



FOX ROAD MAGNET

E L E M E N T A R Y

Escuela Primaria Fox Road Magnet

**7101 Fox Road
Raleigh, NC 27616
919-850-8845
Fax: 919-670-4403**

<http://wcpss.net/foxroads>

2020-2021 Student/Parent Handbook
Manual de Estudiante/Padre 2020-2021

WELCOME TO FOX ROAD ELEMENTARY MAGNET SCHOOL

Dear Parents and Students,

Welcome to a new year at Fox Road Magnet Elementary! We hope you will find much useful information throughout this Parent Guidebook. Please read it and be sure to keep it as a reference source throughout this school year.

We look forward to an excellent school year.

Sincerely,

Dr. Bob Lewis

Principal

Angela Wallace
Assistant Principal

S	Stay Safe
W	Work Because It Matters
I	Interact Peacefully
F	Focus on Responsibility
T	Treat Others with Respect

COMMUNICATIONS

Please visit our website, <http://wcpss.net/foxroads> for more information about Fox Road Elementary. It is updated on a consistent basis and we appreciate your feedback! Please pay attention to our School Messenger telephone messages, and emails. Make sure you ask your child(ren)'s teacher(s) about Class Dojo. You can also sign up for **Remind** to get bus update text messages.

To sign up for text messaging announcements:

Bus Updates: Text @foxroa to (919) 275-2262

For live bus updates set up an account on **Here Comes the Bus**

<https://www.wcpss.net/Page/35380> Our school code is 67500.

ADMINISTRATION AND OFFICE STAFF—919-850-8845

Office Hours: 8:00am - 5:00pm

Principal: Dr. Bob Lewis (rlewis@wcpss.net)

Assistant Principal: Angela Wallace (awallace3@wcpss.net)

Lead Secretary: Becky Thomas (rpthomas@wcpss.net)

PowerSchool Data Manager: Ginny Willoughby (vwilloughby@wcpss.net)

Receptionist: Teresa Speight (tspeight@wcpss.net)

SCHOOL IMPROVEMENT PLAN (Missions, Vision, Values, and Goals)

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.

WCPSS Parent/Student Handbook

Please also review the WCPSS parent/student handbook online at wcpss.net/handbook

SCHOOL HOURS 9:15 AM – 3:45 PM

ARRIVAL

Students may enter classrooms at **8:45 AM**. All students should be in class and **in their seats** by **9:15 AM** to begin their school day. Students arriving after 9:15 must be signed in at the front office with their parents and are considered tardy. **Students should not arrive on campus before 8:45 unless enrolled in the Early Arrivals Program or are in an activity such as Chorus or Step Team that is meeting prior to school.** These students will be given passes identifying the club they are meeting with by the corresponding staff member. **This is for your child's protection.** Staff members are not available to supervise students prior to 8:45. They are generally in meetings and/or preparing for the day.

Carpoolers and parents who need to park must use the **CARPOOL LANE** and parking lot. Bus and Daycare Van riders and those with *Special Transportation* signs arrive and are dismissed at the **BUSES ONLY front of the school**. This parking lot is closed to all others from 8:30-9:15 AM and from 3:15-4:15 PM on student school days.

ATTENDANCE

Students are required to attend 177 days of school each year. This year Fox Road will follow the same calendar as all traditional schools. If a student is ill or an emergency arises, please send a note explaining the absence in writing when the child returns to school. Students will be responsible for completing any missed work. Parents should provide or arrange transportation for children who miss the bus or are suspended from the bus.

It is important that medical and dental appointments be made before or after school hours whenever possible. Every minute of the school day is valuable learning time. *Please do not schedule appointments or vacations during the End-of-Grade testing week. **Our Instructional day is 9:15 AM - 3:45 PM.** Please ensure that your child gets to school on-time on a regular basis. And, please do not pick her/him up early from school.*

Regular attendance, being on time for school and full-day attendance are all important parts of student success. An attendance committee meets monthly to analyze excessive student absences, tardiness, and early check outs. Letters may be sent to parents when student absences, tardiness, and early check outs become excessive.

Late arrival to school

Each minute of the school day is important to the learning process. Help us get your child off to a good start each day by being on time. However, if a student **arrives to class** after 9:15 am, they are considered late. A parent or guardian must accompany the student to the office to sign the student in.

