

2017 - 2018
Parent and Student Handbook
Banks Road Elementary School
10255 Chambers Road
Raleigh, North Carolina 27603
<http://www.wcpss.net/banksroad>

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Important Phone Numbers

Main Office	(919) 890-7333	Secretary/Bookkeeper	(919) 890-7333 ext. 20218
FAX	(919) 890-7328	Data Manager	(919) 890-7333 ext. 20219
Student Services	(919) 890-7333 ext. 20209	Media Center	(919) 890-7333
Social Worker	(919) 890-7333 ext. 20207	Garner Transportation	(919) 805 -3030
Psychologist	(919) 890-7333 ext. 20206	Cafeteria	(919) 890-7333 ext. 20216
Nurse	(919) 890-7333 ext. 20207	Instructional Resources	(919) 890-7333 ext. 20201

The information in this book was the best available at press time. Additional information and changes will be available throughout the school year. To access the Wake County Public School Parent Handbook with all policies and practices, please visit the www.wcpss.net and the Parents tab or click: [HERE](#)

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

Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

Mission, Vision, and Values

Mission

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

Vision

All Banks Road Elementary students will be prepared to reach their full potential through continuous learning and personal growth.

Values

- Staff will honor a growth mindset and use research-based best practices to cultivate high student growth;
- Students will practice collaborating, communicating, creative problem solving, and thinking critically in a safe environment; and
- Community partnerships will be nurtured so that students and staff are supported in reaching their full potential.

Calendars and Schedules

Closings and Delays

Information about delayed openings, early dismissals, and closings during inclement weather is available by social media, radio, television, or the internet at wcpss.net. The school system will also send out a system-wide phone messenger.

- **In the event of an early dismissal, after-school care is closed.** Please plan with your child in advance what to do if school closes early so that a telephone call will not be necessary, as the office and phone lines are typically very busy during an impending weather event.
- **In the event of a delayed opening, before-school care will be delayed by the same amount of time which the school day is delayed.**
- When year-round school is closed, staff does not report to work and **the school day is made up on a Saturday**. The date will be announced by WCPSS as soon as possible and the school will send out information via social media and the BRES website as soon as it is available.

Daily Schedule

The school day for students at Banks Road elementary is **9:15 am - 3:45 pm**. The bell schedule is as follows:

- **8:45 - Welcome Bell**
~Carpool and buses begin unloading
- **9:10 - Preparations for the Start of the Day**
~Carpool stops and all staff and safety patrol members enter the building
~Students arriving after 9:10 must be escorted into the main entrance of the school
~The cafeteria stops serving breakfast, the media center stops morning checkout, and all students are in the classroom preparing for the instructional day to start at 9:15
- **9:15 - Tardy Bell**
~Daily announcements and recitation of the Pledge of Allegiance
~Students who arrive after the Tardy Bell must be signed-in at the office by a parent
- **3:15 - No Check-outs**
~All check-outs must be completed prior to 3:15. After 3:15 the staff and students have shifted to dismissal procedures.

- **3:40 – End of Instruction Bell**
~Afternoon announcements and daily dismissal procedures
- **3:45 – Dismissal Bell**

Each day, students will have lunch, recess, and specials as part of their daily schedule. Specials will include Art, Media, Music, PE, and/or other topics that enhance the curriculum and school program.

Early Arrivals and Late Pick-Ups

- Students should not arrive to school prior to 8:45 am unless they are attending a teacher-sponsored and supervised extra-curricular activity. The school has no provisions for supervision prior to 8:45.
- Students picked up in carpool afterschool must be picked up within 30 minutes of dismissal. The school has no provisions for supervision past 4:15. Parents who cannot honor picking up their children on time will be asked to make other arrangements for transportation home.
- The **Kraft Family YMCA** provides Early Arrival Care from 7:00 am - 8:45 am and After-School Care from 3:45 pm - 6:00 pm. Fees, schedules, and other information can be found on their website (www.ymcatriangle.org) or by calling the Program Director at 919-249-1421.

Office Hours

The front office at BRES is open from 8:00 am - 4:30 pm, Monday through Friday. All doors at BRES remain locked at all times. During office hours, use the doorbell and intercom located to the right of the front door to gain admittance. If you have an appointment scheduled with a teacher or staff member outside of these hours, please wait at the front door for that person to meet you and let you in the building.

