

Mrs. Richardson's Second Grade Fork Shoals School 2025-2026

Welcome to an exciting year in second grade! Second grade is a time when children learn more independence and skills begin to get a little more difficult. I truly look forward to having your child in my class this year. We will explore and discover as we learn many things about the world around us.

I would like to take this time to introduce myself. My name is Kacie Richardson and this is my eighteenth year teaching. I grew up in Simpsonville, SC. I graduated from Clemson University (Go Tigers!) with a degree in Early Childhood Education. My husband and I recently celebrated our seventeenth anniversary. We are blessed with two daughters, a sixteen year old named Emma Grace and a ten year old named Hanna Kate. We are soaking up each and every minute with them. ☺ My family enjoys traveling, sporting events, and spending time with family and friends.

In the remainder of this syllabus, I will share some of my beliefs and classroom policies.

Tentative Class Schedule

MRS. RICHARDSON'S SCHEDULE					
	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:00	Morning Work, Announcements				
8:00-9:45	Social Emotional Learning & Morning Meeting				
9:45-9:45	Phonics				
9:45-9:45	Math, Snack				
9:45-9:45	PE 2	Lab	MUSIC	Spanish 2	Art
9:45-10:40	Guided Math				
10:40-10:45	Phonics Continued				
10:45-10:50	Reading				
10:50-12:45	Physical Activity, Bathroom, Water				
12:20-12:45	Lunch				
12:45-1:20	Writing				
1:20-2:00	Center				
2:00-2:05	Pack-up, Dismissal				

Related Arts

9:10-9:55

Monday- PE 2

Tuesday- Lab

Wednesday- Music

Thursday- Spanish 2

Friday- Art

*Lunch 12:20-12:45

SCHEDULE IS SUBJECT TO CHANGE

REQUIRED TEXTS/INSTRUCTIONAL MATERIALS

Reading- HMH

Mathematics- McGraw Hill Reveal

Reading Horizons

Science- Pearson Interactive Science

Health-Harcourt Health and Fitness

Social Studies-Pearson My World



PARENT/TEACHER RELATIONSHIP- I believe that a good parent-teacher relationship is necessary for maximum school success. Throughout the year I will communicate with you through emails, telephone calls, weekly newsletters, and parent-teacher conferences. We will also be communicating through Class Dojo. Your child will receive instruction and turn in assignments through Google Classroom. You can call me at school 355-5000, my personal voicemail at 355-5029 or email at krichardson@greenville.k12.sc.us. My website can be accessed from the school website at www.greenville.k12.sc.us/forksh.

I encourage you to set up a Parent Backpack account if you have not already. A backpack for parents account provides the ability to view student information, apply for special focus programs, receive notifications, update contact information, and more.

For more information on setting up a Parent Backpack account:
<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=backpack>

Student Binders- Students will have a daily binder that they will bring to school each day. Newsletters, papers from school, and info from me will be sent home in the binder. Graded papers will be sent home in the binder on Wednesdays.

MAJOR ASSESSMENT/EVALUATION OF STUDENT WORK- Students will be assessed informally and formally using the district grading scale, the district writing rubrics, textbook tests, teacher-made tests, and grade level rubrics for projects. Grades will be recorded in a grade book by subject area. Work chosen by each student will be dated and collected in personal student portfolios. All students in my class will participate in state and district assessments. Resource students and students with 504 plans will qualify for appropriate modifications and accommodations.

Grading Scale:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

U= 59 and below

SCHOOL WIDE GRADING PROCEDURES- At Fork Shoals School, we are committed to our students experiencing their greatest success at school. We recognize that in order for this to be accomplished, students, teachers, and parents all play a vital role in continuous student achievement.

An important part of our grading procedures involves the posting of grades. Grades are posted in Power School within ten days of the assessment. All parents can receive access to the Parent Backpack to observe and monitor their child's grades. Please be sure to get the login information from the front office if you do not already have it.

Greenville County Schools has a set "floor" of 50. No grade below 50 will be recorded. If a child receives a grade below 50, then the floor will be posted. We hope that this information provides for you a framework to show our passion for improved student achievement.

HOMEWORK- Students are to read for a minimum of 20 minutes each and every night (Please note that required reading time may change as the year progresses). This is very important to building fluency in their reading. Additional homework to practice skills will be sent home on occasion.

PARENT PARTICIPATION- Throughout the school year there will be a variety of special classroom activities and celebrations. I encourage you to attend these functions when possible and to support them by sending needed supplies or treats. Parents are encouraged to share special skills and talents relating to jobs or hobbies, serve as classroom volunteers, assist with field trips and special activities, and collect materials for classrooms. Parents are also encouraged to become active members of the Parent Teacher Association (PTA).

VOLUNTEERS- I welcome and appreciate any volunteering that you can do for our class and 2nd grade team. My instructional time with your child is extremely important, therefore I ask for your understanding in cooperating with a few important guidelines.

1. Please contact me at least 1 day ahead of time if you are coming to help so that I can get materials together. Please give me a quick courtesy call or note if you can't come that day.
2. If you are helping with academic activities, please respect the privacy of each student.
3. If you plan on being a chaperone for a field trip, you may be asked to drive your own car and siblings are not allowed due to the responsibilities of the chaperones.

