**Second**

**Grade**

**Informational**

**Handbook**



**2013-2014 School Year**

**Getting to Know Your Second Grade Team**

This will be my second year teaching at English Landing. As a Park Hill alum, I could not be more excited to teach in such a wonderful school district. I graduated from Park University with a Bachelor’s Degree in Elementary Education. In my free time I enjoy spending time with family, playing soccer, and cheering on my favorite sports teams.

Email: cambellco@parkhill.k12.mo.us

Phone: 359-6031

Miss Courtney **Campbell**

I have been teaching for five years in the Park Hill School District. I graduated from the University of Missouri –Columbia with my Bachelor’s Degree in Elementary Education and from Park University with my Master’s in Teaching. My husband, Brandon, and I live in Overland Park, Kansas with our lab and are excited to welcome our first baby in January!

Email: forda@parkhill.k12.mo.us

Phone: 359-6555

 Mrs. Abby **Ford**

This is my 3rd year teaching and I am so excited to join the English Landing second grade team! I graduated from the University of Kentucky with my Bachelor’s Degree in Elementary Education and am currently working towards a Master’s in Teacher Leadership. I am a Kentucky native and just got married to my husband, Jerid, in June, and relocated to Missouri. I enjoy spending time with my family.

Email: gunterl@parkhill.k12.mo.us

Phone: 359-6385

 Mrs. Laura **Gunter**

This is my 22ND year teaching, and I am lucky to have spent 20 years at English Landing. I graduated from Missouri Western and earned my Master’s Degree from Lindenwood University. My husband Mike and I and our 2 children enjoy baseball and spending weekends at the lake.

Email: jensenb@parkhill.k12.mo.us

Phone: 359-5745

Mrs. Beth **Jensen**

This is my 8th year of teaching second grade. The past 7 years I have taught in the Millard Public School District, which is a suburb of Omaha. I graduated from the University of Nebraska at Lincoln and received my Master’s Degree in Curriculum and Instruction from the University of Nebraska at Omaha.  I have recently moved to the Kansas City area after becoming engaged to my fiancé who lives and works here.  In my free time I enjoy running, spending time with family and friends, and cheering on my favorite football team, the Huskers! Go Big Red!

Email: scarboroughk@parkhill.k12.mo.us

Phone: 359 - 6088

Phone

Miss Kari **Scarborough Key Procedures**

**Key Procedures**

**Arrival /Dismissal Procedures (Elementary Handbook page 10)**

Classes begin at 8:45 a.m. and dismiss at 3:30 p.m. Students are not permitted in the building prior to 8:30 a.m. or after 3:40 p.m. unless attending a school-sponsored activity. Kindergarten, First Grade, and Second Grade students arriving before the first bell at 8:35 may wait in the First Grade alcove and Third, Fourth, and Fifth Grade students may wait in the Third Grade alcove. Breakfast will be available in the cafeteria at this time. Those students who arrive after the 8:45 a.m. bell will need to go to the office and follow the sign-in procedure.

**Signing out (Elementary Handbook page 10)**

When it is necessary for you to pick up your child during school hours, please come to the office and follow the sign-out procedure. Your child will then be called to the office to meet you. Adults signing out students will be asked to produce picture identification if not recognized by school personnel.

 **Transportation Changes (Elementary Handbook page 13)**

If there is a need to change your child’s regular transportation, please send a written note or notify the office no later than 2:30 p.m. the day of the change.

Students may not ride a different bus to an alternate destination.

**Medication (Elementary Handbook page 23)**

Over-the-counter medications such as cough drops must be brought to the school nurse by a parent/guardian.

**School Cafeteria (Elementary Handbook pages 18-19)**

Menus are distributed monthly and can be found on the district web site at [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us).

Students are encouraged to purchase meals in advance in lieu of carrying cash daily. When a student’s account balance is low, a note with an envelope will be sent home advising the parent more meals need to be purchased. We recommend all breakfast/lunch payments be made with a personal check or payments may also be made online at. www.mypaymentsplus.com.

Students may also bring lunch from home. Please label lunch boxes with your child’s name. Soda and fast food lunches are discouraged.

**Classroom Treats/Parties (Elementary Handbook page 15)**

To protect the health and safety of our students, students may bring pre-packaged treats to school to share with classmates in recognition of birthdays and other celebrations. Homemade treats may not be distributed due to allergies and other food intolerances. As a healthier alternative, Park Hill Food Service offers a variety of nutritious treats that may be purchased and delivered to your student’s classroom.

