

Alston Ridge Elementary School

2023 - 2024
PARENT/STUDENT
HANDBOOK



Alston Ridge Elementary
11555 Green Level Church Road
Cary, NC 27519
Phone: 919-544-2474
Fax: 919-544-6545

Niko Schutte, Principal
Melissa Oliver, Assistant Principal
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Wake County Public Schools (WCPSS)

VISION

All Wake County Public School System students will be prepared to reach their full potential and lead productive lives in a complex and changing world.

MISSION

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.

Core Beliefs

Every student deserves to be challenged in meaningful learning each day.

1. Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.
2. 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.
3. Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all students.
4. 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.
5. The Board of Education, superintendent, and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
6. 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.

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

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएँ चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919) 852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại (919) 852-3303

如果您需要免费翻译服务来了解学校流程，请致电 (919) 852-3303

WCPSS Year Round Report Card Dates

Quarter End & Report Card Dates							
Track	Quarter 1 Ends	Q.1 Report Cards	Quarter 2 Ends	Q.2 Report Cards	Quarter 3 Ends	Q.3 Report Cards	Q.4 Report Cards
1	September 8 (Day 43)	October 6	December 1 (Day 83)	January 5	March 8 (Day 130)	April 5	June 3 (Day 177)
2	September 29 (Day 43)	October 6	December 21 (Day 85)	January 5	March 28 (Day 129)	April 5	June 26 (Day 177)
3	September 29 (Day 42)	October 6	December 21 (Day 83)	January 5	March 28 (Day 129)	April 5	June 26 (Day 177)
4	September 29 (Day 43)	October 27	December 21 (Day 82)	February 2	March 28 (Day 128)	April 26	June 26 (Day 177)

WCPSS Year Round Interim Report Dates

Interims (Week of)				
Track	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	August 7	October 30	January 29	April 29
2	August 7	October 30	January 29	April 29
3	August 28	November 27	February 19	May 20
4	August 28	November 27	February 19	May 20

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

IMPORTANT PHONE NUMBERS

Alston Ridge Front Office: 919-544-2474

Office Hours: 8:30 am - 4:30 pm

Schae Bateman, Counselor	Grades 3-5	919-544-2474 Ext. 20156
Jodie Damrauer, Counselor	Grades K-2	919-544-2474 Ext. 20153
Joy Tang, Data Manager		919-544-2474 Ext. 20157
Tiffany Furr, Lead Secretary		919-544-2474 Ext. 20149
Kei'shae Green, Literacy Coach		919-544-2474 Ext. 20159
YMCA		984-255-2409
Bus Transportation		919-805-3030
Cafeteria		919-544-2474 Ext.20151

FREQUENTLY ASKED QUESTIONS

ATTENDANCE POLICIES

How do I inform the school if my child is going to be absent?

Email your child's teacher as soon as possible if your child is ill and will miss school for the day or send a note on the day of the child's return stating the reason for the absence(s). Please provide the reason for absence within 3 days of the student's return to school.

What are the guidelines for approval for an excused educational absence?

Excused educational absences must meet all of the following criteria. Requests must be submitted one week prior to travel:

- The primary purpose is educational.
- The educational opportunity is time specific. That is, the event only takes place at this time; for example, going to see the launch of a space shuttle or a presidential inauguration.
- The time absent is reasonable for the benefit gained.
- Prior approval is requested.

Request forms are available online at <https://www.wcpss.net/attendance-absences> and in the school office. Please submit completed forms to the main office.

COMMUNICATION

What is the procedure for visiting my child's classroom?

Coordinate a visit with your child's teacher through an email stating the reason for the visit. If it is regarding discipline, a counselor or administrator will contact you to set up a meeting time.

How can I get in touch with my child's teacher?

Many teachers prefer to use e-mail. Staff contact e-mail information is available through the [Faculty Directory](#) on the school's website. Teachers may maintain communication with families through other digital applications as well.

Can I talk with my child's teacher during the school day?

Parents/guardians are encouraged to send a note to the teacher in their student's communication folder or by e-mail. Please understand that teachers may not be able to respond immediately due to their primary teaching and supervision responsibilities. To protect the integrity of the teaching/learning day, we limit disruptions. Teachers can sometimes call out, but they cannot receive outside calls. They do not have a voicemail. If you have an emergency, please call the main office at 919-544-2474.

