

Mrs. McHugh's Second Grade

(Please save for future referencing!)

- 🍏 Our school day is from 7:45 to 2:45. Students are allowed in classrooms at 7:15. The instructional day begins at 7:45. It is very important that your child is not tardy in the morning. We begin our day with very important instructional activities. If your child does happen to be late, he/she is required to sign in at the office and bring a tardy slip to class.
- 🍏 **Lunch:** Our lunch time is 11:50-12:20. You are more than welcome to come join us any day! Be sure to sign in with the office before joining us. If you sit with your child at the tables by the fishpond your child may select one child from the class to sit with him/her. If you and your child sit in outside in the courtyard he/she will not select a child from the class to sit with him/her.
- 🍏 **Transportation:** I **MUST** have a written note from you if your child ever plans to go home a different way than usual. **Without a note, I will send your child home according to the previous arrangements made by you.** If an emergency transportation change occurs in the middle of the day please notify the office by 2:00. You can e-mail the change and include myself, Amy Boykin (secretary), and either Mrs. Hall (Principal) or Mrs. Crawford (Assistant Principal) on the e-mail. There are some instances where we cannot check our e-mails during the day so you should also call the office to alert them of the change (980-343-2240).
- 🍏 **Early Check-Out:** If you have to pick your child up from school early for any reason he/she must be picked up by 2:15. Please let me know ahead of time.
- 🍏 **Birthday celebrations:** You are welcome to bring in treats to celebrate your child's birthday! We will have celebrations during our lunch (11:50-12:20). Treats *must* be store-bought and *cannot* be homemade. If your child has a food allergy please let me know so I can communicate these to the class when bringing in treats. There are a few alternatives to bringing in food treats. You can e-mail me to set up a time to read aloud a special book for your child's birthday or donate a favorite book to our classroom library in honor of your child.
- 🍏 **Absences:** Your child needs a written excuse when they return to school after being absent; otherwise it will be counted as an unexcused absence. I will send home a "Ketchup" folder if there is any work missed during the absence that can be completed at home.
- 🍏 **Volunteering:** Volunteers are welcome in the classroom, around the school, and on field trips. If you plan on volunteering in school or on a field trip as a chaperone you **MUST** register on the CMS volunteer website: <https://www.cmsvolunteers.com>. You must refresh your registration yearly so don't forget to sign up again even if you were approved last year.
- 🍏 **Responsibility:** It is important that your child brings their backpack to school every day. Your child will have an agenda that will go home with them daily. This is the communication link between home and school. Please check the clear pocket in the agenda for papers that may be coming home and sign their agenda nightly. Send the agenda back to school with your child EVERY DAY.

- 🍏 **Newsletters:** A weekly newsletter will be sent home every Monday. Please be sure to check your child's agenda every night for additional notes.
- 🍏 **Agendas:** Your child will bring home an agenda nightly. Please be sure to check the agenda for any notes about your child's behavior for the day. Children who earned all 3 punches will have a smiley face in his/her agenda. If students only earn 2 or 1 punches I will note the behavior in the agenda. You will need to initial the behavior daily. Use the agendas to communicate with me and include transportation changes here as well. I check agendas every morning.
- 🍏 **Wednesday Folders:** Wednesday folders are expected to be checked. Any student work or papers in the "Keep at Home" side should be removed. Any papers in the "Return to School" side should be filled out or signed and returned to school. I do require a parent signature on any graded work. This graded work will be in the "Return to School" side and should be reviewed, signed by a parent/guardian, and returned to school. I keep all graded work in each student's portfolio.
- 🍏 **Homework:** Second graders are expected to read for 20 minutes nightly. The second grade team will address homework in more detail at our curriculum night.
- 🍏 **Specials:** Your child needs to wear tennis shoes on Mondays for P.E. Your child needs to return their library book on or before Wednesdays when we have Media.

Monday- P.E.
Tuesday-Technology and Spanish
Wednesday-Media
Thursday- Music
Friday- Art

- 🍏 **Mystery Reader:** I will e-mail out a sign-up genius for you to sign-up to be a Mystery Reader for our class. Mystery Readers keep his/her identify a surprise until he/she arrives at the classroom to read to the class. Please feel free to bring a few of your or your child's favorite books to share. I also have lots of read alouds available in the classroom for you to choose from
- 🍏 **Water-** Your child is encouraged to drink water throughout the day to stay hydrated. Feel free to send him/her in with a water bottle to keep on his/her desk. Please no juice or sugary drinks!
- 🍏 **Curriculum Night:** Please plan to join the second grade teachers on Tuesday, September 13th at 6 pm for curriculum night to learn more about the second grade curriculum and procedures.
- 🍏 If you need to contact me please call the school at 980-343-2240 or email at amyl.mchugh@cms.k12.nc.us. Please visit our class website at <http://amymchugh.weebly.com>.

Thank you, Mrs. McHugh