

**Green Hope Elementary  
Parent-Student Policies and Procedures  
2019-2020**



**Kristin Walker  
Principal**

# GHE

## Policies and Procedures

### 2019-2020

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## SCHOOL DAY

Green Hope Elementary operates on a traditional calendar (see Calendar section) and the school day for students is 9:15 a.m. - 3:45 p.m. Early Release Days will be 1:15 p.m. The first bell rings at 9:10 a.m. and the tardy bell rings at 9:15 a.m. Students must be in their classrooms prior to the tardy bell at 9:15 am. Students should not arrive prior to 8:45 a.m. unless they are enrolled in the Early Arrivals YMCA Program. Students may not remain unsupervised in the office lobby, media lobby, cafeteria area, back doors, or classroom areas prior to 8:45 a.m.

### **Early Arrivals and After School Program**

The Cary YMCA provides a before and after school program on the Green Hope Elementary campus from 7:00 – 8:45 a.m. and from 3:45 - 6:00 p.m. Information about this program and its costs may be obtained from the YMCA at 469-9622 or by visiting our website for a link to the program.

## SECURITY

All exterior doors will be locked during school hours. Parents and visitors may only enter and exit the school building through the front entrance next to the office by ringing the doorbell. It is required that parents and visitors sign in at the office at all times. This system is for the safety and security of the entire Green Hope Elementary community.

### **Visitors**

All parents are welcome to visit Green Hope Elementary. All visitors must first report to the office, sign in & scan their driver's license and receive a visitor's badge. Upon leaving, visitors are to sign out in the front office. Entry and exit to and from the school is to be through the front door for security purposes.

### **Student Data**

In the event there is a change to your address, emergency contact information, home phone, cell phone or work phone numbers, please contact the front office. It is important the office has current information should we need to contact you during the school day.

## ATTENDANCE

Students must attend school for a minimum of 3¼ hours to obtain full attendance credit. Any student checked out prior to 12:30 p.m. and who does not return to school, in the same day, will be counted absent. Students who are present less than 3¼ hours will be counted absent for the entire school day. For Early Release days (1:15 PM) students must attend 2 hours to obtain full attendance credit.

When a child is absent, please email the teacher with your reason for absence along with your child's name. When your child returns to school after being absent, you must send a written excuse to the teacher that includes your child's name, date of absence, reason for absence and your signature. If a note or email is not received within 2 days of the absence, the absence will be unexcused. Family vacations should be planned during scheduled breaks. Family vacations are considered unexcused absences.

### Absences

According to Wake County policy #6000.3, an absence is excused for the following reasons:

- ✓ Illness or injuries which make the student physically unable to attend school
- ✓ Isolation ordered by the State Board of Health or the Wake County Health Department
- ✓ Death in the family
- ✓ Medical, dental or other appointment with a health care provider
- ✓ Court when a student is under subpoena
- ✓ Religious observance, as suggested by the religion of the student or the student's parents
- ✓ Participation in a valid educational opportunity

Excused absences for educational reasons will be granted **only if** (1) the original intent and primary purpose of the trip is educational; (2) the event does not occur at another time (e.g.: launching of space shuttle, presidential inauguration etc.); and (3) the form is completed and submitted at least one week in advance. Forms for requesting excused absences are available in the office. Absences that exceed more than two weeks may be denied.

**NOTE:** All requests for excused absences will be closely monitored and must meet the guidelines.

Letters will be mailed to parents of students who accumulate excessive excused or unexcused absences or are regularly late to school. This is done in an effort to keep parents informed.

### Arriving at School Late - Leaving School Early

Dental and doctor appointments should be scheduled for after school hours. However, students may leave with a parent for these appointments with prior notice to your child's teacher. Please send your child's teacher a note stating when your child will be checked out. If your child has an appointment, please check your child out through the office before 3:30 p.m. **All dismissals after 3:30 p.m. will be handled through carpool or walkers.** Children

cannot be checked out after 3:30 p.m. through the office. For your child's safety, during this time, we try to reduce unsafe pedestrian and car traffic and limit visitors in the building while students are moving to various dismissal areas.

