

# **EAST WAKE ACADEMY**

## **SECOND GRADE'S POLICIES AND PROCEDURES**

### **Communication**

Teacher-parent communication is vital to student success. Each Friday, class websites will be updated and an email will be sent with important dates and information that pertains to the upcoming school week. Please visit the class website and read the email carefully each week. If you do not receive the weekly email please contact your student's homeroom teacher.

Second grade team has websites:

Mrs. Edwards: <https://edwards2ndgrade.weebly.com/>

Mrs. Gulbranson: <kgulbranson.weebly.com>

Mrs. Pearce: <https://pearce2nd.weebly.com>

Ms. Roper: <http://roper2ndgrade.weebly.com/>

### **COLLEGE Binder**

Students are responsible for bringing home their COLLEGE Binders daily. Homework assignments will be placed in the front inside pocket that is labeled HOMEWORK each Friday for the upcoming week. All homework is due at the end of each school week. The inside folder has pockets that are labeled LEFT AT HOME and RIGHT BACK TO SCHOOL. Left at Home papers should stay at home. Right Back to School papers need to be returned to school. Graded Assignments are in the back of the COLLEGE Binder and is labeled GRADED WORK. These assignments and assessments will have a grade on them and will appear in PowerSchool.

### **Homework**

**Spelling** → Students will complete a nightly spelling assignment from the spelling suggestions provided. Students may also choose to do a different spelling assignment if they wish to do so.

**Reading** → Students will participate in a "Battle of the Genres" competition. Each student will strive to read eight books each month and respond to what they read by completing a written component. Each book completed with a written component will receive extra Dojo points. Students who reach the monthly goal of reading eight books will receive an incentive from their teacher.

## **Grading Scale and Policy**

90-100 → A

80-89 → B

70-79 → C

60-69 → D

59 or below → F

Final grades will consist of classwork and assessments.

- Assessments count as 40% of the final grade.
- Classwork counts as 60% of the final grade.

It is the parents' and students' responsibility to monitor students' grades on PowerSchool regularly. It is our recommendation that this be checked at least once each week so that parents will know immediately of any difficulties that a student is having and so necessary actions can be taken at that time to ensure the success of the student.

Teachers will post assignment grades as soon as possible once the assignment due date has passed.

## **Late and Missing Work**

**Late Assignment** → Students will receive two extra days after the due date to turn in the graded assignment. Students will have the opportunity to work on the late assignment during lunch at the teacher's table.

**Unfinished Assignment** → Students that do not complete an assignment will be graded on the completed portion. One letter grade will be deducted for being late.

**Missing Assignment** → If the graded assignment is not completed after the two extra days passed the due date, the student will receive a 50.

## **Rules and Expectations**

### **Eagle Feathers**

- **Be Respectful**
- **Be Responsible**
- **Be Kind**
- **Be a Learner**

### **S.O.A.R.**

**Strive for Excellence**  
**Own our Actions**  
**Act Responsibly**  
**Respect Others**

## **Behavior**

We will be using ClassDoJo as a schoolwide behavior system this year. We will be using positive reinforcement and leadership language to encourage students to earn points.

### **Rewards**

We will be using Class Dojo this year in order to keep up with student points. Students will accumulate points in a variety of ways. Students may receive rewards with their points (ie: sit at the teacher desk, eat lunch with another homeroom).

### **Consequences**

**First Offense** → Verbal warning

**Second Offense** → Dojo Point Warning

**Third Offense** → Loss of Dojo point and classroom consequence

**Fourth Offense** → Loss of Dojo point and parent contact

**Fifth Offense** → Office referral

### **Volunteering**

As you know, it is an East Wake Academy expectation that parents are actively involved in their child's education. Please note the following volunteer opportunities:

- **Carpool Volunteers** → Parents are welcome to volunteer in the classroom during carpool.
- **Special Event Decorators** → Periodically, parent volunteers are needed for special events, such as Boosterthon door decorating, field trips Teachers will send out emails as opportunities arise.
- If you are unable to donate your time, we are always grateful for classroom supply donations. Please be on the lookout for teacher wish lists or check the 2nd grade websites. We will also send out sign up genius links for needs and wants as well as for special events.

