

Dear Parents and Guardians,

It is our pleasure to welcome you and your child to 2nd grade. We are dedicated to making this year a positive and successful experience. Our goal for this academic year is to have your child learn and grow as an individual while having fun in the process. Your child will learn to develop more independence along with greater responsibility in preparation for their transition to testing grades.

We encourage all students to be the best they can be. We believe that this is *their* education, and we expect each student to work to the best of their ability. Additionally, we expect that they complete their assignments in a manner that reflects care and pride in their work. It is important that they understand that the grades they receive are the grades they earned. We encourage you as parents or guardians to work together with us to develop a positive learning community for the students.

The remainder of this letter contains important information that will help you, your child, as well as the second-grade teaching team to maintain a successful school year. Please read carefully and keep this information in mind throughout the school year.

Attendance: Attendance will be taken by 8:30 AM every school day. Please have your child in the classroom by 8:20 AM. If you plan on your child being absent, please notify the office by writing a note or calling prior to the absence. If your child is late, please let your child know that s/he must get a late pass from the office prior to coming to the classroom. Unplanned absences must have a written excuse and be turned into the office or teacher once the child has returned to school. Research shows that children's grades improve the more they are in the classroom, so it is important for your child to attend class regularly and on time. Please make sure when your child is absent that they arrange to complete the make-up assignments.

Grades/Homework/Assignments: Grades are assigned for classroom work, homework, projects, and tests. Homework should be completed on time and of satisfactory effort. We expect 2nd graders to be more responsible for their work. Homework is an extension of what we do in the classroom, so we expect all students to complete their daily homework.

Grading Policy:

Classwork/Projects- 40%
Assessments- 30%
Participation- 20%
Homework- 10%

Grade Scale:

4: Exceeds Standards 100-90%
3: Meets Standard 89-75%
2: Approaching Standards 74-60%
1: Does Not Meet Standard 59% and below

Homework Folders/Homework Notebooks:

The homework log is a resource that teachers and parents communicate on weekly basis. Teachers announce important upcoming events and tests two weeks in advance. Your child is expected to keep track of homework assignments using homework log. A homework folder and homework notebook will go home daily. The homework folder has two pockets, one is to return back to school and the other one is to keep at home. Please keep the folder in an organized manner.

Classroom Rules/ Consequences/ Rewards:

Rules are necessary to maintain our classroom in an orderly manner. We expect all students to follow the following rules in our classroom:

- 1) Come to class prepared and ready to learn.
- 2) Treat others like you want to be treated.
- 3) Respect school and personal property.
- 4) Always do your best.
- 5) Accept challenging topics as opportunities to learn.
- 6) Take responsibility for your actions.
- 7) Always complete your assignments on time.

8) Enjoy learning and have fun in Second Grade!

Consequences:

Warning/Parent Contact/Principal Conference

*Intentional breaking of the rules may result in detention depending on the severity.

Again, we are very privileged to have this opportunity and we are looking forward to an exciting year with you and your child.

Sincerely,

Second Grade Teaching Team

親愛的家長和監護人：

我們很榮幸地歡迎您孩子來到二年級！我們希望您的孩子在這一年可以收穫積極的學習經歷。我們這一學年的目標是幫助您的孩子學習和成長，並且享受這個過程。您的孩子將會學習變得更加獨立。這會幫助他們做好準備，以迎接考試年級的挑戰。

我們鼓勵所有的學生盡力做到自己的最好。我們相信這是他們的教育，所以我們鼓勵學生盡力做好每一份功課。另外，我們鼓勵學生認真地按時完成功課，並為自己的努力而驕傲。我們希望學生明白，他們得到的成績是靠自己的努力獲得的。我們真誠的邀請您和我們共同建立一個積極的學習環境，來幫助所有的學生成長和學習。以下的訊息是幫助您和您的孩子了解我們對二年級學生的一些希望。請您和孩子一起閱讀。

出勤：老師每天早上8:30前會記錄學生出勤情況。請在8:20前送您的孩子到學校。如果您預先知道您的孩子會缺勤，請提前打電話或寫信告知辦公室的老師。如果您的孩子遲到，他/她必須先到辦公室拿一張遲到通知單，然後才能到教室。如果您無法預知您的孩子將會缺勤，請務必在學生回到學校的當天提交一份書面說明給辦公室的老師。研究表明，學生在教室裡的時間和他們的成績成正比。當您的孩子缺勤時，請確保您的孩子完成並補交缺勤期間沒能做的功課。

成績/回家功課/作業：學生的成績是根據他們完成課堂作業，回家功課和考試的情況得出的。學生應當認真按時完成回家作業。我們希望二年級學生可以更加對自己的學習負責。回家功課是課堂作業的延伸，所以我們要求學生每天按時認真完成回家功課來強化練習課堂上學到的內容。

評分標準：

課堂作業—40%
考試—30%
課堂參與—20%
回家功課—10%

成績單：

4: 超過標準 100-90%
3: 達到標準 89-75%
2: 接近標準 74-60%
1: 低於標準 59%以下

回家作業文件夾/回家作業筆記本

回家功課記錄單是家長和老師每周進行交流的平台。老師會提前兩周通知學校活動和考試。學生要用回家功課記錄單來檢查自己是否完成了當天的所有功課。學生每天都會將回家作業文件夾和回家作業筆記本帶回家。回家作業文件夾有左右兩個口袋：一個是放交回學校的功課，一個是放留在家裡的功課。

班級規定/獎罰規定

班級規定對於維持教室秩序是非常重要的。我們希望所有的學生遵守以下班規：

- 1) 帶著學習的熱情來上學
- 2) 用自己希望被對待的方式對待他人
- 3) 尊重學校和個人的物品
- 4) 努力完成每項功課
- 5) 勇於接受挑戰
- 6) 對自己的行為負責任
- 7) 按時完成功課
- 8) 享受二年級的學習生活！

後果：

警告/聯絡家長/校長談話

*如果學生有故意違反規定的行為，學校將根據嚴重程度進行處分。

我們非常榮幸能有機會和您的孩子共同度過二年級！我們非常期待在開學後見到您和您的孩子！

二年級全體老師敬上