



Barwell Road Elementary

**2014-2015
Parent—Student
Handbook and Calendar**

Dear Parents,

Welcome to the 2014-2015 school year! We are so excited about the learning adventures that lie ahead for the boys and girls at Barwell Elementary School.

The information contained in this parent/student handbook will help you become familiar with basic policies and procedures. Please read over the handbook and discuss it with your child. We have also included a calendar that will help you chart your course this school year.

Your child will bring home a Tuesday folder each week with reminders and additional information pertaining to our educational program. If you have questions that are not addressed in this handbook, please don't hesitate to call our office at 919-661-5405.

Our staff is committed to providing your child with a high quality education. Thank you so very much for being a part of the Barwell Elementary Family. I look forward to working with you this year!

**Sincerely,
Barwell Elementary**



BARWELL ELEMENTARY

VISION STATEMENT

Through daily inspiration, dedication, and motivation Barwell Elementary will become an Honor School of Excellence.

MISSION STATEMENT

Barwell Elementary School will empower students to become high achieving life-long learners who are responsible, productive, and engaged within the global community.

Barwell Office Staff

Sarahi Preciado, Secretary
Ida Garcia, Clerical Assistant / Receptionist
Fran Ranieri, PowerSchools Data Manager

Office Hours	School Hours
7:30 am—4:30 pm	9:15 am—3:45 pm

*** Students may enter the building at 8:45am***

The tardy bell rings at 9:15 am.
Instruction begins promptly at 9:15 am.

Thank you for respecting and adhering to these times.

For Questions please refer to our “Who to call” list.



“Who to Call”

Question Person Responsible

Phone

Attendance: Fran Ranieri	661-5405
AG Program: Cheryl Zelek	661-5405
Buses: Tracy Nixon	805-3030
Cafeteria: Willistine O’Neal	661-5406
Counselor: Marc Hardy	661-5405
Social Worker	661-5405
Medication: Ida Garcia	661-5405
Admininstration	661-5405
Instructional Programs/ Testing: Michael Stiefel	661-5405

In order to attend Barwell Elementary School, parents / guardians must reside in the Barwell Elementary attendance area or have been approved through the school choice assignment plan. Board Policy requires that parents present proof of residence. If you move during the school year, board policy requires that parents request special permission for their child to remain at Barwell. It is also very important that you notify our office immediately if there is a change in address. Listed below are documents that serve as *proof of residence*.

- * Current utility bill (gas, water, electric are acceptable) (*phone and cable bills are not acceptable*)**
- * Signed lease agreement**
- * Settlement statement from home purchase**

Daily Attendance and Absences

We know that time effects learning. Therefore, it is *imperative* that all students are present and on time for school every day. *Students with PERFECT ATTENDANCE will be recognized at the end of the year!* We realize that students do get sick from time to time. If your child is sick, please send a note to your child's teacher explaining the absence. Please include your child's name, date and reason for the absence. Be sure to sign and send the note to your child's teacher. If a note is not received within two days of your child's return to school, the absence will be coded "unexcused". Our social worker will send letters to notify parents when a child has accumulated 3, 6 or 10 unexcused absences. An administrative meeting will be scheduled for parents with students having 10 unlawful absences. Examples of excused absences are illness or injury, quarantine, death in immediate family, medical and dental appointments, court or administrative proceedings, religious observances or educational opportunities with prior principal approval. We ask that you do your best to schedule appointments before or after school when possible. If your child becomes sick during the school day, we will take their temperature. Policy requires that a child with a fever of 100 degrees or more be picked up from school. Your child must be fever free for 24 hours before returning to school.

Approved Educational Absence

We realize that there are times when family vacations occur during the school year. In order to have these absences considered for approval, please fill out the online form requesting administrative approval two weeks prior to the anticipated absence. Students will be required to maintain a daily journal noting educational activities experienced during the approved absence. Journals must be submitted to Administration the day the student returns to school.

Check in / Check out

Students arriving after 9:15 are considered tardy. A parent must accompany tardy students to the office to sign them in through our computer system.

Withdrawal of Students

The school should be notified at least two (2) days in advance of student's impending withdrawal. Only in an extreme emergency, to be determined by the principal, will teachers be interrupted to withdraw a child during the instructional day. All textbooks, library books, lunch payments, and fines must be cleared before the student secures a withdrawal form. The parent should pick up the form from the office.

