



## Information & Procedures for Mrs. Palichuk's Class



Welcome to second grade! Your child is about to embark on an exciting learning adventure, and I'm thrilled to be a part of it!

I have provided you an outline explaining various classroom procedures and general classroom information. If you have any questions, comments, or concerns at any time this year, please feel free to call me at 942-4251 ext. 8741 or email me at [palichukclass@hobart.k12.in.us](mailto:palichukclass@hobart.k12.in.us) anytime!

I am looking forward to an incredible school year, and I hope you are, too!

Sincerely,  
Mrs. Shannon Palichuk

### Birthday Celebrations

According to the Student Handbook, "Due to health and allergy concerns, only commercially prepared treats (including birthday treats) are allowed."

You may send in treats for your child on his/her birthday, or whichever day works best for you. You can let me know the day before you'd like to send in treats. Please be sure to check how many students are in class and if there are any allergies. I don't mind drinks if your child wishes to have them, but I do ask that you bring individual serving juice boxes instead of something that would need to be poured and served. If your child has a summer birthday, he/she can choose a day they'd like to celebrate, such as a half-birthday.

Please do not send birthday party invitations to school to be passed out unless you are inviting the entire class or ALL boys/girls. Individual invitations should be sent through the mail. This will prevent hurt feelings. Thanks for your support with this.

### Classroom Behavior Plan:

I utilize a web-based classroom management tool called Class Dojo (<http://www.classdojo.com/>), which allows me to keep track of both positive and negative behaviors. Behavior reports are emailed to you weekly so you can keep track of your child's behavior in the classroom, too! If a child is having a difficult time behaving during the week, I will send home a mid-week or daily report, if necessary.

Students will earn mini-economy money based on our Dojo points! Each day, students earn money for positive points and daily responsibilities. Students must PAY money back to me if negative points are earned.

Each month, students who have earned at least 80% positive points for the month get to have "Lunch Bunch" with me in the classroom! They get to bring their hot/cold lunch down to the room to eat, and we do something fun while we're eating together! Encourage your child to be part of Lunch Bunch each month!!

### Procedures:

1. Be responsible.
2. Be respectful.
3. Be safe.

We'll discuss in detail what it means to be responsible, respectful, and safe on our first days together!

### Consequences:

1. Verbal warning
  2. -1 point
  3. -2 points, lose 5 minutes of recess
  4. -3 points, lose  $\frac{1}{2}$  recess, call home.
  5. -4 points, lose recess, call home to parents, principal's office.
- SEVERE CLAUSE: Directly to principal's office.

### **Rewards:**

1. Positive points
2. Mini-economy money
3. Tickets
4. Shop in our class store
5. Positive notes sent home
6. Lots of praise!

### **Grading System**

Each grading period is nine weeks, and you will receive a progress report halfway through each grading period. Your child's graded work will include the points earned, points possible, and percent and letter grade earned. If you DO NOT see a letter grade on an assignment, it is either work I evaluated informally to measure progress or it is math homework. Homework points are totaled throughout the nine weeks, and I assign a final grade at the end of the grading period.

We follow the standard grading scale, which is as follows:

100-90	A
89-80	B
79-70	C
69-60	D
59-	F

There are ranges for pluses and minuses as well. If you would like a complete copy of the grading scale including these, please let me know.

Skyward, our attendance and grading system is available online. There's a link on School City of Hobart's webpage where you can access the site through the Parent Portal. Be sure to register a current email with Skyward so you can receive weekly progress reports!

### **Homework**

Students will have daily homework. This not only teaches them responsibility, but it also gives them a chance to practice the skills

that have been taught. Students are required to complete all homework assignments and return them the next day. It is essential to your child's education that they become responsible for both their class work and their homework. Their homework goes in their Home Folders. That folder should always stay in their backpacks. Please stress to your child that homework is important, so the transition to third grade will be an easy one. Your child will receive a pink homework note for any missing assignments and a negative Dojo for late homework. I will accept late homework assignments. If missing homework becomes too frequent, loss of recess and/or 10% point deduction will be enforced. I will contact you if missing homework is an issue for your child.

Book-It is a required reading program in my class. It begins in October and runs through March. Your child is required to read for 20 minutes each weeknight (5 days per week). A separate reading log, not affiliated with Book-It, will be sent home for September, April, and May. The requirement is the same. **Students receive a grade for at-home reading**, so please be sure your child completes his/her reading logs and encourage reading at home.

It is essential for you to be involved with your child's education. **Please go over your child's daily homework and sign your name or your initials by your child's name.** By doing this, you will know what your child is studying, and you will be able to enhance your child's education by adding your valuable input.

### **Homework Hotline**

Homework Hotline is a valuable resource for both parents and students. Calling Homework Hotline allows parents and students daily access to homework assignments and important classroom information.

