



Vance Elementary School

8808 Old Stage Road, Raleigh, NC 27603

2017-2018 Student/Parent Handbook

Please read this handbook with your student and keep it to reference throughout the school year.

WELCOME BACK STUDENTS!!

WELCOME ALL VANCE PANTHERS! The staff and I welcome you to Vance Elementary School for the 2017-2018 school year. We look forward to a wonderful year and are so glad to have you as a part of our learning community! Here at Vance Elementary School our mission states that **“children are at the heart of what we do and at the center of the decisions we make.”** We are dedicated to fulfilling this mission by offering learning experiences tailored to meet every student’s individual needs. We believe strongly that a supportive home/school connection is critical to educational success and encourage you to contact us if there is any way we can be of service to you and your child.

Yours in educational excellence,

Sarah Simmons
Principal

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएँ चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919)852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại, 919-852-3303

如果您需要免费翻译服务来了解学校流程, 请致电 (919) 852-3303

Administrators and Office Staff

Principal	Ms. Sarah Simmons
Asst. Principal	Ms. Vicki Wood
Admin. Intern	Mr. Ryan Bell
Counselor	Ms. Chris Maroclo
Lead Secretary	Ms. Lorrie Myrick
Data Manager	Ms. Kristine Stead
Receptionist	Ms. Olivia Bennett



Important Phone Numbers

Main Office	(919)662-2472
Fax	(919)662-2498
Attendance	ext. 24150
Cafeteria	ext. 24157
Guidance	ext. 24158

SCHOOL HOURS

6:45—8:45 a.m.	Before School Care
8:45—9:15 a.m.	Students enter building
8:45—9:05 a.m	Breakfast served
9:15 a.m.	Instruction begins
3:15 p.m.	Cut-off for signing out students
3:45 p.m.	Dismissal
4:05 p.m.	Latest time for Carpool pick-up



Our school day is from 9:15 a.m. until 3:45 p.m. Students are admitted into the building at 8:45 a.m. Students may not be dropped off earlier than 8:45 a.m. Any student arriving before 8:45 a.m. **MUST** be enrolled in the Before School Program. The office staff and teachers have meetings and other responsibilities and cannot supervise children that arrive prior to 8:45 a.m.

IT IS EXTREMELY IMPORTANT THAT YOUR CHILD ARRIVES ON TIME AND REMAINS AT SCHOOL FOR THE ENTIRE DAY.

BEFORE SCHOOL CARE

If it is necessary for a student to arrive before 8:45 a.m., the student **MUST** be enrolled in the Before School Care program. This program is for grades K-5; pre-K may not participate. The program starts at 6:45 a.m. each day. Applications are available in the office. Supervised activities such as games and recreation are offered as well as access to the computer lab for enrichment. Homework may be done at this time as well. All fees are non-refundable.

FEES (prices are subject to change)

Registration—\$15.00 per child is required

Monthly Fee—\$110.00 per child

If school opening is delayed due to inclement weather, the Before School program will be delayed the same amount of time that the opening of school is delayed.

STUDENT SIGN-IN/SIGN-OUT PROCEDURES

SIGN-IN: If your child is late to school, a parent **MUST** accompany the child to the office to sign them in. The student must have a printed admittance slip from the office to enter class. Instruction begins at 9:15 a.m. To protect teaching/learning time, parents may not go to the classroom after 8:45 a.m. unless they have an appointment with the teacher. Office personnel will take a message and place it in the teacher's mailbox.

SIGN-OUT: ALWAYS BRING AN ID WITH YOU WHEN CHECKING OUT A CHILD. Early dismissals **MUST** be handled through the office. Parents report to the office, sign out the child using the computer, provide your ID and wait for your child in the lobby. Students will not be permitted to leave without following this procedure. Students that are checked out prior to 12:30 will be counted absent for the day. Early check outs should be for medical or emergency situations only. Students with afternoon appointments should be checked out before 3:15 p.m. **All dismissals after 3:15 p.m. will be through the normal carpool procedures.**

VISITORS

All persons entering the building should enter through the front door and **must sign in at the office** to get a PRINTED Visitor/Volunteer badge. The printed badge must be worn on the visitor's chest and be clearly visible at all times while on school property. **ALL** visitors, including parents, volunteers and WCPSS staff are required to sign in at the main office whenever they are at the school during school hours.

VOLUNTEERING

Parents and interested community volunteers are encouraged to become involved in our school's programs. All volunteers must register **EVERY** year. Applications are completed online from a school computer. Office staff will assist you with this registration if needed. It is recommended that you register early in the year so that you are already approved for various activities throughout the year. We recognize and appreciate the valuable role volunteers play in the success of our school and encourage all to join with us in our efforts to enhance learning opportunities for students.

