



"Home of the Blue Jays"

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WELCOME FROM SANFORD CREEK'S PRINCIPAL

<http://sanfordcreekes.wcpss.net>

Sanford Creek Families,

With a new year ahead, we continue to take great pride and pleasure in building upon a community partnership between our families, our community, and our staff to create a learning environment characterized by creative engagement and authentic and collaborative learning experiences.

In the spirit of and community and collaboration, Sanford Creek will continue to be a wonderful place to learn and grow.

We ask that you review this handbook to familiarize yourself with our procedures and expectations.

I welcome any questions or feedback and look forward to partnering alongside of you in the year ahead!

In Partnership,
Tiffany Rich, Principal

Office Staff

Principal: Tiffany Rich
Assistant Principal: Eric Johnson
Secretary: Lynette Nagir
Data Manager: Lyndi Malarchuk
Receptionist: Judice McAdams

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook.

Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS.

WELCOME FROM THE SANFORD CREEK PTA

Sanford Creek Families,

The Sanford Creek PTA Board would like to welcome you to the 2018-2019 school year. We are excited to meet you and help you become involved in your child's school life. The PTA is made up of hardworking parents, grandparents, staff and community members who all have the same common goal- to help our children learn and succeed.

To be successful, Sanford Creek needs the support and involvement of our families, faculty, staff and community members. Please show your support by becoming a member of a great organization that funds many opportunities for our students. Your support enhances your child's experiences at school and we want to hear from you! Your participation could be that of a committee member, volunteer, or as an attendee. Whatever level of participation you select, your time and involvement will certainly be appreciated.

On behalf of the Board of Directors, we welcome you to Sanford Creek and look forward to a wonderful school year.

Sincerely,

Jessica Findlay

Sanford Creek PTA President

SCHOOL HOURS

The school building is officially open at 8:45 am. If carpooling, please have students remain with remain in your car until supervising staff are outside at 8:45. Carpoolers are encouraged to arrive between 8:45 and 9:00 am. School buses will unload at the 8:45 bell.

Students eating breakfast should go directly to the cafeteria upon arrival. All other students are to report to their homerooms unless they are involved in safety patrol. There should be no stopping at restrooms or visiting other classrooms before going to the homeroom.

If it is necessary to leave the classroom during this time, (e.g., returning library books, purchasing meal tickets, going to the restroom) students must be excused by their teacher.

ATTENDANCE

Regular school attendance is necessary for academic success. Students must be in school every day unless they are ill or there is an emergency. We prioritize and value instructional time, and need every minute to provide students quality instruction. For that reason, we ask that you ensure your child arrives at school on time and that you not check a student out early unless it is an emergency or for a scheduled appointment. **Our office staff will not check students out between 3:20-3:45pm.** We ask that you respect this policy, as we are maximizing instructional time for the benefit of your child right to the very end of the day.

8:45AM - Students admitted to classrooms/breakfast

9:15 AM - Start of the Instructional Day/Tardy Bell.

All students arriving after this bell must report to the office to check in before going to class.

3:45 PM - Dismissal/ End of the Instructional Day

SATURDAY SNOW MAKEUP DAYS

In accordance with the NC Calendar Law, if the school district must close schools, this calendar may be updated to provide additional days/time by using early release days as full days, scheduled teacher workdays, banked instructional hours, scheduled vacation days, or on Saturdays to meet legal requirements. If students attend school on Thursday or Friday of a week when school has been closed, there may be a make-up day the Saturday of the same week if possible. Students will attend no more than two Saturdays in a row. In extreme cases, holidays may be used for weather make up.

In the event we must make-up a school day due to inclement weather, our operating hours on a Saturday will be 9:15-12:45pm, unless otherwise noted. The buses will run a regular scheduled route and students may enter the building at 8:45.

ABSENCES

If your child will be absent, please call **919-570-2100** by 8:15am to leave a message stating your child's name, your child's teacher, the date of the absence, and the reason for the absence. In addition, according to WCPSS Board Policy, a written note from the parent or guardian is required within two days of the student's return to school for the absence to be considered excused in accordance with the following reasons:

1. Illness or injury
2. Quarantine of the child by the State Board of Health
3. Death of an immediate family member
4. Medical or dental appointments
5. Court proceeding (if the student is a party to the action or under subpoena as a witness)
6. Religious observance

Educational opportunities may be excused with prior approval by the principal. Parents should request approval at least 5 days in advance by completing Form 1710, which is available in the school office. Please note that for an absence to be excused for educational reasons, the intent of the experience should have been educational from the outset and *comparable to that which the student would have experienced in school*.

All other absences will be considered unexcused. Students who are frequently absent will be referred to the school counselor and/or the school social worker, who are available to assist with problems that interfere with children's attendance. Family trips will be considered unexcused absences. Students will be given the opportunity make up work missed due to the absences and they will not affect the student's grade. For more information, please review the Board of Education policy on attendance in the *Wake County Public Schools Handbook*.

