about the classroom as well as information about what we are learning throughout the year. For students, there are links to reading, math and science websites. I encourage them to use the website several times a week to practice concepts we have learned or are currently learning in class. I update the website often so please check back as much as possible! The website can be accessed through the school website or the direct link is: [www.mspeden.yolasite.com](http://www.mspeden.yolasite.com).

Also, second grade has started a Twitter page. Follow us at @AESsecondgrade.

**Snack**

Wewill have a short snack time each day. Please send your child with one healthy snack that can be eaten within ten minutes. Snack is often during instruction/work time so please do not send in items that require a fork/spoon. We have a water fountain in the classroom, so no drinks please.

**![MCj04135800000[1]]()Birthdays:**

 Your child is welcome to bring a small treat for the class to be served during their lunchtime. Please remember that our lunch period is not very long so we need to keep things simple. Also, please let me know in advance what the treat is as we may have students with food allergies.

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**Volunteering/Field Trips:**

If you would like to volunteer at Aversboro, or to assist on any field trip, you **MUST** be registered and approved. *Please note that if you registered last year, you are still required to register this year.* Please contact Mrs. Williams in the front office to register. Information about our upcoming field trips will be sent home at a later date.

 \*\**ALL visitors must sign in at the office and get a visitor’s pass*. This includes when you are eating lunch with your child or just walking them to class. Please note that you are not permitted to walk with your child back to class after lunch unless you are registered to volunteer.