

PARENT/STUDENT SCHOOL HANDBOOK 2018-2019



1000 FAYETTEVILLE STREET * RALEIGH, NC 27601 * (919) 856-7960

“Washington GT Magnet Elementary will find and nurture the gifts and talents of all students.”



Table of Contents

Mission, Value, and Vision Statements.....	3
Principal’s Welcome Letter.....	4
PTA’s Welcome Letter.....	5
2018-2019 School Calendar, Schedule, and Program.....	6-7
Washington Calendar of Events.....	6
Daily Schedule.....	7
Early Arrival Program.....	7
After School Program.....	7
Inclement Weather.....	7
Child Nutrition Services.....	8-9
Breakfast and Lunch.....	8
Cafeteria Accounts.....	8
Cafeteria Expectations.....	9
Student Expectations.....	9-12
Attendance.....	9
Appropriate Dress.....	10
Electronic Devices.....	10
Toys.....	10
Lost and Found.....	11
Forgotten Items.....	11
Behavior.....	11-12
Transportation.....	12-14
Buses.....	12-13
Carpool.....	13
Walk Ups.....	14
Transportation Changes.....	14
Checking In or Out of School.....	14
Emergency and Medical Information.....	15-16
Change of Address or Phone Number.....	15
Emergency Information Form.....	15
Student Illness.....	15
Medication.....	16
Visitors and Volunteers.....	16-17
Visitors to Campus.....	16
Meeting with Staff Members.....	16
Volunteer Procedures and Registration.....	17
Instructional Program.....	17-18
Core Curriculum/North Carolina Essential Standards.....	17
Multi-Tiered System of Supports (MTSS).....	18
Homework Policy.....	18
Academically Intellectually Gifted.....	19
Electives.....	19
Report Cards.....	19
Promotion Standards.....	20
FieldTrips.....	20
Conferences.....	20
School Learning Experiences.....	21
Parent Acknowledgement Form.....	22

Mission Statement

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.

Vision Statement

Children are the primary focus of Washington's school community. In this safe, positive and child-centered atmosphere, students are free to learn, grow, and excel.

Administrators, teachers, parents and children work collaboratively to facilitate our innovative instructional program which challenges all children to reach their full potential. In addition to our core academics, Washington's magnet electives nurture our children's unique educational needs and interests.

This exciting learning community prepares students to take an active and productive role in their futures.

Core Beliefs

- Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.
- Every student is expected to learn, grow, and succeed while we will eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.
- Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all students.
- 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.
- The Board of Education, superintendent, and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
- 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.

Value Statement

We will create an environment that engages learners, embraces diversity, promotes respect, and recognizes efforts and achievements of all students.

We will meet the individual needs of students through timely identification, intervention, and enrichment in order to develop confident, lifelong learners.

We will foster a collaborative environment that includes families, students, staff, and community to promote choice, support, respect, and growth.

We will empower our students with tools to effectively communicate, solve problems, develop and maintain healthy habits, and interact respectfully with others.

We will equip our students to meet their full potential through our unique magnet program.

Administration and PTA President's WELCOME TO Washington

Welcome Back Washington Wizards!

We are looking forward to partnering **with you** to as we *grow*, enrich, and challenge our children as well as equip them with the tools and talents to be meaningful collaborative learners, strong critical thinkers, and effective at building their voice and advocacy skills (through social emotional learning). We have many achievements to celebrate from last year...

- ❖ Highest applied to magnet elementary school in Wake county
- ❖ Earned National Magnet Certification
- ❖ Named a Magnet School of Distinction
- ❖ 1st place in Scholastic Pursuit
- ❖ 2nd Place in Science Olympiad
- ❖ Surpassed WCPSS average performance on EOG's
- ❖ Recognition as a National Historic Landmark
- ❖ 95% of families believe WES administrators create a school environment that helps children learn (68% is district average)
- ❖ 94% of families believe the school values the diversity of children's backgrounds (68% for district)
- ❖ 96% of families believe teachers have respect for the school's students (72% for district)

We can't wait to see what we (Families/Staff/Community partners) achieve together this coming year. We love and celebrate our diversity and our magnet program which offers so many unique learning opportunities for our students. Families are a critical part of our work and we encourage you to play an active role at school and in your child's classroom. We, along with our amazing staff, look forward to nurturing, growing, and challenging all of our students and partnering with **you** in the process.

Sincerely,

Bob Grant

Bob Grant
Principal
bgrant@wcpss.net
919-856-7960, ext. 26598

Roxann Sykes

Roxann Sykes
Assistant Principal
rsykes@wcpss.net
919-856-7960, ext. 26599

Greetings, Washington Wizards!

On behalf of the WES PTA Executive Board, we are so excited to welcome you to the 2018-19 School Year!

PTA Communications

The PTA will be sending out a detailed info packet in your child's Monday Folder in September. We will also be bringing back quarterly paper newsletters, please look for those in your child's Monday Folder at the beginning of each quarter.

We will continue to publish our bi-weekly Wizard Words through **MemberHub**. You can **set up a profile** on the MemberHub website at <https://washingtongt.memberhub.com/join/pe8h0b> where you can allow notifications via email or text. All PTA Events and Announcements will be sent out via MemberHub.

Additionally, we have pages on a few social media sites if you are interested in following us. Facebook: Washington GT Elementary PTA (general info) and Washington GT Elementary Carpool (to connect with other families and set up carpooling) and Twitter: @WizardPTA.