TARDIES

Promptness to school is very important. Instruction begins at 9:15; however, students are encouraged to be in their seats by 9:00. Arrival before the instructional day begins allows students to prepare themselves for the day by eating breakfast, visiting the media center and organizing their supplies for the day. Students arriving **after 9:15am** are considered tardy and must report to the office with an adult to sign them in and obtain a tardy slip before going to the classroom. Students are considered absent if they arrive at school after 12:30pm or leave prior to this time.

CHECKING STUDENTS OUT

The school day ends at 3:45pm every day and 1:15 pm on Early Release days. Please make every attempt to schedule all non-emergency doctor and dentist appointments for after school hours. If your child must leave school early, write a note to the teacher, stating what time your child will be picked up and who will be picking him/her up. If last minute student transportation changes are to be made you must call the office **before** 3:20pm.

No Checkout at Carpool – For the safety of our students and for the efficient operation of carpool dismissal, there will be no check-out and pick-up of carpool students from our lobby. Parents must go through our carpool line for pick-up during carpool operation.

Showing ID - The person picking up your child must be listed on the Student Locator Card (Form 1728B) that parents fill out at the beginning of the school year. The person picking up your child for early dismissal must report to the office to sign out the student. Legal actions restricting parental access to children must be documented via current court order and provided to the school for immediate reference. If you have any questions, you may call the school office at 570-2100.

AFTER SCHOOL CARE

If your child goes to an afterschool program such as Kids R Kids, Kids Educational Center, etc. please be familiar with their policies regarding changes in dismissal times due to inclement weather or other circumstances. We also ask you to contact the care provider each time the student's mode of transportation will change to avoid confusion at the end of the day. Changes in modes of transportation should also be communicated to your child's teacher in writing.

TEACHER WORKDAYS

The dates listed below are designated by WCPSS Teacher Workdays. Students do not come to school on Teacher Workdays. The time will be used for teachers to engage in staff development and Professional Learning Teams focused on curriculum planning and delivery and measuring and analyzing individual student growth.

2019-2020 Teacher Workdays

September 30
October 21
February 17
March 9

SCHOOL MESSENGER

School Messenger is a tool for communicating with families via phone, email and text. The primary function of the system is to keep parents informed of their child's attendance by delivering nightly messages to the homes of those students who are marked absent. Sanford Creek Administration often sends weekly phone messages to highlight upcoming events, share announcements and give reminders.

SCHOOL WEBSITE

Together with folders and other forms of direct communication, our website is one of several means by which you can receive information about Sanford Creek. Its address is

<http://www.wcpss.net/sanfordcreekes>

You can also follow us on <https://twitter.com/sanfordcreek> and

<https://twitter.com/SanfordCreekBus> (for bus information)

<https://www.facebook.com/sanfordcreekes/>

TUESDAY FOLDERS

The Tuesday Folder is sent home every week and contains vital information from the school and the classroom teacher. It can also contain samples of your child's work, assignment sheets, and other information regarding your child's progress and needs, and in many cases it will require a signature. Please review all the contents of the folder carefully and send it back on the next school day.

GRADING PRACTICES AND REPORT CARDS

The standards-based report card was developed to align with the NC Student Accountability Standards and the WCPSS Promotion Policy.

The purpose for the standards-based report card is to inform students and parents about a student's performance on the grade level standards. It objectively measures progress against a uniform standard. Information related to growth and overall strengths and need is captured in the comments section.

The report cards provide a consistent grading scale -- work habits and conduct are rated separately.

The student performance levels of 1 to 4 indicate whether students have met the expectations set by the State in the Standard Course of Study and indicate whether the student has the necessary skills and concepts to be successful in the next quarter or at the next grade level.

The performance level is determined with quarterly objectives and assessment data, using the following scale:

Level 4 - Exemplary

Student consistently demonstrates an in-depth understanding of the standards, concepts and skills taught during this reporting period.

Level 3 - Proficient

Student consistently demonstrates an understanding of the standard, concepts and skills taught during this reporting period.

Level 2 - Approaching Proficiency

Student is approaching an understanding of the standards, concepts and skills taught during this reporting period.

Level 1 - Non-Proficient

Student does not yet demonstrate an understanding of the standards, concepts and skills taught during this reporting period.

Grades will be provided twice a year for weekly special classes such as art, PE, and music, instead of quarterly. This provides special teachers the time with students they need to assess each student's work.

REPORTING ON CLASSROOM BEHAVIOR

The standards based report card includes reports on the student's conduct and work habits. In reporting conduct, the teacher can indicate whether the student meets expectations in cooperating with others, respecting others, and observing rules and procedures. In reporting work habits, the teacher can indicate whether the student uses time wisely, listens carefully, completes assignments, writes legibly, works independently or seeks help when needed, and completes work.