Party invitations are only to be brought to school if they are distributed to the entire class.

**Items from Home (Elementary Handbook pages12)**

Students are not to bring toys, games, sports equipment, or electronic devices to school unless special permission has been granted. In case of special permission, only “E” rated games will be allowed. Other electronic items, such as cell phones, should not be seen, heard, or used in the school building during school hours without permission.

**Field Trips (Elementary Handbook page 17)**

Field trips are for students, staff, and designated chaperones only.

**Policy JG/Safe Schools (Elementary Handbook page 26)**

The Park Hill School District’s discipline policies are outlined in Policy JG. A complete copy of Policy JG is available on the district’s website, [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us).

Code of Conduct

**Strand – Personal Development: Topic – Participation**

3.0 The student will answer direct questions asked by the teacher and wait for an appropriate time to ask a question or make a comment.

**Strand – Personal Development: Topic – Assignments and Work Completion**

3.0 The student will complete tasks in a reasonable length of time, accept responsibility for school supplies and personal belongings and follow general directions for assignments.

**Strand – Personal Development: Topic – Behavior**

3.0 The student will follow all classroom rules and procedures such as, following basic directions regarding behavior, for example keeping his/her hands to himself/herself.

**Strand – Personal Development: Topic – Working in Groups**

3.0 The student will exhibit group maintenance and interpersonal skills such as taking turns and not interrupting when others are speaking.

**Strand – School Rules and Accepting Personal Responsibility**

The student will demonstrate a clear understanding of the Student Code of Conduct and understand that failure to follow school rules results in consequences.

**Strand – Treating Others and Myself with Respect: Teasing, Threats, Harassment**

The student will be aware of school rules, which do not allow acts of violence such as fighting threatening or bullying.

The student will be aware of school rules which do not allow mistreating others because of how they look or because their family may be from a different country.

The student will be aware of school rules, which require them to treat boys and girls with respect.

**Strand – Alcohol, Drugs, Weapons**

The student will be aware that unacceptable conduct includes but is not limited to: Distributing, selling, purchasing, transmitting, transferring or obtaining prescription or over the counter medication; Possessing, using distributing, selling, purchasing transmitting, transferring or obtaining a weapon.

**Strand – Technology Resource Usage**

The student will demonstrate their understanding of being a responsible Park Hill School District digital citizen by using district technology resources appropriately.

**Important Numbers/Resources:**

Office: 359-4370

Administrative Assistant to the Principal: 359-6090

Administrative Assistant/Attendance: currently unknown

Assistant Principal: 359-6397

English Landing Counselor: 359-6266

Family Resource Specialist: 359-5830

Recovery Room Interventionist: currently unknown

English Landing School Nurse: 359-4374

English Landing Food Service: 359-4376

Adventure Club: 359-5018

First Student Bus Transportation: 741-4023

**Websites:**

[www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us)

<http://www.parkhill.k12.mo.us/EnglishLandingElementary/Pages/EnglishLandingElementary.aspx>

**Second Grade Procedures**

Red Folder

Your child will bring home his or her red folder each night. Please check the red folder for finished work and notes from school. Have your child **return the red folder to school** each day.

E-Mail

We will use e-mail to communicate important events, upcoming activities, and reminders. *If your e-mail account/address changes during the school year, please provide your classroom teacher with this updated information.*

Classroom Websites

This year we will be highlighting learning goals and curriculum on a classroom website. Please visit the website frequently to discover what your child is learning in second grade!

Homework

We believe that learning occurs both in the classroom and at home. It is our responsibility to communicate quarterly second grade learning goals and keep you informed about your child’s progress toward these learning goals. It will be most helpful in your child’s mastery of learning if you are able to reinforce any of our learning goals at home in what we refer to as “Home Learning Opportunities”. We will provide ideas and websites to assist your child as he or she works to meet these second grade learning goals.

**Classroom Rules**

**In order to create a safe, happy classroom environment, second grade students learn to follow these basic classroom rules.**

* Be safe
* Be respectful
* Be kind to others
* Be a quality student

 **If a child is disrupting the learning environment, the following actions are taken:**

* Warning
* Removal from group to seat or to a “safe seat.”
* Removal from classroom to a “safe” place to get control (buddy classroom).
* Recovery Room (discuss actions and develop a plan for success with Recovery Room Interventionist).