

Yates Mill Elementary School



*...Building a Community
of Excellence
One Dream at a Time*



Parent / Student Handbook 2019-2020

CONTENTS

WELCOME, MISSION, VALUES	3
ATTENDANCE POLICIES AND PROCEDURES	3
BEHAVIOR POLICIES	5
BIRTHDAY CELEBRATIONS	5
BUS DISCIPLINE	5
BUS TAGS	6
DISMISSAL/RELEASE OF STUDENTS	6
DRESS CODE	6
EARLY MORNING/AFTER SCHOOL CARE PROGRAM	7
EMERGENCY CONTACTS FOR STUDENTS	7
HEALTH AND SAFETY GUIDELINES	7
INCLEMENT WEATHER	8
INTERNET/EMAIL POLICY	8
LOST AND FOUND	8
MEDICATION/STUDENT HEALTH	8
NUTRITION GUIDELINES	9
PARENT COMMUNICATION	10
PARENT / TEACHER CONFERENCES	10
PARENT VISITS/CUSTODY AGREEMENTS	10
SCHOOL HOURS	10
STANDARDS BASED GRADING	11
STUDENT CONDUCT	11
TRANSPORTATION	12
VISITORS	12
VOLUNTEER REGISTRATION	12
WHATS COOKING IN THE YATES MILL CAFETERIA	13
IMPORTANT DATES	14

Welcome to Yates Mill Elementary

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 21st century education that equips students with the knowledge and expertise to become successful, who are college and career ready.



ARRIVAL

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. Breakfast is served to students from 8:45 a.m.– 9:15 a.m. in the cafeteria for students. Students who need to arrive before 8:45 a.m. must be enrolled in the Before School Program. 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.**

Parents who wish to walk their students into the school in the morning are certainly welcomed to do so the first week. **Beginning September 2nd, in order to foster independence, we ask that you say “good-bye” in the front lobby and allow students to walk to their classrooms independently. Family members are asked to leave the campus by 9:10 a.m. to avoid distracting the student/teacher from morning duties.** Parents wishing to walk to the classrooms in order to speak with the teacher are asked to leave a message at the front office. The classroom teacher will be sure to return your call and can within 24 hours and give you their undivided attention at that time.

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**

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. A copy of the Yates Mill Attendance Plan will be sent home with your child in September. 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 to 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=FISH! R=Respect O=Order and Safety G=Good Judgment S=Self-discipline

Minor Behavior Offense (Teacher Referral)

- Dishonest
- Disruptive
- Disrespect/Defiance
- Inappropriate language
- Property Misuse
- Unwanted contact

Major Behavior Offense (Administrative Referral)

- Fighting
- Defiance/Insubordination
- Harassment of student/teacher
(threats/teasing)
- Pattern of minor referrals
(3 or more times)
- Vandalism/Destruction of school property
- In unauthorized area
- Theft
- Cheating

The above behaviors can be documented on a behavior referral form by any YMES staff member. Copies of the form will be kept on file by the teacher and the administration. One copy will be sent home to the parents with the student. Administration will decide if behaviors may result in suspension based on **information gathered during the investigation** and the **intent of the student**. Dependent upon 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.

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. Also, students must bring store bought birthday treats to school for celebrations and will be allowed to distribute them at school during the lunch period only. **This must be pre-arranged with the classroom teacher in writing prior to your arrival.** We strongly encourage the treat be of nutritional value. All birthday treats should be small so they can be easily distributed and enjoyed in a timely fashion. 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 enter the office, sign your child out, and the office staff will call your child to the office for dismissal. 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 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. **In order to protect instructional time, it is our policy not to release students to observe sibling performances. On Early Release Days, we will not dismiss students after 1:00 P.M.**

There are only two ways a student arrives home: by bus or by car. If you drive to school to pick up your child, you must go through the carpool line. Our policy does not support parents parking and coming into the office to pick up a child. **For safety and security reasons, this procedure will be strictly enforced by Yates Mill Elementary Staff.**

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**
- **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 day cares 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.

	Registration	Monthly Fee	Director
Before School	\$15.00	\$94.65	Ms. Janae Emmanuel
After School	\$15.00	\$108.00	Ms. Elisa Wombacher

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...

If your child becomes sick at school, we will take his/her temperature and contact a parent or guardian. **Wake County School's policy requires that a child with a fever of 100 degrees or more must go home and be free of fever for a full 24 hours before returning to school.** Children are to be "naturally fever free for 24 hours before returning to school. Please do not treat with fever reducers (ex: Tylenol) and send to school. If a child has vomited, the parent will automatically be called to pick up the child from school. If a child is suspected of having ringworm, head lice, pink eye, or an undiagnosed rash, the parent must pick up the child from school. Students must have a doctor's note and/or proof of treatment in order to return to school. **Students must be vomit and diarrhea free for 12 hours before returning to school.**

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.