BREAKFAST

A free breakfast is available to all students who attend Fox Road. **If a parent is providing transportation and the child(ren) are going to have breakfast, please drop them off between 8:45 and 9:05 in carpool to ensure that they are in class by 9:15.**

EARLY ARRIVALS PROGRAM: 6:30-8:45 AM

The Early Arrival Program is provided for parents who need to leave children at school before 8:45. Students are supervised by school employees and enjoy a variety of morning activities. There is a \$15.00 registration fee, and the monthly fee is \$121.69 per child.

AFTER SCHOOL PROGRAM: 4:00-6:00 PM

The After School Care program is provided at a cost of \$108.17 per month. There is a registration fee of \$15. Students have opportunities to participate in a variety of activities including arts and crafts, games, outdoor activities, and study time. Snacks are provided.

BIRTHDAY CELEBRATIONS

Fox Road complies with Wake County Board Policy 5125.3 regarding the nutrition guidelines for all food and beverages available on school campuses during the day. The teachers dedicate their instructional time to teaching and learning; therefore, any form of celebration will be in keeping with board policy. Students may bring store bought birthday treats to school and will be allowed to distribute them at school during the lunch period only. Parents should make sure to be in contact with teachers beforehand. We strongly encourage the treat be of nutritional value. Students should not distribute birthday/party invitations at school unless they are inviting the entire class or all the girls/all the boys. Student birthday balloons are not permitted during the instructional day and are not permitted to be taken on a school bus.

BUS TRANSPORTATION

You can find up-to-date transportation information in your student's Home Base/PowerSchool account. **(This a new tool that equips families with up-to-date, personalized bus information.)**

WCPSS Transportation uses email and text messaging to provide bus service information. Families must keep their email addresses and phone numbers current in Powerschool to receive timely and important information.

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

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

- Enter the bus in an orderly and quiet manner.
- Sit in assigned seats without being reminded.
- Remain seated and facing front at all times.
- Keep hands, arms, heads or any other objects in the bus at all times.
- Sit with feet on the floor and book bag and hands in lap.
- Abide by the request of the driver and follow all school and county rules and regulations.
- Food and drink are not allowed on the bus at any time.
- Be respectful to the driver and other students at all times.

CARPOOL PROCEDURES

Carpool students should be dropped off between **8:45 and 9:05 in the designated area behind the school to ensure they are in class and seated by 9:15**. Our carpool ends promptly at 4:10 after which time parents are considered late for pick-up. We understand that at times delays do occur, however; after three late pick-ups referrals will be made to administration as well as our social worker. Parents who need to park and **enter the school during these hours must use the side parking lot/CARPOOL LANE**.

At the end of the day, carpool students will be sent to the modular cafeteria for dismissal. Students who plan to ride home with a friend must bring a note from their parents. A student will go out to her/his car when her/his carpool number is called by the adults in the cafeteria. (**Parents need to register for a carpool number in the school office prior to picking up their children from carpool.**) **Parents may not pick up their students from the sidewalk or inside the building due to the safety and security of our students.** We ask that parents remain patient and in their vehicles during carpool.

Students will not be dismissed from the office after 3:15 except in the case of an emergency. Every minute of every day counts and too many of our students are missing valuable classroom instruction at the end of the day.

CHANGE OF ADDRESS OR PHONE NUMBER

In case of an emergency, we **must** have current addresses, telephone numbers, and emergency contacts for all students during the year. Please notify the school office or your child's teacher of any change in address or phone numbers so that we have accurate, up to date information for all students. If you change your residence, we will need for you to bring another proof of residence (gas bill, electrical bill, water bill, or sales/lease agreement) to the office. A phone bill is not considered a proof of residence.

CONFERENCES

Teachers and parents are required to have *at least 2* conferences (fall and spring). If you would like to meet with your child's teacher, please contact them to schedule a conference in advance. Unexpected conferences can interfere with your child's instructional time. If you have a concern or question about policies or procedures, discipline, homework, or classroom instruction, please discuss this with the classroom teacher prior to contacting an administrator. Teachers are open to listening to your concerns and working together to resolve any classroom issues.

CURRICULUM

All public schools in North Carolina are responsible for teaching grade level standards (objectives) as outlined in the Common Core Curriculum for Language Arts (includes reading), Math, Science, Social Studies, Health, PE, Music, Art, Media, and Technology.

DAILY ROUTINES AND PROCEDURES

Fox Road staff and students work together to create a positive atmosphere for learning and safety. Students are expected to treat others with kindness and respect, to be responsible in completing assignments, and to support and assist each other in the learning process. All classrooms, bus, cafeteria, and playground rules are developed with these goals in mind. Students are not permitted to interfere with the well-being and learning of others.

