

Wendell Elementary School 2019-2020 Family Handbook



**Wendell Elementary School
3355 Wendell Boulevard
Wendell, NC 27591
919-365-2660**

**Jack Zellmer, Principal
Angel Armstrong, Assistant Principal**



August 4, 2019

Hello Wonderful Wendell Families,

Welcome to the 2019-2020 school year here at Wendell Creative Arts & Science Magnet Elementary School! This handbook outlines many of the topics and questions that parents/guardians often have regarding our school. Later this month, each family will receive a WCPSS Student Handbook, which details School Board policies and procedures regarding all Wake County Schools.

Research shows that there is a direct link between family involvement and student success. As a parent/guardian, you have the awesome task and responsibility to make education a priority and to make it a positive experience for your child. Please consider becoming involved in your child's education by attending conferences, stopping by for lunch, volunteering here at school, attending PTA meetings, chaperoning field trips, supporting the arts, or sending in requested materials or items. By partnering together, we can ensure that each and every child has a successful school year. To that end, please feel free to reach out to me (jzellmer@wcpss.net or 919.374.0503) or our Assistant Principal, Mrs. Armstrong (asarmstrong@wcpss.net) with any questions/concerns.

Who's Got It Better Than WES? NOBODY!

Sincerely,

Jack Zellmer
Principal
Wendell Creative Arts and Science Magnet Elementary School

The ABC's Of Wendell Creative Arts & Science Magnet Elementary School

A is for:



Arrival time: Our building opens for students at 8:00am. No students should arrive before then, as there is no adult supervision prior to 8:00am (unless they are enrolled in the Before School Care Program). Breakfast will be served in the cafeteria from 8:00-8:25am. Students in grades K-1 must report to their classroom before going to breakfast; 2nd-5th grade students may go directly to the cafeteria. Our first bell rings at 8:25am, and the instructional day for students begins at 8:30am.

Accidents: Families will be notified of accidents needing medical or immediate attention. Families are responsible for being sure that the school always has a current emergency phone number on file.

Attendance: Students are expected to attend school regularly. However, there are circumstances that require a student to be absent from school which are considered approved absences. These circumstances include:

- ❖ Illness or injury
- ❖ Isolation ordered by the State Board of Health or the Wake County Health Department
- ❖ Death in the immediate family
- ❖ Medical or dental appointments
- ❖ Court or administrative proceedings
- ❖ Religious observances
- ❖ Catastrophic event or natural disaster
- ❖ Valid educational opportunities, which must be approved in advance by Mr. Zellmer

Upon returning to school, parents must send a written excuse (email or paper) for the absence to be considered excused. Students are marked absent for the entire day if they are signed out before 11:45 AM.

B is for:



Before/After School Care Program: Our Before/After School Care Program is offered every day when school is in session. For hours, rates and other information, please visit our website or call the office.

Birthdays: In order to protect instructional time, we do not have birthday parties here at WES. Families who want to send or bring in birthday snacks may do so; however, all birthday snacks will be given out and eaten in the child's classroom during their regularly scheduled snack time. Families, please contact your child's classroom teacher in advance regarding birthday snacks.

Bus Transportation: School bus transportation is a privilege, not a right. Each student is assigned a bus and stop based on their home address. Students may only ride the bus to which they are assigned. They may not ride home with a friend or get off at a different stop other than their assigned stop. Students are responsible for knowing their bus stop. Parents are responsible for providing proper supervision for their child while waiting for the bus in the morning and after they depart the bus in

the afternoon. Kindergarten and 1st Grade Students must have a parent present at the assigned bus stop at drop off. If parents wish for students to be permitted to walk home from the stop with an older sibling, please send written permission to Ms. Armstrong.

Students will be issued an **ANNUAL BUS TAG** at the beginning of the school year. This tag is required by WCPSS Transportation Department for a student to be allowed to ride the bus. We will attach this **ANNUAL BUS TAG** to your child's backpack on the first day of school or the day ridership is granted. If a tag is lost or damaged it will be replaced once. **Students will not be permitted to ride the bus home in the afternoon without a bus tag.** If a replacement tag has already been issued and is lost again, parents will be called to transport the student. Should you have any bus related issues or questions, you may contact WCPSS Transportation Department at 919-805-3030 or Mrs. Armstrong, Assistant Principal at 919-365-2660.

