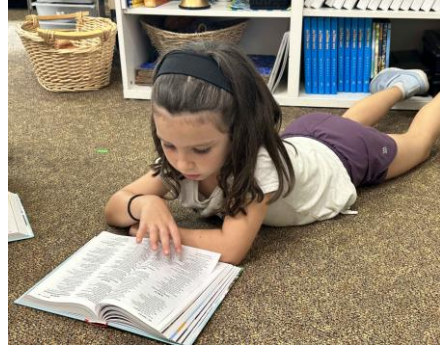


1ST & 2ND GRADE HANDBOOK



Mrs. Jenni Coffen

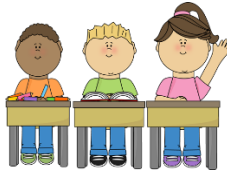
269-635-9487 • jcoffen@live.com

OUR CURRICULUM

In 1st and 2nd grades most subjects are taught together on a two-year rotating cycle. Phonics and math are taught to each grade level individually. Additional topics may be covered based on student interest and time.

Subject	Highlighted Areas of Focus	
Bible	For Bible class we use the Bible as our textbook. Our program includes: ⊕ Memory verses ⊕ Books of the Bible ⊕ Old and New Testament stories ⊕ Personal salvation ⊕ Personal reflection	
Math	First grade ⊕ Fluently add and subtract to 15 ⊕ Add and subtract within 100 ⊕ Count to 120 ⊕ Measure length ⊕ Tell time to half hour ⊕ Recognize attributes of 2D and 3D shapes ⊕ Divide shapes into fourths and halves	Second grade ⊕ Place value up to 1000 ⊕ Fluently add and subtract within 100 ⊕ Measure length ⊕ Tell time to 5 minutes ⊕ Create and interpret graphs ⊕ Money ⊕ Divide shapes into fourths, thirds, and halves
Language Arts	Reading (which includes fluency, phonics and spelling rules) is taught to both grades separately. The following topics are taught jointly: ⊕ Handwriting ⊕ Narrative, informative, and persuasive writing ⊕ Basic grammar and punctuation ⊕ Comprehension skills ⊕ Vocabulary	
Science	We cover the following topics on alternating years: ⊕ Physical science—matter, energy, sound, vibration, light ⊕ Human body—body systems, healthy habits ⊕ Life science—plants, life cycles, survival of living things, habitats ⊕ Earth science—surface of Earth, weather, space, landforms	
Social Studies	We cover the following topics on alternating years: ⊕ Early U.S. history ⊕ Citizenship ⊕ Geography and maps ⊕ Culture and traditions ⊕ Introduction to economy ⊕ Government	

CLASSROOM MANAGEMENT



Our classroom rules are centered on respect for God, each other, and ourselves. Rules are stated in a positive way so that students know what behaviors are expected of them. We discuss each rule and its importance. Students know what each rule “looks like” and have practiced following them.

OUR CLASSROOM RULES

1. We follow directions quickly.
2. We respect people and their things.
3. We keep hands, feet, and things to ourselves.
4. We listen when someone is speaking.
5. We work and play quietly.
6. We raise our hand and wait to be called on.

MANAGEMENT PLAN

I use a proactive approach to classroom management that builds its base on clear expectations and an active, student-centered environment. When students know what is expected and are engaged in learning, they are less likely to act out. Students are encouraged to make appropriate behavior choices through positive reinforcement such as smiles and words of affirmation. Students who are making inappropriate choices are guided to make better decisions through nonverbal reminders such as proximity, verbal reminders, and redirection.

DISCIPLINE PLAN

I will talk with students who continue to make poor choices and we will develop a plan for improvement, including logical consequences and practice of the desired behavior. Parents will be notified and involved if inappropriate behavior continues. Should the problem continue or in serious cases, the principal will be notified and involved.

SOCIAL/EMOTIONAL LEARNING

We will be using a social/emotional curriculum to help students develop positive relationships with their peers, understand and process emotions, problem-solve when conflicts arise, regulate their behavior, persist in difficult challenges, and practice responsibility.

OUR DAILY SCHEDULE



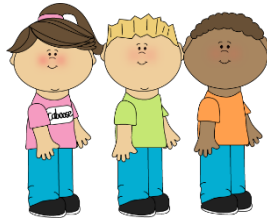
We keep a steady pace to get through all our work and prioritize time for outdoor play and exploration. We are blessed to have our outdoor property to use as an extension of our physical classroom and utilize it for hands-on learning opportunities throughout the different seasons of the year.

