

No Excuses University  
At Los Pen  
Student Handbook  
Second Grade



This book belongs to: \_\_\_\_\_

The year I graduate college: \_\_\_\_\_



Dear Students,

Welcome to the **No Excuses University at Los Peñasquitos**. “No Excuses is not just our motto, it is our commitment as students, parents, and staff to do whatever it takes for you to be successful in school. This year you will learn like never before as you prepare your path to college. Each and every one of you has very special academic and social gifts which you use daily as you work hard in all subject areas. They are also seen in the way that you display character by focusing on the six character traits described in this handbook. As you read through this handbook, you will learn about the expectations we have for all students of the No Excuses University at Los Pen. I know that you are capable of being a great student and promise that you will be successful if you remember these two words, *No Excuses*. I am proud of you and look forward to supporting your learning and celebrating your successes throughout the 2009-2010 school year.

Sincerely,  
Mrs. McLaughlin  
*Principal*



## **No Excuses University Code of Conduct**

At Los Pen, we take student safety and good student behavior very seriously. We only have a few rules, but these rules apply anytime students are on campus, traveling to and from school, or on a school-sponsored field trip or activity. School staff members, students, and parents all share responsibility for good student behavior. The school has the responsibility to clearly communicate and enforce student behavior in a fair, consistent, and supportive manner. Parents have the responsibility to reinforce the expectations of the school and to help their children become responsible citizens. Students have the responsibility to follow the code of conduct and to make good choices.

### **Our Code of Conduct**

All students will be asked to follow the Los Pen Code of Conduct. The students will be asked to sign a poster hanging in the class committing to the Los Pen Code of Conduct.

I will be trustworthy  
I will be respectful  
I will be responsible  
I will be fair  
I will be caring  
I will be a good citizen

### **Character Counts! Awards**

Character Counts! Awards will be given to students when they demonstrate good conduct and responsible behavior. All adults on staff may give them out as appropriate. Character Counts! Awards will be randomly selected from each classroom once a month to be announced at Friday Flag.

## **Character Violations**

Character Violations are used to record instances when students violate The Los Pen Code of Conduct. A copy of the Character Violation will be sent home for the parent to sign.

**First Character Violation** - Student sent to the office, call home, discussion with teacher, possible loss of recess.

**Second Character Violation** - Student sent to the office, call home, teacher conference to discuss behavior interventions, disciplinary action.

**Third Character Violation** - Student sent to the office, disciplinary action, individual student behavior contract, parent teacher conference.

## **Consequences**

Any Los Peñasquitos staff member may choose to issue a natural or logical consequence in any situation where it would be appropriate. Character Violations will be referred to the office for further disciplinary actions. If parents or guardians have any questions they may contact the office.

## **Things to Keep at Home**

1. Do not bring gum to school.
2. Toys, walkmans, computer games, roller blades, skates, skateboards, wheelies in shoes, and similar items are not allowed at school.
3. Weapons, or simulated weapons, may NEVER be brought to school. These include, but are not limited to, squirt guns, air powered guns, knives, explosives, and all other dangerous objects.

## Classroom Management Plan (2-5)

"Character is doing the right thing, even when no one is watching"

### Code of Conduct:

- I will be trustworthy
- I will be respectful
- I will be responsible
- I will be fair
- I will be caring
- I will be a good citizen

### IF YOU CHOOSE TO BREAK THE CODE OF CONDUCT (CONSEQUENCES):

**1<sup>ST</sup> STEP: CAUTION: YELLOW**  
SIGN IN THE BOOK

**2<sup>ND</sup> STEP: STOP: RED**  
SIGN IN THE BOOK  
FILL OUT RETHINKING PAPER/HOME TO PARENTS  
NO RECESS  
GO TO WORK ZONE

**3<sup>RD</sup> STEP: TIME-OUT: SIGN IN THE BOOK**  
TAKE A BREAK IN ANOTHER CLASS

**4<sup>TH</sup> STEP OR SEVERE DISRUPTION:**  
IMMEDIATELY SENT TO THE OFFICE  
FILL OUT CHARACTER VIOLATION

### POSITIVE REINFORCEMENT:

- PRAISE - DAILY
- POSITIVE NOTES HOME - RANDOM
- CHARACTER COUNTS! AWARD
- INDIVIDUAL CLASSROOM REINFORCEMENT:

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We have read and discussed this classroom management plan and will support and honor the plan throughout the year.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

# CHARACTER COUNTS

## SIX PILLARS

### Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

### Respectful

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

### Responsible

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

### Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

### Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

### Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## RETHINKING LETTER



**You are receiving a second warning about your negative choices.  
Please think about what you have done and answer these questions.**

1. What did I do?

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2. What character trait did I violate?