Student Calendar

Banks Road Elementary operates on the multi-track year round calendar. Each student is assigned to one of four tracks during the registration process. Tracks are determined based on enrollment numbers, balancing of demographics, and available seats. A color-copy of the school calendar will be sent home with each student and is available on the BRES website. The calendar for the 2017-2018 school-year can be found: [HERE](#)

Each year parents may request a track change. The Track change request form will be posted on the school website on in January. Track change requests are processed in May and parents are notified of a track change through a phone call and letter.

School Events

Various events for students and parents are scheduled throughout the school year. Upcoming events are posted on the BRES website and information sent home through student communications. Social media outlets, such as the Principal's and Assistant Principal's Twitter feeds and the PTA Facebook page, are also great sources of information.

Child Nutrition Services

Breakfast

- Breakfast is available each morning from 8:45-9:10. Students eating breakfast should arrive early enough to eat breakfast and be in class, ready to learn, at 9:15. **The student cost for breakfast is \$1.25 and Reduced Cost is .30**
- Visitors cannot attend breakfast with students.
- Breakfast and lunch menus are posted monthly on the BRES and WCPSS websites.

Cafeteria Accounts

To avoid students carrying cash at school, parents are encouraged to establish a cafeteria account for each student. There are two ways to establish and add money are:

- (1) Use the website www.mylunchmoney.com to add money, regulate purchases, and see student purchase history; or
- (2) Send a check (with student ID #) to school to be taken to the cafeteria to add money.

When accounts run low, students will be verbally reminded they need money the next day. The WCPSS school messenger will sent out a parent message every Wednesday to any parents/guardians of students whose accounts have run low.

Lunch

- Each class is assigned a lunch period and table in the cafeteria at which to eat. Students may bring lunch from home or purchase all or part of their lunch from the cafeteria. **The student cost for lunch is \$2.35 and reduced cost is .40.**
- Items may also be purchased a la carte and snacks & treats are also available at an additional cost.
- Breakfast and lunch menus are posted monthly on the BRES and WCPSS websites.

Lunchtime Visitors

Parents are always welcome at Banks Road Elementary to enjoy lunch with their children. Please note that during altered schedules (EOG testing and performances) visitors are not permitted to the lunchroom. While visiting at lunchtime, please observe the following guidelines:

1. Sign-in at the office and wear your Visitor's Badge in a prominent and visible location
2. Meet your child in the cafeteria when he/she arrives with his/her class, please do not walk to the classroom
3. Sit at the Visitor's Table with your child only (for safety and security, students are not permitted to invite friends to eat with them)
4. Allow your child to return to class when his/her teacher arrives to pick up the class; and
5. Check-out at the office after lunch

Banks Road Elementary and Child Nutrition Services encourage healthy lifestyles and healthy food choices. Parents may bring in outside food and drink for their child, but may not bring lunch for another child.

Communication

Agenda

Students in grades 3 through 5 are provided a one-page weekly agenda. They are expected to use it to write down homework assignments and other important information. Parents are asked to use this tool to support the students in acquiring the important skills of time management and self-responsibility.

Friday Folders

Each student will have a green **Friday Folder** to bring home work samples and important communication from teachers, PTA, and the school. Please check your child's folder each Friday.

Reporting Progress

Interim Reports and **Report Cards** will be sent home on the dates indicated in the chart below to keep parents apprised of student progress and mastery in school. Per policy, any student not meeting grade-level benchmarks at the mid-point of Quarter 3 will also receive a letter with his/her interim informing parents of such and the potential of retention. Final decisions regarding promotion and retention are not made until the end of the school year.

		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Track 1	Interim	August 7	October 30	February 5	April 30
	Report Card	October 6	January 5	March 29	June 7
Track 2	Interim	August 7	October 30	February 5	April 30
	Report Card	October 6	January 5	March 29	June 29
Track 3	Interim	August 28	November 27	February 26	May 29
	Report Card	October 6	January 5	March 29	June 29
Track 4	Interim	August 28	November 27	February 26	May 28
	Report Card	October 27	January 26	April 27	June 29

Parent-Teacher conferences will be scheduled at the end of first quarter and third quarter, with additional conferences as requested by the parent or teacher. These conferences will involve specific discussions of the student's strengths and areas for improvement, and will outline what the student has learned and what has not yet been mastered. Classroom teachers should be a parent's first point-of-contact and parents are encouraged to do so anytime there are questions and concerns.