Our 1st and 2nd Grades Day



Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:10	Morning Routine				
8:20	Worship	Worship	Worship	Worship	Chapel
8:30	Reading-UFLI	Reading-UFLI	Reading-UFLI	Reading-UFLI	Reading-UFLI
9:30	Theme Book	Grammar	Grammar	Grammar	Grammar
9:45	Recess	PE	Recess	Recess	Recess
10:10	Math Music (10:25-10:55)	Math	Math Music (10:25-10:55)	Math	Math
11:15	Lunch with Discovery Mountain/Recess				
12:10	Writing	Writing	Writing	Art	Writing
12:55	Recess	Recess	Recess	Recess	Recess
1:20	Read-Aloud	Read-Aloud	Read-Aloud	Read-Aloud	Read-Aloud
1:30	Social Studies	Science	Social Studies	Science	Sabbath Celebration
2:20	Bible	Bible	Bible	Bible	Dismissal (2:00)
2:45	Reading Workshop	Reading Workshop	Reading Workshop	Reading Workshop	
3:05	Social-Emotional Learning/Clean-up/Dismissal				

POLICIES AND PROCEDURES



ABSENCES

Thank you for keeping your child home when they are sick. Please text/email me or let the school office know when your child is sick. If you are able, you may stop by the school to pick up work for your child. If this is not possible, I will give them the work they missed upon their return to complete. I will help them complete as much of it as possible at school and send the rest for them to complete at home. Please return this work to school within a week.

AFTER SCHOOL CARE

We are pleased to offer After School Care from 3:25-4:30 p.m. for an hourly charge. The phone number of the after-care provider is on the school door so you may text them when you arrive.

ATTENDANCE

Please help your child arrive at school on time. Getting to school 5-10 minutes before the official start time of 8:15 a.m. is ideal as it gives your child time to put away their jacket and enter the classroom and get settled.

When your child arrives, they will greet the teacher, indicate if they are getting hot lunch, and begin our morning routine. Arriving early also gives your child an opportunity to use the restroom and get a drink before our school day begins.

BAKE SALES

The 8th graders hold bake sales periodically to raise funds for their class trip. Sale dates are posted in the school newsletter. Items are usually priced at 50 cents.

BIRTHDAYS

Students are welcome to bring in a simple treat to share with their classmates on their special day. Please let me know if you are wanting to do this so we can plan accordingly. Those with summer birthdays may pick an “un-birthday” or “half birthday” date during the year to celebrate their birthday in the classroom. If your child has a food allergy, please let me know and we can make arrangements to keep safe options available for them. Please note that if you plan to send party invitations via the school, please be sure to include all classmates.



COMMUNICATION

Close communication between parents and the teacher is essential. I realize that it is not always possible to get together or talk during the school day. If anything comes up, please don't hesitate to write a note, e-mail, text, or call me. Communication received after 7 p.m. will be answered the following school day.

During the school day I am not always able to respond to texts immediately so *if you have an urgent matter, please call the school office at 269-683-5444.*

DISMISSAL/PICK-UP

Thank you for being prompt in picking up your child. Dismissal time is 3:15 p.m. Mondays through Thursdays and 2:00 p.m. on Fridays. Students who are not picked up by 3:25 p.m. will enter After School Care for an hourly charge. On days when NAS has half-days and dismisses at noon, After School Care is NOT provided.

When picking up your child, you may pull up in the line in front of the school and your child will walk to your vehicle.

FIELD TRIPS



A variety of field trips will be taking place throughout the year. For field trips involving the whole school (such as our annual swimming trip), we may use the school bus. For field trips involving our class, we rely on parents to drive. Your willingness to chaperone during them will be appreciated. There is required volunteer paperwork. Additionally, the office will need a copy of your auto insurance for you to drive and certain insurance coverage limits are required. Please note that if we are traveling by personal vehicles your child will need a car seat. When we travel on the bus, car seats are not needed.

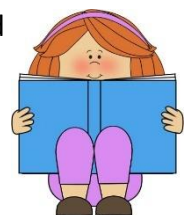
When possible, please have your child wear their NAS school shirt on field trips. It makes it easy to spot our group and promotes our school. School shirts typically arrive in October.

FOOD ALLERGIES

Please let me know if your child has a food allergy. You are encouraged to send in a stash of safe snacks for your child for times when we may have an occasional treat or activity in the classroom that involves food.

HOMEWORK

Family time is important and I want your child to have time to play, so I do not assign homework. However, I highly recommend that each child spend time (a minimum of fifteen minutes five days a week is suggested) reading at home. Note that work that your child does not finish during the day will be sent home to be completed.



HOT LUNCH

Please make sure your child knows whether they are getting hot lunch or bringing lunch. If they are getting hot lunch, you will need to purchase a lunch card through the school office or online. A card currently costs \$36 and provides 8 meals.