If it is necessary for a parent to take his/her child from school during school hours, the parent must come by the office to sign out their child. After a parent signs his/her child out, the office personnel will call your child from the classroom. Teachers are not permitted to release students directly to parents during the school day. A parent must also sign his/her child back in using the computer in the front office. Teachers are required to obtain a re-admission slip from the student before admitting him/her to class.

Parents should not take students off campus during their designated lunchtime. Each class is given a thirty minute lunch period that does not allow for enough time to go off campus and return within the allotted time. Extended time would conflict with the instructional day.

Promptness to school is very important. Students are admitted to their classrooms as early as 8:45 a.m. Students who are not present and accounted for in their classroom by 9:15 a.m. will be counted as tardy. Students arriving after 9:15 a.m., must be checked in by a parent and must pick up a class admittance slip before going to the classroom. Teachers are required to keep a record of tardiness. If the problem becomes habitual, a parent conference will be scheduled.

## TRANSPORTATION

### Bus Service

Questions about bus stops, bus drivers, and schedules should be directed to the transportation supervisor listed with the bus route. The bus office number is 919-856-8050. Concerns about student behavior should be directed to the Assistant Principal, 388-5270 ext. 26540. **Students are only permitted to ride their designated school bus.**

Expectations for riding school buses include:

- ✓ Ride only your assigned bus and get off only at your own stop.
- ✓ 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 the bus.
- ✓ Refrain from throwing items on the bus or out the windows.
- ✓ Refrain from any boisterous behavior or loud noises.
- ✓ Follow the bus driver's directions.



### School Bus Discipline

The driver will report students who misbehave on the bus to the Assistant Principal. A parent will be notified that the student displayed inappropriate bus behavior. If necessary, a conference may be scheduled with the student, parent, and Assistant Principal. If a second behavior report is received, the student may be denied the privilege of riding the bus for 1 to 5 school days, depending on the severity of the misbehavior. Parents are responsible for providing transportation to and from school during this time period. Additional reports of misbehavior may result in removal from the bus for additional days.

### Transportation Changes

Students are only permitted to ride their designated school bus.

If your child is to go home with a classmate after school via carpool, both the hosting and the visiting students should bring notes from their parents indicating the planned visit. Both students are to report to the school office on the morning of the planned visit with their notes.

If your child needs to go to a regularly scheduled daycare facility, scouting program, etc. after school hours, then you need to send in a written notification to the teacher. **It is imperative that your child's teacher knows how each student is to go home.** Remember to also notify your child's daycare center if she/he will not be riding home on the daycare van as usual.

If you need to make a last minute transportation change, please contact the front office at 388-5270 by 3:00 pm in order for us to have time to inform your child and child's teacher of the change.

### Carpool

Carpool traffic should go past the school on Louis Stephens Drive, circle the parking lot counter-clockwise and come up the drive by the cafeteria. To maximize safety, please remain in your car and proceed slowly in the carpool line to drop off/pick up point. Staff members and safety patrol students will be on duty to assist students to and from their cars. When you are ready, follow the drive back to Louis Stephens Drive. For safety reasons, children need to enter and exit on the passenger side of the car.

Do not have students meet in an alternative location to be picked up. This poses many safety issues. Also, do not pick up or drop students off in the front circular drive that is the bus parking lot.

### Staff/Visitor Parking

The parking marked "Reserved" are for designated school staff and administrators. Due to the fact they may leave and return during the day, please do not park in these spaces.