Each night, I will record a message for students and parents, and I will include a bonus question for students to answer in their Home Notebooks (explanation to follow). Students must answer the bonus question and have their Home Notebooks signed by a parent/guardian

in order to earn \$1.00 from our mini-economy. **STUDENTS MUST HAVE A NOTEBOOK! I won't accept loose pieces of paper each day.** I would like both parents and students to make this call part of their nightly routine.

To call Homework Hotline:

1. Dial the school phone number: **942-4251**.
2. Press **6** for Homework Hotline.
3. Press **9741** to get my message.

### Home Folders

Each night your child will bring home a folder with class and school mail, graded papers (on Fridays), and/or any homework assigned for each night. This folder goes home EVERY night so parents can collect and review their child's work and school information. The home folders are returned each day with *only* any completed homework and/or notes for me. Your child will earn \$1.00 from our mini-economy per homework assignment when turned in ON TIME and IN his/her Home Folder. If we have no homework, then just return an empty folder, and your child still earns a dollar!

Once your child has been introduced to all of our online resources, a log in cheat sheet will be placed inside the back of your child's folder. This cheat sheet can be used at school and at home!

### Home Notebook

Each child will have a spiral notebook that we will use as our "Home Notebook." Not only does the Home Notebook serve as an organizational tool for your child, but it also provides parents information on the happenings of the day and the assigned homework! We will write in them at the end of each day.

Students will take them home each night to show a parent/guardian. They'll also write the answer to the Homework Hotline bonus question and have their notebook signed each night.

Students earn \$1.00 from mini-economy for returning a completed Home Notebook.

I check these notebooks each morning, so you can write me notes if you ever have a question or concern. I feel this notebook serves as another valuable form of communication between us.

### **Mini-Economy**

As mentioned, we will practice a mini-economy system in our classroom to promote responsibility and problem-solving skills. Children earn play money in our room by being responsible students.

**Each child will receive \$1.00 for each of the following\*\*:**

1. Bringing their Home Folders back to school each day with prior-day papers removed and assigned homework returned;
2. Writing the answer to the Homework Hotline question and having their planner signed by a parent or guardian; and
3. Earning POSITIVE Dojo points.

**\*\*Additional opportunities to earn money are also provided.**

**Children can also lose mini-economy dollars for the following:**

1. Not following classroom and/or school procedures resulting in NEGATIVE Dojo points.

**Students are responsible for keeping track of their own money.**

Twice a month, students have the opportunity to spend what they have earned in my store! Through this system, I hope to improve math and money management skills while building a greater sense of responsibility.

### **Newsletter**

I will email my weekly newsletter every Monday. In the letter, you will find the week's spelling words, learning objectives for our core subjects, and classroom news and information. The newsletter will also be posted on my web page and on Class Dojo.

## **PBIS & Rachel's Challenge**

At School City of Hobart, we have implemented *Positive Behavioral Interventions and Support* (PBIS), which focuses on positive behavior. Liberty Elementary has adopted school-wide procedures, which promote good behavior, citizenship, and respect for others. The procedures can be found in your folder, in the student handbook, and on the Liberty website. Procedures are also posted throughout the school for student reference. You might hear your child talking about earning tickets for modeling these procedures! We also promote kindness at our schools. Each day, we'll discuss "Rachel's Challenge," which focuses on acts of kindness. Children can earn tickets for modeling the behaviors and actions we discuss each day.

We have school-wide celebrations monthly to recognize positive behavior. I also have ticket raffles where students can earn privileges and prizes!

**Students are responsible for keeping track of their own tickets.** Children must write their name and "2SP" on the back of each ticket. Your child can bring his/her tickets home for help with this if they'd like!

## **Parent Packs**

On Fridays, your child will bring home a "Parent Pack." The Parent Pack provides you the opportunity to review your child's performance on a weekly basis. In your Parent Pack, you will find your child's graded work from the previous week. I will attach a yellow half-sheet of paper for you to sign. I would like for parents to review all graded work every Friday night, sign the Parent Pack slip, and return the slip to school the following Monday. You may keep the graded work.

## **Snacks**

Your child can bring a healthy snack to school each day. Please make sure it is something relatively healthy. Chips, cookies, and candy are not healthy snacks and will be discouraged.

I also allow children to have a water bottle at their desks. I ask that it be the size of a sports bottle (about 20 oz.), and that it contain ONLY water. No juices, pop, or sports drinks, please. I try to remind them to take home their bottles once a week to be cleaned, but you know how that goes! You might want to mention it, too, every once in a while if you think about it!

## **Specials**

Our specials schedule will be updated in your first classroom newsletter. A couple general reminders:

- Lunch is 11:25-12:05
- Have your child dress appropriately for physical activity on gym day. Mrs. Holland would like students to refrain from wearing jeans on gym day.
- Friday's special will change each quarter; time remains the same.