

# The Nuts and Bolts of Mrs. Hoyland's Class

Routines and Procedures  
Curriculum Night, 2018

**Birthdays:** For birthdays in the classroom, we will sing “happy birthday” to the special birthday child and they will get to help with special tasks around the room that day. In lieu of birthday treats, you can come and be a “guest reader” or send a book with your child in the morning for us to read aloud to the class. (Please contact me a week in advance if you would like to be a guest reader on your child's birthday-the kids love this!)

**Car Rider OR Walker Notes:** Please be sure to write a note if your child is going home from school a different way than usual. We are unable to dismiss the children in a different way if we do not have a note. If your plans change throughout the day, you must call the office to let them know of the change in plans. I cannot always get to email or voicemail during the school day. You must call the office by 3:00PM if there is a change in transportation. The **office phone number is 847.998.5045**. You may use the following distribution list to report an absence, change in transportation or any need that requires same day attention:

Katie Siegel (Administrative Assistant), Maureen Connolly (Senior Secretary), Jan Gode (Health Coordinator)

Ksiegel@glenview34.org, Mconnolly@glenview34.org, Jgode@glenview34.org,  
mhoyland@glenview34.org

**If you have a change to communicate after the lunch hour, calling school is always the safest way to let us know.**

**Home Folders:** Your child will be bringing home a home folder each night. This folder may contain your child's work from the day or previous days (I will put a star or mark in marker on completed work to indicate that it does not need to come back), home links and various other news items. Please go over your child's work with them at home and help them complete the necessary work for the evening. **Please send any notes, lunch money, etc. back to school in this folder!!**

**Homework:** Lyon will implement consistent homework practices this year across our three grade levels. This is intended to support developmentally appropriate amounts of practice outside of school while fostering children's other healthy uses of time such as play, creative activity, extracurriculars, time with family, etc. These practices are also intended to provide families with clear and consistent guidelines, regardless of homeroom teacher, for supporting a simple homework routine. For any homework situation, the following applies:

- Kindergarten - all homework is optional (if chosen, should not exceed 10 minutes total)
- First Grade - should not exceed 10 minutes total
- Second Grade - should not exceed 20 minutes total

These times do not include daily reading time (i.e., being read to by an adult and/or independent reading). Simply put, your child should work on homework assigned until the designated amount of time, then stop (or stop when finished if it is less than the designated time). We respect different families' opinions and perceptions of their children's homework needs, and we realize some families may seek out additional academic practice at home for their children. This will not be coming from Lyon staff as our differentiation efforts will be concentrated on the school day with our students. There is much you can read online and elsewhere on this topic. Harris Cooper, professor of psychology and neuroscience at Duke University, is one of the better known researchers on the subject. You can read

a simple summary of his work (referencing the “10-minute rule”, which has influenced our practices as described above) [here](#). Thank you for your support!

My specific goals for homework are this:

1. **Communication** with parents about the skills taught in the classroom. This will most often be shown in the math homelinks that go home Monday-Thursday.
2. **Routine**; get children and the family in the routine of sitting down nightly and completing their work and then bringing it back in to school and turning it in. These are important executive functioning skills that far outweigh the actual work, at this developmental stage.

Your child should be **reading** for at least 20 minutes each night, but we would really like to move away from the concept of reading being “homework” or something that is assigned. We have seen and read that assigning reading time or a reading log turns reading into work, which can communicate to kids that it’s not worth doing for fun. After all, why read for free when someone will give you a sticker, a grade or an allowance? Reading is so incredible and fun and importantly, is a habit that can be nurtured greatly at this age. The reading can be done after school or anytime before bed and by either an adult or child (or older sibling!), but should be comfortable and enjoyable. It is perfectly fine for a grownup to read for those 20 minutes. Please see the Reading at Home section below for more info.

The University of Chicago Everyday **Math** Program has home links that will be sent home Mon-Thurs with your child. These are due the day after they are sent home. Sometimes I will send home different math homework if I feel it is necessary. Please also practice addition and subtraction math facts up to ten as often as possible (or more on a night if there is no math home link). If your child has a difficult time with a home link, be sure to write a note on it or send me an email to let me know and I can finish it with them or help them on that particular topic. The homework assigned should be something that we have learned before (and is usually something we focused on that day), so it is important that we can help them understand something if it is more difficult for them. Some students will take only a few short minutes to complete math homelinks; this is completely okay, especially if you look at the goals we have set for homework.

Any additional homework sent home will be because of special projects, extra practice, or because a child did not complete their work in class. These occasions are rare.

**Home/School Journals** Each Friday, your child will write to you in their Friday Home/School Journal telling you about their week. This will be an unedited piece of writing, whose purpose to help your child think about the week’s learning, growing and proud moments, as well as communicate with you. They may write about something related to school or totally unrelated. It is my wish for you to respond to your child by writing back to them in the journal. Students love to hear from you. They especially love your praise and interest in the topics they are learning about. The responses may be a parent, sibling, grandparent, or any other special people in your child’s life that they might like to hear from. It is your child’s responsibility to bring the journal back to school each Monday (or when there is a Monday holiday, it is due back on Tuesday). Sometimes a child might want to write to someone who lives far away (a sibling away at college, a grandparent in another state, etc.). In this case, you can take a picture of their writing and email it and the response can be in email form and they can glue it in to their notebooks. This can be an awesome keepsake from the year.