**The bus lot should be left free for our buses to load, unload and park during the school day. The circular drive, by the front entrance is a NO PARKING - TOW AWAY ZONE that should be observed at all times to allow for bus, daycare traffic, and emergency situations. At no time should students be dropped off in the bus loop.**

Parents who need to come into the building to pick up a child must park in a designated visitor parking area and proceed to the office. We will call your child to the office at that time. Visitor parking spaces are available in the main lot, numbers 85-120. Spaces 1-84 are designated for STAFF ONLY.

### Walkers/Bikers



Students are permitted to ride bicycles to school. Parents are urged to discuss safety rules and to observe their children riding bicycles to school. Students should walk their bikes and scooters from the crossing guard to the bike rack. Bikes and scooters are to be secured in the bike racks. Children should wear safety helmets when riding their bicycles and scooters as required by law. Children walking, riding bicycles or using scooters to get to

school are to cross only at the designated crosswalk following the instructions of the crossing guard. Parents should discuss safety with their children who walk to school and observe them walking to school.

If you would like your child to be a walker, you must first fill out a permission form. Forms are available in the front office. Once complete, your child will receive a red tag or blue tag. For safety, your child cannot leave the building without a red tag or blue tag attached to their backpack.



### What are the RED and BLUE Tags?

- **Blue Tag** walkers are released at the end of the day and are allowed to leave the building WITHOUT a parent waiting for them. These students are older, mature students who are ready to walk/bicycle home independently.
- **Red Tag** walkers stay in the school at the end of the day and CANNOT leave the building without a parent to pick them up at the front door. These students are generally younger and need adult supervision for their walk/bicycle ride home.

### How does after-school pick-up work for RED TAG walkers?

- Pickup happens ONLY at the front doors of the school.
- Please form a line on the right side of the walkway. You will pick up your child in the order that you arrive in the line.
- Your child will have red tag with their name, teacher's name and a list of adults who have permission to pick them up. You will show your matching tag or a picture of your matching tag to our staff. You MUST present your matching tag to pick up your child.

### What if?

- If you cannot meet your child after school for pick-up, the adults who have been listed with permission to pick up your child can show a PHOTO ID at the front door and be cleared by our staff.
- If you do not have your matching tag at pickup, you will need to show a PHOTO ID and be cleared individually by the staff.

**Remember! If you need to make any changes to your child's transportation method (either for a single day or a permanent change), you must send the change IN WRITING to your CHILD's teacher.**

**Please Note: Blue and Red Tag Walkers will be dismissed AFTER carpool and bus riders.**

## HEALTH ISSUES

Children should be kept at home when the following symptoms are present: fever, swollen glands, cough, diarrhea, nausea, vomiting, red and watery eyes with drainage, severe headache, and/or an undiagnosed rash. Children should remain at home until fever free for 24 hours without fever-reducing medication.

### Health Room

A health room is available near the main office. A child may remain in the health room until picked up by a parent or until she/he is able to return to the classroom. The school nurse is on call as needed. Each situation will be considered on a case-by-case basis, and all deliberations shall be kept strictly confidential.



### Medication

If your child needs to take medication at school, a physician must fill out a *Physician Order For Medication Form (1702)*. Medication will not be dispensed until this form has been returned to Green Hope.

It is the parent's responsibility to:

- Sign the Parent Request, have the physician complete Form 1702 and return the form to school. Form is available at <http://www.wcpss.net/Page/167> and at school.
- Provide medication in a labeled original container, which includes the child's name, medication name, dosage, time to be given, and how it's to be administered.
- Provide new, labeled containers when medications are changed.
- Remove medications from school when treatment has been completed or school is over.
- Transport the medication to school. **Children are not allowed to transport medication.**

At the designated time each day, your child will report to the office where we will give the medication. The date and time medication was taken and the signature of the office staff member who administered the medication will be recorded. We cannot give or allow your child to take over the counter medication while at school unless we have a 1702 Form. (This includes aspirin, cough drops, and Acetaminophen etc.) In the event of an emergency if no medicine(s) is on hand 911 will be called.

