

# Welcome To 2<sup>nd</sup> Grade!

Mrs. Steward

August 2021

Dear Parents,

It is with pleasure that I welcome you and your child to 2<sup>nd</sup> grade at Queens Creek Elementary! I am looking forward to a very exciting and rewarding year. By working together we can have a truly successful year. Please take a few minutes to read over the following information. If you have any questions, please feel free to email me or message through Class Dojo.

Our Teaching Assistant, Mrs. Williams, will be working in our classroom for an hour each day.

Caroline Steward

## Arrival and Departures

8:00 -8:20am Breakfast is served in the cafeteria

Morning Bells.....

1<sup>st</sup> bell- 8:00am

2<sup>nd</sup> bell- 8:20am This is the tardy bell and your child will be marked tardy if they arrive after this bell.

Afternoon Bells....

3:10pm Car and daycare van riders will be dismissed as well as Afterschool Adventure students.

Bus Riders will be dismissed by bus upon arrival.

**Transportation** issues are very important for the safety of the students. QCE will be using a School Dismissal Manager for all transportation. Please see the additional form provided on more information. Everything must go through the School Dismissal Manager to ensure that your child gets home the way they belong. Children will not be able to change buses (for example to go home with a friend). Please note: written notes, emails, or messages will NO LONGER be accepted for transportation changes.

Checkouts: If you pick up your child early, you must sign them out at the office.

There will be no student check-outs after 2:30PM unless authorized by administration. The office personnel will call for your child on the intercom. Please do not go directly to the classroom before checking in at the office. Early checkouts will be recorded on the report card.

**Breakfast/Lunch:** Students who wish to eat breakfast must arrive at school between 8:00am-8:10am in order to eat and return to class by 8:20am. Only students arriving on a late bus will be allowed to eat after 8:10am.

>>>>> Our lunch time is 12:00 – 12:30 this year.

BREAKFAST AND LUNCH ARE FREE TO ALL STUDENTS THIS YEAR.

If your child still qualifies for free and reduced meals, please still fill out the online application as soon as possible. You will need to go to [www.lunchapplication.com](http://www.lunchapplication.com) to fill out the Free and Reduced lunch form. You can also find a link on our school website. You will need your child's student number, to complete the form. On the front of this packet you will find a label with the student number. Please write this number down for future use.

**Encore:** Enrichment Classes will be held scheduled on a rotation. It will be very important that you keep a copy of the weekly newsletter so that you will become familiar with the rotation. Please see me if you have questions.

"A" Day	PE	10:35 – 11:25	shorts/pants and tennis shoes are required)
"B" Day	Art	10:35 – 11:25	(wear clothing that can be washed easily, your child will participate in projects that include chalk, paint and clay)
"C" Day	STEM	10:35 – 11:25	Science, Technology, Engineering and Math
"D" Day	Media	10:35 – 11:25	
"E" Day	Computer Lab	10:35 – 11:25	
"F" Day	Study Hall	10:35 – 11:25	
"G" Day	Music	10:35 – 11:25	

**School Fees:** Receipts will be sent home when the following fees have been paid. Thanks in advance for getting these paid quickly. Each student benefits from the

material and supplies that are purchased from these fees. Make Checks payable to QCE. School fees may also be paid online through Schools Cash Online. You can find the link on QCE's website. Clearly label any money sent in your child's binder.

Instructional Fees	\$ 5.00
Art Fee	\$ 1.00
Laptop Fee	<u>\$ 25.00</u>
	\$ 31.00 Required

*\*\*\*in order to have fees waived for the school year, you must fill out and qualify for Free and Reduced Lunches*

**Attendance:** Attendance is very important to the success of each student. Yet, it is understood that there may be times when your child will not be able to attend school due to sickness or a family emergency. When your child is absent, please send a written note the day your child returns to school stating the reason for the absence. The note should include the child's first and last name, reason and date(s) for the absence, and the parent signature. This note is required for the child's absence to be considered a lawful absence. These notes are kept on file in the office in case an audit is completed by the state. I would also appreciate a message through Class Dojo letting me know if your child will be absent.