SWIFT

- S Stay Safe**
- W Work Because It Matters**
- I Interact Peacefully**
- F Focus on Responsibility**
- T Treat Others with Respect**

- All students in the hall without an adult must have a hall pass, or they will be sent back to class.
- Students, staff and visitors will use quiet voices throughout the building.
- Everyone will walk on the right side of the hall, on the BLUE PAWS and keep hands and feet to themselves.
- Staff members will monitor and model appropriate behavior.
- The use of good manners will be taught and expected.
- Students may not have cell phones, unless prior approval is given by the Principal or Assistant Principal.
- Students may not bring toys, games, cards, electronics, etc. to school as they may interfere with the learning process, and/or may get lost or broken.

Please review our PBIS matrix located on our website that provides a more detailed list of expectations.

DISCIPLINE

To assist students with achieving and maintaining Fox Road behavioral expectations, we have developed a school-wide discipline plan. Its purpose is to:

- Enforce safety
- Teach sustained self-control
- Reinforce responsibility for actions
- Build knowledge of appropriate and inappropriate behaviors
- Model and encourage good choices
- Inspire respect
- Provide consistent, equitable standards
- Enforce consequences
- Sustain the right to a quality school environment for ALL students
- Maintain focus on teaching and learning
- Require an atmosphere conducive to learning in all school areas

Students are directly taught what it means and what it looks like to be **SWIFT**. These positive behaviors are reinforced daily by staff members. Celebrations are held quarterly for classes or students who have met the established SWIFT ticket goals.

Although we ultimately want children to do what is expected of them so that they can be proud of their character, we have outlined the procedure that is used for students who choose not to show “SWIFT” behavior.

Minor Behavior Offense (Teacher Minor Referral)	Major Behavior Offense (Administrative Referral)
<ul style="list-style-type: none"> -Physical Contact (i.e. <i>poking, bumping</i>) -Noncompliance -Disruption -Inappropriate Language -Property Misuse -Teasing 	<ul style="list-style-type: none"> -Fighting/Aggressive Behavior -Defiance -Disruptive behavior (<i>threatens safety of others</i>) -Profanity, Obscene language -Vandalism/Destruction of school property -Bullying/Harassment (<i>repeated incidents</i>) -Theft -Pattern of minor referrals (<i>5 or more times</i>)

The above behaviors can be documented on a behavior referral form by any FRES staff member. Copies of the administrative behavior referral form will be kept on file by the teacher and administration. One copy will be mailed home to parents of the student.

Administration will decide if behaviors may result in suspension based on the guidance in WCPSS Board Policies. Dependent upon the administration’s findings, parents will be contacted, and consequences will be determined. Please refer to the WCPSS parent handbook found on the WCPSS website at www.wcpss.net/handbook.

This Positive Behavior Intervention Support plan supports teaching of the **IB Learner Profile Traits**:

Knowledgeable ~ Caring ~ Inquirers ~ Reflective ~ Communicators
Open-Minded ~ Thinkers ~ Balanced ~ Principled ~ Risk-Takers

Love and Logic

A teacher’s guide for classroom management containing practical techniques for those who would like to spend more time teaching and less time disciplining students. An essential resource for every teacher searching for new ways to gain student cooperation and for more positive discipline techniques.

DISMISSAL

Parents are requested to send a note if a student needs to leave school before regular dismissal. The student will be called to the office when the parent arrives. **STUDENTS WILL NOT BE DISMISSED FROM THE OFFICE AFTER 3:15 unless the parent can provide proof of an appointment for the doctor or dentist. Every minute of every day counts and too many of our students are missing valuable classroom instruction at the end of the day.** If your child has reoccurring appointments on a weekly basis, please communicate this with the classroom teacher and an administrator. For security reasons, we will be checking the identification of all individuals checking out children.

Fox Road students are dismissed by bus, in carpool, or as Fox Haven Walkers. If you drive to school to pick up your child, you must go through the carpool line. **Our policy does not support parents parking and coming into the building to pick up a child. For safety and security reasons, this procedure will be strictly enforced by Fox Road Elementary staff.**

If you have an unexpected transportation change that you can’t request in writing, please call the school office (919)850-8845 **prior to 3:00 pm** and we will notify your child’s teacher.

DRESS CODE (See also the WCPSS Board of Education Dress Code)

Good Judgment is a guiding principle.

