

# Douglas Creative Arts & Science MAGNET ELEMENTARY SCHOOL



## 2022-23 Student/Parent Handbook

600 Ortega Rd.  
Raleigh, North Carolina 27609  
(919) 881-4894  
[www.wcpss.net/douglasses](http://www.wcpss.net/douglasses)  
school hours: 9:15 AM-3:45 PM

@<https://www.wcpss.net/douglasses>

Welcome Douglas Students and Parents!

Whether you are a new Dragon or are returning to our school this year, I hope you will take advantage of the many opportunities Douglas offers your family so you may continue to be actively engaged in your child's education. Douglas has an excellent well trained, committed and professional staff that provides an exceptional learning environment and teaching practices that integrates the Arts and Science. Our learning community, which values success for every child, will work together to provide an encouraging, motivating, and purposeful instructional environment, providing all students opportunities to reach their full academic and personal potential.

This school year promises to be packed with wonderful Douglas learning opportunities! We want you to know that, as part of the school/parent team, we are committed to you and your child's academic, social and emotional success. Working together, we know that every child will make great gains during this next school year. Please call us anytime you have questions or needs.

This handbook will serve as a quick reference for Douglas guidelines and procedures. In addition to our School Handbook, please read and review the Wake County System Parent/Student Handbook.

Again, welcome to a wonderful new school year! We look forward to partnering with you in the year ahead.

All the best for your child's success!

Tiffany Faison-Bullock

Principal

[tfaison-bullock@wcpss.net](mailto:tfaison-bullock@wcpss.net)

## SAFETY & SECURITY PROCEDURES

**Our #1 priority is to ensure students learn in a safe school environment.** The school building is locked all day with the only exception being the main entrance doors during arrival only. In order to gain entry into the vestibule after arrival, all visitors must ring the doorbell located at the front entryway to communicate directly with the receptionist. Once you gain access into the vestibule, you will be allowed access into the main office. Once you enter the main office, please state your visitation purpose to the receptionist. Once approved by the receptionist, you will be directed to sign in at the Ipad. You will receive a visitors' label to stick on the outside of your attire on the left side of your chest. This label must be visible for all staff and students to see. Visitors found without visitors' stickers will be directed to the main office. All visitors must sign out in the main office after each visit. Students and staff are directed to not open any outside doors for any visitors.



## VISITORS & VOLUNTEERS

Wake County Public School System Policy states that all school visitors must report to the office and sign in when entering the building. A visitor badge must be obtained when you sign in..



**Visitors & Volunteers Reminders:** Wake County Public School System Policy states that all school visitors must report to the office and sign in when entering the building. Remember to obtain a visitor sticker when you sign in. Visitors also need to sign out upon leaving the building.

**The Douglas staff are committed to ensuring and protecting the instructional day from disruptions.** Therefore, please adhere to your specific volunteer assignment or designated visitor location. Visitors and volunteers may not randomly walk the building or "visit" classrooms or areas not specific to their volunteer or visitor assignment.

### Expectations Reminders:

- To volunteer in supporting in-class events, you will need to be **CLEARED** by the WCPSS volunteer system.
- Classroom volunteers, please ensure that you are clear on your responsibilities and comfortable with your duties.
- Please refrain from photographing students.
- Volunteers must keep in confidence all information that pertains to the students and staff they assist.

There are many ways to help out at Douglas Elementary. Parents are **WELCOME** to visit the building to eat lunch with their children, attend special activities in the classroom, attend cultural arts events, or **volunteer** to work with small groups of children in a non-teaching role. We have a wonderful PTA with many committees that need your support. In order to volunteer in the capacity of supporting field trips or in-class events, you will need to be deemed **CLEARED** by the WCPSS volunteer system. This system

conducts a criminal background check on all applicants. [Applications can only be completed in our Front Office or at another WCPSS school site. Clearance can take up to three weeks.](#)

Continuing volunteers approved for the 2022-23 school year MUST reactivate as a volunteer no later than 4:00 PM on October 29, 2022. Reactivating volunteers may go to any WCPSS work site and **register** through [wcpss.net](http://wcpss.net) by selecting the Community tab, and then selecting Volunteer. Current volunteers, who provide a valid email address, will receive an email 15 days and 30 days prior to the expiration of their volunteer status reminding them to reactivate. After October 29, 2022, individuals previously approved may not volunteer without a new criminal record check.