C is for:



Cafeteria:

Every student is assigned a breakfast/lunch number to use in the cafeteria. This number is used to identify students, their breakfast/lunch status and account balance. **Students are expected to memorize and learn their number.**

Parents may submit an application for free/reduced meal prices. This must be done every school year. Applications are mailed to all households with registered students in WCPSS. You may also apply online at www.wcpss.net. If you need a form, they are available in the main office. Parents are responsible for sending money or a bag lunch until the application is approved.

Wake County Child Nutrition Service's policy is that if a child forgets lunch money, they will receive an unlimited amount of fruits and vegetables for lunch on that day. **We do not have a lunch fund to pay for students who do not have lunch money.**

Breakfast:	Full price	\$1.25 / day \$6.25 / week \$25.00 / month
	Reduced price	\$0.30 / day \$1.50 / week \$6.00 / month
	Lunch:	Full price
	Reduced price	\$0.40 / day \$2.00 / week \$8.00 / month

Money can be added to your child's account on line at myschoolbucks.com by entering your login and password.

Each class is assigned a 25 minute lunch period and will be supervised by teachers and assistants while in the cafeteria. Students are expected to follow the PBIS "SOAR" rules while in the cafeteria for lunch.

Finally, when you come to school to eat lunch with your child, you are welcome to either stay in the cafeteria, or continue to go outside and enjoy the picnic tables. However, in order to avoid food allergy issues as well as hurt feelings among your child's classmates, please do not have any other students join you.

Calendar: Please see our website for a calendar with important dates for WES. These dates will also be announced through Memberhub and Mr. Zellmer's weekly message.

Carpool: Students who come to school by carpool must stay in their car until staff members and safety patrol members are on duty in the carpool loop each morning at 8:00 am. Parents should only use the carpool loop to pick children up in the afternoon from 3:00pm-3:30pm. For safety reasons, no child will be allowed to cross the carpool loop to meet a parent. Each family using carpool will be given one carpool tag to be displayed from the rearview mirror of the car.

Cell Phones: If a student brings a cell phone to school, it must be kept in the child's book bag and must be turned off. If a cell phone is confiscated, it will be returned to a parent, in person, by an administrator. The school and school system will not be responsible for lost or stolen cell phones.

Change of address/phone numbers: Please notify the office and your child's teacher if you move or have a change in address or home, work or emergency phone numbers. This information must be kept current and up-to-date.

Check-In/Check-Out: Students arriving to their classrooms after 8:30 am are considered tardy. **Parents are required to bring their child/children to the office after 8:30 am.** You will need to use the computer system to sign your child in and obtain a tardy slip to be admitted to class.

Students who need to leave school before afternoon dismissal at 3:00 PM must be signed out in the office before 2:30 PM. Parents will use the computer system to check their child out. The office staff will call the classroom for your child. Students will not be released directly from the classroom. **We request that you NOT sign your child out in the office after 2:30 PM. Our office gets extremely busy in the afternoons right before dismissal. Please help us avoid unnecessary chaos by honoring this request. Thank you in advance!**

Conferences: Parent conferences are essential to the success of each child. Conferences will be scheduled with each parent after school hours and/or on teacher workdays. We will have a scheduled school-wide Parent / Teacher Conference Night each quarter.

D is for:



Discipline: Students are expected to know and follow the school-wide SOAR expectations (S-Safety, O-Ownership, A-Aim High, R-Respect). Here at WES, we implement a school-wide program called PBIS (Positive Behavior Intervention Support). PBIS is a systematic approach that establishes and reinforces clear behavioral expectations to improve overall classroom and school climate to achieve higher academic performance of students. Individual students will earn Eagles Eggs for demonstrating these expectations. Whole classes will earn SOAR Compliment Cards for exhibiting appropriate school wide behaviors.

Delays, Dismissals, and Closings: Please visit the WCPSS website (www.wcpss.net) for the latest information on delays/closings. Please do not call the school as we need our phone lines open for emergency communication. Parents should check with daycare centers to be informed of their policy for inclement weather.

If there is a two-hour delay, breakfast will be available for students in the cafeteria.

If there is a three-hour delay, breakfast will not be served.

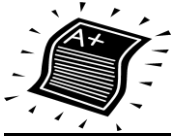
If we have an early dismissal, lunch will be served before students go home.

The Before School Care Program does not operate on days when school is closed for inclement weather. The After School Care Program may or may not operate when school is dismissed early.

Dress Code: According to WCPSS Policy Code 4309 G, I-5: Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of student's religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any attire that is prohibited by rule III-2 (Gang and Gang Related Activity). Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance.

E is for:



Emergency Drills: Emergency drills are scheduled periodically throughout the school year.

Visitors and volunteers who are on campus are asked to follow our evacuation procedures.

