**A**

**Guide**

**to**

**Second Grade**

 ***To: 2nd Grade Parents***

***From: Former 2nd Grade Parents***

***ST. GILES SCHOOL***

September 7, 2016

Dear Second Grade Parent,

As parents, we know how important communication is to making a school year go smoothly. PTO believes that the parent-to-parent communication is an important link in the communication network.

This guide is PTO’s attempt at documenting parental helpful hints. Parents who previously had children in second grade have compiled these hints. We hope they provide you with an overview of the upcoming year, highlighting the differences from previous years.

Please keep in mind that this guide is to serve as an “unofficial” guide, please look for “official” details from the school and teachers. The communication tools used at the school, grade and teacher level remain the foundations of strong communication.

**School-wide** information on policies, rules, and regulations is in the **School Handbook** (the “Handbook”). A copy of the Handbook may be found on the school website at [www.stgilesschool.org](http://www.stgilesschool.org).

**Teacher-specific information** such as expectations, best ways to communicate with them, grading, etc. will be presented at **Curriculum Night**. The school website [www.stgilesschool.org](http://www.stgilesschool.org) and individual teacher webpages on the school site, found under “Teacher Pages,” have critical and current information including but not limited to curriculum, homework, field trips, special events, etc. Please check those resources daily.

**eNews** is your information lifeline to the school. All information will be delivered via e-mail to all parents. If you ever need a flyer or announcement included in the eNews, please forward a DIGITAL copy to enews@stgilesschool.org. All submissions due by noon Friday for publication on Sunday. All articles subject to approval.

**We hope this guide helps your student to have a happy and successful second grade!**

**St. Giles PTO**

**GENERAL**

Second graders will be developing stronger reading and writing skills, as well as learning to study for and take tests. Preparing for the sacraments of First Communion and Reconciliation adds additional excitement to the year.

**GET YOURSELF READY**

* Read the Handbook for the official rules and regulations of the school.
* Try to attend the Welcome Back coffee that PTO sponsors on the first day of school. It’s a great way to meet other parents and share school thoughts.
* Sign-up to volunteer for at least one PTO committee. Volunteering not only helps the school, but it’s another opportunity to meet other parents. See the school website for volunteering opportunities.

**GET YOUR SECOND GRADER READY**

* There are two second grade classrooms, one teacher per room.
* Please look at the handbook for the school uniform code, which remains the same in 1st-3rd grades.
* Label all belongings including gym shoes, winter gear, sweatshirts, lunch bags and backpacks. Belongings are kept in lockers shared by students.
* The supply packs purchased through the school should have all the supplies your second grader will need. The supplies will be waiting in your student’s desk the first day. The list of required school supplies is available at [www.stgilesschool.org](http://www.stgilesschool.org) should you choose to purchase school supplies yourself.
* Throughout the year, teachers may request a few replacement supplies.
* All second graders need backpacks. Backpacks on rollers do **NOT** fit in the lockers.

**DAILY SCHEDULE**

**Arrival and Dismissal**

School begins at **8:10 a.m.** with the entry bell. The **tardy bell is at 8:20 a.m.** Primary students must report directly to their classroom where the tardy will be recorded and a classroom admittance slip will be given to the late student. Instruction begins at 8:25 a.m. School instruction ends at 3:00 p.m. and the school day ends at **3:10 p.m.** Students not picked up before 3:20 p.m. will be brought to the office and will need to be picked up there.

**2nd graders enter and exit the Corrigan Building through the north Linden Avenue door**. Car pick-up after school is on the Linden Avenue side. Remind your student that they must cross at the corners. Refer to the Handbook for traffic and safety regulations.

Refer to the Handbook for a complete description of the traffic and safety plan.

Take special note of the times and rules. The drive-up lines may be long, especially on rainy/snowy days. The process for the whole school is usually finished in 10-15 minutes, if everyone follows the rules. Be especially aware of the no parking areas. The Village of Oak Park will issue tickets. If you want to walk your student up to the school, you should park on one of the side streets. Do **NOT** get out of your car if you are using the carpool line!