## SCHOOL HOURS

The school campus is officially open at 8:45 AM and students will be marked tardy after the 9:15 AM bell. The staff is not legally "on duty" until this time. Students should NOT arrive prior to this time because there will be no adult supervision. Dismissal will begin at 3:45 PM daily. No office dismissal after 3:15 PM daily.



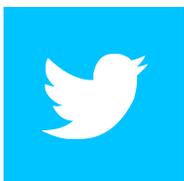
## STUDENT BIRTHDAYS

**We DO NOT have birthday parties at school for any student's birthday.** This includes **party favors, decorations, hats, goody bags, and balloons.** Families can send in a snack for the class during lunch time. Classroom teachers will recognize each student in an appropriate way on their special day. **\*\*Birthday 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, however room parents may gather parent contact information for class distribution on a voluntary basis.**

## SCHOOL TO HOME COMMUNICATION

Our school communicates through a variety of platforms; however, a few of those platforms are crucial so that you stay connected with school curriculum and happenings.

1. **School's Website** - ([www.wcpss.net/douglases](http://www.wcpss.net/douglases))
2. **Principal's Weekly Message** - Weekly emails generated from Powerschool information, texted to the cell number on file, posted on our Twitter (@douglaswcpss) and website
3. **Talking Points** - Sent to parents by classroom teachers and grade level teams (sign-up info. @ "Meet the Teacher")
4. **Teachers' Newsletters** - All classroom teachers create and distribute monthly newsletters
5. **PTA Facebook** - (@Douglas Elementary PTA)



**Our school website** has a **calendar** for upcoming events and is populated for the entire year at the beginning of the year with only a few updates throughout the school year. **Weekly principal messages** are emailed (through the School Messenger platform) and posted on our web/social media sites. [This email contains important WCPSS and Douglas information for the upcoming weeks.](#) **School Messenger** is a tool for proactively contacting large numbers of parents via the telephone, email and or text. This system also

keeps parents informed of their child's attendance by delivering nightly messages to the homes of those students who are marked absent. It can also send general announcement information to parents and students. Our school **Twitter** and **PTA Facebook** pages showcase a variety of WCPSS and Douglas happenings! **Classroom Teachers** send home **weekly emails** (through **Talking Points**),

## ATTENDANCE & TARDIES

According to WCPSS School Board Policy 6103, an electronic or handwritten note from the parent/guardian must be presented to the teacher within 2 days of when the student returns to school after being absent. If the note is NOT received within the 2-day time period the absence will be recorded "unexcused." Notes should state the reason for the absence, the date(s) of absence, and a parent signature. Only call the front office if your child will be absent for more than three consecutive days.

ABSENCES are coded EXCUSED for the following reasons:

- ❖ Illness or injury which makes the student physically unable to attend school
- ❖ Isolation ordered by the State Board of Health or the Wake County Health Department
- ❖ Death in family
- ❖ Medical, dental, or other appointment with a health care provider for the student
- ❖ Court when a student is under subpoena
- ❖ Religious observation, as suggested by the religion of the students or the student's parents
- ❖ Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons"

Promptness to school is very important. Instruction begins at 9:15 AM. Please assure that children do not arrive earlier than 8:45 a.m., because there is no supervision available. Once a student has arrived on school grounds, he/she may not leave without permission from the office. **Students who arrive after 9:15 a.m. are considered tardy and must report to the office with a parent to obtain a tardy slip.** An excuse for the late arrival should be provided to the Student Information Data Manager at that time. Students are considered absent if they arrive to school after 12:30 PM or leave prior to this time.

**EXCUSED EDUCATIONAL ABSENCES:** To request an excused absence for special educational experiences, an excuse form must be submitted to the principal for approval **PRIOR** to educational absence. Forms are available online at [www.wcpss.net](http://www.wcpss.net) or in the main office.

### ATTENDANCE:

Regular school attendance is necessary for academic success. Students are urged to be present daily unless there is a valid reason for being absent. Students must be in school every day unless they are ill or there is an emergency that prevents him/her from attending. We prioritize and value instructional time and need every minute to provide students with quality instruction. For that reason, we ask that you ensure your child arrives at school on time and that you refrain from early check-out unless it is an emergency or for a scheduled appointment.