The dispensing of medication remains with the office staff. Due to a wealth of responsibilities, it would be better if parents could dispense medication before and/or after school. We appreciate your cooperation in adhering to these policies. We feel sure you will find it reassuring that such precautions are being taken to protect your child and all children at Green Hope.



## SCHOOL LEARNING EXPERIENCES

Wake County Board of Education policy states that all activities that take place within the school day should be based on "learning experiences" for the children and cannot be approved if they are purely for entertainment or for birthday recognition. Parents are encouraged to discuss plans for any experiences with the teacher so that the event can be planned to conform to Wake County School Policy.

**Please do not bring in food items for birthday celebrations.**

Party invitations may be sent to school for distribution to your child's class only if there is an invitation for every child in the class.

## FIELD TRIPS



Current educational philosophy recognizes the desirability 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 students' total educational experience. A field trip is defined as any planned activity that necessitates the student leaving the school grounds during the instructional hours.

Before a student can go on a field trip, a signed permission sheet from the parent must be on file in the office. Verbal permissions will not be accepted.

Parents will be informed of field trip expenses if they occur. Students will not be denied a field trip experience because of inability to pay.

## CODE OF COOPERATION

### Hall

1. Walk quietly.
2. Keep your hands and feet to yourself.
3. Walk on the right side in a single file line away from the wall.

### Playground

1. Use equipment properly.
2. Stay in your assigned playground area.
3. Keep your hands and feet to yourself.

### Bathroom

1. Be quiet.
2. Use bathrooms appropriately and leave them clean.
3. Use good manners.

### Cafeteria

1. Stay in your seat. Raise your hand to receive permission to return to the serving line.
2. Use inside voices when talking to others at your table.
3. Only eat your own food! NO sharing!
4. Face the inside of the table and keep your hands and feet to yourself.
5. At dismissal, stand in a line quietly.
6. At dismissal, carefully throw away your garbage and stack your tray neatly.

## EXPECTATIONS/CONSEQUENCES

Our policy on student behavior is an extension of the basic philosophy inherent in all we do at Green Hope: provide children with an enriching environment with opportunities to discover and learn. A part of this process is learning about self-control, respect for one's self and others, and the natural consequences of actions.

Through both direct instruction and modeling, all adults at Green Hope Elementary will make every effort to help each child become a contributing member of a school community that is both safe and conducive to learning. A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of today's youth. Each principal has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with school board authority. Please consult the Wake County Student Handbook for the Student Code of Conduct.



## DRESS CODE

Wake County Policy #6410.1

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.

Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

## BACKPACKS

Backpacks are necessary for all grade levels. Backpacks with wheels are prohibited due to safety and storage concerns. Any student with a medical issue may submit a doctor's note to the office indicating a medical necessity for the use of a rolling backpack.

## TOYS

Students may not bring toys from home unless specifically approved by a teacher.

## LOST AND FOUND

Students are encouraged to leave all valuable items at home since the school cannot assume responsibility for lost items. Coats, backpacks, water bottles, lunch boxes, etc. should be clearly marked with the student's name to permit easy identification. There is a lost and found cabinet located near the cafeteria. Parents and students are invited to check the lost and found area for missing items. After a three week period, items are given to charitable organizations.

## INCLEMENT WEATHER

If inclement weather occurs, listen to local radio and television stations to find out about school delays, closings, or early dismissals during inclement weather. We do not receive notification any earlier than the news media.

If Wake County Schools are delayed, the early arrivals program will be delayed for the same amount of time. If schools are dismissed early, the YMCA after-school program will close as well. Please let your child's teacher know what arrangements you have made for early dismissal. Send the information in writing or call the school if your child's mode of transportation changes. It is imperative that you have a back-up plan for your child (a neighbor, for example) in case your child gets home before you do due to an early closing. The plan should also include which parent will contact the school if changes are to occur.

