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GENERAL INFORMATION

Attendance

Absences

Students are expected to be present and punctual for all classes throughout the year. When a student returns to school following an absence, parents/guardians or physician should send a note to the classroom teacher stating the reason for the absence within 3 days. If the student fails to bring a note, the absence will be marked unexcused. According to NC state statute, parents will be sent a letter when a student has three, six, and ten UNEXCUSED absences. If a student has more than ten total absences, a conference may be required with the school attendance committee. Office personnel, guidance counselors, the school social worker, or teachers will call parents when there are questions or concerns about a student's absences. Students and their parents are responsible for knowing the attendance policy.

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Check-In/Check-Out Procedures

When a student arrives on the school grounds, he/she should report immediately to their designated area. When reporting to school late, a parent/guardian should accompany the student to the office to check in. Once a student has arrived on the school campus, he/she may not leave the grounds without parental permission and permission from the principal or assistant principal.

Parents/legal guardians checking students out early must do so at the main office. The secretary/receptionist will assist parents/legal guardians in signing students out of school. Written permission is necessary for anyone other than parents/legal guardians to check out a student. Students checking out early, with someone other than parents/legal guardians, should bring a note to the office first thing in the morning, so the secretary/receptionist may verify any and all checkouts with the parents/legal guardians. A photo I.D. may be required. School starts each day at 7:50 a.m. and ends at 3:05 p.m.

Excused Absences

The following list of circumstances is the only lawful reasons for school absence. The Wilkes County Board of Education shall excuse the temporary absence of a student upon showing of satisfactory evidence of one of the following bases:

1. Illness or injury
2. Quarantine
3. Medical or dental appointment

4. Court or administrative proceeding
5. Death in the immediate family
6. Religious observance.
7. Educational opportunity
(Refer to WCS Attendance Policy)

A student must be present at least ½ of the instructional day to be counted present. The importance of prompt and regular attendance cannot be too greatly emphasized. A good attendance record is related to high student achievement.

Tardies

Tardies are disruptive to the instructional day. A student is tardy if he/she is not in the classroom, seated and ready to begin morning work by school start time, which is 7:50 am. Tardies are noted on your child’s record. Each instance when a student is late to school or checks out of school early, whether the student returns to school or not, is counted as a tardy. Three (3) unexcused tardies shall constitute one unexcused absence. It is the responsibility of the parent/guardian to get the student to school on time and to make sure that he/she is not tardy.

Cafeteria Behavior/Guidelines/Prices

- Students are to practice good manners in the cafeteria. Running, pushing, kicking, tripping, breaking in line, throwing food, tampering with other students’ food, popping milk cartons, or other disruptive behaviors will not be tolerated and can lead to silent lunch and/or suspension.
- Students must talk in low voices. When several classes are gathered, even soft talk produces much noise.
- Students are to pick up all food and utensils as they go through the serving line. Students are to remain seated during meals. Feet are not to be on seats.
- Students are to use good table manners. This includes picking up and cleaning up all items dropped.
- Students who bring lunch from home are to remain with the group and follow the same procedures and regulations.
-

Federal and state law prohibits student use of carbonated beverages during regular lunch hours. Please do not allow your child to bring these beverages to school. According to federal law, no food or drink from other businesses is to be brought by parents, students, or staff into the cafeteria.

Breakfast and lunch prices for the 2017-2018 school year are as follows:

| | |
|--------------------|--------|
| Student Breakfast: | \$1.50 |
| Elementary Lunch: | \$2.40 |
| Adult Breakfast: | \$2.75 |
| Adult Lunch: | \$4.25 |

Above are the new meal prices for 2017-2018. Wilkes County Schools will remain 100% Community Eligibility; therefore, every student in attendance will be entitled to one breakfast and one lunch at no charge. However, if a student chooses to pick up a second breakfast or second lunch, the new prices reflect what it will cost for the second meal. Adults, (staff, visitors, etc.) are not entitled to a no cost meal.

Wilkes County Schools will participate in the Community Eligibility Provision (CEP) for the 2017-2018 school year. CEP is a new provision under the 2010 Healthy, Hunger-free Kids Act that permits qualifying school systems to serve a free breakfast and free lunch to all students in attendance. Wilkesboro Elementary School qualifies for this program. Parents will have the option of having their child eat the CEP breakfast and lunch free of charge. If parents choose to not participate in CEP, their child will pay the prices listed above for breakfast and lunch. All meals will be of the same quality regardless of whether the child eats free or pays. Extra items, additional servings, and ala carte foods will still require money.

