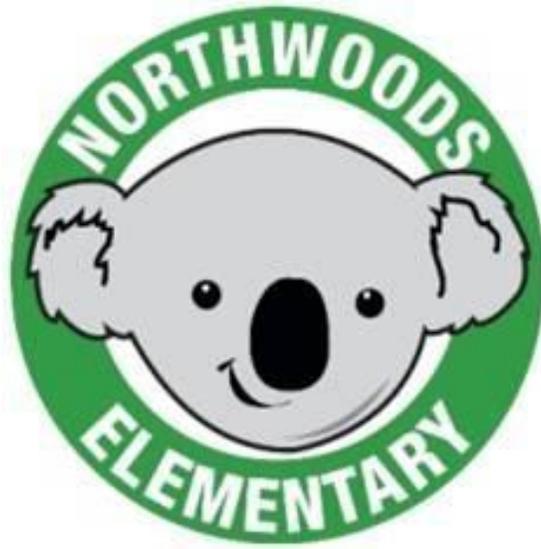


**Northwoods Elementary School  
2019- 2020 Parent/Student Handbook**



*Empowering learners in a diverse society*

## **IMPORTANT PHONE NUMBERS**

<b>Northwoods Elementary Front Office</b>	<b>919-460-3491</b>
<b>Northwoods Elementary Fax</b>	<b>919-704-2270</b>
<b>WCPSS Transportation Department</b>	<b>919-856-3030</b>
<b>Cafeteria Manager</b>	<b>Extension: 26939</b>

- **Lunch Money**
- **Menu Questions**

**Data Manager--Marilee Davies**

**Extension: 26930**

- **Registration, PowerSchool ID**
- **Change of Address, Educational Leave**

**School Counselor--Ruth Chapman**

**Extension 26940**

**School Nurse--Shayla Ford**

**919-460-3491**

#### **ARRIVAL AND DISMISSAL**

School hours are 9:15 AM to 3:45 PM. Students may enter their classrooms at 8:45 AM. Any child arriving after 9:15 PM will be tardy and should be signed in at the front office by a parent/guardian. Tardy students will be given a Class Admission Slip once they are signed in. Students arriving after 12:30 PM will be marked absent for the school day.

#### **CARPOOL PROCEDURES**

Staff members are on duty each morning and afternoon to monitor student safety during arrival and dismissal. If you park your car to come into the building for arrival or dismissal, we ask that you cross at the Stop Sign. Safety is our primary focus during carpool times. We need parents' continued support to keep students safe by adhering to the following practices:

##### **Morning:**

- 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.
- Please watch your speed in the parking lots.
- 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.
- Please refrain from cell phone use while in the carpool line.

##### **Afternoon:**

- Parents should pick up their children between 3:45 PM and 4:00 PM.
- Parents should drive to one of the safety patrol students or staff members to open car doors.
- Car riders will be released to parents in the front carpool line only. Children will not be released from other exits.

- Students are prohibited from walking between cars due to safety precautions.
  - Parents are not to park their cars and go into the building to checkout students in order to avoid the car-pool lane.
  - Parking in the carpool lane during loading/unloading periods is prohibited.
  - 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.



## CHECKOUT

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 should not be released from the classrooms until they have been signed out in the front office. Early dismissal of students should be done 30 minutes prior to dismissal time (3:15pm). All students should have departed campus by 4:00 p.m. 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.

## BUSES

School dismisses at 3:45 PM and buses depart campus between 3:45 PM and 4:15 PM.

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 [wcpss.net/transportation](http://wcpss.net/transportation) 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.

Students can only ride their assigned buses. Changes cannot be made to accommodate situations such as visits to friends, parties, group project work, etc.

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.

We have clearly defined rules and expectations that lead to a safe and positive environment for all bus passengers. Students are expected to:

- be on time;
- wait at their assigned stops;
- get on and off at designated stops;
- remain seated;
- refrain from throwing objects and eating/drinking;
- keep aisles clear of personal belongings;
- use polite language;
- respect the property of others;
- respect the bus driver.



## **WALKERS**

Students should enter the building on the side in the morning.

Parents meeting walkers should wait outside the side door of the building until the 3:45 PM dismissal bell.

