



**Parent/Student Handbook**

**2022 - 2023**

## **Wakelon Elementary: “Home of the Bulldogs”**

### **School Mascot:**

Bulldog

### **School Colors:**

Light Blue & Red

### **School Mission:**

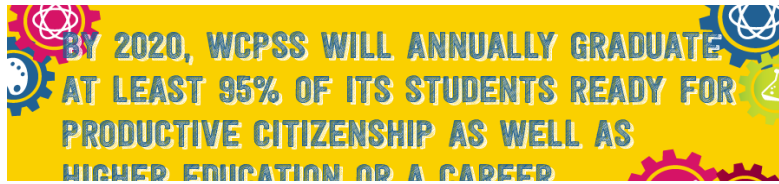
Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

### **School Vision:**

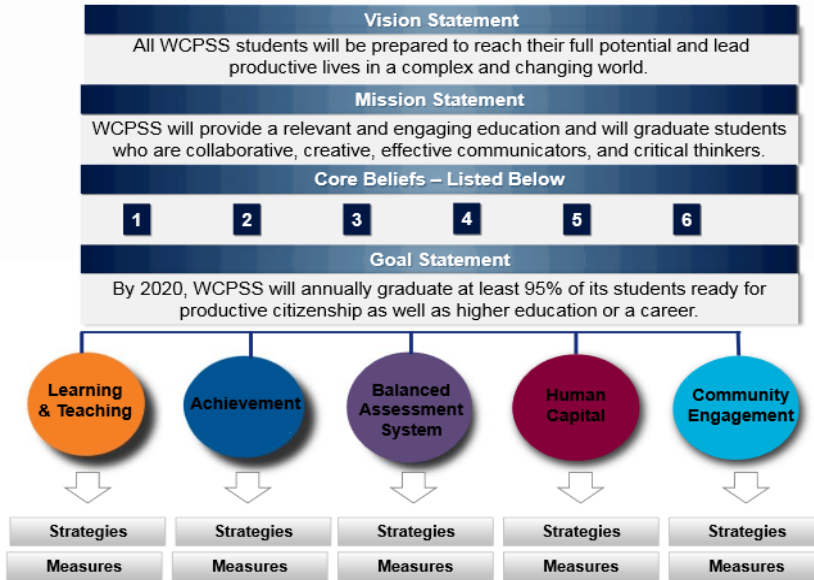
At Wakelon Elementary School, we are a learning community where teachers and staff are equipped to meet the academic and social-emotional needs of ALL students. We are committed to ensuring that ALL students are prepared for success in college and career. Our stakeholders consist of both school and families, collaborating to ensure Wakelon Elementary is and remains a beacon of success within our community.

### **School Values:**

- **Learning**-We value high academic expectations for all students, that result in positive student outcomes, regardless of race, gender, or socioeconomic status.
- **Relationships**-We value creating and maintaining meaningful relationships among students, families, teachers, staff and our community.
- **Respect**- We value promoting a school community that appreciates and celebrates students, families, colleagues and cultures.
- **Communication**-We value conveying information in a timely manner and through various modes that promote clarity and understanding.
- **Responsibility**-We value students taking responsibility for their own behavior and understanding the consequences that follow. We are accountable for our learning and the learning of others.



### Vision, Mission, Core Beliefs, Goal Statement



### Core Beliefs

- 1** Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.
- 2** Every student is expected to learn, grow, and succeed while we eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.
- 3** Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all students.
- 4** The Board of Education, superintendent, and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high-performing organization focused on student achievement.
- 5** The Board of Education, superintendent, and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
- 6** The Wake County residents value a strong public school system and will partner to provide the support and resources to fully realize our shared vision, accomplish the mission, and sustain our core beliefs.

*A Word from Our Principal*

*A Word from Our Principal*

Dear Parents,

We are delighted to partner with you during this important time in your child's educational career. You are a child's first and most important teachers. Your parental involvement and engagement at Wakelon are more important now than ever. We, at Wakelon Elementary, value your support and involvement. It is critical to the success of students that both home and school provide the necessary support and accountability.

At Wakelon, we will offer our children the support, care, confidence, discipline, and classroom instruction necessary to foster success. Our goal is to provide each student with a positive and welcoming learning environment every day. Whether your child is returning to Wakelon or is just joining our school for the first time, we welcome you to the Wakelon family and invite you to work with us. Together, schools and families can help children succeed.

The elementary years are important during a child's schooling. It is during these years that skills are developed and learned for the first time. Research shows that parent and family engagement has a great impact on student success. Parents are important partners in their child's education. Research shows when partnering with, your child's school, they will gain more self-confidence which will lead to academic success and better social skills. Your child has everything to gain from you being a close working partner with us at school. Let's work together to make this the best year possible for your child! Home and school working together make for a winning team!

We join you in discovering what is best for your child.

Best Wishes for a Successful School Year,

Dena Nealy, Principal

*Greetings from the Wakelon School PTA*

Welcome to all of our parents, teachers, and staff. We are very excited to be able to serve our school community this year. During this school year, it is our goal to give everyone interested an opportunity to serve our students and school. We welcome and encourage all parents and teachers to provide the PTA with fresh, new innovative ideas to help make this school year one of our best ever.

We want all of our parent and teacher volunteers to know that you are the ones that make our school PTA successful. We hope that the PTA will become a tradition in your family and that you and your

child(ren) will have a rewarding and wonderful school year at Wakelon. If you have any PTA questions, please do not hesitate to get in touch with us. We can be reached via email: [pta597@wcpss.net](mailto:pta597@wcpss.net). Again, welcome to our Wakelon family!

Thank You in Advance for Your Support,

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**PTA Board 2022-2023**

<b><i>President:</i></b>	<b><i>Cynthia Pope</i></b>
<b><i>Vice President:</i></b>	<b><i>Christopher Nance</i></b>
<b><i>Secretary:</i></b>	<b><i>Conswailia Chambers-Banks</i></b>
<b><i>Treasurer:</i></b>	<b><i>Toshina Wiggins</i></b>

**Important Dates to Remember**

**\*Please visit our website: [www.wcpss.net/wakelones](http://www.wcpss.net/wakelones) for additional information regarding school events.**

**First/Last Days of School:**

First Day: August 29, 2022  
2022

Last Day: June 9, 2023

**Other Important Dates:**

Meet the Teacher: Thursday, August 25,  
(2:00 pm-6:00pm)

Open House: Thursday, September 29, 2022  
(5:30 pm-6:30 pm)

**Student Holidays/Teacher Workdays:**

Early Release: September 2, 2022  
Labor Day: September 5, 2022  
Teacher Workday: September 26, 2022  
Teacher Workday: October 10, 2022  
Teacher Workday: November 4, 2022  
Early Release: November 10, 2022  
Veterans Day: November 11, 2022  
Vacation Day: November 23, 2022  
Thanksgiving Break: November 24 - 25, 2022  
Early Release: December 5, 2022  
Early Release: December 21, 2022  
Winter Break: Dec. 22, 2022 - Jan. 2, 2023  
MLK, Jr. Day: January 16, 2023  
Teacher Workday: January 27, 2023  
Vacation Day: February 20, 2023  
Teacher Workday: March 7, 2023  
Early Release: March 24, 2023  
Teacher Workday: March 31, 2023  
Spring Break: April 3-April 6, 2023  
Good Friday: April 7, 2023  
Teacher Workday: April 21, 2023  
Early Release: May 9, 2023  
Memorial Day: May 29, 2023  
Last Day of School: June 9, 2023  
Teacher Work Day: June 12, 2023  
Teacher Work Day: June 13, 2023