Daily Schedule

8:45-9:15 Arrival time

8:45-9:10 Breakfast

**9:15 Tardy bell rings
Instruction begins**

**3:45 Dismissal bell
3:45 Bus and Carpool Dismissal**

**Students not picked up by 4:00 at carpool must be
picked up in the office.**

Early Release / 1:15 Dismissal

September 5th

October 17th

November 7th

December 19th

February 13th

March 6th

March 27th

April 17th



Buses



School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Each student is assigned a bus based on his or her home address. Students may only ride the bus they are assigned. Students should know their bus stop. It is the parents' responsibility to provide supervision of their child/children while at the bus stop. We realize that there may be times when you need to change your child's mode of transportation. A written note must be sent to your child's teacher in order for the change request to be honored. If you have concerns regarding buses please contact Tracy Nixon at 805-3030.

Carpool

Our staff is very well trained in operating our carpool process. You can help ensure that the carpool line moves smoothly by adhering to the following guidelines. Staff members will be on duty at 8:45 am daily.

- Be sure your child stays in the car until staff members are on duty at 8:45 am.
- Stay in your car and pay close attention to staff members directing the carpool line.
- Students will be called from the multipurpose room using our two way radios.
- Please stay in your car.
- Staff members will open the door and ensure that your child is loaded safely.



Daycare Vans

If your child is transported to and from school in a daycare van, please be sure you have notified your child's teacher with the name of the daycare. Students will be called to the loading area through our two way radio system and television monitoring system. Changes in your child's mode of transportation should be submitted to your child's teacher.

Student Dress Code

School dress contributes to the school atmosphere. A clean, neat, appropriately dressed student advertises the fact that he/she respects himself/herself in a way designed to win respect from others. Students are earnestly advised to dress with good taste and in doing so contribute to the general pride of the school. When students fail to use good taste or good judgment, parents will be notified.

Dress Guidelines

- 1. Full shorts are permitted but must meet the “thumb test” and be no shorter than where the student’s thumb is when the arm is hanging by the side.**
- 2. Tops with spaghetti straps should be worn under a shirt or blouse.**
- 3. All tops should reach below the waist line.**
- 4. Pants must be secured at the waist.**
- 5. Tee shirts with offensive pictures, gang signs, or statements that condone the use of drugs or alcoholic beverages or use profanity will not be permitted. This includes skull caps, bandanas, sweat bands, do-rags/wave caps.**
- 6. Shoes (preferably rubber soled) must be worn at all times. NO ROLLER or “HEELY” sneakers are allowed on the school campus.**
- 7. Flip-flops often pose safety risks. Please have your child wear shoes that are practical and safe at school. Sneakers must be worn on days when your child has P.E.**
- 8. No exchange of shoes or other articles of clothing is permitted.**
- 9. Shoes must be laced to the top and tied securely at all times.**
- 10. Hats and caps are not permitted inside the building.**
- 11. Sagging pants are not permitted.**

Please see the Wake County Board Policy related to Inappropriate Dress available at <http://www.wcpss.net/news/>

Medication/Illness at School

Parents must obtain a physician's medical statement form (1702) from the school in order for school personnel to administer any prescribed medicine. Administration of medicine is done in the office. We ask for your cooperation and understanding in this procedure. We ask that students be given non-prescription medicine at home and not at school.

A labeled bottle with student's name and dosage is required and should be left in the school office. Remember, it is necessary that we know where to reach you at all times in the event of an emergency. A log will kept of medication administered at school. If a student is injured or becomes ill at school, he/she is to report to his/her teacher and ask for permission to come to the office. The teacher will contact parents. All students who are injured or become ill must check out through the office before leaving school. The school is only permitted to clean wounds with soap and water and apply bandages.

Immunizations

North Carolina General Statute #130-1569 (a) requires the parent or guardian to furnish proof of the following immunizations within 30 days of entering school.

