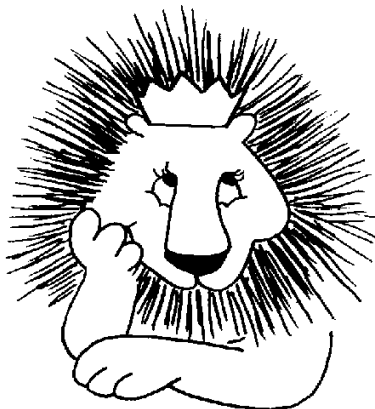


*Kingswood Montessori  
STEM Magnet Elementary*



**Student & Parent Handbook  
2022-2023**

**200 East Johnson Street  
Cary, NC 27513**

Phone: 460-3481

Fax: 670-4286

Principal: Sherry Schliesser

Asst. Principal: Jason Norton

**E-mail: [sschliesser@wcpss.net](mailto:sschliesser@wcpss.net)  
[jnorton@wcpss.net](mailto:jnorton@wcpss.net)**

**Phone Numbers:**

Main Office

460-3481 Ext. 0

Attendance Office

460-3481 Ext. 21617

Counselor

460-3481 Ext. 21603

Cafeteria

460-3481 Ext. 21606

Cary Transportation Office

805-3030

Website:

<http://kingswoodes.wcpss.net>

**Welcome to Kingswood Elementary School!**

## Early Release Dates

**Friday, September 2**

**Thursday, November 10**

**Monday, December 5**

**Wednesday, December 21**

**Friday, March 24**

**Tuesday, March 9**

**School will dismiss at 1:35 p.m.**



### **Meet the Teacher**

**Thursday, August 24<sup>th</sup>**

**2:00 - 4:00 (Grades 1 - 5)**

**Drop by Classroom to meet your teacher!**

### **Pre-K / Kindergarten Meet the Teacher**

**Friday, September 2<sup>nd</sup>**

**4:30 - 5:30 p.m.**

**Drop by Classroom to meet your teacher!**

### Primary (Pre-K - Kindergarten)

Beginning in the Montessori Preschool-Kindergarten environment, students will learn the fundamental rules of math and science through the discovery of natural laws through manipulation of didactic materials and problem-solving with peers. Our multi age organization at this level allows younger students a variety of opportunities to learn at their individual levels. Children learn from each other and because of each other. Differences are welcomed and respected. The Primary classroom, for Pre-K and Kindergarten is divided into the areas of Practical Life, Sensorial, Language, Math, Science, and Cultural Studies.

Practical life is the foundation of Montessori and prepares the child for future work. It provides a transition from the home environment to school using materials found in the child's home. Using these materials, children can develop hand/eye coordination and fine motor control.

The sensorial area provides children with opportunities to order, classify, and develop an understanding of height, length, weight, and color, as well as discover geometric shapes and their properties. Sensorial materials attract the child because of the variations in color, shape, and size present in the works.

Materials in the mathematics area are concrete and sequential. The use of these works allows children to internalize the concept of number, symbol, and operations on a concrete level. Later, the children can use this knowledge to learn higher-level mathematical concepts.

The language area exposes children to sounds and letters. Children learn these concepts through auditory, visual, and tactile experiences. Children can isolate sounds, match objects to sounds, and then to corresponding letter symbols. This knowledge forms the foundation of spelling words and writing sentences with the aid of the moveable alphabet. Children are guided from this process to the reading process.

Science and cultural studies present the concepts found in the world around us. Through STEM and Project Based Learning, these concepts are integrated throughout the school day in all subjects.

### Lower Elementary (Grades Primary – 2<sup>nd</sup>)

The needs of the lower elementary child are different from the primary child and the classroom environment reflects those changes. Some of the same materials are present to be used in more complex ways, and new materials are added to prepare the environment for a higher level of learning. As the children's reading and writing skills increase, they learn to find answers to critical, real world questions in the areas of science and culture by applying their knowledge of Common Core/NC State Standards. Students use digital devices (21<sup>st</sup> Century Tools) to enhance their discovery and publish their products or projects. Students continue to use hands-on manipulatives to understand concepts in mathematics and geometry to support their learning of abstract concepts. As children master skills, they can conceptualize them with the aid of manipulatives and put words to the concepts.