We need and encourage parents' help and participation throughout the school and in the classroom. Volunteers should check with the teachers for specific times when volunteer assistance is needed.

LOST AND FOUND

Lost and found items are located in the back of the cafeteria. Smaller items such as glasses or jewelry are kept in the office. If your child is missing a lunchbox, jacket or other item, please check in our lost and found. Items left in lost and found are donated twice a year, usually December and June.

STUDENT RECORDS

It is imperative that your child's records are complete and up to date at all times. Please be sure to complete and return all forms received and any information requested (birth certificates, health assessment, immunization records, etc.) **IF YOUR ADDRESS OR PHONE NUMBER CHANGES, PLEASE PROVIDE THE NEW INFORMATION TO THE SCHOOL IMMEDIATELY!**

Student Transportation

A Temporary Change in a child's normal mode of transportation home should be reported to the child's teacher by sending a note. If there is a change that arises during the day, please call the front office by 3:00 p.m. and we will announce the change at the end of the day. **PHONE CALLS TO CHANGE TRANSPORTATION SHOULD BE RECEIVED BEFORE 3:00 P.M.**



Bus Riders will be dismissed from their classroom when their bus color is announced. Leaving the room to go outside and wait is not allowed. Students may only ride the bus they are assigned and may not ride a different bus to or from a friend's home. Parents are encouraged to have their child ride the bus to reduce carpool traffic congestion. Students shall observe the directives of the school bus driver at all times while riding a school bus or other school vehicle. All misconduct on the bus or disregard of the bus driver's instructions should be reported promptly to the principal or assistant principal. They may suspend a student's privilege of riding the bus. Bus routes are assigned through the Transportation Department. **School transportation service is a privilege, not a right.**



Car Riders will be dismissed to the cafeteria following afternoon announcements. Students will meet their transportation outside the cafeteria and be assisted into their cars. Students will not be allowed to go to their car until it has arrived in the "pick up zone". It is important to display carpool tags on your vehicle's rear view mirror until you exit the "pick up zone". **If you do not have a GREEN 2017-2018 carpool tag you will be asked to park and come in to show your ID.** Parents should remain in their cars and proceed cautiously in the carpool line **and not walk up to the building to get their child.** Children may not be checked out of school after 3:15 p.m. This practice is in place for the protection of all Vance students. It is necessary that parents comply with this safety practice. Students not picked up by 4:05 p.m. will be directed to the office and a parent will be called. A warning will be issued. Should this problem continue the WCPSS Security Investigator will be contacted to problem solve.

Morning Car Riders All a.m. car riders are to be dropped off in the designated zone. Drivers should always proceed through the carpool line. For student and staff safety, **students should never be dropped off in the parking lot to walk across the carpool line to the building.**

School Menus

Cafeteria

Students are encouraged to purchase meals in advance. Once the meals are purchased, the amount is recorded and meal prices are subtracted from the account each time the student purchases a meal. You may purchase meals by sending or bringing a check or cash to the cafeteria manager or by adding money to your child's account online by visiting www.MySchoolBucks.com. You will need your child's student ID# to access the account. This information is available in the office. Please allow 48 hours for money to appear on the account at the school level.

If you purchase meals weekly or monthly, write your check to Vance Elementary Cafeteria or send cash. Students' lunch accounts are only charged when they purchase items, which means money is not subtracted from your child's account on days he/she chooses to bring lunch. **Students who forget to bring their lunch or money will be given a lunch of fruit, vegetables and water per WCPSS's policy and guidelines.**

Free and Reduced applications are mailed to all WCPSS families before the beginning of school. The applications must be completed IN FULL and mailed or returned to the school before they can be approved.

***Applications for free and reduced prices must be completed each year.**

Meal prices are subject to change and Child Nutrition Services, not the school, determines the price.

<u>Cafeteria Prices</u>	<u>Regular</u>	<u>Reduced</u>
Breakfast	\$1.25	\$0.00
Lunch	\$2.35	\$.40
Milk	\$.50	
Snacks	range in price from \$.25—\$.75. Only one per lunch	

FOOD IN SCHOOLS

WCPSS Wellness Policy:

http://www.wcpss.net/curriculum-instructions/healthful_liv/wellness/index.html

In accordance with guidelines from NC Department of Health and Human Services, Environmental Health Services Section—Children's Environmental Health Branch 2002.

In order to protect the children within the schools and secondarily, to limit liability **schools should not allow anyone to bring in foods from non-commercial sources.**

EMERGENCY TELEPHONE NUMBERS

In case of illness, we will call you to pick up your child. It is extremely important that we be able to reach a parent if a child is sick or injured. We would appreciate at least three (3) emergency numbers to use if your child should become ill. Please notify the school if your number changes so that we can keep our records updated.