5 doses DTP*

4 doses Oral Polio*

2 Measles doses (at least 30 days apart. 1st dose on or after 12 months of age)

3 Hep B doses (children born on/after July 1, 1994 are required to have 3 doses.

1-4 Hib doses (if a child is younger than 5, requirement is met if 1 dose is given on or after 15 months of age. Not required after age 5)

1 mumps dose (on or after 12 months of age)

1 rubella dose (on or after 12 months of age)

1 varicella dose for children born after April 1, 2001 (or documented history of disease)

Section 504 / Americans with Disabilities Act

No otherwise qualified individual with disabilities shall solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to, discrimination under any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students (if they are 18 years of age) have both the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the students is limited and generally requires prior consent by the parents of the student. Copies of this policy may be found in the office of the Superintendent and in the Principal's office of each school within the Cumberland County School System. Complaints about failures of school personnel to comply with the Family Educational Rights and Privacy Act may be made in writing, to FERPA Office, Federal Building No. 10600 Independence Avenue, SW Washington, C.C. 20202.

Student Information Cards

Student Information Cards will be given to all students at the beginning of the school year. These cards allow us to maintain current address and contact information for each child. Completed Student Information Cards should be returned to your child's teacher.

Lost and Found

Articles which have been found, other than library books, should be taken to the office. Library books should be taken to the librarian. Lost articles can be claimed by proper identification. It is a good idea to clearly mark items with the owner's name so they can be returned without delay. This also discourages unauthorized borrowing. Items not claimed will be donated to charity.

Emergency Drills

Emergency drills are scheduled and conducted periodically throughout the school year to ensure safety for all students. Visitors and volunteers who are on campus are asked to follow our evacuation procedures. Listed below are the drills that will be conducted.

- *Fire Drills
- *Severe Weather Drills
- *Lockdown Practice Drills

Cafeteria Program

Cafeteria Manager: Willistine O'Neal

Telephone: 661-5406

Every student at Barwell Elementary is assigned a number to use in the cafeteria. This number is used to identify students and their account balance. Free and reduced meals are available for those who qualify. Application forms are sent home on the first day of school. Additional applications are available in the office. All students are encouraged to return an application.

2014-2015 Meal Prices

Breakfast: Full Price: \$1.00 / Reduced Price: \$.30

Lunch: Full Price: \$2.00 / Reduced Price: \$.40

Student Behavior

The teachers and administration at Barwell Elementary school believe that an atmosphere of quiet and order is essential if learning is to take place. All students at our school are expected to contribute to such an atmosphere through appropriate behavior. Students causing school disruptions will be subject to disciplinary action.

STUDENT CODE OF CONDUCT

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 of Student 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, the WCPSS Code of Student Conduct policies shall take precedence.

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.



Barwell **B**ear **E**ssentials

Be the person you want to be

Excel

Act responsibly

Respect everyone

Stay safe



Report Cards

Listed below are dates reports cards and interim reports will be distributed throughout the 2014-2015 school year for students in grades K through 5. .

Track	Report Card Dates	Interim Dates
1	9/5/14, 12/5/14, 3/6/15, 6/2/15	Week of August 4, October 27, February 2, and April 27
2	9/26/14, 12/19/14, 3/27/15, 6/30/15	Week of August 4, October 27, February 2, and April 27
3	9/26/14, 12/19/14, 3/27/15, 6/30/15	Week of August 25, November 17, February 23, and May 26
4	9/26/14, 12/19/14, 3/27/15, 6/30/15	Week of August 25, November 17, February 23, and May 18

Visitors and Volunteers

We welcome visitors and volunteers at Barwell Elementary School. We know and understand that your active support of our teachers and students will ensure that our school year is a success. We ask that you join our safety efforts and always sign in through our computer system in the front office.

The Wake County School system requires that all volunteers register before volunteering with our students. Registration can be done in the media center on a designated computer. A staff member will assist you with this process. All volunteers must complete this process on an annual basis. All field trip chaperones must also register before volunteering for field trips. We ask that when you volunteer in any capacity that you leave younger siblings at home.



Parent Teacher Association

Please support our Barwell Elementary PTA this school year! Together we can make a difference in the Barwell Renaissance school community!

Parent Teacher Conferences

Parent-Teacher Conferences are scheduled for the week November 10-14 and February 16-20. Additional conferences with teachers or the principal may be scheduled by telephoning the school at 661-5405.

Please remember conferences should be scheduled so as not to interrupt or interfere with classroom instruction.