In order for students to be counted present they must be in attendance until 11:00AM or checked in prior to 11:00AM. A student should be in attendance for a minimum of 164 days in order to be considered promotion. When total absences (excused and unexcused) exceed 10 days per semester, further documentation will be required. Absences exceeding 20 per school year may result in retention. The principal shall consider extenuation circumstances. Undocumented reasons for absences will be referred to the appropriate authorities. Excessive tardies and early checkouts will be referred to the appropriate and may also result in retention.

**Visitors** on campus must report to the office, sign in, and get a visitor tag. Visitors who are in the building without the proper visitor identification will be stopped by staff and asked to report to the office. This is for the safety of all students and staff. Visits to the classroom during school hours, should be planned through the teacher prior to the day of the visit.

**Communicable Diseases** are taken seriously. If a child has a communicable disease, it is expected that he/she remain at home until the disease is no longer

contagious. The policy states (a.) fever free for 24 hours without the use of medication (b.) no vomiting or diarrhea for 24 hours (c.) pink eye- must be cleared by doctor to return to school (d.) no nits policy-must be cleared by school before returning.

For more information on OCS Covid Protocols, see the county website. Parents are responsible for discussing with their child whether or not they want them wearing a mask during school. Teachers will not be held responsible if a child takes off their mask despite their parents' wishes.

**Medications** will not be administered at school, unless a medical form provided by the school and signed by your child's physician accompanies the prescription or non-prescription drug. Drugs that are administered the entire year will require only one form signed by the doctor and will be kept on file at school. NO MEDICATION, prescription or over the counter, will be administered by the teacher without this form. Teachers are not allowed to apply sunscreen. If Chap Stick is sent to school it must be non-medicated. Please see me if there is a question or concern.

**Emergency Phone Numbers:** Emergency phone numbers and the names of persons who may pick up your child must be on file in the office and with the teacher. Keep all phone numbers and contact persons up to date throughout the school year.

**Dress Code** is expected to be followed. It is expected that students will be dressed and groomed in an appropriate manner for the age group of the individual. The responsibility for determining and enforcing standards of dress shall lie with the principal or designee.

- a. Shorts and skirts of reasonable length are acceptable. (2-3 inches above the knee) Sagging clothes are not allowed.
- b. No halter-tops, tank tops, strapless tops, cutoffs, or apparel that exposed the midriff may be worn.
- c. Shoes must be securely adhered to the feet. Flip-flops and shoes with wheels are prohibited at school due to safety reasons.
- d. Clothing with offensive or suggestive language is not allowed
- e. Clothing that refers to any type of alcohol, drug, or act, which is illegal or hazardous to one's health is not allowed.
- f. Hats, scarves, or head coverings of any type may not be worn in the building except for medical reasons.

- g. Extreme hair styles which are distracting to the educational environment may result in the child being removed from the classroom and a phone call home.

**Emergency Drills** are practiced. Fire drills, severe weather drills and crisis drills are conducted in accordance with state and local regulations. Please stress to your child the importance of participating in these drills in a serious and responsible manner. Parents/Guardians will be notified when weather and crisis drills will occur.

### **Supplies:**

5 composition notebooks (not spiral notebooks please)  
One 1-inch binder  
One 3-hole punch pencil pouch (this will remain in the binder)  
2 boxes Crayola crayons  
3 dozen pre-sharpened Ticonderoga #2 pencils  
2-4 large pink erasers  
Ear Buds  
1 highlighter  
2 expo markers  
1 plastic pencil box  
10 glue sticks  
1 pack of printer paper  
2, 2-pocket folders without prongs  
1 pair of Fiskar Scissors  
1 box tissues  
1 container Clorox Wipes  
Girls: 1 box gallon or quart sized Ziploc Bags; Hand Sanitizer  
Boys: 1 box sandwich or snack Ziploc Bags; Sheet Protectors

Donations: The following items for our classroom community will be appreciated. There may be other items we need for special projects and/or art projects and I will let you know of our needs through the weekly newsletter.

