



# PARENT/STUDENT HANDBOOK 2022-23

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# *Important Phone Numbers*

<b>NAME</b>	<b>POSITION</b>	<b>PHONE NUMBER</b>
<b>PATTY WEEKS</b>	<b>Receptionist</b>	<b>919-460-3491</b>
<b>JOE NIXON</b>	<b>Principal</b>	<b>919-460-3491</b>
<b>KATE FEDICH</b>	<b>Assistant Principal</b>	<b>919-460-3491</b>
<b>CRYSTAL HARTZELL</b>	<b>Data Manager</b>	<b>919-460-3491 ext. 26930</b>
<b>DANIELLE DOWNING</b>	<b>Cafeteria Manager</b>	<b>919-460-3491 ext. 26939</b>
<b>JACKIE KACICH</b>	<b>School Nurse</b>	<b>919-460-3491</b>
<b>LAVERTA MCMILLAN</b>	<b>Counselor</b>	<b>919-460-3491 ext.</b>
<b>BRENNAN MALY</b>	<b>Counselor</b>	<b>919-460-3491 ext.</b>

# ARRIVAL & DISMISSAL

<b>Arrival</b>	<p>School hours are 9:15 AM to 3:45 PM. Our daily arrival period begins at 8:45 AM and concludes at 9:15AM. Any child arriving after 9:15 AM will be marked as tardy and should be signed in at the front office by a parent/guardian. Students arriving after 12:30 PM will be marked absent for the entire school day.</p>
<b>Carpool</b>	<p>Safety is our primary focus during carpool times. Staff members are on duty each morning and afternoon to monitor student safety during arrival and dismissal. We need parents' continued support to keep students safe by adhering to the following practices:</p> <p><b><u>Morning:</u></b></p> <ul style="list-style-type: none"><li>● When entering the parking lot from Chapel Hill Road, please keep the center left incoming lane free for buses and vans to enter. Once two lanes open up to the right, we ask that you use both lanes. The buses and vans should be able to get through by using the very center lane. Once you reach the curve in the lanes approaching the school at the end of the parking lot, merge back into one lane.</li><li>● Please watch your speed in the parking lots.</li><li>● Students arriving early are to remain in the car with parents until 8:45 AM., as teachers are not available to supervise until that time.</li><li>● Please refrain from cell phone use while in the carpool line.</li></ul> <p><b><u>Afternoon:</u></b></p> <ul style="list-style-type: none"><li>● Parents should pick up their children between 3:45 PM and 4:00 PM.</li><li>● Parents should drive to one of the safety patrol students or staff members to open car doors.</li><li>● Car riders will be released to parents in the front carpool line only. Children will not be released from other exits.</li><li>● Students are prohibited from walking between cars due to safety precautions.</li><li>● Parents are not to park their cars and go into the building to check out students in order to avoid the car-pool lane.</li><li>● Parking in the carpool lane during loading/unloading periods is prohibited.</li><li>● Be sure to display your child's number in your car window as you pull into the carpool lane. Students will be directed to the appropriate place for pick up.</li></ul>
<b>Student Check-out</b>	<p>Requests for early dismissals (such as a doctor appointment) should be submitted in writing to the child's teacher. All parents must sign out and pick up students from the front office. Children will not be released from the classrooms until they have been signed out by a parent/guardian in the front office. Early dismissal of students should be done no later than 30 minutes prior to dismissal time (3:15pm). Call the school office if an unforeseen situation such as an emergency or traffic problem occurs that will make you late in picking up your child. Parents must sign students out in the office in late pick up situations. Late pick-ups may result in a conference with the principal to discuss alternate transportation options.</p>

