

East Garner Elementary

2016-2017

Student/Parent Handbook

We have put together this handbook to provide answers to questions about East Garner Elementary and to establish common procedures for all of us to use. Although we have tried to include as much information as possible, if you have additional questions, please contact your child's teacher or our office. We hope this information will be helpful. Please keep it available for reference throughout the school year. We are excited about our new school year and our hope is that every child has a successful school experience.

Principal's Note

Parents,

Welcome to East Garner Elementary! We are looking forward to an exciting and productive school year. Please be sure to use this handbook as your guide to general school policies and procedures. I encourage you to use our many resources to keep informed and updated throughout the school year.

We do encourage you to become involved in your child's education. We always appreciate your willingness to volunteer and participate in our school's Parent Teacher Association. When you are involved, it sends a message to your child that education is important!

Again, welcome to East Garner and I look forward to working with you and your child throughout the school year.

*Dr. Principal
erson, Assistant Principal
oby, Assistant Principal*

PTA

*invite all families to join and participate in the East Garner Elementary PTA. Information regarding membership and volunteer
role in the Main Office of the school*

SCHOOL HOURS

9:15–3:45

The school day starts at 9:15 and ends at 3:45. Students may go to their classrooms or breakfast at 8:45. We will begin opening car doors and unloading buses in the carpool line at 8:45. No student may enter the building before 8:45 unless they are enrolled in the Early Arrival Program. **If a child arrives at school after the 9:15 bell the student must be signed in the office by a parent.** In the afternoon, students who ride buses are dismissed when their bus has been called. Students who carpool will be dismissed at 3:45. Carpool tags can be obtained from the office. Carpool students should be picked up no later than 3:45. **Students not to be signed out after 3:15pm. For _____**
ts and supervisory issues, these policies will be strictly enforced.

If you need free translation services to understand school processes, call (919) 852-3303

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

Transportation

Safety for all students is our utmost concern. **If your child is to go home a different way than he/she normally does, a note must be sent to the teacher stating the change. Without written permission, we will send your child home the normal way.** Students may not ride different buses or use different bus stops without prior approval from transportation. Contact the Assistant Principal for assistance with bus changes. Our transportation office will also be contacted for prior approval in the event of an emergency only. **Changes in bus transportation cannot be arranged to accommodate after school play dates or childcare needs.**

BUS DISCIPLINE

Parents are to remind children of appropriate bus behavior. Students should understand that riding the bus is a privilege, not a right. Examples of behavior which will result in a discipline report to an administrator:

- *eating or drinking on the bus
- *placing a body part out of a window
- *pushing or crowding during entry or exit
- *failure to observe safety rules and regulations
- *smoking
- *bringing weapons on the bus
- *delaying the bus route
- *not remaining seated
- *playing, throwing objects
- *using profane or abusive language
- *possessing alcoholic beverages
- *vandalizing or tampering with equipment.

Repeated offenses could result in your child being suspended from the bus for the remainder of the school year. Contact the assistant principal with concerns regarding bus safety issue

Please proceed with caution in the carpool lane and follow all rules. Please remain in the carpool lane for the safety of all children.

- *speed limit is 10 MPH
- *limit cell phone use
- *display a school-issued tag
- *be vigilant

Individuals without school issued carpool tags will be asked to come to the office.

It is dangerous to have children cross the parking lot during carpool; therefore, drop off the child first in carpool, then park your car if you are coming into the building for meetings or to volunteer. Our staff will make sure that your child enters the building safely. UNDER NO CIRCUMSTANCE WILL WE ALLOW PARENTS TO ENTER THE BUILDING AT DISMISSAL TIME. You are to remain in your vehicle with the carpool tag number displayed. A staff member will bring your child to the vehicle.

The school cannot be responsible for notifying children of changes in transportation home; therefore, make afternoon arrangements in the morning, inform your child(ren), and send in a note with the requested change for each child the change impacts. Students who carpool and are riding home with someone else should bring a Basicly, the student is going home with whom they are riding. Must be approved by an administrator.