**Absences**

Absences must be reported to the school office by 8:30 a.m. either by phone call to (708) 383-6279 or by e-mail to office@stgilesschool.org. Phone messages should be left on the main line voicemail any time before 8:30 a.m. **Note**: Parents may let teacher know of an absence, if desired, however, this is secondary to the office receiving notification of a student’s absence and does **not** replace school office notification.

**“Specials”**

Art – once per week (Wednesday #104, Monday #106)

Music – once per week (Tuesday #104, Wednesday #106)

Computers – twice per week (Tuesday & Friday #104, Monday & Friday #106)

Gym – twice per week in the Corrigan Building gym (Monday & Friday #104, Tuesday & Thursday #106) - It may be helpful to leave a pair of gym shoes at school just for gym class. No one is allowed to participate in gym class without gym shoes. On gym day, girls usually wear blue or black shorts under their jumper.

Spanish – twice per week (Wednesday & Friday #104, Monday & Friday #106)

Library – once per week in the Corrigan Building (M #104, F #106) - Library book check-out is for two weeks. Books must be returned before another book may be checked-out.

**Mass**

Second graders attend 8:30 a.m. Mass on Tuesday. Parents are encouraged to attend. Children must be at school by 8:10 a.m. on Tuesdays. If your student is tardy, please bring him or her to the office to be escorted to Mass. Do not drop your children at church.

If there is an all school mass during a school week, students will not be attending mass on their regularly scheduled day.

**Lunch**

Second graders go to recess from 11:45 a.m. - 12:05 p.m. on the playground, followed by lunch in the classroom from 12:05 – 12:30 p.m. Lunch supervisors are assigned to each homeroom and are responsible for supervising the classrooms and playground.

Send food ready-to-eat, transfer hard to open food (e.g., oranges, fruit, etc.) to reusable containers. Healthy lunches are appreciated. If your second grader forgets his/her lunch, bring it to the school office marked with your child’s name and room number. It will be delivered.

* **Nut Free Policy -** The only food items that may be served at classroom or school events are pre-packaged food items with complete ingredient lists so that potential food allergens can be screened at the event. Foods sent in for an individual student’s snack or lunch should be carefully checked to make sure they are peanut/tree-nut free.
* **Zero Waste policy** - Students are encouraged to use reusable containers. Each classroom in the primary building is equipped with a compost, recycle, and trash bin.
* **Fun Lunch** is a PTO sponsored fundraiser. It consists of hot lunch meals delivered twice each month from fast food restaurants. The meals are pre-paid/pre-ordered. Most kids participate in the fun lunch program. Ordering for the program is available in early September and January for each semester. A link to the ordering platform is available on the school website, and reminders will be sent through eNews.
* **SmartLunches** - A rep from Smartlunches.com will be at the PTO coffee hour to talk with parents about our new daily lunch program at St. Giles Smartlunches. The representative will again be at Curriculum Night in the Corrigan building lobby with a display of the different lunch box sizes & to answer any questions.

SmartLunches will be dropped off in the student's building and given to the student in a box clearly marked with their name, grade and room number. Parents can order these lunches up to 48 hours in advance.

Log onto Smartlunches.com and you can order a lunch for your child(ren) almost everyday school is in session. The SmartLunches calendar has some dates blocked out that coincide with school holidays or our PTO Fun Lunch. This is a service provided to our students that does not require the help of our fabulous parent volunteers.

**Forgotten Items**

Bring forgotten items to the office. The office will deliver the items or ask you to place them on the table outside of the locked hallway door in the Corrigan Building. They will be brought to your child if adequately labeled (student’s full name, room #). Parents should not deliver forgotten items directly to the classroom.

**HOMEWORK**

Homework will be assigned each night. Students write their homework assignments and upcoming tests in their Assignment Notebook. You should expect to spend 20-30 minutes on school work each night, not including time spent reading, studying math facts or spelling words. Second graders should be reading EVERY night.

