

## From the Desk of Mr. Richardson

The York staff members and I are excited to welcome you to a new school year. I'm looking forward for the opportunity to work with you and your child to provide an outstanding educational experience. We are fortunate that we have a strong teaching staff that are well experienced and yet are open to new and innovative ideas. We are also fortunate to have supportive parents who play an important role in their child's education. Furthermore, we are ecstatic about becoming a STEM school emphasizing the fields of science, technology, engineering, and math.

York strives to provide an instructional program that motivates our students to become lifelong learners; to improve our students' self esteem and confidence; and to become ethical citizens and leaders. We believe our students should be enthusiastic, creative thinkers who are able to use available resources and technology to solve any problems which they encounter and to develop their 21<sup>st</sup> Century skills. Our STEM program will enhance that development.

Technology is no longer a luxury but a necessity to be competitive in today's global economy. Our students must be given an opportunity to build their 21<sup>st</sup> Century skills and knowledge through the use of an integrated technology program and inquiry based learning. We are committed as a staff to continue to build our own knowledge of how to become producers of knowledge and then extend that learning to our students to better meet their needs. At York we strive for instructional technology opportunities in all curriculum areas. Each grade level is equipped with a Smart Board and a classroom set of IPADS. It is our goal, in partnership with the PTA, to equip each classroom with a Smart Board.

Communication skills are an important piece of 21<sup>st</sup> Century skills that are also ever changing. Knowing about what is going on at school is the best way to support your student and their teachers. Weekly newsletters and school messages help create family awareness of upcoming information regarding classroom assessments, curriculum, field trips, and more. I encourage you and invite you to make it a priority to become an active part of your child's educational journey!

The information contained in this handbook will help you become familiar with basic policies, rules and regulations, and organizational activities for our school and WCPSS. Please read over the handbook and discuss it with your child.

Thank you in advance for working with us to make this an outstanding year at York Elementary, Home of the Bulldogs, a family.

Keith O. Richardson,  
Principal

### Articles Not Allowed in School

Students have many items at home that continually prove to be disruptive to instruction or school procedures. These items deemed to be possible safety hazards should not be brought to school. Such items include electronic devices, radios, walkmans, virtual pets, dolls, Beanie Babies, collectable cards, yo-yos, toys, paging devices, cell phones, silly bands, etc. If any of these items are seen by a staff member, they will be confiscated and turned into the office and therefore, must be picked up by the child's parent/guardian. **Glass bottles or canned drinks** are not permitted in school. These items are potential safety hazards. Students who wish to bring a beverage from home for lunch may bring juice boxes. **Balloons are not allowed at York Elementary. These items are a potential safety hazard to students.**

### Agendas

Students in grades 3-5 will use agendas (classroom planners) to develop essential planning skills related to learning and academic success. These booklets will also provide a means of daily home/school communication. Parents should review their child's agenda daily and encourage use of the resource information included. Agendas are \$3.25 each and payment should be sent to each child's classroom teacher.

### Arriving Late/Leaving Early

Parents are asked to sign students in when entering the building after 9:15 a.m. and to sign them out when leaving before 3:45 p.m. If a parent needs to sign their child out early, we ask that they do so prior to 3:15 p.m. This will keep the disruption of instructional time valued and kept to a minimum. An ID with your signature may be requested before a child is released. It is important for each person to sign his or her own name on the student locator card for this reason. Children will not be released without appropriate signatures and identification. Wake County Board Policy (6000.2) states "Parents must ensure that students attend and remain in school daily. To be considered present, a student must be in attendance at least one half of the student school day." Based on our school hours of 9:15 a.m. to 3:45 p.m., York Elementary's half day is at 12:30 p.m. Your child must arrive at school by 12:30 p.m. to be considered present for that day. If a parent/guardian chooses to pick up their child prior to 12:30 p.m., and does not return to school that day, the student will also be considered absent. We also ask that parents/guardians drop off and pick up students in the main office and not at classroom doors. On Early Release days students must be in school for a full 3 hours and 30 minutes to be counted present.

Note: Students must be in their classrooms prior to 9:15 a.m. to avoid being counted as tardy.

### Attendance

Attendance at school is one of the best ways to help ensure student success. We ask that parents respect the instructional day and schedule doctor appointments, etc. outside of the instructional day, whenever possible. Students need ample time in the morning to prepare for their day. Parents are requested to have children at school by 9:00 a.m. in order for them to be prepared for instruction to begin when the final bell rings at 9:15 a.m. When your child misses school, please send a note to your child's teacher explaining the reason for the absence. Phone calls to the office are not necessary unless your child has been out several days.