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. Radio and television stations 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.

LOST AND FOUND, VALUABLES AT SCHOOL

YMES Lost and Found is located in the Media Center. Lost items will be featured on the morning news and may be retrieved from the Media Center. Clothing and personal items should have identification on the inside. Money and eyeglasses will be kept in the office. Unclaimed items will be donated to a local charity **each month**. Please do not allow students to bring large sums of money, valuable items (i.e. cell phones), toys, games, cards, etc. to school. For security reasons, valuable items will be held in the office until parents can collect them. The school is not responsible for items that are misplaced or stolen.

MEDICATIONS / STUDENT HEALTH

When students become sick or injured during the school day, parents will be called. In order to do this, **we need accurate contact information at all times.** Please keep your child's teacher and the school office informed of any changes that occur in addresses, phone numbers (work, cell, home), and emergency contact persons. Children must be fever free for 24 hours, without medication, before returning to school because of the chance of a relapse and still being contagious. Please also keep your child home if they have vomited within a 12-hour period. Sick children do not need to be at school where they cannot do their best. Please notify the school when your child has a contagious illness such as chicken pox or has been exposed to such an illness. If your child has a special health problem or a condition that the school needs to be aware of and prepared to handle, it is the parent's responsibility to provide written documentation of this need. We will send home forms for you to complete at the beginning of the school year to gather this information. The school nurse will work with the staff to ensure that your child's medical needs are met. Teachers and other school personnel are prohibited from giving prescribed and over-the-counter medications, such as cough drops, cough syrup, acetaminophen, etc. to students without the proper medical forms completed. Medical forms (Form 1702) are available in the school office and in most pediatricians' offices. The medicine, in its original container, and completed form, must be taken to the office by an adult in order for medication to be administered by the office staff.

Over the counter medication will not be administered to students by school staff unless the appropriate forms have been completed in the school office. Students may not bring medication to school or take it while on school property. An adult must bring student medication to the office and complete the required forms. Designated school personnel will dispense all medication from the office.

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.



NUTRITION GUIDELINES

In accordance with our new board policies, parents may not bring in food for student consumption for snacks, or other special event treats.

All provided foods and beverages will be in compliance with the nutrition standards set the by this North Carolina State Board of Education per North Carolina NC general Statute 115C-264.3.

Board Policy 5125.3 Nutrition Guidelines for all foods and beverages available on school campuses during the school day

Fundraising activities: Schools will comply with the existing WCPSS Board Policy 6830. Schools will not operate fundraisers that involve food and/or beverage items during the school day.

Snacks during school and after school programs including school-based care contracted with outside agencies: All provided foods and beverages will be in compliance with the nutrition standards set by the NC State Board of Education per NC General Statute 115C-264.3.

Rewards: School will not use food or beverages of minimal nutritional value, per US Code of Federal Regulation Sec. 210.11, as rewards for academic performance or good behavior.

Categories of Foods of Minimal Nutritional Value are soda water, water ices, chewing gum, certain candies, hard candy, jelly/gums, marshmallows candies, fondant, licorice, spun candy, and candy-coated popcorn.

Food of minimal nutritional value means: "(i) In the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and (ii) in the case of all other foods, a food which provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are - protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron. "

PARENT COMMUNICATION

A student folder containing 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 the folder so teachers will know the parent is aware of their child's progress. 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 an active member of 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 conference if attendance is inconvenient. 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, she/he 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/CUSTODY AGREEMENTS

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. If you wish to visit your child's classroom, please make arrangements with the teacher prior to your visit. 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

SCHOOL HOURS

The school day starts at 9:15 a.m. and ends at 3:45 p.m. Students may go to their classrooms or breakfast at 8:45 a.m. Students arriving before 8:45 a.m. ***must*** be enrolled in Before School Care. We will begin opening car doors in the carpool line and unloading buses at 8:45 a.m. **No student may enter the building before 8:45 a.m. unless they**

are enrolled in the Before School Care. The morning announcements will begin at 9:10 a.m. and students are expected to be in their classrooms. **If a child arrives at school after the 9:15 a.m. bell, they are considered tardy. The student must be signed in by the parent in the office.**

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 at 3:45 p.m. Carpool students should be picked up no later than 4:05 p.m. Parents are encouraged to wait in their car for their students to be dismissed. **For the safety of the students and supervisory issues, these policies will be strictly enforced.**

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.

	Adult Description	Student Description
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.