DISMISSAL PROCEDURES

What do I do if I want to check my child out early for a medical appointment before the end of the school day?

Using your phone, scan the QR code at the front door to complete the early dismissal checkout form. After completing the document, please ring the doorbell. One of our front office staff will assist you. You will be asked to present a government issued ID. Office personnel will call for your child via the classroom intercom. Children cannot be released from the classroom teacher directly to parents. Please arrive at the office before 3:15 PM. Except in emergency situations, children will not be released after 3:15 PM.

At the end of the school day, can I go to the classroom and pick up my children myself?

No, our dismissal process ensures the safest departure from school for all children.

How are students dismissed at the end of the day?

Walkers, carpoolers, bus riders, daycare van riders, special transportation, and students enrolled in the K-5 YMCA are dismissed via the classroom television beginning at 3:45 PM, except for kindergarteners in a separate location. Students riding yellow school buses are dismissed via the TV as buses arrive on campus. Students riding daycare vans will dismiss to the bus loop as their vans arrive. Students in grades K-5 who are enrolled in the YMCA will be dismissed to the cafeteria.

TRANSPORTATION/DISMISSAL CHANGES

What is the procedure to change the way my child will go home?

If you need to change your child's method of travel to reach home, please write a note to your child's teacher. In the case that a note is forgotten, please send an email to your child's teacher regarding the change as well as contact the front office in case the teacher is not able to check their email. The more consistent you are in determining your child's mode home, the safer your child will be.

What if my child misses his/her van or bus?

The office will contact the parent concerning transportation home. It is important that contact information provided to the school, via the colored Student Locator card, is complete and current, and that the contact information is regularly updated with the school system's digital records.

Can my child go home with a friend on the bus?

No. WCPSS Transportation policy requires that every student be registered to a bus and bus stop in order to receive bus transportation service.

VOLUNTEERS

What is the procedure for volunteering?

All parents must register with the WCPSS Volunteer System. All volunteers must re-register annually and will have a background check during the 2023 - 2024 school-year. To ensure the attention of volunteers is focused on the safety and learning of students, please refrain from bringing siblings or other children, when serving as a volunteer or as a chaperone on field trips.

ADDITIONAL FREQUENTLY ASKED QUESTIONS

Can I walk my child to class?

During the first week of school, and a student's first day at Alston Ridge Elementary, parents are welcome to walk their child to class. After the first week of school, all students will walk to class independently of parent/guardian or other family member.

Can I take homework, projects, lunches, money and other "forgotten" items to my child's classroom?

We all need to help children become responsible citizens. Please encourage your child to organize his/her materials and become responsible for homework, projects, lunches and snacks. Lunch and lunch money are the only items that will be distributed to students during the school day, in order to protect the integrity of the teaching/learning time. Lunch or lunch money can be brought to the main office and will be retrieved by the student or the classroom teacher at lunch time.

Can I have lunch with my child?

In accordance with the recommendations of the WCPSS security department and in support of our safety precautions, guardians and visitors are not allowed to join students at lunch.

GENERAL INFORMATION AND PROCEDURES

ABSENCES

Please contact your child's teacher if your child is ill and will be absent from school for the day. Parents are required to send a note to school stating the reason for the absence within 3 days of the student's return to school following the absence. Please include the following information:

- YOUR CHILD'S NAME
- DATE (S) OF ABSENCE OR TARDINESS
- SPECIFIC CAUSE OF ABSENCE OR TARDINESS
- PARENT SIGNATURE

Written/email documentation is acceptable. Planned absences from school, as a result of travel or for religious observances, should be approved prior to the event. Please send a note to your child's teacher informing him/her of these plans. Form 1710, Request for Excused Absence for Educational Reasons, must also be completed in advance of absence.

Assignments missed during an absence may be made up. Call the school office at 919-544-2474 to request make-up work for extended absences. ***Please give the teacher at least 24-hour notice in order to prepare make-up assignments for your child.***

ADDRESS / PHONE NUMBER CHANGES

In order to ensure that the school has accurate contact information for your child, it is important to provide new address and phone number information to the school's Data Manager as these changes occur. The Data Manager can be reached at the school's main phone line (919-544-2472) or in the school office during regular office hours. Parents must provide a new proof of residence for all address changes.