PTA Membership

Your annual PTA Membership includes membership in both the North Carolina and national PTA organizations, which means that we must have all of our members renew their PTA membership each fall. You can renew your PTA membership online through your MemberHub account (click on "Store" at the top after you are logged in to your account) or you will be able to join in person at Washington's Open House or with the form we will send home in Monday folders. It is important that we have strong membership numbers so that our voices are heard, so **please join PTA this year!**

Opportunities to Volunteer!

We are planning on hosting all the great events at WES this year that our families love! This fall, we look forward to our Open House, Reflections Arts Program, Fall Family Picnic and Arts & Letters Night (with our Scholastic Book Fair). We also run some great programs to get funds in the hands of our teachers - both Teacher Start Ups and Teacher Grants.

We need lots of parent help to make all these great programs happen. **YOUR HELP!** Please consider volunteering on a PTA committee at WES this year. We have jobs you can do at home or at school, in evenings or daytime...whatever works for you! We especially need committee members on the following committees: Website, Event Planning, Staff Appreciation, Yearbook, School Spirit Nights or Bookfair. Please email us at wesgtpta@gmail.com if you can help.

Thanks!

Amy Thomas,
2018-2019 WES PTA President

WASHINGTON CALENDAR OF EVENTS 2018-2019

2018

AUGUST

T 16 Back to School Breakfast for Staff 8:00 a.m.
 Su 19 PTA Playdate at North Cary Park 3:30pm
 Th 23 Meet the Teacher (5:00-6:30)
 S 25 Kindergarten Playdate (10:30 - 11:30am)
 M 27 First Day of School
 F 31 PTA Board Meeting (9:30am)
 F 31 Kindergarten Meet the Teacher (2:00 - 3:00 pm)

SEPTEMBER

M 3 Holiday
 T 4 Kindergarten Parent "Super Start" (8:50 - 10:00 am)
 Th 13 Open House & General PTA Meeting (5:00 - 7:15 pm)
 M 17 Electives begin 1-5
 T 18 Room Parent Orientation (9:30-10:30am)
 W 19 Holiday Yom Kippur
 M 24 Shining Star Fundraiser Begins
 F 28 PTA Board Meeting (9:30am)
 F 28 Early Release

OCTOBER

TBD PTA Reflections Art Contest
 M 8 Kindergarten Electives Begin
 F 12 Fall Picture Day
 Th 18 Fall Picnic (5:00 - 7:00 pm) with Reflections display?
 TBD Vision Screening
 F 19 Early Release
 M 22 5th grade Parent info session on magnet middle schools (6:00 - 7:00 pm)
 23-27 4th Grade Writer-in-Residence
 Author, TBD
 F 26 PTA Board Meeting (9:30 am)
 W 31 Teacher Workday

NOVEMBER

TBD Jellybeans Spirit Night
 M 13 Q1 Report Cards Go Home
 M 12 Holiday
 5-9 Book Fair
 Th 8 Arts and Letters Night & General PTA Meeting
 F 16 Fall Picture Make-Up
 T 20 Early Release
 21-23 Thanksgiving Holiday

DECEMBER

TBD Holiday Coat Drive and Holiday Magic
 3-4 Grade Level Spelling Bees
 F 8 PTA Board Meeting (9:30 am)
 F 21 Early Release
 24-2 Winter Break

2019

JANUARY

T 1 Holiday
 Th 3 First day back for students
 Magnet Open House (TBD)
 T 8 Spelling Bee Final (6:00 - 8:30 pm)
 F 11 PTA Board Meeting (9:30 am)
 F 18 Teacher Workday
 M 21 Holiday
 Th 24 Science Fair/Math & Science Night & General PTA Meeting/Magnet Evening Open House

FEBRUARY

M 4 2nd Q Report Cards Go Home
 F 2 Yearbook Candids
 F 15 Early Release
 18-19 Teacher Work Days
 F 22 PTA Board Meeting (9:30 am)
 TBD Jellybeans Spirit Night (5:15 - 7:00 pm)
 TBD Bus Driver Appreciation Week

MARCH

F 8 Early Release
 F 15 Spring Picture Day (Individual and Classroom)
 Th 21 Theater Production Evening Performance
 F 22 PTA Board Meeting (9:30 am)
 F 29 Teacher Work Day
 TBD Staff Appreciation Week

APRIL

M 8 Q3 Report Cards Go Home
 Th 11 International Culture Night
 15-22 Spring Break
 F 26 PTA Board Meeting (9:30 am)

MAY

Th 16 Spring Fling Elective Showcase & General PTA Meeting
 Th 16 4th quarter electives end
 F 24 PTA Board Meeting (Lunch)
 M 27 Holiday

JUNE

F 7 Field Day (rain date Mon 10th)
 W 11 Last Day/Graduation (9:45 am)/Q4 Report Cards Go Home

DAILY SCHEDULE

The school day for students at Washington is from **9:20 a.m. – 3:50 p.m.** Students should not arrive at school prior to 8:50 a.m. unless they are enrolled in our Early Arrival Program. We have no provisions for supervision before this time.

8:50	Building Opens
9:15	Announcements
9:20	Tardy Bell Ring
3:50	Dismissal

Each day, students will have lunch and recess based on their schedule. Electives run Monday through Thursday for approximately seven weeks each quarter. Fridays are reserved for additional time in the basics, field trips, or special events. K-2 students go to one of five specials each day: Art, Dance, Drama, Music, or Physical Education. 3-5 students go to these specials when electives are not in session.