Cardstock 65lb or 110lb (white or colored), extra snacks (individual wrapped), Avery Easy Peel Address Labels # 8160 1 X 2 5/8 is a good size, Avery Easy Peel Address Labels# 18163 2 X 4 is another good size, Gift cards to Amazon, Walmart and Staples are appreciated as I often purchase supplies throughout the year

**Classroom temperature** changes throughout the day. Students may need to bring a sweater or sweatshirt in case they get cold during the day.

**Volunteers** are important to our class success. If you would like to volunteer, please let me know. All volunteers must be fingerprinted and attend QCE's Volunteer Orientation before volunteering. This meeting is scheduled for September 10<sup>th</sup> at

9AM. If you volunteer in your child's classroom and it keeps your child from doing his or her best, or if your child is too dependent on the parent, you will be asked to volunteer somewhere else. You may prefer to volunteer somewhere other than your child's classroom.

**Snacks:** Students will be asked to bring a snack each day. It is helpful if the snack is small enough that there are no leftovers. Remember if you are sending in fruit, please have it sliced and placed in a zip lock bag. If you are sending in pudding/Jell-O, please send along a spoon. Please do not send in juices or milk for snack. It would be helpful if throughout the year you could send extra snacks that can be used when students forget their snacks.

**Birthdays** are very special to all of us. If you would like our class to celebrate your child's birthday with a special snack, such as cookies or cupcakes, that would be great. I ask that you let me know a couple days in advance so that I can include the special snack in my weekly plans. Please note that all snacks served to the class must be store bought. No homemade goodies are allowed to be served according to a policy passed by the Onslow County Board of Education. Instructional time is not used for birthday celebrations.

**Binders** will be sent home and returned daily. It is the parent/guardian's responsibility to check the binder each night for important information or forms that must be returned to school. Student work will be sent home on Fridays. Please make sure to take out anything on the "keep at home" side of the folder.

**Newsletters** will be sent home each Friday in your child's binder. The newsletter will inform you of important dates, events, as well as give information about current happenings in our school and our class. I will also post these on Class Dojo.

**Report Cards** will be issued for students and they will receive interim report cards. A required parent/teacher conference will be held during the first nine weeks of school. During that conference, I will go over the assessments that have been completed. We will also discuss the goals and expectations for your child for the year. Students will receive a report card at the end of each nine weeks. Interim reports will be given half way through each grading period according to the dates on the school calendar.

**Physical Education:** Students are expected to participate in Physical Education Class. Students should come to school dressed appropriately for P.E. on their assigned day, wearing sneakers, shorts and/or pants. Wearing sneakers and the appropriate attire will ensure your child is prepared each day. Mrs. Mixon, our P.E. teacher, will send home a letter that will be filled out stating any medical concerns or special health conditions that she should be made aware. If for any reasons, your child cannot participate in P.E., parents should send a note to Mrs. Mixon.

**Professional Development Days** are built into the yearly calendar. These five days will be early dismissal for the students. Student will be dismissed at 12:10pm on those dates.

**Communication** is the key to a truly great year! I will be using Class Dojo as a form of classroom communication this year. Please see the additional letter about Class Dojo and follow the directions to sign up. I will send out class wide reminders or information. I am also able to message parents privately and receive private messages as well. I ask that you give me 24 hours to respond to a message unless it is an emergency. I will check Dojo in the morning before school, during my planning, and after dismissal. If a message is received after school hours, I will reply the following day.

**School website:** <https://www.onslow.k12.nc.us/queenscreekes>

My school email is [caroline.steward@onslow.k12.nc.us](mailto:caroline.steward@onslow.k12.nc.us)

The school phone number is (910) 326-5115