ADMINISTRATION OF PRESCRIBED MEDICATIONS

School officials may administer medicine to students if:

- The "Parent Request and Physician Order for Medication" Form 1702 is completed and in the possession of school officials. These forms are available at the school office, most doctor's offices have the form as well.
- Parents send a note requesting the school administer antibiotics or other medications to be taken after an acute illness (approximately 2 weeks or less). In this case, the pharmacist or physician's label, which must be on the bottle, serves as the physician's order. Medication must be kept at school for the duration of the treatment.
- If a doctor orders a nonprescription medicine, a Form 1702, ("Parent Request and Physician Order for Medication") must be completed. The parent must label the container as follows:
 - o Clearly write your child's name, name of the medication,
 - o date the medication was purchased,
 - o directions are clearly marked.
 - o The medication must be in a container dispensed by a pharmacy.

We appreciate your cooperation in adhering to the above procedures. We hope you find it reassuring that precautions are being taken to protect your child and all children at Alston Ridge Elementary School.

AFTER SCHOOL ARRANGEMENTS

If your child is to go home with a classmate after school please adhere to the following guidelines:

Both the hosting and visiting student should bring notes from their parents indicating the planned visit and transportation plans. (The school bus is not an option.)

No student will be permitted to ride home after school with anyone other than his/her parent unless the child brings a note from his/her parent requesting such.

ATTENDANCE/LEAVING SCHOOL

Students need to be at school at least half of the school day to be counted present. Currently, 12:30 PM is the half-day indicator, or 3 hours if the student is signed out of school and then returns. When a student has accumulated a total of 3, 6, or 10 absences or 10 tardies, you will receive a letter from the principal. Additional absences or tardies will be referred to the WCPSS social worker assigned to Alston Ridge. Students may be withdrawn after 10 consecutive unexcused absences, requiring families to re-enroll and be reassigned a track and class.

Students who are absent more than 30 days during a school year shall be referred to the Attendance/Retention committee for review. The committee shall determine if the student should be retained as a result of their absenteeism.

A student who leaves school for any reason during the day is counted absent unless the combined time in school is equal to half the regular school day—3 hours. If possible, medical and dental appointments should be made after school hours or during track-out periods.

If it is necessary for a parent to take his/her child from school early for a medical appointment, please sign your student out using the QR code before 3:15 PM.

Please be prepared to present photo identification when you sign your child out. At the beginning of each school year parents will need to complete a new Student Release Locator card and include a signature for anyone who has permission to pick a child up from school. Should you not be able to obtain the signature(s) prior to the due date for the card, the office staff will check the name, and government issued ID and have the person sign the card. Office personnel will call your child from the classroom after you have completed the check out document using the QR code.

If the student will return to school, the parent should sign-in the child using the QR code. Students are not allowed to leave the school campus during the school day without an adult.

BELL SCHEDULE

Minor adjustments may need to be made to the bell schedule after the school year begins. Our school day is 9:15 AM—3:45 PM. Staff members arrive by 8:15 AM. Students should be supervised by parents/guardians prior to 8:45 AM. **Students cannot be dropped off in the**

carpool loop prior to 8:45, unless they are Safety Patrol representatives who are scheduled for duty.

The bell schedule is as follows:

- 8:45 AM First bell / Doors open.
- 9:10 AM Warning tone (Announcements will begin).
- 9:15 AM Tardy bell. Instruction begins (**After 9:15, a guardian must sign the student(s) in, using the QR code.**).
- 3:45 PM Dismissal begins.

BIRTHDAY CELEBRATIONS

Due to food allergies and dietary restrictions, no food is permitted for birthday celebrations. Birthdays are special days and we celebrate our students' birthdays in classrooms. We encourage parents to buy a book to read to the class on your child's birthday, and then donate the book to the library. This policy is in effect for grades K-5.

If a student or parent brings snacks. They should be held, by the classroom teacher, and sent home. The teacher will contact the parent to alert them of the school's policy.

If a student brings invitations for **all** students in the class, the invitations may be placed in the folders. Otherwise, all invitations should be mailed from a child's home, and birthday parties should be planned outside of school hours.

Teachers cannot give out parent contact information for these events.

