

2nd Grade Handbook T.A.E.Salado 2016-2017



Schedules

Students will gather in the **TAE media room** each morning where they will stay until they are dismissed to their classrooms at 7:50 a.m.(For security reasons students are **not** allowed to walk in the halls, roam outside, or come to their classroom early.)

Class begins promptly at 7:55 a.m.Students will be considered**absent**when not at school after 8:30 and must get a **tardy slip** from the office before coming to the classroom after 8:05.

Breakfast served: 7:20-7:50

Lunch:11:00-11:30

Art/P.E./Music: 12:40-1:40

Dismissal: 3:25

We must have clear instructions either by a **note** or a **call to the office** to change how your child is going home. Please do not use e-mail as a way to change your child's transportation. If you need to change your child's way home during the day**call the TAE office 254-947-6925.**

Early Release from School

Students will not be released from class between 3:00-3:25. During this time the teacher is preparing the class to leave for the day. Important information about homework, class assignments, field trips, etc. is being discussed and handed out. If you must pick your child up before the end of the day you will need to contact the school office before 2:00 so the teacher can make arrangements for the student. We want children to participate in extra-curricular activities but these activities should not interfere with the school day. Dance, baton and sports activities should not require transportation that would take students out of class.

Absences/Attendance

If your child cannot attend school, please notify the office the morning of the absence. Upon return to school, you will need to send a written note explaining the reason for absence.Doctor's notes are needed for an excused absence.

Regular attendance is encouraged. Our school receives funding based on a daily rate for your child. When students have frequent absences this impacts our district funding.Please try to avoid unnecessary absences within the school year and plan vacations within our scheduled holidays.Of course, if your child is ill, please keep them home for their well being and to prevent the spread of illness.

Regular school attendance is essential for a student to make the most of his or her education---to benefit fromteacher-led and school activities, to build each day's learning on the previous days, and to grow as an individual.Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Student absences should be limited and make-up or remedial work will be required from students with absences. A student who is absent from school for any portion of a school day must provide a note that describes the reason for the absence. Failure to bring a written excuse signed by the parent or guardian within three school days of an absence may result in an unexcused absence being recorded. If your student has accumulated 10 tardies or absences they will need approval from the campus principal to participate in field trips, class parties and or school events.

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program.

Students enrolled in prekindergarten or kindergarten, are required to attend school.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments. A note from the health-care provided must be submitted upon the student's return to campus.

If a student is temporarily absent due to an appointment with a health care professional and the student commences classes or returns to school on the same day of the appointment, the student will not be counted absent during the time of the appointment with allowances for travel time to and from the appointment. The student must present to the school office a statement signed by the health care professional verifying the time of the appointment.

Failure to Comply with Compulsory Attendance

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

Tardies are considered "parts of days" and are generally considered unexcused except for doctor/dentist appointments, as outlined herein. For truancy court purposes, three tardies are equivalent to one (1) unexcused absence. Tardies are not converted to unexcused absences onto report cards or onto official attendance records. **EDUCATION CODE 25.093 AND FAMILY CODE 51.03**

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. When a student is tardy or absent a total of 10 times they will make up class time during class parties or other class events.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

If a student leaves before the end of the day or tardy (after a combination of 10 times) the student may have lunch detention.

Official Attendance-Taking Time

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day during second period at SIS, SJHS, and SHS and at **8:30am at TAE**.

TAE students are absent after 8:30am.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

Parent's Note after an Absence

When a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Advance Notification of Planned Absence

Absences such as vacations and trips, babysitting, working (including modeling), non-school sponsored athletic events and programs shall be considered unexcused.

In order for a student to make up and receive credit for work assigned during an unexcused absence, the student must submit one week in advance written notification of the planned absence to the principal.

Students and parents may request make up work in advance of the planned absence and work will be provided if available. Assignments that are not available need to be made up according to the district make up policy once the student returns to school.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying each illness or condition that caused the student's absence from school.

Tardiness

Tardiness to class may result in disciplinary action. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

Students who are tardy more than 10 times a semester will have to make up their time. A student that is not in the classroom before the bell rings is tardy. At TAE, students are considered tardy after 8:05am. To receive credit for the year students must be in attendance. See Attendance for Credit.

