

# Yates Mill Elementary School



***Mission POSSIBLE!***

***2022-2023***

# Parent / Student Handbook 2022-2023

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Dear Yates Mill Families,

The purpose of this handbook is to provide answers to questions about Yates Mill Elementary and to establish common procedures for all. We hope you will find the handbook to be helpful. If you have additional questions, please contact your child's teacher or the school office. Wake County Public Schools also sends a handbook home that highlights important district policies. Families are asked to sign a disclaimer form recognizing they have received both handbooks. Please keep both handbooks available for reference throughout the year.

### **MISSION & VISION STATEMENTS**

#### **MISSION STATEMENT:**

Yates Mill Elementary School community members will collaborate to increase the achievement of all students by providing high quality differentiated classroom instruction that fosters excellence to promote academic and personal growth.

#### **VISION STATEMENT:**

Through partnerships with community members YMES will significantly increase achievement for all students by providing a 21<sup>st</sup> century education that equips students with the knowledge and expertise to become successful, who are college and career ready.



### **ARRIVAL and SCHOOL HOURS**

The instructional school day at Yates Mill Elementary School is from 9:15a.m. to 3:45p.m. Students should not arrive at school before 8:45 a.m. as there will not be staff to provide supervision. Students who need to arrive before 8:45 a.m. must be enrolled in the Before School Program. Breakfast is served to students from 8:45 a.m.– 9:15 a.m. in the cafeteria for students. Classroom instruction begins at 9:15 a.m. **Students are asked to arrive in their classroom by 9:10 a.m. in order to hear the Morning News.**

To ensure overall school safety is maintained at all times, we are not permitting parents to walk students to classrooms. If a parent needs to contact the classroom teacher, we ask that it is via email, Remind, a note, or another system of communication that you are using. The classroom teacher will reach out to you within 24 hours.

In the afternoon, students who ride buses are dismissed when their bus has been called. Students who carpool (carpool tags can be obtained from the office) will be dismissed starting at 3:45 p.m. Carpool students should be picked up no later than 4:15 p.m. Parents should line up in the carpool line and remain in their car for their students to be dismissed. **For the safety of the students and supervisory issues, these policies will be strictly enforced.**

### **ATTENDANCE POLICIES AND PROCEDURES**

Daily attendance is essential for an effective education and school success. North Carolina law demands the attendance of children in school between the ages of seven and sixteen. In addition, every parent, guardian, or other

person in North Carolina having charge or control of a child under age seven who is enrolled in a public school to which the child is assigned, shall be in session unless the child has withdrawn from school. In order to minimize the interruption of the learning environment parents should ensure that children are at school on time each day and ready to learn. In the event a student is absent from school, it is the responsibility of the student/parent to check in with the teacher for any missed work and make-up the missed work in accordance with the teacher's policy.

A bell will ring at 8:45 a.m. signaling the need for all students to begin moving quickly to class. At 9:15 a.m., a tardy bell will ring indicating the beginning of instruction. Students not in class by 9:15 a.m. are considered tardy. Excessive tardiness will be tracked, and parents will be given written notice and/or a visit from the school's social worker. Excessive tardiness can result in students not making the expected academic progress. Help us show your child that school is important!

Wake County policy states eight reasons that a student's absence may be excused:

- **Illness or injury of a child**
- **Health department quarantine of a child**
- **Death in family**
- **Medical or dental appointment**
- **Court subpoena**
- **Religious observance**
- **Valid educational opportunity with prior administrative approval**
- **Catastrophic event or natural disaster**

**Absences when a student is told to quarantine due to testing positive for COVID or sent home with COVID symptoms will be documented as excused. Please refer to this ["Returning to School"](#) document on the WCPSS website for specific information regarding returning after a COVID-19 diagnosis, exposure, or illness. During this time the expectation is for the student to be completing asynchronous assignments in the Google Classroom and maintaining teacher communication via office hours as long as they feel well enough to do so. If the student is too sick to complete work, the parent should communicate this with the classroom teacher.**

All other absences are unexcused. North Carolina G.S. 1153-378 and Wake County Board Policy #6000 require that parents furnish a signed note giving the reasons for student absences. When your child returns to school, he or she must bring a note including his or her name, the reason for the absence, and the parent or guardian's signature. If notes are not received within two days of the absence, it will be coded as unexcused. If the absence is for participation in an educational opportunity, please submit a Request for Excused Absence for Educational Reason form two weeks prior to the absence occurring. These forms can be obtained at the front office. **If your child leaves school before 12:30 pm, he/she is considered absent for the day. If a child comes to school after 12:30 pm, he/she is considered absent.** Our school social worker regularly monitors each child's attendance. If your child accumulates excessive tardy arrivals or absences, contact will be made to parents for more information regarding his/her attendance.

