

August 4th, 2016

Dear Parents, **Introduction:**

 I am Lynn Hadden. This is my second year teaching at PCES, and I am super excited about starting another year. I am a graduate of Troy University with a Master’s degree in Elementary Education, and I also hold a B.A. in Communications from Mercer University. I have two grown children, Saralynne and John Christian. I love spending time with my 86-year old mother (and best friend), Miss Frankie, and my Siamese cat, Ling Ling. Miss Frankie loves to volunteer in our classroom. I live in LaGrange, Georgia.

It is a pleasure to have your child in my class. To start off the year right, I have prepared a Parent Packet that should tell you everything you need to know about the way my classroom works. I feel that good communication between the parent, student, and teacher is very important to learning. I am looking forward to working with you and your student.

Please feel free to contact me at any time if there is anything you need to ask or talk about. You can check my website, [hadden.homepage.com](file:///C%3A%5CUsers%5CCat%5CDownloads%5Chadden.homepage.com), at any time for the current newsletter, homework assignments, supply list, or a copy of the Parent Packet. Also, there is a link on my page that will allow you to email me directly using a very easy form. I look forward to getting to know you and your student this year, as we work together to help your student be all that he/she can be! Feel free to message me on the BLOOMZ app (Free!) as well. This is a very easy way to communicate.

KINDEST REGARDS,Ms.Hadden

phadden@pcboe.net or use the email form on the website



**Classroom Schedule**

7:30-8:00-Morning Routine

8:00-Restroom/Water Break

8:05-8:30- Whole Group Reading

8:35-8:50-Small Group

8:50-9:05-Small Group

9:05-9:45- Small Group

9:45-Restroom/Water Break

9:45-10:15 - Intervention

10:15-10:40- Language Arts/ Writing

10:40-11:10 - Physical Education

11:10 -11:55 - Exploratory

11:55 – 12:25 Lunch

Restroom/Water Break

12:25-12:40-Language/Writing

12:40 - 1:55 - Math

Restroom/Water Break

1:55-2:50 Science/Social Studies

2:55-Pack up

3:00- Dismissal

**Reading**

Our reading program incorporates many different components. Students will be participating in Guided Reading Groups, Whole Group Instruction and Independent AR Reading.

###### Within the first couple of weeks of the start of the school year, your student will begin bringing home a book in a laminated brown envelope. This book is at your child’s tested reading level. Please listen to your child read their book. Some nights students will have the same book as previous nights. Rereading books helps students develop fluency and aid comprehension. Reading comprehension is the key to becoming an excellent readier. Please ask your student questions about the book he/she reads to you. Sign, date, and indicate on the Reading Log if the level of the book was right for your child, challenging, or too difficult. It is very important to be consistent with reading every night. The more opportunities your child has to experience text, the stronger reader they will become.

I strongly encourage you to get your child their own library card, and make a really big deal out it! Students who bring in their OWN library card will receive five tickets for their Rewards Bank.

Your signature on your child’s reading packet/homework folder/behavior chart earns them a TICKET for their Rewards Bank.

 The reading log is part of your child’s READING GRADE! If you do not sign nightly, we have no way to know if your child is actually reading or not. Reading Log counts as a daily grade each nine weeks.

**Writing**

Students will write in their journals throughout the year as part of their daily activities. Journals will be sent home at the end of the year.

**Math**

This year, we are once again using the Investigations math curriculum by Pearson. There are many wonderful FREE programs to use on the Internet that will help your student learn his/her math. Please check the Links page on my website to find free and helpful websites for math.

**Spelling**

We have a weekly spelling list that will be posted on the website and will also be included in each child’s homework folder. Please get in the habit of studying spelling words every night.

I also put all the Spelling Lists in the Vocabulary and Spelling City website

every week. This website offers games

as well as drill to help your student learn their spelling words.