	<p>If a family member is checking a student in or out of school, they must wait outside the school for an employee to escort the student in or out. The family member will sign the student in or out using a paper/clipboard as the parent stands outside. When applicable, the employee will input the check-in/check-out information into the school's digital system after the transaction.</p>
<p><b>Bus Dismissal</b></p>	<p>School dismisses at 3:45 PM and buses depart campus between 3:45 PM and 4:15 PM.</p> <p>The Wake County School System Transportation Department assigns students to buses and bus stops. To change a bus stop, request transportation or if you need assistance, go to <a href="http://wcpss.net/transportation">wcpss.net/transportation</a> website and click on "Questions or Concerns." All requests for assistance need to be done electronically. Parents can also enroll for bus alerts via the Here Comes the Bus app. To enroll, you will need your child's student ID number and the county code, which is 67500.</p> <p><b>Students can only ride their assigned buses. Changes cannot be made to accommodate situations such as visits to friends, parties, group project work, etc.</b></p> <p>Bus transportation is a privilege extended to students who are assigned to Northwoods. Students should behave in a manner consistent with the rules and regulations of Wake County Public Schools. The school bus is an extension of the school day; therefore, all school rules and regulations apply. Failure to comply with these rules subjects violators to denial of transportation privileges and/or suspension and expulsion, depending on the severity of the violation. Call or email the assistant principal for bus discipline concerns.</p> <p>We have clearly defined rules and expectations that lead to a safe and positive environment for all bus passengers. Students are expected to:</p> <ul style="list-style-type: none"> <li>● be on time</li> <li>● wait at their assigned stops</li> <li>● get on and off at designated stops</li> <li>● remain seated</li> <li>● refrain from throwing objects and eating/drinking</li> <li>● keep aisles clear of personal belongings</li> <li>● use polite language</li> <li>● respect the property of others</li> <li>● respect the bus driver</li> </ul>
<p><b>Walkers</b></p>	<p>Students should enter the building through the front doors in the morning. Parents meeting walkers should wait outside the side door of the building until the 3:45 PM dismissal bell. <b>All K-2 student walkers must be escorted home by a parent or older sibling.</b></p>

<p><b>Transportation Changes</b></p>	<p>The Northwoods staff is obligated to have each child depart from school by his/her regular means of transportation. Parents are required to inform the school either <b>in writing or by phone</b> prior to 2:00 pm when there is any change in a child's usual routine. <b>Without a note or call, students will be sent home via their normal transportation mode. By district policy, students may not ride an alternate bus or depart at an alternate stop.</b></p>
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## ATTENDANCE

The social worker and counselors will monitor attendance on a monthly basis. The data manager is responsible for sending attendance letters as a child reaches a certain number of absences per attendance law. Below are the reasons for an excused absence:

- isolation ordered by the Department of Health;
- death in family;
- medical or dental appointment with documentation;
- court when the child is under a subpoena;
- religious observance;
- participation in a valid educational opportunity (prior approval is needed);
- catastrophic event or natural disaster.

Absences not classified above will be considered unexcused, **even with a note from a parent.**

<p><b>Tardies</b></p>	<p>Promptness to school is very important. All students arriving to class after 9:15 AM are considered tardy and must report to the office with their parents to pick up a class admittance slip before going to the classroom. Students are considered absent if they arrive at school after 12:30 PM or leave prior to this time.</p>
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<p><b>Early Check Out</b></p>	<p><b>Please bring a photo ID when you arrive to check your child out of school. For the safety of all our students, our office staff will ask to see an ID before releasing a child to anyone.</b> To be considered present at school, students must be in attendance at least one-half of the student school day (3 hours and 15 minutes). Students who arrive late or leave early on early release days will be counted as absent from school.</p>
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## BEFORE & AFTER SCHOOL PROGRAM

<p><b>Before School Program</b></p>	<p>Before-school care will be provided on-site by Northwoods Staff. Hours of operation are 7:00 AM-8:45 AM on instructional days for students. Families wishing to participate must complete a before-school care application and pay the application fee. Applications will be available during the Meet the Teacher event in August. Before-school care is not available on teacher workdays, holidays, or inclement weather days.</p>
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## After School (YMCA)

After-school care will be provided on-site by the Taylor Family YMCA. All families wishing to participate in after-school care must register online at the [Taylor Family YMCA website](#).