EARLY ARRIVAL PROGRAM

An Early Arrival Program is available at Washington Elementary School from 7:00 - 8:50 A.M. Please call the school, 919-856-7960, or access information on the school website under the “Our School” link if you need further information about this program and its costs. Parents must escort their children into the cafeteria and sign them in each morning.

AFTER SCHOOL PROGRAM

The Boys and Girls Club provides an *after-school* program on the Washington Elementary School campus from 3:50 - 8:00 p.m. Information about this program and its costs may be obtained from the Boys and Girls Club at 919-518-9609 or through the “Our School” link on our website.

Several other daycare centers provide after-school care. [This link](https://docs.google.com/document/d/1AQIW36lw1QCXRZNhvsZh2fj2GayF7s5AR0khgesjAqo/edit?usp=sharing) provides info on possible care options <https://docs.google.com/document/d/1AQIW36lw1QCXRZNhvsZh2fj2GayF7s5AR0khgesjAqo/edit?usp=sharing>

INCLEMENT WEATHER

Information about school delayed openings, early dismissals, and closings during inclement weather will be available by **School Messenger alerts** from the county, **radio, television, twitter (@gtwizards1), or the internet at www.wcpss.net**. School may be dismissed early due to weather conditions that present a hazard to students’ safety. Plan with your child what to do if school closes early so that a telephone call will not be necessary. Written directions regarding transportation arrangements for unscheduled dismissal should be on file with your child’s teacher. If it is absolutely necessary to call the school, please **do not leave a message on the school voicemail**. When we have unscheduled dismissals, we often cannot get a phone line free to access messages until all students are gone.

On mornings when there is snow or ice, your best source of information will be **School Messenger alerts** and/or radio or television stations. They will announce cancellations or delayed openings. **On days when we have a delayed opening, no breakfast will be served. Students will have lunch on a modified scheduled.**

Child Nutrition Services

Our CNS Manager here at Washington can be reached at 919-856-7960, ext. 26607. After the first ten days of school, we welcome parents to join their child(ren) for lunch in the cafeteria after signing in at the main office.

BREAKFAST AND LUNCH

Breakfast is available each morning from 8:50 – 9:20 am. Students should arrive early enough to check in with their teacher, eat breakfast, and be out of the cafeteria by 9:15 am so they can be on time for class. Students arriving too late may miss the opportunity for breakfast.

Breakfast Prices:

Full: \$ 1.25

Reduced: \$.30

Adult: A la carte prices

Lunch Prices:

Full: \$2.55

Reduced: \$.40

Adult: A la carte prices

Each class is assigned a lunch period. Please check with your child's teacher to find out what time your child will be having lunch each day.

CAFETERIA ACCOUNTS

To avoid students carrying cash with them, parents are encouraged to open an account for their child(ren) if they will be purchasing items from the cafeteria. Each child's account has three sub-accounts (breakfast, lunch, and open) to allow parents to regulate how their child is spending the money. There are several ways to open this account:

1. Send a check, made payable to Washington Elementary CNS, to school with your child(ren). The check should include the student's account number, name and designated sub-accounts for money distribution. Students should take this check to the cafeteria in the morning between 8:40 and 9:10 a.m.
2. Another option is for parents to enroll with the national service My Lunch Money. Enrollment is available online at www.MySchoolBucks.com or by calling (855)832-5226. This service allows parents to deposit funds into their child's lunch account anytime via computer, or phone. Parents may also designate sub-accounts through this service. Parents will need their child's student ID or Powerschool number to enroll. This number can be found on the child's report card.

Regulations do not allow us to lend money for meals; however, students who are out of money in the "Lunch" or "Open" account will receive fruits, vegetables, and water from the cafeteria for lunch.

Students, per Children Nutritional Services policy, are provided a maximum of 3 free lunches of fruits and vegetables during the year. It is important to keep up with your child's lunch account.

Cafeteria Guidelines

To Be A STAR Student in the Cafeteria:

- ❖ **Show self-control:** I will enter the Cafeteria quietly, stand on an open star at the serving line, stay in my seat and raise my hand and use the hand signals if I need something.
- ❖ **Take Responsibility:** I will get everything I need before I sit down. I will clean up my area. Make only one trip through the serving line.
- ❖ **Act Safely:** I will walk and keep my hands, feet, and objects to myself.
- ❖ **Respect Yourself and Others:** I will wait my turn, use table manners, and control my volume while talking with my friends and others at my table.
- ❖ I will follow instructions of all adults.
- ❖ I will leave a clean area for the next class (wipe tables and sweep floor).
- ❖ Have quiet lines before and after lunch.
- ❖ Enjoy lunch with your classmates.
- ❖ I may invite **2 friends** to eat with me when having lunch with a parent/visitor.

Student Expectations

ATTENDANCE

School attendance is vital to students' success! Children are most successful when they attend school regularly. Research shows that student achievement is directly and positively related to the amount of time students spend at school paying attention and trying to learn. Unnecessary absences and excessive tardiness increase your child's risk of falling behind and struggling academically. Please make every effort to get your child to school on time every day. We do understand that children must sometimes be away from school for various reasons, but we strongly encourage your child to be here as much as possible unless they are ill. When possible, please schedule medical and other appointments outside of school hours. Please read carefully the Wake County Policy on school attendance located in the WCPSS Student/Parent Handbook carefully.

Being on time to school is equally important. When a student is late, the student is missing instruction and starts the day at a disadvantage. However, when a student must be late, the parent **MUST** sign-in the child in the office.