We ask that you complete a Student Information Card at the beginning of the year in the event that your child becomes ill and parent contact must be made. It is very important that we have more than one telephone number on file in order to locate parents in case of an emergency. If information on this card changes during the year, it is vital that you notify the school office to make the necessary changes. **Only persons designated on the locator card will be allowed to pick up your child/children from school.**

**\*\*Students with Perfect Attendance will be recognized at the end of the year!!\*\***

### Birthdays

Birthday invitations should be mailed from a child's home. Birthday snacks can be shared in the cafeteria during scheduled lunch times. Snacks must be from commercial suppliers and not homemade. Please be respectful of staff members on duty in the cafeteria and be mindful of their responsibilities. Please refrain from distributing party favors, decorations, hats, goody bags, etc. **Balloons are not allowed at York Elementary. These items are potential safety hazards to students.** Prior teacher notification is appreciated. Birthday parties should be planned outside of school hours.

### Buses

The Wake County Public School System provides bus transportation for students who live in our base area. **This service is a privilege, which may be revoked if children exhibit poor behavior or violate safety rules.** Violation of safety rules or poor behavior may result in bus suspension for either short term or the remainder of the school year. At York, the safety of all our students comes first in school and on the school bus; therefore, compliance of the following rules is absolutely necessary:

- Arrive at the bus stop on time.
- While waiting for the bus, remain in the loading area, not in the street.
- Wait until the bus stops before advancing to the bus.
- Board the bus and be seated quickly.
- Talk softly with your neighbor when conversing on the bus.
- Be completely quiet when the bus reaches and approaches a railroad crossing.
- Keep the aisle of the bus clear of books, feet, book bags, etc.
- Keep head, hands and arms inside the bus at all times.
- Remain seated while the bus is in motion.
- **Cooperate with and obey the bus driver at all times.**

Parents/guardians assume responsibility for transportation to and from school for students on a school transfer and for those students who have been suspended off the bus.

If a bus leaves campus after 4:45 p.m., a message will be posted on the school's voice mail detailing the time of the departure.

### Cafeteria

A hot breakfast and lunch are served each day in the cafeteria. Meals can be purchased daily, but it is recommended that students deposit funds into their individual accounts to cover meals for the week or month. Milk, snacks, and desserts can be purchased separately. Parents can specify that funds in the account be used to purchase lunch only or lunch and snacks. Deposits

are made in the cafeteria or using [www.myLunchMoney.com](http://www.myLunchMoney.com). Please include your child's or children's NC Wise Number on all checks sent to school. Their NC Wise Number will be utilized as their lunch number. Students should have their unique NC Wise Number memorized. Once your account is established using MyLunchMoney.com, you can check balances and fund the account anytime from your home computer, phone or fax. Parents/guardians are encouraged to have lunch with their children during the school year. Please send a note to your child's teacher when you plan to visit in case there is a schedule change.

Students are not allowed to charge breakfast or lunch in the cafeteria. If students' funds have been depleted, the school system allows them to choose unlimited fruits and vegetables (excluding potatoes) for lunch. Meal prices are subject to change.

### K-5 School Meal Prices

<b>Breakfast</b>		<b>Lunch</b>	
Full Price K-5	\$1.00	Full Price	\$2.00
Reduced Price	\$0.30	Reduced Price	\$0.40
Adult	A la carte	Adult	A la carte
Milk	\$0.50	Milk	\$0.50
		Snacks	\$0.25-.75

### Care of School Property

Everyone should take pride in the facilities at York Elementary. Our goal is to keep our school tidy and clean all year. Students and staff are asked to do everything possible to help keep York clean and attractive. Students will be expected to clean up after themselves in the cafeteria daily. Good table manners start at home and are reinforced at school.

Students will be held accountable for any damage or vandalism to school property. Students who witness vandalism should report it to a teacher or the office. As good citizens, we are all responsible for maintaining York Elementary.

