

Turner Creek

Elementary School

Caregiver/Student Handbook

2021-2022



6801 Turner Creek Rd, Cary, NC 27519
(919) 363-1391

<https://www.wcpss.net/turnercreekes>

School Hours: 9:15 AM-3:45 PM

At Turner Creek, our mission and vision statements align with the district.

WCPSS Vision

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

WCPSS Mission

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

Core Beliefs

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

#1

Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.

#2

Every student is expected to learn, grow, and succeed while we will eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.

#3

Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all students.

#4

The Board of Education, superintendent, and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high-performing organization focused on student achievement.

#5

The Board of Education, superintendent, and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.

#6

The Wake County residents value a strong public school system and will partner to provide the support and resources to fully realize our shared vision, accomplish the mission, and sustain our core beliefs.

Important: COVID Updates

Due to the frequent changes in protocols and procedures related to the pandemic, please visit the Wake County Public Schools Return to Campus site [LINKED HERE](#) for the most accurate information.

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 them 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.

ABSENCES/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 the student's return 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.

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; however, students are encouraged to be in their seats by 9:00 AM. This allows students to prepare themselves for the day by eating breakfast, visiting the media center and organizing supplies. Students not in their assigned classroom by the tardy bell (**9:15 AM**) are considered tardy and must report to the office 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.

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 or in the main office. A PDF of the file can be found [HERE](#).

BEFORE AND AFTER SCHOOL PROGRAMS

The Taylor Family YMCA is pleased to offer Before School and After School Care onsite at Turner Creek Elementary School.

Before School

This is an entertaining and structured morning program. They provide a fun, loving staff to play and encourage your children. Activities are held for the most part in the cafe'. They have a variety of games and challenges such as cards, board games, puzzles, and crafts. The Program runs from 7am-8:45 am (bell) each morning.

After School

This is a safe, fun alternative to hanging out at home each afternoon! They fill the afternoons 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; this includes scheduled early release days, which are covered in the program cost. Teacher Workdays and Holiday Care is provided on-site at the Y. These days are sold separately.

For more information, check us out on the website www.ymcatriangle.org.

Dana Kennedy

Associate Executive Director of Youth Development

Taylor FAMILY YMCA

101 YMCA Drive, Cary, NC 27513

919-653-2385

www.YMCATriangle.org

*Please note:

AM drop-off must end by 8:30 AM (not to disrupt Turner Creek/WCPSS bus arrival)

PM pick-up begins AFTER 4:15 PM (not to disrupt Turner Creek/WCPSS bus dismissal)

CAFETERIA PROCEDURES

All Students Will Receive Free School Meals for the 2021-22 School Year

Breakfast and lunch will be available at no cost to students for the 2021-22 school year. While the district may be able to offer free meals to all students, it is very important for eligible parents to complete a meal benefits application because this data enables schools to obtain funding to

provide other important educational resources to benefit students. Other benefits that are issued directly to families that have applied and are eligible for meal benefits may also be available (such as the P-EBT cash benefit). Meal benefits applications for the 2021-22 school year will be available online at myschoolapps.com starting July 1, 2021. Paper applications will also be available at all schools. More: www.wcpss.net/free-reduced-meals.

CHANGE OF ADDRESS OR PHONE NUMBER

Parents are asked to provide a new proof of residence with any change in address or phone number so that we have accurate, up-to-date information for all students. In order for your address to be changed in the WCPSS system, 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.

CHARACTER DEVELOPMENT

For the 2021-2022 school year, Turner Creek Elementary will become a Positivity Project Partner school. Our purpose in being a P2 school is to build stronger relationships by recognizing character strengths in ourselves and in others. The vision is to create citizens that will enhance our communities and country by internalizing the belief that "Other People Matter." To learn more, visit the [Positivity Project website here](#)

CLUBS

We offer before & after school clubs throughout the school year. Some clubs are run by TCES Staff. Other clubs are being run by non-WCPSS vendors - which could come with a cost. Participation in clubs is voluntary. Club information comes out during the school year.

