

Walnut Creek Elementary School

Student/Parent Handbook 2019-2020



Read . Create . Lead

2600 Sunnybrook Road • Raleigh, NC 27610 • (919) 857-9500 phone • (919) 857-9519 fax

Twitter: @WalnutCreekES Website: <http://walnutcreekes.wcpss.net>

Table of Contents

Welcome - A Note from Our Principal	4
Welcome Motto, Mission, & Vision	5
School Creed	6
Arrival and Attendance	7
Before and After School Care	9
Bell Schedules and Track Out Camp	10
Arrival - Bus Riders	10
Arrival -Carpool Riders and Walkers Information	12
Dismissal - Bus Riders	13
Dismissal - Carpool Riders and Walkers Information	14
Dismissal - Sign Out Procedures	14
Dismissal - Transportation Changes	15
Cafeteria Information	15
Care of School Property	16
Classroom Assignments	16
Celebrations	16
Classroom Interruptions	17
Curriculum and Grading	18
Daily Communication	18
Dress Codes	18
Homework	20
Inclement Weather	21
Lice	21
Medications and Student Health	22
Parent/Teacher Conferences	23
Parent Involvement	23
Promotion and Retention Standards	24
PTA	26
Report Cards and Interim Reports	27
School Discipline	28
School Insurance	31
School Learning Experiences	31

School Messenger Systems	31
Standards Based Grading	32
Student Communication Folders	34
Technology Guidelines	34
Telephone Usage	37
Testing	38
Transfers	38
Visitors	39

A Note from our Principal

Hello Parents and Students:

I extend a warm welcome to those who have selected Walnut Creek Elementary as the place for their child's primary education. A new year always brings new hopes and desires to see all students grow toward their potential. However, with the changes, we never lose sight of the fun and great things we have done in the past. This year, our educators and staff have committed to working continuously to improve upon those things we did well and to diminish those areas of weakness. We are united around becoming more effective in our practices. Continuous improvement is the goal of every staff member at Walnut Creek!

Our commitment to you is that we will demonstrate **P.R.I.D.E.** in what we say, what we plan and what we do. However, our efforts will be hampered if you do not demonstrate **P.R.I.D.E.** in what you say, plan and do. In that regard, I encourage each of you to read through this handbook and spend time learning and practicing the elements of **P.R.I.D.E.** In addition, parents, be sure to ask your child how they are demonstrating **P.R.I.D.E.** throughout their day.

With our commitment and your support, we can increase our efforts at making Walnut Creek Elementary a school where everyone is supported in their academic, behavioral and emotional growth. Will you say YES to this commitment!?

Taking **PRIDE**,



Principal Roberts

Mission

Walnut Creek Elementary will collectively build a positive learning community where the whole child is fully prepared for their future.

Vision

One family, striving for excellence, while showing PRIDE every day to ensure that all students leave Walnut Creek above grade level.

Guiding Principles

A structured, safe, creative, highly challenging, and nurturing school environment will be the venue where all learners can thrive. All students can experience measures of success each day.

Students learn best when instruction fits their interests and engages them as active participants. There are at least seven 'intelligences' by which students learn and we want our students to show that they are SMART in many different ways.

All components of the school environment share responsibility for student learning. When students aren't learning, everyone has an important role to ensure that learning does take place. It truly does take a village to raise a child. Teachers, parents, community, and faith-based organizations must partner for the success of each child.

Interaction with other professionals helps build the skills of all. Teachers learn by talking about their craft with others. Teachers are lifelong learners. They are also decision makers, planners, collegial trainers, and leaders.

Mascot and School Colors

Our very first student body voted to have the wildcat as the school's mascot. Our colors are yellow and black.



Walnut Creek Elementary

School Creed

I'm a Walnut Creek Wildcat!!!

I am brilliant, creative and focused, too!

There's absolutely nothing I cannot do!

I believe in myself and my expectations are high.

I will work diligently and always try.

I will show respect for my teachers and peers.

I'm responsible for my learning, I'll conquer my fears.

I accept the challenge to become the best that I can be!

My future is bright, there's no stopping me!

Yes, I'm a Walnut Creek Wildcat!

I'm a success and that's a fact!

ARRIVAL



The instructional school day at Walnut Creek Elementary is from 9:15 a.m. to 3:45 p.m. Students should not arrive at school before 8:45 a.m., as there will not be staff to provide supervision. Breakfast is served to all students free of charge from 8:45 a.m. to 9:15 a.m. in the cafeteria for students in K-2. Students in 4-5 are served on their hallway on the third floor. Students in carpool need to be at school by 9:05 a.m. in order to receive breakfast. Students who need to arrive before 8:45 a.m. must be enrolled in the Before School Program. Classroom instruction begins at 9:15 a.m. **Students are asked to arrive in their classroom by 9:05 a.m.**

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

ATTENDANCE

Daily attendance is essential for an effective education and school success. North Carolina law demands the attendance of children in school between the ages of seven and sixteen. In addition, every parent, guardian, or other person in North Carolina having charge or control of a child under age seven who is enrolled in a public school to which the child is assigned, shall be in session unless the child has withdrawn from school. In order to minimize the interruption of the learning environment parents should ensure that children are at school on time each day and ready to learn. In the event a student is absent from school, it is the responsibility of the student to check in

with the teacher for any missed work and make up the missed work in accordance with the teacher's policy.