Car Line & Walk-Up Procedures

Morning Drop Off

Car Line:

- Do not pass another vehicle in the car line
- Do not begin unloading students until 7:15 AM
- Wait for car line attendant to open the car door to unload
- Do not unload students outside of the car line
- If you want or need to walk your child in, park at the Civic Center (parking in the parking lot disrupts the car line and creates a safety hazard)

Walk-Up:

- The building opens at 7:15 AM
- Park at the Civic Center (*parking in the school parking lot disrupts the car line and creates a safety hazard*)
- Students are not allowed beyond the cafeteria prior to 7:30 AM
- Walking students to class is permitted but this should not be used as a time to have an unscheduled conference with the teacher
- The instructional day begins at 7:50 AM. If you have a need to remain in the building beyond 7:50 you must return to the office, sign in as a visitor, and get a visitor badge.

Afternoon Pick-Up

Student pick up from the office is not permitted after the 3:00 dismissal bell has rung.

Dismissal after the bell will be car line or walk-up.

Car Line:

- Car line begins as soon as all buses have left the parking lot (approximately 3:15 PM)
- Do not pass other vehicles in the car line
- Display the WES issued name tag (*If you do not have one ask your child's teacher and one will be provided at no cost. Additional tags may be purchased from the office for \$3.00 each*)
- **The name tag should remain visible until your child has been loaded into your vehicle**
- Wait for a car line attendant to load your child
- Do not pull out of the car line at any time until your child has been loaded
- If you want or need to walk in to pick up your child you will need to park at the Civic Center and go to "Walk-Ups" to sign your child out (*parking in the school parking lot disrupts the car line and creates a safety hazard*)
- Car line attendants will generally load students in the rear of the car in order to be in compliance with North Carolina law

NOTE: If you do not have a WES issued name tag you must follow the walk-up procedures. You will be asked to present the proper ID, and sign your child out.

Walk-Up:

- Walk-up dismissals begin at approximately 3:15 PM
- Park at the Civic Center (*parking in the parking lot disrupts the car line and creates a safety hazard*)
- The first covered walkway at the end of the building is the designated location for walk-up dismissals
- Bring the WES issued name tag with you to show to the persons on duty at the walk-up area. (*If you do not have one ask your child's teacher and one will be provided at no cost. Additional tags may be purchased from the office for \$3.00 each*)
- Complete the "sign-out" sheet

NOTE: If you do not have a WES issued name tag you must, present the proper ID, and sign your child out.

Bus Parking Lot

The bus parking lot is designated parking for buses, bus drivers, and other school personnel. This parking lot should never be used by parents for parking, loading, or unloading children.

These procedures have been implemented in order to insure the safety of students, staff, and parents. Compliance is expected of all parents, staff members, and other persons authorized to pick up students. Your cooperation is greatly appreciated.

Thank you,
Mr. Graham

Classroom Placement Policy

Placement of students is always an emotional issue. Sometimes as parents a particular teacher is desired. It is important to remember that classrooms must be reasonably balanced with children of all abilities and gender.

Our goal is to provide fair and equitable treatment for all children as a means to encourage and support their learning. Teachers consider a variety of factors as they recommend placement for your child. Please rely on our professional judgment, and trust that we will place children to provide the best possible learning environment.

Parent requests are rarely a deciding factor in class placement. Please refrain from requesting a specific teacher unless there are circumstances that the school is unaware of that would have a serious negative impact on the student or create a conflict of interest for the family. In these cases, please state your concerns in writing to the principal.

Custody Issues

It is vital that any court orders pertaining to the custody of a child be on file at the school. If you have a court order pertaining to the custody of a child, please be sure that the child's teacher has been informed. A copy of the court order will be on file with the child's teacher and in the school office. These must be kept current, so if there are any changes, notify the school as soon as possible.

Dress and Grooming

In keeping with the Wilkes County Schools dress code, our students are expected to conform to good taste and non-disruptive type dress. All rooms are air-conditioned and students should dress accordingly. The school administration has the responsibility and right to determine what is disruptive to the school environment. These decisions will be made in accordance to, but not limited to the following guidelines:

- Students may not wear articles of clothing which display or promote advertisements of alcoholic beverages, drugs, language and/or pictures offensive to other individuals or groups.
- The law requires shoes to be worn at all times. No baseball or football shoes or helmets, or headgear are permitted inside the school building. Students are not to wear caps, hats, toboggans or bandanas, or any other item considered to be headgear inside any school building.
- Tennis shoes or sneakers will be required of all students participating in physical education classes.
- All shorts, pants and skirts should be a modest and non-distracting fit and appropriate for the student's

- Additional dress requirements may be made of students who come to school with inappropriate clothing and/or appearances that are disruptive to the learning environment.
- Exposed undergarments are not permitted.
- Visitors should also adhere to our school's dress code requirements.
- All staff members are responsible for enforcing the dress code.