**Wakelon Parent-Teacher Conference**

Fall Conferences:  
Week of November 14, 2022

Winter Conferences:  
Week of February 13, 2023

Spring Conferences:  
Week of April 17, 2023

**Wakelon School Picture Days:**

Fall Pictures: Tuesday, September 13, 2022  
Fall Retakes: Tuesday, October 25, 2022

Spring Pictures: Tuesday, March 14, 2023

**Interim Reports**

1<sup>st</sup> Quarter: Sep. 30

2<sup>nd</sup> Quarter: Dec. 16

3<sup>rd</sup> Quarter: Mar. 3

4<sup>th</sup> Quarter: May 12

**Quarter/End Date**

1<sup>st</sup> Quarter: Nov. 3

2<sup>nd</sup> Quarter: Jan. 26

3<sup>rd</sup> Quarter: March 30

4<sup>th</sup> Quarter: June 9

**Report Cards Go Home:**

1<sup>st</sup> Quarter: Nov. 10

2<sup>nd</sup> Quarter: Feb. 3

3<sup>rd</sup> Quarter: April 14

4<sup>th</sup> Quarter: June 9

**Awards Ceremonies:**

All Community Events are on hold due to COVID-19. Any changes will be shared with families in a timely manner.



**PTA Meetings**

(All Meetings Begin at 6:00 pm)

**Student Performances**

All Community Events are on hold due to COVID-19. Any changes will be shared with families in a timely manner.

**Fall Book Fair:**

Scheduled by the PTA

**Field Day**

To Be Determined

**Spring Book Fair:**

Scheduled by the PTA

**PTA Spring Fun Run**

To Be Determined

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*The A, B, C's of Wakelon Elementary*

## *A is for . . .*

### **Accidents:**

Parents will be notified of accidents requiring medical or immediate attention. Parents must be sure that the school always has a **current emergency phone number** on file.

### **Arrival Time:**

**The official school day begins at 9:15 AM.** Parents should not visit classrooms without first checking in at the main office. Additionally, please do not make plans to visit any classrooms after 9:15 am, which will allow teachers to begin instruction right away. When bringing students into school we discourage parents from walking students to their classroom. We want our students to be able to build their independence and self-confidence to navigate throughout the school.

**Our building opens for students at 8:45 and adult supervision begins at this time. No student should arrive prior to 8:45, unless they are enrolled in our Before School Daycare Program.** Students may report to their classrooms between 8:45 and 9:15. Teachers and assistants are on duty during this time to help supervise students. **When arriving by car, parents should unload children in the carpool area at the front of the school where staff is on duty. Under no circumstances should parents unload carpool students in the side or lower parking lots.** This is for the safety of all children. Thank you for your cooperation.

### **Attendance:**

Students are expected to attend school regularly. However, there are circumstances that require a student to be absent from school that are considered approved absences. These circumstances include:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical or dental appointments
- Court or administrative proceedings
- Religious observances
- Educational opportunities (Unless school sponsored, absences require prior approval from the Principal)
- Educational leave (requires prior approval)
- Other reasons excused by the principal (requires prior approval)

Upon returning to school, **students should present a written excuse within two school days of their return** from the parent/guardian stating the reason for the absence. **If a written excuse is not received within two days the absence will be considered unexcused.** After six (6) unexcused absences, a report is made to the counselor or school social worker. After ten (10) unexcused absences, legal consequences may be necessary. **Students may make up missed work equal to the same amount of days missed. For example, should a student miss 3 days of school, they will have 3 days to make up any missed work.**

**To be considered in attendance for the school day, students must be present for at least three hours and fifteen minutes of instruction. Students must remain in school until 12:30 pm.**



**Attendance Areas and Proof of Residence:** Board Policy requires that parents present proof of residence. It is the parents' responsibility to notify the school of any changes in their residence. Below is a list of possible documents that would serve as proofs of residence in parent's or legal guardian's name:

- Current utility bills (gas, water, or electric bills are accepted; no phone bills or cable bills)
- Recent signed lease or rental agreement
- Recent settlement statement

**Award Celebrations:**

The purpose of our ceremonies is to recognize academic, character and attendance accomplishments. We will recognize students throughout the year and at the end of the year. You will receive an invitation to attend any/all ceremonies in which your child will be recognized during the school year. The dates and times for the end of year ceremonies have been set and can be found on Page 6 of this Handbook.

**Address Change/Telephone Number Change:**

Please notify the office and your child's teacher immediately if you move or change your phone number during the year. This information must be kept current.

*B is for . . .*

**Before-School Daycare:**

Wakelon Elementary has a Before- School Daycare Program available for interested parents. This program is housed on the school's campus. The program provides morning daycare for working parents at an affordable rate. The Before School Daycare operates from 6:45-8:45 AM. It does not operate on Teacher Workdays including those workdays at the beginning and ending of school. The program is also closed on school holidays. If you are interested, you may contact the school office at (919) 404-3844.

**Inclement Weather:** In the case of inclement weather, if school opening is delayed then the before care program is also delayed for the same amount of time. For example, if we are on a 2-hour school delay, then before school care would not start until 8:45 am. Additionally, any time school closes early, due to inclement weather, there will be **NO** after school care and parents will be required to make arrangements for student pick up.

**Registration fees and cost:**

Before School (Begins at 6:45 am):	\$15.00 registration Fee & \$108.17 per month
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**Additional fees and cost:**

Return Check: \$10

Late Payment: \$10

**Book Fair:**

Our PTA sponsors an annual Book Fair each year. This is a great opportunity to buy books for your child and to help raise funds for the PTA. Our fall and spring Book Fair dates have been set and can be found on Page 6 of this Handbook.

### **Books:**

Students must take care of textbooks and library books. When books are lost or damaged, they must be paid for. Students and parents are held responsible for all books assigned or checked out to them.

### **Bus Transportation:**

More information can be found on our school website (<http://wcpss.net/wakelones>) or the district's website (<http://www.wcpss.net>).

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. **Students may NOT ride any bus to which they are not assigned.** Students will be allowed off the bus only at school and at their designated stop on the route. Students riding the bus must comply with the requests of the driver. **Students should be at the bus stop 10 minutes before the bus is scheduled to arrive. Students in grades Pre-K-1st grade must have an adult present at the bus stop in the afternoon. The driver will return the student to school if there is not an adult at the bus stop.**

Tagging will be required for all students (PreK-5) for the entire school year. Tags for Pre-K, kindergarten and first grade students will be red. Tags for second through fifth graders will be yellow. Tags will be created for all students and any new student who enrolls. The tags will be attached to the student's backpack. Students will not be allowed to board the bus in the afternoon without a tag. If a student loses their tag the school will create a new one and attach it to the student's backpack.

## *C is for . . .*

### **Cafeteria:**

The mission of our Child Nutrition Program is to serve each student nutritious breakfasts and lunches as well as a la carte items. The program is committed to removing foods that are high in fat and/or sugar from the choices available to elementary students. There are many choices, but all meet the Winner's Circle criteria. Students may pay for their lunch on a daily basis or make weekly or monthly prepayments. Prepayment may be made in cash or by check. Please make checks payable to: Wakelon School Cafeteria.