A bell will ring at 8:45 a.m., signaling the need for all students to begin moving quickly to class. At 9:15 a.m., a tardy bell will ring, indicating the beginning of instruction. Students not in class by 9:15 a.m. are considered tardy. They must be escorted to the front office by an adult to get a Classroom Admission Slip to be admitted to class. Excessive tardiness will be tracked and parents will be given written notice and/or a visit from the school's social worker. Excessive tardiness can result in students not making the expected academic progress. Help us show your child that school is important!

Wake County policy states eight reasons that a student's absence may be excused:

- **Illness or injury of a child**
- **Health department quarantine of a child**
- **Death in family**
- **Medical or dental appointment**
- **Court subpoena**
- **Religious observance**
- **Valid educational opportunity with prior administrative approval**
- **Catastrophic event or natural disaster**

All other absences are unexcused. North Carolina G.S. 1153-378 and Wake County Board Policy #6000 require that parents furnish a signed note giving the reasons for student absences. When your child returns to school, he or she must bring a note including his or her name, the reason for the absence, and the parent or guardian's signature. If notes are not received within two days of the absence, it will be coded as unexcused. If the absence is for participation in an educational opportunity, please submit a Request for Excused Absence for Educational Reason form two weeks prior to the absence occurring. These forms can be obtained at the front office. **If your child leaves school before 12:30 pm, he/she is considered absent for the day. If**

a child comes to school after 12:30 pm, he/she is considered absent. Our School Social Worker regularly monitors each child's attendance. If your child accumulates excessive tardy arrivals or absences, contact will be made to parents for more information regarding his/her attendance.

BEFORE AND AFTER SCHOOL CARE

Before School- Cost: One time registration fee of \$15.00 plus \$96.25 per month. All fees must be paid by the due date if payment is not received by the late payment date there will be a \$10.00 late fee will be charged. If payment is not made five days after the "late after" date, the student will be withdrawn from the program. All fees will have to be paid before your student can return. Any check received but returned by the bank for any reason will proceed into a collections process. Additionally, parents whose checks are returned will be asked to pay with a money order or certified bank check for the remainder of the year. Hours: 7:00 a.m. – 8:45 a.m. Parents **MUST** sign their student in each morning.

Students will be engaged in learning activities and games. They will also have access to computers and other technological equipment. Persistent and/or severe misbehavior may result in the child being withdrawn from the program. Once the staff to student ratio is met we will not be able to accept any more students into the program. Please contact the school, at 919-857-9500 for more information. If school opens late due to inclement weather, the Before School program will operate on the same delayed entry schedule as Wake County Schools.

Example: School is operating on a 2 hour delay therefore Before School Care will open at 9:00 a.m., which is 2 hours later than the normal start time.

After School- The YMCA offers a balanced program with focus on academics. The academic focus includes: homework help, hands on learning, physical activity and

character development. This program is also a fun outlet for students with games, arts, crafts, devotions, leadership development and more! Cost: \$856.90 per year plus a \$10 non-refundable deposit. Hours: 3:45 p.m. – 6:00 p.m. Please contact Rodney McCormick, Coordinator, at 919-604-9714 for more information.

Track Out Camp- As a year round school, there will be weeks during the school year when students will be “tracked out” (not in school). During these times, Track Out Camps will be available should your child need child care. Track Out camp information can be found on our website (<http://www.wcpss.net/Domain/6307>).

BELL SCHEDULE

8:45 a.m. - The first bell rings (students may enter the building and go directly to their classrooms where breakfast is served.) The carpool duty staff will begin assisting students out of their car at this time.

9:15 a.m. - The tardy bell rings. Students will need a Class Admission Slip from the office before going to class.

3:45 p.m. – The dismissal bell will ring signaling the beginning of the dismissal process.

BUS RIDERS

The bus loop is located on the side of the school, separate from the parking lot, to the right of the library. Students riding the bus will enter and exit from this area only. Students who ride the bus will exit from the bus in an orderly manner. They will follow the directions of the staff members on duty. Students will enter the building and go to their assigned classrooms.

All students who are bus riders are to ride to and from school on the bus that the transportation department has assigned to them. Students shall board and leave the

bus only at the designated bus stops. The principal or assistant principal must approve any changes in bus assignments (per policies of WCPSS Transportation Department). Each student transported in a school vehicle must be considerate of the safety and well-being of fellow passengers. Misconduct on the bus can distract the driver's attention from his/her primary responsibility, which is to transport all students to and from school in a safe and orderly manner.



If you have questions regarding family needs related to transportation, refer to the transportation section of the WCPSS website or contact us at school.

The Wake County School Board has adopted specific rules and procedures to deal with bus transportation. These rules and procedures are listed below. Parents and students are asked to become familiar with these rules.

RULES FOR BUS SAFETY

For the safety of all riders, students are required to do the following:

- Show respect for the driver at all times.
- Enter and leave the bus without pushing or crowding.
- Be seated at all times while the bus is in motion.
- Talk using a quiet tone of voice and without profane or abusive language.
- Refrain from yelling out of the windows.
- Keep the bus clean and avoid littering.
- Refrain from consuming food or beverages on the bus.
- Remain in your seat without placing any part of your body out of the window.
- Avoid climbing, jumping over seats or throwing objects in the bus.
- Refrain from fighting on the bus or at bus stops.

Students should be reminded that riding a school bus is a privilege not a right!

Students must adhere to all bus safety rules or risk having their privilege revoked. Bus drivers who have students violating bus safety rules report these violations on a written behavior referral. If inappropriate bus behaviors continue after a written warning from a bus driver and an administrator, your child may have their bus riding privileges taken away for one or more days and possibly as much as the remainder of the school year.