## BIRTHDAY PARTIES/INVITATIONS

We ask that parents do NOT send in invitations for birthday parties. This is a highly disruptive and often isolating process. Parents should organize parties and invitations outside of school hours and off school grounds. Northwoods teachers and staff are unable to provide parent contact information for parents seeking to send birthday party invitations.

Birthday parties are not to be held during school hours for students. Having flowers or balloons delivered to the school is disruptive to the learning environment so please have these items delivered at home. Due to food allergies and dietary restrictions, no food is permitted for birthday celebrations. A wonderful alternative for recognizing birthdays is to contact the teacher and ask for ideas for the classroom.

## BREAKFAST, LUNCH, & SNACK

### Breakfast

Breakfast options will be available to students during the morning arrival period (8:45 - 9:15 AM). We operate a "grab-n-go" style breakfast, which means that students will pick up a bagged breakfast from the cafeteria and will eat their breakfast in their assigned classroom. Doing so ensures that students are present and ready to begin their instructional day on time with the rest of their peers.

### Lunch

Students will also have a daily 30-minute lunch period. During this time students will eat in the cafeteria at assigned tables with their peers. On occasion, students may eat in their classrooms or outside with their teacher. Please alert the school if your child has any special dietary needs or allergies that prevent them from eating certain foods (peanuts, eggs, meat, etc.). Sodas are not permitted. Please also refrain from bringing or sending "fast food" into the cafeteria.

After the first 30 days of the school year, parents are welcome to join their children for lunch. As with all parent visits, please sign in at the office and wear a "Visitor" badge prior to going into the cafeteria. **Fast food is not permitted during parent visits.**

Due to health/safety regulations, we are not permitted to microwave student meals nor can we store food items for students in our refrigerators. Parents are encouraged to send students with food that does not require special preparation in containers that can be easily opened without assistance from adults.

<b>Snack</b>	All classroom teachers will provide a daily snack time for their students. Families are encouraged to send a healthy snack each day. The school is not responsible for providing snacks to students who do not have one.
<b>2022-23 School Meal Prices</b>	<b>Please note: School meals are no longer free for students during the 2022-23 school year.</b> Meal prices can be found at <a href="https://www.wcpss.net/Page/1848">https://www.wcpss.net/Page/1848</a>
<b>Free &amp; Reduced Meals</b>	To apply for free or reduced-price meals, you can do so online by visiting <a href="http://www.MySchoolApps.com">www.MySchoolApps.com</a> . Paper applications will be mailed to each student's residence in August and will also be available at the school.

## CANDY & GUM

Candy may be used as an occasional treat, but will not be used as a reward or motivation to learn. Gum should only be used when prior approval is granted by the teacher.

## DEVICES

<b>Student Chromebooks</b>	<p>All WCPSS students will be issued a Chromebook for use at school and home. Students are expected to bring their device to school each day, fully charged. Access to plugs is limited in the classroom and we cannot guarantee that your child will be able to charge his/her device at school.</p> <p>Parents and students should review the following documents to ensure they understand the responsibilities and terms/conditions of using a district-owned student device:</p> <ul style="list-style-type: none"> <li>● <a href="#">Student Device Program Agreement</a></li> <li>● <a href="#">Acuerdo del Programa de Dispositivos Estudiantiles</a></li> <li>● <a href="#">Student Device Terms and Conditions</a></li> <li>● <a href="#">Términos y Condiciones para el Uso de Dispositivos Estudiantiles</a></li> <li>● <a href="#">Student Device Care and Use Guidelines</a></li> <li>● <a href="#">Pautas para el Uso y Cuidado de Dispositivos Estudiantiles de WCPSS</a></li> </ul>
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## Toys & Electronic Devices

Students should not bring toys of any kind to school. Trading cards are considered toys. School personnel will not assume responsibility for the safety of toys or electronic devices brought to school (including personal devices used for instructional purposes). Electronic devices (other than district Chromebooks) such as students' gaming systems, MP3 players, etc. are not permitted at school. If a parent feels his/her child must have a cell phone, it must be turned off and kept in the student's backpack during the school day. Items brought to school in violation of this policy will be kept in the front office until a parent comes to school to get the items. In addition, fidgets (spinners, putty, etc.) should truly be used intentionally and not as toys. Please make your best judgement when allowing these items in the classroom.