The rating scale rates a student with a 1 through 3, where students receive:

- 3- meets expectations,
- 2- inconsistently meets expectations, or
- 1- does not meet expectations.

The standards-based report card increases a teacher's ability to communicate with the student and the parent about the student's success in meeting the state standards for that grade, as well as reporting on the student's classroom behavior.

CONFERENCES

WCPSS requires teachers to hold two conferences each school year. Teachers will schedule conferences with you during the first and third reporting periods. Should you wish to conference with your child's teacher at another time, please call the school or email your child's teacher directly. You and your child's teacher will set up a mutually agreeable conference time. It is very

important that you keep the scheduled conference time and that you are prompt.

Teachers are **not** permitted to conduct conferences during scheduled instructional time; therefore, conferences must be scheduled in advance. If you can't be reached by phone to arrange a conference, you may send a note with your child to school, and the teacher will reply to arrange a conference.

The guidance counselor is also available to confer with you and your child's teacher. She is at the school Monday-Friday.

HOMEWORK POLICY

Homework should enrich and extend school experiences through related home activities, and reinforce learning by providing practice and application.

Homework will emphasize practice in basis skills previously taught, studying for a test, make-up work following an absence from school, remedial activities, and project/enrichment activities that extend classroom learning. Students are encouraged to read (or be read to) 20 to 30 minutes each night.

Time Parameters for Homework:

Grades K-2: 20 minutes

Grades 3-5: 50 minutes

If your child is spending an excessive amount of time beyond these limits on homework each night, please alert your child's teacher, as such difficulties may signal other issues that need to be addressed.

Because homework is designed to help students with a wide range of subjects and to reinforce and to apply many different skills, homework assignments will be varied to fit the needs of the students.

PROMOTION AND INTERVENTION

The principal has the authority to promote or retain students in accordance with state and local promotion standards. In determining appropriate grade levels for students already attending a public school, principals shall consider pupils' classroom work and grades, scores on standardized tests, and students' best educational interests.

Promotion is based upon many factors:

- Assessments in reading, writing, and math;
- Attendance;
- NC End-Of-Grade tests for grades 3-5.

READ TO ACHIEVE

If your child is in kindergarten, first or second grade, they will be assessed in reading at the beginning, middle, and end of the year. Your child's teacher will receive feedback about the instructional needs of your child. Teachers and parents will work together to promote reading proficiency.

If your child is a third grader, your child will be assessed in reading at the beginning, middle, and end of the year. Those assessments will give information to the teacher about the instructional needs of your child. You will receive a Home Connect Letter that provides information about your child's reading assessments and suggestions for what to do at home. Your child will take the North Carolina End-of-Grade (EOG) Reading Test at the end of third grade.

If your student is not reading at grade level, interventions are provided at school. You are notified of these interventions on your child's report card and/or on a separate Personal Education Plan. Your child will have an opportunity to demonstrate proficiency through a portfolio and/or alternative assessments. You are encouraged to attend parent conferences with your child's teacher to work together to help your child reach proficiency by the end of the year. If your child is not proficient by the end of the year, your child will be encouraged to attend a district sponsored reading camp. If you choose not to enroll your child in reading camp, your child may still have the opportunity to take the alternative assessment on a designated day set by the district during camp. You will be informed if your child qualifies for a good cause exemption during their third grade year.

LOCATOR INFORMATION

At the beginning of the year, your child's teacher will send a locator information card to be completed and returned as soon as possible. The information on the form is **very important** and will be filed in the school office. Please complete the form as soon as possible, giving the name and phone numbers of relatives, neighbors, or friends who can be contacted, in case of an emergency, when you cannot be reached. If these arrangements change during the year, please notify the office and the teacher. We are also requiring signatures on the form from your identified emergency contacts. Please let these individuals know that they will be required to show a picture ID.

Sanford Creek Elementary Teachers and Staff are not permitted to distribute student locator card information via solicitation from anyone.

CHANGE OF ADDRESS OR PHONE NUMBER

Parents are asked to inform the school office in writing of any change in address or phone numbers so that we have accurate, up-to-date information for all students. In order for your address to be changed on the WCPSS mainframe, please also provide the school office with a copy of your current utility bill showing your new information. **All** parents must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency.

DISCIPLINE PLAN

Sanford Creek Elementary, along with many other Wake County Schools, uses the Positive Behavior Intervention and Support (PBIS) model. This model supports students by using and giving positive feedback concerning not only their academics but their behavior.