CAR POOL

The carpool lane is located in the loop at the front entrance of the building. The lane will open at 8:45 a.m. or when the appropriate staff members are present to ensure student safety. Staff will assist with unloading students as cars stop in the carpool lane. The carpool lane is a single lane. Please remain in the carpool line until your child exits the car. Please leave the left lane open for the arrival of school personnel. Students should be ready to exit the car as you move to the appropriate spot in line. Your child should exit from the passenger side of your car. Please be patient and refrain from passing other cars or dropping your child off anywhere other than the designated carpool lane. We also ask that parents refrain from cell phone usage. It is imperative that everyone is as attentive as possible to the little ones around the arrival and dismissal area. **Dropping off of students is not allowed in the bus loop or in the parking lot. If you arrive after 9:15 a.m., for safety reasons, you need to escort your child inside the building and sign him/her in at the computer located in the front lobby.**



*As a courtesy, we'd like to remind our families that NC State law requires children younger than 8 years old and weighing less than 80 pounds be in a car seat or booster.

WALKERS AND BICYCLE RIDERS

All students will use the sidewalks when entering the campus. Bicycle riders should walk their bikes to the bicycle rack and secure them with a lock. Students will follow the directions of the staff member on duty and will enter through the front doors of the building. Students will go immediately to their classrooms.



DISMISSAL



Walnut Creek’s instructional day ends at 3:45 p.m. each day and students are working in their classrooms until the very end of their school day. Please help us protect each student’s valuable instructional time by refraining from checking your child out early unless for medical appointments or unexpected emergencies. **If you arrive between 3:30 p.m. and 3:45 p.m. to check your child out of school, you will be asked to wait until our school day ends and our regular dismissal procedures are complete.**

Please understand that calling into the classrooms for your child to come to the front lobby to check out causes the teacher to stop teaching and interferes with the learning of the entire class. This will not be permitted unless an administrator approves. **Staff will supervise all dismissal areas of the campus throughout the dismissal process to ensure student safety. The final time to check your child out early for an appointment is 3:30 p.m.**

BUS RIDERS

Bus riders will walk down to the designated area where they will be seated in a designated section for their assigned bus. Students will then be dismissed as their bus arrives. Students should be reminded to report directly to the bus loop and refrain from making bathroom stops, stopping to visit others and talking with friends. Our goal each day is for all students to load their buses and not be left behind at school. Only students assigned to a bus route may ride that bus to and from school. Students are not permitted to ride any bus other than the one they were assigned to ride. **Parents can follow the dismissal of buses easily, by following us on Twitter (@WalnutCreekES).**



CARPOOLERS

Carpoolers are dismissed from the front of the building and the staff on duty calls their carpool number. They will be picked up at the front entrance only. All parents/guardians should have their carpool number displayed in their front window. If a carpool tag is not displayed and/or the carpool number is not known, the person picking up may be asked for identification so their name can be checked against a list of those authorized to pick up the child. We will dismiss students from the assigned area from **3:45 p.m.** to 4:15 p.m.. **If it is after 4:15 p.m., the parent/guardian must come to the office and sign the student(s) out.** We strongly recommend that parents wait patiently in the carpool line to pick up their student/s, as opposed to parking and walking up to the dismissal area. This helps maintain security and safety. If you should choose to park, please make sure to use the designated parking area.

WALKERS AND BICYCLE RIDERS

Walkers will be dismissed from the classroom when they are called over the loud speakers. Students will walk in line to the designated location and follow the directions of the staff members on duty. The staff will safely and orderly escort them away from campus. Bicycle riders should retrieve their bikes then walk to the edge of the school campus, using the sidewalks, before riding home. All bike riders must wear the appropriate head gear.



SIGN-OUT PROCEDURES

A student leaving Walnut Creek early will only be released to a parent/guardian or any person listed on the Locator Card, and then only after the main office has verified the identification of the individual making the request. (Please make sure to have anybody who you might entrust to check your child out listed on your child's yellow Locator Card!) Persons who are checking students out must show proof of identification. Any person checking a child in or out will need to sign the student out in

the main office. It is not acceptable to call ahead to have students pulled out of class to wait in the front office.

All authorized people who have your permission to pick up your child must be listed in our student information database. Parents are strongly encouraged to keep contact information current. Please understand for safety purposes, students will not be released with anyone not listed on their yellow Locator Card Any person signing students out will be inconvenienced to show a photo ID. This is to protect your child. We thank you in advance for your patience during our check-out process and for your full support.

TRANSPORTATION CHANGES

Any changes in transportation (such as going to car pool instead of riding the bus) will require a note signed by the parent. **The student's word will not suffice for a change that is as important as transportation. If a student does not have a note, he/she will be sent home his/her regular way.** Please note that students are not allowed to ride a bus other than the one to which they are assigned. Parents who plan to provide their own transportation or arrange for students to be dropped off and/or picked up from school by day care providers should send a written statement to the teacher at the beginning of the school year.

CAFETERIA



Walnut Creek Elementary operates a school food service program that offers a nutritious and delicious breakfast and lunch. **All students at Walnut Creek will receive breakfast and lunch each day with no charge. However, all parents will need to complete a Child Nutrition lunch form for their child/children.**

Students who bring a bag lunch may purchase milk or other food items. All students will be given an account and lunch number. A balance can be kept in this account by

prepaying for extra items that your child may wish to add to their lunch. You can pre-pay your child's snack purchases by visiting the cafeteria. Records are kept by the cafeteria cashier. Checks for the account balance should be made payable to Walnut Creek Cafeteria and should include your child's first and last name in the memo portion of the check. **Parents can also create a lunch account through www.mylunchmoney.com.**

Parents are welcome to join their child/children for lunch on any school day. There is no need for advance reservations. We ask that parents either purchase a lunch from school or bring a bag lunch from home.