Call the school office at 303.438.1234 or the phone until 3:00. Changes will only be approved if the phone number that you call is the school's. Do not leave messages regarding transportation on Voice Mail.

Cafeteria Information

You may purchase weekly or monthly lunch accounts from the cafeteria.

Make checks payable to East Garner Elementary Cafeteria.

Please include the child's name and teacher's name on the check or money envelope.

Parents are always welcome to join their children for lunch.

Please keep in mind that your child should be able to open the food containers and they should not require heating. Food for the student is provided by the school cafeteria.

Per Wake County nutrition guidelines, if a child does not have lunch money, he/she will be provided fruits, vegetables, and water for the day. As a reminder, your child will be notified that additional money is needed for his/her lunch account.

East Garner is the proud recipient of the USDA Fresh Fruits and Vegetables Grant .

Student Breakfast * EGES is a "Universal Breakfast" School.
Includes milk & fruit All students receive a free breakfast
or juice

	<u>One Day</u>	<u>Five Days</u>	<u>Twenty Days</u>
Student Lunch			
Includes Milk			
Reduced Price	\$.40	\$2.00	\$ 8.00
Full Price	\$2.00	\$10.00	\$40.00
Adult Breakfast	A la carte		
Adult Lunch	A la carte		

NUTRITION GUIDELINES

In accordance with our new board policies, parents may not bring in food for student consumption for snacks, or other special event treats. Therefore, parents may not bring in non nutritional food (ie: cakes, cupcakes, candy) for student celebrations or Birthdays. Also, in keeping with Board Policy 2420, we cannot send home birthday invitations in the student's backpack. Please plan to mail your own birthday invitations. A very appropriate way to celebrate your child's birthday at school is to buy a "birthday book" for the library. A plaque will be placed in front of the book honoring the birth of your child. Pizza parties, cupcake /cake parties, etc. are not permitted.

Board Policy 5125.3 Nutrition Guidelines for all foods and beverages available on school campuses during the school day

Fundraising activities: Schools will comply with the existing WCPSS Board Policy 6830. Schools will not operate fundraisers that involve food and/or beverage items during the school day.

Snacks during school and after school programs including school based care contracted with outside agencies: All provided foods and beverages will be in compliance with the nutrition standards set by the NC State Board of Education per NC General Statute 115C-264.3.

Rewards: School will not use food or beverages of minimal nutritional value, per US Code of Federal Regulation Sec. 210.11, as rewards for academic performance or good behavior.

Categories of Foods of Minimal Nutritional Value are: soda water, chewing gum, certain candies, hard candy, jelly/gums, marshmallows candies, fondant, licorice, spun candy, and candy coated popcorn.

Food of minimal nutritional value means: "(i) In the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and (ii) in the case of all other foods, a food which provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are - protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron. All categories of food of minimal nutritional value and All provided foods and beverages will be in compliance with the nutrition standards set by this North Carolina State Board of Education per North Carolina NC general Statute 115C-264.3.

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to, the following:

Exposed undergarments

Sagging pants

Excessively short or tight garments

Bare midriff shirts

Strapless shirts

Attire with messages or illustrations that are lewd, indecent, or vulgar, or that advertise any product or service not permitted by law to minors

Head covering of any kind except for religious purposes

See-through clothing

Attire that exposes cleavage

Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon

Any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified

Individual schools are free to specify additional examples of dress or appearance that are prohibited at the school under the terms of this policy. The principal or a designee may require a student to change his or her appearance if it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates the dress code. A second or repeated violation of this policy may result in disciplinary action.

Should a change of clothing become necessary during the school day, a student will be responsible for washing and returning any clothes received from the Health Room.

Students are invited to wear school colors (purple and green) on Fridays - Spirit Days.