- ❖ Fire Drills are conducted monthly. Students follow evacuation routes posted in each classroom.
- ❖ Severe Weather / Tornado Drills are conducted at least once a year. Students evacuate classrooms to a designated safe interior area.
- ❖ Lock-Down Drills are conducted at least two times a year. Students and staff members practice procedures for school or community emergencies.

F is for:



Field Trips: Grade levels plan field trips during the school year to enhance the curriculum and classroom instruction. Parents must complete, sign and return a field trip permission form in order for students to participate in the field trip. Students cannot attend a field trip without a signed permission form. Parents must be approved through the WCPSS Volunteer System before being permitted to chaperone students on a school field trip.

Fundraising: Our PTA will send home materials and information throughout the school year detailing ways you can support them through volunteering and fundraising. The PTA provides our staff and students with materials and resources necessary for student success.

G is for:

Grades: In grades K-5 students are evaluated on a standards based grading scale. The student performance levels of 1-4 indicate whether students have met the expectations set by the state in the NC Standard Course of Study. The student performance levels are defined as follows:

- Level 4 - Exemplary
- Level 3 - Proficient
- Level 2 - Approaching Proficiency (with support)
- Level 1 - Non-Proficient

Grades are provided twice a year for weekly special classes (art, music, dance, drama, and PE).

Classroom behaviors are reported separately. In Kindergarten classroom behaviors are separated into two categories, personal/social development and work habits. In grades 1-5 the behaviors are separated into work habits and conduct. Each behavior is rated according to the following scale:

- 3 - meets expectations
- 2 - does not consistently meet expectations
- 1 - does not meet expectations

H is for:



Headphones: All students must provide their own headphones or earbuds to use with classroom computers. Students are not allowed to share headphones or earbuds with other students. Wendell Elementary School will not be responsible for damaged, lost, or stolen headphones.

Homework: According to WCPSS Board Policy: The following procedures should be implemented to ensure homework is appropriately assigned:

The teacher will introduce a concept or skill, thoroughly explain the concept or skill, and provide guided practice before making a related homework assignment.

Homework assignments shall be specific, within the student's ability and have clearly defined expectations. Questions pertaining to the completion of a homework assignment should be answered and clarified.

Homework assignments will not require the use of books or materials which are not readily available in the home or accessible to the student.

The research-based guidelines for minutes per day of homework are 20 minutes (K-2) and 50 minutes (3-5).

I is for:



Immunizations: State law requires that every child have an adequate record of immunizations on file at school. If we are unable to obtain records from a previous school, the parent will be responsible for providing this information.

J is for:



Jam-Packed: Your child's book bag will be jam-packed with their class work, homework assignments and other miscellaneous items, including their Tuesday Folder. Please go through your child's book bag nightly for important and time sensitive information.

K is for:



Kindergarten Paperwork: Please see our Data Manager, Meredith West, to be sure that all Kindergarten paperwork has been completed and submitted to the office. Failure to have all documents submitted may result in a child's exclusion from school until all paperwork is complete and turned in.

L is for:



Locator Cards: At the beginning of the school year, all parents will be asked to complete and return a student information sheet (locator card). This allows us to maintain current address, phone numbers, and emergency contacts for each child in the office. This also states other adults you allow to pick up your child from school.

Lost and Found: Please be sure to visit our Lost and Found regularly. Lost and Found is located under the main stairwell at school. All unclaimed items will be donated to a local charity in December and June.

M is for:



Medication: All medication must be housed in the main office. No student is allowed to keep prescription or over-the-counter medication (i.e. aspirin, cough drops, etc.) while at school. A medical form signed by a doctor and the original prescription bottle must accompany all medications that need to be dispensed at school. **Students are not allowed to transport medications. Parents are required to bring the medication in with appropriate documentation from the medical provider.**

Media Center: We have a flexible Media Center schedule at our school. Kindergarten and First Grade students will visit the Media Center with their classes. Second – Fifth Grade students may visit the Media Center, with teacher permission, throughout the school day. The Media Center is open Monday – Friday from 8:00 am – 3:00 pm. See our Media Specialist, Nikohl Scheuerlein, if you have any questions about the Media Center.

Messages: **Mr. Zellmer will post weekly messages to parents on our school website and through a text/email messaging system. In order to receive these messages please text “YES” to 67587.**

N is for:



Necessary Items: Please make sure your child comes to school with the necessary items for a successful school day. Please visit our website for an updated list of necessary items and school supplies.