CARE OF SCHOOL FACILITIES/PROPERTY

Students are expected to assist in maintaining cleanliness in the classrooms, cafeteria, halls, restrooms, gym and grounds. They are also expected to exercise proper care of school furniture, books, and electronic equipment. If books/materials are lost or damaged by a student, there will be a fine.

CLASS ASSIGNMENTS

The principal or her designee will determine the class assignment of all students. Requests in the form of specific teachers will not be acknowledged. Parents are more than welcome to write a letter to share the kind of classroom environment in which their child would thrive. Also, in balancing classes, the principal reserves the right to move students' homeroom and class assignments.



CLASSROOM CELEBRATIONS

The school cannot host individual birthday parties. The classroom can have birthday celebrations once a month. All students with a birthday for that month will be able to participate. These celebrations should be scheduled during lunch and recess,

whenever possible. The Wake County Board of Education supports the Wellness policy; therefore food items served to students must be of high nutritional value. Examples of food that do not have high nutritional value are: soft drinks, hard candies, gummies, licorice, candy coated popcorn, etc. No candy or gum can be distributed to students. However, one type of chip and one dessert can be served. All baked goods will have to be commercially prepared. All celebrations will have to be planned in advance.

FLOWER ARRANGEMENTS AND BALLOONS

Flower arrangements and balloons present a distraction to the classroom environment and *will not* be delivered to a student's classroom. **They are also not permitted on the bus ride home. Balloons are a fire hazard, thus they are not permitted in school or on buses. Please do not send flowers and balloons to school.**

CLASSROOM INTERRUPTIONS

In an effort to make the most of the instructional time, the Wake County Board of Education has adopted a policy to reduce interruptions during the regular classroom time. Students can learn best when announcements, unexpected visitors, and messages from the office do not interrupt instructional time. We need your help as we work to give your child the best possible learning experience. Please do not disrupt classroom instruction to hold a parent conference. If you would like to visit your child's classroom or would like to be a regular volunteer, please arrange this with your child's teacher 24 hours in advance through email. If your visit to the classroom is not prearranged and approved by administration, you will have to get permission from the Principal or an Assistant Principal before going to the classroom. If you plan on being a volunteer or going on a field trip with your child, you will have to complete Wake County Public School's Volunteer registration. You can access this form on a computer located in any Wake County school. Teachers may schedule parent conferences during planning, or before or after the school day.

CURRICULUM AND GRADING

Common Core State Standards are designed to improve educational outcomes for students by developing a set of consistent, clear K-12 academic standards in English Language Arts and Mathematics. These standards are relevant to the real world, reflecting the knowledge and skills young people need to be prepared for both college and work in a global economy. The Common Core State Standards reflect the knowledge and skills that young people need to succeed in college and a career. These standards focus on problem solving and critical thinking skills, not solely on knowledge of particular facts that have little relationship to success later in life.



DAILY COMMUNICATION FOLDERS OR AGENDAS

Teachers will send home communication folders to keep each parent informed about his or her child's work habits and behavioral progress on a regular basis. The folder contains important information to be shared with parents, daily/weekly homework assignments, and any other information from your child's teacher. The daily communication folder can also be used as two-way communication between parents and teachers.

DRESS CODE

The administration, faculty, and staff of Walnut Creek Elementary school will enforce Wake County Public School System's student dress code policy 6410 (A).

Policy 6410 (A) states: Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students' 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, 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 (unless special permission has been given for religious or medical reason); see-through clothing; attire that exposes cleavage; any adornments, such as chains or spikes that reasonably could be perceived as or used as a weapon; and any attire that is prohibited by Policy 6424, Gang and Gang Related Activities. Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy. The aforementioned examples are inappropriate for all elementary school students.

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. In this case, a parent/guardian will be asked to bring the student an appropriate change of clothes. A second or repeated violation of this policy may result in disciplinary action. Other examples of prohibited dress or appearance include, but are not limited to, the following:

- Spaghetti straps
- Tank tops
- Shoes with wheels (wheels must be removed)
- Slippers or bedroom shoes, flip-flops
- Pajama pants
- Leggings worn as pants. *Leggings can be worn under a dress, skirt, shorts or skirts.
- Bathing suits
- Excessively short shorts

Students who come to school inappropriately dressed may need to call a parent for a change of clothes and a parent notification will be made on the first offense.

HOMWORK PLAN

At Walnut Creek Elementary, we regard homework as important school-related instruction that is to be completed outside of the classroom by the student. Homework should reinforce concepts taught at school and should focus on activities with which a student can expect to be successful. It should fulfill the following purposes:

1. To enrich and extend school experiences through related home activities.
2. To reinforce learning by providing practice and application.

Frequency: The School Board Policy and research-based guidelines for minutes of homework per day are:

- **Kindergarten - Grade 1:** Maximum of 20 minutes per day to include skills practice and reading/read aloud.
- **Grade 2:** Maximum of 20 minutes per day to include skills practice and independent reading.
- **Grade 3:** Maximum of 30 minutes per day to include skills practice and independent reading.
- **Grades 4-5:** Maximum of 50 minutes per day to include skills practice and independent reading.

Homework is the practice that students will do at home. Reading is extra. Each day, students should be reading or listening to someone else read at home. This will help your child improve their performance in reading. The more a child reads the better reader he/she becomes.

Homework may be assigned any or all week nights. Occasionally, some projects may extend into the weekend. Parents are expected to send a note of explanation if homework was not completed because of an **emergency**. Homework completion is reflected in the work habits section of the student's report card.