GPS/Listening Devices that enable a parent to remotely track or listen in on the classroom are not permitted in the Wake County Public School System. School administration reserves the right to remove GPS/Listening Devices from the classroom. Such devices will be stored in the front office until it can be picked up by the parent.

## DRESS CODE

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. The WCPSS [Student Dress Code](#) prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. Here are some examples.

### Don't wear:

- exposed undergarments
- see-through or excessively short, tight or revealing clothes
- bare midriff shirts
- clothing with lewd, indecent or vulgar messages or illustrations
- clothing that advertises products or services illegal to minors
- head coverings
  - Head coverings are allowed if they are an expression of a sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).
- chains, spikes or other accessories that could be perceived as or used as a weapon
- clothing that violates the school system's policies against gang and gang-related activities.

## EARLY RELEASE DAYS

Six Early Release (ER) days have been added to all WCPSS school calendars for the 2022-23 school year and are listed below. On ER days, students will be dismissed from school at 1:45 PM, which is two



hours earlier than normal school days. District transportation services (yellow bus & vendor transportation) will operate as normal but on a modified schedule. After-school care will be provided via the Taylor Family YMCA for students who are registered.

It is each parent/guardian's responsibility to ensure that appropriate transportation and supervision arrangements are made in advance of each Early Release Day. It is not the responsibility of school staff to provide extended supervision for students who are not picked up on time.

### **2022-23 Early Release Days**

September 2nd  
November 10th  
December 5th  
December 21st  
March 24th  
May 9th

## **EVENING & WEEKEND EVENTS**

Students may not attend evening or weekend events unless supervised by an adult. (They may not be dropped off and then picked up. A supervising adult must be present, and the student must stay with the adult at all times.) The same expectations for student behavior apply at evening and weekend events as during the school day, including our dress code.

## **EXTERNAL COMMUNICATION**

### **Teacher Communication**

Appropriate communication between the school and home is essential for the success of all children. At Northwoods, we value clear, consistent communication. As such, parents can expect a weekly email or newsletter from their child's teacher that highlights important events, dates, and curriculum focus for each week. Teachers will also schedule a minimum of two conferences per year. These are typically offered after the 1st and 3rd quarters. Parents may request a conference by contacting the child's teacher. (Drop-in conferences are not possible- please see our visitor policy.)

### **FRIDAY FOLDERS**

Green folders are sent home every week and contain information from the school and classroom teacher. It can also contain samples of your child's work, assignment sheets, and other important information about your child's academic progress and needs. In many cases, a signature is required for the folder. Please review all its contents carefully and send it back the next school day.

## School Newsletter & Northwoods News

Parents are encouraged to read our “Northwoods News” Newsletter, which will be shared every other Monday. The school newsletter provides information about student learning, special events, and classroom and/or school-wide projects underway. Additional details about meetings and activities involving the PTA are also provided in it. The Northwoods News is a useful complement to the information that parents regularly receive through the newsletters and communications provided by their child’s teacher.

## FIELD TRIPS

Parent or legal guardian permission is required for students to participate in field trips. We must have a signed permission slip from a parent before a student can participate or leave school. This is necessary for student safety. There are no exceptions to this policy.