You may also choose to pay online. With a My School Bucks account paying for school meals is easy. Go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) or call (855) 832-5226 to enroll. You'll need your child's Student ID number, available in your registration materials or at your school. Once your account is established you may:

- Securely deposit funds into your child's account
- Check balances
- Set spending limits and diet restrictions

We are very excited to share that for the 7<sup>th</sup> year in a row all students will receive free breakfast. We are one of only a handful of schools where this is being piloted and we are excited to be able to offer this to our students!

- **Breakfast:** Breakfast will be served each morning from 8:45-9:15. This year breakfast will be served on the hallways at kiosks and eaten in the classroom. K-1 students will have their breakfast delivered to the classroom each day. All other students who are participating in the daily breakfast program should report directly to the kiosk to retrieve their breakfast before going to class. Students arriving after 9:15 will report to the cafeteria for breakfast. All students are expected to be in their classrooms by 9:15.
- **Lunch:** Students may buy lunch at school or bring it from home. If they bring lunch, they may buy milk or juice. **We ask that no soda be sent to school.** If a child forgets his/her lunch money, he/she will be given a vegetable plate. **A fund for lending money is not available.**
- **Lunch and Breakfast Numbers:** When students enroll at Wakelon, they are assigned a Student ID number and that number will also be used as their breakfast/lunch number. The Student ID number will be used to identify students, their lunch status, and whether they have money in their account. Students should learn this number as soon as possible. Please assist your child in learning their number.
- **Breakfast and lunch prices** for elementary students are as follows for the 2020- 2021 school year:

Student Breakfast: **FREE**  
Student Lunch: Full Price \$ 2.75      Reduced Price \$ .40

Individual Items:

Milk	\$.50	Ice Cream	\$.75	Juice	\$.50 and \$.75
Cookies	\$.25	Smoothies	\$.75		

- **Free/Reduced Lunch Applications:** Parents can request an application to apply for free or reduced prices. Applications are submitted to Food Services where they determine whether parents qualify based on income. Once applications have been submitted, it is mandatory that parents complete a new form if their income changes during the school year. Parents will be required to pay for their child's lunch until the status of the application has been determined. Families are required to complete a new application each school year.
- **Students who received free or reduced lunch in 2019–2020 will be allowed to continue to receive that until October 5, 2020. At that time, if a new application has not been completed and/or you no longer qualify, students will be charged the normal rates for breakfast and lunch.**
- **Purchasing Extra Items:** During lunch we sell food and snack items for students to purchase. Students cannot purchase these items unless they have brought their lunch from home or have purchased lunch from the cafeteria. These items are not intended to take the place of a healthy lunch. We do ask that students purchase no more than two extra items. If you wish for your child to have snacks at other times during the day, please send them to school with your child.

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- **Snack Time:** All classrooms will have a designated snack time during the day. This will be very short, as to minimize loss of instructional time. However, we recognize the importance of nutrition and the role it plays in student success. **We are happy to share that we have been the recipients of a Fresh Fruits & Vegetables grant. Through this grant all students will have the opportunity to be exposed to a variety of fruits and vegetables that they may not otherwise have.** There will be more details about this sent home at the start of the year.

### **Capturing Kids' Hearts (CKH)**

Wakelon began implementing the Capturing Kids' Hearts framework in August 2016. The premise of this program is building relational capacity with our students, so that if/when behavior issues arise the teacher and student are able to process the situation together, in class, without further consequences or removal from the learning environment.

In situations where removal from the learning environment is necessary, the student will be assigned to the Refocus Room by School Administration. The Refocus Room is an alternative learning classroom, (See ***R is for...Refocus Room*** for details).

Capturing Kids' Hearts (CKH) is a process or framework the staff at Wakelon uses to help build meaningful relationships and connections between staff and students, students and their peers, and staff and families. The goal is to Capture Kids' Hearts in order to capture their minds. Research shows that when students feel more connected to their school and staff, they achieve higher academic success and are less likely to have attendance, tardy, or behavioral issues. Students thrive when they feel cared for and engaged. This year at Wakelon, we will start the year off in classrooms with "Me Bags" as our way of quickly engaging students in the classroom culture. The sharing of the "Me Bags", (a few special items per student), will be quite engaging and make each student feel special.

One central piece of CKH is the **Social Contract**. A Social Contract is built in each classroom to establish the guidelines and expectations for how students and teachers will treat each other. Students work together to develop this contract; and the teacher acts as a facilitator to encourage discussion. The Social Contract is designed to help students internalize and practice character traits and skills that they will use in their future lives, (to include in their future employment/careers). It also lets all participants in a classroom know what behavior is acceptable and what is not. The goal is to help each student develop "self-managing" skills.

**The Four Questions** help students focus on positive behavior, demonstrate they know what behavior is expected, take responsibility when they are not doing what is expected, and determine what they should be doing instead. School-wide, common signals such as Time-Out and Check are useful in maintaining our positive learning environment. Students are taught that the Time-Out signal means to stop, match the signal, and listen. In addition, students are taught that they can be a good friend by helping peers stay on a positive path. If students see rules being violated, they can discreetly "check" their friend as a visual cue to get back on track. We teach students to check their friend once as a friendly reminder and then to allow their friend to make his/her own choices.

The following are some additional components of Capturing Kids' Hearts™ that students experience at Wakelon. **The EXCEL Model™** helps to show students that Wakelon teachers and staff care about them.

- **Engage:** Every student is greeted as they arrive on campus and enter the school building every morning. Teachers personally greet each individual student at the classroom door with a handshake and a smile. Teachers model appropriate handshakes as this is an important life and job skill.
- **X-plore:** Teachers and staff look for opportunities to listen to and interact with students, not just about school happenings, but also about students' lives outside of school. Students enjoy sharing "Good Things" each morning with their peers and teacher. Teachers affirm students' personal experiences and show a genuine interest in their thoughts and feelings.
- **Communicate:** Teachers communicate and teach instructional standards and content to the students. Interactions in classrooms are a dialogue between the teacher and students, as well as between students themselves, with the teacher serving as a resource and a facilitator of learning. Classroom lessons are tied directly to the real world in order to show students the importance of their education. Teachers facilitate classroom meetings and conversations focused on the classroom Social Contract, embedding those ideals into the daily schedule and lessons.
- **Empower:** As a result of instruction, students are able to demonstrate their understanding through standards-based activities, independently and collaboratively with peers. Teachers and staff empower students to interact more directly with peers, to self-manage and peer-manage with behaviors in school when appropriate, and to problem-solve on their own when appropriate.
- **Launch:** A conscious effort is made to close each school day with a review of the day's objectives, a positive thought, an inspirational quote/video/activity, or with affirmations. The idea is to allow students to reflect on the day's activities/lessons, inspire students to enjoy their evening at home, and to look forward to the next school day.

Capturing Kids' Hearts is a process that involves many components. We have only shared pieces of CKH in this document, but we hope it helps to provide a general understanding of its usefulness and some information about the basic strategies. CKH helps to keep us focused on what matters the most: our students. When relationships are positive and meaningful, learning is limitless resulting in college and career ready students!