INCLEMENT WEATHER

In the case of inclement weather (snow, ice, hurricane, flood or other unforeseen events), school may be dismissed before the end of the school day. Radio and television stations will know as soon as we do about an early dismissal and will give closing information. We will also send out a message via School Messenger; therefore, contact numbers need to stay updated all throughout the school year. **Please do not call the school** to inquire about the closing of school or to inform your child about what to do. Please understand that is impossible for the office staff to communicate with all of our parents and students in case of early dismissal. Emergency dismissal forms must be on file for all students. Parents are expected to inform the school immediately, in writing, if there is ever a change in emergency information. Please discuss with your child at the time you complete the emergency dismissal form, what he or she is to do in the event school is dismissed early. This information is necessary for the safety of our students. Your cooperation is needed and appreciated.

LICE

WCPSS policy on lice states there is no value to excluding children from school for nits only. However, all children will be sent home if live lice are seen. Parents of students with live lice must be contacted to pick up their child from school. Parents will be given a letter explaining treatment and necessary environmental measures when picking up their child from school. A standard letter containing information about head lice, will be sent home to parents of all other students in the affected class. Students with nits will not be sent home from school. School staff will contact parents of the child to advise of

nits. School staff will also send a letter explaining the treatment and necessary environmental measures to the parents of the child with nits.

MEDICATIONS / STUDENT HEALTH

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

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

Designated school personnel will dispense all medication from the office.

Please do not give your child cough drops, cough medicine, Tylenol or any other medications to take to the classroom. Students should not have any medication in their book bag, pockets, purse, or any other place on their body. An adult must bring and return ALL medication, without exception, to the office. No medication shall be brought to school or returned home in a child's book bag.



PARENT CONFERENCES

At least two conferences will be initiated by teachers during the school year to share work and information about how your child is progressing. However, parents may also initiate conferences. The first conference should be conducted prior to the end of the 1st quarter and the second conference prior to the beginning of the 4th quarter. Parents are encouraged to contact the teacher or principal any time there are questions or concerns. Regular communication between the home and school is critical.

Walnut Creek Elementary values instructional time for all students. If you feel that you need a conference with your child's teacher, please contact him/her to arrange a time that is convenient for all. You may call the front office to leave a message, send written request for a conference or contact teachers by email. All teacher email addresses are found our school's website - walnutcreekes.wcpss.net.

PARENT INVOLVEMENT

The following are tips for successful conferences:



- ❖ Plan to give the teacher at least a day of advanced notice.
- ❖ Prepare a list of items you would like to discuss.
- ❖ Ask your child if there is anything she/he would like you to discuss with the teacher.
- ❖ Be reasonable about what you expect the teacher to do and about the amount of specific attention the teacher can give your child.
- ❖ Start on the action steps that you and the teacher decide upon right away.

PROMOTION AND RETENTION STANDARDS

The Wake County Goal states: By 2020, WCPSS will annually graduate at least 95% of its students ready for productive citizenship as well as higher education or a career.

Wake County promotion standards are based on the North Carolina Student Accountability Standards. The NC Student Accountability Standards states that **students must meet grade level standards in order to be promoted to the next grade.** These standards are for students at all grade levels. Assistance from parents is needed daily to help students be successful.

Elementary Promotion Standards	
A student is promoted when all grade level standards are met.	
A student may be promoted with required intervention when all of the standards are not met.	
A student may be retained with required intervention when most of the grade level standards are not met.	
Minimum Grade Level Standards for Promotion	
Kindergarten	
Level III on Mathematics Standards Emergent on Reading and Writing Assessments	
First Grade	
<input type="checkbox"/>	Level III on Mathematics Standards

Developing on Reading and Writing Assessments

Second Grade

Level III on Mathematics Standards
Early Independent on Reading and Writing Assessments

Third Grade

Level III on Mathematics Standards
Independent on Reading and Writing Assessments
Level III on End-Of-Grade Tests for Reading and Mathematics

Fourth Grade

Level III on Mathematics Standards
Independent on Reading and Writing Assessments
Level III on End-Of-Grade Tests for Reading and Mathematics

Fifth Grade

Level III on Mathematics Standards
Independent on Reading and Writing Assessments
Level III on End-Of-Grade Tests for Reading and Mathematics

LEVEL	DESCRIPTOR
4 - Exemplary	Student consistently demonstrates an in-depth understanding of the standards, concepts and skills taught during this reporting period.
3 - Proficient	Student consistently demonstrates an understanding of the standards, concepts and skills taught during this reporting period.
2 – Approaching Proficiency	Student is approaching an understanding of the standards, concepts and skills taught during this reporting period.
1 – Non-Proficiency	Student does not yet demonstrate an understanding of standards, concepts and skills taught during this reporting period.

Refer to the back of the student progress report for explanations of reading and writing levels.

Promotion is based upon many factors:

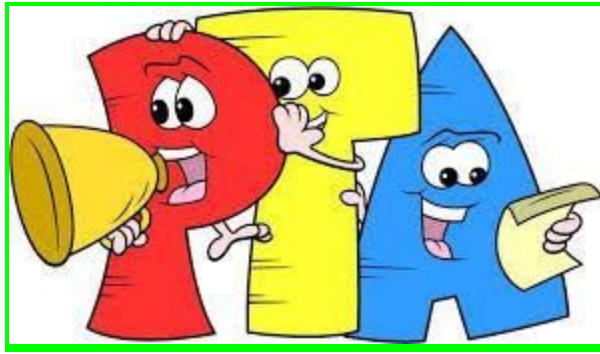
- * Daily work;
- * Assessments in reading, writing, and math;
- * Attendance;
- * NC End-Of-Grade tests for grades 3-5; and
- * Taking the EOG more than one time for some children.

