

## Class Schedule

8:00 School Begins

9:50-10:05 Recess

11:20-12:05 Lunch

2:40 Dismissal Mon – Thurs.

1:40 Dismissal Friday



## Specials Schedule

Mondays: Science 8:05-8:50, PE 1:30-2:05

Tuesdays: Music 2:05-2:40

Wednesdays: Library 1:30-2:05

Thursdays: PE 1:30-2:05, Music 2:05-2:40

Friday: Library 12:30-1:05

## 🍎 Contact Information:

If you have any questions or concerns, feel free to call or email me.

Mrs. Cindy Duncan  
2<sup>nd</sup> Grade  
Room 6  
Keet Gooshi Heen

Classroom Phone #  
966-1206

KGH Office Phone #  
747-8395

Email:

[duncanc@sitkaschools.org](mailto:duncanc@sitkaschools.org)

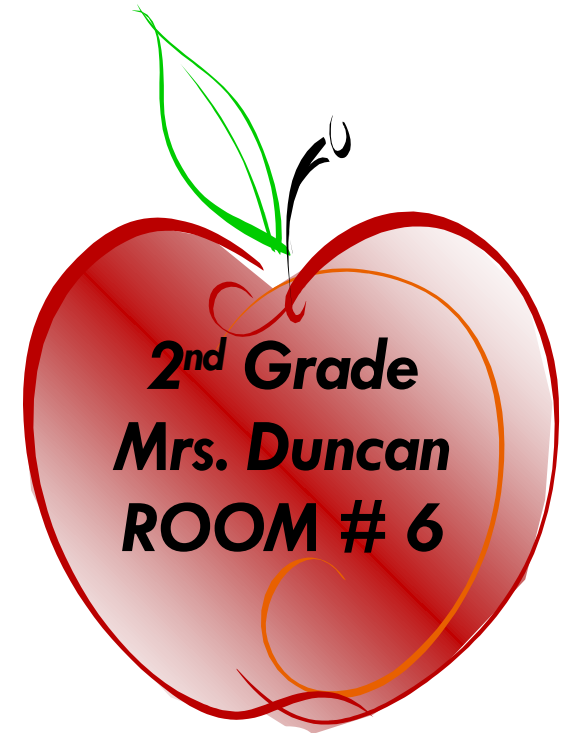
Classroom Website:  
[www.room6kgh.com](http://www.room6kgh.com)

Text Message:

To setup text the message  
[@room6kgh](https://www.textnow.com) to 81010

# Welcome!

*Keet Gooshi Heen Elementary*



The information contained in this brochure is intended to be a brief overview of procedures and expectations in my classroom. The following information will be reviewed with students during the first several days of school. I look forward to working with each and every one of you.



### **Arrival Procedures**

Students should not arrive at school before 7:45AM, as there is no outside supervision until then. Upon arriving at school, students should proceed to the playground to wait until the whistle is blown (8AM). Students are not allowed to enter the school without teacher permission. When the whistle blows, students should line up with their classmates. Our class will be lining up near the doors closest to the library (near the curved wall outside). If you will be dropping your child off in the morning please use the main parking lot and keep the parking lot by the District Office free of congestion.

### **Dismissal Procedure**

Students are dismissed from the classroom at 2:40 PM Monday thru Thursday and at 1:40 PM on Fridays. Please inform your child how s/he will be returning home from school before s/he comes to school. If you plan to pick your child up it is a good idea to have a pre-arranged place to meet, as the school can be very crowded around dismissal time. You are welcome to meet your child at the classroom door. Please park in the main parking lot and keep the district parking clear. If your child will be riding a bus make sure they know the bus # they will be taking. School staff will help students find their bus.

### **Leaving School for Appointments**

Please make sure that you send a note or call the school to notify us of any planned absences during the school day. Students cannot be released until an authorized adult has signed them out at the office. Upon returning to school (if same day), we ask that you bring your child back into the school office & sign him/her in.

### **Absences**

If you have planned absences please notify me or the office as soon as possible. We can work out an arrangement for missing schoolwork so that your child does not fall behind. If your child is ill or is

unable to attend school for another reason please email or call me or the office (preferably before the school day begins).

### **Water Bottles**

I encourage students to bring water bottles into the classroom. It is important that children drink enough water to keep their bodies fully hydrated. Students should bring their bottles home at least once a week to be washed and sanitized.

### **Morning Snack (Nutrition Break)**

Each day our class will take a mid-morning snack break. Students will need to bring in their own snack. Please help your child to remember to put their snack in their backpack before they come to school.

### **Birthday Treats**

Students may bring in a treat to share with the class on their special day. Please include any utensils or paper products (napkins, plates) necessary for the treats. Please also keep in mind that in school we try to build a family of support and inclusion. Passing out party invitations in class can cause problems (unless the whole class is invited). Please distribute invitations outside of the classroom environment or allow me to help your child discretely handout the invitations.

### **Student Phone Calls/Messages**

Please make sure that your child is aware of after school plans before coming to school but if you need to pass a message on to your child please feel free to call the classroom or office. The class phone rings directly into the room. We will answer if we can, voicemails can be left at any time. I also check my e-mail several times a day.

### **Lunches**

Students have the option of bringing a lunch from home or purchasing a school lunch. Students wishing to only buy milk may do so. The school office monitors students' use of the school lunch program and will send a notice home when lunch accounts enter the negative or are running low. You can stop by the school office at anytime and

pay on your child's account or if you prefer you can send money in with your child and we will make sure it gets to the office. The District offers a discounted lunch program, for more information contact the office.

### **Homework**

Your child will have a small amount of homework each week. Typically, homework will be assigned on Monday and will be due on Friday. There will normally be a math assignment and a spelling list as well as the expectation that your child will read 60 minutes a week. Every day your child will take home his/her "Home Folder". Please try to check this each day. It may contain important announcements, homework assignments, or completed work. It is very important that your child brings this back to school each day. This will help to create a routine and continue the communication between home and school. In addition to email, this folder can be used as a way to communicate with me.

### **Class Website**

Our class website will grow throughout the school year. The website has always been a big hit with student and parents alike. I hope these 21<sup>st</sup> century tools will open the line of communication between parent & teacher as well as parent & student.

### **Text Messaging**

A great way to get a short message to me is through our class text messaging program. It is also a great way for me to send you a quick message or reminder. I encourage you to set it up by texting the message @room6kgh to the number 81010.

