

2nd Grade Policies and Procedures 2024-2025

- **ATTENDANCE**

- Coming to school every day is vital to a child's education. School becomes difficult when instruction is missed. We ask that you make every effort to keep your child in school. Students who check-in prior to 11:35a.m. or check-out after 11:35a.m., are counted present for the school day. However, if a child checks in, he/she is tardy. (A perfect attendance certificate will not be awarded to a student with an absence, check-in, or check-out.) When a child is ill, please use good judgment in deciding whether to keep him/her at home. A written excuse signed by the parent/guardian is required of all students after each absence. Excuses are to be sent to school within three (3) days of returning to school. Excuses will not be accepted after three (3) days. A written note from parents or guardians will excuse absences for up to but not exceeding seven (7) days during the school year. To receive make-up work, call the school office prior to 8:30a.m. for work to be available that afternoon.

- **HOMEWORK POLICY**

- A responsible amount of study and preparation is essential for the academic growth of each student. Homework should be used to supplement, compliment, and reinforce classroom teaching and learning. Please review homework, as well as class work, with your child to help him/her develop good study skills.

- **SNACKS**

- Snacks/drinks are available for purchase each morning. Items cost \$1.50 and should be paid for at the time of purchase. Parents should encourage their child to use only snack-money, not lunch-money, to buy snacks. Snack money needs to be in an envelope or bag with the amount, name of student, teacher's name, and purpose for the money. Students may also bring snacks from home. Carbonated drinks are not allowed. Snack time is very short. Please do not send large snacks, multiple items, metal bottles, or glass bottles.

- **TRANSPORTATION ARRANGEMENTS**

- Children should know before leaving home each morning how they will get home. Rainy day plans should be made in advance. Please do not tell your child to call home during the day to make plans for transportation. If you know your child will be riding home a different way than usual, please write a note to the teacher (with your signature) or call the office and leave a message for the teacher. Teachers do not always see emails or ParentSquare messages before the end of the day.

- **FIELD TRIPS**

- During the school year, students will take field trips. Please adhere to the 9:00a.m. deadline set for turning in money and required forms on the due date. Money must be turned in to the bookkeeper in advance so that checks can be written to pay for the cost of the trip. Unfortunately, money cannot be received after the deadline, as checks will have been written. Every effort is made to ensure you pay the correct amount for field trips and that they are as cost efficient as possible. A signed Permission Form and a signed Waiver of Liability form must be received from each student attending a field trip. Only parents/legal guardians or grandparents may chaperone. Siblings, cousins, etc... are not permitted to attend or chaperone field trips.

- **GRADING PROCEDURES**

- In previous years, Reading and Language Arts have been two different subjects that were graded. This year, Reading and Language Arts are now combined as one subject (English Language Arts). Numerical grades will be given for English Language Arts and Math. Social Studies, Science, Conduct, and Handwriting will receive Satisfactory, Needs Improvement, or Unsatisfactory (S, N, U). Graded papers will be sent home every Tuesday. Please review these papers, sign them, and return them the next day. Students must pass English Language Arts and Math to be promoted.
- Grading Scale:
 - A= 90-100
 - B= 80-89
 - C= 70-79
 - D= 60-69
 - F= 0-59

- **PARENT-TEACHER CONFERENCES**

- It is vital that we work as a team for the success of your child. You may send a note to me requesting a conference, call the school at 358-2658 to leave a message for me, or contact me through ParentSquare. Conferences need to be scheduled at least one day in advance. Parent-Teacher conferences will be scheduled during a teacher's planning period. Student instructional time is essential; parents/guardians will not be permitted to interrupt classroom instruction to talk with the teacher. Likewise, no conference will be permitted during instruction time unless approved by the principal. Written correspondence is always welcomed. Please contact your child's teacher for their personal office hours.

- **PARTIES/CELEBRATIONS/SPECIAL EVENTS**

- There will be times throughout the year that the school and/or grade-levels will have parties, celebrations, or special events. For student birthdays, parents may send a store purchased, individually wrapped, special snack or store-bought bakery snack to school with their child. Parents may also drop these items off in the front office to be delivered to the child's class. These items will be eaten during the students' snack time. Parents will not be permitted to go down to the classroom during this time. Homemade snack items will not be permitted for school parties and celebrations.

- **CLASSROOM BEHAVIOR MANAGEMENT**

- Each second-grade class will use a color-coded behavior clip chart. Exemplary behavior will result in them moving up the system, whereas misbehavior will result in downward moves. This is a flexible system, where a student can move back up after moving down. Students will mark their behavior on their behavior chart. This behavior chart will be sent home each day for the parents to sign. The charts will be collected and saved at the end of the month for documentation. The levels on the chart are as follows:

- Pink: Outstanding Day
- Purple: Great Day
- Blue: Good Day
- Green: Ready to Learn
- Yellow: Think About It
- Orange: Warning
- Red: Parent Contact (SBR)

- *Consequences and rewards, within the classroom, will vary among teachers.*
- If a student's behavior does not improve, the following steps will be followed.
 - Step 1: Student-Teacher Conference, SBR.
 - Step 2: Parent Notification, SBR.
 - Step 3: Parent-Teacher-Admin Conference, SBR.
 - Step 4: Referred to Office as Habitual Class A Offender
 - Class A Offenses
 - Excessive Distraction of Other Students
 - Participation in Gambling or Games of Chance for Money
 - Unauthorized Selling
 - Failure to Follow Instructions
 - Unauthorized Use of Communication/Electronic Devices
 - Littering of School Property
 - Cheating
 - Inappropriate Public Display of Affection
 - Excessive Tardiness
 - Non-Compliance with Dress Code
- **Autauga County Schools Code of Conduct Class B-E offenses will result in an immediate office referral. Please see Autauga County Schools Website for this Policy Manual: acboe.net/policies.**