## BEFORE & AFTER SCHOOL

Douglas is pleased to offer Before School and Afterschool Care onsite. **Before School** is an entertaining and structured morning program. We provide a fun, loving staff to play and encourage your children. Activities are held for the most part in the gym and the media center. Children have a variety of games

and challenges to play such as cards, board games, puzzles, and crafts. The Program runs from 7am-8:45 am (bell) each morning.

**After School** is a safe, fun alternative to hanging out at home each afternoon! Afternoons are filled with gym and field games, arts & crafts, STEM activities, homework incentives, assemblies, and much more! The Program runs from school dismissal until 6:00 p.m. each school day. For more information, check out the before and after care section of our website [www.wcpss.net/douglases](http://www.wcpss.net/douglases).

## TRANSPORTATION-BUS

Bus route information will be available at [www.wcpss.net](http://www.wcpss.net) by mid-August. Select Menu, Parents, More, Transportation. Please be sure and check the website for stop and route information. The time shown at the top of each route will be the estimated time the bus is due to arrive at the first stop. Any questions or concerns about the bus routes, times and behavior on the bus should be directed to our Assistant Principal, Ms. Carol Mohn. She can be reached at (919) 881-4894 or [cmohn@wcpss.net](mailto:cmohn@wcpss.net).

Students should report to their bus stops at least 15 minutes early for the first few weeks. We ask that students/parents allow 15 minutes before and after the assigned time for pickup and drop off during the first few weeks of school. This will allow drivers time to make route adjustments necessary to maximize their route. Buses are allocated to our school based on the number of bus riders for each route. Because of this, we ask that students who ride the bus at any time during the school year do so for the first few weeks of school. If your child is assigned a bus stop and does not ride the bus within the first two weeks of school, the stop will be eliminated.



If your child normally rides home on the bus in the afternoon and will not do so on a particular day, please inform the school/teacher of this change in writing. If we do not have a written note requesting this change, we are required to send your child home on the bus as usual.

**Parents who have a kindergarten or 1st grade student must be at the bus stop to receive their children in the afternoon.** If the parent or designated adult is NOT at the bus stop, the driver will bring the child back to Douglas and the parent is required to come get the child from school. The only exception is if the child has an older sibling on the bus.

**HERE COMES THE BUS APP:** WCPSS bus rider families are now able to use a free bus tracking system called Here Comes the Bus. Here Comes the Bus translates GPS data into an easy to use customizable map that works on a computer, tablet or smartphone. It allows you to see where the bus is and how close it is to your stop. You can sign up for Here Comes the Bus App at <https://herecomesthebus.com/getting-started/>. You will need the district code and your student's ID number to sign up.

## CAFETERIA PROCEDURES

Breakfast and lunch are served each day in the cafeteria. For the 2022-23 school year, breakfast costs \$1.50, and lunch costs \$3.00 at elementary schools. To receive free lunch, families must complete the

2022-23 meal benefits application, which is available online at MySchoolApps.com. In addition, paper copies are available for pick up at the school office. For families who completed the 2021-22 meal benefits application, the eligibility benefit will be effective for their student's first 30 school days of the 2022-2023 school year.

## CARPOOL PROCEDURES

If you wish to pick up your child in the carpool at any time during the year, you must display the Douglas carpool tag from your rearview mirror. New Carpool numbers will not be assigned to students who have a carpool number and tag from last school year. Families may keep their same carpool number from last school year. Carpool tags (2 tags with the same number) are free and will be available during the "Meet Your Teacher" events on August 25th and September 2nd as well as in the office during the first week of school. Please help your child memorize their carpool tag number right away to speed up the loading process!



**DROP OFF:** To drop students off before school, parents should enter the carpool circle in a single file line and drop children off in front of the school ONLY between 8:45 and 9:15 am. Since our school is located in the community, please make sure to stay on the far right side of the street. When pulling out, look to your left for vehicles driving past you. For the safety and efficiency of the process, parents should remain in their cars during this time. Douglas staff and safety patrol will help your child(ren) exit your vehicle.

**PICK UP:** Parents should enter the carpool lane in a single file line to pick students up at dismissal. For safety, adults will guide students to meet the drivers at each colored dragon footprint. Staff members and safety patrol will monitor the process. Students will be called by their assigned carpool number as the parent approaches the building. Students will walk to an adult to board their vehicles from the right side only. Parents are to always remain in their cars during the carpool process. For the safety of everyone, please do not use your cell phone during carpool. Dismissal time is 3:45 pm. Please help us have all students loaded promptly by arriving in the carpool line by 3:55pm. Please help our staff by arriving on time. After 4:00pm, students will be taken to the front office.