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3. How did my choice affect others?

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4. What caused my negative choice?

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5. What could I do better next time?

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Please check one:

\_\_\_\_\_ I get the point. I will try harder in class.

\_\_\_\_\_ I don't understand. We need to talk about my behavior.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature



## No Excuses University Academic Expectations

At the No Excuses University at Los Pen we have high expectations for all students and believe if students work hard they will be successful. In addition, we would like to provide all students at Los Pen with the academic and social skills necessary to be successful in middle school and high school, and be prepared to go to college.

### Academic Honesty

In support of the District's Academic Honesty Policy, students are expected to demonstrate acts of honesty at all times. Teachers and staff members will support and enforce all district rules of academic honesty and provide a learning environment that does not tolerate dishonesty. **Any student who violates the rules of the Academic Honesty Policy will be subject to disciplinary action.**

### Attendance

It is important to be on time and attend school every day. If you are not able to attend school you should remind your parents to call the office. In addition, you should also speak to your teacher to find out what work you missed when you were gone. **When you miss school you miss out!**

### Take 5

Expect your family to take 5 minutes every day to discuss your day at school.

1. What is your student goal?
2. What did you do today to help achieve your student goal?
3. How did you make character count today?
4. What can you do tomorrow to conduct yourself as a No Excuses University student?
5. Encourage your child in a very specific and genuine way.



## MAP

MAP (Measures of Academic Progress) is a three part test covering Reading, Language Usage, and Math. Using a computer, all students in grades 2-5 will take the MAP test in the fall, winter, and spring. Your teacher will use MAP scores throughout the year to measure your growth in Reading, Language Usage, and Math.

Reading			
260			
250			
240			
230			
220			
210			
200			
190			
180			
170			
160			
	Fall	Winter	Spring

Language			
260			
250			
240			
230			
220			
210			
200			
190			
180			
170			
160			
	Fall	Winter	Spring

Math			
260			
250			
240			
230			
220			
210			
200			
190			
180			
170			
160			
	Fall	Winter	Spring



## Second Grade Writing Student Goals Template

Writing Goal For \_\_\_\_\_

	I use it in my writing!	I'm still working on it!
Correct punctuation		
Beginning, middle, end (Organizational plan)		
Interesting vocabulary		
Correct spelling		
On topic		
Complete sentences		
Penmanship (neat handwriting)		
Many details		
Interesting opening sentence		
Makes sense		
Engages the reader		

Current Writing Score \_\_\_\_\_

My goal for next time is to \_\_\_\_\_

\_\_\_\_\_

by (time frame) \_\_\_\_\_

I can achieve my goal by \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Second Grade Math Student Goals Template

Math Goal For \_\_\_\_\_

	I know it!	I'm still working on it!
Place value		
Greater than, less than, equal to		
Fact families		
Ordinal numbers		
Addition		
Subtraction		
Multiplication		
Division		
Counting money		
Addition with coins		
Subtraction with coins		
Fractions		
Rounding to nearest 10		
Rounding to nearest 100		
Number patterns		
Number grid puzzles		
Measurement		
Telling time		
Geometric shapes		
Spatial sense		
Graphs		

Current Math Score \_\_\_\_\_

My goal for next time is to \_\_\_\_\_

\_\_\_\_\_

by (time frame) \_\_\_\_\_.

I can achieve my goal by \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_.



## **Student College Readiness Survey**

What do I want to learn this year at Los Pen to prepare for college?

What did I learn this year at Los Pen to prepare for college?

What year will I graduate from college?



## **NEU Leadership Opportunities**

### **Student Council Officers and Representatives (4-5)**

The Student Council members will coordinate student council fundraisers and spirit days.

### **Character Crew Club (3-5)**

The Character Crew Club will focus on the six character traits, promoting safety, conflict resolution, and community service. The club is student led with the help of our Student Services staff. Third, fourth, and fifth grade students will learn positive ways to promote character, handle conflict resolution, and perform community service throughout the year. The students will also have the opportunity to work in committees and develop leadership skills.

### **5<sup>th</sup> Grade Safety Patrol**

Fifth grade students will ensure school safety.

### **No Excuses University Student Leaders (2-5)**

NEU Students will have the opportunity to participate in a variety of leadership opportunities throughout the year.