### **Car Riders:**

Students who ride a car to school will be given a carpool tag through the office. **Any adult who picks up a student through carpool MUST have our designated tag in order for the child to be picked up.** This is for safety and security purposes. Any adult without a tag will be asked to park and sign the student out from the office. Students should be dropped off and picked up at designated, supervised spots only. **Drivers should drive slowly and use caution when moving through the parking lot. Please do not pass other vehicles, as it poses a danger to students.**

**Changes to a Child's Transportation: If a child needs to change whether they will go home by bus or car, the parent/guardian must send a written note to school or call the school with the change. If you call the school to request a change in the way that your child will go home, it is extremely important that you call before 2:30 PM in order to allow the office staff time to notify the teacher and child.**

**Sending a verbal message by the child cannot be accepted.** Too often, children may forget the change or get confused about the change which may result in the child leaving school in the wrong way. This creates a frightening situation for everyone! **If the school is not contacted by the parent/guardian through written note or by phone, the child will be sent home by his/her regular form of transportation.**

#### **Check-In/Check-Out:**

**Students arriving at school after the 9:15 bell must sign in at the office and will be considered tardy. If students arrive late, the parent/guardian is expected to come into the building with their child to sign them in.** Students arriving at school after 9:15 will be given a pass in the office to admit them to class. Parents are not allowed to walk their child to class once the school day has begun.

**Because instruction begins at 9:15, parents should make every effort to get their child to school regularly on time. Parents/guardians should not pick their child up before 3:45 PM except in an emergency or if the child has a doctor/dental appointment.** If at all possible, please plan for doctor or other appointments after school hours and on school holidays, teacher workdays, or early release days. If a child needs to be dismissed early, he/she should bring a note to the teacher stating the time and reason.

All students must be checked out of school through the office. When parents/guardians must pick up their child early, they sign the child out in the office and allow the office staff to call the classroom; please do not go directly to the classroom. Records will be kept on early dismissals and late arrivals. Please work with us to protect instructional time. **There will be no check outs after 3:15 pm as the carpool and bus lines are getting in place for dismissal. Please plan accordingly if you need to pick your child up before the end of the day. This is a change from the previous year, so please make note.**

#### **Cell Phones:**

Please refer to Page 30 of this handbook for more information about student use of cell phones.

#### **Conferences:**

Parent conferences are considered an essential part of a child's education at Wakelon. Open communication between home and school foster success. Parents are encouraged to talk with teachers about their child's progress. We hope that you will feel free to contact us at any time that you have questions or concerns. Conferences may be arranged by a note to the teacher or by calling the school (404-3844) to leave a message for your child's teacher. Times may be arranged to conference with your child's teacher after school or during his/her planning time. **See Page 6 for conference dates.**

*D is for . . .*

#### **Daily Schedule:**

**It is extremely important for students to arrive on time and stay until dismissal.** If a child consistently misses instruction, this will definitely influence the child's academic performance.

8:45 AM:	Adult supervision begins (No student should arrive prior to 8:45)
8:45-9:15 AM:	Breakfast & Homeroom Period (Students report to homerooms.)
9:15 AM:	Tardy bell rings. Instructional day begins
9:15 AM:	Morning Announcements
3:45 PM:	Dismissal; Bell rings
3:45 PM:	Carpool & bus dismissal begins.

**Damaged or Lost Materials:**

If students lose, destroy, and/or damage a book, musical instrument, etc., while it is in their possession, it is the responsibility of the parent/guardian to reimburse the damages. This includes theft. Please note: Once payment has been made for a lost textbook or library book, payment will not be refunded. As a result, if the student locates the book after payment has been made, then the book will belong to the student.

**Discipline:**

Students are expected to follow the discipline expectations in their classroom and school-wide. We cannot and will not allow a student to disrupt instructional time or to prevent others from having opportunities for learning. **Please review the section on discipline included in this handbook. Also, please review Wake County’s Discipline Policy included in the WCPSS Student/Parent Handbook provided by the county to each student.**

**Delays, Early Dismissals, or Closings due to Weather Conditions:**

The first notification of early school dismissal, delayed opening, or school closing is made to social media and then local media. You should monitor Twitter closely for the latest updates. You can download Twitter as an app on your phone or from a computer you can go to <http://twitter.com> and set up an account. You can find the district and our school on Twitter (@wcpss @wakelones). A school messenger will also be sent to all families.

Local television and radio stations will also be notified of any changes in the school schedule due to weather. We recommend turning to a local station for information (TV channel 5 and Radio station 101.5 are recommended).

**Parents are encouraged to listen to the news media to learn of delays, early dismissals, or closings rather than calling the school for this information.** When calls are made to the school, it ties up our incoming lines to the extent that calls cannot be received or placed at the school.

**Parents of students enrolled in daycare centers or the Boys’ and Girls’ Club should check with the center to learn if the center will pick up students when school is dismissed early.**

*E is for . . .*

**Educational Leave for Students:**

**By Board Policy, parents must make requests for Educational Leave to the principal in writing prior to a student’s absence from school. The form for this request can be picked up in the office or found on our school website under “Quick Links” section. Each student will only be allowed a**

**maximum of 5 days.** This request should be made at least a week in advance in order to allow time to notify teachers of the upcoming absence. When educational leave is approved, students are responsible for making up all work upon their return to school. Teachers cannot be expected to compile assignments prior to the absence but will if time allows. Before parents make a request for educational leave, they are strongly encouraged to consider the impact this will have on their child. Even though students will be allowed to make up missed assignments, there is nothing that can make up for missed instructional time. Students will be held accountable for learning the materials covered during the absence.

### **Emergency Drills:**

Emergency drills are scheduled periodically throughout the school year. Visitors, volunteers, and parents who are at school during a drill are asked to follow our evacuation procedures.

- **Fire Drills:** A fire drill is held each month that school is in session. Students are expected to follow the directions of their teacher during a fire drill. There is no running, talking, or disorderly conduct during a fire drill.
- **Severe Weather Drills:** Severe weather drills are held periodically. When the signal bell sounds, students and adults evacuate the classrooms and proceed to the designated areas. Teachers will practice drill instructions with students.
- **Lockdown Drills:** Lockdown drills are held periodically. A phone messenger and letter will be sent home to parents informing them that a drill was conducted that day. Students are expected to follow directions of their teacher during a lockdown drill. Teachers will practice drill instructions with students.

### **End-of Grade (EOG) Testing in Grades 3-5:**

Students in grades 3, 4, and 5 are required to take the North Carolina End-of-Grade Tests in English Language Arts and Math. Students in **grade 5** are required to take a North Carolina End-of-Grade Test in Science. These tests are extremely important to your child and our school.

The results become a permanent part of your child's school records and is one factor in determining if a child meets promotion standards. It has been shown involved parents can improve test scores! Parents can make the difference by communicating with his/her child's teacher and working with their child at home. It is extremely important for parents to help their child with homework, to read to their child or let their child read to them, to reinforce math facts, and to make sure their child comes to school on time and prepared daily. Staff members will work with parents to help them find ways to help and support their child.

### **Enrollment/Withdrawal from School:**

Whether you are enrolling or withdrawing your child, it is extremely important to contact the school in which your child will be attending as soon as possible. The school where you are enrolling will contact the school from which you are withdrawing to request records. Before you leave, you should contact the office at the school where your child is currently enrolled to finalize your child's records.

### **Expectations:**



We have high expectations for our students. Students are expected to come to school prepared to learn. We expect students to be on time, stay all day, complete all assignments, and give us their best each day. We expect our parents to support their child and the school, to assist their child with homework, and to encourage their child to put forth his/her best effort daily.