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

****Tennis shoes must be worn during PE class**

EARLY DISMISSAL FOR INCLEMENT WEATHER

Schools in Wake County will rarely dismiss early. However, if threatening weather is predicted, please listen to local radio and television stations for announcements about delayed openings or early dismissals. We will also send out information on our Remind text system as we are able to. Buses will transport students in either case at announced times. ***The After School Program will not operate when school is dismissed early due to inclement weather.***

FIRE DRILLS, LOCKDOWN, and HIGH WIND/TORNADO DRILLS

Fox Road students will participate in Fire Drills monthly. During this time, we teach them the importance of being quiet and listening so that they would be prepared in the event of a real fire. Once or twice during the year, we will also practice "Lockdown" drills. These would be used in case a potentially dangerous intruder was on campus or an event happened near enough to the school that we could be in danger. If the intruder is on campus, students would need to stay in their classrooms with lights out. If an event happened near the school, students would not be permitted to leave whichever building they are in but would be free to move about. In March of each school year, we practice our High Winds/Tornado drill. During this drill, students crouch in designated areas, away from glass, with their heads covered.

FIELD TRIPS

Field trips are established in alignment with the Common Core curriculum to enhance the learning experiences of our students. These are planned as an extension to your child's curriculum. Please realize that ***we cannot refund field trip money*** since the expenses are paid ahead of time.

Parent or legal guardian permission is required for student participation in field trips. We must have a signed permission slip before a student can leave school. There will be no exceptions to this policy.

A variety of cultural enrichment activities, funded mainly by the PTA, are provided throughout the year so students can experience and appreciate the art, music, heritage and celebrations of cultures different from their own.

GUIDANCE

Wake County schools have a guidance curriculum for elementary children. Tamia Faison and Charlise Cunningham are our Fox Road school counselors, and is available to offer support, encouragement, and counseling to students and their families. Workshops and classroom sessions are provided on topics of interest or need for students and parents.

HEALTH, FITNESS, AND FUN

The Fox Road Faculty and Staff are dedicated to the academic, social, psychological, and physical well being of all students. Students have daily physical education with classroom teachers and specialized Physical Education with a trained physical educator once weekly. Students should wear clothing and sneakers that are appropriate for outdoor activities and games. If students' classroom schedules allow for snacks, they should bring healthy choices such as fresh fruits or vegetables. This year Fox Road has been selected to be part of a Federal Fresh Fruits/Vegetable Grant and starting in September students will have access to healthy options three days per week. Foods high in sugar, sodium, and fats are not recommended. Classroom teachers will inform you of their snack policies.

HOMEWORK

The purpose of homework is to enrich, practice, reinforce, and extend the curriculum. It is also intended to teach responsibility and good study habits. Teachers will give homework only for skills that have been explained and practiced in class. Homework, other than special projects or studying for exams, will not typically be given on weekends. Provisions will be made, upon student request, for students who do not have necessary materials in the home.

Specific time ranges represent expectations of students with average ability and study habits:

K-2	20 minutes daily
3-5	50 minutes daily

Teachers shall provide specific and timely feedback on homework. Since it is considered practice, it is reflected in the Work Habits grade on the student's report card.

Parents can do their part to improve homework when they do the following: Cooperate with the teacher to make homework effective; Provide your child with suitable study conditions (desk or table, lights, books, and supplies); Reserve a time for homework and turn off the television; Encourage your child but avoid undue pressure; Show interest in what your child is doing but do not do the work for her/him; Understand that the school expects homework to be completed and returned on time. Be sure to consult the teacher with any concerns regarding homework.

MEALS

DAILY MEAL PRICES

Elementary	Breakfast	Lunch
Full	\$0.00	\$2.75
Reduced	\$0.00	\$0.40

Adults – A La Carte (Breakfast and Lunch)

All students receive free breakfast at Fox Road Elementary. Weekly or monthly lunch and milk tickets may be purchased in advance in the cafeteria. Additional information about payment options can be found at www.MySchoolBucks.com. Applications for free or reduced priced meals are available from the school office. Checks made out to **Fox Road Elementary Cafeteria** may be placed in an envelope, labeled with your child's name, lunch number, teacher's name, how much of the money may be spent on snacks, and sent to school with your child. Students who forget lunch money will be allowed to call parents. If a student does not have lunch money, s/he will be served fruits and vegetables. The cafeteria is not permitted to loan lunch money. Advance purchase of meal tickets helps to avoid this uncomfortable situation. Please join your children for lunch often. They enjoy having special guests visit at lunch. The cafeteria is self-serve and students are encouraged to make healthy choices. Salads, fruits or juices, and vegetables are available daily.

MEDIA CENTER

The Media Center is open from 8:45 AM to 4:00 PM daily. Students, parents, and teachers are encouraged to use materials for their own enjoyment and educational needs during those hours. With flexible scheduling, students may use the Media Center as they need or wish for educational research as well as recreational reading.