Please note that our hot lunch program runs Monday through Thursday. On Fridays, students should plan on bringing their own lunch.

MEMORY VERSES

We will learn memory verses that accompany our Bible themes. We practice the verse in class, but at-home practice is helpful. Students are asked to recite these verses to me by Friday. I will share our memory verses in the weekly newsletter and send home a sheet with all verses for the year. They are also posted on our class webpage. Generally, we will take two weeks to learn each verse.

MUSIC PERFORMANCES

Students are given opportunities to perform throughout the school year. Students are asked to wear black and white dress clothes for music performances, unless otherwise notified by our music teacher. There is typically a Christmas concert and Spring concert. Additionally, each class performs special music for one or more of the church services during the year. These dates will be announced in the school newsletter.

ONE CALL NOW

The school utilizes an automated calling system to send reminders and alert you of school closings. You can opt to receive texts, rather than phone calls, by texting ALERT to 22300.

PARENT INVOLVEMENT

We'd love for you to consider sharing your time and talents with our class. A form with volunteer opportunities will be given to you. Please note that there are a number of things that can be done at home if it doesn't work for you to help in the classroom. I always happily welcome extra hands for cutting things and helping prepare special projects!

PRAYER

Thank you for keeping our class in your prayers! God loves each one of these children so much more than we do and we want to give Him permission to work in their hearts and lives.

SABBATH CELEBRATION

We love to end our week by celebrating the coming of Sabbath. Families are invited to take turns sending in special treats for our celebration. It does not have to be fancy—fruit snacks, gold fish crackers, or apple slices are wonderful options. A schedule for this will be passed out at Parent Night as well as printed in the weekly newsletter. I highly encourage you to enter the dates you are responsible into your cell phone with a reminder as kids really look forward to this. You are also welcome to send in your treat early.

TOYS

Thank you for keeping toys and personal items at home. We want to encourage a learning environment and prevent personal items from getting lost, being a distraction, or being broken. If your child has a pet or a very special item that they would like to show the class, you may make prior arrangements with me so that can occur. Note that excessive personal items will be sent home.

WEBSITE

Our school's website is: www.nilesadventistschool.org. You can find current issues of the school newsletter, the school handbook, school calendar, and other helpful information. There is a page for our class, as well, with information I hope you will find useful.

WEEKLY FOLDERS

Each week on Friday a folder will come home with important information from the classroom as well as the office. If your child does not come home with a folder, please ask for it or check their locker. I will let you know if for some reason a folder is not sent home on Friday.

Please take a few moments each week to review the folder and its contents with your child. It will contain completed school work which you may keep, the weekly school newsletter (News Around School), our classroom newsletter, and other pertinent information. Please return the empty folder the next school day.

WISH LIST

I keep a class wish list on Amazon which may be accessed by scanning the QR code below. Please don't ever feel obligated to use this list, but it is there for those who may wish to purchase something for our class to enhance our learning environment. Any and all donated wish list items are greatly appreciated.



<http://a.co/02gHGR6>

Thanks for sharing your wonderful children with me! It is truly my honor and privilege to partner with you in their education!



STUDENT INFORMATION

Child's Name: _____ Nickname (if any): _____

Family members at home: _____

Favorite things to do as a family: _____

Do you speak another language at home? If so, what? _____

My child likes to: _____

My child is good at: _____

Allergies I should know about: _____

Please tell me the special things you see in your child that you would like me to see, too. Please share what you hope your child will learn and experience this school year—spiritually, academically, socially and emotionally. (Feel free to attach another sheet of paper if necessary.)



VOLUNTEER OPPORTUNITIES

Many hands make light work! Please check any activities that you would be interested in helping with. Thank you so much!

- ☐ Send home work for me! I can color, cut, glue, staple, and organize work for the class.
- ☐ I'm willing to use the school copier to prep student work.
- ☐ I would love to come once a week and listen to kids read to me.
- ☐ I'm willing to share about my career.
- ☐ I'm interested in chaperoning on field trips.
- ☐ I'm interested in helping plan an outreach opportunity.
- ☐ I'm able to help give the classroom a thorough cleaning once a quarter.
- ☐ I'd like to send in a treat for classroom celebrations or MAP testing.
- ☐ I'd like to be a guest reader and share a story with the class.
- ☐ I'd like to present a special worship talk.
- ☐ I'd like to plan a craft and/or activity for classroom celebrations.
- ☐ Other: _____

Name: _____

Phone: _____

E-mail: _____

Preferred method of contact: _____ In person _____ Text _____ Cell _____ E-mail