## *F is for . . .*

### **Field Day:**

We schedule Field Day each spring. Students participate in activities for fun and fitness. We always need parent volunteers to assist with events. **Dates for field day have been set and can be found on page 6 of this handbook.**

### **Field Trips:**

Grade levels plan field trips during the year to enhance classroom instruction. All students going on field trips must have a field trip permission form signed by their parent or guardian. The signed permission form must be on file before the student is allowed to leave campus on a trip. **Parents, we are no longer able to provide refunds on paid field trips after the trip has occurred.**

### **Fifth Grade End-of-Year Celebration:**

At the end of each year, Wakelon has traditionally planned a Fifth Grade Awards Celebration followed by a Fifth Grade Reception for students and their parents. This is an opportunity to celebrate the accomplishments of our fifth graders and salute them for a job well done! This special celebration has been funded and supported by our PTA. In order for it to be successful we also need the help of our parents!

### **Fundraising:**

PTA fundraisers help provide our school with supplies, materials, and resources. PTA fundraisers are sponsored annually. Your support is greatly appreciated!

### **Folders:**

All students will have a daily folder. This will include information related to the child's academic performance and behavior. It will also include important information related to PTA, field trips, school-wide events and/or announcements. **Parents are expected to review this information with their child, sign the folder, and return the signed folder the next school day.** This is one extremely important way we communicate with parents on a regular and on-going basis.

## *G is for . . .*

### **Guidance Counselors:**

Our guidance counselors provide support to students including individual and small group guidance, classroom guidance, and coordinating a variety of school-wide programs. We are fortunate to have 2 guidance counselors. Our counselors will teach character education in all grades throughout the year.

## *H is for . . .*

### **Homework:**

Students will have some homework each night. Each student will have a weekly homework sheet, which outlines their learning objectives, homework for the week, and any other important information. Because these will be created for the week there is a possibility that changes may need to be made. In this case, the teacher will communicate this to students and parents.

**PLEASE BE SURE TO CHECK YOUR CHILD'S HOMEWORK SHEET EACH EVENING AND REVIEW HOMEWORK ASSIGNMENTS.** If your child says he/she finished homework at school, please take time to check over the completed work with your child. Every student in grades K-5 should read or be read to every night. Please help by supervising homework and reading time.

### **Homework Policy:**

In compliance with School Board Policy 5510, each school must develop a homework policy plan. Our school-wide homework policy recently underwent a major revision. You can find Wakelon's homework policy on page 27-28 of this handbook.

## *I is for . . .*

### **Immunizations:**

State law requires that every child have an adequate record of immunizations on file at school. Generally, if a student has been enrolled in another school and transfers to Wakelon, this information will be provided to us from the previous school. However, if this information is incomplete or not included in records sent, it is the responsibility of the parent/guardian to provide the school with this information. Failure to provide the school with your child's immunization record within thirty (30) calendar days of his/her entry into school (first day of attendance) may result in suspension from school until the record is provided and/or immunizations are complete. State law requires the following minimum doses:

- 5 DTP, DtaP, or DT doses (If the 4<sup>th</sup> dose is on/after the 4<sup>th</sup> birthday, 5<sup>th</sup> dose is not required. DT requires medical exemption for pertussis.)
- Oral Polio-4 OPV/IPV doses (If 3<sup>rd</sup> dose is on/after 4<sup>th</sup> birthday, 4<sup>th</sup> dose is not required.)
- 1 Hib dose-(If a child is younger than 5, requirement is met if 1 dose is given on/after 15 months of age. Not required after age 5.) See complete law reference.
- 3 Hep B doses (Children born on/after July 1, 1994 are required to have 3 doses.)
- 2MMR doses (at least 30 days apart. 1<sup>st</sup> dose on/after 12 months of age.
- 1 Varicella dose (On/after 12 months of age and before age 19 months, exception being individuals with a laboratory test indicating immunity or documented history of varicella disease.)

### **Information Sheets:**

**At the beginning of the school year, all parents will be asked to complete student information sheets for their child. It is extremely important that these forms are completed and returned to school at that time.** This allows us to update addresses, phone numbers, and other information that would be needed in the event of an emergency. Parents should also include those individuals to whom their child can be released. It is also mandatory that parents notify the school in the event that this information changes at any time during the school year.

**Insurance:**

School insurance will be available to each student at the beginning of the school year. Parents will be provided with information about this voluntary program at the beginning of school. The premium and responsibility for completing the forms will be assumed by the students' parent/guardian.

**Internet Access:**

All students registered in the Wake County Public School System must have a permission slip on file in order to use the internet and any school technology. Students are supervised in their use of the Internet at school. Students need access to the Internet for a variety of class activities. Parents have the option to deny their child's access to the Internet. To exercise this option, please complete and return the Parental Request to Deny Access form (available on the district's external web site or available by requesting a copy from the school office). We encourage all parents to allow students to access the Internet as a valuable instructional tool at school.

*J is for . . .*

**Jam-Packed:**

Your child's day will be jam-packed with opportunities for learning. Please ask your child about his/her day at school and encourage your child to discuss what was learned that day. **Your child's book bag will also be jam-packed with completed work, homework assignments, and notes/information from school. Please take time to check your child's book bag each day.**

*K is for . . .*

**Kindergarten Enrollment:**

Certain information is required for enrolling a student into kindergarten. This information includes:

- **Age Requirement:** Students attending kindergarten must be 5 years of age on or before August 31, 2022.
- **Birth Certificate:** A **certified** birth certificate is required by N. C. state law for a student entering public school for the first time. The birth certificate must be provided at the time of enrollment. The "Mother's Copy" of the birth certificate does not meet the requirement of state law. The birth date as indicated on the birth certificate shall be recorded on the student's Permanent Health Record.
- **Health Assessment:** N.C. state law requires that kindergarten students have a health assessment completed by a physician. **The assessment, which must include a medical**

**history and physical examination with screening of vision and hearing, is to be completed and is required to be submitted to the school prior to the student attending school.** It is the parents' responsibility to secure the health assessment from.

- **Immunizations:** N.C. state law requires that parents of kindergarten students provide a record of their child's immunizations within thirty (30) days of their child's entry into school. If a record of immunizations is not provided to the school within thirty (30) days, the students will be suspended from school until the record is provided and/or shots are complete. It is the parents' responsibility to secure the immunization record from the local health department or from a private health care provider.
- **Proof of Address:** In order for a student to enroll as a kindergartener at Wakelon Elementary, parents must present a proof of residence indicating that they reside in the Wakelon Elementary attendance area. Items accepted as proof of residence include: current electric bill, current gas bill, current water bill, or recent rental agreement or settlement statement.

## *L is for . . .*

### **Lost and Found:**

**Please be sure to mark your child's coats, sweaters, hats, book bags, and other personal belongings with your child's name so that items can be returned if misplaced.** Articles that are found are taken to the office. Lost items can be claimed by proper identification.

## *M is for . . .*

### **Medication:**

School officials may administer medication to students **only** if the following criteria are met:

- The Parent Request and Physician Order for Medication Form must be completed and submitted to the school. The form can be obtained from the physician's office or the school. Once the physician has completed these forms, parents can bring these by the school or have the physician fax the forms to school (school fax number is 670-4371).
- Medication must be sent to the school in the original box/bottle with the physician's label. The parent/guardian should bring the medication into the office; **please do not send medication in by the child.**
- Medication forms must be completed each school year by the physician.
- School personnel cannot administer over-the-counter medication to students unless the doctor prescribes it and we have a Medication Form signed by the doctor on file at school.

