



**2017-18 Student/Parent
HANDBOOK**

**1220 BROOKSIDE DRIVE
RALEIGH, NC 27604
919.856.7637
<http://connes.wcpss.net>**

Mission Statement:

Conn Magnet Elementary will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

WELCOME

On behalf of the **Conn Magnet Elementary – School of Entrepreneurial Design** family, welcome to the 2017-18 school year! Whether you are a new family with a rising kindergartner or a returning family, we encourage you to join the Conn staff and PTA in making this a positive, productive year for your student(s). Through volunteering in the classroom, assisting with scheduled events, supporting our fundraisers, and ensuring that your student comes to school ready to learn daily, you can make a difference for our school family and community. **We look forward to working with you and your student as we seek to provide the best possible education!**

Please take the time to read the entire handbook. Information has been updated and we will be sending home a parent acknowledgement that must be returned to your child(s) teacher by the 5th day of school.

Gary Duvall
Principal

Christy Story
Assistant Principal

OUR HISTORY

Conn Elementary opened on January 3, 1955. The school was named for Miss Emma Conn who was a Raleigh teacher and a principal for 50 years. In the fall of 1982, Emma Conn Elementary School became Emma Conn GT Magnet. The Norma Wall Haywood Media Center was added to our school and was dedicated on November 18, 1990. In July 1998, the school's theme changed to Conn Global Communications Magnet with a focus on "preparing students to be productive, responsible citizens in an ever changing global society."

At the start of the 2004-2005 school year, our focus changed to active learning and technology. Students participated in hands-on learning modules emphasizing problem solving strategies and research skills. Kindergarten students learned the importance of gathering, filtering, and effectively using information. Additionally, K-5 students learned the value of technology and how to better use technological tools such as the computer, video cameras, and other equipment. Finally, students made valuable connections to the surrounding community through performances. By interacting with community members, students gained a better understanding of the relevancy of their learning.

Beginning in 2016-17, Conn will transition to Conn Magnet Elementary – School of Entrepreneurial Design. Building on our current theme, Active Learning and Technology, Conn students will experience new opportunities for hands-on learning experiences that encourage innovative and creative thinking. Our vision is that Conn students will be lifelong learners equipped with a growth mindset and able to work collaboratively within diverse communities.

WHO TO CALL LIST

QUESTION	PERSON TO CALL	PHONE #
AG PROGRAM	Nancy Hanley	856-7637
AFTER-SCHOOL PROGRAM	Alexander YMCA	582-2252
ATTENDANCE	Renee Pearl	EXT. #25532
BEFORE-SCHOOL PROGRAM	Manique Wright	856-7637
CAFETERIA	Monica Sanford	EXT. #25541
COUNSELOR	Erin Hottle	EXT. #25542
CURRICULUM	Maggie Mariella	EXT. #25538
MAGNET/STEM COORDINATOR	Linnea Gibson	EXT. #25543
MEDIA CENTER	Brenda Shore	EXT. #25537
MEDICATIONS	Jenell Jones	856-7637
NURSE	Daphne Brutus	856-7637
REGISTRATION/ADDRESS CHANGE	Renee Pearl	EXT. #25532
SCHOOL SOCIAL WORKER	Stephanie Liu	EXT. #25550
SECURITY DESK	T.B.D.	EXT. #25536
SPECIAL PROGRAMS	Alyssa Botros	856-7637
TECHNOLOGY	Kellarie Buff	EXT. #25540
TRANSPORTATION	Christy Story	EXT. #25535

MAIN OFFICE NUMBER
856-7637

FAX
856-7643

OFFICE STAFF

GARY DUVALL, Principal
CHRISTY STORY, Assistant Principal
KATHERINE TRAHAN, School Bookkeeper
JENELL JONES, Receptionist
RENEE PEARL Power School/School Information Specialist

Office Hours
7:30 a.m. – 4:30 p.m.

School Hours
9:15 a.m. – 3:45 p.m.

Students may enter the building at 8:45 a.m.

Please do not drop students off before that time unless they are enrolled in the Before-School Program.