BUS DISCIPLINE

The policy of Wake County Public Schools on school bus discipline is the following:

- Students misbehaving on a bus will be reported by the driver to the Assistant Principal. Parents will receive a telephone call. A letter will immediately notify the parent that this report was received. A conference may be scheduled with the student and the assistant principal or principal.
- This letter will also advise the parent that should the assistant principal, in the course of the school year, receive a second complaint, the student will be denied the privilege of riding the bus for a period of time. Parents are responsible for providing transportation during this period.
- Any additional reports of misconduct will be handled in a similar manner. The period of removal from the bus will be increased with each report.

An offense will be any act that would distract the attention of the driver and/or jeopardize the safety of the students or vandalize school property.

BUS SERVICE

Bus service is available to students living in our attendance area. Parents must register for transportation upon enrollment, or online at <http://www.wcpss.net/parents/transportation>.

Concerns with bus drivers, schedules, stop assignments and routes can be addressed to WCPSS Transportation via the online form at <http://www.wcpss.net/parents/transportation> or by phone at 919-805-3030. Students are required to obey the following rules:

- Ride your assigned bus.
- Maintain orderly behavior at bus stops.
- Stay out of the street and off lawns while waiting for the bus.
- Remain seated while riding the bus.
- Keep head and arms inside of the bus.
- Refrain from any boisterous behavior or loud noises.
- Refrain from throwing items on the bus.

Bus discipline issues should first be brought to the attention of the bus driver assigned to the students' route.

Students enrolled at Alston Ridge Elementary as transfer students do not qualify for bus service.

CAFETERIA

Student accounts can be easily managed through the online system at www.MySchoolBucks.com and via the mobile app using your child's student identification number.

The cost of breakfast is as follows:

- Student-- \$1.50
- Student reduced-- Free

The cost of breakfast, lunch, and some a la carte items are as follows:

- Full-Price Breakfast - \$1.50, Reduced-Price - \$0.30
- Full-Price Lunch - \$3.25, Reduced-Price - \$0.40
- Reduced -- \$.40
- Milk-- \$.75
- Fruit--\$.75
- Vegetables--\$.75

Students may purchase snacks a la carte. Prices are determined by the district and vary according to item type. All adult prices are a la carte.

A full lunch does not include dessert; however, desserts and snack items may be purchased separately. There is a 2-item limit on dessert and snack purchases. Due to dietary restrictions and food allergies, students who bring lunch from home may not share their lunch. Soft drinks/sodas are not permitted at any time.

Payment options and details are available from WCPSS Child Nutrition Services. Checks should be made payable to "Alston Ridge Elementary Cafeteria." WCPSS Child Nutrition makes paying for school lunches convenient through the online www.MySchoolBucks.com. Once an account is established, parents can check balances and fund the account anytime from a home computer, phone or fax. It takes approximately 24 hours for the account to show deposits.

[Free or reduced lunch applications](#) must be submitted each school year.

CARPOOL

Parents may obtain a carpool tag and number at Meet the Teacher, at the designated area, and in the front office, during the school year. For the safety of our ARES families and staff, please be alert in the carpool lane (Please refrain from talking on cell phones.).

All parents should stay in their car and allow Safety Patrol students or staff members to assist your child. **For your child's safety please have your child on the passenger side to avoid walking around the car during the carpool process.**

For safety reasons, students may not be picked up or dropped off at any other location on or off campus, including parking on Green Level Church Road or Kit Creek Road to be walked across the street.

If there is not a carpool tag, or if the carpool tag was not provided by Alston Ridge Elementary, you may be asked to park and go to the office, with a government issued ID, to pick up your child.

AM Carpool

Carpool drop off begins at 8:45 AM when Safety Patrol students and staff begin their duty. Students may not be dropped off prior to 8:45 AM. Students must be supervised by a parent/guardian until 8:45 AM, when arrival procedures begin. ***Carpoolers must be dropped off at the front entrance only.***

PM Carpool

Students will be dismissed from their classroom. Students will exit the building through the front doors and go to their assigned location, e.g., red, blue, green spot. Parents will slowly drive to the spot where their child(ren) is/are standing. Please have your carpool tag visible.

At Alston Ridge Elementary, we “double stack” our cars in the carpool line. A person at the end of the parking lot will call numbers and assign the car a “row”. The car is to stay in the line assigned by an Alston Ridge Elementary Staff member. Assigned cars will receive a slip to place outside the windshield. This slip will be taken by the person at the top of the parking lot. An Alston Ridge staff member will release the row of cars after receiving the slip. It is important to stay in the lane assigned.