Please note: Teachers are not permitted to hold conferences, however brief, during arrival or instructional hours. If you need to speak with a teacher in person, please e-mail the teacher or call the school to schedule an appointment with the teacher.

Emergency and Medical Information

Parent Communication

PTA Website and Facebook
 School Messenger
 School Twitter
 School Website

Change of Address

If a family moves during the school year, WCPSS policy requires a new proof of address to make the change. This can be a utility bill or lease/purchase agreement. Parents can bring any of these items to the school during office hours or contact the Data Manager for further assistance. Please notify the office ASAP with any address or phone number changes.

Medication

Students are not permitted to keep medications, prescription or over-the-counter, with them at school.

- Any medicine taken during school hours requires appropriate documentation, approval by the school nurse, and will be administered by an appropriately trained staff member.
- For a student to receive medication at school, the parent must complete and return a Form 1702 (available online <http://www.wcpss.net/Page/167> or in the front office) signed by a physician. A physician signature is necessary for both prescription and over-the-counter medication. The medication must be brought to school by an adult and be in its original container. Parents are responsible for ensuring medication is refilled when necessary and for picking up any unused medicine at the end of the school year.

Student Illness

Thank you for keeping your child at home when any of the following symptoms are present: fever, diarrhea, nausea, vomiting, red & watery eyes with drainage, severe headache, or undiagnosed rash. In order to maintain minimal risk to other students and staff, children should remain home when ill. Students must be fever-free for 24 hours before returning to school.

- If a student becomes ill at school, a staff member may call a parent to request the child be picked up. Parents' quick response to picking up a sick child is greatly appreciated.
- In the event of sudden illness or injury, BRES has a trained First Response Team who will follow appropriate protocols to care for ill or injured persons on campus. In addition to standard first aid supplies, BRES also has an AED on campus that will be used in the event of cardiac arrest and EPI-Pens to be used for severe allergic reactions. For more information on the team, contact the Assistant Principal.

BRES has a school nurse on campus at least one day a week to support students with medical issues affecting education. Please call the front office if you need to speak with her in regards to establishing an Emergency Medical Plan or other medical concerns.

Student Information

A brightly-colored card will be sent home with each student on the first day of school. Parents should complete the card with the requested information and return it to school as soon as possible. This card is very important and will be kept on file in the front office. Please fill it out as completely as possible and be sure to give names and phone numbers of family members, neighbors, or friends who can be contacted and assist in contacting parents in an emergency. **It is critical that the school have up-to-date, working phone numbers for parents. If any changes are made during the school year, please notify the front office and your child's teacher.**

Grading and Homework

Grading

As do all elementary schools in Wake County, BRES uses a standards-based grading system to inform parents of student mastery of the curriculum objectives. The grading scale is as follows:

Level 4 - Student is exceeding grade-level expectations and can generalize skills and knowledge inside and outside of the classroom

Level 3 - Student is consistently demonstrating proficiency and mastering grade-level objectives

Level 2 - Student needs support to demonstrate mastery of grade-level objectives and/or is inconsistently able to demonstrate mastery of skills and knowledge

Level 1 - Student is not meeting or approaching mastery of grade-level objectives

Homework

Homework provides practice time to reinforce skills and concepts learned in class, teach students to work independently, and provide a daily opportunity for parents to encourage their children to succeed in school and become familiar with what is being taught and learned during the school day.

Students should work independently and ask for help only after they have given it their best effort. If a student encounters difficulty with an assignment, parents may help them understand the directions or help with the first item of the assignment. If the student still cannot complete the work, the parent should write a note to the teacher explaining the problem so that the teacher knows the student tried and can help the student develop a better understanding of the concept. Parents should not do homework for their children. It does not help the child.

At Banks, parents can expect the following time parameters:

<u>Grade</u>	<u>Daily Time</u>
K-2	20 minutes
3-5	50 minute

If a child needs significantly more time than what is expected, parents should notify the teacher so that adjustments can be made.

*Please refer to the Parent Section on the school website and the Homework Policy for additional details regarding homework expectations.

Promotion/Retention

During the school year, promotion/retention meetings are held twice: once at the end of the second quarter and again at the end of the school year. A committee of staff members review the academic performance of each student. The parents of students not meeting state promotion standards mid-year are contacted via letter to inform them of a retention risk. Interventions are put in place to support the student in the area of need. At the end of the year the same committee reviews the academic performance of all students. Parents of students not meeting promotion standards are contacted to inform of promotion with intervention to the next grade level or retention.

