



FWES Parent Handbook 2017-18 (as of 6-30-17)
Farmington Woods IB/PYP Magnet Elementary School
 1413 Hampton Valley Road Cary, NC 27511
 Phone 919-460-3469 Fax 919-460-3423
<http://fwes.wcpss.net> @fwesibpyp



***WCPSS Mission:** WCPSS will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.*

***FWES Vision:** Farmington Woods IB/PYP Magnet Elementary School community will inspire action, promote inquiry and cultivate learning by creating experiences that prepare students to be successful global citizens.*

Dear Farmington Woods Families,

Welcome to Farmington Woods IB/PYP Magnet Elementary School. We are pleased to have your family with us and look forward to an exciting school year watching our students grow into 21st Century global learners. The information contained in this handbook is a supplement to the Wake County Public School Parent Student Handbook, and is intended to inform you of our school procedures and to help your child make the most of their school year. Please take time to look over this information and use it to become actively involved in your child's education.

Throughout the school year, your family can also access current school information at our website: <http://fwes.wcpss.net>. We look forward to working with your family this year!

Important Phone Numbers		
Farmington Woods Main Office (Main Office is open 8:30am-4:30pm)		919-460-3469
FWES Office Fax		919-460-3423
Lead Secretary/Bookkeeper, Peggy Farr		Ext. 26505
Student Data Manager/Student Records, Rosanne Nagy		Ext. 26504
Guidance Counselor, Jennifer Thakur		Ext. 26517
Part Time Guidance Counselor, Kelly Weiner (M,T and F-am)		Ext. 26516
IB Magnet Coordinator, Anna Goodrum		Ext 26512
Before/After School Programs		Ext. 26515
Cafeteria Manager, Sue Moriarty		Ext. 26514
Cary Transportation - School Buses		919-460-3517
Central Transportation Customer Service		919-805-3030
WCPSS Student Assignment Office		919-431-7333
WCPSS Central Office Main Line		919-431-7400
Winston Pierce (awpierce@wcpss.net) Principal	Mark Beamish (mbeamish@wcpss.net) Assistant Principal	Elizabeth Plotkin (eplotkin@wcpss.net) Instructional Resource Teacher

Important Websites to locate additional information about Farmington Woods and WCPSS	
http://fwes.wcpss.net	Farmington Woods IB/PYP Elementary Website for School specific information and IB magnet program
www.wcpss.net	Wake County Public Schools website for School Board, curriculum, employment and other school system specific information.
www.farmingtonwoodspta.org	Farmington Woods PTA website for PTA contacts and events.
www.myschoolbucks.com	On-line payment site for school lunch accounts
www.ncpublicschools.org	NC Department of Public Instruction for curriculum and state related policy information.
www.ibo.org	International Baccalaureate website for information about our PYP magnet program and IB schools

Support Farmington Woods IB/PYP Elementary- Join the PTA!

We need the support of every family at Farmington Woods IB/PYP. Look for information about how to join during the first week of school. PTA membership entitles you to vote on issues that directly affect your child or children. Reminders of meetings will be sent home in student folders, email and agendas. Please attend and be active! To contact a PTA officer, drop a note by the office. The PTA mailbox is checked daily by one of the officers. You may also contact them directly at <http://www.farmingtonwoodspta.org>.

PTA Board of Directors 2017-2018	
Position	Email Contact
President- Ushma Shukla	ushukla.pta@gmail.com
1st Vice President- Anita Richburg	anitarichburg@gmail.com
Secretary- Nakhesia Sheen	nfenty84@hotmail.com
Treasurer- Jenny Flicker	jenny31474@gmail.com
Audit- Vacant	
Advocacy/Technology- Vacant	
Nominating Chair- Lauren Van Valkenburg	lstroop@yahoo.com
Inclusion- Dawn Prince Cohee	dprincecohee@gmail.com
VP Communications- Michelle Barillaro	mbarillaro@nc.rr.com
VP Ways and Means- Lauri Van Oostrum-Reed	lvomsw@nc.rr.com
VP Programs- Liz Miller	holderried@mac.com

WCPSS DISCLAIMER

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.



Todos los estudiantes son responsables de cumplir con y familiarizarse con el Código de Conducta Estudiantil de WCPSS y las políticas de la Junta de Educación que gobiernan el comportamiento y la conducta de estudiantes. 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.

CAMPUS SECURITY

Front Door Bell Ring: Anyone wishing to access the school building must ring the bell at the front of the school. The technology will allow the front office staff to communicate with you prior to entry if needed. The doors are unlocked when you hear a loud click. At that time you may enter the school and report to the main office to sign in. Your patience is appreciated as there are some times of the day when staff are assisting students and cannot immediately provide entry to visitors. Rest assured that the bell continues to ring in the building until the door has been acknowledged (as long as you are hearing the bell outside, it is ringing inside too.)

Computer Sign-In: All visitors on the Farmington Woods IB/PYP campus are required to sign in at the main office using the computer during school hours. All visitors are photographed and recorded into a database. Visitors must always wear a visitor sticker when on the Farmington Woods IB/PYP campus. Only approved volunteers are allowed to go to classrooms during the instructional day.

Photo ID Required: Please bring a photo ID to school with you when visit the school for verification purposes.

Video Surveillance: The Farmington Woods IB/PYP Elementary campus is under continuous video surveillance by a 16 camera security system. This system monitors indoor and outdoor areas of our campus 24 hours a day, 7 days a week.

School Bell Schedule

Our instructional school day is from 9:15am-3:45pm. The school office hours are 8:30am-4:30pm.

8:45	First Bell
9:05	Warning Bell and Morning TV News/Announcements for all students
9:15	Tardy Bell (Students who arrive after 9:15am must be signed in at the office to receive a tardy slip)
3:45	Carpool and day care students assemble in the cafeteria.
3:48	Walkers dismissed Bus students are called as their transportation arrives on campus.
4:10	After School Care students are sent to the cafeteria.

