

Durant Road Elementary
Parent & Student
Handbook
2018-2019



Go Eagles!

Durant Road Elementary School is a dynamic learning center with a dedicated staff committed to empowering students for success. Our teachers engage students within a culture of excellence enriched by parents, an active PTA, and a supportive community to provide exciting learning activities that are individualized to meet the needs of each child. Administrators encourage open communication and set high expectations for all students and staff. They are visible, accessible, supportive of parents and staff, and are actively involved in all facets of the school and its mission.

Our *Eagles* are taught in a safe, caring, and nurturing environment where they feel secure in taking ownership of their learning. Our teachers participate in Professional Learning Teams to analyze data from on-going assessments, monitor student progress, and plan exciting learning experiences for students to enjoy while achieving academically. Lessons are designed to spark curiosity and provide motivational energy.

Community and family involvement at Durant Road Elementary School contributes to student success. Parents, staff, and students participate in Family Nights: STEAM, Math, Literacy, Spring Carnival, International and many others. Additionally, student involvement in a variety of before and after school activities extends instruction within a more casual environment.

Empowering students for success is the catalyst for every academic decision made at Durant Road Elementary School. Our ongoing efforts are effective: Durant Road is an absolutely wonderful place for our *Eagles* to learn and to grow!

Attendance

Attendance is central to educational achievement and school success. State law requires school attendance for all enrolled children. Parents must ensure that all children attend school daily.

A written excuse for each absence is required from the parent/guardian and should be kept on file by the teacher until the end of the school year. Tardy slips should also be kept on file. Students should be given 3 days to bring in a note. If a student comes in late, he/she must be signed in by a parent or guardian and receive an admission slip. If a student checks out early, he/she must be signed out in the office by a parent or guardian. If a child is in school from 8:30 – 11:45 p.m., they are counted as present. Any child who checks in by 11:41 p.m. and stays until the end of the day is also counted as present. The teacher should make any necessary changes in Power School.

Whenever a student is going to be absent, parents should email the teacher or call the front office at 919-870-4220.

When the child returns to school following an absence, **A NOTE MUST BE SENT BY THE PARENT TO THE CHILD'S**

TEACHER THAT GIVES THE REASON FOR THE ABSENCE WITHIN 3 SCHOOL DAYS.

According to

Wake

County School Board Policy and North Carolina State Law, excused absences are granted for (a) illness or injury, (b) isolation ordered by the health department, (c) death in the immediate family, (d) emergency doctor or dentist appointment, (e) subpoena, (f) observance of a religious event with prior principal approval, (g) valid educational opportunities with prior principal approval. **ALL OTHER ABSENCES WILL BE RECORDED AS UNEXCUSED.**

Students who have 3 or more tardies and/or 3 or more early checkouts in a grading period are not eligible to be recognized for perfect attendance.

If your child has a chronic illness or needs to have emergency medication on hand at school, please contact the school nurse at 919-524-2054 to assist you in preparing a school action plan to minimize absence.

MOST FAMILY TRIPS ARE CONSIDERED TO BE UNEXCUSED ABSENCES. A family trip may be considered an excused absence **ONLY** if the **PRIMARY** purpose of the trip is educational and the trip is time-specific (example: a space launch) and must be pre-approved by the principal. Please try to schedule vacations during track-out.

BEFORE-SCHOOL /AFTER-SCHOOL PROGRAM

The Banks D. Kerr YMCA operates a before school program from 7:00 to 8:00 a.m. and an after-school program from 3:00 to 6:00 p.m. on the Durant campus. The programs will be based in the multi-purpose room, but other classrooms will be used. Other sites used include the cafeteria, art room, music room and playground.