A positive school climate is nurturing, safe, and conducive to learning. In establishing a discipline policy, it is important to focus on encouraging students to make good choices and in being responsible for their behavior. In making these decisions, students learn that there are rewards and consequences for their actions. Our job as educators and parents is to guide students to rewards for appropriate choices and to assist them in learning from their mistakes. Within this framework, teachers establish a variety of individualized behavior management plans that support the school's philosophy. The consistency of a school-wide plan will assist students in realizing their potential, thereby making the learning environment as productive as possible.

Through both direct instruction and modeling, all adults at Sanford Creek will help each child to be a contributing member of our school community that is safe and conducive to learning. Teachers will work closely with students to ensure that everyone is familiar with class and school-wide rules.

We believe...

- expectations for all students, staff, and administrators should be clear, positive and consistent;
- communication and support among parents, staff, and administrators are critical for a positive school-wide climate; and
- a caring environment that nurtures the whole child must include peer interactions for both adults and children.

Ultimately, we expect that students, staff, and our school community will respect themselves, others, and property.

Our school-wide expectations use the acronym **SOAR**:

Safety First

Ownership of our School

Achieve Success

Respect

Our school-wide expectations will be taught to all students the first week of school, and will be reinforced throughout the year.

TRANSPORTATION ARRANGEMENTS

No check out after 3:20 and no pick up from the lobby as stated in the carpool procedures section.

1. For safety reasons, students cannot ride their bikes to school.
2. Any changes in transportation **will require an email or note signed by the parent**, presented to the office on the day the change is needed. Please do not have your child verbally convey the changes to his/her teacher. If a student does not have a note, they will be sent home in accordance with the most recent information provided to the teacher.
3. Parents who plan to go through carpool must obtain a carpool number from the office.
4. If a child needs to go to a regularly scheduled day care facility after school hours, please notify their teacher in writing. The teacher needs to know by what means each student is to go home, and, if this is to be changed, a written note should be sent to the teacher. If your child will not be riding his/her day care van, please notify the day care center.
5. Students may not ride to or from school on classmates' buses.
6. No student can be permitted to ride home, after school hours, with anyone other than his/her parent unless the child brings a note from his/her parent requesting this.

BUS

All students who are bus riders are to ride to and from school on the bus that the transportation department has assigned to them. Students shall board and leave the bus only at the designated bus stops.

To board the bus in the morning, students must wait until the bus has completely come to a stop and the stop "arm" of the bus has fully extended. Once the arm is fully extended, students should follow their driver's hand signals to cross the street to and from the bus. The hand signals include:

- *Open palm*, a signal to stay at the bus stop
- *Thumbs up*, a signal that motorists stopped and students should prepare to cross the street
- *Point*, a signal to cross the street

In the afternoon, drivers will discharge pre-K, kindergarten, and first-grade students only when a responsible person is present to pick them up. Drop-off times in the afternoon could vary depending on whether or not other students assigned to ride that vehicle may be absent that day. If no one is present, the child will be returned to the school or district office.

Items carried on the bus should fit on the student's lap. Band instruments, school projects, or other objects cannot take up seating space or block the aisle. Students may get on and off only at their assigned stops. They cannot ride home with friends.

Each student transported on a school vehicle must be considerate of the safety and well-being of fellow passengers. Misconduct on the bus can distract the driver's attention from his/her primary responsibility, which is to transport all students to and from school in a safe, orderly manner.

RULES FOR BUS SAFETY

The driver has authority and responsibility for operating the bus and maintaining safe and appropriate conduct. The driver shall report to the school administrator any misconduct or violation of the driver's instructions. Principals may discipline any bus misconduct as if the violation had occurred on school grounds. Penalties for violating board policy or the Student Code of Conduct apply to bus behavior. In addition, students are expected to:

- Enter the bus in an orderly and quiet manner.
- Sit in assigned seats without being reminded.
- Remain seated and facing front at all times.
- Keep hands, arms, heads or any other objects in the bus at all times.
- Sit with feet on the floor and book-bag and hands in lap.
- Abide by the request of the driver and follow all school and county rules and regulations.
- Food and drink are not allowed on the bus at any time.
- Smoking, drinking, possessing alcoholic beverages, or bringing weapons on the bus shall result in a suspension from the bus and from school. (Please refer to the WCPSS policy as it relates to these offenses.)

The principal or assistant principal may exclude a student from the bus for disciplinary reasons, and the parents will be responsible for providing the student's transportation to and from school during the period of such exclusion.

A driver who determines that a student is unmanageable and that the misconduct of the student is placing the safety of the other passengers in jeopardy will complete a Bus Discipline Form.

First Offense

The assistant principal or principal will conference with the student regarding appropriate bus behavior and give him/her a warning not to repeat any inappropriate behaviors.