### **Uniform Policy**

School uniforms are required for all students attending East Wake Academy. All uniforms are to be neat, clean and in good condition. Torn, tattered, or dirty uniforms are unacceptable! East Wake Academy students are to wear only school approved shirts and bottoms.

The Dress Code will be strictly enforced this school year. The guidelines for the Dress Code are listed below:

- All shirts are to be tucked into pants, shorts, skorts, skirts, etc. at all times. All pants, shorts, skirts, skorts, and shirts are to be worn around the waist and are not to be lowered, rolled down, or under. Shorts, skorts, and skirts are not to have the hemlines shortened. Skirts, shorts, and skorts, can be no shorter than three inches above the knee in both the back and front of the leg.

- Only school approved sweaters or school sweatshirts are to be worn indoors during school hours. Hoodies in solid navy or those that are purchased from Educational Outfitters may be worn in grades 5-12.
- Belts with plain, small buckles must be worn with all pants, shorts, and skirts with belt loops.
- Tights with feet or footless tights may be worn in white, navy, black, brown and tan. Full length leggings may be worn under uniform skirts, skorts, shorts or pants in colors white, black, navy, brown, and tan.
- Sandals, open back shoes, flip-flops, or platform shoes are NOT allowed. Shoes must be correctly laced and tied at all times.
- Male students hair should be neat and not in the face or below the collar. Male students' facial hair should be neatly trimmed at all times. No Mohawks or scalp designs are allowed.
- If earrings are being worn, dangle earrings are to be removed during physical education. Young men are not to wear earrings at any time.
- No body piercing is to be displayed. No Band-aids to cover body piercing will be permitted.
- Make-up should be held to a minimum and should not be applied while at school. No glitter on face or body.
- Non-natural hair coloring is not permitted for young men or ladies. (ex. Orange, purple, red streaks, multicolor, or other non-natural hair colorings.)
- No sunglasses, hats or caps, visors or headgear of any kind are to be worn at any time on school grounds (this includes Physical Education and Recess!). Any violations will be confiscated and will not be returned until the last day of school.
- Uniforms are to be worn at all times! A change of clothing can occur only after school is dismissed. A change of clothing is required for 5th grade and up during Physical Education in approved school PE uniform.

#### Special Clothing and Regulations for K-4:

- Knit Dress
- Plaid Jumpers
- EWA Jackets or Plain Navy Jackets- no logo
- No Sky Blue/Red Polos / No Plaid Skirts

Please make sure your child is in compliance each morning before coming to school. East Wake Academy administration has the authority to determine whether or not an item is acceptable to dress code. If you have any questions or concerns, please contact the school office.

## Daily Schedule

**7:45 – 8:15 AM** → Arrival Time & Morning Work

**8:15 – 9:00 AM** → English Language Arts

**9:00 – 9:45 AM** → Specials

**9:45 - 10:15 AM** → Eagle Time

**10:15 – 10:30 AM** → Snack & Bathroom Break

**10:30 – 11:15 AM** → English Language Arts (Readers Workshop)

**11:15 – 12:00 PM** → PE/Recess

**12:00 – 12:30** → Lunch

**12:30 – 2:00** → Math

**2:00 -2:45** → Science/Social Studies

**2:45 – 3:00** → Pack-Up

**3:00 – 3:30** → Carpool

## Contact Information

Please feel free to contact us with any questions or concerns.

Jennifer Edwards

Email: [jedwards@eastwakeacademy.org](mailto:jedwards@eastwakeacademy.org)

Kristin Gulbranson

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Shellie Pearce

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Kelsie Roper

Email: [kroper@eastwakeacademy.org](mailto:kroper@eastwakeacademy.org)

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### Please return the following portion and return to school!

Please sign below stating that you have read and understand all of the second grade policies and procedures.

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

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

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