CARPOOL PROCEDURES

Mornings: **Do not drop your child off prior to the 8:00 bell – there is no supervision prior to 8:00 AM.** YMCA Before-Care and other options are available if needed. **After 8:30 AM, Parents will need to park and come into the building to sign their children in if they are tardy according to our school's bell.**

Afternoons: Parents will be assigned a carpool number to use each year their child attends Durant. Please help your child learn his/her carpool number. Visit the front office to receive a number and/or carpool tag. **To increase efficiency, Carpool numbers must be visible in your vehicle each day.** During carpool, please do not park and come under the entryway to get your child. The only parents that should be in the carpool entryway are parents displaying a "Walker" tag. **If you do not have a carpool number, we'll ask you to park, walk into the building and sign your child out in the office.**

Students will be seated after the dismissal bell and will be called to their cars using the assigned number. Students left after the carpool lane is empty will be taken to the office for pick-up. Please be prompt- our school dismissal bell rings at 3:00 PM. **Parents will need to park and come into the building to sign their children out of school once they have been brought back into the building. Please remember to bring your driver's license.**

Due to major traffic backups and safety concerns, we ask that you respect the following guidelines to make carpool safe and efficient for all:

1. The chain blocking the left lane of traffic will be up from 8:00 – 8:30 a.m. and from 3:00 – 3:30 for student safety and to expedite movement of car pool. If you need to park, you will need to wait in the carpool line to do so.
2. MORNING: Arrive between 7:50 a.m. and 8:05 a.m. before traffic backs up. AFTERNOON: Arrive close to 3:00 p.m. The front of the carpool line in the afternoon is reserved for WCPSS special transportation. Once these vehicles move, the rest of the vehicles can move forward.
3. Drive down along the curb as far as possible when dropping off or picking up students. Students should be ready to disembark as soon as parents come to a halt and should enter and exit their cars from the curb side. We ask that you have your student exit and enter your vehicle on the passenger side of the car. For their safety, we do not want them walking into the carpool lane to enter the car on the driver's side.
4. **REMAIN IN THE CARPOOL LINE RATHER THAN PARKING AND WALKING STUDENTS IN; UNLESS THEY ARE CARRYING PROJECTS/MATERIALS THEY CANNOT CARRY THEMSELVES, OR IF YOU ARE VOLUNTEERING.**
5. Do not drop students off in the parking lot or allow them to cross the lanes alone.

6. Students **may not** be dropped off or picked up as carpoolers from the path in Hunter's Knoll or from the parking lot at Open Door Church.

7. Do not talk on cell phones, play radios loudly, honk, or allow children to hang out of windows and sunroofs when driving through the carpool lane. Please be mindful of your speed in the carpool lane. Vehicles should always move slowly and watch for students.

8. Please remain in your vehicle while you are in the carpool lane. If a student needs assistance, we will be more than glad to assist the student in exiting and entering your vehicle.

As teachers and parents, we can be positive role models for our students by consistently modeling these procedures. Our children's safety is ALWAYS our primary concern. Consistent procedure allows the orderly, efficient, and safe entry and dismissal of all students. Thank you for taking the time to read our carpool procedures!

CHANGE OF ADDRESS OR PHONE NUMBER

Parents are asked to inform the school of any changes of address, phone number or email address so we have accurate, up-to-date information for all students. All parents must give a number where they can be reached during the school day in the event of an emergency.

Use the following contacts when informing the office of your family's information to be updated to the attention of "Durant Elementary Data Manager".

Email: ncwise398@wcpss.net

Phone: 919-870-4208 (only when reporting new phone contact information)

Fax: 919-870-4218

Address changes must be accommodated with proof of residence as well as the document must be faxed or emailed. The proof of residence can be one of the following documents.

Electric Bill

Gas Bill

Water Bill

Purchase agreement (within 45 days of closing) Lease agreement

Please be sure to include your child/ren's certified name, grade and teacher when emailing, phoning or faxing.

