

Wake Forest Charter Academy  
2015-2016



# The 2<sup>nd</sup> Grade Handbook

By  
Mrs. Birkner  
Mrs. Simmons  
Ms. Skoll



We are excited & looking forward to working with your child, as well as getting to know your families this year! Please take a moment to read this handbook, and then sign and return the last sheet. If you have any questions, please do not hesitate to contact us - by phone, email, or in person. We look forward to having your child in class and having a great school year!

Contact Information:

Mrs. Jil Birkner

[99.jbirkner@nhaschools.com](mailto:99.jbirkner@nhaschools.com)

Ms. Kelly Simmons

[99.ksimmons@nhaschools.com](mailto:99.ksimmons@nhaschools.com)

Ms. Cindy Skoll

[99.cskoll@nhaschools.com](mailto:99.cskoll@nhaschools.com)

\*If you need to contact any other teacher or office staff in the building, you can email them by **99**. First letter of their first name, their full last name, and then **@nhaschools.com**.

School Phone #: (919)-263-8673

School Fax #: (919)-882-9038

**Dress Code**

- Shirts: White or lime green polos
- Pants: Navy blue
- SHOES: Neutral Colors, such as navy blue, black, brown, gray, or white
- BELTS MUST BE WORN EVERYDAY AND SHIRTS NEED TO BE TUCKED IN!

**\*\*\*Please see the Parent & Student handbook for more information on any dress code details.**

**▪ Dress code violations are recorded daily. Students will receive one warning, after that their name and violation is recorded and they will be unable to participate in the monthly Jean's Day.**

**STUDENTS NOT IN DRESS CODE WILL BE REQUIRED TO CALL HOME & HAVE THE PROPER CLOTHING BROUGHT TO THEM.**

**Attendance**

School begins promptly at 8:00 a.m., it is important that students arrive to class on time. Excessive tardies and/or absences can hamper your child's learning. *Please see the WFCA Handbook regarding truancy.*

**AFTER EACH 3<sup>RD</sup> TARDY, STUDENTS WILL RECEIVE A BEFORE SCHOOL DETENTION.**

**Detention**

- 7:00am-7:40am Tuesday & Thursday
- Students who arrive late to detention will have to serve again
- Detention slips must be signed & returned within 24 hours, failure to do so will result in additional consequences
- Failure to show for a detention when assigned will result in further consequences (determined by administration)

**Make-Up Work**

For each day absent, students have that number of days to complete their make-up work. If work is requested before a scheduled absence, then work is due upon return to school. If your child is absent, teacher must have one day's notice to get work ready to be sent home.

**Snack/Birthday**

In our classrooms, we have a healthy morning snack policy. Students are allowed to eat healthy snacks, such as granola bars, fruits and vegetables, popcorn, yogurt, pretzels, crackers, veggie straws, cereal, and cheese, during our morning snack time. If you have any concerns or questions about this, please contact your student's teacher.

When birthdays occur, students are able to bring in healthy treats, such as those listed above, at the teacher designated time during the day. We ask that these items are store bought, due to allergies in the classroom.

**Due to peanut and tree nut allergies we ask that you do not send in treats with peanuts or any other type of tree nut. Please check with your teacher of any further allergies that might be in the class.**

**PARTIES**

Throughout the school year, we will have four parties, Fall Harvest, Holiday Celebration, Valentine's, and End of Year Picnic. Before each party, your teacher will send out a Sign-Up Genius for volunteers and donations. All parties will take place in the last hour of the school day.

### **FIELD TRIPS**

We will have field trips planned throughout the year that are tied into our curriculum. If you are interested in volunteering, please make sure you are cleared by the front office to volunteer and/or drive (if needed) for field trips.

### **Classroom Volunteers**

We are always interested in having volunteers in our classroom to help with small groups, copies, lunch and recess, as well as class projects. Your teacher will send out a Sign-Up Genius when in need of volunteers. Please be courteous of the learning environment going on in the classroom and contact the classroom teacher prior to coming in.

### **Recess/Lunch**

Please make sure that your child is dressed appropriately for the weather! In the winter, students are *encouraged* to wear **gloves and something to cover their heads and ears**. *Without appropriate winter apparel students will not be able to participate in outside recess.*

### **Supplies**

Please make sure your child has all the supplies listed on the supply list. Students have limited space in desks and cubbies, please do not buy or bring supplies that are not needed throughout their school day. During the year some supplies may need to be replenished, we will ask for donations at that time (usually an extra box of tissue during the cold & flu season☺).

### **Planner & Homework**

We will use a **planner** (daily calendar assignment book) to record daily assignments. This is also very important, because imperative information and notes will be enclosed in the planner on a regular basis. **Parents/guardians will**

**be required to sign the planner each night.** Repeated unsigned planners will affect their moral focus grade. Please ask your child to see their planner and their homework each night.

**EXPECT TO SEE HOMEWORK EVERY NIGHT.** Students will have to read 20-30 minutes every night. Reading minutes consist of any type of active reading; reading to self, reading to someone, being read to, etc. In addition to reading 20-30 minutes, students will also have a daily homework assignments (except for Friday and weekends). Any work that was not completed in class may need to go home to be finished. Homework that is not completed and turned in will not receive credit in gradebook. Again, make sure to check their planner every day!

**NHA School-Wide Behavior System  
Behavior Management Model**

To ensure that our school culture fosters student learning in a safe environment we have implemented the School-Wide Behavior System. All students will be introduced to the appropriate behaviors around the building.

**We use a color system to keep track of student behavior:**

☺GREEN: I am meeting expectations.

Level 1 YELLOW: I need to check my behavior.

Consequence-"Think Sheet/Rule Reminder"

Level 2 BLUE: My behavior has caused me to receive a consequence of a parent phone call home.

Level 3 RED: My behavior demonstrates a need for intervention with my parents.

Level 4 RED: For repeated blue and red behaviors a Corrective Action Plan will be put in place.

Level 5 RED: Refer to administration

# **SIGN & RETURN:**

## **Last Page of the Handbook Sheet!**

You've made it to the end of the handbook! Please sign this sheet and return it so that we know that you have read the handbook (please share it with your child, too!) Should you have any questions, please ask us! You can also include any questions to this sheet & your teacher will get right back with you 😊

Yes! I have read the handbook!

Questions?

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**Parent Signature**

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**Date**

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**Child's Name**