### **Messages:**

Emergency messages may be left for students by calling the office at 404-3844. Office staff will see that the message is delivered. Messages may be left for school staff through the office. **Class will not be interrupted for telephone messages.**

## *N is for . . .*

### **Necessary Items:**

Please make sure your child comes to school with all the necessary items for class each day. Pencils and paper are essential! Your child's teacher will provide a list of items your child will need. Please replenish these items regularly! A school supply list can be found on our school website.

## *O is for . . .*

### **Office:**

Our school office is located to your left as you enter the main front doors. Any of our staff in the front office will be happy to assist in any way. **Parents and visitors must sign-in and sign-out at the office and wear a visitor's badge when visiting the school.**

### **On Time:**

We want our students to develop the career habit of being on time. Arriving on time will not only help students have a successful school year but will also help in the future school and work experiences. Children may enter the building at 8:45 A.M. Arriving as early as 8:45 gives them plenty of time to prepare for their day. **REMEMBER, THE TARDY BELL WILL RING AT 9:15 AM.**

## *P is for . . .*

### **Perfect Attendance:**

At the end of the year, students will be recognized for perfect attendance. If a child is tardy for any school days or misses any days from school, regardless of the reason, he/she will not be eligible for this recognition.

### **Pictures:**

School pictures will be taken twice each year and are available for purchase. In the fall, individual student pictures will be taken. A make-up/re-take day will be scheduled for fall pictures. In the spring, individual student pictures and class pictures are taken. There will be no make-up/re-take pictures for the spring.

- Dates for school pictures have been set and can be found on page 6 of this handbook.

### **Positive Behavior Intervention Support (PBIS):**

Wakelon is a PBIS school. The purpose of having a Positive Support Program is to positively impact the learning environment to support high student performance and to reduce behavior issues. We have developed school-wide expectations and procedures for all children. Children are rewarded for following

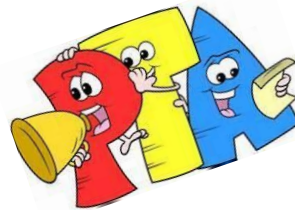
the expectations set by the school. Our students follow our B.A.R.K.S. Learn more about PBIS and B.A.R.K.S on page 29 of this handbook.

### **Progress/Interim Reports:**

**Students at all grade levels will receive progress reports/interims throughout the school year.** Students who are meeting all proficiency standards will receive a report indicating this. Students who are at-risk and are not meeting proficiency targets in one or more areas will receive a more detailed progress report/interim identifying areas in which the student is struggling. Be sure to sign and return progress updates promptly. **A conference may be scheduled by a parent at any time should you have questions about a progress report.** Dates for these reports to come home can be found on page 6 of this handbook.

### **PTA:**

At Wakelon Elementary, we take great pride in our PTA. The PTA is one way in which parents and school staff can work together to accomplish common goals and make our school a better place. We are very proud of our active PTA and the support it provides our school. Please become actively involved. We will find a way to put your special interests or talents to work. We have a variety of committees and activities that need your help. If you are interested in becoming involved, please contact your child's teacher or call the office (404-3844). **PTA Membership dues for the 2022 - 2023 school year will be \$7.00 per individual.** Dues can be turned in to any PTA officer, your child's teacher, or directly to the school office.



Commented [5]: change/check?

### ***Q is for . . .***

#### **Questions:**

If you have questions about your child's progress or educational experiences, please feel free to talk with us. Our school staff members are happy to answer any questions you may have.

### ***R is for . . .***

#### **Refocus Room**

The Refocus Room is part of Wakelon's Behavior Continuum. This Continuum involves students being assigned to an alternative learning classroom, the Refocus Room. The Refocus Room is established for when a student comes in conflict with school rules, and/or policy and must experience disciplinary action that involves removal from the regular classroom setting to ensure the student's and their peer's safety. An effort will be made by school staff to help the student adjust and return to the regular classroom setting as quickly and effectively as possible. Counseling and assessment of the student will be integrated and will be used as a viable measure to help eliminate future misbehavior.

The Refocus Room structure consists of: maintenance of strict control; a small staff to student ratio; and maintenance of regular schoolwork by the student. Students in Kindergarten through Fifth Grade may be placed in the Refocus Room. In general, the whole experience will be shaped so that the student continues

with their regular studies through regular communication with the classroom teacher. The overriding goal of the program is to return the student to the classroom as soon as possible while also providing a positive approach to discipline through early intervention.

### **Assignment to the Refocus Room**

The Principal, or designee, is the only person authorized to assign a student to the Refocus Room. It will be the Principal's decision to assign a student to the Refocus Room or take another approach to correcting a behavior. The Principal will also make the final decision as to the length of the assignment into the Refocus Room.

### **Class Assignments**

As soon as it is determined that a student is assigned to the Refocus Room, a request for class assignments from the student's teacher will be issued. Assignments will cover the time or number of days that a student is assigned placement in the Refocus Room. The class assignment will be the same or very similar to assignments the class is completing. Assignments will be turned in to the regular classroom teacher after the end of the regular school day by the Refocus Room Teacher.

### **Refreshments:**

If you would like to provide refreshments for your child's class on his/her birthday, **this needs to be planned in advance with the classroom teacher**. We kindly ask that you limit this to something small, rather than pizza or some type of full lunch. Additionally, we request that this be done during the class's snack time or lunchtime, unless another time is specified by the teacher. Please check with your child's teacher before sending any snacks for the class. Parents may be asked to provide refreshments for class parties, field trips, or other school events. Wake County Nutrition requires that parents use store bought goods to make sure that students are safe in eating the snack brought in.

### **Report Cards:**

Parents of students in all grades will receive report cards. These are sent home each nine weeks. Dates for report cards being sent home can be found on page 6 of this handbook. Please sign the report card envelope and return it to school the next day. Keep the report card. Please be sure to read any additional information enclosed with the report card.

*S is for . . .*

### **Students First:**

**Our students are our first and most important priority!**

*T is for . . .*

### **Telephone:**

Use of the telephone by students is limited to sickness, emergency calls, and school business only. Other matters should be taken care of at home. Students will not be called from class to the telephone.

## U is for . . .

### Utmost:

**Our students are of the utmost importance to the staff at Wakelon Elementary!** Every effort will be made to help them be successful. With your help, we will make a difference in your child's life.

## V is for . . .

### Valuables:

School staff tries to prevent losses, but they are not responsible for students' personal property. Unnecessary money, electronics, and/or valuables should not be brought to school. **Please be sure that personal belongings and clothing are labeled with your child's name.**

### Visitors:

Anyone visiting our school **must** first check-in at the office and wear a visitor's badge while on campus. Please remember to enter through the main entrance. You will be asked to provide your identification at the front desk upon entering the building. You will need to provide 24 hours advance notice to visit your child's classroom. You will need to check-out before departing campus. Visitor parking is available in the front of the school and along the lower field.

