

## Weekly Procedures



Dear Parents,

I look for this to be an exciting and educational year for your child. I would like to inform you of the various procedures that will be implemented in our classroom. I will go over these procedures with your child, but it is important you are aware of them as well. If you have any questions or concerns please feel free to contact me by phone or email.

- **Student Folders** – Students will be given a folder to take home every Friday. A weekly newsletter will be provided along with your child's graded work and school information. The folder should be returned the following school day with your child's signed behavior checklist.
- **Weekly Behavior Checklist** – A behavior checklist will be sent home in your child's folder every Friday. This checklist will keep you informed of your child's behavior in the classroom. Please sign and return with your child's folder each week. Please read the enclosed classroom behavior plan to explain more about this checklist.
- **Weekly Newsletter** – The weekly newsletter explains the subject material we will cover for the week, upcoming events, and a spelling list.
- **Graded Assignments** – All graded assignments will be sent home Friday in their folder. Any assignment with a grade lower than 70% will need to be returned with a parent signature. All other papers can be removed from the folder and kept at home.

- **Homework** – Students are asked to take their reading books home every evening. Please have them read every night. Extra work may be sent home as needed to reinforce skills and concepts learned in class.

Because writing is an important aspect of the second grade curriculum, I would like students to practice their writing skills at home. A writing topic will be sent home in your child's folder every Friday. Students are expected to respond to the topic with 5 sentences. Their writing is due the following Friday, which gives students a week to complete each writing assignment.
- **Spelling** – We will have a spelling test every Friday over our weekly spelling list. Students will be given time each day to study their words; however, it would be beneficial to practice these words at home. Our first spelling test is scheduled for Friday, August 21.
- **PowerSchool** – This is an excellent way to stay current on your child's progress in each subject area. Progress reports will be sent home each mid-quarter; however if you would like to stay current on your child's progress please utilize PowerSchool. If you need a password or more information on how to access this valuable resource please contact the office or myself and we would be happy to help!
- **Volunteers** – I would love to have any parents volunteer for parties, field trips, or to help with classroom needs. The district does require all volunteers to have a background check to ensure the safety of our students. This must be done even to attend field trips. Please visit the following website for more information  
[http://waynesville.k12.mo.us/community/volunteer\\_program/](http://waynesville.k12.mo.us/community/volunteer_program/)
- **Rocket into Reading** – One goal this year is to encourage students to read for enjoyment. The Reading Counts Program allows students to read almost any book and take a quiz. If students pass their quiz they are given points and the words are logged. I will reward students for the words they read along with posting their progress on our "Rocket into Reading" bulletin board. This is a great way to promote reading at home.

- **Snack** – We will have a small snack every morning. If you would like to send crackers or another healthy snack I can store for 25 students, we would greatly appreciate it. I will provide snacks the first week of school.
- **Lunch Money** - Please enclose lunch money in an envelope with your child's name printed on the outside. Students are responsible for taking lunch money to the office.
- **Afternoon Transportation** – Please notify the office or send a note if there is a change in your child's usual form of transportation. We cannot honor changes stated by the child. Thank you for your patience with this matter.

Sincerely,  
Cassie Wilson