Second Offense

Another disciplinary conference will be held with the student. The assistant principal or principal will call the parents regarding the incident and a report will be sent home with the

student that will need to be returned with the parent's signature.* If a student is involved in a fight or other dangerous activity or displays extreme disrespect towards the driver, he/she could be suspended from the bus on the 1st or 2nd offense.

Third Offense

Another disciplinary conference will be held with the student. The parent will be called and notified of the situation and the number of days that the student will be suspended from the bus. (It will be the parent's responsibility to transport the student to and from school for the entire suspension period. Absences from school during the suspension period will be considered unexcused.) Any further infraction will be subject a student to an additional suspension from the bus.

Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied. Inappropriate behavior that distracts the bus driver's attention is NEVER permitted.

To be fair and consistent with all students, suspensions from the school bus are final. No alternative or substitute consequence to suspension will be made regardless of the child's transportation difficulties during the suspension.

Parents can improve their child's behavior on the bus by doing the following:

1. Stress to your child the importance of behaving on the bus and let them know that you will not tolerate their misbehavior on the bus.
2. If your child is disciplined at school for misconduct on the bus, follow up with your child at home.

Please always remember that we are here to help your child and need your help and cooperation.

By notifying parents of a child's misconduct, it is hoped that the parents will correct bus problems so that a suspension will not be necessary. Parental concerns about a student bus behavior should be referred to the Assistant Principal at 919-570-2100. Concerns about bus drivers or bus routes should be referred to WCPSS Transportation Customer Service: www.wcpss.net

CARPOOL PROCEDURES

The children's safety is our primary concern. Our carpool system is designed to offer safe and efficient dismissal of students who are picked up daily in private vehicles. Carpool registration and information may be picked up in the school office. Students will retain their carpool number from last year and new numbers will be assigned to new carpool students. Written authorization must be on file for any adult to pick up any child other than his or her own child(ren). Parents who bring their children to school and who pick up their children after school should unload/load through the carpool line only. **Do not use the bus loop to drop off or pick up children.**

Note: Our policy does not support parents parking and coming into the office to pick up a child during carpool times (3:20-4:05).

The following is a list of rules and procedures regarding car pool. Your cooperation is needed to ensure a safe and efficient car pool system.

1. Use one lane only (**right lane**). This is for the safety of students and families using the crosswalk. No parking in the carpool lane is allowed.
2. During arrival and dismissal, students should exit and enter the car on the right side (passenger side) of the car. Students should be ready to disembark as soon as the vehicle comes to a halt. Parents should remain in the car.
3. To ensure that only authorized adults are picking up students, parents should remain in their vehicles and follow all procedures.
4. All vehicles in the carpool lane must display a school-issued identification card with the carpool number. Anyone wishing to pick up a child without a carpool tag will be required to park and to report to the office to verify authorization to pick up the child.
5. Carpool tags may be obtained at the Carpool Registration table at "Meet the Teacher". Any other time, carpool tags may be obtained from the office. Parents must have a school-authorized student carpool tag with the number side visible and hooked to the rear view mirror.
6. Children will not be released to persons not on the locator card.
7. If there is a change in the person picking up the child, notification must be made in writing, and the person picking up the student must display the carpool tag.
8. To ensure optimum traffic flow and student safety, students and vehicles picking them up will be assigned pick-up points along the curb. Vehicles should proceed to their assigned pick-up point as soon as traffic allows. Students will not be loaded at any point other than the one assigned to them.
9. Students must stay in their designated pick-up point until a member of the Safety Patrol or a staff member opens the door for them.
10. If a student is not ready to load on time, vehicles will pull down the curb as far as possible and wait there so that others can load quickly.
11. Please do not use cell phones while in the carpool line.
12. Vehicles in the carpool lane must never be left unattended.
13. Please watch for pedestrians crossing the crosswalk in front of the school.

Students should not be dropped off before 8:45am, and must be picked up by 4:05pm. Any student not picked up on time must be signed out in the office.

All families are asked to consistently follow the school's carpool and dismissal procedures. Consistent procedures allow for orderly, efficient and safe entry and dismissal of students. We thank you in advance for your cooperation!

- Please do not park your vehicle and walk through the parking lot to avoid the carpool line. The line lasts a 15 brief minutes (3:45 to 4:00 p.m.). For the safety and fairness of everyone, take your turn. Exceptions are made if a parent is dropping off projects/material, volunteering or needs assistance at the office.
- Parents must have a school-authorized student carpool tag with the number side visible and hooked to the rear view mirror.
- Vehicles in the carpool lane must never be left unattended.
- Please do not use cell phones while in the carpool line.
- Follow traffic signals from staff members who are directing carpool traffic.
- Students will be directed to walk down the sidewalk to one of the colored cones to be picked up. Proceed to the cone where your child(ren) is/are standing for pick up.