ARRIVAL AND DISMISSAL

Arrival

The instructional school day is from 9:15am to 3:45pm. Students are asked to arrive to their classrooms by 9:05am so they are ready to begin instruction at 9:15am in the classroom. FWES TV News provides morning announcements daily at 9:05am. Staff members arrive to classrooms at 8:45am for supervision; therefore students should not arrive at school prior to Safety Patrol being on duty and the building being open for students. All family members who walk students to classrooms during arrival are asked to refrain from distracting the teacher from his/her morning duties and responsibilities and are asked to leave the campus no later than the 9:15am bell.

Bus Arrival



School buses start to arrive on campus at 8:45 am. Buses will enter and dismiss students in the school bus loop located to the left of the cafeteria near our main playground area. Students will enter the school through the doors by the cafeteria. Those bus riders who need to eat breakfast will remain in the cafeteria and eat breakfast and all other bus riders will report directly to classrooms after being released from the buses. Bus riders that arrive after 9am will take breakfast to classrooms.

Carpool Arrival/Drop Off

Carpool drop off operates only at the front entrance to the school. It will begin when appropriate staff and Safety Patrol are on duty to ensure student safety. Cars should remain waiting at the sign before the service road until requested to approach by staff members on duty. Staff and Safety Patrol will assist unloading students as cars stop in the carpool lane. The carpool lane is a single lane only to maintain the safety of all persons during arrival. Please remain in a single lane when moving through carpool after your child has exited your car. If your child needs extra support exiting your vehicle, we ask that you please pull up to the front of the lane and then over to the curb to assist your child and help maintain the traffic flow of the cars. Carpool students wishing to eat breakfast at school should arrive at school by 8:50am to allow time to eat breakfast and to be ready for the start of the school day. Dropping off students is not allowed in the bus loop or lower parking lot. Those who enter the lower lot must park cars and escort children into school.

Note: Students assisting as Safety Patrol Members or those involved in before school club activities will be dropped off prior to the official start of carpool as they are being met by an adult for supervision. No other students may be dropped off at the front door prior to the start of carpool. Cars should remain in the carpool lane until directed by school staff to move forward.

Walkers and Bicycle Riders Arrival

Walkers and bike riders should enter at the main entrance of the school each day. All walking students should use the sidewalks when entering the campus and remain outside until the bell rings to start the school day. Bicycle riders should walk the bikes to the front of the building and secure them in the bike rack with a lock. Parents are encouraged to plan bicycle routes for students from their home to school. Dogs are not allowed on campus during the school day, including arrival time. If you walk with your child to school and bring your dog, you will need to remain on Hampton Valley Road with your dog and allow your child to walk to the front entrance.

Late/Tardy Arrival

Students arriving after the 9:15am bell must be signed in at the front office by an adult to receive a class admission slip before going to their classrooms. If you arrive in carpool and there are no Safety Patrol or adults on duty, you will need to walk your child into the office to sign them in late. Parents signing students in after the instructional day has begun at 9:15am may not accompany students to the classroom.

Before School Care Program

Families who need to drop students off at school prior to the 8:45am arrival bell will want to enroll students in the Before School Care Program. The Before School Program operates prior to the beginning of the regular school day from 7:00am until 8:45am Monday-Friday. Only children enrolled at Farmington Woods IB/PYP may enroll in the Before School Care Program. Registration forms and additional program information is available on our school website. Inclement Weather Procedures: If school is closed for students due to inclement weather the Before School Care will also be closed. If school is on a delay for inclement weather then the Before School Care will operate on the same delay. Parents are encouraged to enroll in Remind 101 to receive text message reminders about any changes in the hours/location or other important information from the before school program.

Before School Fees		There will be a returned check fee of \$10.00 and a late check fee of \$10.00.
Monthly Fee	\$96.25 per child	
Registration Fee	\$15.00 per child (fee due upon registration/enrollment)	
Total Due	\$111.25 per child for the first month (\$96.25 due August 28th)	

Dismissal

Farmington Woods IB/PYP Elementary School dismisses at 3:45pm. To support the instructional day and maintain student safety, students will not be signed out and dismissed from the school office between 3:15-3:45pm. Parents who have scheduled appointments or have last minute schedule changes will need to arrive prior to 3:15pm. Parents are not allowed to go to the

classroom during dismissal. Staff are assigned to supervise all dismissal areas of the campus throughout the dismissal process to ensure student and campus safety and are unavailable to speak to parents until dismissal is completed.

Changes in Dismissal/Transportation Home

Any time a student is leaving school in a manner different from his or her regular routine, the school must receive a written note from the parent. The note should be sent with the student advising the teacher of the needed change in dismissal that day. Change requests via telephone will not be accepted during the school day, however in an emergency situation, a change note along with the parent's picture ID may be faxed to the school office prior to 3:15pm. If circumstances require that a change take place during the school day, the parent must make the request in person in the school office prior to 3:15pm. Last minute changes in dismissal are discouraged to prevent confusion and to ensure that the student is dismissed in the proper manner. This policy ensures that all 800 students get home safely each day and your cooperation is appreciated.

No student will be permitted to ride home after school with anyone other than his/her parent unless the child brings a note from his/her parent. If your child is to go home with a classmate after school, **BOTH THE HOSTING AND VISITING STUDENT SHOULD BRING NOTES FROM THEIR PARENTS INDICATING THE PLANNED VISIT AND TRANSPORTATION PLANS.** Students are not permitted to ride any school bus other than the one assigned and therefore may not ride home on a school bus with a friend.

Bus Assignments

Bus routes and schedules are established at the central transportation office and then distributed to the individual schools. Only students assigned to a bus route may be transported via school bus. Students are assigned based on the address used to register for school. Express bus service is available for eligible magnet students. Students attending Wake County Public School System on a voluntary transfer or magnet status without transportation do not qualify for bus service. Any request for a bus stop change must be submitted in writing to central transportation office using their on-line Transportation Service Request Form through www.wcpss.net. Requests for changes to transportation will not be reviewed for existing families *until after September 26, 2017.*



Bus drivers and school personnel cannot change a stop or route without authorization from central transportation. Questions in reference to school bus service, routes, and stop assignments should be referred to the WCPSS Transportation Customer Services at 919-805-3030 or by visiting <http://www.wcpss.net/Page/43>.