Special requests for absences such as educational trips must be submitted in advance on a form that may be obtained in the office. After completion of the form, please return it to your child's teacher who will give it to the principal for final approval. **Students will be responsible for completing any missed work.** Before seeking to take an extended trip please refer to the educational absence guidelines posted on our school website under the "Parents" link. Extended unapproved absences for magnet families can result in a student losing their magnet seat.

Absences and late arrivals are not excused for car trouble, missing the bus, staying home to supervise younger siblings or trips not approved in advance.

We are concerned for and want to account for all students. Please notify the school when your child is absent. In addition, North Carolina law requires that each student ***submit a note signed by a parent/guardian*** explaining the reason for the ***absence within two days after the child returns to school***. Student absences are marked unexcused if a signed note is not returned within two days. Valid reasons for excused absences can be found in the WCPSS Parent/Student Handbook. Please be aware that regardless of the reason for absences, letters are sent out to parents to make them aware when there are multiple absences on the child's record. We are required to inform parents of absences whether the absences have been excused or not.

APPROPRIATE DRESS



The WCPSS dress code (6410.1) for students does set standards for appearance and dress that are compatible with an effective learning environment. Some examples of prohibited dress include bare midriffs, strapless or spaghetti strap tops, short or tight garments, see through clothing, sagging pants and exposed undergarments. Shorts or skirts should approximately reach the child's longest fingertip when their arm is by their side. Other prohibited items include chains or spikes, messages that are vulgar or advertise items not permitted by law to minors, and may promote violence or intimidation. Head coverings of any kind (except those required by one's religion or health needs) are also not permitted. The principal or their designee may require students to change their appearance and parents may be notified.

ELECTRONIC DEVICES

WCPSS board policy 6446 bans the use of, display of, or having in the "on" position any wireless communication device or personal entertainment device by students during the school day. This includes items such as cell phones, two-way radios, ipods, electronic games, and laser pointers. Items in violation of this policy can be confiscated and would need to be picked up by the parent from the principal.

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smartphones, tablets, laptops, etc.) may be used on campus. The school system assumes no responsibility for personal technology devices brought to school.

WCPSS has several processes in place to protect students while using technology and web-based instructional tools. Students are educated every year about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response. The district also uses Internet filters to remove most harmful content.

Devices may be carried on school buses but it is up to the principal and bus driver to determine guidelines for usage.

TOYS

Please leave toys and other non-school items at home unless a teacher has given permission for them to be brought to school. Toy "weapons" are especially inappropriate. Having weapons, even toy ones, at school is a very serious offense and students who bring them are subject to suspension from school. Toys may be collected by teachers or other staff and, in most instances, will be returned to parents.

LOST AND FOUND

Each year we collect boxes of personal items and clothing that we are unable to return to the rightful owners because of lack of identification. Please put name tags on all outer garments and on all personal items. All found items are kept in the Lost and Found located in the cafeteria. Unclaimed items are donated periodically to charity but we would prefer to return them to the rightful owners.

FORGOTTEN ITEMS

If an item needs to be given to your child after the school day has begun, please drop it off in the office and the office staff will be happy to get the item to the student or the teacher. Parents may not go directly to the classroom to drop off these items.

BEHAVIOR

We believe students and staff members here at Washington deserve a safe and pleasant learning environment. We also believe there should be consistency in the way we deal with discipline. To accomplish these two goals, we implement Star Expectations as a component of the Positive Behavior Intervention and Support (PBIS) model at Washington.

Guiding Principles of PBIS

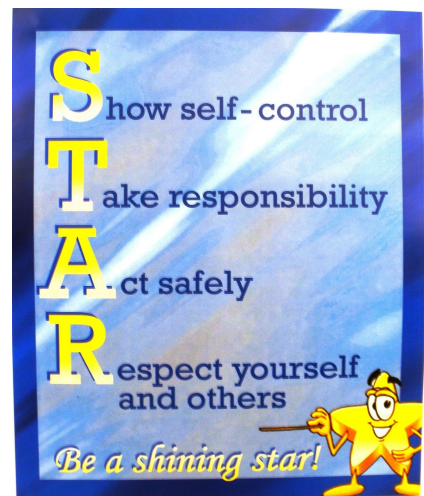
- All students are valuable and deserve respect.
- Punishment is often ineffective at changing behavior. Teaching a new behavior changes behavior.
- Positive relationships between students and adults are key to student success.

Our STAR Expectations...

- Create a universal language.
- Increase consistency across settings,
- Help teachers and administrators problem solve with students,
- Change the climate by focusing on what to do instead of what not to do.

STAR Expectations can be found in the following locations:

- Classroom (expectations are created with teachers and students together)
- Hallway
- Bus and Bus Room (Gym)
- Cafeteria
- Restroom
- Playground



S.T.A.R	Expectations	Hallway	Bathroom	Playground	Café1	Café2	Bus1	Bus2
					Line	Table	Gym	Bus
S	Show self-control	Use a soft voice	Be silent	Resolve problems peacefully	Walk to a star and stand	Stay in seat and raise hand for help	Sit and talk softly	Talk softly
T	Take responsibility	Be in the right place at the right time	Flush Wash Hands Pick up your trash	Think before you act	Get everything before you sit down	Clean up your area	Go directly to bus line and sit down	Sit in assigned seat
A	Act safely	Walk on the right	Stand patiently Keep hands, feet, eyes and objects to self	Use play equipment appropriately	Walk whenever you are moving	Keep hands, feet and objects to self	Keep hands, feet, and objects to self	Keep hands, feet, and objects to self
R	Respect yourself and others	Keep hands to self	Wait for your turn	Invite others to share and join in	Wait your turn and eat/drink only the food that belongs to you	Talk quietly	Follow directions from staff	Follow directions from bus driver



Cooperation and communication between the school and the parent is essential. In order to continue to strengthen communication between the school and families about learning during the school day Washington uses Class Dojo school-wide. Class Dojo is a FREE application and website resource that helps teachers communicate with parents. Every staff member will be connected to students in order to recognize and support the STAR expectations they are meeting or working to improve. Your students will earn Dojo points in their classrooms, hallways, cafeteria, playgrounds, and electives.