## **CHANGES IN TRANSPORTATION**

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 **in writing or by phone** prior to 2:00 pm when there is any change in a child's usual routine. **Without a note or call, students will be sent home via their normal transportation mode.**

## **ATTENDANCE**

The social worker and counselor 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. If your child accumulates thirty or more absences, your child may be retained.

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.**

### **BEFORE/AFTER SCHOOL PROGRAM**

The Before school and Afterschool program is staffed by Northwoods employees. The morning program is from 7:00- 8:45 AM and the afternoon program runs from 4:00-6:00 PM. Information/registration packets are available in the front office. The program requires that parents sign students in and out on a daily basis. Therefore, children cannot be dropped off at the entrance or sent to the cars without signing the students in/ out. *If there is a delayed opening, the before school program is delayed the same amount (1 hour delay, program opens at 8:00, school starts at 10:15). If schools close early for inclement weather, the afterschool program does not operate.*

### **BIRTHDAY PARTIES**

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 are to contact the teacher and ask for ideas for the classroom.

### **CAFETERIA**

Breakfast and lunch are served daily. *(On delayed opening days, no breakfast will be served.)* Applications for free or reduced price meals are mailed prior to the opening of school. They can also be requested from the school office or from the WCPSS Child Nutrition Services (CNS) office. A current application must be completed and submitted each year. For the first fifteen days of school, children retain the same lunch status as the previous year. This means if your child was in a Wake County Public School last year and received free lunch, he/she will continue to receive free lunch for the first fifteen days of school. After fifteen days, every student who has not been approved must plan to pay full price or bring lunch.

For your convenience you may prepay for meals/milk by the week, month or year. Checks should be made payable to Northwoods Elementary Cafeteria. Please include your child's name, teacher's name, and lunch number on all payments. You can also pay for your child's lunch on-line (MySchoolBucks.com)

Child Nutrition Services will provide fruits and vegetables at no charge for up to three days for children who forget their lunch or do not have money to purchase lunch. Our school does not operate a lunch money loan system. Teachers will allow students to call home for lunch money if there is ample time before their scheduled lunch period.

Sodas are not permitted. Please also refrain from bringing or sending "fast food" into the cafeteria; however if this food is brought in, we will ask that you transfer the food to a cafeteria tray prior to entering the cafeteria.

Parents are always 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.

**2019-2020 School Meal Prices:**

<b>Student Breakfast</b>	<b>full price-\$1.25</b>	<b>reduced price-\$.00</b>
<b>Student Lunch</b>	<b>full price-\$2.75</b>	<b>reduced price-\$.40</b>

**PROHIBITION OF COMPETITIVE FOODS**

Federal regulations prohibit serving "competitive foods" during the school day (defined as midnight until the last lunch is served). Competitive foods are those which discourage lunch participation. Examples are food items sold as fundraisers; incentive foods served to groups, pizza parties, etc. WCPSS Board Policy ensures compliance with this regulation. Essentially, this policy means that pizza parties, Learning Experiences that involve food, substantial birthday treats and the like should be made available to students only after the last lunch has been served.

**CANDY AND 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.

**CHANGE OF ADDRESS, NAME, OR PHONE NUMBER/EMERGENCY CONTACT**

Please notify the school office or your child's teacher any time when you have a change of address or phone number. 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 at between 8 AM - 5 PM each weekday.**

**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.)



Periodically, information will be sent out from the administration via the school messaging system. It is important to read or listen to the information rather than calling the school to find out what the message was concerning. Please keep your phone information updated through the parent portal to receive important updates through School Messenger. Information about our school may be found on the school [website](#)

## **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 judge'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.

## **DRESS CODE**

Please support us as we encourage students to display appropriate dress. Shirts and blouses must cover the stomach. Caps, hats, or scarves may not be worn indoors except for religious or other cultural custom requirements. Spaghetti straps, strapless shirts, halter tops, bike shorts, sagging pants, see-through clothing, exposed underwear, inappropriate slogans, and any slogans on the seats of students' pants are not permitted. All shorts and skirts must be of a reasonable length. Skate shoes are not permitted at school at any time. For safety reasons, tennis shoes, sneakers, or some type of rubber-soled shoes must be worn for physical education classes, and recess each day. Students who wear flip-flops, clogs, etc. will not be permitted to participate in recess or physical education activities.