### Volunteers:

We are always looking for school volunteers! Volunteers are needed in classrooms, office, special areas, and for special events. Parents, grandparents, and community members are all encouraged to volunteer. If you are interested in becoming a school volunteer, please talk with your child's teacher or call the school to find out more about how you may volunteer. Your interest and involvement is needed and crucial to the success of our school. **Prior to beginning volunteer work, prospective volunteers must register online from a school computer. Volunteer registration is required annually.**

### Volunteer Registration:

**In order to volunteer to work with a group of students or chaperone a small group of students on a field trip, parents must be registered and cleared. For volunteers who registered and were cleared the previous year, they will have until October 31<sup>st</sup>, of the current school year to update their volunteer status.** For new volunteers or volunteers who do not update prior to October 31<sup>st</sup>, they will be required to complete a full registration.

Registration can only be completed on a WCPSS computer and the office can help parents complete the process. **The volunteer registration program is open and available any school day during the hours of 8:00 am to 4:00 pm.**



**New this past year, volunteers who will be assisting in a whole class activity or field trip that does not involve separating from the group; they are not required to be registered. While it is good practice to be registered, if you will be with the teacher at all times it is not required.**

**A Summary of the Appeals Procedure**

Any volunteer applicant who is denied volunteer status on the basis of his/her criminal record check has 14 days to appeal in writing through Employee Relations. This letter of appeal should explain the circumstances of the charge(s) and any mitigating factors that the applicant believes should be considered. The applicant will be notified in writing of the response.

Appeals should be addressed to  
Anthony Manzo, Employee Relations,  
Wake County Public School System,  
5625 Dillard Drive  
Cary, NC 27518

*W is for . . .*

**What to Leave at Home:**

Anything not needed for class should be left at home. Toys should not be brought to school unless approved beforehand by the teacher. Matches, sharp objects, knives, (including pocket knives), firearms, (including toy guns), fireworks, tobacco, alcohol, and drugs violate local policy and/or state laws and will result in penalties, including suspension.

*X is for . . .*

**X Marks the Spot:**

And the spot your child should be in every day is his/her classroom! Please make sure your child is in attendance daily and on time with materials needed for a successful school day.

*Y is for . . .*

**Yearbook:**

School yearbook orders are taken each year. This book is an excellent way to preserve classroom memories forever. Yearbook orders will be advertised and accepted during the spring.

*Z is for . . .*

**Z, z, z's:**

Make sure your child gets plenty of rest each night. Children need to sleep at home, not in class! A well-rested child is more alert and ready to learn than one who is tired or dozing during instructional time.



# Standards Based Grading



<b>Level</b>	<b>Extends targeted grade level standards</b>
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<b>4</b>	<i>"Since I can do this, I can figure out new things!"</i>
<b>Level 3</b>	Demonstrates proficiency of targeted grade level standards. <i>"I get it!" "I can do it well!"</i>
<b>Level 2</b>	Needs support to meet targeted grade level standards. <i>"I almost get it, but I need help."</i>
<b>Level 1</b>	Insufficient performance of targeted grade level standards. <i>"I don't get it yet. I need help."</i>
<b>"P"</b>	This work is not being assessed. <i>"I am practicing a new skill."</i>

**Standards-based grading is the way in which your student's academic ability will be measured.**

A **Level 3** is most common for students who have a clear understanding of the curriculum and can master their work consistently on an independent basis.

A **Level 4** is achieved when students consistently go above and beyond in their thinking and investigate new ideas or different ways of thinking about a topic/concept. Our goal is to provide students with level 4 opportunities throughout the year. Be sure to discuss these with your child's teacher as you support your child at home.

***Wakelon Elementary School***

***School-Wide Homework Plan***

We are committed to maintaining rigorous performance and achievement standards for all students and to providing a fair and consistent process for evaluating student progress. One way in which this is done is through the use of homework.

The information below shares specific information about the amount of homework you should expect for your child, the purpose of homework, & expectations for homework being completed. We hope this information will be helpful to you as you support your child at home throughout the year.

---

You can expect your child to bring a homework sheet home each Monday. This will be on bright green paper (so you can easily spot it) and will outline their homework for the week. Please pay close attention to when it is due. Additionally, please note that because this homework sheet outlines the entire week teachers may need to make adjustments throughout the week.

### **What type of homework should you expect for your child?**

#### **Reading:**

- K: 10 minutes each night; increasing over the year. Written responses later in the year.
- 1: 15-20 minutes each night and written response questions due at the end of the week.
- 2: 20 minutes each night and written response questions due at the end of the week.
- 3: 20 minutes each night and written response questions due at the end of the week.
- 4: 30 minutes each night and a written response question each night.
- 5: 30 minutes each night and a written response question each night.

Reading material should be carefully matched to their current instructional level. Please don't hesitate to contact your child's teacher if you are unsure of what type of books he/she should be reading.

Written response are questions about the books that student will answer in written form.

#### **Math (All math homework is a re-enforcement of previously taught skills):**

- K: Alignment lesson two nights each week.
- 1: Alignment lesson & fluency practice each night.
- 2: Alignment lessons each night.
- 3: Alignment lessons each night & fluency practice (based on student progress).
- 4: Alignment lessons each night.
- 5: Alignment lessons each night.

**Alignment Lessons** – are short lessons/assignments that are aligned to the standards being taught at that time

#### **Science & Social Studies**

Student will generally not have science or social studies homework unless it is something that is integrated into their reading or math. Additionally, you may see science or social studies homework that is connected to a project.

**All Subjects**

Students are expected to study for all assessments. Assessments will be noted on their homework sheet, so you are aware of when they are taking these. When appropriate, students will be provided with a study guide.

**What are expectations for students completing homework?**

The expectation is that homework assignments are completed at home with evidence of earnest effort and appropriate use of strategies.

The expectation is that homework is turned in when it is due. Teachers may implement the use of consequences and/or rewards to ensure the completion and accountability of homework.

The expectation is that homework is turned in when it is due. Teachers may implement the use of consequences and/or rewards to ensure the completion and accountability of homework.

**How is homework used in the classroom?**

1. Homework will be reviewed the next day for accuracy and understanding.
2. Homework will not be graded or count toward their overall academic grades. However, incomplete or missing homework may be represented in a student's work habits grade on the report card.

**Where can our school's homework plan be found?**

Our homework plan can be found in our Parent Handbook and our school website.

**Homework is not assigned on PTA nights or school events.**



**B. A. R. K. S.**

Be Responsible  
Always Follow the Rules  
Respect Everyone

# Kindness Counts

## Show Self Control

\*Students recite the B.A.R.K.S daily and it is posted in their classrooms and throughout the school.

### **Automatic Referral to the Office**

The following offenses will result in automatic referral to the office. Once the child is referred to the office for these offenses, the child may be suspended, and/or a parent conference may be required.

1. Fighting
2. Serious physical harm to and/or physical assault on an employee or another student
3. Weapons on the school grounds. (See Below)
4. Serious damage to property
5. Theft
6. Chronic behavior problems
7. Serious threats to staff members and/or other students
8. Leaving school grounds without permission
9. Pulling Fire Alarm

### **Weapons:**

Weapons including knives, razors, explosives, fireworks, guns, facsimiles of guns, and/or any other object that can reasonably be considered dangerous instruments are forbidden on any Wake County school campus. Any student having a dangerous weapon on campus will be reported to WCPSS Security and the local police. (Please refer to WCPSS Board Policy 6427)

### **Additional Points of Emphasis:**

1. Pagers, laser pointers, radios, games, and other non-instructional items are not to be brought to school.
2. Cell phones: If a student has a cell phone in his/her book bag it must remain turned off during the school day. **If it is stolen or lost, the school is not responsible.** If it rings or makes noises during the day it will be taken and will require a parent/guardian to pick it up from the office. Thank you for your attention to this matter. Phones may be used for instructional purposes, with teacher permission and when appropriate.
3. Toys: Toys should be left at home unless they are brought to school with the permission of the teacher as a part of a class project or activity. Toys distract from instructional activities and our staff cannot be held accountable in the event that toys from home are lost or stolen. **Fidget**

**spinners are considered toys and should not be brought to school.** Staff members will collect “unauthorized” toys and keep them until parents/guardians come to school to collect them.