Bus Dismissal

Only those students assigned to a bus route may ride that assigned bus to and from school. Students may not ride home with other students on another bus route. Buses load in the bus loop area of our campus near the cafeteria and large playground. Bus riders will be dismissed at the end of the day by our closed circuit television system in the order of the buses as they arrive in the bus loop. Students remain in classrooms until their bus route is put onto the television screen. Students for each bus are then escorted through each hall and down the sidewalk to the bus loading area for loading. Bus departure times are shared with parents on Twitter @fwesbusfeed which is linked to school website wcpss.net/farmingtonwoods.

Bus Safety Rules

Students are required to follow the rules and regulations of riding a public school bus and are expected to **Go for the GOLD** at all times. The driver shall report to the school administrator any misconduct on the bus or any violation of the driver's instructions by way of discipline form. Behavioral problems of students riding buses servicing Farmington Woods IB/PYP students should be referred to school administrators at 919-460-3469. A principal may take action on any misconduct which occurs on a school bus as if the violation had occurred on the school grounds. Students who cannot adhere to the student code of conduct are subject to discipline procedures, including having their bus riding privileges suspended or revoked. Students who have their bus privileges suspended/revoked are still responsible for regular school attendance and school work.

WCPSS Bus Student Code of Conduct Expectations

- Enter the bus in an orderly and quiet manner.
- Sit in assigned seats without being reminded.
- Remain seated and facing front at all times.
- Keep hands, arms, heads or any other objects in the bus at all times.
- Sit with feet on the floor and book bag and hands in the lap.

- Abide by request of the driver and follow all school and county rules and regulations.
- Food and drink are not allowed on the bus at any time.
- Be respectful to the driver and other students at all times.

Carpool Dismissal

Carpool students are picked up at the front entrance only. Each carpool student will need to register for a carpool tag to place in the car for quick recognition by the school staff on duty. Each family will receive two carpool tags at the beginning of the year to hang from car rear-view mirrors. There will be a charge if you need additional tags or lose your carpool tag before the end of the year. Carpool students will be sent to the cafeteria each afternoon and then individually loaded into their parent's car based on the carpool tag number. If the car does not have a *school issued tag* displayed the driver will need to pull over and go to the front office for identification verification before the student will be released to the vehicle. The carpool lane will begin pick up as soon as students have moved and are settled in the cafeteria. Due to extremely limited parking, carpooling with friends and using the carpool loop are highly recommended. Students should be picked up in carpool no later than 4:10 pm; parents who are late will be required to sign out their child in the front office. Parents are not allowed to walk to the cafeteria carpool dismissal area to pick up students. The Farmington Woods IB/PYP Crossing Guard and School Staff will assist the school in maintaining the appropriate safety at the entrance to our parking lots. For the safety of students and staff, cell phones may not be used in the carpool lane.



Walkers and Bicycle Riders Dismissal

Walkers and bicycle riders will be dismissed at 3:45pm and will all exit the building through the main entrance doors at the front of the school for appropriate supervision and safety. Students leaving school as walkers should use sidewalks to exit the school campus. Families who wish to meet walkers at the end of the school day should wait at the front area of the campus (porch and sidewalk) and remain outside during dismissal. Dogs are not allowed on campus during the school day, including dismissal time. Please remain on Hampton Valley Road if you have a dog with you at dismissal time. In order to expedite dismissal of carpool students, a bell will ring outside to indicate carpool is about to begin. At this time, families remaining in the front porch area will be asked to leave the area so that carpool can begin safely. Families who are meeting or picking up "walkers" must be on campus by 3:45pm. Students released as walkers remaining on campus after 3:50pm will be seated in the office until an adult arrives and signs them out of school. ***Families who are unable to pick up walkers during the walker dismissal time (3:45-3:50pm) will be required to use carpool for afternoon dismissal.***

Parents are discouraged from parking and meeting walkers at the front of the school. Carpool should be used for regular pick up using a vehicle. There ***will be limited parking available in the lower parking lot***, as it is used as the bus loop from 3:15-4:15pm daily. Students will not be allowed to walk to the lower lot to meet a parent due to bus and car traffic. For the safety of your student and all other pedestrian traffic, if you need to drive and park to pick up a walker, the school has permission from The Church of Jesus Christ of Latter-day Saints on Seabrook Avenue for parents to park and walk from that parking lot to pick up students from 3:30-4:15pm. Walkers and families meeting walkers are asked to leave the campus as soon as possible so that carpool may begin safely. Those wishing to gather to play or visit may do so on the back of the FWES campus on the K-1 playground or choose a local meeting spot. Bike riders should retrieve bicycles and then walk bikes to the edge of the school campus before riding home. Appropriate helmets are required for all bike riders.

Please note that the Cary Police Department and Kildaire Farm Homeowners Association monitor dismissal and parking of visitors. We ask that our families be good neighbors by not parking on sidewalks, blocking traffic, in yards of neighboring homes or creating crowded street parking during afternoon dismissal. In addition, the field and creek across from the school are part of Kildaire Farms and access by FWES families should comply with posted guidelines.

After School Program

Families who need student supervision after school hours should enroll students in the After School Program on the Farmington Woods campus. Our WCPSS sponsored After School Program provides a safe, stimulating environment for students whose family situations require student supervision after the school day. Students who attend the regular instructional day at Farmington Woods IB/PYP Magnet Elementary are eligible for enrollment in the After School Program. Registration forms and additional program information is available on our school website. The After School Program operates from the end of the regular school day until 6:00pm Monday-Friday. Enrollment in the program **includes** care on the six scheduled Early Release

dates throughout the year. Inclement Weather Procedures: *If school closes early due to inclement weather, the After School Program will not operate. On days that school may close early due to weather, families of students enrolled in the After School Program will need to make arrangements to pick up your child at the school closing time. Families are encouraged to enroll in Remind 101 to receive text messages about any changes in time/location or other information about the program.*

After School Program Fees		There will be a returned check fee of \$10.00 and a late check fee of \$10.00.
Monthly Fee	\$114.58 per child	
Registration Fee	\$15.00 per child (fee due upon registration/enrollment)	
Total Due	\$129.58 per child for the first month (\$114.58 due August 28th)	
Fees for late pickup will be \$5.00 per child per 15 minutes after 6:00pm., \$10.00 per 15 minutes after 6:30pm. More than 3 late pickups per semester will result in termination from the program.		