## **EARLY ARRIVALS & AFTER SCHOOL CARE**

Early arrival care and after school care is provided for students at Northwoods by Northwoods Staff. Information and applications are available by contacting the front office.. Students who are not signed up to participate in the Before School early arrival program may not be on campus before 8:45 AM.

## **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.

## 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 leave school. This is necessary for student safety. It is very disappointing to a student when he or she is left behind, but we have no choice. There are no exceptions to this policy.

To participate as a parent chaperone on a field trip, follow these guidelines:

- Parent chaperones must be cleared as volunteers by the school district.
- Teachers 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.

\*\* Northwoods will make use of the **Online School Payments** program to make paying for field trips more convenient and secure for families. The Online School Payments program allows parents to pay online by using the student identification number assigned to their child. Additional information about this program will be sent home with your child and posted on the school website after the school year begins.

## 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.

## 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.

## **STUDENT HEALTH**

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.

## **HOMEWORK POLICY**

Homework is a vital use of time outside of the regular school hours to practice, enrich and complete classroom activities. Homework can include practice of basic skills, project activities that extend classroom learning, studying, reading for enjoyment or reading as a supplement to classroom learning.

Homework is appropriate to the student's developmental level. Homework should not require the use of books or materials which are not readily accessible to the student.

### **Daily Time Parameters:**

- Grades K-2: not to exceed 20 minutes per day;
- Grades 3-5: not to exceed 50 minutes per day;



Homework is not graded on the 1-4 scale.

Parents are encouraged to help their children, but please allow independence for completion of the homework assignment.

## **INCLEMENT WEATHER**

In the event of inclement weather or emergency situations, a decision may be made 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)). One of the quickest ways to get information when inclement weather strikes is by signing up online for the WCPSS emergency email notification

service. If schools close early for inclement weather the afterschool program does not operate. If schools have a delayed opening, no breakfast will be served.



### **INTERNET USE**

School computers will be used only for instructional purposes. Please see the WCPSS Student/Parent Handbook for information about student use of computers at school.

### **INTERRUPTIONS/UNSCHEDULED VISITS**

Visits to classrooms and conferences with teachers should be scheduled in advance so as not to disrupt the instructional program. If a lunch box of a student has been forgotten at home and is brought to school by a parent, please leave it in the office. We will make sure it gets to the right place. This process will make it easier for everyone and protect classroom learning time.

### **INVITATIONS/REQUESTS FOR CLASS LISTS**

Teachers and staff members cannot assist with this process. If your child brings party invitations to school, please make sure all children in the class are invited. Otherwise, you will need to make other arrangements to distribute invitations.

### **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, radios, or sports equipment to school unless prior written approval has been communicated directly from a child's teacher. We will not assume responsibility for the security of such items. A lost and found closet is located in the school cafeteria. If your child has lost an item, please encourage him or her to check this closet. Clothing and other items not claimed by the end of each academic quarter will be donated to charity.

### **MAKE-UP DAYS**

When school is closed due to severe weather, students may be required to make up those days. Make-up days are scheduled by the Wake County Board of Education and will be communicated via School Messenger alerts.

## MEDICINE/SICK CHILDREN

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 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.**
- They have severe headache.
- They have red, watery eyes with yellow drainage.
- They have an undiagnosed rash.



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.

**\*\*Parents: please provide the school with the best phone number to contact you during the hours between 8 AM - 4:30 PM each weekday in the event of student illness. If your phone number changes, please give us updated information.**

## 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.

## PARENT TEACHER ASSOCIATION (PTA)

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.

## **RELEASE OF INFORMATION**

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.

## **SCHOOL NURSE**

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.

## **STUDENT BEHAVIOR**

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.

## **STUDENT CHECK OUT**

Parents, please bring a photo id with you 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. If there is a special event being held in your child's classroom at the end of the day, the teacher will have a sign out log for parents to use to check the child out directly from the classroom. If you have another child in a different classroom, that you wish to check out that same day, you will need to return to the office prior to 3:15 PM to follow the regular process for signing students out of school. 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.

