**Wake Forest Elementary**

**Student/Parent Handbook 2016-2017**

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Mrs. Chell Smith

Principal

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**Principal’s Message**

Dear Parents and Students:

Welcome to the 2016-2017 school year! We are very excited to begin a new school year with your child and your family. Our mission is to ensure learning for the Wake Forest Elementary community. Through collaboration, the WFE community provides an inviting, actively engaging learning environment for all students. We promote a healthy, trusting and respectful atmosphere through open communication to ensure learning for all students. The teachers and staff are dedicated to providing a safe and challenging school environment for your child this year through our professional learning teams and positive behavior support.

We hope that this handbook will serve as a quick reference for school guidelines and events. In addition to our school handbook, please carefully read and review the Wake County School System Parent/Students Handbook, sign it, and return the verification/agreement form to your child’s teacher. Both of these resources will remain available through the Internet so you have continual access.

I look forward to partnering with you this year as part of the Wake Forest Elementary family.

Sincerely,

Chell Smith – Principal

NOTE: Parents have the right to request information about a faculty or staff member’s credentials. Please contact me if you have questions or need additional information.

**Arrivals and Departures**

A student who arrives late or leaves early for any reason during the school day is counted absent for the day if his time at school is less than half of the regular school day. Students who arrive at 9:16 a.m. are considered tardy and must report to the main office with a parent to obtain a tardy slip. An excuse for the late arrival should be provided to our receptionist at that time.

If a child needs to check out at any time during the day, a parent must come to the office to sign out the child and show picture ID. Please arrive prior to 3:00 if you need to check out a student early. After 3:00, you will be asked to wait until dismissal (3:45) to check out your student.

A locator card is on file in the office for each student. Students will only be released to the people whose names appear on the locator card as authorized by the parent. Students will be released to either parent unless the school office has a current court order/separation agreement on file.

**Attendance**

Success in school is directly related to regular attendance. We request that parents respect the instructional day and schedule doctor appointments, etc., outside of the instructional day. Excused absences may include a death in the family, religious holiday, sickness or doctor’s appointment.

Participation in a valid educational opportunity with prior approval may be excused (approved at principal’s discretion). To request such an approval, parents should complete the Educational Absence Form (available in the school office and on our website) several days in advance of the absence.

Unexcused absences or tardies may include haircut appointments, oversleeping, missed bus, car trouble, trips not approved in advance, etc. Please call the school at 554-8655 or e-mail your child’s teacher by 10:00 am if a child will be absent from school. Within 2 days of your child returning to school after being absent, a note must be sent stating the reason for the absence. At this time, it may be changed from unexcused to an excused absence.

**Snacks**

Students are allowed to bring any type of healthy snack to school. For all learning

experiences and birthdays, please communicate with teachers to coordinate a safe snack or appropriate token (pencils, stickers, necklaces, etc.) To ensure safety for students with allergies, all snacks must be pre-approved with the teacher and commercially prepared. (See “Cafeteria” for more information regarding birthdays)

**Cafeteria**

We encourage all parents to participate in your child’s nutritional program. Breakfast and lunch are available each day. Parents may prepay their child’s lunch using the following methods:

* **AutoPay** - This is a Recurring Program where a set amount of money is deposited into the student’s lunch account automatically on the 1st of each month for 10 months). Once the parent enrolls in the program, it continues until cancelled.
* **On Line Payment** - Parents may pay as often as they wish on an “as needed” basis. The payments are processed online and the money is deposited into the Student’s lunch account as described by www.myschoolbucks.com. You may set up this account to receive notification of account balance.
* **Phone Payment** - Parents may call and make payments to their child’s lunch accounts by phone. \*\*Payments are processed once weekly and the money is deposited into the student’s lunch account each Monday. The telephone number for the cafeteria is 919-554-8671.

**Checks**: Make payable to Wake Forest Elementary Cafeteria

Forms to enroll in any of these programs are available from the cafeteria manager, or you may enroll online at www.wcpss.net, click on “Lunch Menus” and go to “Lunch Money Options”. When a student’s account has less than 5 lunches remaining, the cafeteria will give a note to the child’s teacher to send home to the parent(s) to inform them of the status of the account.

Some children may qualify for meals at reduced rates or free of charge. Applications for this program will be mailed, or may be picked up in the school office. These forms must be filled out each school year if you would like to be considered for free and reduced lunch. Once the application is processed, parents will be notified. Prior to that, you must provide your child with money or lunch after the first 10 days of school.