More information about how to utilize Class Dojo will be shared by administration and classroom teachers. We ask for your continued support in regard to behavior management and the implementation of Class Dojo. If you have any questions or concerns, please contact your child's teacher or call the main office at 919-856-7960.

Transportation

BUSES

We ask for patience in the opening days of school as bus drivers do their initial runs to the various destinations. There may be delayed arrivals at first but these problems are usually ironed out within a few days. Questions about bus stops and schedules should be directed to the transportation department at

919-805-3030. If your questions or concerns are not resolved please call Ms. Sykes at 919-856-7960, ext. 26599.

The school bus drop-off and pick-up area is the front bus loop located on Fayetteville Street. Personal cars should not be parked in this area near arrival and dismissal times. Cars parked in the bus loop are potentially at risk of being damaged.

In an effort to keep students safe on buses (as well as contract vehicles) and to operate our buses as efficiently as possible, it is important parents and students understand the current policy regarding school buses as outlined in the WCPSS Student/Parent Handbook. Students are expected to be considerate of the safety and well-being of themselves and fellow students at bus stops and on buses. If inappropriate behavior occurs at the bus stop, on the bus, or at the bus loading zone on the school campus, the behavior may result in a Bus Discipline Report that will be sent home. Parents will be responsible for transportation to and from school during the time of exclusion from the bus. Students are not allowed to ride a different bus en route to Washington during the period of exclusion from the bus. **Exclusion from the bus does not mean exclusion from school.**

Important Bus Reminders for Students

1. Students shall ride only on their assigned bus(es) and load and unload only at their assigned stops.
The principal can not approve changes in bus assignments or allow students to temporarily ride a bus to which he or she is not assigned.
2. In order to ensure the safety and comfort of all bus passengers, all students on a school bus are required to abide by the following rules:
 - Show respect for the driver at all times and accept the driver's instructions.
 - Enter and leave the bus by quietly walking.
 - Remain seated while the bus is in motion.
 - Talk in a quiet voice to the person next to you, without calling out to those passing by and without using inappropriate language.
 - Remain in assigned seat with entire body inside the bus at all times.
 - Refrain from fighting or throwing objects on the bus.

Please refer to the WCPSS Student/Parent Handbook for further explanation of system transportation policies. Concerns about behavior should be directed to the Ms. Sykes 919-856-7960, ext. 26599.



CARPOOL

All parents dropping-off or picking-up their child(ren) at school shall use the carpool loop located off Fayetteville Street. Please use extra care and caution when driving on-campus, as safety of our students and

visitors is our top priority. If a line has already formed when you arrive, please wait patiently and stay in the line until you reach the drop-off/pick-up zone. Parents providing their own transportation for their child(ren) to and/or from school should send a written statement to the teacher at the beginning of the year. The same is true if a child will be going to a regularly scheduled day care facility or other program from school.

Upon arrival in the mornings, children should remain in their cars until the 8:50 bell has rung. Staff members and Safety Patrol Team members will assist students from their cars in the drop-off zone only. To ensure safety, students should not exit cars before arriving in this zone. **If you arrive after 9:15, please report to the office through the front door of the school with your child and sign him/her into school.**

At dismissal, staff and Safety Patrol will assist students to their cars in the pick-up zone. Proceed slowly in the carpool line until you reach this point. Each car must have a carpool tag when picking up a child. Families needing a carpool tag after initial distribution should email Mrs. Pahl, kpahl@wcpss.net, to request a carpool tag for their child. **Students not picked up by 4:20 will be escorted to the office and must be signed out by a parent at the front desk.**

Neighbors

Students who live in the neighborhood and walk to school should cross at the crosswalk with the crossing guard. At dismissal, students wait at the black metal bench in front of the building to be assisted walking across the bus loop. Students in grades 2-5 can walk to/from school independently. Students in grades K-1 should walk with an older sibling/neighbor/adult.

WALK-UP

Walk-up provides families a chance to connect with other families and build school community. Families can identify their child as “walk-up” and pick them up through the courtyard in the cafeteria. You must let your child’s teacher know if this is your choice for pick up, otherwise they will be sent via the usual transportation mode. When using walk up please do not park in the handicapped spaces, supervise your child once arriving, and move to the playground if your child wishes to play. Please do not allow your students to climb on the picnic tables or other fixtures in the courtyard area. Parents must make contact with the staff inside the cafe before leaving with their child. **Students not picked up by 4:20 will be escorted to the office and must be signed out by a parent at the front desk.**

TRANSPORTATION CHANGES

If there is a change in normal after-school transportation, a written note must be sent to the teacher. Students may not ride home with neighbors or friends without parent permission, and no student shall be allowed to ride a bus to which he/she is not assigned. **Emergency Transportation Changes* must be called into the office at 919-856-7960 prior to 3:00 pm.** *Without a note from a parent or a call to the office by 3:00 pm, students will be sent home via the usual transportation mode.