Carpoolers must be picked up at the front entrance. All carpooling students should be picked up by 4:20 PM each day.

CELL PHONES

Student cell phones should be turned off and stored in backpacks during the school day. Please see the WCPSS Code of Student Conduct for policies detailing acceptable use of technology in schools.

CLASSROOM VISITATION

Visitation to your child’s classroom is available by making prior arrangements with the classroom teacher.

COMMUNICABLE DISEASES

The WCPSS Board of Education has developed a policy concerning students and staff members with life-threatening communicable diseases that may pose a threat to the health and safety of students and staff. Such situations are to be reported to the principal. Each case is to be considered on a case-by-case basis, and all deliberations shall be kept strictly confidential.

CONFERENCES WITH TEACHERS

Formal conferences are scheduled near the end of the first quarter and third quarter. Additional conferences can be held as needed as mutually agreed upon by teachers and parents.

DRESSING FOR SCHOOL

We ask that all children have their shoulders, stomachs and legs appropriately covered. Please avoid short-shorts and low-rise pants. Tank tops and sundresses should have wide straps and are to be avoided in the upper grades. Parents will be contacted to provide a change of clothing

if it causes a distraction to a child's learning, the learning of other students, or is deemed to be inappropriate.

All children need to wear shoes with backs (no flip flops or backless sandals). All children participate in physical education with their class and should wear appropriate footwear. Children must wear tennis shoes/sneakers on PE days with the PE teacher to be able to participate in all activities.

DISCIPLINE

Teachers are encouraged to contact a child's parents any time that a child's behavior is disruptive to the school environment or hinders the individual child's progress. Teachers and administrators have broad authority to enforce WCPSS Code of Student Conduct. Please express any questions or concerns regarding your child's behavior and discipline with the classroom teacher.

FIELD TRIPS

All trips must align with the grade-level curriculum. A school-based committee ensures the appropriateness of all field trips, and the reasonableness of any cost. All field trips must have the approval of the school principal and the Area Superintendent.

To ensure the safety of students during field trips, they must leave and return to campus with their teacher on the school bus. **Before a student can go on a field trip, a signed permission form from the parent must be on file in the office. Verbal permission is not accepted.**

All parents who accompany children as chaperones must have a "Volunteer" clearance. Parents must ride in private vehicles. Siblings are not permitted to attend field trips as parents will have duties as chaperones.

GRADING

Standards based grading practices are utilized in Wake County Public Schools. Teachers use a variety of assessments which include observations and evidence collected throughout the grading period to determine the student's level of proficiency. Work habits and conduct grades are not considered when determining a student's content proficiency.

Level 4—Exemplary

Student consistently demonstrates an in-depth understanding of the standards, concepts, and skills taught during this reporting period.

Level 3—Proficient

Student consistently demonstrates an understanding of the standard, concepts, and skills taught during this reporting period.

Level 2—Approaching Proficiency

Student is approaching an understanding of the standards, concepts, and skills taught during this reporting period.

Level 1—Non-Proficient

Student does not yet demonstrate an understanding of the standards, concepts, and skills taught during this reporting period.

HEALTH GUIDELINES

Please be sure to inform your child's teacher if your child has any allergies, chronic illness or physical handicaps. If there are any special measures or activity restrictions that will be necessary for his/her welfare at school, please let the teacher know.

Children should be kept at home if they exhibit any of the following symptoms:

- fever
- watery eyes, discharge from eyes
- sore throat
- excessive cough due to allergies
- skin rash or spots
- nausea, vomiting
- Diarrhea

We encourage all students to wash their hands frequently to help prevent the spread of germs. If your child/children is exhibiting any of the following symptoms, they should not attend school:

Fever (100.4 or higher) or chills | Cough | Shortness of breath or difficulty breathing | Fatigue
Muscle or body aches | Headache | New loss of taste or smell | Sore throat Congestion or runny nose | Nausea or vomiting | Diarrhea

Wake County Public Schools health policies require that students are isolated away from the school building for a minimum of 24 hours following their last fever. The 24 hours period does not begin until the effects of the last dose of any fever reducing medication have ended and no fever presents. Absences are excused for the duration of the child's illness with a note from the parent or physician. Do not give a child fever-reducing medication prior and send them to school.