VISITORS TO SANFORD CREEK

All parents, volunteers and other visitors to the school are required to use the main entrance and sign in at the office whenever they are in the school. For safety reasons, outside doors will be locked during the school day. Everyone is required to wear the visitor's nametag that will be issued at this time. Staff members will stop any visitors not wearing a tag and ask them to return to the front office. Please sign out before you leave the building and return the nametag. These requests are made so that we know who is in the school at all times. This is a North Carolina Statute (NC G. S. 14-132) and a Wake County Public School System policy. Students are not permitted to bring visiting students, friends or younger siblings to school.

Parents may meet their children for lunch in the cafeteria during their student's assigned lunch time. Parents are not permitted on the playground during recess.

Visiting and volunteering in classrooms should be arranged with the teacher prior to your visit. Time spent in the classroom should be active in supporting students and/or the teacher. Visiting the classroom only to observe can cause a disruption to the learning environment, and is therefore restricted. All volunteers will need to register online on the WCPSS Volunteer website. You will need to register every school year on a school computer.

Legal orders regarding custody and visitation are kept on file in the school office. However, it is not the responsibility of the school staff to enforce visitation agreements. The family member who has visitation rights for a given weekend or period of time needs to make the necessary arrangements for that visit without school personnel involvement.

CAFETERIA PROCEDURES

We want to make our cafeteria an enjoyable and inviting place for students and staff to eat nutritious meals. Many special events will be planned throughout the year to get everyone excited about our nutrition program. Parents are always welcome to come to eat lunch with their children.

Students may purchase their breakfast and lunch daily. Parents who do not wish for their children to carry money/checks to and from school may open a pre-paid lunch account, and children may access the account using their assigned lunch numbers. Free or reduced breakfast and lunch are also provided for those families who qualify. For your convenience, there is an online Auto-Pay program to place funds in your child's account. Visit the WCPSS website at <http://www.wcpss.net/child-nutrition/> for more information. Teacher will send home 'low balance' sheets in the Tuesday folders

if your child's account drops below \$5. **You may also want to monitor your child's account to see his/her daily meal and snack choices.** You may also contact our cafeteria manager directly with any questions about your child's account. Her phone number is 570-2115, and her email is CNS554@wcpss.net.

MEAL PRICES

<u>Breakfast</u>	<u>Lunch</u>
Full Price \$1.25	Full Price \$2.55 Reduced Price \$.40

- Adult meals and snacks are priced a la carte.
- **Free and Reduced Lunch:** Applications for Free/Reduced Lunch were mailed to all students who were enrolled in WCPSS this past year. All students who were eligible last year will remain eligible for the **first 30 days only. New applications must be submitted to Child Nutrition each year.** Students who did not receive an application may obtain one from the school office. Until Child Nutrition notifies you of your acceptance/denial, your child will need to have lunch money if he/she did not qualify for the free/reduced lunch program last school year. All children receive a lunch number and will be required to give their numbers to the cashier.
- Questions regarding Free/Reduced Lunch should be addressed to the cafeteria manager (570-2100 x 20247) or to the school office.

Lunch Line/Self-Serve: During the first few weeks of school, students will be assigned lunch lines. There may be adjustments in the first few weeks as students learn lunch procedures. Both lunch lines will be self-serve.

CAFETERIA RULES

1. Students are neither to break in lines nor to save places for others. Students are to be quiet and orderly while in the lunch line.
2. After getting their food, students will proceed directly to the designated table area of the teacher in charge.
3. While eating, students may talk quietly to their classmates at their section of the table but may not leave the table for any reason without permission from the teacher in charge.
4. Upon finishing lunch, trays are to be returned to the disposal area, emptied, and stacked neatly for recycling.
5. At the direction of staff, students will line up along the wall for dismissal and will wait quietly in line until the teacher comes to get them.

In going to and from the cafeteria, students are to remain quiet in the hall so that classes in session will not be interrupted.

FOOD BROUGHT TO SCHOOL

All schools that participate in the [National School Lunch Program](#) (NSLP) must meet USDA nutrition standards for school lunches. Foods served outside the planned school breakfast and lunch program are called “competitive foods.” Competitive foods can be sold a la carte on the lunch line or in vending machines. These foods and beverages are not covered by these new nutrition standards. However, WCPSS continues to offer only snacks in grades K-5 that meet the guidelines set by the [Alliance for a Healthier Generation](#).

Buying School Lunch: If your child purchases lunch through the WCPSS, you can [manage](#) your child’s lunch account if there are dietary restrictions or if you just want to control what and how much your kids buy.

For example, you can restrict their purchases by indicating “no snacks” or “snacks on Fridays only.” Our school cafeteria manager also can provide a print-out of what your child is buying at school.

Packing Lunch for School: Pack a healthy lunch for your student, including fruits and vegetables, whole grains and lean proteins.