**WALKING STUDENTS TO CLASS:** Parents of 1st through 5th graders will be allowed to walk students to class up until Friday, September 2, 2022. Parents of Kindergarten students will be allowed to walk students to class until Friday, September 9, 2022. Beginning Monday, September 12, all students will walk independently to class this day and every day moving forward. Again, this is for school safety. In addition,

visitors/parents are not allowed to drop-in to see their child's teacher (during arrival or during the school day) unless the appointment was previously scheduled and the main office is aware of the appointment. Instruction begins at 9:15 AM and it is our duty to protect instructional time as much as possible.

## WALKER PROCEDURES

Parents should wait for their students on campus near the cafeteria doors. This year walkers' dismissal will be staggered by grade level. Teachers will hold all walkers in their classrooms until an announcement is made for their grade-level walkers to be dismissed each day. If a situation prevents parents from arriving on time, please call the front office, and we will notify the classroom teacher.

## CHANGE OF ADDRESS OR PHONE NUMBER



Parents are asked to provide a new proof of residence with any change in address or phone numbers so that we have accurate, up-to-date information for all students. In order for your address to be changed in the WCPSS system, it is extremely important that your personal information (i.e. telephone numbers, cell phone numbers, and addresses) is up to date at all times! If your child is sick or injured we must have a number where you can be reached in an emergency. Please notify the school office as soon as possible if you have changes to your telephone numbers or home address. Please also provide the school office with a copy of your current utility bill showing your new information. All parents must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency.

## CLASSROOM ASSIGNMENT

Class assignments will be tentative for the first 20 days of school. This tentative assignment is due to growth, student assignment changes, and new students enrolling or withdrawing after August 29<sup>th</sup>. Classroom assignments will not be changed unless it is absolutely necessary, and parents will be notified if a change is needed.

## DISCIPLINE

Maintaining a safe, orderly environment for our students is an important part of providing a quality education. Every situation will be investigated thoroughly and handled in an appropriate manner. We will continue to empower our students to build strong relationships, to understand, appreciate, and exemplify the character strengths in us all through the Positivity Project, PBIS, and Responsive Classroom practices.

## DRILLS: FIRE/TORNADO/LOCKDOWN

Every precaution is taken to insure the safety of your child during school hours. Monthly fire drills and periodic severe weather drills and lockdown drills are performed to make certain students learn proper safety procedures and adhere to all safety guidelines.

## FIELD TRIPS

Current educational philosophy recognizes the advantage of using the total community environment as a learning laboratory. To this end, teachers may schedule field trips for their classes. These trips, always arranged for their educational value, enable students to see people at work and serve to broaden the student's total educational experience. Every effort will be made to assure both the suitability of any trip away from school and the reasonableness of any costs involved in the trip. For this reason, all field trips must have the approval of the principal. Before a student can go on a field trip, a Wake County permission sheet signed by the parent must be on file in the office. Verbal permissions and handwritten notes are not accepted. A field trip is defined as any planned activity that necessitates the student leaving the school grounds during the instructional day. Students attending the field trip must ride school provided transportation to and from the school event. Students meeting at the field trip site are marked absent for the school day.

## HOMEWORK POLICY

Our purpose of homework, when provided, is an opportunity to experience real life problem solving relevant to content in the classroom and/or for additional practice on a specific skill.

**Kindergarten-Fifth Grade students should read each night** in a self selected book independently and/or with an adult.

K-2: 20 minutes

3-5: 30-40 minutes

Kindergarten-Fifth Grade students can be assigned homework as necessary based on the goals that have been set by the grade level teachers.

## INCLEMENT WEATHER/DELAYED OPENINGS



Please check the Wake County Public School System 2022-2023 Parent/Student Handbook for the current policy on inclement weather procedures. Remember to always check the local media (radio or TV stations) to find out about school openings during inclement weather. You may also find this information on the Wake County Public School System's website at [www.wcpss.net](http://www.wcpss.net). Our make-up days are determined by Wake County school officials and are listed on the 2022-23 traditional calendar.

## INSTRUCTIONAL HOURS

Instruction begins at 9:15 AM DAILY and will end around 3:45 PM. Please refrain from habitual late drop-offs or early pickups.