If you plan to volunteer in the classroom and then have your child leave with you for the day, please request for a "green slip" for your child from the office when you sign in as a volunteer. If you have another child in a different classroom, that you wish to check out that same day, you will need to return to the office **prior to 3:15 PM** to follow the regular process for signing students out of school.

## **STUDENT 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.

## **TARDIES**

Promptness to school is very important. Students are admitted to class at 8:45 AM. 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 to school after 12:30 PM or leave prior to this time.

## **TOBACCO-FREE SCHOOLS**

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.

## **TOYS/ELECTRONIC DEVICES**

Students may not bring toys of any kind to school, except for Show and Tell. Toys brought for Show and Tell must be kept in book bags for the rest of the school day. School personnel cannot be responsible for the safety of any toys or electronic devices brought to school. Electronic devices such as iPads, iPods, DS systems, Game Boys, radios, CD players, MP3 players, etc., are not permitted at school. Trading cards also should remain at home. Please encourage your child to keep these items safely at home so that nothing can happen to them at school and so that he or she can focus on learning. If you feel your child must have a cell phone or pager, he or she may leave it in the office in the morning and may pick it up in the afternoon at dismissal time. Items brought to school in violation of this policy will be kept in the office until a parent comes to school to pick them up. Electronic devices may only be used if part of our Bring Your Own Device program (currently upper grades only)

## **VANDALISM/PROPERTY DAMAGE**

Students who destroy or vandalize school property will be required to pay for the losses and damages. Damage often results from horseplay in the corridors or rooms and students are liable for either accidental or malicious damage.

## VISITORS

Parents and members of the school community are welcome at Northwoods. When you visit, please understand that our first priority must be student safety and learning. To help ensure the safety of students and staff, only the main entrance doors are accessible during school hours, 9:15 AM-3:45 PM. During arrival and dismissal times, 8:45-9:15 and 3:45-4:00, students may enter and exit through the front doors (for carpool) and the side doors (bus riders and car vans).

All building doors are locked before 8:45 AM and after the bell rings at 9:15. If you have an appointment with a teacher before 8:45 AM, please ring the front bell. In a similar manner, all building doors are locked after 4:30 PM. If you have a late appointment/conference one afternoon your child's teacher should meet you at the front entrance to let you inside the building.

All visitors after 9:15 AM and before 3:45 PM are required to sign in at the office and to wear a visitor's badge. Students have been instructed that they are not to open any locked exterior doors, so please do not knock on those doors and ask our students to disobey school rules. All doors are locked by 4:30 PM unless there is an evening event scheduled. These procedures help ensure the safety of all of our students and staff.

Visits to classrooms and conferences with teachers always should be scheduled in advance so as not to disrupt the instructional program. If a Lunch Box is brought to school by a parent, please leave it in the office. We will make sure it gets to the right place. This process will make it easier for everyone and protect classroom learning time.

## VOLUNTEERS

We encourage you to volunteer at school! Volunteers make a tremendous, positive impact on the quality of programs at Northwoods. Please make arrangements in advance with your child's teacher, and come join us! So that you can give your full attention to your volunteer responsibilities, we ask that you not bring younger siblings.

Anyone who wishes to volunteer at Northwoods must register with the Wake County Public School System as a volunteer. **Every year parents must reapply to be volunteers.** To protect all children, the Wake County Public School System requires that all volunteers participate in an on-line registration process. This year, volunteers who were approved for the 2018-2019 school year may continue to volunteer by reactivating their volunteer status. Continuing volunteers may go to any WCPSS school and register through the school computer system. Continuing volunteers must reactivate their registration between July 3 and October 31, 2019, during the hours of 8 AM – 4 PM Mondays through Fridays.

New volunteers applicants must register and have an approved criminal record check prior to participating in any volunteer work. New volunteers can register at any WCPSS school site through the school computer system.

When you volunteer, please sign the volunteer log at the computer station in the office and wear your badge at all times. Additionally, please do not park your car in the carpool lane and leave it unattended because this creates a fire safety violation. For more information about volunteering opportunities please contact your child's teacher, or visit <http://www.wcpss.net/volunteer>.