

August 2014



Dear Parent/Guardian,

Hello! My name is Mrs. Cashman. This is my 9th year of teaching in the Rochester City School District and my 16th year as a teacher. I am very excited to be teaching second grade, and am looking forward to a wonderful year! In addition, I am looking forward to meeting you, your child and your family throughout the year.

The summer has been a busy time for me. I enjoyed a wonderful summer home with my six year old, Ben, and my 2 1/2 month old, Sam. They are full of energy and trying to learn about everything they can. This time of year is as exciting for me as it is for you as Ben will be entering 1st grade this year.

Second grade is an important year. I will be strengthening your child's reading, writing and math skills. A second grader should read **thirty minutes** at home **daily**. This will enable your child to reach his/her maximum potential. It is important that you spend time with your child while they are reading and ask them questions about what they read. They should also be able to retell the story in order and provide details about it.

Parent/School Communication

It is my belief that communication is the key to a great parent-teacher relationship. I will communicate via notes, phone calls, Friday Folders and parent-teacher conferences. I encourage you to contact me if you have any questions or concerns at any time. You can call me at school (467-8816) or send a note. The office staff will connect you to my voice mail during instructional time, and I will call you back as soon as possible.

Your child will be responsible for having and bringing his/her folder to and from school every day. This folder will contain important information for parents/guardians and work for the week. Each Monday your child will receive a homework packet. Your child will work on the packet during the week and return it on Friday. Each night your child will be expected to complete a spelling activity, a math activity, and a reading activity. These activities will help your child practice material covered in class each week. On Friday the folder will contain information about your child's behavior for the week and if they had missing or incomplete work. It is an expectation that this information be reviewed, sign, work completed, and returned on Monday.

Emergency forms and field trip consent forms will be sent home with your child within the first weeks of school and need to be completed and returned as soon as possible. It is important that I am able to contact you in the event of an emergency. Please assist your child by emptying

his/her Friday Folder every Friday and returning it to school. Also, I will send home Parent Newsletters to keep you informed of important events and activities taking place in our classroom.

Classroom Discipline System

We are using a positive reinforcement behavior system in the classroom. This behavior system is called "Shooting for the Stars" and is based on a four point rubric system. All students begin each morning on the Earth; then they can begin moving up the chart to the Moon, Sun, and finally the Star as they demonstrate positive classroom behavior. If they forget to follow classroom guidelines, they may remain on hold or move their clip down the "Shooting for the Stars" chart. If your child has had a particularly difficult time behaving within classroom guidelines, he/she will be disqualified, and I will write you a note with a brief explanation regarding the poor behavior. This behavior system will focus on positive behaviors and will provide students with many opportunities to make good choices and earn a Sun and Star each day. I know this system will help students take responsibility for their behavior and develop self-control, and confidence within themselves.

Attendance

IMPORTANT!! Attendance is VITAL to learning. Please do all you can to have your child here every day, on time, prepared, and ready to learn. When your child is absent, a written excuse is required. Make sure all excuses have the date your child was absent, the reason, and your signature. Please do not leave it up to your child to explain why he/she was out. Repeated absences will interfere with your child's academic progress, and an administrative referral must be made.

Homework

A homework packet will be sent home on Mondays to be completed during the week and returned on Fridays. The homework packet will include new spelling words to practice, math activities, and a reading worksheet. Other activities and projects will be assigned throughout the year. They are also expected to read for thirty minutes each night.

Student Supply List

Attached is a School Supply List for the school year.

I am very excited and can't wait to start the new school year with your child! I am anticipating a fantastic year ahead. I would like to work with you as a team to support your child's success at school. Please call 467-8816 to reach me with any questions or concerns.



Sincerely,
Mrs. Cashman

