

Mrs. Cashin's Classroom Disclosure  
2014-2015

Welcome, Welcome, Welcome!! I am really looking forward to this new school year with your 2<sup>nd</sup> grader! Here is some information to help you and your child have a successful year. This disclosure outlines some important things you should know. Please read it over carefully, print and sign the last page, and return it to me on the first day of school.

**Contact Information:** The phone number for Quest Academy is 801 731-9859. My email address is [acashin@questac.org](mailto:acashin@questac.org). Emailing me is the very best way to contact me. I check my email daily. If you need to speak to me during school hours, please call the office and leave a message, I will call you back as soon as possible. My tutoring hours are Tuesday, Wednesday and Thursday from 3:20-3:50. You may schedule tutoring time by appointment only.

**Communication:** I post information on the blog a few times a week. Any information regarding upcoming events, student recognition, and homework updates are added quite frequently! Please go to the blog and add yourself to the "subscribe" list. This will notify you via email that there has been something added to the blog. I love this way of communication! I'm confident that you will find it quite helpful as well.

**Dress:** Please send your child dressed appropriately for the weather and for the school's dress code (refer to the Parent Handbook for more information). We strongly encourage all of the children to go outside during recess time. If your child has been ill and should stay in, please send a note with them or notify the office directly.

**Classroom Management/Discipline:**

On a daily basis, I will let your child know:

- That I love being their teacher and care about them as an individual.
- That I will assist and empower them in making decisions to increase their learning and understanding.

- That my expectations for positive behavior, showing respect for others, and learning is high.

In our classroom we will follow the five school rules: Follow Directions, Silent Movement, 12 inch Whisper, Raise Hand, Show Respect. We will review and revise classroom expectations throughout the year. In addition, I will be guiding children to make their own decisions that will positively influence their learning experience.

We will be using a clip-chart behavior management system. Each child will start the day at the "Ready to Learn" spot on the chart. If exceptional behavior is recognized, their clip will move up. If behavior needs to be changed for the better, their clip will be moved down. Getting to the top of the chart will result in a punch on their punch card. An accumulation of 10 punches results in a positive reward chosen by the teacher and the student.

The first time a student does not follow the rules, they will move their clip down; this will be considered a warning. The student will have the opportunity for the clip to move back up when behavior has changed and the day progresses. If the child continues to disobey class rules, they will move their clip down to "Teachers Choice" and "Parent Contact". In the event that your child continues to disobey the rules, I will call you to discuss the student's behavior. Clipping to the bottom will result in the student missing recess and filling out Quest's procedural "Stop, Think, Do". I will require this to be signed and returned to me the next day. This will also result in their citizenship grade being negatively affected.

**Homework:** The secret to having a great second grade year is learning to love reading! It is my goal and desire to help each child to love to read. Each student is expected to read for 20 minutes each night.

I would like you to use the Online Homework E-submission to submit homework each night/week! Technology is such an amazing tool for all of us to use! Using Google Docs, I have set up ways to submit work they have done at home, it really is so easy!

If for some reason you are unable to submit online, you may print it out each week and turn it all in on Friday, or the last day of the week.

**Late Work:** I expect work to be turned in on time. Students may turn work in one day late for partial credit. If your child misses school work due to illness, their work must be made up based on the number of days absent (1day absent=1day to make up and turn work in). Please realize that some things cannot be made up due to my active participation approach of teaching IN CLASS.

**Grading:** Parents and guardians can check grades and missing work on the SIS system at any time. I update grades on an almost daily basis. Students will receive SIS system logins at back to school night. Please contact the office if you do not have this.

Quest Academy uses quikset grading system which converts a number grade to a 1,2,3 or 4. If your child is struggling with any subject, I will re-teach the information to your child and give him/her the opportunity to redo an assignment for a higher grade. If your child receives a low grade I will write "fix and return" on the paper. If they bring it back to me corrected, I will change their grade in the grade book to reflect the new score. I feel success is imperative in second grader's future successes in school and it is my goal that each child leaves my class feeling like they can accomplish anything they set out to do. Not all assignment and/or work are graded. Much of the work we do is together, so please do not worry if you see something come home without a grade on it. Please let me know any concerns you may have at any time! Understand that the new math core curriculum is designed for your child to do some critical thinking, which will require them to struggle a little. Please allow your child to figure things out before you try to help. Many new teachings will be unfamiliar to you so please do not try to teach them the way you were taught.

**Birthdays:** We love to celebrate birthdays! If you would like to celebrate with us by sending items to school, you may bring non-food items for all

students in the class (28). Summer birthdays will be celebrated the last week of school.

**Volunteers:** I encourage parents to volunteer in the classroom and I believe that parent participation is a vital way for all students to succeed. I will have a volunteer sign-up sheet available during back to school night. Please volunteer some of the 20 hours required by Quest Academy in our classroom!

I will need parents to do the following: room mother to plan parties, parents to help with the parties, Hallway bulletin board, come to class 9:30 to 10:30 to read or do math drills with students, sharpen pencils from home, cut lamination or other projects. If you have another time that works better for you, I can work around it and I would love to have you here! Please refrain from bringing younger siblings with you since it is very distracting to the students in class.

**Student Spotlight:** Each week we will be spotlighting a new student in the class. Your child will sign up for their week at back to school night. I will send home a poster for your child to complete, along with a letter all about your child's special upcoming spotlight week events. We look forward to getting to know your child on their special week!

**Items from Home:** Please have your child keep all toys (including jewelry), gum, candy, and electronics at home. Play things will be confiscated and returned at the end of the day. Your child may bring a water bottle from home with water only. The child will lose the privilege if he/she is not responsible with the bottle. Please send a backpack with your child daily.

**Classroom Supplies:** We are always in need of classroom supplies. Please refer to my classroom supply list on the class blog for back to school items that are needed for each student. Any additional items donated during the school are greatly appreciated as well!

Please send your child to school each day well rested, well fed, and emotionally ready to learn! I am looking forward to the year with all my new 2<sup>nd</sup> grade kiddos!

Mrs. Cashin