

# WELCOME

## to second grade

August 6, 2025

Dear Families,

Welcome to a new school year! The following is a guide to our school and classroom:

### MORNING ROUTINE

● Students may be on campus no earlier than 8:10 AM and go eat breakfast in the cafeteria (ends at 8:25 AM) or walk and talk on the lower field.

Instruction begins at 8:30 AM.

● As a reminder, students must:

- Remain at the cafeteria tables until they finish breakfast.
- Use the restroom.
- Go directly to Walk and Talk.

● The first bell rings at 8:25 AM and the tardy bell rings at 8:30 AM. Students must get a late pass from the front office if they are late.

### ATTENDANCE

● Your child must attend school daily to ensure she/he learns academic and social skills.

● If your child is absent due to illness, please notify the office at 619-668-8635, before school begins. Independent study contracts can be sent home to make up for any missed classwork for long-term absences.

● Whenever possible, please schedule appointments and vacations during our breaks and school holidays. If this is not possible, please inform the school and teacher with enough time to prepare a student study contract. (Contracts can be given to you by seeing Ms. Diana in the front office.)

● While study contract work can not completely replace learning done in the classroom, they will help to make up some of the lost credit.

## DISMISSAL

- School ends at 3:00 PM on Mondays, Tuesdays, Thursdays, Fridays, and 1:00 PM on Wednesdays.
- Students enrolled in ELOP will be picked up by ELOP leaders.
- Students will be picked up through the walkie-talkie.

## UNIFORM:

- Please stop by the office or visit the school website if you have questions regarding the uniform.

## CLASSROOM MANAGEMENT/DISCIPLINE POLICY:

Students will be expected to:

- Respect yourself, others, and the environment
- Be an active listener and participant
- Be a problem solver
- Always try your best

Students who meet expectations will receive classroom dollars for participation, hard work, good character choices, and exceptional work. These may be used for special passes and other positive incentives.

If students are not meeting expectations, the following actions may be taken:

- Verbal warning from teacher
- Loss of points on Class Dojo
- Classroom intervention (redirection, moving the seat, meeting with the teacher) and parent contact

If behavior is not corrected following the parent contact and classroom interventions, the following steps will be taken as needed:

- Parent shadow for one hour in the classroom
- Referral to the Dean of Students
- School cleanup
- Parent shadow for a half day

If the issue is still not resolved, further actions from the school and parents will be needed.

Toys and other non-school related items in class:

- Students are here to learn. Objects that are not for the purpose of learning should be left at home. Distractions will be confiscated and returned to the student after school. If the object becomes a problem, parents will be asked to pick up the object.

## **HOMEWORK**

- Daily reading for 20 minutes with some review skills in math and reading.

## **GRADES:**

- Report card academic marks will be based on assessments, quizzes, projects, writing samples, homework, and classwork.
- Parents and guardians must attend any meeting necessary to ensure student success.
- Student progress and performance will be discussed at the conferences. The last report card will be sent home at the end of the year.

## **RESTROOM AND WATER:**

- Students are encouraged to bring water bottles and leave them on their desks to drink.
- Students are encouraged to use the restroom before school, during lunch, recess, and after school.

**SNACKS AND DRINKS:** Eating and drinking healthy is very important.

Unhealthy snacks and drinks will be collected. Parents may collect these after school. (e.g. chocolate bars, donuts, chips, candies, sugary drinks, coffee, etc...).

## **BIRTHDAY PARTIES**

If you would like to bring something special to celebrate your child's birthday, please let me know at least a day ahead of time.

## **EMERGENCIES**

If you need to contact your child in case of emergencies, please call the office at 619-668-8636. The office will not transfer non-emergency calls to the classrooms. I value every second of instruction.

## **CONTACTING THE TEACHERS**

If you have any questions or concerns, please don't hesitate to contact me. The best way to get a hold of me is in person, before, or after school. I also check our emails and class dojo messages a few times a day.

Sincerely,

Katie Dinh

[kdinh@tubmancharter.org](mailto:kdinh@tubmancharter.org)

(619) 668 - 8635 x2002

Harriet Tubman Village Charter School  
2nd Grade

Student's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Other contacts in case parents cannot be contacted:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

1. Please initial to acknowledge that you have read the letter and agree to support the teacher in educating your child.

\_\_\_\_\_ I have read the letter and agree to support the teacher in educating my child.

2. During the school year, I will use your child's pictures and work to put them on classroom bulletin boards, websites, and newsletters. Please initial if you agree.

\_\_\_\_\_ I give the teacher permission to use my child's pictures and work to display them on the websites, newsletters, thank-you letters, and bulletin boards.

If you would like to help in the classroom or prepare materials at home, please initial:

\_\_\_\_\_ I am available to help in the classroom.

\_\_\_\_\_ I can prepare materials at home.

\_\_\_\_\_ I can be a chaperone on field trips. (Already finger-printed)

# Parent Survey

**Please answer the questions below so I can get to know a little bit about your child.**

**Student Name:** \_\_\_\_\_ **Birthday:** \_\_\_\_\_

**Any preferred nicknames:** \_\_\_\_\_

**Three words that describe your child:**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**What motivates your child?**

\_\_\_\_\_  
\_\_\_\_\_

**Lives with?** \_\_\_\_\_

**What does your child like to do for fun outside of school?**

**How does your child get home?** \_\_\_\_\_

**Child's academic strengths:**

\_\_\_\_\_  
\_\_\_\_\_

**What areas would you like to see your child improve?**

\_\_\_\_\_  
\_\_\_\_\_

**How can I best support your child this year?**

\_\_\_\_\_  
\_\_\_\_\_

**Are there any holidays your family does not celebrate?**

\_\_\_\_\_

**Does your child have any allergies or health issues I should be aware of?**

**Any other important information I should be aware of?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_