Check-in and Check-out procedure

No staff member shall excuse any pupil from school or class prior to the end of the school day or class, or into any person's custody, without the direct approval and knowledge of the principal or his designee. Also, no student shall be permitted to leave school early under any conditions without parent's or guardian's authorization and the principal or his designee's permission. In view of the above policy, DRES will observe the following check-in / check-out procedures. Students who report to school after 8:30 a.m. must check-in through the office. After 8:30 am do not allow a child in class without a tardy slip (unless there is a late bus).

Students leaving during the school day must check-out through the front office.

Students must be picked up by a parent, guardian, the person listed, or bring written permission from the parent or guardian if being picked up by someone else.

Parents picking up students must report directly to the office and sign a check-out card. Students will be called from class on the intercom. Under no circumstances allow a child to leave unless you are notified by the office to release him/her

either over the intercom or by note from the office (if your class is on the playground you will be notified by the walkie talkie.)

Under no circumstances should a student be released from class without following the above check-out procedures. Tardies will only be excused with a doctor’s note. Students, who receive 3 or more tardies and/or early check outs per 9 weeks, may not receive a Perfect Attendance award.

****Some students are classified as “restricted check-out”.** The parent should let you know if the students is restricted. This means that certain individuals are not allowed to pick these children up. There must be legal papers in the front office and indicated on their locator card

****To assist classroom teachers with a smooth transition at the end of the day,** parents are asked to refrain from checking out their students between 2:45 and 3:00 pm each day.

Accumulated Absences Students with a documented chronic health problem will not be subject to the

attendance policy if all the absences are excused. Documentation should be from a physician or other appropriate health care professionals

*Copies of any letter should be kept on file by the teacher for documentation and a copy filed in the back of the student’s cumulative folder.

***Routine doctor and dental appointments should be scheduled after regular school hours if possible.**
We are in the process of updating our school attendance policy. As soon as this is done it will be uploaded here. If you have questions, please contact our school Social Worker.

CHILD NUTRITION SERVICE

Our cafeteria staff strives to provide a healthy and nutritious diet for our students. There are always three choices of fruit or vegetables available. Breakfast is available each morning from 8:00 – 8:30 a.m. and each class is assigned a 30 minute lunch break. Parents are always welcome to join their child for breakfast or lunch.

Breakfast

Student.....	\$1.25
Adult.....	A la Carte

Lunch

Student.....	\$2.35
Student Reduced-Price.....	\$.40
Adult.....	A la Carte
Milk.....	\$.50

These prices are current as of 7/10/17. Meals (up) to 20 days may be purchased each morning from 8:00 – 8:30 a.m. in the school cafeteria. Checks should be made payable to Durant Road Elementary Cafeteria and should list the child’s name, teacher’s name, track and student ID number, and the designated amount for lunches and/or snacks. If your child’s fund is about to run out, the cafeteria will try to notify you. Please make every effort to note the number of lunches purchased. This will enable you to readily anticipate when the fund may need to be replenished. You can pay for your child’s lunch account online

CLASS PREPARATION

In order for students to make instructional progress, it is expected that they come to class prepared with the necessary tools for learning. These necessary materials may vary from class to class but generally include: pencils, paper, textbooks, and completed homework assignment. **Students are expected to furnish their own supplies based on the supply list for their teacher.**

CODE OF CONDUCT FOR THE WAKE COUNTY PUBLIC SCHOOLS

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student /Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct Policies, the WCPSS Code of Student Conduct policies shall take precedence.

WCPSS discipline policies are included in the handbook published by WCPSS. You have received a copy of the Wake County Public School discipline policies, it is extremely important that you and your child read these together and that you sign the form indicating that your child is aware of the policies.

DRES Bully Policy – Bullying is taken very seriously by DRES and Wake County Schools. Types of bullying can include verbal, physical, social and cyber bullying. Our Bully 123 Policy is intended to distinguish between bullying and peer conflict. Bullying is defined as behavior meeting the following 3 criteria: 1) repeated, 2) intentional, 3) intimidating. If the behavior meets all three criteria, it should be referred to school administrators. If the behavior does not meet all three criteria, it is considered peer conflict and should be handled by the teacher or referred to a school counselor if necessary.