#### ***When your child needs to miss school...***

Please send a note with your child on the day s/he returns explaining the reason for the absence. An absence may be excused in advance for educational reasons. The parent must complete form #1710, Request for Excused Absence for Educational Reasons. By signing the form, the parent assures the school that the absence meets the requirements of the law for an excused absence. It will only be approved by the principal if it meets the requirements as stated in the board policy. After 6 unexcused absences, a letter will be sent home to parents and after 10 unexcused absences, parents will be contacted by the YMES Attendance Committee.

#### ***Late to school...***

Each minute of the school day is important to the learning process. Help us get your child off to a good start each day by being on time. However, if a student arrives at class after 9:15 a.m. they are considered late. **A parent or guardian must come with the student to the office to sign them in.** After 5 tardies, parents will be contacted by the YMES Attendance Committee.

### **BEHAVIOR POLICIES**

Although we ultimately want children to do what is expected of them so that they can be proud of their character, we have outlined the procedure that is used for students who choose not to show "FROGS" behavior. **F=Family R=Respect O=Order and Safety G=Good Judgment S=Self-discipline**

Examples of minor/major behavior can include (but are not limited to):

<b>Minor Behavior - Teacher Referral</b>	<b>Major Behavior - Administrative Referral</b>
Dishonesty/Integrity	Fighting
Disruptive behavior	Defiance/insubordination
Inappropriate language	Harassment of a student/teacher
Property misuse (this includes inappropriate technology use)	Pattern of minor behaviors

Behavior incidents are documented through a district wide system and communicated with parents. As a school we work hard to identify strategies to support students in the effort to minimize time out of the classroom due to conduct. All behavior incidents have different mitigating and aggravating factors, and are thoroughly investigated. Administration will decide if behaviors may result in suspension based on **information gathered during the investigation** and the **intent of the student**. Depending on the administration's findings, parents will be contacted, and consequences will be determined. YMES follows all Wake County Board Policies as they pertain to suspension. Please refer to the WCPSS parent handbook for more information or the WCPSS website at [www.wcpss.net](http://www.wcpss.net).

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct (Board Policy 6410) and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/ Parent Handbook 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.

### **BIRTHDAY CELEBRATIONS**



YMES complies with Wake County Board Policy 5125.3 regarding the nutrition guidelines for all food and beverages available on school campuses during the day. The teachers dedicate their instructional time to teaching and learning; therefore, any form of celebration will be in keeping with board policy. **To maintain additional safety, all food sent in must be individually wrapped in addition to being store bought. This must be pre-arranged with the classroom teacher in writing prior to your arrival.** We strongly encourage the treat to be of nutritional value. All birthday treats should be small so they can be easily distributed and enjoyed in a timely fashion. Birthday treats can also be nonfood items such as pencils, bookmarks, etc. Students should not distribute birthday/party invitations at school unless they are inviting the entire class, or all the girls/all the boys. **Balloons are NOT permitted during the instructional day.**



### **BUS DISCIPLINE**

Parents are requested to remind children of appropriate bus behavior. Students should understand that riding the bus is a privilege, not a right. The Code of Student Conduct, Policy 6410, applies to students who utilize any type of school transportation. The following are examples of behavior which will result in a discipline report to an administrator: eating or drinking on the bus, placing a body part out of a window, not remaining seated, pushing/crowding when entering the bus, playing, throwing objects, failure to observe safety rules and regulations, using profane or abusive language, smoking, possessing alcoholic beverages, bringing weapons on the bus, and vandalizing or tampering with bus equipment. Repeated offenses could result in your child being suspended from the bus.