## PARENT CONCERNS

As the year progresses, inevitably concerns will arise. If you have a concern, please contact the classroom teacher FIRST to bring it to their attention. Many concerns have been resolved by the parent or teacher making contact to resolve a misunderstanding, miscommunication, or incorrect perception. In the event you feel your concerns have not been addressed after speaking with the teacher, it is then appropriate to reach out to a building administrator.

## STUDENT INFORMATION & LOCATOR CARDS

At the beginning of the year, your child's teacher will give parents a locator information card to be completed and returned as soon as possible. The information on the form is very important and will be filed in the school office. Please complete the form as soon as possible, giving the name and phone numbers of relatives, neighbors, or friends who can be contacted in case of an emergency, when you cannot be reached. If these arrangements change during the year, please notify the office and the teacher. Please let emergency contact individuals know that they will be required to show a picture ID if they are needed to pick up a student that is not their child.

## MEDICATION POLICY



Trained school officials may administer medications to students only if one of the two following guidelines are met: **The Parent Request and Physician Order for Medication (Form 1702)** is completed and in the possession of school officials. The physician must sign this form. The medication must have a current prescription label, including the child's name, medication name, doctor's name, and the directions clearly marked on the container. **For medications, the request must be updated at the beginning of each school year and any time there is a change in the time given or the dosage prescribed. The medication prescribed and the container must match Form 1702.**

The same rules apply for non-prescription medication (i.e., cough syrup, Benadryl, Tylenol, etc.). **Over-the-Counter meds should be brought in original packaging, and DO need to be written on the 1702 with dose, time, etc.** (staff are not just to go by packaging dose). No prescription label is needed on the over-the-counter meds. All prescription medicine must be in a bottle with a pharmacy label. If your child's doctor wants your child to take a nonprescription drug at school, you need to request that the doctor call the pharmacist who can print a label with directions for administration of the medication. The label must be on the bottle of nonprescription medicine that the child has at school.

**Please note: No medication will be administered without a prescription label! All medications must be brought to the school by the parent. \*\*If your student has medication that has to be given**

by injection, please contact the school nurse to develop a plan for the student. Our nurse, Theresa Robinson can be reached at trobinson4@wcpss.net or (919) 881-4894.

## PTA

Our PTA is the school support as well as home support. We work together to meet the needs of our families. **We request that all families, if able, join the PTA and support its advocacy efforts.** PTA meetings are open to all families, regardless of membership and are posted on the school calendar.

## SCHOOL SUPPLIES

School supplies have been posted to the school website. If you need assistance with the purchase of supplies, contact the school office (919)881-4894. The school has additional supplies for students as needed.

## STUDENT DRESS CODE

Parents/guardians are asked to use good judgment with regard to proper school dress for students. Gym shoes should be worn on days when students have PE and are most appropriate for structured play. For more information, review WCPSS Dress Code in the WCPSS Student/Parent Handbook.

## STUDENT HEALTH & SAFETY

The school health room serves as a temporary resting place for sick children and the location to administer first aid for minor injuries. School personnel will notify parents and arrange for children to go home when they have the following symptoms:

- Fever of 100 or higher (child should remain at home until fever free for 24 hours without fever reducing medication)
- Nausea, vomiting, diarrhea (child should remain at home until free of symptoms for 12 hours)
- Severe headache
- Red, watery eyes with drainage
- Undiagnosed rash

Parents will be called to pick up a child if he/she is unable to return to class. If your child is injured at school, school personnel will administer basic first aid and contact you concerning any injury more serious than a minor abrasion. If an emergency requires immediate attention, we will contact 911 and then contact the parent.



## **WHAT TO BRING/ WHAT NOT TO BRING**

Students should be prepared each day with provided paper, pencils and other school supplies. Any money brought to school - lunch money, picture money and book money - should be in a sealed envelope with the child's name and the teacher's name on front. Students should not bring extra money to school. The school is not responsible for lost or damaged personal items. Toys, devices, and hand-held games or other such items are not allowed. If items are made visible, they will be confiscated by the administration. Items will be released to parents/guardians only.

## **WCPSS CODE OF STUDENT CONDUCT**

All students are responsible for complying with and are expected to be familiar with WCPSS Code of Student Conduct and school board policies governing student behavior and conduct - 4309. 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.