O is for:



Observing in the Classroom: Parents are encouraged to visit classrooms; however, parents/guardians are asked to notify the teacher at least a day in advance if they plan to stay in the classroom during instructional time. Visitors in the classroom can distract the children and, as a result, disrupt instruction. For the benefit of all children, it is important that the teacher is aware in advance and can prepare activities for any visitor.

P is for:

PTA: Our PTA is a dedicated group of parents who spend countless hours organizing and planning activities for our families and fundraisers for our students and staff. Please support them by joining the PTA, attending PTA meetings, volunteering for events, and participating in fundraisers.

Q is for:

Quarters: Our school year is divided into 4 quarters, each marking the end of a grading period. Each quarter is comprised of 9 instructional weeks.

Teachers will conduct assessments on each child quarterly and these assessments will help to determine their quarter report card grades.

Grades K-5 will receive interim reports or progress reports at the mid-point of each quarter and a report card at the end of each quarter.

R is for:

Report Cards: Report Cards will be sent home to parents at the end of each quarter. If you have any questions about your child's report card, please contact your child's teacher.



S is for:

Snacks: Each classroom allows a time in the instructional day for students to eat a snack. Snacks should be healthy in nature. Examples of healthy snacks include fruit, granola bars, crackers, goldfish crackers, pretzels, fruit snacks, etc. Water bottles are permitted during snack. Please refrain from sending juice, Kool-aid, soda, candy, and sugar filled, sticky and colored items for snack.

Student Wellness: If your child is injured at school, school staff will administer first aid as permitted by school system guidelines (band-aids). Teachers or office staff will call a parent if the injury requires additional medical attention.
If your child becomes sick at school, the office will contact an adult listed on the child's locator card. Children may not return to school until they have been vomit-free for 12 hours and fever-free for 24 hours.

T is for:

Technology: Students here at WES will have daily access to age-appropriate technology to enhance their learning.

Title I: Title I is the largest single federal funding source for education. About half of North Carolina's public and charter schools are Title I schools and receive Title I federal funding. It is intended to ensure all children have the opportunity to obtain a high quality education and reach grade-level proficiency. Wendell Elementary School has a School-wide Title I program.

Transportation: Parents are responsible for determining a primary method of transportation for their child's daily arrival and dismissal. **If you need to change your child's daily transportation method for any reason, you must send written notice to your child's teacher or call the office before 2:00 pm each day. We cannot change transportation based on verbal information from a child.** We will not dismiss a child to leave a "different way" without written consent from a parent.



U is for:

Utmost Importance: Our students are of the utmost importance to us. Every effort will be made to help them be successful. With your help, we will make a positive difference in your child's life.

V is for:

Valuables: Please do not allow your child to bring any items that are of value to school. Students who bring unnecessary money or valuables (such as iPods, iPads, cell phones, etc.) to school do so at their own risk. The school is not responsible for the loss or theft of these items.



Visitors: We welcome all visitors and volunteers to Wendell Elementary School. Please be sure to sign in at the office and obtain a badge to wear while on campus. All visitors are required to present a valid ID card (i.e., driver's license) in order to gain access to campus or their child(ren) during the school day.

Volunteers: Wake County Public Schools require that all volunteers register before volunteering with our students. You must use a school computer to register. Staff will assist you with this process. Parents/guardians cannot chaperone field trips until they have been cleared through this registration process.

W is for:

Website: Our school website contains valuable information for parents and students. The address for our school website is www.wcpss.net/wendelles.

Withdrawal from School:

If you are moving and withdrawing your child from WES, please let our Data Manager, Mrs. West know as soon as possible. Also let the classroom teacher know in advance so that the students in the classroom can say goodbye.



X is for:

EXceptional Staff: Wendell's staff is committed to excellence. Please feel free to contact us with any questions or concerns. Email addresses for our staff members can be found on our school website.

Y is for:

You: Your support, involvement and encouragement are essential for your child's success in school. Be involved in your child's education.

Z is for:



Z Chats

Mr. Zellmer will host parents for discussions about important topics and school related information on the first Friday of each month. The location for monthly "Z Chats" will be posted on the calendar and in the weekly message on our school website.

Z,Z,Z,Z...:

Make sure your child gets plenty of rest each night. Children need to sleep at home, not in class! School-age children function best with 8 to 12 hours of sleep each night. A well rested child is alert and ready to learn!

- ❖ **For Wake County Public School System Board Policy and Guidelines, please review the Student / Parent Handbook provided to every family by WCPSS. Parents and students are responsible for the awareness and understanding of Board Policy, as well as WES School Rules and Procedures.**