**iPads:** Your child will have the opportunity to bring their iPads home most days. We stress with the children that iPads are for **student learning use only** and it is up to each family to monitor their

child's use at home. On very rare occasions there will be assigned homework to complete at home on the iPad but on most days students will be given a choice of what they want to practice. Students often seem to enjoy working on projects similar to those we have done in class or practicing their math facts, making books and reading. We expect that the iPads return to school each and every day and have at least **80% battery life (100% is better!)**. We will use them throughout the day and in different content areas, including fine arts and PE, so it is important that the battery is charged enough. Our policy is if a child forgets to bring their iPad back one time on the following day, they will not get to take it home that evening. If it happens again, they do not get to take it home for two nights. On the third time they forget their iPad, they will not get to bring it home for a week. In the past, there have been situations where a child lost the opportunity to bring the iPad home for the rest of the year because they were not able to be responsible with bringing it back and forth from home. I sincerely hope this does not happen. We use our iPads as a tool, similar to a book and a pencil and paper, so they need to be at school on a daily basis. During testing time, we will not send iPads home at all because we use them for the assessments.

**Learning Center:** We will be going to the Learning Resource Center (LRC) as a class most weeks. The day may vary due to flexible scheduling, but we will plan to go most Wednesdays or Thursdays. Later in the year, your child will have a chance to do independent check out in the LRC. Your child may check out two books at a time. If the books do not return to school, they will not be able to check out new ones until the old ones are returned.

**Lunch:** Please review your child's lunch choice with them in the morning so they are ready to check in. Please also monitor their money account to make sure there is always enough money if your child wants to purchase lunch.

**Mystery Reader:** Would you like to surprise your child and come into our classroom to read a favorite story to our class? You will receive an email asking you to sign up online via SignUp Genius. Pick a date that works for you. If none of the times or dates work for you, contact me and we will find a time. We hope every student can have someone special to them be a Mystery Reader at least once this year! Mom, Dad, or maybe special relatives, or big brothers or sisters from college can also come in (when they are on break from school, of course.)

**Reading at Home:** My goal is to help your children love reading and the more they read books that interest them and hear books read to them that they love, the deeper we can root that love of books.

1. **Please keep reading to your children.** There is much research to show the importance of children hearing books read aloud TO them until late middle school. As your child is becoming a more confident reader, it's easy to just have them read to themselves, but I encourage you to also read to them.
2. **20 minutes each night** Your child needs to read easy to read/just right texts to themselves every night. There is much data to support the simple fact that the more you read, the better reader you become. The expectation is 20 minutes of reading in 2nd grade. Those 20 minutes might look different depending on the day or your. Your child might read the whole 20 minutes or more on their own. You might take turns reading pages or paragraphs. Or, you can read a harder book and your child reads a simpler book to you. Or, you read a book while sitting next to your child while they do their reading! All are acceptable!
3. **Just right/easy to read texts** Leveling was a big thing in some first grade classes. Typically, kids move fast through a lot of levels in first grade because they are just breaking the

reading code. This will vary in second grade depending on where your child is in their reading development. There is a HUGE range in second grade, which can feel intimidating for some children (and parents). Some students are still breaking that code, while others can quickly read almost every word. Reading, however, is not decoding or word solving. Word solving is the skill we must be able to do in order to get to the fun work. The work we begin to do in second grade is to teach kids that reading is loving, learning, laughing, crying, and so much more. In order to do that, you must understand what you are reading (comprehension), you must read with fluency (pace, phrasing, prosody/expression). In order to work on these things, children must be reading books that are they can access. We will work on how to find just right books many, many times with your children. The levels publishers put on their books are all over the place and make it very hard on parents. Please let me know if you are having difficulty with finding texts that are right for your child. Our school librarian, Sarah Steiger, and I are happy to come up with book lists for you or help you find some books that would work for your child.

4. **Family Reading Inventory:** This is attached to this packet and is something you can do with your children together to help encourage reading at home. I am happy to send more copies home or I can send you an electronic copy to create your own ideas.

**Scholastic Book Clubs:** Your child will have an opportunity to order books on a monthly basis from Scholastic Books. We will send the order home with a note and the orders are typically due a week after they are received. If you wish to order books, please send ONLY a check and the order form back to school in an envelope. Ordering online allows you to pay with a credit card and view additional book options. The website is [scholastic.com/readingclub](http://scholastic.com/readingclub). Our class activation code is GZLP6.

**Snack:** You may send a snack and water bottle with your child each day, if you choose. Please send only fruits and vegetables or something that doesn't crumble such as string cheese (as well as something that only takes a few minutes to eat). Crackers or goldfish-like snacks are not encouraged unless they are accompanied by a healthier option. Thank you for your cooperation with this! (If there is a special dietary need, just let us know ahead of time).

**Star Student:** Each week, a student will be able to display a poster of themselves. The poster will be sent home the week or two prior, to be returned on Monday and hung right outside the classroom. During the week, the child will be able to share their poster with the class. It is pre-designed, but may include photographs or hand-drawn pictures and information on that child. Please see the attached schedule for more information.

**Teacher Communication:** Please feel free to email, call or write me a note about any question or comment. We are all on the same team and no question or concern is too small or silly! My email address is [mhoyland@glenview34.org](mailto:mhoyland@glenview34.org) and phone number is 847-657-2822. It is far easier and quicker for me to respond via email.

**Volunteers:** I love having volunteers in our class! There are a couple ways we can use help: occasional field trips or in-class projects, regular math stations where you will work with groups of students, reading with individual children or cutting/copying kind of work at school. We will start having regular volunteers in the classroom usually in mid-late October, or once we are fully immersed in our routines. I will send out a SignUp Genius email to help organize volunteers.

**Weekly Newsletters:** The newsletter will be emailed home each Friday. It will contain a short note from me, various things we have been working on, items to remember, upcoming dates and a link to photos. Please let me know if you prefer a paper copy.

If you have any questions or concerns regarding anything in this packet, please let me know! It is important that we work together for the best year yet! Thank you so much for your cooperation and support!

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