Instructional Program

Attendance

Daily school attendance is vital to student success in school. If a child must be absent from school, parents should send a note or e-mail to the child's teacher giving the reason for the absence. Absences will be excused in accordance with WCPSS policy. Requests for educational absences for students must be submitted to the principal no later than two weeks prior to the absence. A student must be present for at least half of the instructional day to be counted present.

Students are expected to be in their classrooms and ready to begin the school day at the ringing of the tardy bell. Students entering after this bell cause a disruption to instruction. Any student arriving late to school must be walked into the office by a parent and signed in to school.

Parents of students with chronic tardies or absences can expect to hear from their child's teacher. An Attendance Committee at the school will also meet regularly to review attendance records and respond to teacher concerns. Letters notifying parents of excessive unexcused absences will be sent from the principal in accordance with WCPSS policy.

Field Trips

Current educational philosophy recognizes the desirability of using the total community environment as a learning laboratory. To this end, teachers may schedule field trips for their

classes. These trips, always arranged for their educational value, enable hands-on interactive experiences which serve to broaden the students' total educational experience. Every effort will be made to ensure the suitability of any trip away from school and the reasonableness of any cost involved in the trip. All field trips must be approved by the Leadership Team and the Principal. Although field trips may involve costs, no child will be excluded because of an inability to pay. Any student participating in a field trip must have a signed parental consent before being permitted to attend.

Lost and Found

The Lost and Found is located in the cafeteria. Students may check the Lost and Found during lunch and breakfast times. Smaller items and glasses are kept in the office. Please write names on all personal items (jackets, sweaters, backpacks, lunch boxes etc.) All unclaimed lost and found items will be taken to Goodwill in the middle and end of the school year.

School Learning Experiences

WCPSS policy states that all activities that take place during the school day should be learning experiences for the students and cannot be approved if they are purely for entertainment or birthday recognition. Classroom events planned through the year require prior approval and must be planned to conform with WCPSS policies.

Parents wishing to bring birthday refreshments during lunch or snack time must make prior arrangements with the teacher. Refreshments should be nutritionally-sound and commercially prepared to protect students with dietary restrictions or food allergies. Parents are encouraged to discuss alternatives to food items to celebrate a child's birthday, such as reading and donating a book to the library.

Intervention and Support

Academically and Intellectually Gifted Services

The needs of Academically and Intellectually Gifted (AIG) students are met through differentiation in the classroom and through pull-out services with an AIG-certified teacher. All 3rd grade students will participate in the formal testing process to identify students in need of AIG services. Additionally, parents and teachers of 4th and 5th grade students may nominate students for testing for AIG identification. Nomination and testing windows will be available on the BRES and WCPSS websites.

English as a Second Language Services

Students who are identified as Limited English Proficient (LEP) will be served through differentiation in the classroom and/or direct service with an ESL-certified teacher as specified in each students' LEP plan. Annual testing will be conducted in February and March to determine continued eligibility for ESL services.

Intervention Services

Students not meeting academic benchmarks will receive intervention services through differentiation in the classroom and/or direct service with an intervention teacher and progress will be monitored on a consistent basis. Personalized plans (known as Tier II or Tier III plans) may be formally developed if warranted. Parents will be informed and invited to participate in the development and implementation of these plans.

Special Education Services

Students who meet the eligibility criteria for special education services will receive specially-designed instruction by a certified special education teacher according to the child's Individualized Education Plan (IEP). Progress reports on IEP goals will be sent home each quarter and parents are encouraged to attend all IEP meetings on behalf of their child.

Section 504 Plans

Section 504 plans may be developed for any child with a diagnosed physical or mental impairment who has a major life activity that is substantially limited at school due to that diagnosis. The plan will be reviewed and updated annually by a school-based team including the parent and the child's teacher. Questions regarding eligibility for a 504 plan should be directed to the School Counselor.

Safety and School Board Policies for Conduct

Dress Code

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. The WCPSS [code of student conduct](#) prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. Here are some examples. At Banks Road we ask that students not wear clothing that:

- Exposes undergarments

- Is see-through or excessively short, tight or revealing clothes (including any dress or shirt that has thin straps approximately less than two adult finger widths on the straps). For thin strapped shirts, an additional shirt/sweater may be worn under or over the top.
- Causes a bare midriff or is strapless
- Has lewd, indecent or vulgar messages or illustrations
- Advertises products or services illegal to minors
- Covers the head unless for religious reasons
- Has chains, spikes or other accessories that could be perceived as or used as a weapon
- Violates the school system's policies against gang and gang-related activities

Flip-flops or shoes without a back-strap are not acceptable footwear for students. Flip-flops cause a hardship and safety concerns during recess and gym/PE and often break. Students wearing flip-flops will not be able to participate in physical activity during recess with their peers or participate in gym/PE.