 Parents, guardians and grandparents are encouraged to eat lunch with their children **after** the first two weeks of school. This is the only appropriate time to acknowledge a student’s birthday with a small token or individually wrapped store bought items. This must be arranged with the classroom teacher prior to the day of the event. Parents are responsible for serving the special treat. Please sign in at the main office and wear a “visitor” tag when you are in the building. You may meet your child in the cafeteria. Please do not go to the classroom and wait outside the classroom door. When sitting in the cafeteria, please adhere to all cafeteria procedures. If no seats are available with your child’s class, parent and student may visit our guest tables located at the rear of the cafeteria.

**Modes of Transportation**

**Carpool**

Morning 8:45 am – 9:10 am

Proceed north on West Vernon, turn right on Wingate and enter our rear parking lot. Proceed through the lower parking lot through the carpool loop. Once at the carpool loop please stop at a cone, allow the Safety Patrol or adult on duty to open your door and assist your child out of the vehicle. Because students will open doors, we ask that you please limit pets in cars. Carpool ends at 9:10 am. If no school staff is at the carpool area, please do not unload your child. Drive around to the main office and sign your child in appropriately.

Afternoon 3:45 – 4:00

Proceed north on West Vernon, turn right on Wingate and enter our rear parking lot. Proceed through the lower parking lot to the carpool loop. Display your carpool number and proceed to designated cone. Carpool registration and information may be picked up in the school office after the initial distribution at Meet the Teacher on August 25th from 6:00-7:00. If you don’t have a carpool number to present, you will need to check your child out from the front office.

All parents are asked to consistently follow the school’s carpool and dismissal procedures. Please do not pick students up from their classrooms or ask them to meet you on a side street or in the foyer near the main office. Compliance with procedures fosters orderly, efficient and safe entry and dismissal of all students.

**Walkers**

Parents must complete an application (available in Main Office) for students to be an approved walker. Only those students living in a one block radius of WFE will be approved. If you were approved previously, you do not need to reapply.

**Morning**

8:45 am – 9:10 am

Students must be escorted by a parent to the brick walkway of the Forest Building.

**Afternoon**

3:45 pm

Students will be dismissed from the cafeteria only after a child has been approved and when an adult walks up the driveway to meet the child. All parents will need to sign the child out on the daily sign-out sheet in the cafeteria. All students must be picked up by 3:55 pm each day.

**Bus Riders**

We encourage bus transportation for all base students. A listing of all routes is available online. If you have a bus concern, please call 919-805-3030. Students are only allowed to ride the bus to which they are assigned.

**Daycare Vans**

Several daycare providers in our area provide service to our school. Please check with the specific provider.

Students will not be dismissed by a different means of transportation unless a written note is presented to the teacher. If you need to change your child’s means of transportation for dismissal, please call the main office (919-554-8655) by 12:45p.m.

**Communication**

**Monday Folders**

Our educational team is committed to maintaining a strong communication network to keep parents informed of student progress, curriculum issues, and school activities. Our primary method of communication is electronic email and school/teacher websites. To give parents a closer look at what is happening in our classrooms, a weekly folder will be sent home on Mondays. Weekly folders will contain work samples, information from the Principal and/or PTA, and information the teacher may want to share about classroom activities, student academic progress, or comments on student behavior. Please take time each week to review this information with your child. These folders are strictly for school related items.

You may contact any staff member by calling the front office at 554-8655, by sending a message to school with your child, or via e-mail. Phone calls and emails will be returned within 24 hours.

**Discipline**

Positive Behavior Intervention and Support (PBIS) is a national research-based program to address behavior expectations throughout the year. Students meeting the clearly defined expectations are celebrated and rewarded regularly. Parents can help support these expectations by discussing the importance of good behavior.

**Homework**

Homework is intended to be a reinforcement of work introduced in class. Any

work given to students has been explained, with examples presented, prior to

being given as a homework assignment. The exception to this would be assignments that are the same each week. Our homework policy is approximately 10 minutes per grade level (i.e. 3rd graders should have approximately 30 minutes of daily homework). This allows for additional time for reading and other outside interests.

**Inclement Weather**

Each year there is a possibility of weather conditions creating unsafe traffic

conditions. When such conditions arise, the schools may be closed for one or more days, opened later than normal, or dismissed earlier than the normal closing time.