### **BUS TAGS**

All students must have a bus tag to ride the school bus each day. These tags will be placed on your child's book bag. Please do not remove the tag, **as your child will not be able to ride the bus without a tag**. Please inform the office if you need a new tag for your child.

### **DISMISSAL/RELEASE OF STUDENTS**

School is dismissed at 3:45 p.m. Carefully planned safety procedures have been established for dismissal. **For security reasons, students are not dismissed from the classroom.** We cannot permit students to leave school during the day unless a parent or a parent's official designee accompanies them. **Please ring the bell at the main entrance and a staff member will assist you if you need to check out your child. The office staff is not permitted to have your child waiting in the office prior to your arrival.** If you plan to have someone else pick up your child, please send a note. **WE WILL NOT DISMISS STUDENTS FOR EARLY CHECKOUT AFTER 3:20 P.M.** This is valuable instructional time the teacher uses to give students directions for homework and/or other important information. **If you need to check out your child early, do so before 3:20 p.m.** For security reasons, we will be checking the identification of **all** individuals checking out children.

### **DRESS CODE**

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 and safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to, the following:

- **Exposed undergarments (waistbands and straps excluded)**
- **Sagging pants**
- **Excessively short or tight garments**
- **Strapless shirts, skinny-strapped tank tops or bare midriff 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 except for religious purposes**
- **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**
- **Any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.**

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

**\*\*Tennis shoes must be worn at PE and at recess.**



### **EARLY MORNING/AFTER SCHOOL CARE PROGRAM**

An early arrival program is provided for families who need to leave their child at school between 7:00 a.m. and 8:45 a.m. Students are supervised by school employees who engage the students in a variety of activities. You may obtain Early Arrival School Program information from the office.

After school care is offered on-site at YMES from 4:00 p.m. to 6:00 p.m. Students will engage in various activities such as art, technology, recess, and homework helpers. Program information may be obtained from the front office. There are other private daycares that provide transportation to and from school. Please call the front office if you need additional information regarding other after school care options. YMES Early Care and After School Care information can be found under the School Information Tab of our website at [www.yatesmilles.wcpss.net](http://www.yatesmilles.wcpss.net).

	Registration	Monthly Fee	Director
<b>Before School</b>	\$15.00	\$94.65	Ms. Jenae Emanuel
<b>After School</b>	\$15.00	\$108.00	Ms. Jenae Emanuel

### **EMERGENCY CONTACTS FOR STUDENTS**

In case of emergency, we must have current addresses, telephone numbers, and emergency contacts for all students during the year. Any changes throughout the school year should be sent to the office. If you change your residence, we will need for you to bring another proof of residence (gas bill, electric bill, water bill, or sales/lease agreement) to the office. A phone bill is not considered proof of residence. You will be asked to confirm or update your information in the middle of the school year as we prepare for inclement weather.

### **HEALTH AND SAFETY GUIDELINES**

#### ***Sick at school...***

Please refer to the information found on the [WCPSS website](http://www.wcpss.net) for specific guidelines for when a student is sick. If a student has any of the following symptoms they must stay home/be picked up from school:



- Fever/chills
- Cough
- Shortness of breath or difficult breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students will need to remain out of school until they have been symptom free for at least 24 hours A negative PCR/Antigen COVID test or a doctor's note stating an alternate diagnosis will also be required for a student to return.

### **About medications...**

All medications must be in the original container with the pharmacy label. Medication is dispensed and recorded in the office. All medications require Form 1702—Parent Request & Physician's Order Form for Medication (available online at wcpss.net, at the school, and doctors' offices) to be completed and appropriately signed. No over-the-counter medications (cough drops, aspirin, etc....) may be given without a physician's order. Also, office staff may not put anything (antiseptics, alcohol, etc....) on scrapes or cuts. **Only parents can transport medication to and from school.** All medication must be delivered to the office and signed in by the parent. **Please do not give your child cough drops, cough medicine, Tylenol or any other medications to take to the classroom. Students should not have any medication in their book bag, pockets, purse, or any other place on their body. An adult must bring and return ALL medication, without exception, to the office. No medication shall be brought to school or returned home in a child's book bag.**

### **If your child is injured...**

If your child is injured at school, we will administer first aid and will contact you concerning an injury if it is more serious than a minor abrasion. If, in our judgment, an injury requires immediate medical attention, we will call 911 for emergency assistance and then will immediately contact a parent at home or work. If your child needs to be transported to a hospital, an adult staff member will accompany him/her if a parent has not yet arrived at school.