Wake County Public Schools policy requires that students are isolated away from the school building for a minimum of 12 hours following any episode of vomiting or diarrhea; however, students should not return to school if they are not feeling well. When a student is feeling sick, they should remain home and isolated away from the school building. Most public health agencies recommend that a patient that is vomiting should reduce contact to decrease the likelihood of spreading stomach and gastrointestinal viruses for 24 – 48 hours. Please consider the health of our school community when determining when it is safe to return your child to school. Absences are excused for the duration of the child's illness with a note from the parent or physician. Do not give a child medication that reduces symptoms of gastrointestinal problems, diarrhea or vomiting and send them to school.

HOMEWORK POLICY

Children utilize a green, Alston Ridge homework folder. Assignments are given orally and/or in writing. Some grade levels utilize agendas to document assignments.

How long should it take?

Besides the 15 – 20 minutes for reading (either independently or with a parent), WCPSS Board of Education guidelines are:

- Kindergarten – 2nd Grade: 20 minutes per day
- 3rd Grade – 5th Grade: 50 minutes per day

Grade level homework expectations will be communicated annually by the classroom teacher at Open House or the child's first day of school.

What form can assignments take?

- Handwriting practice
- Inquiry tasks
- Reading (silent and/or oral)
- Review (spelling, number facts, test material, etc.)
- Skill games
- Creative writing
- Oral assignments
- Continuation of classroom activities
- Projects

Please consult your child's teacher if your child needs more time for completion of homework on a continual basis.

INCLEMENT WEATHER

The radio and television stations will announce all school closings, late openings, or early closings. If it begins to snow or sleet, or if there is the possibility of strong winds, please listen to the radio or TV for early school closings. You can also subscribe to a notification service at <http://www.wcpss.net/signup/newsletters/login>. Visit the WCPSS website at <http://www.wcpss.net/parents> for more information.

LATE ARRIVAL

Students arriving at school after the 9:15 AM tardy bell must be accompanied to the front door by an adult to complete the QR code process at the front entrance. (Please have your phone available to complete the form.) A receptionist will assist your child to class. Anyone arriving late in the carpool line should park his/her car and escort his/her child to the front door; tardy students should not be "dropped off" at the curb. As carpool activity typically increases on rainy mornings, please allot extra travel time to avoid arriving late due to the longer carpool line.

LICE

From time to time, a case of head lice will occur.

- In the event you know or think your child has lice, please notify the office. We do whatever possible not to cause any embarrassment or to single out any student who may have lice.
- If any lice are detected or if a suspicious situation is found, the parent is notified. In cases where 2 or more students are found to have lice in the same classroom a note will be sent to parents of all children in that class.
- If that child has a brother or sister at Alston Ridge, the head of the brother or sister is also checked.
- A copy of the official WCPSS policy can be obtained from the school nurse.

LOST AND FOUND

The Lost and Found is located in the K-1 hallway alcove. Parents and students are encouraged to check there in the event that items are lost. Please check it periodically, as it will be donated to nonprofits on a monthly basis. ***Please label all personal items with the student's name.***

PARKING

Parking will not be permitted in the carpool loop, in the bus loop, nor in the fire lane. Additionally, ***parking is not permitted on Green Level Church Road or Kit Creek Road. Students should not be walked across the street.***

Doing so, especially during arrival and dismissal, puts children's safety at risk. Parents who must leave their cars and come into the building should park in the parking lot. Please observe the marked FIRE LANE exits for buses and school faculty/staff cars. Cars entering and exiting the campus must not exceed 10 MPH.

SAFETY PATROL

The function of the School Safety Patrol is to assist with the loading and unloading of vehicles at carpool, and loading buses in the afternoon.