Parent Communication

INFORMATION CHANGES FOR STUDENTS

In case of emergency we must have current addresses, telephone numbers, and emergency contacts for all students during the year. Any changes should be sent to the office. If you change your residence, we will need for you to bring another proof of residence (gas bill, electric bill, water bill, purchase/lease agreement) to the office. A phone bill is not considered proof of residence.

WHEN YOU NEED AN APPOINTMENT

To schedule an appointment with your child's teacher or staff member, call, e-mail or send a note with your child requesting that the teacher or staff member contact you. You should expect a response within two school days to schedule a mutually agreed upon date and time. So that teachers can give you the quality time you deserve, drop-in appointments are not recommended before, during, or after the school day.

Friday Folders

A student folder containing student work will be sent home weekly (Friday). Parents should review the weekly progress of the child, keep the contents, then sign and return the folder so teachers will know the parent is aware of their child's progress. Parent information and classroom newsletters will also be sent through weekly folders. Appropriate communication between the school and home is essential for the success of all our children. Teachers will schedule a minimum of two conferences per year. However, parents may request a conference at any time. **Phone conferences are also appropriate as well as home visits when transportation is a problem.**

Guidelines for Release of Students

For security reasons, we will be checking identification of all individuals checking out children.

Students may only be released to parents and to those persons who have been approved by the parents and have signed the locator sheet that is kept in the office. If you need to take your child out of school during the school day, you must sign them out from the office. We cannot permit students to

leave school during the day unless a parent or a parent's official designee accompanies them. If you plan to have someone else pick up your child, please send a note.

Send a note with your child on the day s/he returns explaining the reason for the absence.

An absence may be excused in advance for educational reasons only. The parent must complete form #1710, Request for Excused Absence for Educational Reasons.

Each minute of the school day is important to the learning process. Help us get your child off to a good start by being on time.

Arrival to class after 9:15 a.m. is considered late. A parent or guardian must escort the student to the office to sign them in.

Arrival to class after 12:30 p.m. is considered absent for the day.

Check out before 12:30 p.m. is considered as an absence for the day.

Student Health

If your child becomes ill at school, we will check for a fever and contact you. Always inform the school of any changes in phone numbers for home, work, or emergency contacts. Students are encouraged to stay in class unless a fever of 100 or other symptoms are apparent. A child must be fever free, without fever reducing medication, for 24 hours before returning to school. If a child is suspected of having ringworm, head lice, or an undiagnosed rash, the parent must come for the child. Also, a child must stay home until they have been without vomiting or diarrhea for 12 hours. Students must have a doctor's note and/or proof of treatment in order to return to school.

A school nurse assigned from the Wake County Health Department is on campus one-two days each week. Your school office staff will assist your student with first aid needs.

MEDICATIONS -

Over the counter medications cannot be administered at school without a form 1702-Parent Request and Physician Order signed by a parent and physician.

All prescriptions (ie: inhalers, antibiotics, etc.) must have form 1702- Parent Request and Physician Order for Medication complete and the medicine in the original prescription bottle.

ALL medication must be BROUGHT BY THE PARENT in the original prescription bottle. If this presents an undue hardship, please contact the school office so that other arrangements can be made.

INJURIES -

Limited first aid is provided to injured children and parents are notified when necessary. If an injury requires immediate emergency medical attention, 911 will be called first then parents will be contacted. If the child is taken to a hospital, a staff member will accompany the child if the parent has not arrived. Emergency contacts may include family members, neighbors, or friends that would be able to locate you. Make sure your child's emergency contact numbers are correct.

WCPSS Code of Student Conduct

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 on the WCPSS website and 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.