Dress and Grooming

The district's dress code is established to teach grooming and hygiene, prevents distraction/disruptions in the classroom, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided they comply with the following:

- 1) Dress and grooming will not disrupt, interfere with, attract attention to one self, disturb or distract from instruction and /or school activities.
- 2) Student's hair shall be clean, neat and well groomed. No extreme hair colors (purple, red, pink, blue, etc), or extreme hair styles(mohawks, sculptured or spiked) are acceptable. Hair should not cover the face, and bangs must not exceed the eye brow. Boy's hair must be cut above the eye brow, off the collar and bottom of the earlobe. Sideburns will not be allowed below the earlobe.
- 3) Clothing backpacks or accessories with inappropriate decorations, graffiti, or advertisements are not acceptable. No item at school should call attention to alcohol, tobacco, drugs, cults, or other offensive themes. Double meaning messages are not permitted.
- 4) The midriff (stomach) or undergarments must not be exposed when the student goes through the normal activities of the day such as bending, stretching, or reaching.
- 5) Clothing intended to be worn as sleepwear is inappropriate.
- 6) Shorts/skirts must not be too short or tight. Shorts must be worn under a skirt or dress. All pants/skirts must be worn at the waistline or hip.
- 7) Appropriate footwear is to be worn. Cleated shoes are not allowed in the building. Students must wear tennis shoes on a daily basis.
- 8) Hats, caps, head or sweatbands are not to be visible in the school building (including the SIS cafeteria) during school hours.
- 9) Earrings or other ear adornments may not be worn if they are distracting. Piercing ornaments may only be worn on the ear.
- 10) Sunglasses may not be worn in the building.
- 11) Make-up is not permitted.

Violation of the dress code policy can result in detention or ISS for the remainder of the day or assigned on another day. Dress code violations MAY NOT be covered with coats, jackets, or sweaters.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school.

Repeated offences may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Routines

Please make sure that your child returns to school with a backpack daily. A communication folder with pockets will be sent home in their backpack everyday and returned the next day. On the front outside pocket the students keep the "Second Grade Scoop" planner for that week. It shows the homework for M-Th. The Scoop also lists the upcoming events to keep you informed. Their behavior for each day will be indicated on the scoop. Please sign the scoop nightly. **Spelling lists will be kept in the back pocket of the folder at all times.** This insures they have their materials at home for homework as well as at school for daily practice. Please remove papers daily.

Any notes from you or order forms the teacher needs to see should be placed in this folder. Teachers do NOT look through backpacks. The students are responsible for unpacking folders. Remind your child of important items to turn in to the teacher.

Behavior Management

Your child's specific teachers will send home details about the behavior management plan in place in their classroom.

Library/AR

Students may check out two library books each week. Students have the option to take their books home but need to bring them back daily. All books must be returned in May to participate in field day.

Accelerated Reader©

Salado ISD hosts the web-based version of Accelerated Reader (AR) call AR Enterprise. After reading a book in their zone of proximal development (ZPD, students may take a brief comprehension quiz and earn points. Students have access to over 100,000 AR and vocabulary quizzes at school. The purpose of the AR program is to encourage reading, build comprehension, and support classroom curriculum objectives.

Accelerated Reader© Expectations

- Students may only take quizzes on books they have read during the actual school year or summer preceding the school year.
- Students may not take a quiz on a book that has been made into a movie, video, or television show unless they have also read the book.
- Students may not take quizzes for other students.
- Students may not discuss AR questions or answers with other students, unless under the direction of a teacher.
- Teachers will clearly explain expectations from the AR program to their students.
- Students will be allowed to test in the classroom with the teacher or in the library with a classroom volunteer during school hours.

* Students may not take AR tests at home or after school hours.

Accelerated Reader© Rewards

Second grade students will receive a tag for the 1st 5 points they earn. They earn another tag when they reach 10 points. They will then receive additional tags for increments of 25, 50, 75, 100, and 150 points. Students who earn 75 points will be eligible to attend the AR party. Students will be recognized for earning 100 AR points and receive a special reading t-shirt.

Homework

Your child will have homework Monday-Thursday. All homework assignments will be indicated on the scoop. It is your child's responsibility to unpack homework and turn into the designated area on the due date. Please return the reading folder even if you were not able to do the reading as it contains books another group may need that day.

