**Parent Handbook**

**Ms. Rudisill**

**2nd Grade**

**Brighten Academy**

**Welcome to 2nd Grade!**

**My name is Ms. Rudisill and this is my first year at Brighten Academy! I am so excited to begin my teaching career at such a wonderful school with such awesome students!**

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| --- |
| **Main Points to Remember:** * Snack: 10:00
* Lunch: 12:25-12:54
* Most Wednesdays are early release days. Students get out at 1:00.
* Homework will be checked on Friday
* The binder only needs to be signed if a note has been written
* Please check the front pocket of the binder for important notes
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**Allergies & Medication**

 If your child requires daily medication, YOU must bring it to the office to set up dosage instructions. Please alert me to ANY medical problems, including allergies!

**School Hours**

School starts at 8:00 a.m. and ends at 3:15 p.m. If your child arrives later than 8:00 AM, you must bring them to the office and sign them in. Tardies will be recorded and should be avoided. Excessive tardies can result in disciplinary action.

**Birthdays**

You are welcome to come to the school to celebrate your child’s birthday with him or her. You may bring or send in a special snack (donuts, cookies, cupcakes) to be given out during lunch.

**Communication/Newsletters**

The “Bucket Filler Binder” is where you will find important information from our class and the school. The front pocket will hold the weekly parent letter, homework, and important papers. If a piece of graded work is in the front pocket of the binder, it needs to be corrected, signed, and sent back to school in the front pocket. The calendar page will contain important dates and any notes about behavior. You will only need to sign the calendar if there is a note from me written on that day.

**Conferences**

We will have 2 conferences this year to discuss your child’s progress and ILP (Individual Learning Plan). When it is time to schedule these, I will send a form home for you to pick a date and time.

**Discipline**

Our class will be using the "Have You Filled Your Bucket Today?" Strategy to monitor/manage behavior. Please review our Bucket Fillers classroom letter for more details. Classroom rules are explained and discussed with students the first week of school and reviewed throughout the year. The behaviors will be dealt with as needed by one of the following:

1. Warning (behavior was dealt with at school & was corrected)

2. Note written home (I need you to be aware of the behavior & discuss with your child)

3. “Oops Form” (The behavior disturbed others’ learning. Parents need to know, discuss, and address at home. Please review the “Oops Form”, sign it, and return it.)

4. Phone Call (as needed)

Discipline will be handled on a case by case basis. Consequences will be fair and logical. For example, if you play and make a mess in the bathroom, you will be expected to clean it up. If you did not complete work during work time, you will be expected to complete it during play time (recess). Hopefully these policies will encourage responsible and respectful young people, as well as create a safe learning environment for all students.

Part of that responsibility will be for him/her to let you know when a note has been written so that you can sign it. I want my students to know that I communicate back and forth with the parents and that we are all working together this year as a team!

**Graded Papers & Corrected Work**

Graded papers will be sent home in a folder labeled “Graded Papers” in the “Bucket Fillers Binder” each Friday. These are for you to keep at home. If a piece of graded work is labeled with “PLEASE CORRECT”, please help your child correct the assignment, sign it, and send back to school in the FRONT pocket of the Bucket Filler Binder. Corrected work will be collected on Fridays with your child’s completed homework packet.

Any paper or work sample receiving a grade below a 2 (a 1 or 1.5), can be corrected to improve your child’s grade to a 2. A student will not receive a grade higher than a 2 on corrected work sent home, as a 2 indicates that the child has obtained the grade of a 2 with help (see the grading scale attachment if further explanation is needed).

Correcting graded papers is a wonderful way to not only help your child strengthen the skills that they are learning in class, it can be a real boost to your student’s grades at report card time!

Homework

Homework assignments will be on the Parent Letter that will be sent home every Monday. Make sure that your child puts the homework back in his/her binder’s front pocket each day. I will take up homework on Friday, but we may use it in class… so it’s important that it “lives” in the binder throughout the week.

Money

Lunch money can be taken to the lunchroom at our lunch time. If you send in money for anything besides lunch, please put it in an envelope or baggy with your child’s name & what the money is for. They will bring it to me in the morning when I check binders.

Graded Papers folder will be here on Friday. Please keep these papers at **home** and return the folder to school on Monday. If the folder holds work to be corrected, please place the corrected samples in the front pocket with your child’s homework to be collected on Fridays.

**Bucket Filler**

**Binder:**

It should always look

like this so that we

all can stay

organized! ☺

Homework, Important Papers & Notes to get my immediate attention. This is also where you will place any forms that need to be returned to **school**. If you send notes or money, please put them here.

Calendar & important pages that will stay in the binder **unless I remove them**.

**Snacks**

Students will be allowed to eat a morning snack. Please be sure to place a snack in your child’s lunch box. Ideal snacks are dry and easy to open such as cereal, a granola bar, or crackers. Please do not send snacks that require utensils. Water is the only drink permissible in the classroom.

**Specials**

Children will rotate through Art, Music, PE, and Spanish specials throughout the week. The specials will be listed on the newsletter each week. Please make sure your child wears tennis shoes on days in which they attend PE.

**Student Information Sheet for Ms. Rudisill**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, GA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Info:**

Mom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: \_\_\_\_\_\_\_-\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: \_\_\_\_\_\_\_-\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the best way to contact you? email text phone call

Can your information be shared in a class directory? yes / no

Can your child have his/her picture taken and displayed? yes / no

Allergies, Meds, or Health Concerns \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will your child be a car rider, van rider, or stay in ASP? If the transportation varies from day to day, please tell me when & how your child will get home:

Monday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuesday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wed (1:00 release): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Friday:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anything else you think would be helpful for me to know:

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