PBIS – Durant Elementary is a Positive Behavior Intervention Support (PBIS) School. PBIS is a nationally recognized research-based best practice. PBIS defines, teaches and supports appropriate student behaviors in classroom and non-classroom settings. With a focus on desired behaviors, schools hope to prevent negative behaviors as much as possible and form ways to help students who may struggle with behavior. Students at Durant **SOAR!** Stay **S**afe, **O**wn our School, **A**ct Responsibly and **R**espect Ourselves and Others. Parents may also reinforce these expectations at home.

COMMUNICATION

Classroom Newsletters – Each Kindergarten-5th grade classroom teacher will maintain a class website, blog or send home a newsletter in the Monday folder or via email at least every two weeks. This will describe current and upcoming classroom activities, events, curriculum connections and accomplishments.

Monday Folders – All K-5 classroom teachers will send student's work for parents to review EVERY Monday. This is a

Wake County School Policy. **E-Mail** – Staff members are required to check email daily. This is the best way to communicate with your child's teacher. If you do not know a staff member's email address this can be located on our school webpage <http://www.wcpss.net/durantroads> or by calling the front office.

Durant Dispatch – The PTA and Durant staff will compile a quarterly newsletter, Durant Dispatch. This newsletter will keep teachers and parents informed of scheduled events, official business, and Durant happenings. All staff members are encouraged to use weekly memo/email to communicate information relevant to our school family.

School Messenger is the system we use to make school wide contact to parents. Our initial form of contact is through school emails and text messages. Phone calls will be sent out in emergency situations.

It is imperative that we maintain effective communication channels between parents and school regarding grades, discipline, and other aspects of school. Written notes, email messages and telephone calls can be effective means of communication.

CONFERENCES WITH TEACHER OR PRINCIPAL

Parent-Teacher conferences are encouraged. If the teacher feels a conference is necessary, the school will contact the parent. If for any reason a parent wishes to have a conference with the teacher, the parent should contact the teacher. When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with the administration. Teachers, members of the administration, and parents share common goals of creating the best learning experiences for students. Regular communication between the home and school is critical. Teachers are not available for drop-in conferences or visits between 8:00 and 3:30, **because their primary responsibility is to supervise children during those time periods.**

Conferences may be held before or after school, in the evening, or during track-out in accordance with parent and teacher schedules.

DISMISSAL PROCEDURE

This year we will continue to follow a “Bell to Bell” attendance policy. We will not dismiss students between 2:30 and 3:00 to ensure that we protect instructional time for the students. This is disruptive to our classroom instruction and impacts student learning. Please try to schedule appointments after the school day.

Parents who pick up his/her child after school will need to go through the carpool line. **Do not enter the lobby or wait for your child at the front of the building. Be sure you have a carpool number and use the carpool lane.**

DRESS CODE

Students are asked to dress in a manner appropriate to the learning environment. 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 this dress code, the principal or principal’s designee may require the student to change his or her dress or appearance.

- a) Shorts and skirts should be no shorter than fingertip length. (Index card rule for upper grades)
- b) Underwear should not be showing above or below the clothing line. No sagging will be allowed.
- c) For their safety, students should not wear flip-flops or clogs during P.E. and outdoor play.
- d) Tee shirts with inappropriate language or pictures are not permitted.
- e) WCPSS policy does not permit the wearing of any head covering inside the building including bandanas.
- f) Spaghetti straps are not allowed. Straps should be at least “3 finger” width.

- g) No symbols, styles or attire frequently associated with intimidating violence or violent groups are permitted (gangs, hate group etc.)

DRILLS

Emergency drills are conducted periodically according to state regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room.