CAFETERIA

Meals may be purchased daily; however, you may wish to consider setting up a lunch account for your child in the school's cafeteria or enrolling in the **MyLunchMoney Program** that will automatically deposit funds into your child's lunch account on the first of each month. You decide the monthly amount to have deposited into your child's account on a recurring basis throughout the school year. You may obtain an enrollment form from the cafeteria or visit Child Nutrition Services' website at www.wcpss.net. (Click on "Find A Department" (top right hand corner); select "Child Nutrition Services" (left hand corner); select "School Meals" then "Purchase Meals"; select mylunchmoney.com"; this will bring up the home page to set up an account. Any credit balance is carried over in your child's account the following school year. **Parents are invited to join their children for lunch on any day with no advance notice. We do ask that you sign in at the security desk and wear a "VISITOR" tag while on campus. Please return the "VISITOR" tag and sign out before you leave.**

Breakfast is served in the cafeteria from 8:45 - 9:05 a.m.

Carpoolers arriving for breakfast should be on campus no later than 8:55 in order to eat and prepare for the school day

Elementary School Cafeteria Prices:

Full Price Breakfast	\$1.25	Full Price Lunch	\$2.25
Reduced Price Breakfast	\$.00	Reduced Price Lunch	\$.40
Milk	\$.50	Adult Price	A la carte

VISITORS/VOLUNTEERS

We welcome adult visitors and volunteers to our campus. We do ask that all of our visitors and volunteers sign-in at the Security Desk located at the front entrance of the building. You will be provided with a "VISITOR" tag that we ask you to wear while in the building. Please remember to sign-out at the security desk upon leaving the building. In order to maintain a climate conducive to teaching and learning, younger siblings/visitors (non-school age) are welcome in our lobby and cafeteria during lunch. Younger siblings/visitors must be supervised at all times by his/her parent/guardian when in these designated areas.

For the 2017-2018 school year, all continuing volunteers **MUST** reactivate their volunteer status by October 31, 2017. New volunteers must register and have an approved criminal record check prior to engaging in volunteer work. New and continuing volunteers must register at a WCPSS site through the intranet.

DAILY ARRIVAL

Carpoolers should follow the one-way traffic flow around the parking lot. Please **do not** make a "U" turn around the carpool lane. **Drivers are asked to remain in a single file line, letting your child out ONLY when you reach the designated unloading areas.** Parents choosing to walk their children into the building should park in the parking lot. Park in designated parking spaces only. Do not park along the median or in front of the cafeteria loading dock. Do not drop children off onto Brookside Drive. Bus riders should use the entrance at the bus loop. If a student is a walker, he/she must enter and leave the building through the front entrance/exit doors at the school's main entrance. At no time will students walking home be permitted through the bus loop entrance.

No student may enter the building before 8:45 a.m. unless enrolled in the Before-School Program.

LATE ARRIVAL

Students arriving to school after the 9:15 a.m. bell must obtain a pink tardy pass from the security desk. **Parents will need to escort their student(s) into the building to receive this pass.** This tardy will be either excused or unexcused depending upon the reason for the tardiness. Please make every effort to have students at school on time. Students will not be considered tardy if their school bus/school cab arrives late to school. Students arriving to school after 12:30 p.m. will be considered absent for the day.

EARLY PICK-UP

When you (the parent) or someone you have authorized to pick-up your child arrives before the scheduled dismissal time, please have proper identification (NC driver's license). Students are signed out at the security desk and they will be called down to meet you in order to minimize classroom disruptions. Please try to keep early pick-ups to a minimum. Students picked up from school before 12:30 p.m. will be considered absent for the day.

HEALTH ROOM

Office staff monitors the health room. A student may rest in the health room for *30 minutes* before returning to class or leaving school with a parent or authorized person. The student's temperature will be taken in case of illness. Parents will be called if his/her temperature is over 99 degrees. **Therefore, it is essential that parents provide us with current phone numbers. We send home a student information sheet at the beginning of each school year. Please complete this student information sheet and promptly return it to your child's homeroom teacher. IT IS VERY IMPORTANT THAT THESE INFORMATION SHEETS ARE KEPT UPDATED WITH CURRENT ADDRESSES AND TELEPHONE NUMBERS.**

In the event that your child is sick, the best thing you can do is keep him/her home. This will also help stop the spread of illness to other children or teachers. Children need to be kept home if they have had nausea, vomiting or diarrhea within the last 24 hours. Additionally, they should stay home if they have a severe headache; an unexplained rash; red, watery eyes with yellow drainage; or a fever of 100 degrees or higher. Children should stay home until they have been without fever for 24 hours. **They should not be given Tylenol or Advil (ibuprofen) to reduce the fever before being sent to school, as they may still be highly contagious to others.**