Early Release Dismissal Dates and Procedures

The Wake County Board of Education has approved 6 Early Release dates for all schools during the 2017-2018 school year: September 29, October 20, November 21, December 21, February 9 and March 2. On Early Release dates, students at Farmington Woods will be dismissed at 1:15pm and follow their regular dismissal transportation procedures.

Early Release Days Only After School Program

This program operates in conjunction with established WCPSS After School Program. The program cost includes all SIX Early Release Days. The Early Release Only Program operates from 1:15pm until 6:00pm on the Friday Early Release dates listed above. Only children enrolled at Farmington Woods IB/PYP may enroll in the Early Release Only Program. If school closes early due to inclement weather the Program will close early.

The Early Release Only Program is not a drop-in Program. Parents must enroll for the entire year to take advantage of childcare on all Early Release Days. Parents must pay a registration fee of \$15.00 for the program. The entire amount for the six-day program is due by the first payment period due date for the year August 28, 2017.

Early Release Program Only Fees	
Program Fee	\$ 74.25
Registration Fee	\$15.00 per child (fee due upon enrollment)
Total Due	\$89.25 per child for the entire school year (due August 28th)
Fees for late pickup will be \$5.00 per child per 15 minutes after 6:00pm, \$10.00 per 15 minutes after 6:30pm. Excessive instances of late pick-up may result in termination of program participation by the principal.	

ATTENDANCE AND ABSENCES

Absences

If a student is unable to attend school, parents should call 919-460-3469 by 9:10am and inform the school. In addition to calling the office, parents are required to send a note to school stating the reason for the absence within 2 days of the student's return to school following the absence. If the student does not submit a note from their parent within 2 days of returning to school following the absence, the absence will be coded as unexcused. Only written documentation is acceptable. Please include the following information:



- YOUR CHILD'S NAME
- DATE(S) OF ABSENCE
- SPECIFIC CAUSE OF ABSENCE
- PARENT SIGNATURE

Absences and Tardies are excused for the following reasons (WCPSS Policy 6000.3)

- Illness or injury which makes a student physically unable to attend school or isolation ordered by State or County Board of Health.
- Death in the family.
- Medical, dental or other appointment with a health care provider- please return the doctor provided note to the school when the appointment impacts attendance
- Court - When a student is under subpoena.
- Catastrophic event or natural disaster.
- Religious observance, as suggested by the religion of the student
- The student's participation in a valid educational opportunity, **with prior approval of the principal.**
- Isolation ordered by the State Board of Health or the Wake County Health Department

Excused Absences for Educational Reasons

Planned absences from school for educational reasons, must approved prior to the event. Form 1710, Request for [Excused Absence for Educational Reasons](#), must be completed and submitted in advance of absence. See the attachment in the Wake County Public School System handbook for further guidelines. Educational absence request forms are available on-line at www.wcpss.net and in the school office. Submit completed forms to the classroom teacher or to the main office. For an excused absence for educational reasons, the intent of the experience should be educational from the outset and comparable to that which the student would have experienced in school. Family trips and vacations that were not designed, initially, to be educational will not be excused.

FWES Guidelines used to approve educational absences are:

1. The **primary** purpose is educational.
2. The educational opportunity is **time specific**. That is, the educational event only takes place at the time you are requested, some example being: going to see the launch of a spacecraft, presidential inauguration, attending regional or state contest like a spelling bee or math fair, 5th graders visiting a middle school open house, etc.
3. The time absent is reasonable for the benefit gained.
4. Prior approval is requested.

Excessive Absences

School attendance is an important factor in success at school and all students are required to attend school regularly under the compulsory attendance law (NC General Statute 115 C-378). It is the school's responsibility to monitor attendance records and inform parents when their child's absences are becoming excessive. Letters will be sent home each month notifying parents when their child has accumulated 6 unexcused absences. Excessive absences (6 or more) will be monitored by the School Social Worker and Student Data Manager. At the elementary level, 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 (WCPSS Policy 6000.7). The School Social Worker, School Nurse and School Counselor are available to assist parents in an effort to prevent absences from becoming problematic and can be contacted by calling the school office at 919-460-3469.

Students who have been excluded from a school bus for disciplinary action are still required to attend school. Students who fail to attend school because of transportation problems will be coded unexcused.

Make-up Work

Homework assignments missed during absence may be made up. Email your child's teacher to request copies of missed work if your child is absent. Teachers will prepare work for the request as soon as possible, but need at least 24-48 hours. Information about work, topics and homework may also be available on your teacher's website. Students are encouraged to make-up work they missed while absent from school, and will receive full credit for this work if the absence was determined to be excused. All makeup work will be handled in accordance with Board Policy 6000.5.

Arriving Late/Checking Out Early

Parents are requested to send a note if a student needs to leave school before regular dismissal. Please remember that all time students miss from school is lost instructional time. Children will not be called from the classroom until they are being signed out in the office to protect the classroom instructional time. Your child will be called to the office to be dismissed when you arrive. Sending a note ahead of time will alert the teacher and expedite the dismissal process for you and your child. Please make a note that students arriving at school after 12:30pm or who leave school prior to 12:30pm (and do not return) will be

marked absent for the day. Students will NOT be able to be checked out from the front office between 3:15-3:45pm. Adults checking students out are asked to have a picture ID.

STUDENT HEALTH

Health Records

All students, Kindergarten-Grade 12, entering a North Carolina public school for the first time are required to have a complete physical examination **BEFORE STARTING SCHOOL**. All students are also required to have up to date immunizations. All health records must be in compliance within the first 30 days of school. Students missing a health assessment form or without completed immunization records within the first 30 days of school are required to be excluded from school until the requirements are met. Please contact our Student Information Data Manager, Rosanne Nagy, 919-460-3469 Ext 26504, if you have any questions or need additional information.