EARLY RELEASE DAYS

Early Release dates for the 2018-2019 School Year are as follows:

Early Release dates for the 2018-2019 School Year are as follows:

Friday, August 17	Friday, September 28	Friday, October 19	Tuesday , November 20
Friday, December 21	Friday, January 18	Friday, February 15	Friday, March 8

On Early Release days, students arrive at school at the regularly scheduled time, but are dismissed at 12:30 instead of 3:00. These days are Protected for all certified staff members as we have important professional development activities scheduled.

FIELD TRIPS

Field trips at Durant are intended to enhance student learning. In order for students to participate, permission slips should be completed and returned promptly. Parent volunteers help supervise small groups to ensure student safety. Parents need to take turns so all who volunteer get to participate at one time or another. No child will be denied a field trip due to inability to pay. Contact the teacher or principal if you need financial assistance. Parents must register and be cleared prior to volunteering to chaperone a field trip.

HEALTH ROOM

A health room is available in the main office and is monitored by office personnel. A child may remain in the health room until picked up by a parent or until he/she is able to return to the classroom. Parents are expected to pick their child up within a reasonable time of being notified of their child's illness or condition. Our school does not have a full-time nurse.

Children should be kept home when the following symptoms are present: fever, diarrhea, nausea, and vomiting, red and watery eyes with drainage, severe headache, or undiagnosed rash. **CHILDREN SHOULD REMAIN AT HOME UNTIL FEVER FREE FOR 24 HOURS; CHILDREN WITH NAUSEA, VOMITING OR DIARRHEA SHOULD REMAIN HOME UNTIL FREE OF SYMPTOMS FOR 12 HOURS.**

Homework Policy

At Durant Elementary, homework is defined as the time a student spends outside the classroom in assigned learning activities that reinforce and support the mastery of learning. When appropriate and possible, homework should be differentiated for students depending on their mastery of the objectives. It serves to develop regular study skills and the ability to complete assignments independently. Homework completion is the responsibility of the student. In kindergarten and first grade, homework completion could/should involve parent involvement. Therefore, parents play a supportive role through monitoring completion of assignments, encouraging students' efforts and providing an appropriate environment for learning.

Teachers should consider individual student learning needs or IEP goals, and the purpose of homework. Teachers should provide some feedback on homework and must clearly communicate with parents what to look for when reviewing their student's work.

Reinforcement - for students who need extra work to reinforce the skills being taught

Enrichment – for students who need/want to more thoroughly proceed in a subject

Completion/Continuation – for students who were unable to finish class work

Review/practice – for students who need to prepare for tests or for review of skills to strengthen understanding

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, please contact the teacher.

Grade Level	Suggested Times
K	10-20 minutes + daily reading
1	10-15 minutes + daily reading
2	20 minutes + daily reading
3	30 minutes + daily reading
4	40 minutes + daily reading
5	50 minutes + daily reading

If a student's homework is lost or misplaced, the student is responsible for getting the assignment from another student. Homework will not be assigned on weekends, holidays, or over a track out, unless there are incomplete assignments. Students may, however, work on long-range projects and remediation activities during weekends and vacations.

INCLEMENT WEATHER

When weather conditions threaten the safety of the students, it may be necessary to close school for the entire day, delay opening of school, or dismiss students earlier than usual. When a decision is made by the superintendent, local radio and television stations are notified. On days we have inclement weather, listen to local stations often, as they have the information before we do at school. Please do not call the school office because telephone lines must be kept open for emergency information. Please discuss these emergency dismissal plans with your child so he/she will know what to do in the event of early dismissal from school. The back of your child's locator card should be completed with all information for inclement weather. The YMCA after-school program will not operate in cases of early dismissal due to inclement weather. School make-up days are typically scheduled on Saturdays. Times will be announced at a later date. Breakfast and lunch is not served on Saturdays.