The student’s **Assignment Notebook** is an important tool for keeping track of homework and for communicating with the teacher. The amount and type of homework is at the teacher’s discretion. Teachers will respond to your notes or concerns through the use of this notebook. Homework is also listed on the teacher webpage.

**Grading System**

Second graders will begin receiving letter grades starting in the second trimester.

**“Fully Alive” Book**

Teachers utilize this book in class discussions of families, healthy relationships and basic human growth.

# STUDENT’S PROGRESS

**Parent-Teacher Conferences** are held in early November in McDonough Hall. Parents sign up for a time during the Curriculum Night early in September. After that, sign up is coordinated through the secretary in the school office. If you have a few specific areas you would like to discuss, send a note to the teacher in advance. Additional conferences are schedule in March on an as needed basis.

**Teacher meetings** can be arranged at a mutually agreed date and time via email. Meetings can be especially helpful since conferences are held so early in the year.

**Tutoring** needs for a child may be mutually discussed between the teacher and parents. The actual request for tutoring must be parent initiated. There are several teachers in the school who will provide tutoring. The arrangement must be made with the approval of the principal and tutoring fees paid by parents/guardians for at-school tutoring must be paid directly to the school in the school’s name. The teacher will be paid by the school through the school’s regular payroll system.

**SACRAMENTS OF RECONCILIATION AND 1ST COMMUNION**

Your second grader will be preparing for these sacraments in the classroom, at home, and at scheduled Religious Education retreats. Teachers, parents, the Religious Education Department, and Mrs. Zver are all involved in the planning and preparation of these religious events. Preparation will begin during the first part of the school year, and the Parish Religious Education Department will distribute a schedule of events for the year. Both school and Religious education second graders will receive Reconciliation before prior to Christmas, and First Communion is generally celebrated in late April. Visit the parish website at <http://www.stgilesparish.org/sacraments/first-reconciliation-first-eucharist/> to view the information for this year’s process and preparation. If you have questions regarding Reconciliation or First Communion, please contact Marrey Picciotti at mpicciotti@stgilesparish.org.

**SPECIAL DAYS AND EVENTS**

**Birthday Celebrations** – Sign up your child for participation in Birthday Book Club in the month of the student’s birthday on the hot lunch website <https://stgilesschool.hotlunches.net/admin/>. Students may be out of uniform one day during the week of their birthday or half birthday. Food treats sent to school in celebration of birthdays are **not** allowed.

**May Crowning** is a special celebration of Mary with the second and eighth graders playing a special role. Second graders will be asked to wear their First Communion outfit. Class First Communion pictures may also be taken at this time.

**Early Dismissal** is scheduled **every Wednesday at 2 p.m.** with the same pick-up procedures as regular days. In addition, there are **occasional** **half days** scheduled which typically means that **dismissal is at** **11:40 a.m.** with the same pick-up procedures as regular days.

**Institute Days** are days that school is not in session, but the teachers are in meetings and/or training sessions.

**Picture Day** is the day students are photographed for their individual and class photos. The students are **out of uniform**. *(Refer to the Handbook for information on appropriate attire for out of uniform days.)*  If for some reason you miss picture day, a make-up/retake day is scheduled.

**Halloween** is traditionally celebrated with a school parade. Students may bring their costumes to school, or they may go home for lunch and to change. Teachers will send home a permission slip. Specifics on costumes, parade and party will be provided by the teachers.

**Christmas Program** – Second graders are included in the annual Christmas program. Rehearsals are held during November and December during school. The concert is held in the church in mid-December.

# SCHOOL’S MAJOR FUNDRAISERS

**Lion’s Leap** is the name of the school’s walkathon that takes place in September. It is one of two major fundraisers for the school. The minimum amount due is $100 for a one child family in K – 8, $200 for a family with two or more children K – 8, and $50 for preschool. Read the back of the Lion’s Leap form that is distributed early in September for the details of the walkathon and incentives. It’s a fun day for the kids and is a vital source of funds for the operating budget. Parent volunteers are needed to count laps, hand out water, supervise the students, and students love to see parents at the event.