### Upper Elementary (Grades 3<sup>rd</sup> -5<sup>th</sup>)

The Upper Elementary classrooms reflect changes in the needs of these older children. Students use the reading, writing, computing, and technology skills they have learned to work on cooperative projects in literacy, math, science, and cultural studies and present what they have learned to different audiences. Science, Technology, Engineering, and Math are integrated in real world Project Based Learning activities that promote critical thinking, creativity, collaboration, and communication.

### Assessment of Student Mastery

Students are continuously assessed through daily observations of their activities and informal assessments that teachers use to gauge mastery of lessons and guide children to the next level of their work. Teachers can add additional support for those in need of remediation and acceleration for those who are ready to explore the content further. In addition, students are assessed using WCPSS assessments and the North Carolina End of Grade Tests.

### Peaceful Environment

Kingswood culture embraces a peaceful environment where respect for students, staff, and materials are discussed, modeled, and practiced. We follow the Positive Behavior Intervention System (PBIS) where our students know the expectations for every area of their school day through modeling, practicing, and reinforcing these expectations. Students are rewarded for following the SWIM expectations: Staying Safe, Working Hard, Is Kind and Respectful, and Managing Actions. All members of our community speak this language and it helps form the peaceful environment of Kingswood.

### Specials

In addition to classroom learning, our students benefit from Art, Music, Physical Education, Media, and STEM specials each week. Students build upon their individual strengths in these classes as well as increasing their collaborative skills while expressing themselves in various ways. These skills aid in the development of the whole child and positively impact the work that is accomplished in the classroom.

### Library Policies

With a goal of creating lifelong readers and learners, our Library has a large collection of books for all interests and reading levels, and we encourage leisurely reading of both fiction and non-fiction. Primary students can check out one book per visit. Grade 1 can check out two books per visit. Grades 3-5 will be allowed to check out three books per visit. We give students plenty of time to read their books, and renew if needed, but appreciate prompt payment of replacement fees for misplaced or lost library books.

We immediately replace the lost books and therefore ask that if you find the book you paid for, please keep the book since we have already replaced the book. It causes a bookkeeping issue if we must refund money that we have already used to replace the lost book. We end up with two books and an unbudgeted cost for our school funds.

Thank you for your support.

### Last Word

Remember, we are here to provide the BEST educational experience for your child. Please do not hesitate to call with questions or concerns. The only bad question is the one you fail to ask.

Sherry Schliesser  
Principal

Jason Norton  
Assistant Principal

## **Kingswood School Hours:**

9:05 a.m. to 3:35 p.m.

### **Arrival and Dismissal:**

Arrival time is between 8:35 and 9:05 a.m. Children are not allowed into the classrooms or hallways before 8:35 a.m.

After the first week, 1<sup>st</sup> – 5<sup>th</sup> grade parents will say “Good Bye” to children at the front door. Parents may call school if they want to set up an appointment to talk to teachers. Teachers are busy helping students from 8:35 – 9:05 a.m.

Kindergarten parents should begin saying “Good Bye” at the door to their children beginning September 12<sup>th</sup>. Thank you for your assistance in this matter.

Class instruction begins at 9:05 a.m. Breakfast is made available from 8:35-9:00 a.m. each morning. Please make every effort to have your child here by 9:00 each day to avoid missing valuable instructional time.

Dismissal time is 3:35 p.m. for all children. The exception is on the six Early Release Days listed on the back of this handbook when students will be released at 1:35 p.m.

It is imperative that we closely adhere to arrival and dismissal times. The time before class is vital for teacher preparation to ensure a smooth and productive day.

### **Kingswood Procedures**

- All parents, staff, and students will abide by Wake County School Board policies.
- Our school day begins at 8:35 and ends at 3:35. Arrival of students begins at 8:35 and ends at 9:05. **We do not have adult supervision prior to 8:35 a.m.** The car rider lane moves swiftly but you can help us out by doing the following; have your child ready to get out of car when you reach the carpool attendants, no cell phone usage in car rider lane, 5 mph maximum speed in parking lot, say your goodbyes prior to reaching adult assistants. We ask that all carpool vehicles only make right turns into and out of the parking lot during carpool times (8:35-9:05) and (3:35-3:55).
- If your child rides home in a car he/she must be picked up promptly at 3:35 PM. **Please go through the carpool line rather than park on the street to pick up your child.** Students will remain in their classroom until their name is called.
- Teachers will provide a weekly communication folder for parents and students that is sent home with the student on Monday. Please read all forms of communication that come home from school.