4. Sale or Trade of Items: Students are not to engage in the sale or trading of any items with other students (for example: selling/trading cards, games, music, candy, gum, pencils, clothing, or any other personal items). Selling/trading items is prohibited and could result in suspension. Confiscated items will be held in the office until parents/guardians come to school to collect them.

**PLEASE NOTE:**

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, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

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. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

**Bus Rules and Regulations**

**IMPORTANT UPDATE:**

It is very important you review the bus loading procedures with your child. We will do the same here at school in order to ensure their safety when entering and exiting the bus.

Bus transportation is a privilege extended to those students who live in the Wakelon school area and behave in a manner consistent with the rules and regulations of Wakelon Elementary, Wake County Public Schools, and Public Laws of North Carolina. The school bus is an extension of the school day and all rules and regulations apply. Failure to comply with these rules will result in the denial of transportation privileges and/or suspension and expulsion.

At Wakelon Elementary School, we have clearly defined rules and expectations that lead to a safe and positive environment for all buses. Teachers will review these rules, as well as, general safety throughout the year. However, during the first two (2) weeks, we will focus on bus safety. During this time, students will be made aware of the duties and responsibilities involved in being a good school bus passenger. We hope that our parents will also voice their concern to their child about conduct on the school bus.

**Following is a list of rules, which we expect students to know and follow:**

1. Passengers must be on time. The driver has a schedule to follow and cannot wait for tardy passengers.
2. A passenger must stay off the street or roadway while waiting for the bus. Students are expected to stand by the road, several feet from the pavement. They should wait until they are directed by the driver to board the bus. If they must cross the street, they should walk quickly (not run) to the bus.
3. Take a seat as soon as possible once on the bus. Refrain from moving around while the bus is in motion. Remain seated until the bus reaches the unloading area.
4. Passengers should get permission to open the windows.
5. Keep hands, arms, and feet inside the bus at all times.
6. Objects should never be thrown about the bus or out of a window.
7. Passengers should never eat or drink while on the bus.
8. Aisles should be kept clear at all times.
9. Personal belongings should be kept in the passenger's lap or placed under the seat.
10. Profanity, indecent language, alcohol, or tobacco products are strictly prohibited.
11. Passengers should maintain complete silence at all railroad crossings.
12. Passengers should not tamper with the emergency door.
13. Passengers should never deface the bus in any way.
14. Passengers should never tamper with the fire extinguisher or first aid supplies.
15. Passengers should not rush to get off the bus. Pushing or shoving will not be allowed.
16. Passengers should remain in position until the bus has completely stopped.
17. Passengers **must** always get on and off at designated stops.
18. Observe classroom conduct while riding the bus:

Be courteous.

Respect the rights of others.

Cooperate with the driver in every way. A distraction could cause an accident.

Stay in your seat.

Talk softly.

Help keep the bus clean.

Keep hands and feet to yourself. (No kicking, hitting, or fighting)

### **Bus Discipline Procedure**

We will follow a sequence for bus discipline. Reports of misconduct will be handled by having a discussion with the student involved in the misconduct and any witnesses. Once the discussion is complete, if a consequence is warranted, the following consequence sequence will be followed:

**First Bus Write-Up** = Written warning and parent contact

**Second Bus Write-Up** = Silent Lunch and parent contact

**Third Bus Write-Up** = One day bus suspension and parent contact

**Fourth Bus Write-Up** = Multiple day bus suspension and parent conference at Wakelon Elementary

If a student is fighting on the bus, this will result in a suspension of bus riding privileges and a phone call to parents. Any future referrals may result in further suspension from the bus. If a child is suspended



from the bus, it is the parent's responsibility to transport the child to and from school. The exception will be fighting, drugs, alcohol, and/or weapons. These will result in automatic suspension/expulsion.

### **Adults Boarding the School Bus**

Adults are not allowed to enter a school bus without the permission of the Transportation Supervisor, the principal, or assistant principal. N. C. State Law 14-132.2 Section B states: "Any person who shall enter a public school bus after being forbidden to do so by the authorized school bus driver in charge thereof, or the school principal to whom the public school bus or school activity bus is assigned, shall be guilty of a misdemeanor punishable by a fine not to exceed one hundred dollars (\$100.00), imprisonment for not more than 30 days or both." If parents need to speak to the driver, please send a note to the driver including your phone number for the driver to call you. Please do not talk with the drivers at the bus stop. They must keep their schedule, and they block traffic when stopped.

### **Carpool Information**

**Our major goal is to ensure the safety of our children!** We realize that this is also your concern as parents. **Carpool drop-off/pick-up procedures will remain unchanged. Students will be dropped off in the morning and loaded for pick-up in the afternoon at the front of the school in the carpool loop.** We will work with you daily to make car pool work smoothly and safely.

Staff members will be on duty each morning and afternoon supervising children. We do need parents' continued support in making our carpool process simple, fast, and, most importantly, safe. Please help us by following the procedures listed below:

- All children will be unloaded/loaded in designated areas only (morning and afternoon carpool will unload/load in front of the main building in the carpool loop.
- Children will be unloaded/loaded by supervising staff members. Please reinforce with your child to follow the supervising adults' instructions. Safety is our first priority! We cannot risk the chance of a child running out in front of a car. Saving a few seconds of time is not worth a child's life! We ask parents to wait patiently.
- Due to liability concerns staff members are not permitted to fasten or unfasten any seat belts or safety restraints.
- All car riders will be released from the gym with supervision by staff members.
- If parents plan to pick up children prior to carpool dismissal, they must go by the office first. We cannot release children to parents who go to the classroom to pick up children without an office pass.
- Parents must send a note or call the school if their child will be going home by a different form of transportation.
- **Children may not be picked up after 3:15, except in the case of an emergency. At dismissal time, please do not come into the school to pick up your child. Because of the limited space, this will stop the flow of traffic and slow down the entire process for everyone. Please wait in the carpool line and we will load students as quickly and safely as possible.**
- Parents will be given a carpool tag with their child's carpool number on it, to display in their window. **THIS TAG SHOULD BE DISPLAYED THROUGHOUT THE YEAR. Any time your child is picked up by an adult WITHOUT a Wakelon carpool tag, the adult will be required to come into the building and check the student out from the office. We appreciate your support with this and understanding that the safety and security of our students is extremely important.**

- Keep in mind that the first few weeks of school, the process may be slower as students and parents become familiar with the process. Please be patient!

### **A Child's Mind**

The world is wide with wonder  
For everything is new  
A child's mind is like a sponge  
Or like a flower sipping morning dew  
I love to watch them question

Every single thing  
You never know what is next  
And what each day will bring  
Perhaps we too should open  
Our minds deliciously  
And see the world as a child does  
How exciting life would be!

*Marilyn Lott*