**PLEASE BE CERTAIN THAT YOUR CHILD HAS SEVERAL LOCAL EMERGENCY TELEPHONE NUMBERS ON FILE WITH THE OFFICE.**

### **INCLEMENT WEATHER**



In the case of inclement weather (snow, ice, hurricane, flood or other unforeseen events), school may be dismissed before the end of the school day. The WCPSS district website and local news outlets will know as soon as we do about an early dismissal and will give closing information. We will also send out a message via School Messenger; therefore, contact numbers need to stay updated all throughout the school year. **Please do not call the school** to inquire about the closing of school or to inform your child about what to do. Please understand that it is impossible for the office staff to communicate with all of our parents and students in case of early dismissal. Emergency dismissal forms must be on file for all students. Parents are expected to inform the school immediately, in writing, if there is ever a change in emergency information. Please discuss with your child at the time you complete the

emergency dismissal form, what he or she is to do in the event school is dismissed early. This information is necessary for the safety of our students. Your cooperation is needed and appreciated.

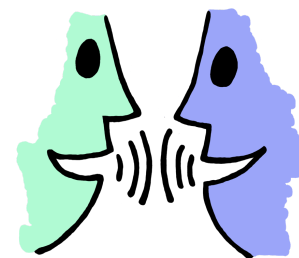
### **LICE**

WCPSS policy on lice states there is no value to excluding children from school for nits only. However, all children will be sent home if live lice are seen. Parents of students with live lice must be contacted to pick up their child from school. Parents will be given a letter explaining treatment and necessary environmental measures when picking up their child from school. A standard letter containing information about head lice will be sent home to parents of all other students in the affected class. Students with nits will not be sent home from school. School staff will contact parents of the child to advise of nits. School staff will also send a letter explaining the treatment and necessary environmental measures to the parents of the child with nits.



### **PARENT COMMUNICATION**

A student folder containing graded or completed work will be sent home weekly on Fridays. Parents should review the weekly progress of their child's academics and behavior, keep the contents, then sign and return any items that need to be sent back to school. Parent Teacher Association (PTA) information and classroom newsletters will also be sent through weekly folders. The PTA sponsors a separate parent newsletter. We encourage all parents and staff to become active members of the Yates Mill PTA. Appropriate communication between the school and home is essential for the success of all of our children. Teachers will schedule a minimum of two conferences per year. Parents may request a phone or virtual conference which will be set up by the classroom teacher. We believe that parents and teachers need this time of communication in order to best serve students. Our staff is committed to providing time for the conference. Home visits are an option for conferences as needed. Please contact any staff member as needed. During the instructional day, we ask parents to leave notes in the office for teachers. **If you wish to email, teachers will respond within 24 hours.** Protecting instructional time is a priority. Our school website, Twitter sites, and Remind text services are also used to provide clear communication to parents as well.



### **PARENT / TEACHER CONFERENCES**

All students will have a parent/teacher conference two times a year. The first conference should be held in the fall, during the first semester (Quarters 1 & 2). The second conference will be held during the second semester (Quarters 3 & 4). Additional conferences may be requested by either parent or teacher as needed.

The following are tips for successful conferences:

- Plan to give the teacher at least a day of advanced notice.
- Prepare a list of items you would like to discuss.
- Ask your child if there is anything they would like you to discuss with the teacher.
- Be reasonable about what you expect the teacher to do and about the amount of specific attention the teacher can give your child.
- Start on the action steps that you and the teacher decide upon right away.