Visitation to classrooms without **prior** arrangements will not be permitted. If you plan to visit a classroom, you may communicate with your child’s teacher via e-mail, send a note or call the front office (919-460-3481). As always on the day of your visit, please sign in at the front desk for your visitor’s badge.

### **School Pictures**

School pictures will occur two times during the school year. Two individual pictures and one class picture will be available to be purchased. Pricing and package information will be sent home at a later date.

### **Parent-Teacher Conferences**

Teachers are expected/required to hold two conferences per year to discuss your child's academic progress. The first conference is held around the time of the first report card period. The second conference is generally scheduled in the spring. Teachers will make every effort to schedule conference at times, which are mutually convenient for both the parents and the teacher. Parents can also initiate conferences, please call first to schedule these conferences in advance.

The following are tips for successful conferences:

- ◆ Plan to give the teacher at least a day of advance notice. Prepare in advance a list of items you wish to discuss with the teacher.
- ◆ Ask your child if there is anything he/she would like you to discuss with the teacher.
- ◆ Be reasonable in what you expect the teacher to do and about the amount of specific attention the teacher can give your child.
- ◆ Start right away on the action steps that you and the teacher decided upon.

### **Parent Teacher Association (PTA)**

Kingswood parents and teachers are encouraged to join and actively participate in the PTA. We need your support! A schedule of PTA meetings can be found on the school website. Events and meeting dates/reminders will be sent home with students in their weekly folders.

### **Absences and Health Policies**

#### **Absences**

When a student is unable to attend school, parents should call 919-460-3481 X21617 by 9:05 AM. They are to state the student's name, teacher's name, and reason for absence to office personnel or voice mail. Please make sure to send a letter to the school once your child returns to school for documentation. Absences are excused for the following reasons:

- Illness or injury, which makes the student physically unable to attend school or isolation ordered by State or County Board of Health.
- Death in the family.
- Medical, dental, or other appointment with a health care provider approved in advance.
- Religious observance, as suggested by the religion of the student or the student's parents, with prior approval.
- Participation in a valid educational opportunity, such as travel, with prior approval.

**School Attendance** is a huge indicator of  
student academic success!!!

To be counted as present, the student must be in attendance at least one-half of the school day. If the student comes in after 12:20 p.m. he/she will be considered absent for daily attendance records. School attendance is very important to your child's academic success. A letter will be sent to your attention after three unexcused absences. Additional letters are sent for 6, 10 and 15, etc. days absent. If the absences continue, our social worker will be asked to call you and try to resolve the situation. Parents of students at Kingswood on transfer, please refer to Board Policy 6203-10 regarding attendance requirements for transfer students.

### **Family Trips When School is in Session**

Wake County Policy provides for excused absences for educational trips or days absent for religious reasons if approved in advance of the absence. If you anticipate an absence for educational or religious reasons, please pick up a Prior Approval Request for Excused Absence form from Ms. Ferro in the Data Manager's office, located in the main office. The form should be completed and returned to Ms. Ferro no later than the Monday prior to the absence. Missed work for excused absences will be provided after the child returns from the trip.

### **Tardies**

Students are considered tardy if they arrive at or after 9:05 a.m. Any student arriving at or after the 9:05 a.m. bell will have to report to the office to sign in (**a parent must sign in the student**) and receive a note for admission to class.

**Parents must accompany students to the door when checking in late. Ring the doorbell and a school employee will come and assist you.** If a parent does not walk the student in, the tardy will be marked as unexcused regardless of the reason. We will use the computer for students signing in tardy. Excessive tardies and/or absences will be closely monitored.

**Please notify the school immediately if your address changes. You will need to provide proof of residency.**

**Please notify the school immediately if your phone number changes so that we can contact you in case of sickness or emergency.**

### **Inclement Weather Instructions**

In case of snow or other dangerous weather or emergency situations, a decision may be made to close or delay school. These decisions are made after the National Weather Service and local weather bureaus have been consulted. As soon as a decision is made, local radio and television stations are notified, and a notice is posted on the school system's web page at <http://www.wcpss.net>.