### **Parent Chaperones:**

All parent chaperones must first register and be cleared as volunteers by the school district. Volunteer registration must be completed each school year. The approval process often takes several weeks to complete, so early registration is critical. Teachers will determine how many parents are needed as chaperones, and will notify parents regarding participation. Parents who participate in field trips may not bring preschool age siblings or siblings from other classes. Students participating in field trips must travel to and from the events with their classmates, unless parents who have volunteered to chaperone on a field trip have received prior approval to take their child home at the conclusion of the trip. In this case, parents should submit a request in writing to the teacher (emailed or hand-written note) at least **24** hours in advance of the trip.

### **Field Trip Payment:**

All on/off-campus field trips must be paid for in advance using the [Online School Payments](#) program to pay for each trip/experience. The school cannot accept cash or checks.

## FIRE DRILLS & TORNADO DRILLS

Fire drills are conducted each month during the school year. Evacuation routes are posted in each classroom. Tornado drills are also practiced during the year. In the event of severe weather warnings we require all students and staff members to take shelter on the first floor of our school until conditions improve. Students and staff whose classrooms reside in the modular building or individual trailers will take shelter in the main building during severe storm/tornado warning events.

## HOMEWORK

To provide our students and families more flexibility and to promote a healthy school-life balance, we will no longer be issuing homework for our students. Instead, we encourage families to spend quality time together. Students are encouraged to read nightly for 15-30 minutes, depending on grade.

## GRADING PLAN

Students will receive daily assignments which will be collected and graded by teachers on a regular basis. Systems for grading and assessing students adhere to the WCPSS School Board Policy. [See our specific grading plan.](#)

## INCLEMENT WEATHER

In the event of inclement weather or emergency situations, a decision may be made by the district to close or delay school. **Rather than call the school office to check the status of school closings and delays, please refer to local radio and television stations and the WCPSS website ([www.wcpss.net](http://www.wcpss.net)).** The district will also send messaging to families via School Messenger (text and email). If schools close early for inclement weather the afterschool program does not operate. If schools have a delayed opening, no breakfast will be served.

## LOST & FOUND

Please label your child's personal belongings. This will help teachers and staff members locate lost items. **Do not allow your child to bring extra money, valuable items, toys, trading cards, iPods, Nooks/Kindles, or sports equipment to school unless prior approval has been communicated directly from a child's teacher.** We will not assume responsibility for the security of such items. Clothing and other items not claimed by the end of each academic quarter will be donated to charity.

## STUDENT BEHAVIOR

### PBIS

Northwoods is a PBIS (Positive Behavior Intervention Support) model school. We teach students what appropriate behaviors throughout the school look like and motivate students to demonstrate good character and make good choices. We encourage these behaviors by recognizing outstanding individual and class actions. As a community of learners, our students, teachers, staff members, and parent volunteers all deserve an environment that is conducive to learning and teaching.

### Positivity Project

All students will receive a daily character-building lesson each morning via The Positivity Project (P2). P2 is intended to help students learn about and build upon

(P2)

24 different character strengths that all individuals possess. More information about P2 can be found at <https://posproject.org/our-story/>.

## PTA (PARENT TEACHER ASSOCIATION)

Northwoods parents are encouraged to join the PTA. The PTA provides a great deal of support to the school and its students. The PTA also organizes many of the “extras” that make school fun such as cultural arts assemblies, the school garden, the science fair, spirit wear, family nights, book fairs, and visits by guest speakers. Fundraising efforts are led by the PTA and follow all Smart Snack recommendations from the USDA. Parents interested in participating on PTA committees should look for more information in the school newsletter. [Click here to join the PTA.](#)

## RECESS

All students will receive a daily 30-minute recess time. Recess is generally conducted outside, but may be moved inside for inclement weather, extreme heat/cold.

*In accordance with State Board Policy, HRS-E-000, recess and physical activity will not be taken away from students as a form of punishment; furthermore, exercise shall not be assigned for use as a form of punishment for students.*

## SAFETY & STUDENT HEALTH

### Health & Wellness

A student’s regular attendance and exposure to the Core Curriculum is related to student success. However, we acknowledge that there are certain circumstances that require your child to be kept home. Children with fevers or experiencing vomiting, diarrhea, untreated pink eye, unidentified rashes, or any communicable diseases should not be sent to school.