Our office staff can only apply Band-Aids and ice packs. Any medication, prescription or otherwise, must be signed in at the main office. A medical release form (Form 1702), available in the main office, must be on file before we are allowed to administer any medication to any student. **Only students with a signed HS-2799 form will be authorized to carry and independently self-administer emergency medication for asthma and/or anaphylaxis.** Prescription medicine, including inhalers, must be in the original bottle/container from the pharmacy. Should you keep a portion of the prescription at home, please send the school's portion in the original pharmacy bottle. All medications administered at school are recorded in our Medication Log.

DAILY DEPARTURE

Carpoolers should report to the cafeteria at 3:45 p.m. Cars should move single-file through the carpool lane. Drivers can also park in our parking lot and meet their children in front of the security desk. Please do not park along the grassy area or on the other side of the median next to the carpool lane. Carpool ends at 4:10 p.m. Students who are not picked up by 4:10 p.m. will be sent to the main office to wait for their rides. Students who are consistently picked up after 4:10 p.m. will be referred to our school social worker.

Daycare van riders, contracted cab riders and bus riders should meet their rides at the bus loop as arrivals are announced via Conn First News (CFN). **Please note that parents are not to enter the bus loop by car or by foot to pick up or drop off students. The bus loop is designated for buses, daycare van riders and contracted cabs only.**

Parents should inform the teacher in writing each time a child's usual means of transportation from school changes or call the main office before 3:00 p.m. If it is a bus change, it must be approved by the office administration. If a child does not bring in a note, they will be dismissed using their normal route of transportation. Please have proper I.D. available when coming into our building to pick up your child. Our school system requires all school personnel to request I.D. to verify all authorized adults.

Please note: We are unable to accept dismissal changes via phone after 3:00p.m.

Please note: Students will NOT be dismissed after 3:30pm. If you arrive after 3:30 p.m. you will need to go through the carpool lane.

BEFORE- AND AFTER-SCHOOL PROGRAMS

Conn's "Before-School Program" is provided for families who prefer on-site supervision for their children between 7:00 a.m. - 8:45 a.m. There is a \$15.00 non-refundable registration fee per child and a monthly fee of \$96.25 per child. Manique Wright is the director of the program. All fees for both programs must be paid by the 5th of the month by check or money order payable to Conn Elementary. **NO CASH IS ACCEPTED!** There will be a \$10.00 late fee after the 5th of the month. If fees are not paid by the 10th, the child will be dropped from the program. Fees will not be pro-rated due to enrollment date in the program, inclement weather, student absences or any other reason. **Please note there is no drop-in service available in our before school program.**

Conn's "After-School Program" is provided for families who prefer on-site supervision for their children between the hours of 3:45 p.m. - 6:00 p.m. Our program is offered through the Alexander Family YMCA. Please contact our YMCA director. **Please note there IS a carpool service available in our after-school programs. Only students who have paid the registration fees and have been enrolled are permitted to attend these programs.**

CELL PHONE POLICY – STAFF & PARENTS

Cell phones are to remain on silent or "vibrate" during the instructional day (8:30 a.m. - 4:10 p.m.) and during all parent/ teacher conferences, RTI, IEP and staff meetings. Should you need to use your cell phone while in our building, please move to an empty classroom, office or outside. **Do not use your cell phone in the presence of students, other parents or staff. Please refrain from using your cell phone while moving through our carpool lane.**

DRESS CODE

Appropriate dress is necessary in order to maintain an atmosphere conducive to learning and safety. Students are expected to adhere to standards of dress and appearance that promote 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 and safety of the students or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to, the following: exposed undergarments, sagging pants, excessively short or tight garments, bare midriff shirts, strapless tops, 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 coverings 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 which students at a particular school have been notified

The principal or principal's designee may require the student to change his/her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

NON-COMMERCIAL FOODS

In order to protect children within the schools and limit liability to the schools, foods from non-commercial sources are not allowed to be brought in for classroom birthdays, holiday celebrations or any other school activity that may involve the consumption of food.