COMMUNICATION

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

1. **School's website** (<https://www.wcpss.net/turnercreekes>)
 - a. 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.
2. **Principal's Message**- biweekly emails generated from Powerschool information, posted on our Website and on Twitter.
 - a. Bi-Weekly **principal messages** are emailed out (through the School Messenger platform) as well as posted on our website and social media sites. This email contains important WCPSS and Turner Creek information for the upcoming weeks.

- b. **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.
- 3. **Rabbit Report - biweekly PTA message**
 - a. Our **Turner Creek PTA** sends home information for events as they happen throughout the school year.

CLASSROOM TO HOME COMMUNICATION

- 1. For Turner Creek, other platforms such as Twitter, Facebook, Seesaw, etc. are optional ways to see what's happening at school and in your child's classroom. **These platforms are not required.**
- 2. Our Turner Creek [Twitter page](#) and Teacher Twitter pages showcase a variety of WCPSS and Turner Creek happenings, and can be viewed via Twitter or our Turner Creek Website. Follow us **@TurnerCreekES**
- 3. Teachers use **Talking Points** to text families updates specific to their child.
- 4. **Classroom Teachers** send home weekly emails and folders.

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.

DRILLS: FIRE/TORNADO/LOCKDOWN

Every precaution is taken to ensure 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 cost 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.

FAMILY CONFERENCES

We hold school-wide conferences twice a year during the 1st and 3rd quarters. You can reach out to your child's teacher to request a conference at any time. Our goal is to establish a partnership with families where we have a shared understanding of each child's academic progress and how we can work together to ensure their success.

HOMEWORK & GRADING POLICY

Our purposes of homework, when provided, are to provide students opportunities to experience real life problem solving relevant to content in the classroom and/or additional practice on specific skills. There will be no homework provided to any student during track outs.

K-5 Homework

- ALL students are to read each night from a self selected book; independently or with an adult. (recommended-20 minutes of reading)
- Teachers can provide personalized extended learning opportunities as they determine the need using data collected.

WCPSS Parent Homework Resources

Kindergarten- Fifth Grade students can access the resources linked above for optional support and enrichment tasks.

Homework Grading Policy

Homework will not be graded. Participation in homework will not be reflected in students' quarterly progress reports or report cards or as work habit grades.

Homework Articles

<http://www.edutopia.org/blog/research-trends-is-homework-effective-youki-terada>

<https://today.duke.edu/2006/03/homework.html>

<http://www.sedl.org/pubs/sedl-letter/v20n02/homework.html>

http://www.nj.com/education/2016/09/why_this_nj_school_is_doing_away_with_homework.html

INCLEMENT WEATHER/DELAYED OPENINGS

Please check the Wake County Public School System 2021-2022 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.

INSTRUCTIONAL HOURS

Instruction begins at 9:15 AM DAILY and ends around 3:45 PM. Please refrain from habitual late drop-offs or early pickups. Our social worker and/or counselor will be in touch with families showing a need for support in this area.

FAMILY 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.

LET'S KEEP OUR SCHOOL CLEAN

Everyone should take pride in the facilities at **Turner Creek Elementary**. Students, staff and visitors are asked to do everything possible to help keep Turner Creek clean and attractive. Students will be expected to clean up after themselves in all areas of the school, including the cafeteria. Students will be held accountable for any damage or vandalism to school property. Students who witness vandalism should report it to a teacher or the office. As good citizens, we are all responsible for maintaining Turner Creek Elementary.

LOCATOR CARD INFORMATION

At the beginning of the year, your child's teacher will give parents a student contact verification form to be reviewed and signed and returned as soon as possible. The information on the form is **very important and needs to be updated annually**. Please complete the form as soon as possible. **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.**

LOST AND FOUND

Any item a child has left at home may be brought to the office. School personnel will make sure the item is delivered to the student. In order to protect instructional time, visitors are not permitted to go directly to classrooms.