Lunch

Please send lunch money in a sealed envelope with your child's first and last name and lunch number. You can check your child's account balance and have low account notifications sent to you by going to the SISD website under My School Account and set up a username and password. You can also call Brenda Hodges at 947-6987 for any questions regarding their lunch account.

Breakfast is sold daily from 7:25-7:45.
Breakfast costs \$1.35.
Basic lunch tray with milk costs \$2.30.
Milk costs \$0.75

Visitors at lunch are welcomed. Please sign in at the TAE office. Visitors will sit in a designated area in the SIS cafeteria. Due to enrollment increases please do not ask other students to sit with you.

Snack Time

Students may bring a water bottle and a snack with them from home. Snacks should be a healthy finger food that is easy to eat. No foods requiring utensils, please.

Recess

Students may bring a ball or another outdoor toy to share with others, but please label it. Students should keep all other toys at home. (Examples of toys to keep at home: Pokémon cards, dolls, Shopkins...)

Grades

Students will receive a report card at the end of each 9 weeks and a progress report each 4-5 weeks. Parents can monitor grades through their student's daily graded work as well as online. You can access grades via our on-line SISD website under the Parent Information tab.

Retesting

If a student fails an assignment, (this does not include Benchmark Assessments such as RIGBY, TPRI, and TEMI scores), he/she can retest one time for the opportunity to receive a possible 70% grade. Teachers may retest at school or send the paper home to redo. Redo assignments must be returned by the specified due date to receive credit.

Assessments

Assessments will be given in reading and math at the beginning and end of the year. Scores will be reported to parents after each assessment.

Parent Conferences

Parent Conference Days will be October 10th and January 16th. All parents will have the opportunity to sign up for a conference during our Open House. Additional conferences throughout the year can be requested by the teacher or the parent and must be scheduled. Conference time for second grade is 12:40-1:40, or before or after school.

Promotion to the Next Grade Level/Retention

Promotion will be based on mastery of the curriculum. Expectations and standards for promotion will be established for each grade level based on the mastery of content. For students to be promoted to third grade they will need to pass the following content areas with a 70 or above: Reading, ELA, Math, Science or Social Studies. Teachers may not recommend a student for promotion to the next grade level if they do not meet the reading standards in Rigby and or TPRI Assessments:

Rigby - student must be reading on Level 18 with 95% words correct
TPRI – Reading at a minimum of 2nd grade Instructional Level

Social Events

Parents are encouraged to participate in school parties, events and field trips during the year. Siblings of students that are enrolled in classes at SISD are not allowed to attend our events. Taking siblings from classes would require them to be absent. Events are created to give a particular grade level a time to celebrate.

This procedure does not pertain to school wide rallies and awards ceremonies.

Private Birthday Party Invitations

Private party invitations can be handed out in class only if every student is invited, or if all of the same gender as your child are invited.

Classroom Birthday Celebrations

For those parents wishing to celebrate birthdays at school, please contact your child's teacher to schedule a time to bring in refreshments. Refreshment should be simple (cookies or cupcakes).

Parents are not obligated to have a classroom birthday party for their child.

Holiday Class Parties

We will have six designated parties this year: Halloween, Christmas, 100th Day, Valentine's Day, Easter and End of the Year. Room Mothers will coordinate and distribute information. Students who receive a discipline referral may not be allowed to participate in the class party. Students may also miss out on parties if their attendance and tardies accumulate to 10 or more.

Field Trips

Field trips are scheduled throughout the year. A permission slip will be sent home in advance. Please return the permission slip and money together. Students who receive a discipline referral may not be allowed to participate in the field trip. Students who have more than 10 tardies or absences may need to make up lost class time during field trips.

Visitors to the School

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the school office and must comply with all applicable district policies and procedures. The visitor must present their driver's license and the electronic badge machine in the office will produce a stick-on campus visitor badge.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

Visitors during lunch will be assigned special seating with their child at a designated area. Parents wishing to speak to the teacher must make an appointment in advance. Teachers are preparing for the day and visits to the classroom before class or after are not permitted without an appointment. Each teacher has a planning period for these visits.