### Car Pool Procedures

While dropping your child off in the morning, please follow the directions of the adult car pool helpers. We ask that parents utilize carpool when picking up your child at dismissal. This process is essential for the protection of our students, and it helps ensure a smooth dismissal. If you need to pick up your child for an appointment, please do so prior to 3:15 p.m. When picking up your child in Car Pool, you must display the **issued carpool tag** on your rear view mirror. Car pool tags will be sold during "Meet the Teacher" events for \$1.00 per tag and in the front office. Parents should drive one way through the parking lot and through the car pool lane in a single line. **Entering the bus loop for drop off or pick up is not allowed.** Students will board from the **passenger side only**. School aged children should be able to safely open car doors and buckle their seatbelts without the assistance of an adult. Parents are to remain in their cars at **all** times to ensure safety and efficiency of the procedure. Please refrain from parking and walking up to the school to pick up your child during car pool.

### Change of Address/Phone Numbers

Please report all changes in home or work phone numbers and addresses immediately to the school. In the event of an emergency, parents/guardians, or authorized individuals must be contacted before doctors/emergency personnel will treat a child. **The importance of maintaining updated information cannot be overemphasized.**

### Conferences

Conferences are an excellent way of keeping you informed of the overall progress of your child's schoolwork. Your child's teacher will contact you to schedule a conference at least twice during the year. You may also request a conference at any time if you have questions or concerns.

### Daily Schedule

8:45-9:15	Student Arrival/Breakfast
9:15	Tardy Bell Rings & Instruction Begins
3:45	Dismissal

Students not picked up by 4:00 at carpool must be picked up in the office.

### Discipline

Maintaining a safe, orderly environment for our students is an important part of providing quality education. The classroom teacher will maintain classroom discipline. Teachers and students will collectively construct their classroom rules, routines and consequences. Students will be sent to administration for disciplinary action after the teacher has taken steps to change and/or stop the inappropriate behavior. Any student involved in a fight or threatening another student will be sent to administration immediately.

**Students should always adhere to York Elementary's School Expectations:**

**Ownership  
Responsibility  
Kindness**

### Early Release

Early Release days for our students will take place periodically throughout the school year. The staff will participate in staff development on these days. Dismissal at York Elementary is 1:15 p.m. The dates for early release days are as follows.

Friday, September 16, 2011  
Friday, February 17, 2012

Friday, October 7, 2011  
Friday, March 16, 2012

Friday, January 13, 2012  
Friday, April 27, 2012

### Educational Field Trips

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent/guardian is required for all field trips. Parents who wish to chaperone are not permitted to ride a WCPSS bus. All chaperones must be registered and approved as a volunteer in the WCPSS Volunteer System.

### **Fire Drills/Tornado Drills/Lockdown Drills**

Every precaution is taken to insure the safety of your child during school hours. Monthly fire drills and periodic tornado drills and lockdown drills are performed to make certain students learn proper safety procedures and adhere to all safety guidelines.

### **Forgotten Items**

Any item a child has left at home may be brought to the office. School personnel will make sure the item is delivered to the student. In order to protect instructional time, visitors are not permitted to go directly to classrooms.

### **Health Room**

The school health room serves as a temporary resting place for sick children and the location to administer first aid for minor injuries. Parents will be called to pick up a child if he/she is unable to return to class.

### **Homework Plan**

Homework is a vital aspect of the learning experience. It should be given the same professional attention as class work. The teacher will introduce a concept or skill and provide guided practice before making a homework assignment. Homework is provided to:

1. Reinforce, maintain, enrich, and extend skills and concepts taught in class;
2. Inspire self-directed learning and academic achievement;
3. Establish good study habits;
4. Develop responsibility in each student; and
5. Establish an awareness and involvement of the parents in the child's educational growth.

Homework will be assigned Monday-Thursday only, and not assigned before holidays. Parents should provide their child the time and location for uninterrupted study. It is recommended that the location be free of distractions such as T.V., music, etc. Parents may request homework and other assignments for a child absent at least 2 days. Requests should be made before noon in order to provide ample time for the teacher to prepare the homework packet. These items will be available after 4:15 p.m. on the day the request is made.

### **Inclement Weather**

In case of snow and other dangerous weather or emergency situations, a decision may be made to close or delay school. These decisions are made by WCPSS after the National Weather Service and local weather bureaus have been consulted. As soon as a decision is made, local radio and television stations are notified and a notice is posted on the school's telephone and on the system's web page at <http://www.wcpss.net>. Please do not call the school because telephone lines must be kept open so that we can receive updated information. Make-up days are announced and will be communicated to parents when students return from the missed day.