[www.Vocabularyandspellingcity.com](file:///C%3A%5CUsers%5CCat%5CDownloads%5Cwww.Vocabularyandspellingcity.com) is the address, and there is also a link on the homepage. You will have to locate Ms. Hadden’s SECOND Grade on the Alabama List.

**Science**

We are super excited about our new Science program this year! The children will do LOTS of hands-on learning with our new STEM emphasis, and will go to the STEM lab regularly in

addition to classroom instruction.

**Social Studies**

Students will learn the Common Core standards for Second Grade Social Studies. A lot of this material will come from their Wonders Reading program.

**Exploratory**

Students will have PE daily. Students will enjoy music, Links, STEM lab, computer lab, and Library weekly or bi-weekly. Art will be done in the classroom as an enhancement to the general curriculum.



**Behavior Folder**

 Purple student folders will be sent home every day. We will send notes, and any forms to be filled out. **Please make sure that you sign this folder daily.**

**Weekly Papers Folder**

Your child will be bringing home the weekly papers folder. This folder will contain the graded papers from the previous week. Please be sure to discuss your child’s grades with them and sign the folder, returning it the NEXT school day. The goal is to send these folders home on Tuesday, but sometimes the testing cycle, which is determined by Central Office, is not friendly to having the papers ready to go home on Tuesday, so they may not always come home on Tuesday. If you have any concerns or questions, please let me know. Also, your child will have important papers and information in their folder. Students receive a Reward Ticket for good behavior daily, and students who return their Weekly Papers folder the next day will earn a Rewards Ticket. Students who fail to return the signed Weekly Papers Folder the next day will receive a negative consequence. Please help your child to be successful with this routine!

* **Students will be expected to read 15 minutes every night.**
* If students do not complete daily work (reading or math assignments, etc.), they will be expected to finish these assignments as well as assigned homework. Please check and sign folders every night, and don’t let your child develop bad habits in this area.
* Your child may be assigned a skills worksheet for math, spelling, or grammar to complete at home. The directions will be explained in class but please review, if needed, at home. These papers are always due back the next day unless otherwise noted.

###### READING HOMEWORK (super, super important!)

Within the first couple of weeks of the start of the school year, your student will begin bringing home a boo**k in a laminated brown envelope in their homework folder.** This book is at your child’s tested reading level. Please listen to your child read their book. Some nights students will have the same book as previous nights. Rereading books helps students develop fluency and aid comprehension. Reading comprehension is the key to becoming an excellent readier. Please ask your student questions about the book he/she reads to you. Sign, date, and indicate on the Reading Log if the level of the book was right for your child, challenging, or too difficult. It is very important to be consistent with reading every night. The more opportunities your child has to experience text, the stronger a reader they will become. Your signature on your child’s reading packet/homework folder/behavior chart earns them a TICKET for their Rewards Bank.

 The reading log is part of your child’s READING GRADE! If you do not sign nightly, we have no way to know if your child is actually reading or not. Reading Log counts as a daily grade each nine weeks.

**Homework Newsletter**

 This is a monthly newsletter that will be sent home in the homework folder. Students have daily math homework that is due each day. They will also have spelling Tic-Tac-Toe that is due weekly. Other homework that may be included is handwriting, writing, reading, or projects. ***Pay attention to the dates listed on this newsletter.*** Please note that all work that is not completed in class may also be sent home to be completed as homework, and due the next day.

**Class Room Rules**

 Student behavior expectations:

 In our classroom, we follow a simple set of rules to ensure everyone is safe, and no one’s learning is interrupted. Please assist me in reminding your child why it is important to follow the rules. If your child follows the rules, you will receive the corresponding color associated with the behavior calendar, which can be found on the back of the behavior folder. If your child does not follow the classroom rules, you will see a color change reflected on their folder. Class II and Class III offenses, as defined by the Phenix City Schools Code of Conduct, will be referred immediately to an administrator. Class I disciplinary offenses (with the exception of dress code and unauthorized electronic devices) will be handled by the classroom teacher using the following progressive behavioral management plan.