### **PARENT VISITS**

All visitors to the school must enter the front doors of the school and check in at the office before going into other parts of the building. All visitors will be given a badge for identification (including children). Please remember to sign out before leaving the school. Staff members are directed to stop anyone not wearing identification and ask them to return to the office for a visitor badge. This is a safety precaution. Please understand that visiting/volunteering in the classroom is not the time for a teacher conference. Keep in mind that unannounced visits during the school day take instructional time from your child and others and therefore, will not be permitted. If you have an urgent situation, please come to the office and we will assist you. Please refer to school board policy 2521.

### **STANDARDS BASED GRADING**

All elementary schools in WCPSS use a standards-based grading system. Student grades reflect children's performance on the specific curriculum standards for that grade level. A brief summary follows, but parents are encouraged to contact their child's teacher or the Instructional Facilitator for further explanation of this system.

	<b>Adult Description</b>	<b>Student Description</b>
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4	Mastered goal level objectives and independently generalizes across settings	—I get this; I can do this wherever I am and in new ways.
3	Demonstrates consistent progress toward mastery of goal level objectives	—I get it! I can do it well!
2	Skills are emerging with inconsistent mastery of goal level objectives	—I almost get it, but I need help sometimes.
1	Mastery of goal level objectives below expected level this quarter	—I don't get it yet; I need help every time.



The Standards-based report card also includes **reports on the student's conduct and work habits**. In reporting conduct, the teacher can indicate whether the student meets expectations in cooperating with others, respecting others, and observing rules and procedures. In reporting work habits, the teacher can indicate whether the student uses time wisely, listens carefully, completes assignments, writes legibly, works independently, seeks help when needed, and completes work. The rating scale rates a student with a 1 through 3: 3- meets expectations, 2- inconsistently meets expectations, or 1- does not meet expectations. The standards-based report card increases a teacher's ability to communicate with the student and the parent about the student's success in meeting the state standards for that grade, as well as reporting on the student's classroom behavior.

### TRANSPORTATION

#### **Buses...**

Safety for all students is our utmost concern. If your child is to go home a different way than he/she normally does, a note must be sent to the teacher stating the change. Without written permission, we will send your child home the normal way. Changes in bus transportation cannot be arranged to accommodate after school care changes or playdates. The transportation department does not allow for any bus changes on a daily basis and no long-term changes can be made without going through the proper WCPSS procedures.

#### **Carpool...**

Our carpool lane is located on the front side of the school. Families who plan to drive their child at any time during the year must register in the office for a new carpool tag. This tag must be displayed when the car comes through the carpool line. The tag helps staff identify students and is a security precaution. **We ask that you always drop children off and pick them up in the supervised carpool lane. Please do not have your child exit the vehicle until a staff member approaches.** You will be instructed to remain in your vehicle with the carpool tag number displayed and we will bring your child to the vehicle. This is an important component to our safety policy and procedure. Cell phone use while in our carpool lane is strictly prohibited

#### **Changes...**

**The school cannot be responsible for notifying children of changes in transportation home after 3:00pm;** therefore please be sure to send in a note with the requested change or call us before 3:00pm. **Without written permission, we will send your child home via their normal mode of transportation.** Students who carpool and are riding home with someone else via carpool should bring a note to the teacher stating with whom they are riding. The other child should also bring a note confirming the change.



**CAR POOLING**

### **VOLUNTEER REGISTRATION**

Each year WCPSS requires parents to register/reactivate their volunteer registration through the Volunteer Registration website. This can only be done on site at a WCPSS school. The system will only be available on Monday-Friday during the hours of 8-4 p.m. We encourage parents and members of the community to volunteer at our school. Please plan to register/reactivate early in the year if you wish to be a volunteer or field trip chaperone. **Parents that are not on the approved list will be unable to volunteer or chaperone until their clearance is given.** **Current volunteers who were approved for the 2021-2022 school year do not have to register again this year. You will need to contact the front office to verify that you've been placed on the list of eligible volunteers after you've completed the registration. This is done through HR and the list is updated weekly.**



### **Important Dates**

[2022-2023 WCPSS Traditional Calendar](#)

[Yates Mill Elementary School Website](#)

#### **Java with Jenkins:**

Please take advantage of these informal opportunities to meet with Principal Jenkins, share questions/concerns, and receive other general school updates. Specific times will be communicated later to the dates

- November 15, 2022
- February 7, 2023
- April 18, 2023