HARASSMENT/BULLYING

The Wake County Board of Education prohibits harassing or bullying behavior as stated in BP 6414. As used in this policy, harassing or bullying behavior is any repeated, systematic pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication on school property; at any school function; on a school bus; or as otherwise stated in Board Policy 6400-Student Code of conduct, and that places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property or creates or is certain to create a hostile environment by substantially interfering with or impairing a students' educational performance, opportunities, or benefits. A hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

THREATS/HAZING

Threat/False Threat – per Board Policy 6410, no student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. **Hazing** – Hazing is prohibited. No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, beat, harass, or subject him/her to personal indignity. Furthermore, no student shall make a false threat of harm or violence, even jokingly, which causes or is reasonable to cause fear or a disruption to school activities.

WEAPONS AND DANGEROUS INSTRUMENTS

Occasionally at the elementary level, we have students bring items that are not appropriate for show and tell. **Help us by checking your child's book bag to make sure the items are appropriate for school.** Below is Wake County Board Policy 6410 listing dangerous instruments or weapons:

"No student shall possess, handle, or transmit any weapon, facsimile of a weapon, dangerous instruments, substances or other object that can reasonably be considered or used as a weapon or dangerous instrument/substances. This does not apply to any student who finds a weapon or dangerous instrument /substances on school property or receives it from another person on school property and who immediately reports the weapon or dangerous instrument/substances to school or law enforcement authorities."

Weapons and Dangerous instruments include: any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades (except cartridge razors used solely for personal shaving), boxcutter, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

Dangerous Instruments/Substances: Any object or substance that is possessed, handled, transmitted, or used for the purpose of causing or attempting to cause physical injury. Wake County Policy 6410 also states that laser pointers could or do cause physical harm, the laser pointer may be considered a dangerous instrument.

Facsimile of a Weapon: any copy of a weapon that could reasonably be perceived to be a real weapon.

The Lost and Found for clothing and lunch boxes is located in the main lobby. Money and eyeglasses will be kept in the office. Unclaimed items will be donated to a local charity monthly. Please do not allow students to bring large sums of money, valuable items (ie. cell phones), toys, games, cards etc. to school. For security reasons, valuable items will be held in the office until parents can collect them. The school is not responsible for items that are misplaced, missing, or stolen

Please put your child's name on all personal items (including lunch boxes).

All visitors to the school must enter the front doors of the school and check in at the office before going into other parts of the building. Please have a Picture ID available each time you enter the school building. You will be given a sticker badge for identification. Please remember to sign out before departure. It is important that we know who is on campus. Staff members are directed to stop anyone not wearing identification and ask them to return to the office for a visitor badge.

If you wish to volunteer in your child's classroom, please make arrangements with the teacher prior to your visit and have pre-approved Wake County Volunteer Clearance. Please understand that volunteering in the classroom is not the time for a teacher conference or to visit your child. Keep in mind that unannounced visits during the school day take instructional time from your child and others. Teachers who do not have a parent appointment scheduled, will not meet with parents during the instructional day. If you have an urgent situation, please come to the office and we will assist you.

Wake County Board Policy requires all new volunteer applicants for the 2014-2015 school year to register and have an approved criminal record check prior to engaging in volunteer work. Applicants can register at any WCPSS site. The volunteer system will be open daily for registration from July 1, 2013 – Oct. 31, 2013 from 8:00-4:00. **All continuing volunteers**, previously approved during the 2012-2013 school year, **MUST** reactivate as a volunteer **no later than Oct. 31, 2014.**

If you plan to accompany your child on a field trip, you **MUST** have volunteer clearance. Make sure to pick East Garner Elementary as one of the schools you wish to be approved for volunteer clearance.

INTERNET / E-MAIL POLICY

Per Board Policy 6446: "The Wake County Public School System believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for communication and collaboration, exceed any disadvantages; but ultimately, parents and legal guardians of minors are responsible for setting and conveying the behaviors that their child should follow when using media and information resources. To that end, the Wake County Board of Education supports and respects each family's right to decide whether or not to deny their child's Internet access. Students are granted access to the Internet automatically. However, Internet access is considered a privilege and may be revoked at any time by school administration. Parents or legal guardians may deny access to their child at any time through completion of a Parental Request to Deny Access Form."

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