## CHILD NUTRITION SERVICES



Breakfast is available each morning from 8:45 - 9:10 a.m. and each class is assigned a lunch period. Parents are always welcome to join their child for breakfast or lunch. Parents may buy a cafeteria lunch or bring one from home. Please refrain from putting canned drinks/sodas in bag lunches.

In addition, Wake County Public School System offers various payment options to assist in remembering your child's lunch money. You may purchase meals online with a My School Bucks account. Go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) or call (855) 832-5226 to enroll. You'll need your child's Student ID number, available in your registration materials or at your school. Once your account is established you may:

- **Securely deposit funds to your child's account**
- **Check balances**
- **Set spending limits and diet restrictions**

Students will receive individual lunch cards that will be swiped in order to pull up their cafeteria account for the cashier. These cards will be kept in the classroom and should not be brought home.

Please refer to the Wake County website [www.wcps.net](http://www.wcps.net) and click on Lunch Menus for more information.

## CONFERENCES

At least two conferences will be scheduled with each student's parent during the year. Parents are encouraged to contact the teacher any time there are questions or concerns. Regular communication between home and school is crucial.

### Suggestions For Parents At A School Conference

- ✓ Decide in advance what you want to ask the teacher. It's a good idea to write things down that you want to discuss. This will help you focus on your child's specific problems rather than indulge in generalities.
- ✓ Ask your child if there is anything she/he would like you to discuss with the teacher.
- ✓ Share information about your child with the teacher. The more we know about your child the more effective we can be.
- ✓ If you have a concern, remain calm until you and the teacher have had time to discuss it thoroughly.
- ✓ Look and listen before you leap. If you are troubled about a rumor you've heard, or something your child has told you with respect to school, remain calm and seek the facts. Ask the teacher what happened.
- ✓ Don't expect the impossible. Be reasonable in what you expect the teacher to do and about the amount of special attention he/she can give your child.
- ✓ Ask the teacher how you can help meet some of your child's needs at home. Take notes during the conference and review them when you get home. Start right away on the action steps that you and the teacher decide upon.
- ✓ Schedule conferences in advance. Teachers cannot interrupt their classes during the day. Expect at least a day's notice to schedule a conference. Each day, teachers are involved in team planning, workshops, and/or individual planning.
- ✓ When you are volunteering in the classroom, please do not request a conference at that time. You need to schedule a conference at a later date.

## REPORTING A CHILD'S PROGRESS

Wake County's method of reporting a student's progress includes the best of several reporting procedures. It is a fusion of progress reports, parental conferences, and interim reports. Progress reports (report cards) will be issued approximately every nine weeks.



The purpose of the student report card is to inform parents of their child's achievement on state standards for each reporting period. The student's achievement is determined by a variety of ongoing assessments, including many aligned rubrics provided by the county. The report reflects the teacher's evaluation of student achievement in accordance with the expectations stated in the NC Standard Course of Study and WCPSS benchmarks. The goal is for every student to meet or exceed grade level expectation.

Students will be scored using the following scale:

### **Level 1 & 2**

- Indicates that the student has not yet met grade level expectations set by the state.
- This should alert parents that close communication is needed for further student support.
- Indicates that a student does not have the necessary skills and concepts to be successful in the next grade or quarter.

### **Level 3**

- Represents the student meeting the grade level expectations set by the state.
- Indicates that a student has the necessary skills and concepts to be successful in the next grade or quarter.

### **Level 3\***

- Represents the student meeting the grade level expectations set by the state with evidence of application.
- Indicates that a student has the necessary skills and concepts to be successful and confident in the next grade or quarter.
- Should be only used on report cards, never on student work.
- Level 3\* does not apply to specialists.

### **Level 4**

- Represents the student exceeding grade level expectations set by the state.
- Indicates that a student will be successful in the next grade or quarter and whose curriculum may be enriched.

\*Academic performance and work habits are scored separately.