School Nurse

A Wake County School Based Public Health Nurse will visit our school approximately two days per week and can be reached by email or phone. Vision and hearing screenings are done throughout the year by school staff and volunteers. Any concerns are identified to the school nurse for further screening.

Medication

Medication will be administered to students with the proper form (1702) on file signed by the parent and physician, as is required by Wake County Policy. These forms are available online and at the Front Office. All over the counter medications (such as Tylenol, cough drops, and rash creams) must also be accompanied by a physician's form. All medications must be sent in the original container with the pharmacist's label attached. All medication should be brought to school by the parent. Medications without the proper medical documentation will be held in the office and not administered to the child.



Prior to the first day of school:

Have your child's physician sign and complete his/her section of the Form 1702.
Return the Form 1702 along with medications (if needed) on or before August 28, 2017 (your child's first day of school)

MEDICATION CANNOT BE ACCEPTED AT THE SCHOOL WITHOUT THE COMPLETED FORM 1702

In the absence of emergency medications, school staff will call 911 in any emergency

Important medication information:

The parent/guardian or other responsible adult must bring the new completed 1702 or have it faxed to the school at 919-460-3423 .
Medications(s) <u>must</u> be in a labeled container from the pharmacy with detailed instructions.
Check the expiration date of the medication you send to the school. Please make sure the medication will NOT expire within <u>60 days</u> from start of school.
During the school year, you will be notified and given 2 weeks to pick up expired medication(s). After 2 weeks, medications will be discarded.
The label on the medication container and the orders from the physician <u>must</u> match.
A <u>completed</u> 1702 Form <u>must</u> accompany any over-the-counter medication.

*Medication(s) include but are not limited to: pills, pain medication, cough drops/syrup, ointments/creams, inhalers, epi pens, etc.

At the end of the school year parents must come to the school to pick up any unused medications. All unclaimed medications will be disposed of on June 22, 2018 by the WCPSS Nurse Supervisor.

Student Accident Insurance

The school system **DOES NOT** provide accident or dental insurance if a child is injured while at school. Accident and dental insurance is available for parents to purchase voluntarily to cover students while enrolled at school. Information is available

on-line and sent home with students. Families are responsible for enrolling students in these insurance plans. [WCPSS Student Accident Insurance](#)

Sick and Injured Students

Please be sure to inform your child's teacher and school nurse if your child has any allergies, chronic illness or physical handicaps, or any special measures or activity restrictions that will be necessary for his or her welfare at school. For students with medical needs, the school nurse will develop a health plan, that will require notice and some additional medical documentation. Children should be kept at home if they exhibit any of the following symptoms:

- Fever (100F or higher)
- Watery eyes, discharge from eyes
- Sore throat with fever
- Cough with fever
- Skin rash or spots
- Nausea, vomiting, diarrhea

Your child should be fever free, without use of a fever reducing medications like Motrin, Tylenol, etc., for 24 hours before returning to school. If a child has been sent home with a fever, they must remain home for at least 24 hours before returning to school. If your child has an infectious disease, he/she should receive one full day's worth of antibiotics before returning to school. Colds are most contagious in their earliest stages. Please encourage good hand washing to reduce the spread of germs.

Children who become ill during school hours will be asked to call their parents. A fever, undiagnosed rashes, certain contagious germs and/or vomiting/diarrhea **require** that students be sent home. It is critical that parent and emergency contact information be kept current. Please update home, cell and work phone numbers (as needed) at the front desk. If your child is injured at school, we will administer basic first aid and contact you concerning an injury more serious than a minor abrasion. If an emergency requires immediate attention, we will call 911 and then attempt to contact you immediately.

Lice

From time to time, a case of head lice will occur in the elementary school setting. In the event you know or think your child has lice, please notify the office. If any confirmed lice are detected in a classroom, a note will be sent to parents of all children in that class (one letter for a 30 day period). If the child has a brother or sister, they will also be checked. All students determined to have lice are required to be treated before returning to school and proof of treatment may be required in recurrent cases.

STUDENT POLICIES

Student Materials

All students should bring the required school materials with them to school each day and be prepared to complete schoolwork. Please send any needed money to school clearly labeled with the purpose for the money. All school items should be labeled with the child's name, particularly book bags, lunch boxes and clothes.



Items At School

Toys and other non-academic items are not permitted at school. Please note that the Wake County policy on bringing weapons to school includes facsimiles of weapons, such as plastic toy weapons, and no such item should **ever** be brought to school. Students who bring unnecessary money or valuables (such as MP-3 players, cell phones, etc.) to school do so at their own risk. The school is not responsible for loss or theft. Board Policies 4309, 4205 and 4312 (new) establishes requirements for electronic devices at school: Personal technology devices (including, but not limited to smart phones, tablets, laptops, e-readers, etc.) may be used by students for instructional purposes with the permission and under the supervision of the teachers in compliance with the Technology Responsible Use policy. The school system assumes no responsibility for personal technology devices brought to school. Any device possessed or used in violation of this policy shall be confiscated and only returned to the student's parents/guardian. Penalties for violation of this policy are set at the discretion of the principal.

Lost and Found

Students who lose personal items at school are urged to check the lost and found in the small room located at the back of the cafeteria. Periodically, items from the lost and found are displayed for review. Don't delay! Unclaimed articles are donated to charitable organizations after a reasonable amount of time.

Forgotten Items

Students may occasionally forget items needed for school. Families should bring those forgotten to the school office. To avoid interruptions to the instructional day, the front desk will put a note in the teacher's mailbox and an email will be sent to the teacher that the item can be retrieved from the office when the class comes to the cafeteria for lunch. Homework should be returned each morning as it will not be picked up until lunch. Families will not be permitted to deliver items to the classroom once the instructional day has started. Thank you for checking in advance to make sure your child has all of his/her school materials and lunch/lunch money each day.

Textbooks and School Materials

Textbooks, library books and other school materials issued to students are the property of the State of North Carolina. When they are returned, reasonable wear and tear is expected, however, charges for materials with significant damage will be the responsibility of the student's family. Lost books are charged full replacement value. Payments are made to the school office.