CHECKING IN OR OUT DURING THE SCHOOL DAY

Any student arriving at school after 9:20 must be checked-in at the office by a parent and given a Class Admittance Pass before reporting to their classroom.

If it is necessary for a parent to pick up a student during the school day, the parent should report to the main office to sign-out the child. Office personnel will locate the child to report to the office. Teachers are not permitted to release students directly to parents and students must be signed-out in the office. Students will

not be called to the office for check out after 3:15 pm to limit disruptions to end of day learning and insure a safe dismissal.

If someone other than a parent will be checking a student out of school, that person must be listed on the Emergency Information Form filled out at the beginning of the school year. Additionally, please notify the office in writing, including the date, the reason for checking out, and parent signature, if someone other than a parent will be checking out a student.

Emergency and Medical Information

CHANGE OF ADDRESS OR PHONE NUMBER

Parents are asked to inform the school office in writing of any change in address or phone number so that we have accurate, up-to-date information for all students. In order for your address to be changed with WCPSS Central Office, please send to the school office a copy of a monthly bill (not phone bill) showing your new information. **All parents must give a phone number (work, mobile, etc.) where they can be reached during the school day in the event of an emergency.** Questions may be addressed to our data manager, Vicky Allen.

EMERGENCY INFORMATION FORM

At the beginning of the school year, your child's teacher will send home an Emergency Information Form to be filled out and returned as soon as possible. This form is very important and will be filed in the school office. Please fill it out as completely as possible, giving the name and phone number of relatives, neighbors and friends who can be contacted in emergency situations if you cannot be reached. **It is critical the school have up-to-date home, work, and other emergency numbers for each student. If any changes are made during the school year, please notify the office and the teacher.** Also on this form, please list all individuals who are authorized to pick up or eat lunch with your child. Please Note: For your child's safety, parents and other authorized individuals picking up a child or eating lunch with a student may be asked to provide picture identification at the front desk.

STUDENT ILLNESS



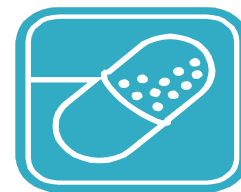
Thank you for keeping your child home when any of the following symptoms are present: fever (100 degrees or higher), diarrhea, nausea, vomiting, red and watery eyes with drainage, severe headache, or undiagnosed rash. In order to maintain minimal risk to other students and staff, children should remain at home until they are fever-free for 24 hours.

If a student becomes ill at school, an office staff member may call a parent and request the child be picked up. We have a health room where children may stay for a brief period until you arrive.

Our school nurse, Bridget Holliday, is only at Washington one day a week, and therefore is not always available to evaluate a sick child. However, you may call her with questions at 919-398-3525, or she may call you with any concerns she has.

MEDICATION

Students are not permitted to keep medications, prescription or over-the-counter, with them at school. Any medicine taken during school hours will be administered through the principal's office staff. Due to the gravity of this responsibility, we encourage medication to be dispensed by the parent outside of school hours whenever possible.



For prescription medication needs (more than two weeks) or over-the-counter medication:

- Your child's physician must complete *Form 1702* and sign it. This form can be obtained in the front office at Washington or from www.wcpss.net.
- A parent should bring the medication and a signed *Form 1702* to the front office and complete the *Parent Request* form.
- The medicine container should be marked with the student's name, medication name, dose, the time the medicine is to be given, and administration instructions.

Over-the-counter medicine, including aspirin, cough drops, topical creams, etc, cannot be given without a Form 1702 signed by a physician.

Visitors and Volunteers

VISITORS TO CAMPUS

All parents are welcomed and encouraged to visit Washington Elementary School! However, please note that **Wake County Board of Education Policy 2440 requires that all visitors to campus report to the front office when entering the building.** In the office, please sign-in using the Identakid computer program. The first time you sign-in you will need your driver's license. Please wear your Visitor's Pass to authorize your presence to students and staff. This is important to ensure the safety of everyone in the building and the administration thanks you in advance for your cooperation. Please also remember to sign out as you leave the building.

For security reasons, **entry for visitors is only available through the front doors** at all Wake County Public Schools. Staff and students have been instructed ***never*** to let any visitor in any of the locked doors. This includes the downstairs doors near the carpool loop and near the cafeteria.

MEETING WITH STAFF MEMBERS

To meet with a teacher, no matter how brief, please send a note, email, or call in advance to make an appointment. This protects instructional time and ensures both you and the teacher have sufficient time to discuss any pertinent issues.

To meet with an administrator, parents can ask to meet with the principal or assistant principal or schedule an appointment. Please recognize, if an appointment hasn't been made they may not be available. Ms. Sykes and Mr. Grant are happy to meet with you when you are in the building if they are not in a meeting or working in classrooms.

To observe a class, parents need to arrange a mutually agreeable time with the office in advance. It is important we find a time that does not compromise instruction.

VOLUNTEER PROCEDURES

We encourage parents to volunteer in the school during the year. However, to ensure the safety of our students, all parents volunteering in the school must have registered with WCPSS as a volunteer. Please note: Chaperoning field trips also requires registration as a volunteer.