If it becomes necessary to close schools for the day or begin later than normal, major news media in the area will be notified early enough to broadcast no later than 6:00 a.m. Drastically changing conditions may change the decision later in the day. If school is delayed for one or more hours breakfast will NOT be served. Buses will run on the same route. Please adjust pickup or drop off time to account for the change in arrival or dismissal.

When it becomes necessary to close school earlier than 3:45, all local TV and radio stations will be notified. Wake County buses will run as normal. Please check with your individual daycare providers/centers to know their policy and plan accordingly. Students will be dismissed according to their daily routine unless otherwise advised in advance on the Inclement Weather Dismissal Form.

**Medical Matters**

If your child becomes ill at school, we will check for fever and contact you. Wake

County School policy requires that a child with a fever of 100.6 or more must go

home and then be fever/vomit free for a full 24 hours before returning to school. If a student vomits, the parent will automatically be called to pick up the student. It is important that we have accurate directory information so that we can reach you in an emergency. Please keep your child’s teacher and the school office informed of any changes that occur in address, home or work phone numbers or emergency contact persons.

When a doctor has prescribed medicine that must be taken at school, office staff

will be allowed to administer medications only when the following has been

provided by an adult:

1) Completed Parent Request and Physician Order for Medication Form (1702)

2) Medication in a dated prescription bottle; delivered to school by the parent.

If there are any changes in medication, the completion of a new form (Form 1702)

is required. Forms are available on the WCPSS web site and in the school office.

Over the counter medications, including cough drops, may not be given without a note from the physician. Parents may come to school to dispense over the counter medications, when necessary.

All medications should be brought to the office by the parent. Students are not allowed to transport medication.

**School Hours**

The instructional day is from 9:15 a.m. to 3:45 p.m. Students arriving on campus before 8:45 a.m. must enroll in the Early Arrivals Program. There is a registration fee and a minimal monthly cost. Hours of operation are 7:00 - 8:45 a.m. Applications for this program may be obtained in the office or during program hours in the school cafeteria. Students must be signed in each morning by a parent.

**School Policies**

**Dress Code**

Parents and guardians are asked to use good judgment with regard to proper school attire for their children and themselves. These guidelines are designed to ensure an atmosphere that is conducive to learning and safety. Your cooperation is greatly appreciated.

* All pants must be worn around the waist. Sagging pants and exposed undergarments are not acceptable.
* T-shirts and other articles of clothing must not contain messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors.
* Head coverings of any kind may not be worn in the building, unless they are for religious reasons.
* Short shorts, short skirts, bare midriff shirts, and strapless shirts may not be worn.
* Shoes with wheels are not permissible. Flip-flops are strongly discouraged due to the amount of physical activity students are involved in each day.
* Tennis shoes (rubber soles and closed toes and heels) must be worn on PE days.

**Party Policy**

The WCPSS Board of Education policy does not permit parties during the school day. Parents are encouraged to acknowledge students’ birthdays or other special occasions during the class’s lunch period. Parents should pre-arrange this with the teacher. (See “Cafeteria” for more information)

**Care of School Property**

Students will be held accountable for any damage or vandalism to school property. Students who witness vandalism should report it to their teacher or another staff member. All student texts are the property of the State of North Carolina. Students should take care of books, as future students will use them. Lost books must be paid for at full replacement value.

**Standards Based Grading**

Student progress for all elementary students in Wake County is measured using

a standards based grading system. Students are evaluated on their ability to perform grade level objectives with mastery. Student work that is used for practice may have a “P” or smiley face on the paper, in addition to comments that would assist the child in improving his/her performance. Assessments are scored with a 1, 2, 3 or 4.

* Level 1 - I am not able to perform.
* Level 2 – I understand but I need help.
* Level 3 – I can do it by myself.
* Level 4 – I understand, make connections, and apply concepts.

**Visitors and Volunteers**

Any person visiting the school MUST first report to the office to sign in. Visitors must also sign out before leaving campus. This includes visitors eating lunch, volunteering, and attending conferences.

The Wake County Public School system believes that while parent and community involvement should be encouraged in our schools, student and staff safety, and protection of instructional time must also be maintained. Parent conferences, volunteer activities and visits shall be by appointment only.

All volunteers/chaperones must be pre-approved by Wake County. This can be done online from any WCPSS computer. Volunteer registration must be renewed every year.