1. Students are to turn into the school office any items found on the school grounds that do not belong to them.
2. Students may check the Lost & Found between 8:45 AM and 9:15 AM.

3. Students are not to be sent to the Lost & Found for lost library books. Books are returned to the teacher and/or the media center.
4. All unclaimed items will be discarded the day before winter break, the day after the last day of school, and as needed.

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 form with dose, time, etc. (staff may not just 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. Andrea Bowes Email: abowes2@wcpss.net

PARKING

Please only park in designated parking spaces when visiting the school. **Exits, entrances, and fire lanes should remain open for emergency vehicles at all times.** Double parking is prohibited during school hours unless it is during arrival and dismissal.

Parking on Turner Creek Elementary School's campus is very limited. The bus loop area is **NOT** a parking area during the school day. Emergency vehicles will access our school in this area should we have an emergency.

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. Visit their [website HERE](#) for more information.

SAFETY AND SECURITY PROCEDURES

BUILDING ENTRY

The school building is locked all day with the only exception being the entrance doors during arrival. In order to gain entry into the vestibule after arrival, all visitors must ring the doorbell located on the right side wall of the entryway, and state purpose when questioned. Once you gain access into the building, you will go straight to the main office. Please state your visitation purpose to the receptionist(s). Once approved by the receptionist, you will be directed to sign in. 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

We are waiting for direction from WCPSS before resuming typical visitor/volunteer opportunities.

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.

All visitors will have one of three purposes (all prearranged):

- 1) volunteer (must be cleared by WCPSS volunteer registration)
- 2) parent conference
- 3) classroom event

Visitors also need to sign out upon leaving the building.

While we welcome visitors with one of the three purposes above, classroom visits and observations are not allowed. The Turner Creek staff is committed to ensuring and protecting the instructional day from disruptions. For the safety of our students, all non-Wake County Public School personnel will be required to sign-in at the main office and questioned regarding visit purposes, in order to obtain a nametag. Any person not wearing a nametag or badge will be directed to the front office.

VOLUNTEER REGISTRATION

This information is in the process of being updated.

We welcome volunteers to our campus to support our instructional program (non-teaching roles); however, your visit must be pre-arranged. All volunteers must sign-in at arrival and sign-out after duties are completed. In order to volunteer in the capacity of supporting field trips or in-class events, you will need to be cleared by the WCPSS volunteer system. This system conducts a criminal background check on all applicants. Applications can only be completed in our Media Center or at another WCPSS school. Clearance can take up to three weeks.

Continuing volunteers approved for the 2021-2022 school year must reactivate as a volunteer no later than 4:00 PM on October 31, 2021. 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 31, 2021, 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 "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 ARRIVAL

The school day begins at 8:45 AM weekdays. Students should be dropped-off quickly (kiss-and-go) once safety patrol and/or adults are ready to receive students. Our doors will open daily at 8:45 AM - no sooner. Students should not be dropped off or walk to school before 8:45 AM unless they are 4th or 5th graders on morning duty. Students that arrive after 9:15 AM are tardy and must be signed-in at the main office by an adult. Try to schedule all non-emergency doctor and dentist appointments for after school hours. If your child must arrive late to school, an adult must accompany the student into the main office to sign-in. Students arrive in one of two locations: main entrance or bus loop entrance. The main entrance arrival is for students in vehicles or students who live within walking distance to the school. The bus loop entrance is for students that are bus riders.

Students eating breakfast should go directly to the cafeteria as breakfast hours are 8:45-9:05 AM. All other students are to report to their classrooms upon arrival at school unless involved in safety patrol or Morning News. Students should avoid restrooms or visiting other classrooms before going to the classroom.

At this time visitors are not allowed to enter the school building. Below will be the procedure if non-students are able to enter the building.