LANGUAGE ASSISTANCE

WCPSS offers interpretations and translation services for parents needing language assistance through qualified district and outside contractors. The district ensures that all interpreters and translators are trained in the ethics of interpreting and translating, and the need to maintain confidentiality. Parents may refer to the WCPSS website for more information.

LOST AND FOUND

All found items will be placed in the lost and found cabinet in the hallway. The school cannot assume responsibility for students' losses. Proper marking of personal property can reduce these losses. Please mark all items such as coats, jackets, sweaters, lunch boxes, etc.

LUNCH

Parents are welcome to join their children for lunch. We ask that Kindergarten parents please wait and check with your child's teacher before coming in to have lunch. We want the children to be comfortable with their school routine.

Parents at Lunch

Parents should eat with their child ONLY at the designated parent table.

If a parent is providing a dessert or other food item - it needs to be store bought and parents are responsible for distributing fair proportions to all students in their child's class only, as well as cleaning up. Treats, etc. should be provided to only the students' class and any extras should be taken home.

MEDICATION

The safety and well-being of your child is our utmost concern. For this reason, policies for the administration of medications have been designed to protect students. Only those medications that are medically necessary and cannot be scheduled outside of the school day will be given at school.

Designated school officials may only administer medication, including over-the-counter medicines to students:

- The Parents Request and Physician Order for Medication Form (1702), which is available in the main office and on the WCPSS website, must be completed by the parent and physician. It is the parent's responsibility to obtain these signatures. We will accept faxed copies
- A new Form 1702 is required whenever there is a change in the type of medication or the dosage. New forms are required each school year as well.
- Medication must be in a pharmacy container with the student's name, name of medication, date filled and directions clearly marked on the label. Please pick up discontinued medication within 2 weeks.
- School staff is not allowed to administer any over-the-counter medication to students without a completed Form 1702 on hand.
- It is the parent's responsibility to transport the medication to and from school. **DO NOT SEND MEDICINE TO SCHOOL WITH THE STUDENT.** Please contact the office to make other arrangements if necessary.

OFFICE

The school office is open from 7:30 am to 4:00 p.m., Monday through Friday, excluding holidays. Voice mail is available at all other times at 919-870-4220. If you reach voice mail during the operating hours, please leave a message.

PERMISSION FOR STUDENTS TO LEAVE CAMPUS

In order to ensure that our students are released from school with authorized persons, we will ask you how your child should leave school at the end of each school day (e. g., bus, day-care van, carpool, etc.) Any time a child is to leave by any other means, a note must be sent to the teacher. No students are allowed to ride home on a bus other than their assigned bus.

PERSONAL ITEMS

Students shall not bring toys, trading cards, athletic items, electronic equipment, or any non-essential personal items onto school property unless authorized by a staff member. Durant Elementary is not responsible for lost or stolen items. Toys and games should not be brought to school unless the teacher asks for them.

REPORT CARD/INTERIM DATE

Year Round Calendar

Interims (Week of)				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Track 1 – Week of	August 6	October 29	February 4	April 29
Track 2 – Week of	August 6	October 29	February 4	April 29
Track 3 – Week of	August 27	November 26	February 25	May 28
Track 4 – Week of	August 27	November 26	February 25	May 28

***Interims are distributed about the fifth week of the quarter.**

Report Card				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Track 1	October 5 (Day 49)	January 11 (Day 96)	April 5 (Day 140)	June 4 (Day 180)
Track 2	October 5 (Day 50)	January 11 (Day 95)	April 5 (Day 139)	June 28 (Day 180)
Track 3	October 5 (Day 48)	January 11 (Day 92)	April 5 (Day 135)	June 28 (Day 180)
Track 4	October 26 (Day 50)	February 8 (Day 96)	May 3 (Day 141)	June 28 (Day 180)

Report Card - Standards Based Grading

To provide consistency to the grading process and better inform parents as to their child's progress towards mastery,

WCPSS is using the Standards Based Assessment in grades K-5. A report card has been developed to align with the Standards Based Grading as well as federal laws and WCPSS policies. The report card measures progress against the uniform standards from the North Carolina Standard Course of Study and uses a consistent grading scale; work habits and conduct are separate. Information related to growth and overall strengths and needs is captured in the teacher comment section.

