**Grade 2 Policies and Procedures**

**Mrs. Milburn Room 209**

**My Mission Statement as a teacher:**   
My mission is to create a lifelong learner in each child.  My classroom will be safe and filled with respect for others.  Each student will be encouraged to grow academically, socially and spiritually.

**ABSENCES**

When your child is ill and be will absent from school please follow the following two steps:

1. Call the office before 7:55 and let them know your child will not be in attendance
2. @ (313)885-3430
3. Email me with a quick note that he or she will be out.

[smilburn@stpaulonthelake.org](mailto:smilburn@stpaulonthelake.org)

Also, if your child will be going home with some else, please write a quick note and put it in their daily folder or send me an email.

School begins promptly at 7:55, when I will pick students up from the main office doors. On mass days we will leave immediately upon arrival. Students arriving in the classroom after 8:05 will be marked tardy.

**SNACK/FOOD ALLERGIES**

Each morning students will have an opportunity to have a healthy snack. Students are to bring this snack from home and keep it in their backpack until snack time. Please keep this separate from the lunch, so we can make sure students are not just eating part of their lunch early.

The purpose of the morning snack is to fuel the brain for further learning, so we ask that snacks only consist of healthy items. NO CHIPS, CANDY, or JUNK FOOD please! Suggestions for snack include: fresh fruit or veggies, cheese, crackers, granola or cereal bars, or other “brain food.” NO NUTS PLEASE!

The fruit snacks brought in the first day of school will serve as extra snacks kept in the classroom in case of a forgotten snack.

**BEHAVIOR**

To promote positive behavior, this year I will be using the “Traffic Light” theme. Each child will begin each day with green. Green means that the student is behaving well. Two verbal warnings for inappropriate behavior will be given before the child moves to orange. Red is poor behavior/decision making and a note and discussion with parents will occur.

Each day your child will bring home a calendar page that shows the color that they earned for each day of that month. At the end of each month, the students with all green down to 3 orange will be able to choose a prize from my treasure chest in my classroom. If students have more than 3 orange days they will have to wait until the following month to earn a prize. This calendar of the behavior must be returned signed by a parent by the last day of the month.

Please see the school handbook for a copy of the school behavior rubric. This will be enforced if needed.

**BIRTHDAYS**

On your child’s birthday he or she may bring in a simple treat to be shared with the class. Here are the guidelines, in order to keep this a fun experience and celebration for all.

* Please bring the same item for each student.
* Please send the treats individually ready to serve.
* Please no cakes or cupcakes - cutting a cake is very difficult with an eager class.
* Please no slurpee drinks or items that need the freezer/refrigerator.
* Please send the treat in with your child in the morning that way we can celebrate when it fits in best with our learning schedule. Keep it simple please!

NO store bought cupcakes (They make a huge mess on the carpet and usually end up more in their faces then in their tummies!) NO NUTS PLEASE!

**SPECIAL CLASSES**

MONDAY – no special

TUESDAY – Art

WEDNESDAY – Library

THURSDAY – Music and Gym

FRIDAY – Computer and Spanish

**SPECIAL CLASSES TEACHERS:**

Library: Mrs. McNeill

Music: Mrs. Martin

Spanish: Mrs. Peace

Art: Mrs. McGrath

Computer: Mrs. Martin

Physical Education: Mr. Ballee

**PARENT/TEACHER COMMUNICATION**

A weekly newsletter will be sent to your email on Fridays by the end of the day. Anyone who wishes to be on the mailing list is asked in give me your email address. If you still need to get a hold of me, then the best way is by email, which I check many times during the day. I do not have a voice mail account, and rarely get messages left in the office in a timely manner. So email me at: [smilburn@stpaulonthelake.org](mailto:smilburn@stpaulonthelake.org).

You may also send in a quick note in the daily folder to let me know something about the day (this is especially helpful if your child will be leaving early or with someone else). The Weekly Newsletter will include all the information about school events and everything you need to know about the upcoming week in 2nd grade! Thursday Red School folders will come home from the office with your student. Please review the information and return any completed documents to school with your child. Please return the red folder to school by Friday of the same week.