If school days are missed for inclement weather, please refer to the 2022-2023 WCPSS Traditional School Calendar for make-up day information.

### **Student Health**

A **Wake County Public Health Nurse** will visit our school two days per week. The **Health Dept.** stresses that children learn best when they are well and happy. Some suggestions about how to help prevent illness in your child are as follows:

- Have your child get a complete physical before he/she enters school, and be sure your child has all the required immunizations.
- Notify the teacher of any health problems or handicaps.
- Make sure your child has 8 to 9 hours of sleep each night.
- Assure that your child has three good meals each day.
- Insist that he/she dress appropriately for the weather.

**Children who become ill during school hours will be asked to call their parents. A fever, certain rashes, and the like require that students be sent home. A student sent home with a fever is asked to remain at home for 24 hours until fever free without the use of fever reducing medications.**

**Medication** will not be administered to students without the proper form on file signed by the parent/physician as is required by Wake County policy (Form #1702). Any over-the-counter medication must also be accompanied by a physician's form. If your child is prescribed a short-term prescription for an illness, please check with the front office on the procedure. Also, the parent must bring any medications to the school. Medications that do not follow these guidelines will not be administered.

### **Emergency Procedures**

In case of an accident or sudden illness the school will not hesitate to seek proper care for a child. The child's individual emergency instructions on file in the school office are consulted immediately and the parents are called. It is very important that you keep emergency contact information current in the office. Please notify the office when your phone number changes. If you do not have a phone, please provide us with a number of someone who can contact you in case of emergencies. Parents are called when students become ill or injured during the school day. Parents are expected to pick up the children when they are unable to remain in the classroom.

### **Entering the Building**

The school's main entrance is facing E. Johnson Street. Please enter the school from the main entrance. Because of security, all outside doors will be locked, please ring doorbell for admittance into the building. All visitors are required to register in the office located near the main entrance.

### **Classroom Interruptions Policy**

In an effort to make the most of instructional time, WCPSS has adopted a policy to reduce interruptions during regular classroom time. Students can learn best and teachers can teach the best when instructional time is not interrupted by announcements, unexpected visitors, or messages from the main office of the school.

We need your help as we work to give your child the best possible learning experience. Thank You!

- ❖ You are always welcome to visit, to volunteer in your child's class or eat lunch with your child. **Please notify your child's teacher the day before your visit so we will be expecting you.**
- ❖ Please notify your child's teacher at least one day in advance (except in an emergency) if you will need to pick up your child early for a doctor's appointment or other excused absence.
- ❖ Except in an emergency, telephone messages to students will be delivered during lunch or at the end of the instructional day.
- ❖ Parents are not permitted to bring or send food for birthdays or celebrations of any kind. Student's birthdays will be recognized during school wide morning announcements. Each child will be invited to the main office to receive a birthday pencil. Any parent interested in purchasing a new book for the school in honor of their child's birthday, may send in a check for \$5.00. The new book will be tagged in honor of that child.
- ❖ No home baked food is permitted according to Wake County policy.
- ❖ Even if all the above criteria have been met, classroom visitation is always at the discretion of the school principal.

### **Breakfast and Lunch:**

Breakfasts/lunches may be prepaid for student meals for a week or longer. They may be paid by check, cash or money order. You may also set up an account online to pay for your child(ren)'s breakfast and/or lunch under **mylunchmoney.com**. Always include the students' lunch number when prepaying by check. Take the money directly to the cafeteria. A free and reduced breakfast and lunch program is available for those who qualify. Forms for applications are available to all children from the office during the school year. Forms are mailed to the home of returning students during the summer.

Family members are welcomed and encouraged to eat with students. Adults may purchase lunches a la carte. Students in Grades 1-5 may purchase only one snack/dessert per day. Kindergarten students may purchase one snack/dessert on Friday only. This helps ensure that students develop the healthy habits of eating nutritional foods instead of filling up on snack items.