Parents are encouraged to volunteer to assist in the Media Center to work with students, shelve books, help with circulation and inventory, and work at the Book Fair. Please contact Christine Zaccardi, Media Specialist, if you would like to volunteer.

MEDICAL MATTERS

Always inform the school of any changes in phone numbers for home, work, or emergency contacts.

Students are encouraged to stay in class unless fever or other symptoms are apparent.

If your child displays the following symptoms, they will be sent home:

- Fever of 100° or higher and should be fever free for 24 hours before returning to school. (Children should not be given Tylenol or Ibuprofen to reduce fever and then sent to school. The child may be highly contagious to others.)
- Nausea or vomiting within the last 12 hours
- Severe Headache
- Diarrhea within the last 12 hours
- Red, watery eyes with yellow drainage (pink eye)
- Head lice
- Unexplained rash

If you are called to pick up a sick child from school, please come quickly.

INJURIES

In the event of a serious injury, first aid will be administered, and parents will be contacted immediately. If an injury requires immediate attention, we will call 911 and then attempt to contact you. If a child is transported to a hospital before a parent or guardian arrives at school, a staff member will accompany the child. Emergency contacts may include family members, friends, or neighbors who would be able to locate you. ***Please ensure that your contact telephone numbers for you and an emergency contact are ALWAYS up-to-date at the school.***

MEDICATIONS

If your child will need to take a prescription medication at school, you must have her/his physician complete **Form 1702** (Parent Request and Physician Order for Medication) **each school year**. It must also be signed by the parent/guardian. Medications must be in the original prescription bottle.

School staff members are not permitted to dispense over the counter medications (cough drops, aspirin, etc.) at school without a physician's order - Form 1702 (available online at wcps.net, at school, and doctor's offices). Parents should transport any medications to and from school. All medications must be delivered to the office and signed in by the parent.

NURSE SERVICES

Fox Road has a school nurse assigned from the Wake County Health Department. She is on campus twice each week and is on call during other times. The school nurse provides vision and hearing screening for students referred by teachers. School-wide screening is done by teachers, partners, and parent volunteers. Dental health hygienists screen students for dental problems. Our school nurse, Toni Burno, will also create **Health Care Plans** for students with serious medical conditions (diabetes, asthma, etc.) and will communicate these plans to necessary staff members and administrators.

PARKING

The front parking lot is for **BUS USE ONLY**. ***Students may NOT be dropped off in the front of the main building from 8:30-9:15 and pickup is NOT ALLOWED between 3:15-4:15.*** Safety for our students is our priority and ***drop off/pick up in the bus zone is unsafe.***

SEPARATED/DIVORCED PARENTS: Guidelines for releasing the child

If there is no court order or separation agreement concerning custody of your child, either parent (or legal guardian) has the same rights to see your child or have your child released to her/him at the end of the school day. Parents must notify the principal and provide a copy of the court order specifying custody agreements and/or restrictions. Please ensure that your child's information card in the office is always up-to-date with names and telephone numbers of those who have your permission to pick up your child. Thank you.

VISITORS

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. All visitors will be given a badge for identification. Please remember to sign out before leaving the school. Staff members are directed to stop anyone not wearing identification and will ask them to return to the office for a visitor badge. This is a safety precaution. If you wish to visit your child's classroom, please make arrangements with the teacher at least 24 hours in advance. Please understand that visiting/volunteering in the classroom is not the time for a teacher conference. Keep in mind that unannounced visits during the school day take instructional time from your child and others and therefore, will not be permitted. If you have an urgent situation, please come to the office and we will assist you. Please refer to school board policy 2521. Please do not park in bus or FIRE lanes.

VOLUNTEERS

We welcome and encourage you to volunteer at Fox Road Elementary.

WCPSS requires all volunteers to register/reactivate on-line from a computer at any Wake County Public School. The system is available on Monday-Friday during the hours of 8-4pm. Please plan to register/reactivate early in the year if you wish to volunteer as it can take up to 3 weeks for approval.

You may contact the front office to check your volunteer approval status after 3 weeks if you have not received notice from WCPSS.

Parents that are not on the approved list will be unable to volunteer or chaperone until their clearance is given.

Examples of volunteering include: Tutoring inside or outside the classroom, **field trip chaperone**, clerical work for teachers, telephone volunteer, media center volunteer, beautification volunteer, guest speaker, classroom assistant, field day volunteer, test proctor, front office helper, room parent.