SCHOOL PROCEDURES

Assembly Procedures

- Students sit cross-legged on the floor
- Come to programs by grade
- Do a body check
- Respond to the silent signal
- Be respectful to presenters/interact appropriately
- Return to class following your teacher's procedures

Bus Procedures

- Use a whisper voice
- Stay seated
- Keep your hands, feet and objects to yourself and inside the bus
- Please do not eat or drink on the bus
- Show respect to the bus driver

Dining Room Procedures

- Raise your hand if you need something
- Be kind: clean up your area for the next person
- Remain Seated. Do not get up without permission
- Walk at all times
- Follow the direction of all adults in the dining room
- Use inside voices with the students at your table

Dismissal Procedures

- Listen to the announcements/watch the TV screen
- Walkers will exit through the rear Cafeteria doors

- Bus riders will remain in their classrooms, and watch for their bus number as it appears on the TV screen
- K-2 YMCA after school will go to the cafeteria
- 3-5 After School Care will remain in the room until dismissed by the teacher
- Walk quietly to your destination

Fire Drill Procedures

- No talking
- Walk quickly and quietly
- Listen to teacher's directions
- Students who are out of the classroom, go out with the closest teacher or class

Hallway Procedures

- Walk quietly facing forward, keeping your hands to yourself
- The speed limit is WALK.
- Walk on the 3rd tile, from the right side, without touching the walls and others work
- Use a quiet gesture to greet teachers and students
- Stop at "the alligator stop points"
- Keep up with the child in front of you
- Use quiet feet

Playground Procedures

- Please keep hands, feet and objects to yourself
- Use all equipment properly
- Wait your turn
- Follow your teacher's directions
- Stay in the fenced area; if a ball goes over the fence, tell your teacher
- Make sure you can always see your teacher and your teacher can see you
- Know your teacher's signal for lining up
- Return in the building quietly

Restroom Procedures

- When entering or exiting the bathroom, please keep all voices down
- Be patient and wait your turn
- Respect each other's privacy
- Wash your hands with soap and water
- Use 1-2-3 save a tree (paper towel)
- Throw the paper towels in the trash
- Exit the bathroom and take your place back in line or return to your classroom

Stairwell Procedures

- Stay to the right, and use the rail without sliding
- Climb steps one step at a time, and only one person should be on each step
- Walk without talking
- Use quiet feet

SNACK TIME

Your child's class will set aside time during the day for a snack break. Snacks should be brought from home and should be of nutritional value. Fruits, vegetables, cheese, crackers, etc. are encouraged. **Sweets, chips, and soft drinks/sodas are discouraged.**

TRANSFERS / MOVES

A student transferring from Alston Ridge Elementary should notify the teacher and data manager prior to the last day of his/her attendance. The teacher will complete a withdrawal form. All textbooks and library books must be returned. School records will be forwarded to the new school upon receipt of the request.

VISITOR/VOLUNTEER SIGN-IN

Please sign-in on the visitor device, which is located in the main office at the school. The visitor system will ask for your Driver's License. After signing in, please place a visitor/volunteer badge in a visible location on your upper torso. This policy reflects our efforts to make the school a safer environment. All visitors must enter and exit through the front door of the school. All volunteers must be registered with the Wake County Public School System. All volunteers must undergo a background check. If you know that you will be volunteering in the school, take care of this as soon as possible.

WALKERS AND BICYCLE RIDERS

Walkers and bicycle riders must reside in the school's walk-zone. A Walk-Zone Permission Form should be completed for any student who will be dismissed to walk home. All walking students should use the sidewalks when entering and exiting the campus. Walkers will be issued a Walker's Pass, either Pink or Purple.

PINK: Guardian required to accompany walking student(s). **PURPLE:** Students in grades 3-5 who are permitted to walk home without a guardian.

Third, fourth, and fifth graders will be permitted to ride bicycles to school. Parents are encouraged to plan bicycle routes for students from their homes to school. Bicycle riders should dismount, walk the bikes to the front of the building to the rack, and secure them with a lock.

***If a change in transportation is required, due to inclement weather, please contact the classroom teacher. If a student will not be walking or riding their bicycle, guardians will need to follow the carpool procedures. **For safety reasons, students may not be picked up or dropped off at any other location on or off campus, including parking on Green Level Church Road or Kit Creek Road to be walked across the street.**

YMCA Before/After Care

An after-school day care option is available to our families. This program will operate from dismissal until 6:00 PM and will serve only Alston Ridge students. K-5 students will be served by the YMCA. The cost for the K-5 program is determined by the YMCA. Supervised activities such as games, stories, music, arts and crafts, and outside play are offered. Homework time is also included in the rotation of activities.

If it is necessary to delay school due to inclement weather, the YMCA will be delayed the same amount of time.

If school closes early due to inclement weather the After School Program will close.