Parents/guardians of students who are not performing at grade level standards by mid-year will be notified by the student's teacher and invited to confer about a team approach for best supporting the student's continued progress. (Are teachers aware this should occur at the mid-year point?)

The Wake County Public School System and Walnut Creek Elementary are committed to helping students in all grades achieve at a Level III or IV or V (achieve at a proficient level or above) so that they may be promoted to the next grade. In order to help your child achieve these standards, Title I literacy and math teachers will provide small group instruction to meet your child's academic needs. We need your help at home to provide our students with a quality education.

PTA

We need all Walnut Creek families to support the PTA. This is your organization. Become a part of the Walnut Creek family by joining our PTA. Stay tuned for updates on all events in the near future. Please visit the new PTA website by clicking on the PTA tab located on the Walnut Creek website. The PTA sponsors several fundraisers and events during the year. This money will be used to support activities for our children. Don't wait, communicate! Contact us at walnutcreekpta_president@ymail.com.



REPORT CARDS AND INTERIM REPORTS

Parents will be informed frequently of their child's performance on grade level objectives that are being taught by the teacher through the communication folder. Report cards and interim reports are also sent home on a scheduled basis. Report card and Interim procedures are as follows:

- Parents of students in grades K-5 will receive a report card four times per year, at the end of each quarter. Interim reports will be sent home to every child at mid-term of the each quarter.

REPORT CARD AND INTERIM SCHEDULE FOR 2019-2020

All students will have a parent/teacher conference two times a year. The first conference should be held in the fall, during the first semester (Quarters 1 & 2). The second conference will be held during the second semester (Quarters 3 & 4). Additional conferences may be requested by either parent or teacher as needed.

Report Card dates:

Quarter 1 – The week of October 21

Quarter 2 – The week of January 23

Quarter 3 – The week of April 20

Quarter 4 – The week of June 22

Interim report dates:

Quarter 1 – The week of August 26

Quarter 2 – The week of November 25

Quarter 3 – The week of February 24

Quarter 4 – The week of May 25

SCHOOL DISCIPLINE

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

Students in grades K-5 shall not be subject to long-term suspension, except as required by law or in cases involving serious injury to students or staff or serious threats to the safety or welfare of members of the school community.

The Student Code of Conduct rules are leveled, indicating the severity of violation and type of consequence.

Level I –Level I rule violations should generally result in in-school interventions, which may include a warning or some other loss of privilege. In school interventions will be given in lieu of out of school suspensions whenever possible. Out of school suspensions may occur at the principal’s discretion, based on the severity or number of

occurrences of the offense. In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level One rule, or where there are other aggravating circumstances, the principal may impose a short-term suspension that shall not exceed two school days. Level One rule violations shall not result in a long-term suspension.

LEVEL I Violations include: Noncompliance; disrespect; school/class attendance; inappropriate language; inappropriate dress; electronic devices; trespassing; tobacco; gambling; misconduct on school vehicle; inappropriate literature or images; class disturbance; damage to school property; theft and false threats.

Level II: Level II rule violations involve more serious misconduct that may warrant short-term suspension of up to five (5) school days when, in the judgment of the principal or designee, non-disciplinary interventions and non-exclusionary discipline consequences are insufficient to address the behavior and prevent its recurrence.

Level II Violations include: Falsification or Deceit; Inappropriate, Illustrations Images, or Other Materials; Hacking and Unauthorized Computer Access; Substantially Disruptive or Dangerous Behavior; School Transportation Disturbance; False Fire Alarm or Reported Emergency; Fire Setting/Incendiary Material; Property Damage; Theft; Extortion; Indecent Exposure/Sexual Behavior; Harassment/Bullying; Sexual Harassment; Threat/False Threat; Physical Aggression/Fighting; Report Firearm or Destructive Device; Hazing; Search and Seizure; Aiding and Abetting; Repeated / Willful Violations of Level I Rules.

Level III: Level III rule violations are more severe in nature and may support long-term suspension. The principal may impose a short-term suspension of ten (10) days or less or decline to impose any suspension based on mitigating factors.

Level III violations include: Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia; Gang and Gang Related Activity; Weapons/Dangerous Instruments/Substances; Assault on a Student; Assault on

School Personnel or Other Adult; Assault Involving Weapon/Dangerous Instrument/Substances; Bomb Threats; Threats of Mass Violence.

Level IV: The only rule in Level IV is one that reflects a statutory prohibition on the possession of a “firearm” or “destructive device” (as defined in the rule) on school property or at a school-sponsored event. State law requires principals to recommend a 365-day suspension for all violations of this rule.

PROHIBITED ITEMS

Students should only bring to school the items listed on the supply list for their grade level. Other items from home should not be brought to the school without permission from the teacher or principal. This includes items prohibited in the WCPSS Parent/Student handbook, as well as including, but not limited to:

- weapons of any type (or replicas of a weapon)
- sports equipment, including basketballs, soccer balls, and footballs
- toys, including games and electronic devices, video games and other handhelds
- music devices, including MP3 players, iPods, CD players, etc.
- gum and candy

Students are not permitted to have cell phones powered on or visible on the school campus. These items will be confiscated if seen at school. The items will only be returned to the student’s parents. We ask that pencils be contained in each classroom or in student backpacks. Students should not carry pencils, pens or markers in the hallways to reduce the risk of accidental injury or damage to school property.