Reactivation for Continuing Volunteers

- All continuing volunteers approved for the 2017-2018 school year ***MUST*** reactivate as a volunteer **no later than 4:00 p.m. on October 31, 2018**. Volunteers may go to any WCPSS site and register through the intranet. Access to the volunteer system is: WCPSS Intranet – Business Applications – Volunteer Registration.
- After October 31, 2018, individuals previously approved may not volunteer without a new criminal record check.
- The volunteer system will be open daily for reactivation/registration from 8:00 am to 4:00 pm. Monday-Friday.

New Volunteers for 2018-2019

- Any new volunteer applicants for the 2018-2019 school year must register and have an approved criminal record check prior to engaging in volunteer work. Applicants may register at any WCPSS site through the intranet. Access to the volunteer system is: WCPSS Intranet – Business Applications – Volunteer Registration.
- The volunteer system will be open daily for registration from 8:00 am to 4:00 pm. Monday-Friday.

Washington Staff and Students love and appreciate our volunteers!!!

Instructional Program

COMMON CORE CURRICULUM/NORTH CAROLINA ESSENTIAL STANDARDS

Wake County Schools are continuing to follow the Common Core Standards as they are being reviewed over the next year. North Carolina adopted the national Common Core Standards for K-12 Mathematics and K-12 English/Language Arts in 2010 and since that time have also created new Essential Standards for all other subject areas. Common Core Standards are designed to provide a clear and consistent framework to prepare students for college and the workforce. The Essential Standards were created for all other subject areas and focus on teaching students to explain information and make inferences, as well as to use different types of knowledge to problem solve. Both sets of standards define the knowledge and skills students should have within their K-12 years and have the following characteristics and purposes:

- Are aligned with college and work expectations

- Are clear, understandable, and consistent
- Include rigorous content and application of knowledge through higher order thinking skills
- Build upon strengths and lessons of current state standards
- Aim to prepare students to succeed in our global economy and society
- Are evidence-based.

Multi-tiered System of Supports (MTSS)

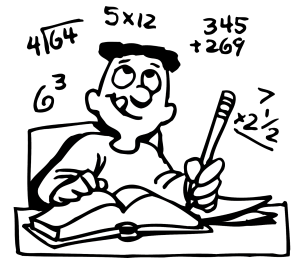
Multi-Tiered System of Supports (MTSS) is a data-driven framework for instruction and intervention that is matched to student need in order to provide opportunities for all students to be academically successful. It provides the structure within which all efforts of WCPSS fit to ensure that instruction, academic and behavior/social emotional needs of all students are a high priority, including English Language Learners (ELLs), Students with Disabilities (SWDs) and Academically and Intellectually Gifted (AIG) students. The goal of the RTI is to develop and implement a holistic, collaborative plan to support and strengthen students. The RTI is comprised of teachers and specialists who meet with the student's classroom teacher and family members to generate strategies to facilitate student success in the classroom. To find out more about the Responsiveness to Instruction Team contact your child's teacher.

HOMEWORK POLICY

At Washington, we believe that homework is a key ingredient in the educational development of our students. Homework is important because it develops habits essential for succeeding in later grades, provides practice time to reinforce skills and concepts learned in class and teaches students to work independently. Further, homework provides a daily opportunity for parents to encourage their children to succeed in school and for parents to become familiar with the curriculum being taught.

Homework will be assigned Monday through Thursday nights. The approximate time to complete ALL assignments is as follows:

Grade	Time	Activity
K	10-20 minutes	Parents read aloud nightly
1	10-20 minutes	Basic Reinforcement
2	20-30 minutes	Basic Reinforcement
3	30-40 minutes	Basic Reinforcement
4	40-50 minutes	Basic Reinforcement
5	50-60 minutes	Basic Reinforcement



Examples of basic reinforcement might include completion of class work, research, hands-on activities, or allotted time for long-term projects. In addition to basic reinforcement, 15- 20 minutes of nightly reading will be required in grades 1-5. Free reading should be a relaxing activity and is suggested at bedtime.

Homework in Basic Electives is rarely assigned, but sometimes necessary. These assignments are minimal and involve high interest activities. AIG Elective classes usually require time for projects and completion of class work at home. Elective Course letters (outlining homework/project expectations) are sent at the beginning of each quarter.

It is expected that all assignments be completed neatly and turned in on time for checking. Homework will cover only materials that students have already been taught in class, with the exception of our Math Superstars program or other enrichment opportunities. The enrichment opportunities provide a challenge of high interest and are monitored by teachers and parent volunteers.

Students should work independently and ask for help only after they have given it their best effort. If a student encounters difficulty with an assignment, please check to see if he/she understands the directions. If the difficulty continues, please help with the first item on the assignment. If the student still has a problem completing the assignment, please do not do the homework for him/her. Write a note to the teacher explaining what you think the problem might be and the teacher will work with the student to develop a better understanding of the concept.

Please praise your student's work each night. Your words of encouragement and support are the single most important way to motivate your child to do well in school. Teachers will also be offering positive support through praise and other incentives when homework is completed properly.

If homework is not completed on a regular basis, you will be contacted. It is important that we work together in helping our students develop good study habits in elementary school. Work habits are given a grade on the quarterly report card.

ACADEMICALLY INTELLECTUALLY GIFTED (AIG)

The needs of the Academically Intellectually Gifted children are met through differentiation in the regular classroom setting and through afternoon electives. Children in grades K-3 who have strong skills in reading and/or math are recommended by teachers to take Gifted Challenge electives. Fourth and fifth grade students who are state-identified Academically Intellectually Gifted receive services through AIG electives.