1st occurrence – warning

2nd – loss of conduct point/ clip down/no reward ticket

3rd – removal from situation

4th – loss of privileges

5th – parent contact

6th – office referral

**Rule #1 Follow directions quickly.**

**Rule #2 Raise your hand for permission to speak.**

**Rule #3 Raise your hand for permission to leave your seat.**

**Rule#4 Make Smart Choices**

**Rule #5 Keep your dear teacher happy.**

Other specific rules may be added throughout the year as necessary. If a student chooses to not follow classroom rules, procedures, and rituals, then a progressive behavior plan with consequences will be used.

I do not interrupt learning/instruction for behavior problems. I do not waste instructional time giving repeated warnings for the same behaviors. One warning is enough.

 Once I have finished instruction, I will invite the student to visit with me in my Chat Room. Each student will have a data binder that logs all of their behavior, reading scores, assessments, star reports, AR Logs, tardy slips, etc., for the entire year. The student will be asked to bring their binder to the Chat Room (a corner of my room with some privacy). Student will open the binder to the Behavior Log, and we will discuss the rules that were broken. I will note the behavior, the student’s response, and the consequence, and the student will sign it.

The student will be given a consequence at the teacher’s discretion – loss of center time, silent lunch, completion of a reflection form that must be signed by parent and returned the next day, phone call home, referral to the office, time-out to think, time-out in another room, and loss of daily ticket. Students will note in their correspondence folders that they received a consequence or had a warning that day by the color of their cat.

 Students receive a daily ticket for good behavior which they can trade in for rewards. They can save them for big rewards and use them for smaller rewards. Students who have a warning will not receive their ticket for the day.

The class as a whole will have opportunities to earn special awards for good behavior, like brownie/cookie parties, coke parties, free time, movies, etc.

Students who are really having trouble with making smart choices may receive a conduct letter in the Weekly Papers folder. Your child’s conduct grade is determined by how many conduct points they lose during the week.



**Absences and Tardies**

Attendance at school is important for every student. Frequent absences from school significantly and negatively affect your child’s performance and academic success. Please make every effort to have your child present each and every day. However, we understand that there are times when children need to be absent due to illnesses or other family issues.

Parents are encouraged to call the school on the day of the absence to indicate the reason of the absence. When your child is ready to return to school, parents need to send in a signed, written note when the student returns to school explaining the reason for the absence, the date(s) of the absence, and a daytime phone number. If a student fails to bring a note, the absence is regarded as unexcused. Excused absences are specified in Parent/Student Handbook. All other absences are unexcused and repeatedly missing school can result in notification of administration and referral to the Truancy program.

Work missed needs to be made up as soon as possible. If you would like to request work during an absence, please contact the school no later than 9:00 a.m. and the work will be placed in the office by 4:00 p.m. that day. Calls after 9:00 a.m. will have work prepared by the following morning.

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**BINDERS/Homework Folders**

Students will be using a binder for homework assignments, daily messages and conduct grades. Your child is responsible for putting any notes that they are given into the Correspondence pocket of the binder. The students are responsible for taking the binder home each day, having a parent or caregiver ***read*** and ***sign*** it nightly, and bringing it back to school the next day. Please feel free to write any messages in the binder to me as well. You can also communicate with me by using the messages form on the website to send me emails or by using the Bloomz app.

 Students who do not return their binders daily will receive a negative consequence. Students who return their binders will receive a positive affirmation. Parents of students who go two days without their binders may receive a call home. Since I pay for the binders, lost binders will have to be replaced at the expense of the parents/caregivers.

#  The homework folder will consist of the homework newsletter, high frequency word list, weekly Wonders study guide, spelling contract (tic-tac-toe), and how to help your child become a better reader. Other study guides may appear as needed. All of these items are in plastic page protectors for your reference, and we ask you to please do remove them. Your child will be expected to bring this folder to school EVERYDAY!