### **Lost & Found**

Articles which have been found, other than library books, should be taken to the office. Library books should be taken to the librarian. Lost articles can be claimed by proper identification. It is a good idea to clearly mark items with the owner's name so they can be returned without delay. This also discourages unauthorized borrowing. Items not claimed will be donated to charity.

### Medication

At the elementary level in Wake County, students are not permitted to "self-medicate." It is recommended that all doses of medication be given at home. All medications, which need to be administered at school, must have written authorization from the physician stating the name of the medication, the dosage, and the time it is to be given. Wake County Public School System has a form for this purpose, and it is available in the main office. Over the counter medications will not be administered unless accompanied by authorization from the physician and on the WCPSS form. This includes pain medicine, cough syrup and skin ointments. Parents/guardians who wish to administer medication to their child during the school day may do so. Please report to the main office during these occasions.

### Parent Teacher Association (PTA)

J.W. York Elementary School is fortunate to have its own PTA Chapter comprised of people who commit their spare time and energy to projects, events, and activities which are designed to foster relationships between peers, families and teachers. These individuals come together as a team working closely with the school staff in an effort to raise children's academic achievement, tie in community outreach and build character, all while growing confidence in themselves as future leaders. With everyone lending a hand, our students stand to benefit from an education that reaches far beyond the classroom. There are many great opportunities to get involved in your child's education and York Elementary through the PTA. Please show your support by joining!!!

### Parking

Please only park in designated parking spaces when visiting the school. Exits, entrances, and fire lanes should remain open for emergency vehicles at all times. Double parking is prohibited. Reserved parking is for designated staff members only.

### Positive Behavior Intervention Support

York Elementary is a Positive Behavior Intervention Support (PBIS) school. PBIS is a systematic approach to establishing and reinforcing clear behavioral expectations. The program stresses the use of common approach to discipline that is proactive and outcome based. It is designed to support high student performance and to reduce behavioral problems. The school adopted the "YORK" acronym to encourage appropriate behavior and students earn Bulldog Bucks when staff members observe them making good choices.

*Yes to Ownership, Responsibility, and Kindness*

### Student Dress

Parents and guardians are asked to use good judgment with regard to proper school dress. Short shorts (shorts must be to the student's fingertips), bare midriffs (boys and girls), spaghetti straps, halter tops and other distracting clothing are not considered acceptable attire. Clothing that contains any offensive symbols or words are not allowed. Students will be expected to keep their pants pulled to their waist. Hats and other head gear may not be worn in the building at any time. Tennis shoes should be worn on days when students have PE and are most appropriate for structured play. These guidelines are designed to help provide an instructional atmosphere and assist with security measures.

### Student Illness

School personnel will notify parents and arrange for children to go home when they have the following symptoms:

- Fever of 100.6 or higher (child should remain at home until fever free for 24 hours without fever reducing medication)
- Nausea, vomiting, diarrhea (child should remain at home until free of symptoms for 12 hours)
- Severe headache
- Red, watery eyes with drainage
- Undiagnosed rash

### School Insurance

School accident and dental insurance information will be sent home during the first several days of school. If you wish to purchase accident and/or dental insurance, please mail the application directly to the company.

### Telephone Messages

Parents/guardians are asked to make after school arrangements with their children **before they leave home. Changes in transportation should be in writing and submitted to your child's teacher.** Messages for students will be delivered at the end of the instructional day in order to protect instructional time. Messages for teachers will be placed in their mailboxes. Calls will be returned within 24 hours.

### Textbooks

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks.

### Visitors/Volunteers

Wake County Public School System policy states that all school visitors must report to the office and sign in when entering the building. A Visitor's/Volunteer nametag must be obtained when you sign in. Parents, while strongly encouraged to volunteer, are asked to limit classroom visits unless the visit has been prearranged with the teacher. The staff of York Elementary is committed to ensuring and protecting the instructional workday; therefore, spontaneous classroom visits are not permitted because they disrupt the instructional program.

WCPSS has organized volunteer services in the schools to improve student safety. Volunteers must register **each year** using a WCPSS computer. Computers have been designated in the media center for this purpose and we encourage you to register early. **The volunteer system conducts a criminal background check on all applicants.**

## **WCPSS CODE OF STUDENT CONDUCT**

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

Todas las politicas delCodigo 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 ano escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estu dantes/Padres y el manual/agenda/planificador de la escuela de su hijo (a) las reglas expresadas en est e manual deben tomar prioridad.