### **PRICES**

<b>Breakfast</b>	Full Price- \$1.50 Reduced price- Free	<b>Lunch</b>	Full Price- \$3.00 Reduced Price- \$.40
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### **Lunches from Home**

We encourage parents to prepare nutritional foods which enable our children to develop healthy attitudes at all levels: mentally, emotionally, and physically. All foods need to be sent to school ready for the child to eat- precut, mixed, peeled, etc. Please do not send glass containers or jars. Use plastic containers or plastic bags that the child can open independently. Do not send canned soda for your child for lunch.

### **Field Trips**

During the year, the children take field trips to enrich their learning experiences. All trips will be chaperoned by teachers and parents. All field trips will be announced in advance and all children must have a signed permission form on file at the school before participating. The school system will provide transportation.

### **Bus Conduct**

Riding the bus is a privilege, and students must follow the rules. The following rules have been established in order to ensure the safety of all students who ride buses:

- Use only the assigned bus stop.
- Use orderly behavior at the bus stop as well as on the bus.
- Remain seated and facing front when the bus is in motion.
- Talk quietly and make no unnecessary noise. Talk to the driver only when it is necessary.
- Put all trash in receptacle supplied by the bus driver – do not throw anything out the windows.
- Stay quiet when the bus is crossing the railroad tracks.
- Additional information can be found on the WCPSS website.

### **The following are established policies and procedures for school bus discipline:**

- The bus driver will report misbehaving students to the principal or principal designee.
- The principal or principal designee will notify the parent guardian by telephone or Bus Discipline Notice upon receiving a bus driver report.
- ❖ The first offense usually receives a warning depending on the severity of the offense.
- ❖ The second offense requires bus suspension for one to five days.
- ❖ The third offense may result in bus suspension for five or more days.

**The parent or guardian will be responsible for transportation to and from school during a bus suspension period. Failure to bring the student will be treated as truancy.**

### **Dress Code**

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 students or others is prohibited.

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

- Sagging pants
- Excessively short or tight garments
- Bare midriff/strapless shirts
- Head covering of any kind
- Shirts or blouses with tiny straps (less than 2 finger width)
- Exposed cleavage is not permitted.

If a student's dress or appearance is such that 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, the principal or principal's designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

### **Dismissal**

**All Bus riders** will be released from the classroom. Students who miss buses will remain with the classroom teacher to await transportation home. Please help your child/children remember the importance of safety on the bus. Transportation is a privilege not a right. In order to preserve the privilege of riding school buses, students must follow the safety rules. For information or questions about routes, drivers, or bus service, please contact 805-3030, Cary Transportation Office.

**Parking:** No unattended vehicles can be left in the fire lane in front of the gym. This area can only be used during carpool.

**Parents:** In order to improve the flow of traffic, please do not make left hand turns in or out of the parking lot from 8:35-9:05 AM and 3:35-3:55 PM. Thank you for your assistance in this matter.

**Car-poolers** will be dismissed from their classroom using a google form that the teacher will project on the board in the classroom so that the student knows when their ride has arrived. Dismissal will begin at 3:35.

**Day care van riders** will be dismissed from the bus loop.

**Walkers** will leave the campus from the main entrance of the building at 3:35.

**Bicycles** may be ridden to school. Bike riders are to walk when crossing intersections and when on campus. Bicyclists are to park their bikes in racks located on campus by the gym.

### **Transportation Changes**

For a child's mode of transportation to change, a note from the parent/guardian must be given to the child's teacher. Please do not call the office to request transportation changes unless it is an emergency. If your child is a transfer student and is not allowed to ride the bus, he/she is not allowed to or from school on the bus under any circumstances.

### **Early Dismissal- Sign Out Procedure**

A student leaving the school early will only be released to the parent/guardian or persons listed on the Student Locator Card and then only after the main office has verified the identification of the individual making the request. Any person checking out a student will need to sign the student out on the computer in the main office.

## **Parking at Kingswood Elementary**

**Very Important parking information:** Parking is not allowed in the space in front of the gym. The yellow lines denote spaces that are NO PARKING for the fire lane in front of the gym. Please honor this as you make your plans for attending events at Kingswood. We want to ensure the safety of all people who attend events at our school. You may want to come a bit earlier in order to secure parking in designated spaces, either in the front parking lot, back parking lot or on the street parking (please observe all no parking signs). No one will be allowed to stay parking in front of the gym. The only exception is during morning and afternoon carpool. Thank you for helping us to keep our school safe.