ELECTIVES

The Elective Program at Washington is one of the elements of our program that distinguishes us from traditional schools. We offer students a variety of specialty courses in the arts, PE, technology, and academics. Kindergarten students take five electives per year, first and second grade students take six electives per year and third, fourth and fifth grade students take eight electives per year. Information regarding electives and elective registration will be sent home with the students at the beginning of the school year. Students register for electives in the fall for first and second quarter electives and again in January for third and fourth quarter electives. If you have any questions please contact Amy Wilkinson, Magnet Coordinator, at 856-7960, ext. 26609.

REPORT CARDS

Washington Elementary School believes that the grade reporting system provides consistency to the grading process and better informs parents of their child's progress toward mastering the state's curriculum. The purpose of the report card is to inform students and parents about a student's performance on the grade-level standards. The report card measures progress against a uniform standard. The numbers 1 to 4 will indicate whether the student has met expectations set by the state. Parent-teacher conferences held throughout the year will involve specific discussions of the child's strengths and needs for improvement, and will outline what has been learned and what has not yet been mastered.



Level 4- Student exceeding grade level expectations.

Level 3- Student demonstrating proficiency of the targeted grade level standard.

Level 2- Inconsistent performance and the need for extra support to meet targeted standard. A level 2 indicates a lack of necessary skills and concepts to be successful at the next grade level.

Level 1- Insufficient performance of targeted standard and the need for much assistance. A level 1 indicates a lack of necessary skills and concepts to be successful at the next grade level.

PROMOTION STANDARDS

Promotion to the next grade in grades K-5 is based upon meeting grade level proficiency standards. Students, grades K-8 not meeting promotion requirements will receive school-based intervention services throughout the academic year to maximize opportunities for promotion.

- ❖ Grade K-5 students are given continuous, quarterly, and end-of-year grade level assessments to document student progress. At the end of the academic year, students demonstrating grade level proficiency are eligible for promotion to the next grade.
- ❖ Parent notification will be given no later than the interim of the third nine-weeks when students are at risk of not meeting promotion standards.

FIELD TRIPS

Current educational philosophy recognizes the desirability of using the total community environment as a learning laboratory. To this end, teachers may schedule field trips for their classes. These trips, always arranged for their educational value, enable hands-on interactive experiences, which serve to broaden the student's total educational experience. Every effort will be made to ensure both the suitability of any trip away from school and the reasonableness of any cost involved in the trip. For this reason, all field trips must have the approval of the principal. Although field trips may involve costs, teachers will exclude no child from a field trip because of an inability to pay. Before students can go on a field trip, a signed permission form from the parent must be on file in the office.

WCPSS offers **OSP (Online School Payments)** which is a wonderful and time-saving option for both parents and staff. We will be utilizing OSP and it can be accessed at: <http://osp.osmsinc.com/wakenc>. When using OSP, parents set up accounts for their child/children using their Student ID/PowerSchool number(s) and can choose to pay for one field trip or pay for the whole year all at once. OSP charges a very small fee which makes it cheaper to pay for all the trips at once.

CONFERENCES

Regular communication between the home and school is critical. At least two conferences will be scheduled with each student's parent during the school year. Parents are encouraged to contact the teacher or principal/assistant principal any time there are questions or concerns.

SUGGESTIONS FOR PARENTS AT A SCHOOL CONFERENCE:

1. Decide in advance what you want to ask the teacher. Write down questions to prepare for the conference.
2. Ask your child if there is anything s/he would like you to discuss with the teacher.

3. Share information about your child with the teacher. The more we know about your child the more effective we can be.
4. If you have a concern, remain calm until you and the teacher have had time to discuss the concern thoroughly.
5. Ask the teacher how you can help meet some of your child's needs at home and try some of the suggestions.
6. Schedule conferences in advance. Please help us to protect the teacher's' time with students during the day. Impromptu conferences are not effective due to time limitations and the inability of teachers to prepare sufficiently to respond to your questions. Even when you volunteer in a classroom, please refrain from discussing concerns with the teacher. Remember that scheduled conferences are more effective.
7. If you would like to have an administrator present at the conference, please let the teacher know and s/he will arrange it.

SCHOOL LEARNING EXPERIENCES

Wake County Board of Education Policy states that all activities that take place within the school during a school day should be based on "learning experiences" for the children and cannot be approved if they are purely for entertainment or for birthday recognition. Parents are encouraged to discuss plans for any experiences with the teacher so that the event can be planned to conform to Wake County School Policy. Parents wishing to bring birthday refreshments during lunch or snack should make prior arrangements with the teacher. Please also help us by choosing foods that are commercially prepared and are among those suggested on the list of nutritionally-approved foods (found at www.wcpss.net). Home baked items can be tasty but are not permitted out of concern for protecting children from potential allergies.

Parent Verification Form

Working together, we can make a difference and ensure every student is provided a quality education. The staff at Washington is committed to meeting the needs of every child.



My signature indicates I have read and understand the rules and policies outlined in the Washington GT Magnet Elementary Parent/Student Handbook and the Wake County Public Schools Parent/Student Handbook and agree to review the expectations with my child.

Parent Signature

Date

My signature indicates my teacher or parent has gone over the rules of Washington Elementary and Wake County Public Schools with me and that I agree to abide by them in order to make Washington a safe and orderly place to learn.

Student Signature

Date

Parents: Please print this page and return it to your child's teacher. A separate form must be submitted for each student.

Teacher: _____ Grade: _____