FRIDAY FOLDERS

Each student should take home a "Friday Folder" from his/her homeroom teacher that includes work samples, assignments completed, and school/PTA announcements. Parents should sign and return the folder, keeping the contents. Teachers will include highlights regarding upcoming assignments, special events, and classroom happenings.

HOMEWORK POLICY

Students will be assigned homework Monday-Thursday. The amount of work shall increase as grade levels increase and shall be commensurate with student abilities and source content. Parents are strongly encouraged to provide a quiet work-space in which students can complete homework assignments. Total assignments should not exceed specified maximum nightly limits:

- **Grades K – 2 = 20 minutes**
- **Grades 3– 5 Grades = 50 minutes**

FIELD TRIPS – NO REFUNDS

A completed and signed Parental Consent and Emergency Information for School Trips form must be on file before a student can go on a school sponsored field trip. **Payments for school sponsored field trips are non-refundable**.**

SCHOOL RULES

To ensure a productive, active learning environment, students will be expected to adhere to the following school-wide rules:

- I will listen and follow directions the first time given.
- I will respect school property by using it appropriately.
- I will keep my body inside my personal space and move safely.
- I will use a soft voice to share ideas and encourage others.

WCPSS CODE OF STUDENT CONDUCT POLICIES

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. 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 and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Todos los estudiantes son responsables por el cumplimiento y el conocimiento del Código de Conducta Estudiantil y de todas las políticas de la Junta Escolar que gobiernan el comportamiento y la conducta estudiantil. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

2017-18 WCPSS Important Dates

FIRST DAY FOR STUDENTS	Monday, August 28
HOLIDAY (LABOR DAY)	Monday, September 4
HOLIDAY (VETERAN'S DAY)	Friday, November 10
HOLIDAY (THANKSGIVING)	Wednesday-Friday, November 22- 24
WINTER BREAK	Friday, December 22 – Tuesday, January 2
HOLIDAY (MLK, JR. DAY)	Monday, January 15
SPRING BREAK	Monday, Friday, March 30 - Friday, April 6
HOLIDAY (MEMORIAL DAY)	Monday, May 28
LAST DAY FOR STUDENTS	Thursday, June 8
TEACHER WORKDAYS	August 17-25, Sept 21, Oct. 31, Jan 22, February 19, March 29, June 11-12
REPORT CARDS ISSUED	November 3 February 2 April 13 June 8
MAKE-UP DAYS /INCLEMENT WEATHER	-10/31 -10/28 – Saturday (Full Day) -11/22 -12/22 -1/22 -2/19 -3/29 -6/11 -6/12
EARLY RELEASE DAYS	September 29, October 20, November 21 December 21, February 9, March 2

PLEASE CHECK OUR WEBSITE FOR OTHER IMPORTANT DATES –
[HTTP://CONNES.WCPSS.NET](http://connes.wcpss.net)

CONN'S PTA

2017-18 Executive Officers

SIDNEY FOX, PRESIDENT

president@connpta.org

KRISTIN STRUCHEN, VP/PROGRAMS

programs@connpta.org

SELINA SCHROER, VP/MEMBERSHIP

membership@connpta.org

SELINA SCHROER, VP/COMMUNICATIONS

communications@connpta.org

BRITANNY NOTCH, SECRETARY

secretary@connpta.org

LEEANNE SCHAUFHAUSER FINANCIAL SECRETARY

treasurer@connpta.org

MARY BETH FEE, TREASURER

treasurer@connpta.org

For more information and a contact list of all Conn PTA Committee and Event Chairpersons, please visit our web page: <http://www.connpta.org/pta-board>

PLEASE JOIN CONN'S PTA!

All parents and staff are encouraged to join the PTA. Membership entitles you to vote on issues and decisions directly affecting your children.

PTA MEMBERSHIP

\$10.00 Per Person

Please make membership checks payable to: **Conn PTA**. There are other options available, please log onto the Conn PTA website for additional types of memberships

PARENT'S NOTES

MY CHILD'S TEACHER: _____

TEACHER'S EMAIL ADDRESS: _____

CONFERENCE DATE: _____ TIME: _____

CONFERENCE DATE: _____ TIME: _____

CONFERENCE DATE: _____ TIME: _____

NOTES (FIELD TRIPS, PLAYS, ETC):

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