Parents will be called when a student is in violation of the school dress code. At times, students may be asked to put on a school provided t-shirt.

Nuisance Items

Toys and other nuisance items like fidget spinners, bouncy balls, and noise making keychains are a distraction to the school environment. Students will receive a warning if the item is brought to school. If the item is brought again, the item will be confiscated by the teacher or administrator and parent called for pick-up.

Safe, Responsible, and Respectful Students

All school board policies regarding student conduct are enforced at Banks Road. Please see the school board policy manual for clarification: https://boardpolicyonline.com/bl/?b=wake_new
Students in violation of school board policy will be issued a school-based consequence and/or intervention and parents will be contacted.

School Safety and Security

We make every effort to ensure the safety and security of the school environment is maintained throughout the school day. The facility is locked throughout the school day and all visitors must enter through the main doors by ringing the school doorbell. All visitors must check-into the main office where:

- Appointments to meet with staff will be confirmed
- Visitor sign-in takes place
- Lunch-time visitor procedures are reviewed

At no-time may a visitor to campus walk the hallways, tour the school, or meet with a staff member without prior arrangements. Visitors may engage with school staff and/or their own children through the visitor process.

Transportation

Carpool

For the safety of all, parents should:

- Be alert to the directions of carpool staff
- Refrain from cell phone use
- NEVER pull around a car who is loading or unloading children

Morning Arrival

Students may begin entering the building at 8:45 am. The carpool drop-off zone is the sidewalk on the west side of the building. Cars should use a single lane to the right and children should exit the car from the passenger side. Please pull all the way forward so that as many cars as possible can unload at a time. Staff members are on the sidewalk to provide directions, supervisions, and assistance when needed. Students arriving after 9:10 should be walked in by a parent to be signed-in and will be considered tardy.

Afternoon Pick-Up

Dismissal begins at 3:45. Hang this tag from your rearview mirror with the number facing forward and leave it visible until your child is in the car. Cars will line-up in both lanes and will wait at the stop line at the parking lot u-turn until directed by carpool staff to move forward. Children should load from the passenger side. If you need to provide assistance with buckling, please pull forward and to the left so the next group can pull forward.

Families will receive 2 new carpool tags at the beginning of school each year. If you need a replacement, please see the receptionist

Bus Transportation

Pick-Up and Drop-Off

- In the mornings, students should be ready for the bus at least 10 minutes before the bus is expected to arrive.
- In the afternoon, drivers will discharge pre-K, kindergarten, and first-grade students only when a responsible person is present to pick them up. Drop-off times in the afternoon could vary depending on whether or not other students assigned to ride that vehicle may be absent that day. If no one is present, the child will be returned to the school or district office.

- Items carried on the bus should fit on the student's lap. Band instruments, projects, or other objects cannot take up seating space or block the aisle.
- Students may get on and off only at their assigned stops. They cannot ride home with friends.
- For students needing assistance, it is your responsibility to help your child from your residence to the vehicle or from the vehicle to your residence.

Route Assignment

Transportation assigns students to ride specific buses according to state guidelines and within specific load limits.

- Students living within their school's walk zone (1.5 miles) are not allowed to ride a bus unless it is an unsafe walking environment (for example, a multi-lane highway without a crossing).
- Students who are assigned outside their geographical area due to a transfer request are not guaranteed transportation.
- Regular students who are medically certified as temporarily incapacitated may be considered for special accommodations

Bus Conduct

The driver has complete authority and responsibility for operating the bus and maintaining good conduct. The driver shall report to the school administrator any misconduct or violation of the driver's instructions. Principals may discipline any bus misconduct as if the violation had occurred on school grounds. Penalties for violating board policy or the Student Code of Conduct apply to bus behavior. In addition, students are expected to:

- 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 lap.
- Abide by the 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.

Bus Tags

All students will be issued a bus tag that is school issued, contains route and stop location, is color coded, and attached to their book bag. Students may not utilize school transportation without a school issued Bus Tag or Bus Pass. If a student loses their bus tag, please contact their classroom teacher.