SICK STUDENTS

The office can only provide emergency medical help. Students who become ill or are injured during the day will be taken or sent to the office. A student who is too ill to remain in the classroom (temperature of 100 degrees or higher or throwing up) must go home and remain out of school until they have been fever free and/or not throwing up for 24 hours without medication. A parent/guardian will be contacted to pick up the child from school.

Students waiting in the Health Room: Students will only be allowed to wait in the office if they are too ill to be in the classroom. If you are called to pick up a sick child, please make every effort to pick the student up as soon as possible. The only services our Health Room can offer are bandages, taking temperatures, and soap and water.

ADMINISTRATION OF MEDICATION

If your child needs to take any medication during the school day, form #1702 must be completed by a physician and signed by the parent/guardian. **All medication must be in the original container and the name and dosage must match the 1702.** Medication is dispensed and recorded in the office. **No over-the-counter medications (cough drops, aspirin, etc) may be given without a physician's order.**

Students are not allowed to bring any medication in their backpacks including over-the-counter medications. Parent should transport all medication to and from school.

ATTENDANCE

Attendance in school is vital to educational achievement and school success. Parents must ensure that students attend and remain in school daily. Students are urged to be present daily unless there is a valid reason for being absent. To be counted present, a student must be present at least one-half (1/2) of the school day (12:30 pm).

ABSENCES

On the day the student returns to school from an absence, he/she should bring a note, signed by the parent, to the teacher stating the reason for the absence. The note must be presented within two (2) days of the student's return to school or the absence will be recorded as unexcused. (Please refer to School Board Policy 6103).

EXCUSED ABSENCES

- Illness or injury of the student
- Death in the immediate family
- Medical or Dental appointment of the student
- Religious Observance (in accordance to school board policy)
- Educational Opportunity (need prior approval form submitted and approved by the principal beforehand)

Absences not classified as excused in one of the above statements are unexcused. Unexcused absences include such behaviors as the student missing the bus, child-care issues, visiting relatives. For all absences, the student will make up work in a timely manner at the convenience of the teacher. After a student has accumulated excessive or questionable absences, the school counselor and social worker will be asked to get involved. This could result in the violation of the school compulsory attendance law.

Excessive absences will have serious academic consequences and may result in class or grade failure.

At the elementary level, excused and unexcused absences above thirty (30) are excessive. Students who exceed thirty (30) absences during the year will be referred to an attendance committee that will determine if the student should be retained. The principal has the authority to waive the decision of the committee. Students with documented, chronic health problems will be exempt from the policy if absences are excused.

Out of Town Trips

Parents and students are encouraged to check the Track 4 calendar for dates of student holidays and vacations prior to making arrangements for trips. (Please refer to School Board Policy 6000.1-6000.7; 6110.1-6110.2; 6111.1) In most instances, a student's absence from school because of out-of-town trips will be considered unexcused for the days of school that are missed; therefore, teachers are not required to provide make-up opportunities or to prepare work for these students to take with them. The WCPSS form "Request for Excused Absence for Educational Reasons", must be completed when requesting approval for an absence from school and must be completed before the absence occurs.

REPORT CARDS

Student evaluations are sent home four (4) times a year—at the close of each nine (9) weeks in grades K-5. The following scale is used in this report:

Report Card Rating Scale

- 4 Extends targeted grade level standards
- 3 Demonstrates proficiency of targeted grade level standards
- 2 Needs support to meet targeted grade level standards
- 1 Insufficient performance of targeted grade level standards with support

Conduct/Work Habits Rating Scale

- 3 Meets expectations
- 2 Inconsistently meets expectations
- 1 Does not meet expectations

Parent Conferences

Teachers will schedule a conference with every parent before the end of the first grading quarter to discuss student progress. If you would like to have a conference with your child's teacher at another time, please send a note by your child.

HOMEWORK

Homework is an important part of our students' education program and should be assigned on a regular basis. The same level of attention that is given to class work should be given to homework. Homework assignments should be purposeful continuations or extensions of the instructional program and appropriate to the students' development level. Homework should help students become responsible, self-directed learners, improve their academic achievement, and provide opportunities for the reinforcement and application of what is learned in school. It is assumed that students will do homework outside of school hours. The amount of such work required of students shall increase as grade levels increase and shall be commensurate with student abilities and course content. Total assignments should not exceed specified limits each night.

K-2 20 minutes per day

Grades 3-5 50 minutes per day

Thank you for all of your support! We look forward to a great year!!