## **Homework Policy for Kingswood Elementary**

The homework policy for Kingswood can be found on the website, please contact the office if you need a paper copy.

## **Grading Policy for Kingswood Elementary**

The grading policy for Kingswood can be found on the website, please contact the office if you need a paper copy.

## **POSITIVE BEHAVIOR INTERVENTION & SUPPORT OVERVIEW**

The purpose of the Kingswood Positive Behavior Support (PBIS) team is to enthusiastically support staff in learning the skills needed to:

- Teach and model positive behavior
- Build quality relationships with students
- Create an effective and productive learning environment

To ensure a positive school environment in which good character can flourish, all Kingswood adults must practice behaviors that support student independence and responsibility. Adults will do the following:

1. Align classroom rules and procedures with the PBIS model.
2. Be clear, consistent, and fair with all students.
3. Encourage success, both academically and socially, thereby promoting a positive school climate.
4. Model, practice, teach, and reinforce appropriate positive behavior.
5. Invite parental involvement and support to enhance the school climate.
6. Share responsibility in effective discipline.

### **SWIM Matrix:**

- S** Stays Safe
- W** Works Hard
- I** Is Kind and Respectful
- M** Manages our Actions



**Kingswood Elementary School PTA**  
<https://www.wcpss.net/domain/14741>  
200 E. Johnson St. Cary, North Carolina 27513

August 2022

Dear New and Returning Kingswood Families,

On behalf of the Kingswood Elementary Parent Teacher Association (PTA), it is our pleasure to welcome you for the 2022-23 school year! We are looking forward to a great year filled with fantastic events, community building activities, and most importantly supporting our kids and teachers.

The PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. **Here's how you can help us make this vision a reality.**

**Join.** Joining the PTA enhances your child's experience at our school. Membership dues this year are \$10 per person or \$17 per family. Membership is not limited to parents and faculty, so please encourage your extended family or anyone in the local community to join. Four dollars will go to State and National PTA organizations and the rest will go to Kingswood PTA programs, some of which are described below.

**Become involved.** Research shows that when families are involved with school, children do better – grades are higher, test scores rise, self-esteem grows, schools improve, and children are healthier overall. Plus, you will know what's happening at Kingswood, meet other parents and teachers, and build relationships in the community. We are stronger when you contribute your ideas, concerns, and experiences.

**Donate.** By donating to the PTA, you support exciting learning as well as engaging programs and events. You can easily support KES PTA through retail outlets such as AmazonSmile, Harris Teeter Together in Education, Publix Partner, Coca-Cola Give, Box Tops for Education and Lowes' Food Cart to Class Program. Select Kingswood Elementary as your school when signing up!

**Volunteer.** ***Volunteers are critical to help achieve our mission!*** There are many different tasks, large and small, that can be done either at school or from home on your own time. You can find various types of volunteer opportunities on our webpage and in our newsletters.

Here are a few of the many programs that the PTA plans to fund this year (**but we need your help to achieve!**):

- Family-School Partnership Program that focuses on student achievement through parental engagement and academic support
- School Community connection and appreciation events
- STEM (Science, Technology, Engineering & Math) events that families and kids can participate in together
- Environmental education and outdoor learning projects

- School improvement projects, staff trainings, equipment, and necessary teaching supplies
- Educational programs focused on culture and the arts
- The Green School Initiative, establishing eco conscious systems in school to reduce our community footprint and encourage a planet friendly lifestyle. An example of such is our school compost project.

Please join us for our first PTA Meeting of the school year scheduled for Tuesday, September 13<sup>th</sup> at 6:30 PM! We will meet on the second Tuesday of each month throughout the year.

Please consider joining PTA by returning a membership form or by going online to: <https://kingswood.memberhub.store>

For volunteer and committee opportunities, connect with us directly at:

[kingswoodelempta@gmail.com](mailto:kingswoodelempta@gmail.com)

We look forward to partnering with you for a fun and successful year!

Sincerely,

Your 2022-23 Kingswood PTA Officers:

Maggie White, President  
Kristi Thompson, Vice-President  
Helena Bozorg, Treasurer  
Sharon Hinton, Secretary