Food-related illness caused by improperly prepared food brought in from the community is a public concern. In an effort to reduce the risk of a food-related illness with our students, we request that parents refrain from bringing in certain home-prepared foods and/or foods from non-commercial sources. High-risk foods are foods of animal origin (eggs, meat, milk, etc.).

Additionally, the number one cause of food borne illness is improper temperature control. So foods that need refrigeration or hot holding (meat and cooked vegetable salads, milk, meat, etc.) carry the most risk. Under no circumstances should the following food items be brought in from homes:

- Ground beef products (hamburgers, casseroles, or ground beef containing dishes)
- Venison in any form
- Unpasteurized milk or juices or products made from unpasteurized milk (such as butter, cheese or ice cream)
- These foods have traditionally been involved in E. coli outbreaks and young children are particularly susceptible to this organism. The following drier foods carry a lower risk. The following foods are accepted with relatively small risk for classroom activities:
 - › Fruits
 - › Vegetables
 - › Fruit pies (avoid cream and custard pies and pastries-their risk is much higher)
 - › Breads not containing pieces of fruits or vegetables
 - › Canned, bottled and boxed drinks (not containing artificial sweeteners)

Any fresh fruits or vegetables brought in should be from commercial sources and washed thoroughly before being eaten. Again, we want to keep students safe and need your support in following the food guidelines. (Information and guidelines provided by the North Carolina Department of Environment and Natural Resources.)

If a student in the class has food allergies, your child’s teacher will alert you to procedures that will address any food being brought into the classroom.

TELEPHONE USE

Telephones are available in the office for students' use **for emergencies only**. Students will be called from class only in emergency situations; otherwise, messages will be given to your child's teacher.

MEDICATION

School officials may administer medications to students only if one of the two following guidelines is met:

1. The **Parent Request and Physician Order for Medication (Form 1702)** is completed and in the possession of school officials. The physician must sign this form. The medication must have a current prescription label, including the child's name, medication name, doctor's name, and the directions clearly marked on the container. **For long-term medications, the request must be updated at the beginning of each school year and any time there is a change in the time given or the dosage prescribed.** The medication prescribed and the container must match Form 1702.
2. Children who may need to take short-term medications (2 weeks or less) can use Form 1702. The medication must be in the container dispensed by the pharmacy (request two bottles or containers from the pharmacy, one for home and one for school, for your convenience), and it must have the current prescription label on it with the child's name, medication, doctor's name, and the directions clearly marked on the label.

For non-prescription medication (i.e., cough syrup, Benadryl, Tylenol, etc.) the same rules apply as they do for prescription medications. There must be a prescription label on the bottle, and, depending on the length of time, a Form 1702. (If your child's doctor wants your child to take a non-prescription drug at school, you need to request that the doctor call the pharmacist who can print a label with directions for administration of the medication. The label must be on the bottle of nonprescription medicine that the child has at school.)

Please note: *No medication will be administered without a prescription label.* All medications must be brought to the school by the parent. If this is not possible, arrangements must be made with the principal or the bus driver to transport the medication. If your student has medication that has to be given by injection, please call the school nurse to develop a plan for the student.

HEALTH ROOM

The Health Room is located near the receptionist/office area. This area is for students who are ill or injured and are waiting to be picked up. Students will be sent home if they have the following symptoms:

- Temperature of 100.6 or higher (A child should remain at home for 24 hours after the temperature has returned to normal.)
- Nausea, vomiting
- Severe headache
- Diarrhea
- Red, watery eyes with yellowish discharge

- Undiagnosed rash
- Head lice. (Students to be checked upon return to school.)

HEALTH SCREENINGS*

Pre-School: A kindergarten-screening program will be provided at the base elementary school in the fall. The screening will include a check of hearing, vision, gross and fine motor skills, language/speech development, and hand-eye coordination.

Dental: A Dental Health staff member of the Wake County Health Department will screen each kindergarten and 1st grade student in the classroom. A form is sent home informing parents of the observed dental conditions.

Vision: Students in kindergarten, 1st, 2nd, 3rd, and 5th grades will be screened for visual acuity once a year. This information is kept in the student's cumulative record. Other students may be screened at the request of the teacher or parent.

Hearing: Students in kindergarten through 3rd grades have their hearing checked once a year.

*School screenings do not take the place of regular check-ups by your child's physician.

MEDIA CENTER

The Media Center is an important part of the school's instructional program. It will be opened from 8:45 a.m. to 3:45 p.m. every school day. Students are encouraged to use the Media Center as much as possible. Teachers can assign students independent projects; teachers can co-teach with the Media Specialist for special units in the Media Center; and students will be able to do individual/group research projects. We are fortunate to have such a spacious facility with computers for automated circulation. The Media Specialist encourages students to get permission from their teachers to check out books and other media for enjoyment or for research at times other than designated class time.