For academics, students are graded on a 1-4 scale defined as follows:

Level 4 – exemplary

Level 3 – proficient

Level 2 – approaching proficiency

Level 1 – non-proficient

For conduct and work habits, students are graded on a 1-3 scale defined as follows:

Level 3 – meets expectations

Level 2 – inconsistently meets expectations

Level 1 – does not meet expectations

The report card increases a teacher's ability to communicate with the student and parent about the student's success in meeting the state standards for that grade, as well as reporting on the student's classroom behavior and study habits.

SCHOOL BUS SERVICE AND DISCIPLINE

School bus service is available to all students who reside within the Durant transportation pattern. Questions about bus stops, schedules and routes should be directed to the WCPSS Transportation Department at 919-805-3030 or www.wcpss.net. The school office does not handle these issues.

Due to liability issues, students may only ride their assigned buses: for this reason students may not invite friends to ride home with them. Riding the bus is a privilege, not a right; therefore, students must follow the guidelines listed below. In order to provide safe transportation, it is critical for students to display orderly behavior on the bus at all times.

Expectation for students riding school buses includes:

- Ride on assigned bus
- Remain in your assigned seat
- Keep head and arms inside the bus
- Follow the bus driver's directions
- Talk softly (with permission of bus driver)

School bus discipline procedures: Please refer to letter from Mr. Artis on last page of this handbook.. This letter must be discussed with your child, signed and returned to school.

SCHOOL SPIRIT

The school mascot is the Durant Eagle and the school colors are royal blue and white.

SNACKS

In June 2004, the Child Nutrition and WIC Reauthorization Act was signed into law, making it mandatory for all education agencies participating in the National School Breakfast and Lunch Program to create a local wellness policy by June 30, 2006. Much of our Wellness Policy (#5125) pertains to our Child Nutrition Services division. Per the federal mandate, there are areas in the policy that directly pertain to our school practices. Fundraising, rewards, and on campus events are attended to in our wellness policy.

- Fundraisers involving food may not operate during the school day.
- Edible rewards offered to students must be of high nutritional value. Examples of foods lacking nutritional value include: soft drinks, water ices unless they have fruit or fruit juices, chewing gum, hard candies, gummies or jellies, marshmallow candies, cotton candy, candy coated popcorn, and licorice.
- Schools are asked to host student reward events that provide food and beverages high in nutritional value.
- On-campus events (e.g., concession stands) must offer 2 or more healthy choices for those individuals who would like an item of high nutritional value.

When preparing snacks, we ask you to keep your child's health and safety in mind. You help develop healthy habits and enhance learning when your child snacks on vegetables, fruit, or low-fat, low-sugar foods. Please send all food and drinks in a plastic, container (not glass). Due to food allergies, please send in pre-packaged snacks with the listing of ingredients, not homemade snacks. Per Wake County policy, no homemade items are to be sent in for whole class celebrations, only

purchased items from a place of business. For the sake of our carpets, please do not send red or purple drinks. Carbonated sodas are not allowed for lunch or snacks.

STUDENT ARRIVAL PROCEDURES

The school day for K-5 Durant students is 8:30 a.m. – 3:00 p.m. **DO NOT DROP STUDENTS OFF PRIOR TO 8:00 am.**

Students may not remain unsupervised outside the building or in the office lobby, media lobby, or classroom areas prior to 8:00 a.m. (Breakfast is available from 8:00 – 8:30 a.m.). The YMCA will have an early- morning program that begins at 7:00.