Appropriate Dress

Wake County has a policy regarding inappropriate dress (4309) that applies to all Wake County Students Kindergarten through 12th Grade. A copy of this policy can be found in your Wake County student handbook. Please review it carefully with your child. Some examples of clothing that are inappropriate at school include: baggy pants, exposed undergarments, midriff shirts for girls, spaghetti straps, sundresses, halter style tops/dresses, short skirts/shorts (must be fingertip length), t-shirts with inappropriate language or products, etc. Head coverings of any kind, other than to accommodate medical or religious observances are not allowed under this policy. Since most students will be visiting a specialist teacher (Art, Music, Science, PE, etc.) class each day, students should wear comfortable clothing and shoes every day. **Flip flops and unsecure footwear (without) straps are not safe during PE or on playground equipment at recess and should not be worn to school for student safety as students participate in physical activity daily.** If a child wears inappropriate clothing to school, the school will work to provide an appropriate item for the student to wear. If one is not available in the child's size, then the parent may be contacted to bring appropriate clothing for the child.

Healthy Snacks



Classroom snacks will be integrated into the instructional schedule of the classroom as needed. If students bring a snack, they will have time to eat it while also doing an academic task. Students may have a water bottle throughout the day in the classroom. Snack items should be easy to open and consume so that students can maintain their focus on learning. Snack items should be healthy and have no added sugar to best support your child's brain for learning. Students may drink from their water bottle or bring water with snack, no juices are allowed. A full list is available on the school website but some health snack examples are: pretzels, Goldfish crackers, fresh fruit, low-fat yogurt, whole grain crackers, string cheese, graham crackers, baked chips, fresh vegetables, etc.

Celebrations At School

The school instructional day is protected as time for curriculum related activities. Student birthdays, holiday celebrations and other non-curricular related events are not permitted during the school instructional day. Families should plan to celebrate birthdays outside the school day and understand that the recognition of holidays will occur only as it directly relates to curriculum standards of a particular grade level. The FWES Media Center has a Birthday Book Donation program to honor your child on his/her birthday. Contact Media Specialist Enola Grice at egrice@wcpss.net for more information. Classrooms, specialists and grade levels will plan events throughout the year that celebrate the end of a unit of study or learning goal and invite parents to come to school for students to share their learning. Families are encouraged to use the Birthday book program or to provide a school related treat to the classroom, such as pencils, erasers, notepads, etc. to celebrate a student's birthday. If a family wishes to provide any food item to the class, teachers must be notified ahead of time due to food allergies, and the food item must be served in the cafeteria during the students' lunch time. Food items shared should comply with our healthy snack guidelines and might include: 100% fruit or sugar -free popsicles, trail mix, 100% fruit snacks/chews, whole grain cereal

bars, fresh fruit or bite sized cupcakes/brownies/cookies. All food items must be store bought and prepared in a health inspected facility- therefore, no homemade goodies are allowed.

Field Trips

Teachers may schedule field trips for their classes, performance ensembles or clubs. These trips, always arranged for the educational value, enable students to extend their learning beyond the classroom. School leadership committee will review trip request to ensure appropriateness and reasonable cost of all field trips. To ensure the safety of students, they must leave and return to campus with their teacher on the school bus. **A signed permission form from the parent is required at least 30 days PRIOR to the field trip for a student to participate. Please monitor due dates from your teacher to make sure your student does not miss out on a learning experience.** Field trip payments should be made through the online payment portal or a check/cash in the exact amount. The school does not maintain cash for making change- so please send exact change for the trip.



Parent volunteers are often needed on field trips as chaperones to walk and monitor a small group of students . All field trip chaperones must be approved WCPSS volunteers. Due to liability requirements, field trip volunteers may not ride on WCPSS transportation and siblings may not attend a field trip with the parent. Due to program requirements there are often limits to the number of chaperones allowed on a trip, please let the teacher know as soon as can if you are interested in helping on the trip.

Safety Patrol

Students in 4th and 5th grade are eligible to serve the school on the Safety Patrol. The function of the School Safety Patrol is to help keep other students safe during arrival and dismissal times each day. Students may sign up for safety patrol during the first week of school. Members of safety patrol are responsible for demonstrating GOLD and showing appropriate behavior and expectations at all times as they serve as role models for all other students.

PARENT POLICIES

In accordance to Wake County Board Policy (2521) all visitors are required to sign in at the office and to wear visitor identification. Farmington Woods IB/PYP Elementary uses a computer sign in system that stores a photograph of each visitor in a computer database. Only registered volunteers are allowed to visit classrooms during the instructional day and must present their volunteer card to office staff. Please stop by the office to obtain a visitor tag. Your cooperation with this policy is necessary for Farmington Woods IB/PYP to be a safe school environment for your child.

Parent Contact Information

In order to ensure that the school has accurate contact information for your child, it is important to regularly update your child's contact card at the front desk. Emergencies can occur during the school day and having the most current contact information for students is important in caring for our students. Emergency contacts should always be someone other than a parent as parents will always be contacted first. School communication will also be texted and emailed to families to keep you updated on an ongoing basis. If you do not receive weekly information, then your information in the database is not accurate and it needs to be updated. Please provide new address and phone number information to the school's front desk and/or Data Manager as these changes occur so you can stay informed. The Data Manager can be reached at (919) 460-3469 ext 26504 or in the school office during regular office hours. Parents must provide a new proof of residence for all address changes.

Communicating with Farmington Woods IB/PYP Elementary

To best serve your child, we hope to establish an open line communication with the family. Student Folders will be sent home each Monday. To conserve resources, the school and teachers will email addresses and cell phone #s to send information to families electronically each week. Paper copies are available upon request. On the first Monday of each month, families will also receive a school newsletter through email and they are posted on the school website <http://fwes.wcpss.net>. For direct communication with the teacher, please write a note or send an email to the teacher. Notes can be sent with your child in the mornings or sent to the teacher's email address. Please note that most days teachers cannot check email during the school day; so **DO NOT send time sensitive information to your child's teacher through the email.** Classrooms do not have the ability

to receive direct phone calls so messages left during the school day will not be returned until the teacher is available to return the call.