STUDENT CONDUCT

We believe that every student and staff member at Yates Mill Elementary deserves a pleasant learning environment. We want to have an effective school climate that is nurturing, safe and conducive to learning. It is important to focus on encouraging students to make good choices and be responsible for their behavior. In making these decisions, students learn that there are natural consequences for their actions. Our job as educators and parents is to guide students to make appropriate choices and to assist them in learning from their mistakes. We believe there should be consistency in the way we deal with discipline and that this will make the learning environment as productive as possible.

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.

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.** It is dangerous to have children cross the parking lot during carpool; therefore, drop off the child first in carpool, then park your car if you are coming into the building for meetings or to volunteer. Our staff will make sure that your child enters the building and you can meet him/her in the lobby or classroom. 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. 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.

VISITORS

All parents are welcome and encouraged to visit Yates Mill! We rely on your active support in our classrooms and throughout our school. Keep in mind that our students' safety is our highest priority. We ask that you join our safety efforts by ALWAYS entering the school ONLY through the front door by the office. Teachers and students are not allowed to let parents in through unauthorized doors. Wake County Board of Education Policy requires: "All visitors must report first to the office when entering the building" (WCPSS Policy #5033.2) and are required to wear a visitor name tag while in the building. Your involvement in your child's academic experience is very important. Should you need to speak with your child's teacher, please call before or after regular school hours. You may also send a note with your child or leave a message with office personnel for the teacher to call you. If you feel you need to bring something to school for your child after the school day has begun, please drop it off in the office and your child's teacher will be notified. These procedures serve to minimize disruptions to the instructional day and help promote academic success. Please understand that parents will not be allowed to drop in and observe without first making the classroom teacher aware. All observations must be approved and scheduled with administration. We welcome parents, but it is important that visits do not interfere with assessments and direct instruction. The classroom teacher will be able to indicate an optimal time for communicating with one another. Two-way communication is critical for your child's success! Admittance to classrooms after hours - Students are not allowed to reenter the classroom (for forgotten books, homework, etc.) after their teacher has left school for the day.

VOLUNTEER REGISTRATION

Each year WCPSS requires parents to register/reactivate their volunteer registration through Volunteer Registration website. If you were approved last year, you need to reactivate prior to October 31, 2019. 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.**

WHAT'S COOKING IN THE YATES MILL CAFETERIA

You may purchase weekly or monthly lunch accounts from the cafeteria. The cafeteria will notify the student when the lunch account is three days from expiring. Make checks payable to ***Yates Mill Elementary Cafeteria***. Please include the child's name and teacher's name on the check or money envelope. **Per Wake County nutrition guidelines, if a child does not have lunch money, he/she will be provided fruits, vegetables, and water for the day.** As a reminder, your child will be notified that additional money is needed for his/her lunch account. Parents are always welcome to join their child for lunch and sit at the classroom table when space is available. If a child has more than one guest for lunch, the guest table should be used. Parents with younger children in strollers should use the guest table. If you wish to eat with your child on the outside picnic table, please notify a cafeteria supervisor. You may not take other students with you to the outside table.

If your child brings lunch to school, your child should be able to open the food containers and the food should not require heating. As a courtesy to our child nutrition staff, **we encourage you to bring food that follows the WCPSS nutritional guidelines and school board policy.**

	One Day	Five Days	Twenty Days
Student Breakfast* <i>Includes milk or juice</i>			
Reduced price	\$0	\$0	\$0
Full Price	\$1.25	\$6.25	\$25.00
Student Lunch** <i>Includes milk</i>			
Reduced Price	\$.40	\$2.00	\$ 8.00
Full Price	\$2.75	\$13.75	\$55.00



Important Dates 2019-2020

Beginning / End Dates	Date
First Day of School Grades 1- 5	August 26, 2019
First Day of School for ALL Kindergartners	September 2, 2019
Last Day of School	June 12, 2019
Holidays / Teacher Workdays	
Labor Day	September 2, 2019
Teacher Workday	September 30, 2019
Teacher Workday	October 9, 2019
Teacher Workday	October 31, 2019
Teacher Workday	November 1, 2019
Veteran's Day	November 11, 2019
Thanksgiving Holiday	November 27 – 29, 2019
Teacher Workday	December 20, 2019
Winter Break	December 23, 2019 – January 3, 2020
Martin Luther King, Jr. Day	January 20, 2020
Teacher Workday	January 29, 2020
President's Day	February 17, 2020
Teacher Workday	February 18, 2020
Teacher Workday	March 9, 2020
Spring Break	April 6 – April 10, 2020
Teacher Workday	April 13, 2020
Teacher Workday	May 1, 2020
Memorial Day	May 25, 2020
Teacher Workday	June 15, 2020
Quarters	
First Quarter	August 26 – October 30, 2019
Second Quarter	October 31, 2019 – January 27, 2020
Third Quarter	January 28, 2020 – April 3, 2020
Fourth Quarter	April 6, 2020 – June 12, 2020