SCHOOL INSURANCE

Accident insurance is available through the school for a nominal fee. For additional information on school insurance, please contact the front office.

SCHOOL LEARNING EXPERIENCES

Wake County Board of Education policy states that all activities that take place within the school day should be based on a learning experience for the children and cannot be approved if they are purely for entertainment or birthday recognition. The teacher will plan all such experiences and the classroom teacher or room-parent will contact parents if they need to send in any items for the experience. Parents are encouraged to discuss any questions related to this policy with the teacher.

SCHOOL MESSENGER

School Messenger is a tool for proactively contacting large numbers of parents via the telephone. The primary function of the system at Wake County Public Schools is to keep parents informed of their child's attendance by delivering nightly messages to the homes of those students

who are marked absent.

As an added benefit, the system can send general announcement information to parents and students and to particular grade levels. School Messenger simplifies timely communication.



ALL STUDENTS MUST HAVE AN EMERGENCY NUMBER WHERE SOMEONE CAN BE REACHED WHEN THE SCHOOL CALLS. IF THIS PHONE NUMBER CHANGES, PLEASE CONTACT THE SCHOOL IMMEDIATELY.

Additional communication tools are Peach Jar, Remind, Twitter and Facebook. You can access these resources as follows:

Peachjar:

- Our school is using a new electronic flyer communication tool called “Peachjar.” To view school-approved eflyers, simply click the Peachjar button on the school’s website.
- This “green” initiative will save our schools tons of paper and reduce copy costs significantly. On top of that, posting school flyers in this electronic backpack removes a significant administrative burden from teachers, office staff, and volunteers.
- **No action is required on your part.** You will receive a welcome email from our service provider (Peachjar) that includes a username and password. This is provided to give you the opportunity to manage your account and flyer delivery preferences. You do not need to login to receive or view school eflyers.
- Please contact the front office at 919-857-9500 if you need to update/provide your email address.
- Thank you for supporting our efforts to ensure parents are well informed about school programs, activities, and events.

Remind:

- Remind allows teachers to safely and efficiently communicate with students & parents about important classroom information and school activities. Sign up to receive messages via text or in our app by texting @wcesfam to 81010 or (919) 426-2808.

Twitter:

- @WalnutCreekES



Standards-Based Grading

All elementary schools in WCPSS use a standards-based grading system. Student grades reflect children’s performance on the specific curriculum standards for that grade level. A brief summary follows, but parents are encouraged to contact their child’s teacher or the Instructional Resource Teacher for further explanation of this system.

	Adult Description	Student Description
4	Mastered goal level objectives and independently generalizes across settings	—I get this; I can do this wherever I am and in new ways.
3	Demonstrates consistent progress toward mastery of goal level objectives	—I get it! I can do it well!
2	Skills are emerging with inconsistent mastery of goal level objectives	—I almost get it, but I need help sometimes.
1	Mastery of goal level objectives below expected level this quarter	—I don’t get it yet; I need help every time.

The Standards-based report card also includes **reports on the student’s conduct and work habits**. In reporting conduct, the teacher can indicate whether the student meets expectations in cooperating with others, respecting others, and observing rules and procedures. In reporting work habits, the teacher can indicate whether the student

uses time wisely, listens carefully, completes assignments, writes legibly, works independently, seeks help when needed, and completes work.

The rating scale rates a student with a 1 through 4: 4- consistently exceeds expectations, 3- consistently meets expectations, 2- inconsistently meets expectations, or 1- does not meet expectations.

The standards-based report card increases a teacher's ability to communicate with the student and the parent about the student's success in meeting the state standards for that grade, as well as reporting on the student's classroom behavior.

STUDENT COMMUNICATION FOLDERS

Your child's teacher will send newsletters and progress reports at least once per month. Additional information such as important curriculum, school, and classroom information will be sent in student communication folders. These folders can facilitate two-way communications. Notes can be sent from the parent back to the teacher in these folders. It would be helpful for your child to notify his/her teacher to look in the folder for a note from their parent.



TECHNOLOGY

Acceptable Use Policy and Internet Use

Parental permission is required in order for your student to access technology and digital resources at school. The Wake County Public School System (WCPSS) uses a variety of technology and digital resources to enable and enhance instruction. With permission, students may use physical devices, including but not limited to, computers, tablets, iPads, and iPods (all of which allow some degree of Internet access.) Students may also access web-based applications to create, review, store, share and potentially post their work on the Internet. Examples of these tools include, but are not limited to,

Google Apps for Education (not Gmail), SAS Curriculum Pathways, and WCPSS student E-Mail (K-5 at the principal's request). In addition, student information and student work may be maintained by and stored on web-based instructional sites and applications. Not all tools are used at all grade levels. WCPSS has several processes in place to protect students while using technology and digital resources. Students are educated every year about appropriate online behavior, including interacting with other individuals on social networking websites and cyber bullying awareness and response. The district also uses Internet filters to remove most harmful content. Students' Internet activity and e-mail communications may be monitored by school personnel as provided in Board Policy 3225. Students are expected to use technology and digital resources under their teacher's direction for educational purposes only in accordance with Board Policy 3225 and related 3225 R&P referred to collectively as the Responsible Use Policy or RUP.

You may grant permission for your student to access technology and digital resources. You should select this option if you want your student to use computers, tablets, etc. and be allowed to access web-based curriculum tools. Your permission grants WCPSS the right to create a WakeID necessary to access web-based instructional tools. The WakeID is visible in various applications to teachers and students across the school system.

Parents may deny permission for their student to access technology and digital resources. You should select this option if you do not want your student to use a computer or other physical device or to access web-based curriculum tools.