Scheduling Parent Conferences

Please notify your child's teacher whenever you wish to discuss your child's progress. Drop-in appointments before or after school are not permitted as teachers are busy at those times. Formal conferences are scheduled around the end of the first quarter. Student Led Conferences are held at the end of the third quarter. Additional conferences can be held as needed as mutually agreed upon by teachers and parents. Teacher and administrator conferences should be scheduled in advance so not to interrupt instructional times and professional duties (Board Policy 2520.3). In order to protect family and student privacy, school staff will not schedule conferences or discuss student information via phone call with anyone other than the parent or legal guardian.

Volunteering

Farmington Woods IB/PYP Elementary welcomes parents as volunteers to support our instructional program. All parents and family members are encouraged to get involved in the school throughout the year. There are a variety of volunteer opportunities and many can be done at home or in the evenings. Please contact the PTA or our school office if you have time or skills you can donate to make Farmington Woods IB/PYP a better place for students to learn and grow.



All volunteers in a Wake County Public School must complete a volunteer registration online. All volunteers must have a full background check prior to working in the school setting. Please remember that this process can take 2-3 weeks so it is best to register to volunteer early in the school year so that your participation at school is not delayed. Family members who are currently approved volunteers must re-activate their status before October 31, 2017 to remain active for the 2017-2018 school year. Volunteers to do not re-activate their status by October 31st will have to complete the entire registration process again and wait for the application to be processed before participating as a volunteer. The WCPSS Volunteer registration system is available Monday-Friday at any Wake County School from 8am-4pm. Volunteers may register in the Farmington Woods main office.

Review of or request for Student Records

Parents or guardians wishing to review their child's cumulative or confidential folder may do so by submitting a request in writing to the Principal or School Counselor and an appointment will be scheduled for record review. Request of student records or information must also be received in writing with a parent signature. The required documents or appointment for review will be prepared within 45 school days after receipt of the request (Board Policy 6300.D and E).

Legal Papers

Please notify the Principal's office of situations where courts have determined custody, visitation, or other situations dealing with your child while at school. A copy of such documentation will be needed by the school to ensure compliance with these court orders. As we comply with Family Educational Rights and Privacy Act (FERPA) requirements to protect the privacy of families and students, only biological and/or legal guardians are allowed to participate in and make educational decisions for students, such as conferences, IEP meetings, permission slip signatures, etc. Please understand that physicians, therapy providers, grandparents, aunts/uncles, godparents, etc. are not allowed to schedule conferences/email with teachers or request school record information without prior written consent from the parent/legal guardians. Release of information documents are available at the front desk for families to complete if it is necessary that other individuals have access to your child's school information.

Sending Money or Payments to School

There are receipting procedures required for all money sent to school as payment for FWES school activities, such as field trips, lost books or before/after school care. Parents are required to receive a receipt for any money sent to school as payment. Payments are preferred in check or money order made out to Farmington Woods Elementary. Families are encouraged to use our online payment option for school payments to avoid lost/spent cash or checks and to have the convenience of using credit/debit cards to pay for events. The link to online payments is available on our school website. The online payment process requires a 4% fee to cover the processing cost.

PTA sponsored activities that require payments such as coupon books, Fun Run, spirit wear orders, etc. should be made out to Farmington Woods PTA and placed in the big blue mailbox- labeled PTA Drop Box- in the main lobby. Checks and money orders are preferred methods of payment for the PTA.

Inclement Weather Policy



Occasionally during the year, school must close early due to severe weather conditions. If conditions are hazardous, a decision to close school will be made in the evening or early morning. Please watch or listen to local media coverage of this event. FWES School messenger **cannot** be used to notify families in these emergency situations. If conditions require that school be closed early, local radio and television stations will be notified. Please do not call the school since we must keep phone lines open for emergency calls. If school is closed early, we will dismiss students by their regular method of dismissal. Families may receive email notifications of closings and emergencies by signing up at www.wcpss.net or with the local news stations. When school is closed early for weather or weather is expected to worsen and after school activities are canceled, the After School program will NOT operate.

FARMINGTON WOODS IB/PYP ELEMENTARY GRADING PLAN

Homework

The following are Farmington Woods IB/PYP Magnet Elementary school-wide expectations for homework:

Homework is intended to enrich, reinforce, and extend the curriculum, and students have the responsibility for their own homework. Our school implements the Wake County Public School System homework policy 3135(new). Please refer to the student/parent handbook or www.wcpss.net for the complete policy.



- Assignments will be specific and based on previously studied concepts for enrichment and/or review purposes.
- Homework is considered an integral part of class instruction and is used to guide instruction.

Completion is reflected in a student's work habit grade.

- Independent Reading should also be done daily to strengthen a child's reading skills and fluency.

Student's Role

Although grade-level specifics vary, students are expected to make sure they understand the assignment and have the required materials to complete it before leaving school for the day. Students are also responsible for returning completed homework to school.

Parent Role In Student Homework

Parent involvement is an important part of the total program. The parent's role should be one of interest, praise, encouragement, and support.

General Parent Guidelines:

- Provide a quiet place to study that has good light.
- See that the student has a certain time set aside to study.
- Encourage the student to read daily. Younger children will need to read aloud to someone and/or have someone read to them.
- Help the student organize his/her books and materials the night before so that he/she doesn't forget needed materials the next day.
- See that the student gets a sufficient amount of sleep each night.
- Sign and return required materials each day (i.e. weekly folders and agendas).

Grade-Specific Homework Guidelines:

- K & 1st - Parents should review homework assignments and assist/guide allowing for student independence. Parents should assist as needed.
- 2nd thru 5th grades - Parents may help with directions, but students will need to complete homework independently. Homework will be reviewed at school. As students learn new concepts, teachers expect that parents will not complete or correct their child's homework so that teachers may better assess student understanding. Students in 2nd-5th grades will receive an agenda to record daily homework assignments. Families are asked to review and sign agendas each night when

checking for student homework. Teachers may also use the agenda for communication and notes to/from families. Parents are encouraged to use the agenda or email to communicate any problems in understanding or completing a homework assignment.