**Black and Gold Gala** is the second major fundraiser - an auction which includes silent, live and online bidding items. This year it will take place on March 11, 2017 at McDonough Hall. This event is organized by the Development office and committee coordinators. Parents in 3rd and 6th grade each year will be expected to commit some volunteer time for the event. Parents, parishioners and friends can enjoy a social evening and bid on a wide variety of items with lower and higher bid amounts in order to support the school.

**EXTRACURRICULAR ACTIVITIES**

**Information regarding all the extracurricular activities is sent home via the eNews. Watch it closely – most sign-ups have deadlines!**

**APEX and Summer Programs -** *Contact Mr. Collins*

APEX offers after school gym games, and intramural team sports. The program includes a wide variety sports including soccer and hand hockey for the primary grades and basketball, volleyball and kickball for the middle and junior high grades. All teams are coed and the emphasis is on learning and having fun! Sessions are held throughout the school year and take place immediately following the school day. Information regarding registration is distributed by Mr. Collins, the gym teacher. APEX also runs a gym program from the end of school in June to mid-July. Various activities are programmed throughout the day and students pay one fee and drop in for activities of interest. Summer program information is distributed in the spring.

**Enrichment**

The St. Giles PTO is proud to offer a wide variety of after-school Enrichment Programs that provide extra-curricular experiences in arts and academics that enhance what our children are learning in school. The programs range from debate, cooking, and musicals to Mandarin and more. These fee-based programs are run by outside vendors, St. Giles teachers, and parents.

The PTO manages registration, set up, and payments. Programs are available to all St. Giles students grades K thru 8. Financial aid is available each semester.

Enrichment Programs will have a rolling registration. We have a session each semester. Registration is run thru our PTO payment platform <http://stgilesschool.hotlunches.net>. Don’t let the name fool you. This site manages all PTO program payments: hot lunch, birthday book club, enrichment programs and more. PayPal is the preferred payment method on the site. If you choose to pay by check or cash, simply note the student information on the envelope with the cash or check you submit to the Enrichment Program mailbox in the office.

For more information and details on specific programs go to the PTO tab on the school website.

**Scouts**

Parents volunteer to be troop and den leaders. Information is sent home via eNews, email or the take home folder. Information on scouting may be found on the school website at <http://www.stgilesschool.org/student-life/clubs/>.

**Rainbows** - *Contact: Mrs. Monica Lechowicz/Counselor*

This program is for children who have experienced death, divorce or significant loss.

# OPPORTUNITIES FOR PARENTS TO PARTICIPATE

*Parents should sign up with the PTO if they are interested in being involved. All volunteers in the school must complete the Archdiocesan requirements for Protecting God’s Children (VIRTUS) in order to volunteer. Virtus information may be found on the school website at* [*http://www.stgilesschool.org/wp-content/uploads/2015/03/SGS-Volunteer-Requiements.pdf*](http://www.stgilesschool.org/wp-content/uploads/2015/03/SGS-Volunteer-Requiements.pdfa) *and in every edition of eNews. Please contact Assistant Principal Mrs. Lofgren with any questions.*

**Field Trips –** If second grade has any field trips during the year, parents may be needed as chaperones. If you are interested in helping in any way, please check with the office to fulfill the Archdiocesan requirements for volunteers.

**Room Parents –** There are typically two room parents per classroom who organize class parties with games, crafts, and treats at Halloween, Christmas, and Valentine’s Day. They also work jointly with the fourth grade room parents to organize the year-end picnic third/fourth grade picnic. Parents will be asked to help with these parties.

**Visitors/volunteers in School -** All visitors or volunteers must report to the office for an identification badge while in the buildings. Upon leaving, please return the badge to the school office.