**BOOK ORDERS**

Each month your child will be given an order form from Scholastic to order books at his/her reading level. This is an excellent way to purchase books for your child and promote reading! These books are offered at a lower rate than you would find at a book store and include the latest titles and authors. Many parents have used these as an incentive for positive behavior and I will also in the classroom! Here is the information for ordering:

2 ways to order: fill out the paper and send back to school with a check (written to Scholastic Books) or order directly online!

The more books you order, the more our class gets free for our library!

Website: scholastic.com Classcode: L92QN

**HOLIDAYS**

Our room parents will be in charge of all holiday celebrations for Halloween, Christmas and Valentine's Day.  If you would like to help with these parties, please sign up at Back to School Night. Please see my weekly newsletter for details when the events get closer.  
  
**STUDENT PROGRESS**

Corrected work will be sent in your child's folder on a daily basis.  Please review it with your student.  Mid quarter reports of your child's progress will be send halfway through each quarter.  Report cards will come home at the end of each quarter.  If you have questions or concerns, send a note or email to me.  I'm happy to meet with you before or after school for a conference if necessary.

**MASS**

Our class celebrates mass each Tuesday morning.  Please feel free to join us for those celebrations.  A few times during the year our class will be planning and leading the mass celebration.  You will be notified via my email and web site with those dates.  All school masses are the first Friday of the month or as notified by the school.

## ****SACRAMENTS****

## We will celebrate First Reconciliation and First Holy Communion together this year. Please look for more details as they year progresses.  ****TARDIES****

## Please make every effort to arrive on time for school and call the school office if you will be late. Students will be marked tardy if they are not in our classroom by the time that the morning prayer has begun.

## ****Absenses or Going Home with Other Students**** If your child will be absent, please call the school office. You may email me also if you wish.  If your child is going home with another student after school, please send a written note to school with your child or send me an email.

## ****VACATIONS DURING SCHOOL****

## Sometimes families plan vacations during regular school days.  It is school policy to not provide work that will be missed before the trip.  Students may make up missing work when they return to school.

## VOLUNTEERS

We love volunteers here at St. Paul! There are many volunteer options available. You can volunteer as a Lunch Parent (see Mrs. Miller). Here are some for our classroom:

Room Mom  
Field Trip Chaperones (We will go on about 3-4 field trips this year)  
Tuesday afternoon Reading Group Volunteer  
Party Planners & Volunteers

If you cannot volunteer in the classroom, but would still like to help there will be a few opportunities, just look in the weekly newsletters for my requests!

**HOMEWORK**

**Monday:** Spelling **(**spelling list/activity will come home and will be due Friday)

**Tuesday:** Math (worksheet will come home and is due the next school day)

**Wednesday:** Grammar (worksheet will come home and is due the next school day)

**Thursday:** Study Spelling Words

**Everyday:** Read for at least 20 minutes and practice addition & subtraction flash cards.

\*See my web site for specific homework each week.

**GRADING**

St. Paul School’s 1st & 2nd Grade report cards use the following grading scale:

**Content:**

O = Outstanding, Demonstrates an understanding and application beyond grade level

*S = Secure, Demonstrates an understanding and application at grade level*

N = Needs Improvement, Demonstrates an inconsistent understanding

I give all assignments a point value and you will see how many points that your student earned out of the total number of points possible for that assignment. O=100% down to 95%, S=94% down to 85%, P=84% down to 75%, N=74% and lower.

**Effort/Conduct:**

4 = Exceeds Expectations

*3 = Meets Expectations*

2 = Working towards Expectations

1 = Below Expectations

I use a point system for daily grading, so students can see how many correct out of how many possible. On tests I will also put a letter grade. On homework I will typically put a number grade. For report cards all of the grading points will be averaged and will be assigned a 4, 3, 2 or 1.

I hope this will give you an idea of where the students are expected to be at that specific time in second grade. Feel free to ask questions if you do not understand how your child is being assessed.

**END OF THE YEAR AWARDS CEREMONY**

Overall Excellence = All S’s/O’s and 3’s/4’s in all 4 quarters including Specials, Conduct, and Effort.

Academic Achievement = All S’s/O’s (not including conduct)

Citizenship = All 3’s/4’s in all 4 quarters in Conduct including Specials

Possible Awards:

Overall Excellence

Academic Achievement

Citizenship

Book It

Artist of the Month

Special Achievement