You will be contacted if your child becomes sick or if there is an emergency. It is very important that the school has accurate contact information in case of an emergency. If a parent cannot be reached, 911 may be called without your consent. Please be sure to keep your child’s teacher informed of any special medical needs.

If your child is sick, please keep him or her at home. Children should be kept home from school if:

- They have a fever of 100.0 or higher. A student should be fever-free without medication for 24 hours before returning to school.
- They have nausea, vomiting, or diarrhea. A student should be free of these symptoms for 12 hours before returning to school.

	<ul style="list-style-type: none"> <li>• They have a severe headache.</li> <li>• They have red, watery eyes with yellow drainage.</li> <li>• They have an undiagnosed rash.</li> </ul>
<p><b>Medication</b></p>	<p>Students who need medications during the school day must first have their parents submit a signed Physician Order for Medication (Form 1702) from a doctor to the front office. This includes medications such as cough drops, Motrin, and poison ivy creams which must remain in the original container with the original label. 1702 forms are available for parents to obtain in the front office. All medications must be brought to school by an adult and given to the office by a students' parent/guardian.</p> <p>Northwoods has a school nurse assigned from the Wake County Health Department who is on campus two days each week. The school nurse provides vision and hearing screening for students referred by teachers after a school-wide screening is done by a staff member. The school nurse also assists families of students who may require an individual health plan due to medical conditions or severe allergies.</p>
<p><b>Release of Information</b></p>	<p>Any parent or guardian who does not wish for information such as a student's name, grade, or dates of attendance to be released or who objects to their child being photographed for newsletters and school publications, please notify the school office in writing within 20 school days of the receipt of this notice.</p>

## SCHOOL CLIMATE

<p><b>Tobacco-Free Schools</b></p>	<p>Wake County Public School System policy is that all school system property is smoke-free. This policy is intended to promote a healthy working and learning environment, and applies to all students, employees, and visitors of the school system.</p>
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## SCHOOL SUPPLIES

Detailed supply lists are posted on the website each year. Please review the requested supply list prior to the beginning of the school year. Supplies can be dropped off at school on scheduled Meet the Teacher/Open House dates or on the first day of school. Rolling bookbags are not allowed due to their size.

## STUDENT INFORMATION

### Change of Information

Please notify the school office or your child's teacher any time when you have a change of name, address, phone number, or emergency contact. This is very important so we can reach you in case of an emergency. **Please provide us with the best phone number to reach you between 8 AM – 5 PM each weekday.**

### Custody & Visitation Agreements

Judges' orders regarding custody and visitation are kept on file in the school office so that staff are aware of who is authorized to pick up a child. Please make sure that the school receives an official copy of the court's ruling as we are not required to honor a parent/guardian's interpretation of a court order. Any changes in court orders should be given to the office as soon as possible.

## VISITORS & VOLUNTEERS

### Visitors

The safety of our students and staff is of utmost importance. In accordance with district security policies, all exterior doors (including the front office doors) will remain locked at all times. All visitors to the building must ring the doorbell near the front entrance, present their ID, and state the purpose of their visit before they will be let inside. **If a visitor refuses to provide a name, purpose, or identification, or if the staff feels uncomfortable with the interaction, the visitor will be denied access to the building.**

Upon entry, visitors will be required to sign-in at the front office and obtain a visitor pass. Visitors will not be permitted to enter classrooms or other locations around the building without prior consent.

### Volunteers

Volunteers play an important role in our school and we are grateful to parents and community members who contribute their time and talents to supporting our students.

All new and current volunteers are required to complete the Online Volunteer Registration each year. The registration process is only accessible at school. Individuals seeking to register as volunteers should follow the visitor sign-in policies noted above. Upon entry, an iPad will be made available to complete the registration process. Please note: It takes several weeks for volunteers to be fully cleared, so early registration is of utmost importance.