

Sherri James, 2A Teacher
Portland Christian Elementary

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**2nd grade Parent
Orientation**



Notes to Parents:

1. Weekly newsletters will be enclosed in the Friday folders.

Please read these very carefully, as they contain important classroom and school information. You will find a calendar of upcoming events, the weekly verse, monthly school wide character trait, spelling words, reminder notes, and other important items.

2. Friday folders will be sent home at the end of each week. Please review its contents, go over it with your child, and sign the form on the cover. These must be returned, empty and signed, on Monday, with your child.

3. Homework is a daily responsibility for your child.

Students will write assignments down in their student planner, then take it home each day. The parent needs to see that the student does the homework carefully, correctly, and completely (“the 3 c’s”).

As part of their daily homework, your child needs a place and time they can read to an adult. The adult will need to initial the bookmark for this reading homework each day as well. Also, assist them in returning the reading books and bookmark in the bag the following day. If needed, I will stamp the upper corner of the students papers “Please finish” or “correct and return” in the top corner if the paper if it is not done correctly or completely. These papers are to be corrected and returned the next school day.

I consider memorizing the weekly verse, studying (written or orally) spelling words, and *Book It*, as homework. Expect every Monday for your child to have spelling homework, return the written work, but keep the list to study during the week. The spelling practice test is on Thursday, with the final test on Friday. If the student gets 100% on the practice test, they will not be required to take the final. Also, on Friday there will be a test on individual memorization of the weekly verse. On an as needed basis for review/practice, there will be Math and English homework during the week.

4. Specials Schedule:

Monday– PE

Tuesday-Music

Wednesday-PE

Thursday-Music & Art

Friday– Chapel, Computer & Library

5. Visitations by parent or other relative is welcome, whether for lunch, special projects, field trips, or other activities. Please check in at the office, and get a visitors badge (these should then be returned when checking out upon leaving). It is so easy to come from the parking lot to the classroom. But for security and safety reasons, **ALL adults MUST check in at the office first.**

6. Book Orders: Every other month (or so), I will send home a selection of book orders in the Friday folder. This is a great opportunity to order award winning children's books and software, at a low cost to you. I strongly encourage you to take advantage of this offer. I hope your children will develop a personal library of books they enjoy reading over and over. Remember this is not required, just an option for you and your family. Please send your order with the money, in an envelope with your child's name on it. Only checks are accepted, and they must be written to the book company (ex. Scholastic), not to the teacher or school. In the weekly class newsletter you will note the date these orders are due by.

7. Book It: This is a school wide monthly at-home reading program. For second grade, students will be **required to read 150 minutes a month**. Break this down by the day, that is only about 5 minutes per day for the monthly minimum goal. Your child may read more than that, we encourage that. The Book It assignment is factored into the reading grade for every student. Each month a Book It form will be sent home to fill out for recording minutes read. The form will be due at the end of the month. At that time, a certificate from the program sponsor, Pizza Hut, will be sent home for achieving that goal.

8. Classroom Helpers : Here are areas where I need the most assistance:

*Mon.-Thursday 8:30-9:45 am...To assist me during the reading group lessons. I work with a small group of children and need assistance with the remaining students who are at centers or doing seatwork. I may also have assistants correct papers or work on projects during this time. This time slot is where I need the most help.

*Monthly classroom cleaning (very flexible on any day Mon.-Fri., but time would need to be after 3:10 pm, and before 4:30 pm) This can be done by one adult, or shared by several. Tasks include detailed scrubbing of sinks, desks, tables and counters, dusting, and vacuuming. This is such a great way to help me in the class. As you can imagine, the room gets really dirty during the month and I don't have the time to always keep up on it.

*We will be going on several field trips this year and will need adult chaperones as that need arises. I will let parents know of dates and times in the weekly newsletter. Some of the trips we plan on taking are to a musical, a bread factory, a farm, and an in-house field trip from OMSI.

*Some take home projects may also come up. I will communicate those needs in the newsletter.

ALL classroom helpers, including those who chaperone field trips, must complete the adult/child safety course and sign an agreement form, for contact with children. Those not completing both, will not be able to help in the classroom, or attend field trips with us. There are no exceptions to this requirement.

9. Birthdays: If you would like to send a treat for your child's birthday, please clear the time and day with me first. The time available to celebrate these days will vary, depending on our schedule. Please keep the treat EASY! No sheet cakes, cupcakes or individually packaged treats work best.