Your child will have several assignments during the school day for which he or she is responsible. If ***your child for any reason is unable to complete an assignment, this will automatically become homework to be completed at home and returned to school the following day. It is the student’s responsibility to return work. Work not returned may result in a zero.*** Project due dates will be posted and will be written down on the Homework Assignment sheet in each student’s notebook and on Ms. Hadden’s website. Students are expected to turn in their work on time. Please talk to your child about the importance of completing assignments.

**Birthdays**

A school-wide policy has been adopted regarding birthday treats. A parent may provide a treat for the entire class. Treats may be provided in the following way:



* A parent may bring a treat from home. These treats must be precut and ready to serve. Please drop these off in the office by 10:00 am and they will be served at lunch. I do not do birthday treats in the classroom. Parents are welcome to join their student in the lunchroom. PLEASE do not show up with treats without advance notice.
* School ice cream may be purchased. Students may choose from several ice cream and non-dairy selections. Please send cash only for ice cream purchases!

Birthday treats should be provided for each child in the class. The snack or money for ice cream should be sent or brought to the office by 10:00 a.m. unless a parent will be present to distribute them at lunch. Our lunch time is 11:55.

Also, a student’s birthday can be recognized by simply singing “Happy Birthday”. No food is necessary.

In some cases, parents do not want the student’s birthday recognized.

We can honor that request as well, just let us know. Refer to the Parent

Handbook for further clarification on this and other topics.

**Party Invitations**

If you are having a birthday party for your child outside of school, school is not the best place to pass out invitations unless every child in class is being invited. I will not pass out invites in my class unless every child is included.

**Change in Transportation/Early Pick-up**

**Change in Transportation Home:** If your child is to go home a different way than usual, I MUST have a note on that day.

**Early Pick-Up:**  We are very busy all day in our class. Please try to arrange doctor/dentist appointments outside of school hours because anytime your child comes in late or leaves early they miss valuable instruction. However, if you must check your child in or out during the day, come to the office first. They will call for your child to come to meet you in the office. Sending notice of early pick-up can aid in quicker check out.

**Conferences**

 If you would like to schedule a conference, please send a note with your child or an e-mail or Bloomz message. I will try to coordinate a time that is convenient for everyone involved.

  **ALLERGIES, SPECIAL NEEDS, ETC.**

If your student has any allergies or other special needs that I should know about, please schedule a conference time to stop by and tell me how to best care for your child.

**Room Parents**

 If you would like to volunteer to help in our classroom, I would be delighted to have you there! Please let me know if you are interested in volunteering in any area, whether to help students or organize special events, make copies, etc. I would like to thank each of you in advance for your help this year.

 **MATERIALS**

Lost or damaged textbooks or library books must be paid for.

**Sending Money to School**

If you are sending money to school with your child, for lunch, ice cream, Scholastic Book Club Orders, Fall Festival tickets, yearbook – whatever it may be – PLEASE do not send loose cash! Seal the money in an envelope (preferably) or a zip lock bag, with your child’s name written on it and an explanation for what the money is for, so that it can be properly receipted and handled. Book Club orders are made directly to me, not to the school, and exact change or a check is preferred. I cannot make change for anything, and the office won’t give us change. Any other items for which you wish to send a check (not book orders) MUST include your current address and driver’s license number, or the office will not accept it. The best way to send the money is tucked into or taped into your child’s homework/correspondence folder. Receipts may take one day to come back home, as I have to go through a process with the office to obtain receipts and sometimes I may not have an opportunity to go and take care of it during the day.

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I have read the PARENT PACKET and discussed the necessary content with my child.

Parent/ Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I have read and discussed the discipline procedures with my child. Please sign and return to school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent Signature Child Signature

I would like to volunteer to help with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am available on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You can reach me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_