Several mandatory state and federal student assessments are solely available over the Internet. These tests and assessments will be administered to ALL students.

Temporary technology access for these tests will be granted for students who do not have a signed opt-in on file. All students MAY view screens used by a teacher during a large group lesson, provided the sites have been previewed by the teacher and are part of a lesson.

Computer Use Violations and Consequences

Students

Walnut Creek has a policy for appropriate computer use and consequences for violations. Students are made aware of the violations and the accompanying consequences at the beginning of the year. They are then required to sign a form which states they have been informed of the infractions and the penalty that each carries. If rules are violated, the classroom teacher, technology specialist, or administrator will submit an office referral. Forms are sent home to be reviewed and signed by parents.

Please take time to review the Acceptable Use Policies within the Wake County Handbook as our school follows these guidelines as well. Infractions of board policies can result in suspension of computer privileges for temporary durations, to removal from particular applications.

Adults Not Employed By WCPSS

Wake County Public School System provides all staff and students with the privilege of logging into a computer network system which allows them to utilize tools that help them get their work done every day. These tools include, but are not limited to, writing, multimedia production, web design, email, and Internet access for research. All of these tasks require access to the local network system, which can additionally link students and staff to places outside of Walnut Creek Elementary. Wake County and Walnut Creek Elementary are responsible for maintaining and monitoring these assets to ensure the safety and utilization of resources. As such, user IDs are issued ONLY to Wake County Public Schools staff and students. As outlined in the staff and parent handbooks, these IDs are to be used strictly by the students and staff themselves and **never** be shared with others. Students and staff can lose their network privileges if these Acceptable Use Guidelines are not followed.

When mentors, parents, volunteers, or others come into Walnut Creek Elementary, or another Wake County school, they should not be using a student or staff ID login to get onto the network system. This system is intended for educational use rather than personal needs of those outside the staff or student population. As volunteers come in to do work for teachers, they may sometimes be asked to do something on the computer. When this is done, the parent should only be performing the tasks in the classroom, under the guidance of the teacher, and utilizing the classroom resources. If a volunteer needs computer access, the teacher will log-in to the system (without ever giving out their information) and the volunteer can then perform the task needed.

When parents and volunteers need to utilize resources for their own personal use, they can visit one of the many Wake County Public Libraries, which have access to the internet for various uses.



Internet Sites for Student/Family Enrichment

If you are looking for educational sites for students and parents, please refer to our website and use the Student Links menu. You will find many educational, interactive websites that have been screened by our technology teacher. As always, please monitor your child when he or she is using internet sites at home.

TELEPHONE USAGE


The office staff will contact parents in case of sickness or an emergency. If students wish to contact a parent regarding a non-emergency situation (i.e. lunch, homework, bus ride, etc.), they may do so with permission from a teacher during lunch or recess

using the classroom phone. Students will not be allowed to make calls during the instructional day, except in cases of an emergency. **Please make certain that the school has your home, work and cell phone numbers, and they are updated as necessary.**

If parents need to get a message to a child during the school day, they are asked to call the office. The message will be delivered, as soon as possible. If the call comes before lunch, the student will receive the message at lunch or recess. If the call comes after lunch, it will be delivered to the child at the next scheduled break in instruction, except in the case of emergency.

- **Students will not be called out of the classroom to receive phone calls.**
- **Parents need to call staff members before and after school.**
- **Staff members will not be called out of the classroom to receive parent phone calls.**
- **You may also contact your child's teacher by email.**

TESTING

Standardized Tests are given each school year in third,  fourth, and fifth grades. Below is a list of ways parents can help children be prepared:

- Make sure your child is present and on time for school every day of the testing period (unless the child is ill).
- Be sure your child gets a good night's sleep.
- Encourage your child to eat a good breakfast.
- Talk with your child about the importance of doing well on the test without creating anxiety.

TRANSFERS

During the school year, some of you may move and transfer to another school. Please give your child's teacher and the principal as much advance notice as possible. All textbooks, library books and equipment must be returned before leaving. It will also be

necessary for parents to sign a release form so that way we may send the child's records to the next school he/she will be attending. Student records must be mailed from the school and cannot be carried by parents. However, parents may request copies of records that would be helpful in transferring their child to a new school.

VISITORS



All parents are welcome and encouraged to visit Walnut Creek! We rely on your active support in our classrooms and throughout our school. Keep in mind that our students' safety is our highest priority. We ask that you join our safety efforts by ALWAYS entering the school ONLY through the front door by the office. Teachers and students are not allowed to let parents in through unauthorized doors. Wake County Board Of Education Policy requires: "All visitors must report first to the office when entering the building" (WCPSS Policy #5033.2) and are required to wear a visitor name tag while in the building.

- Your involvement in your child's academic experience is very important. Should you need to speak with your child's teacher, please call before or after regular school hours. You may also send a note with your child, or leave a message with office personnel for the teacher to call you. If you feel you need to bring something to school for your child after the school day has begun, please drop it off in the office and your child's teacher will be notified. These procedures serve to minimize disruptions to the instructional day and help promote academic success.
- Please understand that parents will not be allowed to drop in and observe without first making the classroom teacher aware. We welcome parents, but it is important that visits do not interfere with assessments and direct instruction. The classroom teacher will be able to indicate an optimal time for communicating with one another. Two-way communication is critical for your child's success!
- Admittance to classrooms after hours - Students are not allowed to reenter the classroom (for forgotten books, homework, etc.) after their teacher has left school for the day.

We Appreciate Your Partnership as One Family Rooted in Excellence!



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