Your support of school activities makes your child feel important and sends the message that you value school. I appreciate your support and look forward to working with you.

FIELD TRIPS- We will have a field trip to Roper Mountain Science Center, Happy Cow Creamery, and the Children's Theater. As we plan additional field trips, we will communicate that information with you.

SCHOOL ATTENDANCE/TARDY POLICY- School attendance is very important. Please be sure that your child is at school every day and on time. All absences must have a note either from a parent or a doctor. Three consecutive or five total unexcused absences are considered truant. After ten absences, we must have a doctor's note. Contact will be made once students are truant. Continued truancy could result in an administrative conference and possibly lead to a referral to our district attendance truancy officer. Please view school as a priority and see to it that your child attends every day except in cases of illness or emergency. Likewise, it is important that your child arrive at school on time. Instructional time is severely interrupted and your child feels quite uncomfortable when having to join the class later than everyone else.

SCHOOL HOURS- School begins at 7:45 and ends at 2:15. Please be sure that your child is at school on time. Students will stay in their designated hallway (2nd grade) and be supervised by an adult if they arrive before 7:30. If you will be picking up your child in the afternoons, please come through the car line. Your child's number and name will be posted, and he/she will come to your car. If you need to pick up your child during the school day, you must sign him/her out in the office. One of the secretaries will call your child to come to the office over the intercom. There are no early dismissals after 1:45 PM.

CHANGES IN TRANSPORTATION- If there is a change in your child's transportation you must send a written note. If no written note is received, your child will be sent home by his/her usual method of transportation.

MONEY- Please send all money to school in an envelope or baggie. Please have the following information written on it:

Your child's first and last name.

The amount of money.

The purpose for the money

My name

HEALTH ROOM- Please note that the health room cannot administer any itch relief creams to students. If your child may need a topical cream or other medicine for any reason please write a note, personally bring in the medicine, and deliver it to the nurse in the health room.

Classroom Commitments for Behavior- At Fork Shoals School, we build a school family where safety, connection, and problem-solving are at the heart of learning. As a Conscious Discipline and PBIS school, our shared commitments

reflect our STAR commitments and support the development of social-emotional skills alongside academics.

Our Schoolwide Commitments-

We agree to follow these STAR commitments:

Stay Safe

Take Responsibility

And

Respect Everyone

These commitments guide our actions and help us build a strong, connected school family where everyone can learn and grow.

Celebrating STAR Behavior- We recognize and celebrate students who make helpful choices and live out our school commitments:

- Star Cards are given to students who demonstrate safe, responsible, and respectful behavior.
- Every Star Card is an opportunity to be celebrated:
 - Weekly Drawing: Each Star Card is entered into a weekly drawing. Two cards are drawn per grade level are announced on the Fork Shoals Morning News, receives a “Shout Out Cheer” at the Bell Tower, and a Star Pencil!
 - Classroom Incentives: Students may trade in Star Cards for meaningful rewards.

Star Card Incentives-

5 Star Cards – Choose one:

- Special Seat in Class
- Choose a Book for the Teacher to Read
- Choose Any Class Job for a Week
- Loose the Shoes
- Write with a Special Pen or Marker
- Choose Music for the Class (GoNoodle)

- Do 1/2 an Assignment
- Extra Computer Time
- Free Choice Time
- No Homework Pass

10 Star Cards – Lunch with a Friend

20 Star Cards – Extra Recess with Another Class

30 Star Cards – Join Mrs. Reid on the News for a Special Shout-Out

40 Star Cards – Ice Cream Certificate for the Cafeteria

Big Bright Stars will be reserved for celebrating outstanding work in Related Arts classes.

Responding to Mistaken Behavior- We view behavior as a form of communication and an opportunity to teach missing skills. When students act outside our commitments, we respond with empathy, connection, and consistency.

Guidelines for Responding to Behavior-

- 1st Time: A verbal reminder is given, and the student is re-taught the expected behavior with connection and encouragement.
- If behavior continues: A Classroom Discipline Report (CDR) will be completed. Parents are notified, and a consequence such as:
 - Structured recess time (5 minutes)
 - Silent lunch
 - Temporary removal from group activity will be used to help the student reflect and reset.
 - Other logical consequences
- Three CDRs within 45 days or one severe behavior will result in an office referral for administrative support.
- After two office referrals, a conference with administration, the teacher, and the family will be held to create a support plan.

Classroom Support Tools- To keep our classroom safe and supportive for all, the following tools may also be used:

- Temporary loss of privilege (e.g., seating choice or delayed recess)
- “Bouncing” to another teacher’s room to reflect on the behavior
- Parent contact by phone, email, or note
- Student check-in or conference with an administrator
- Referral to administration when needed

These tools are always used in conjunction with teaching and supporting the child in making better choices. The goal is not to punish, but to help the student reconnect, reflect, and return to the group ready to learn.

I am looking forward to a very exciting year with your child! I will do everything in my power to help your child succeed and move beyond his/ her potential. Please do not hesitate to contact me via telephone (355-5029), or by e-mail (krichardson@greenville.k12.sc.us). Thanks in advance for your support and encouragement!

Mrs. Richardson