Fees will be assessed for all lost or damaged books based upon the extent of damage and the cost of the books. Students may check out books weekly but will be limited if books are overdue. We ask that parents encourage your children to enjoy and to respect literature. We want all students to be life-long readers!

LOST AND FOUND

Students are to turn in to the school office any items found on the school grounds that do not belong to them. Students may check the Lost & Found between 8:45 AM and 9:15 AM. Students are not to be sent to the Lost & Found for lost textbooks or lost library books. Lost textbooks are returned to the student's teacher, and lost library books are returned to the Media Center. All unclaimed lost and found items will be donated to charity the day before winter break and the day after the school year ends.

TOYS AT SCHOOL

We realize how much children love to bring their prized possessions to share with their friends; however, we cannot accept the responsibility for them. Toys can also distract students from learning while at school. Please do not allow children to bring toys, gadgets, trading cards, fidgets or other high interest items to school. If students repeatedly bring toys and other non-school items to school, toys/items will be confiscated and returned to students the last week of school, or a parent may come to school to pick them up.

PARTIES

"Parties" are not to be held during school hours for students. Wake County School Board Policy 3250 states, "All school employees shall discourage and decline the giving of parties by anyone during school hours for students." If your child wants to share a snack on his/her birthday, the snacks may be purchased and sent to school for either lunch or a snack (with the teacher's permission). All snacks must meet NC State Board Policy for nutritional guidelines.

Birthday invitations – students are discouraged to pass out invitations at school unless they are given to every student in the class. If birthday invitations are to be given to specific students, they must be mailed to them or given to them outside of school.

Please keep this in mind when purchasing snacks to share with the class. If you have questions regarding snacks, ask your child's teacher. Students will not be permitted to receive flowers or balloons. Having flowers and balloons delivered to the school is disruptive to the learning environment, so please plan for those items to be delivered at home. Teachers will not be hosting parties in their classroom.

DRESS CODE

Students are expected to adhere to standards of dress and appearance. Our guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy.

To promote these goals, students may not: wear/carry clothing, jewelry, book bags, or other personal articles that:

1. Depict profanity, vulgarity, obscenity, or violence;
2. Promote the use or abuse of alcohol, tobacco, or illegal drugs;
3. Are prohibited under Policy 4309 III-2 (Gang and Gang Related Activity)
4. Threaten the health or safety of staff or students; or
5. Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

Specifically:

- a) Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.

- b) Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
- c) Clothing must cover undergarments (waistbands and straps excluded).
- d) Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric.
- e) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- f) Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- g) Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

Enforcement: Any school dress code enforcement actions should minimize the potential loss of educational time. When a school staff member or school administrator discusses a dress or grooming violation with a student, the adult should be the same gender as the student if practicable. Staff concerns about student attire should be discussed discreetly and out of earshot of other students to the extent practicable. Teachers or staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g., school clothing closet) or otherwise complying with this dress code (e.g., removing a problematic item). School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day. Applicability: This policy is to be applied fairly and consistently without regard to race, gender, or other inherent traits or characteristics. Principals or their designees shall make reasonable accommodations for religious, educational, medical, or disability-related reasons and for cultural celebrations.

Do not send students to school with expensive jewelry. The school will not be held responsible for items that are lost or damaged. Earrings and other jewelry should be small enough that they do not pose a safety hazard.

INCLEMENT WEATHER/DELAYED OPENINGS

Please check the Wake County School System 2018-19 Parent/Student Handbook for the current policy on inclement weather procedures. Remember to always check the local media outlets to find out about school openings/closures during inclement weather. You may also find this information on the Wake County Public School System's web site at www.wcpss.net. On this web site, you may also sign up to be included on an WCPSS e-mail notification list, so that you may be notified, immediately, of any changes to the school day. Our make-up days are determined by Wake County school officials and are held on Saturdays.

Please do not drop off your child early on a delayed school opening, as no one will be available to supervise students.

FIELD TRIPS

Current educational philosophy recognizes the desirability of using the total community environment as a learning laboratory. To this end, teachers may schedule field trips for their classes. These trips, always arranged for their educational value, enable students to see people at work and serve to broaden the students' total educational experience. Every effort will be made to assure both the suitability of any trip away from school and the reasonableness of any cost involved in the trip. For this reason, all field trips must have the approval of the principal, Field Trip Committee, and in some cases, the Area Superintendent. Before a student can go on a field trip, a Wake County permission sheet signed by the parent must be on file in the office. Verbal permissions and handwritten notes are not accepted. A field trip is defined as any planned activity that necessitates the student leaving the school grounds during the instructional day. Parent chaperones **must** be cleared as WCPSS volunteers before being permitted to chaperone on a field trip. In order to maintain desired outcomes of the field trip, parents that are not serving as chaperones are restricted from accompanying the field trip.