The following are grade/subject specific expectations for the completion and grading of homework:

- Research-based guidelines for minutes of homework per day
- K-2nd grades - 20 minutes per day*
- 3rd -5th grades - 50 minutes per day*

*Note that these times are just guidelines and are given that students have no distractions and work for the complete time allotted. Students who watch TV or have other distractions while completing homework may need more time to complete required assignments.

Homework is not included in academic grading but is part of students' Work Habits Grade.

Classwork and Assessments

The following are school-wide expectations for class work and assessments:

Class work:

- Class work will provide students time to practice skills.
- Collaborative class work will be used as practice.
- Independent class work can be used as an assessment and recorded as grade.

*Note: If teacher support is provided/required then the highest grade earned is level 2

Standards based grading will be used for all class work, with level 4 opportunities where appropriate.

Assessments:

- Assessments are designed to measure student mastery of curriculum standards.
- Assessments must be completed independently by the student.
- All assessments will be completed at school.
- Students must read grade level appropriate texts independently on assessments for English Language Arts.
- Standard based grading will be used for all assessments, with level 4 opportunities where appropriate.

Standards Based Grading:

Level 4- Exemplary

Level 3- Proficient

Level 2- Approaching Proficiency

Level 1- Non-Proficient

The following are grade/subject specific expectations for the completion and grading of class work and assessments:

Grade level expectations are the same K-5.

5th Grade Exhibition Projects may require continuation of class work outside of the school day.

Missed Work

The following are school-wide expectations for missed work:

- If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school. Teachers should use discretion and may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return.
- If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration will be given in the case of extended absences due to injury or chronic illness.

The following are grade/subject specific expectations for the completion and grading of missed work:

- Teacher discretion is used to determine if assignments need to be made up or if the skill needs to be re-taught before giving the assessment that he/she missed.
- Assessments are completed when student returns, as time allows.

Prevention Intervention Plan

For students at risk of academic failure, our school seeks to provide a prevention/intervention system that promotes successful completion and mastery of work. Details of our plan are below.

The following are school-wide expectations for how we support prevention-intervention efforts:

Universal screening data is collected three times a year to identify at risk students.

Student data is used to determine students in need of intervention and Tier II plans are developed to provide intervention. Tier II plans are monitored for student progress and effectiveness of strategies.

The following are grade/subject specific expectations for prevention and intervention:

Prevention and Intervention strategies are the same K-5.

Extra Credit

Extra credit is offered at the professional learning team's discretion.

No extra credit will be given.

BEHAVIOR EXPECTATIONS



Students at Farmington Woods IB/PYP Elementary are expected to demonstrate appropriate behaviors at school to maintain a safe, orderly and productive learning environment. Behavioral expectations are based on the character traits students need to develop to become productive, contributing citizens. Additional information about the WCPSS Student Code of Conduct may be found in the WCPSS Parent Handbook 2016-2017. We have implemented a Positive Behavior and Intervention Support system to encourage and support appropriate behavior. Our expectations apply in all areas of our building. Families will receive information about the specifics of our program and will be asked to sign a contract with the student, teacher and principals at the beginning of the school year.

At Farmington Woods IB/PYP Elementary, **WE GO FOR THE GOLD....**

Give and earn respect

Own your actions

Lead by example

Demonstrate by cooperation



As a Positive Behavior Intervention Support (PBIS) school, our philosophy when working with students on effectively managing behavior so that they can maximize learning is on setting clear expectations, teaching the expectations and recognizing the expectations when we see them. Classrooms are recognized as whole groups throughout the day and individual students also receive individual recognition. Our PBIS Task Force leads our school based decisions and includes representatives from all grade levels and parents. Throughout the building all staff speak the same language about expectations and school "rules" are the same throughout our building.

CAFETERIA



Please make sure that your child has a lunch. Many parents pay in advance for a week's or a month's time so that they don't have to keep up with it on a daily basis. We ask that you send in the money with your child on Mondays so that it can be collected and credited to his/her account. Checks for breakfast/lunch should have the child's name and lunch number clearly indicated in the memo section. Students' lunch numbers are their Student ID #. Students are responsible for learning their ID number. If you need additional information you may contact our cafeteria manager at 919-460-3469 Ext 26514

Prices for the 2016-2017 School Year (as of 6-30-17)		
Breakfast	By the Day	Week
Reduced Price	\$.00	\$0.00

Full Price	\$1.25	\$6.25
Lunch	By the Day	Week
Reduced Price	\$.40	\$2.00
Full Price	\$2.25	\$11.25
Extra Milk	\$.50	\$2.50

Adult prices will be a la carte. We are encouraging healthy lifestyles. Many children bring nutritional lunches from home. Students will be permitted to purchase additional food items only after consultation with the teacher to ensure they are eating a balanced nutritious meal. A full lunch does not include dessert. Desserts and other items may be purchased separately. Based on Federal Healthy Snacks guidelines, students will be limited to the purchase of only 2 extra items when going through the cafeteria line. Due to dietary restrictions and food allergies, students who bring a lunch from home may not share their lunch. Soft drinks/sodas are not permitted at any time.

A reminder to send money for your child's lunch account is sent home for students with low balances. Checks should be made payable to "Farmington Woods Elementary Cafeteria." Payment options and details are available from Food Services. Wake County Public School System also makes paying for school lunches easy thru www.myschoolbucks.com. This site can be used to deposit funds into your child's lunch account. Once your account is established, you can check balances and fund the account anytime from your home computer, phone or fax. Your child's information is safe—it stays at school. Your personal and payment card information is protected by the most advanced Internet security. Funds will be posted on your child's account in 24 to 48 hours. There is a service charge for each transaction per student.

Applications for free or reduced lunch must be submitted each school year to determine a student's eligibility status.

*Note: There are two types of lunch accounts available for students in the cafeteria- Lunch account and snack account. Money placed in a snack account can be used to purchase *any* items for sale in the cafeteria, including lunch or breakfast. Money placed in a lunch account can *ONLY* be used for the purchase of full lunches. Please let the cafeteria know how you want your money to be credited for your child.