10. Toys: Students may not have toys at school, which they bring from home.

11. Afternoon Snack: I allow the students to have an afternoon snack. The choices you make to send with them, needs to be nutritious and easy to eat within 5-10 min. Some suggestions would be fruit, vegetables, crackers, popcorn, bagel, cheese sticks, raisins,...Please no sticky, drippy, high sugar foods, or those that require teacher assistance. Please understand that lunch items must also be ready to eat, with no teacher assistance necessary (cooking, cutting,...)**Water bottles with a sipper on top are allowed at each student's desk, no twist off lids please.

12. Room Parents: These parents are selected and organized by PCES Room Parent Coordinator Susan Nagai. They will be planning our class parties and calling for various donations for the parties, extra helpers for activities, and other needs as they arise. They have a list of parent helpers who signed up and will be calling for assistance with parties.

13. Lunch: Students eat lunch in the lunchroom, a 30 min. time period. Please have lunch tickets filled out prior to school starting. There no longer is a student store for food purchase. See monthly hot lunch calendar for options on lunch selections. **(The monthly lunch calendar is available on the school website.)**

14. Absent Students: If for some reason you child is absent from school, you may request missed work for that day. This call MUST be done before 9 am on the day of the absence. Please call the school and also call my extension, 351. You may pick up the requested work at 3:10 pm that same day, in the office. I ask that you check over your child's work prior to their return. All written work must be done in pencil, not markers or ink pen! If no work is picked up for the absent student, the missed assignments will be sent home when they return. They will have two days (for each missed) to complete the work and turn it in. As a courtesy to the school/teacher, in the case of a known absence (ex. Family vacation, doctor appointment, etc...), please fill out the "prearranged absence" form (blue), available in the office. You may turn these into the office or send to class with your child. The student's work will be collected during their absence and sent home upon their return. School policy does not permit work to be sent ahead of such absences.

15. Teacher's Hours: I am at school from 7:45 am– 3:45 pm (approx.). Many days I have meetings before and after school. I appreciate your advanced request when requesting time to talk with me. At 8:35 am, it is not a good time for me to talk with parents, I have 23 students who need my supervision and attention. I have duty in the parking lot every day after school, this is a time when Mr. Shadle wants teachers focused on parking lot safety, not talking with parents. Thank you for respecting these times. I am willing to schedule a time to meet, if the need arises. Please respect my personal time at home with my family, by not calling my home. You can email me at school (sherri.james@pcschools.org) or call me at school (503-256-5455 ext 351) and leave a message. I check both these resources for communications from parents, several times throughout the day and evening.

16. I have a website for school use. The homepage can be found through the PCS site www.pcschools.org, or you can find it directly at <http://staff.pcschools.org/sjames>. Here, I will post various class information and links to our weekly newsletter. I am excited about this new way to communicate with parents.

NOTES:



1st/2nd Grade Behavior Plan

It is my goal for the students to be independent, yet obedient, caring people. Through this behavioral plan, I pray that this goal will be achieved. Each student has a behavioral chart, in which a daily/weekly report is recorded. I have incorporated a Love and Logic philosophy into my classroom, where students will:

- 1. Be a part of a class that is safe, emotionally and physically.**
- 2. Be given choices, and held accountable for their actions.**
- 3. Develop positive relationships with classmates and teachers.**
- 4. Be guided to own and solve their problem.**

Each day, the students are expected to act accordingly. Following school rules, showing respect for God, the teachers, each other, and self, are of the utmost importance.

Here are the steps for our classroom behavior plan:

1. If a student is having a problem in any of these areas, a conference with the teacher and student will take place (verbal warning).

2. If the student continues having trouble in “taking care of others” (1), “taking care of myself” (2), or “taking care of things” (3), then they will be asked to mark (with an X) their card, recording which area they need help in. At this time, the student will also have a minimum of 5 minutes in RECOVERY, our words for “time out”.

3. If issues with the student’s behavior choices reoccur the same day, he/she will again mark their card, and a minimum 10 minutes will be spent in a RECOVERY support class (a neighboring classroom).

4. If in the same school day there are any further behavior issues, the student will mark their card and the student’s parents will be notified. The student will be referred to the principal for recovery. At this point, a conference may be scheduled for as soon as possible with the parents, teacher, student, and possible principal.

If no marks have been made for the day, then they are given a smile stamp on the card for that day.

It is possible, if necessary, for the student to also spend time in recovery in the specialists classes, for the same reasons as the classroom.

At the end of the week, the cards are sent home with the Friday folders. Parents are to sign the appropriate line on the card, for that week. Students will then return the card, with their Friday folder on Monday.

The student’s “Social Habits” grade on the report card will reflect the weeks of recording on this chart, during that quarter.