Parents will be allowed to walk students to class up until the fourth day of school. **The fourth day of school will be Independence Day** which means no parent or adult will be allowed to walk students to class this day and every day moving forward. Again, this is for school safety.

As well, 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 8:45 AM and it is our goal to protect instructional time as much as possible.

STUDENT BIRTHDAYS

We do not have birthday parties at school for any student's birthday. However, healthy birthday

snacks can be shared in the cafeteria during scheduled lunch times, or a fun physical activity can be shared at recess. Only healthy alternative snacks are allowed. Examples: individual popcorn bags, fruit snacks, fruit, etc. Snacks must be from commercial suppliers and not homemade. Due to students with food allergies, it is required that classroom teachers are notified prior to bringing in any healthy snacks for a student's birthday. Please be respectful of staff members on duty in the cafeteria and be mindful of their responsibilities. Additionally, if bringing in a healthy snack, please bring in only one type of snack. Items not permitted at all: party favors, decorations, hats, goody bags, and balloons. These items are potential safety hazards to students. Prior teacher notification is expected for any healthy birthday snacks.

Celebration Books

Turner Creek families can mark special occasions such as a child's birthday by donating a book to the Media Center in their child's name. Donating a book is a very special way to honor your child while promoting a love of reading and supporting the Turner Creek Media Center. Your child will bring home a postcard prior to the month of their birthday. You can fill out this card and send it to school with a \$15 donation (checks made payable to TURNER CREEK PTA) OR you can fill out this online [FORM](#).

Your child will be invited to choose a book and that book will be added to the Media Center collection. A personalized bookplate will be placed inside the front cover to commemorate your child's special occasion and be seen by future readers. Your child will then be the first to check out the book. We hope you will take part in this meaningful program!

*****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 as well. *****

See the links below for policies that align with this effort to create a healthy school.

[Healthy Active Children Policy](#)

[Wake PTA Health and Wellness](#)

[Wake County Board Policy](#)

STUDENT DISMISSAL

The school day ends at 3:45 PM. Try to schedule all non-emergency doctor and dentist appointments for after school hours. If your child must leave school early, write a note or email the teacher stating what time your child will be picked up and who will be picking him/her up. **Students will not be dismissed from the office after 3:15 PM.** If it is after 3:15 PM, you will be asked to utilize regular dismissal procedures. Parents may not pick-up a student or students early just to beat the carpool line. Early pickups deprive the student of a full day's activities and become classroom disruptions.

STUDENT DRESS

Parents/guardians are asked to use good judgment with regard to proper school dress for students. Clothing that contains any offensive symbols or words are not allowed. Tennis shoes should be worn on days when students have PE and are most appropriate for structured play. Clothing should be conducive to an instructional atmosphere.

For more information, review [WCPSS Dress Code in the WCPSS Student/Parent Handbook](#)

STUDENT HEALTH AND SAFETY

At the elementary level in Wake County, students are not permitted to “self-medicate.” Medication will be administered to students with the proper documentation (Form 1702) on file, signed by the parent and physician, as is required by WCPSS Policy. Please bring Form 1702 and medication to school at the same time. **Over the counter medications must also be accompanied by Form 1702.** This includes pain medicine, cough syrup and skin ointments. **All medications must be sent in the original container with the pharmacist’s label attached.** Students are NOT allowed to carry any medications to and from school. All medication should be transported to school by the parent. Parents/guardians who wish to administer medication to their child during the school day may do so. Please report to the main office during these occasions.

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

The school health room serves as a temporary resting place for sick children and the location to administer first aid for minor injuries. 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.

All students entering school for the first time are required to have a complete physical examination and up-to-date immunizations. All health records must be in compliance within the first 30 days of school. Students without completed records are required to be suspended from school until the requirements are met. Please contact our Data Manager, Martha Long, at mlong@wcpss.net if you have any questions or need additional information.