## HOMework

At Green Hope Elementary, we define the term "homework" as school related instruction that is to be completed outside the classroom. It should fulfill the following purposes:

- To enrich and extend school experiences through related home activities
- To reinforce learning by providing practice and application
- To stimulate effort, independence, responsibility and self-direction



### Homework Guidelines

Homework will provide practice to reinforce skills learned in class.

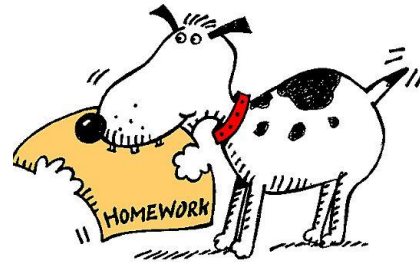
Homework will provide a daily opportunity for parents to encourage their children to succeed in school.

All homework assignments will be completed on time.

Students will turn in work that is neatly done.

### Frequency:

K	Optional
1 <sup>st</sup>	20 minutes per day
2 <sup>nd</sup>	20 minutes per day
3 <sup>rd</sup>	30 minutes per day
4 <sup>th</sup>	40 minutes per day
5 <sup>th</sup>	50 minutes per day



Homework will be assigned Monday through Thursday nights. Occasionally, some projects may extend into the weekend. Parents are expected to contact teachers if homework was not completed due to unavoidable circumstances.

Examples of possible assignments:

- |                    |               |
|--------------------|---------------|
| *Reading logs      | *Observations |
| *Experiments       | *Drawings     |
| *Reports           | *Interviews   |
| *Creative Writings | *Drills       |
| *Reading           | *Researching  |

## TECHNOLOGY

GHE is a Bring Your Own Device (BYOD) School.



Our Vision is to create an environment of student centered learning through collaboration, critical thinking, creativity and communication among peers by integrating various technology resources across all content areas in order to enhance the overall learning experiences at Green Hope Elementary School.

Our goal is to have all students participating in the BYOD initiative by the end of the school year. Your student's teacher will provide more information as the year progresses.

Devices cannot be dropped off during school hours or picked-up after school hours. If your child accidentally leaves their device at school, it will be locked in a safe place and returned to your child the following day. Students may not go back to their classroom after they leave at the end of the day to retrieve their device.

All devices that are not used for educational purposes should remain in student backpacks and turned off until dismissal.

## MEDIA MATTERS

The Green Hope Media Center opens at 8:45 for students and parents. Circulation ends for students at 3:30 p.m. The library has open circulation. Students and family members may check out and renew books at any time convenient to the teacher and family. Classes visit the library media center on a flexible schedule. Teachers and the library media specialist plan together to prepare lessons that incorporate curriculum goals and media skills. . Books may be renewed as needed. Lost or ruined books must be replaced at the new book price. If you have paid for a lost book and then find it, you own the book as we are unable to do refunds. Reference materials may be checked out for ONE night by a parent only. They must be returned to the library before school the next day.





## VOLUNTEER ACTIVITIES AND REQUIREMENTS

- To register for a background check, parents will need to bring a social security number, driver's license and the last seven years of addresses (complete with zip codes) to a school computer to sign up online.
- All "approved" volunteers may participate in all elementary school activities.
- You need to re-register every school year. Information will usually be on the GHE website.
- A background clearance is good for two calendar school years.
- Sign in on the computer in the front office and wear the badge that prints out when volunteering.
- When volunteering in the classroom, please do not bring younger or older children/students so as not to disrupt the classroom instruction.

## FREQUENTLY CALLED NUMBERS

Main Line / Absences	919-388-5270
Bus Service	919-856-8050
Cafeteria	919-388-5285
YMCA	919-815-0809

## COMMUNICATION

Green Hope Website	<a href="https://greenhopees.com">https://greenhopees.com</a>
Wake County Website	<a href="http://www.wcpss.net">www.wcpss.net</a>