We encourage all parents to help their children learn to enter the building independently whenever possible. Students start their day best when they are in the classroom, ready to learn by 8:25 a.m. **Students arriving after 8:30 a.m. must be checked in at the office by their parents to receive a tardy slip.** Instruction begins promptly at 8:30 a.m.

This year we will continue to follow a “Bell to Bell” attendance policy. Tardies will be closely monitored and documented. We will not dismiss students between 2:30 and 3:00. This is disruptive to our classroom instruction and impacts student learning. Please try to schedule appointments after the school day.

STUDENT WORK FOLDERS

Each K-5 student will bring home a work folder **every** Monday. This folder will include the work completed by the student during the previous week and other vital communication such as; the weekly Monday newsletter (unless sent electronically), field trip information, upcoming events, order forms, and information about class/school projects. Parents should review weekly progress with the child and should sign the parent form each Monday. All folders should be returned to the teacher each Tuesday morning so the teacher is certain that the parent is aware of the child's progress. We encourage parents to make comments weekly and to schedule conferences with the teacher as needed if there are questions or concerns about the child's progress. Weekly folders also contain important newsletters and notices for parents. Please read and keep it handy.

Supervision of children/students during track outs

No DRES staff member will supervise students in our building who are on scheduled Track out/summer vacation from another school or DRES. There may be a situation where a student needs to do community service hours for a club, school or organization. That student and parent must have prior written permission for the DRES school administration.

TARDIES

If a student comes in late, **HE OR SHE MUST BE SIGNED IN BY A PARENT OR GUARDIAN** and receive an admission slip from the office. Please do not allow students to walk in alone. This is not safe. Parents of students with excessive tardies will be expected to conference with the principal or counselor and may be contacted by the school social worker. If tardies continue, the social worker will be involved.

TESTING CALENDAR

Our goal is to test every student in a manner that best allows him/her to demonstrate academic skills. As a result, Durant Road Elementary provides test modifications to many special education and 504 students. For this reason, EOG testing is a massive endeavor that often requires staff from all grade levels and special areas to assist. You may review the testing calendar on the Durant website once it is finalized for the 2016-2017. Unless your child is sick, it is very important that he/she be present on test days. Please do not schedule any morning appointments on test dates.

TRANSPORTATION CHANGES

Due to concerns about safety and liability, we will not accept or honor phone call requests to change a child's mode of transportation. We are unable to verify who is calling and therefore we only accept the following requests for transportation changes, 1. Signed note from parent/guardian requesting the transportation change. It needs to contain dates and all important information. If this is a temporary change, indicate the start and end date. 2. Email to the teacher from the parent/guardian requesting the transportation change. It needs to contain dates and all important information. 3. Parent/guardian comes into the front office of the school requesting the transportation change.

The school principal or designee will have the final decision on the release of a student if there are any questions.

Withdrawals/change of address (students)

Notify the office as soon as you know that you are moving. This notification must be from a parent. If you have a change of address, please notify the front office via email or in person.

VOLUNTEER REGISTRATION

2018-2019

HOURS AND DAYS OF OPERATION

8:00 am to 4:00 pm

Open Daily from July 1 through October 31

Open on Mondays *ONLY* from November 3 through May 18

Closed on December 22, December 29 & January 19

Volunteers may go to any WCPSS site and register through the intranet.

Access to the volunteer system is: WCPSS Intranet—Business Applications—Volunteer Registration

Reactivation for Continuing Volunteers

- All continuing volunteers approved for 2017-2018 school year MUST reactivate as a volunteer no later than OCTOBER 31, 2018. This will help to avoid unnecessary costs to the system. After October 31, 2014, individuals previously approved may not volunteer without a criminal record check.

New Volunteers

- Any new volunteer applicant for the 2018-2019 school year must register and have an approved criminal record check prior to engaging in volunteer work.

Checking for Approval

- Please check for field trip approval at least two weeks before the trip.
- To check on the status of your volunteer application, please contact the main office at 870-4220