STUDENT WELLNESS

[WCPSS Board Policy 6140](#) states the student wellness policy to which Turner Creek will adhere. Students will receive at least 30 minutes of physical activity everyday and denial of recess will not be used as punishment.

TELEPHONE MESSAGES

Parents/guardians are asked to make after school arrangements with their children before they leave home. Changes in transportation should be in writing and submitted to your child's teacher. Messages for students will be delivered at the end of the instructional day in order to protect instructional time. Messages for teachers will be placed in their mailboxes. Calls will be returned within 48 hours. However, the best way to reach a teacher is by email.

TRANSPORTATION

Bus Riders

Wake County Public School System provides safe and reliable bus transportation. **School transportation service is a privilege.** Students must observe the procedures of the bus driver at all times to ensure the safety of everyone on the bus. Students not complying with bus safety procedures will have his/her privileges revoked.

Bus riders must ride to and from school on the bus to which the WCPSS transportation department has assigned. Students shall board and leave the bus only at the designated bus stops. Students are not permitted to ride a different bus home or have non bus-riders board the bus.

CARPOOL PROCEDURES

Make sure that when you are using carpool, that you utilize both lanes because the entrance is one way and it allows us to move the line faster.

Cars will ENTER CARPOOL LANES off of Turner Creek Road and will loop around and EXIT CARPOOL onto Turner Creek Road.

Arrival: Please have your child(ren) wait in your car until adults arrive for morning duty. Once arrival begins, pull up to the designated area and wait for an adult or safety patrol to offer assistance.

Dismissal: Please wait in your car (in the double lanes) or at designated cones until an adult or safety patroller assists your child into your vehicle. Once your child is inside your vehicle, and has buckled up by themselves, please pull off slowly. If your child is not able to buckle themselves, pull up into the grass so other cars can get around you while you assist.

UNLOAD/LOAD through the SINGLE/RIGHT lane on the passenger side of the car once cars are stopped at the front of the building.

Do not use the bus loop to drop off or pick up children. Please display the school-issued carpool tag when picking up your child and make sure your child knows their carpool number.

Parents may be asked to park and go to the main office to check out your child if no carpool tag is displayed. To ensure that only authorized adults pick up students, adults must remain in their vehicles and follow all procedures. A teacher or safety patrol student will help your child to and from your car. **All children should know how to buckle/unbuckle with ease. CELL PHONE USAGE IN THE LOADING AREA IS PROHIBITED DUE TO SAFETY CONCERNS** More detail regarding carpool procedures will be given out with carpool tags.

TRANSPORTATION CHANGES

Classroom teachers should be notified of transportation changes by noon each day. The best way for caregivers to notify teachers is by sending an email. Students can also bring a written note to school stating the change. **Last minute and/or emergency changes must be made to the main office before 2:30 PM. Please refrain from calling after 2:30 PM to make transportation changes as it will disrupt our dismissal procedures for the entire school.**

Any time a student's mode of transportation home changes from his/her regular routine, the teacher must receive a written note/email from the parent. Staff are directed to send students home their regular way unless a note is presented - a verbal request from the child to change transportation home will not be honored.

WALKERS/BIKERS

All walkers/bikers must have a walker/biker tag/number in order to utilize this procedure in the morning and afternoon. In order to be considered a walker/biker, you must live within the walk zone of the campus. All other families will be asked to use the carpool, after school care, or bus for arrival and dismissal. Please note that all walkers/bikers must use erected crosswalks/bike paths to access arrival and dismissal points. Walkers should not arrive at school until 8:45. We will not have supervision available until then.

If you would like your child to be able to walk to/from school independently, please sign [THIS FORM](#).

WHAT TO BRING/WHAT NOT TO BRING TO SCHOOL

Students should be prepared each day with 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. Students may **NOT** bring toys or athletic equipment to school. The school is not responsible for lost or damaged personal items. Toys, 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. To protect our building and furniture, chewing gum is not allowed.

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 - Board Policy #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.