Emergency Drills

Emergency drill procedures are included in our school's safety plan. Procedures are established for fire drills, intruder alerts, evacuation, bomb threats, and severe weather. These procedures are explained to students and practiced with students periodically during the year. Students are expected to conduct themselves in an appropriate and responsible manner during all emergency drills. We hope never to have an actual emergency, but no "horseplay or kidding around" will be acceptable during emergency drills.

Field Trips

Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the school. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Money may be requested from each student to help defray transportation or facility use costs. Some field trips may need a minimal number of parent chaperones, while others may not need any chaperones. **NO SCHOOL FIELD TRIP CAN INCLUDE A CHILD WHO IS NOT ENROLLED AS A STUDENT BECAUSE OF LIABILITY ISSUES.** The classroom teacher will inform parents when the field trip money is non-refundable. (In most cases, field trip money is non-refundable.) Only school employees are allowed to ride activity buses.

Gifts for Students

Because of the time factor, possible mix-ups, and problems on the bus, the school office encourages you not to send balloons and flowers to students at school. Balloons and glass vases are not permitted on buses; therefore, students will need to transport these gifts home by car.

Health

Health Procedures

Any serious injury or illness will be reported to parents. If a child becomes ill or is injured at school, he/she should tell the teacher who may send the child to the office.

The following procedures will be followed:

- Parents will be notified that the student is ill/injured if the condition is serious enough for the parent to come after the child.
- In cases of illnesses or injuries requiring emergency medical attention, the student may be taken directly to the hospital and parents will be notified immediately

Parents have the following obligations:

- If a student has a fever, vomiting, or diarrhea, he/she should stay at home and not attend school.
- When a student returns to school, the parent/guardian must send a note within 3 days explaining why the student was absent or a doctor's statement if the student visited the doctor. (See Wilkes County Schools Attendance Policy)

Health Screening

The health of your child is important to you and to Wilkes County Schools. Throughout the school year screening programs are organized to identify health needs. The screenings are performed by nurses, speech language pathologists, dental hygienists, volunteers and other trained school personnel. This is a valuable health service to our students. Parents are notified in writing when any health problem appears to need further evaluation by medical doctors, dentists, eye doctors or other health care providers. This referral form needs to be returned to the school after medical treatment is received. Screenings may include the following areas:

- Vision
- Hearing
- Height and Weight
- Blood Pressure and
- Dental Screening
- BMI Screening

Any parent/legal guardian who does not wish to have his/her child participate in this screening program should notify the school principal in writing at the beginning of the school year.

Immunizations

State law requires that up-to-date immunization records MUST be on file in the school office within 30 days of entering/enrolling in the school.

4 DPT's – 3 doses by age 1 year and 1 booster dose on or after the 4th birthday.

3 Polio – 2 doses by age two years and 1 booster due on or after 4th birthday.

2 Measles – Mumps – Rubella

1 HIB – between the ages of 15 months and 5 years of age.

TdAP – Before entering grade 6

Medication

The school's policy of giving medications to students by any school personnel is very strict. If your child must have medication of any type, including over the counter medicine, given during school hours, parent/guardian has the following choices:

- The parent/guardian may come to school and give the medication to the student at the appropriate time.
- The parent/guardian may get a medication form from the school and have your doctor indicate on the form the drug, dose, and time to be given, and be sure that the doctor signs the form.
- The parent/guardian may discuss with your doctor an alternative schedule of medication so that it can be given outside of school hours.

Student Insurance Program

Membership in a group accident insurance program will be made available to students each year. In arranging for this insurance, the Wilkes County Board of Education will make every reasonable attempt to identify a company offering comprehensive insurance at economical rates. Information on the plan will be made available through the schools.

Purchase of this insurance will constitute an agreement between the student and/or parent and the insurance company, not with the school district. The school district does not assume any contractual responsibility for expenses not covered by insurance.

Homework

Homework will be assigned according to the Homework Policy 3135 adopted by the Wilkes County Board of Education. All homework assigned will be used to supplement and strengthen the student's regular class work. Students will be held responsible for turning in homework completed and on the date it was due. A student who has been absent from school should request homework assignments from the teacher. Parents may refer to parent agendas for nightly homework assignments.

Lost and Found

Students who lose articles at school should check the "lost and found" area to see if these items have been turned in. Students who find articles should turn them in to the office. We suggest that items of clothing should have the student's name in them. Lost and found items which are not claimed in a reasonable period of time will be donated to charity.

Parking

Bus Parking Lot

The bus parking lot is designated parking for buses, bus drivers, and other school personnel. This parking lot should never be used by parents for parking, loading, or unloading children.

The Main Parking Lot

The main parking lot located at the front of the school is available for staff and visitor parking during the regular school day with the following exceptions:

- **No parking for unloading students between the hours 7:00 AM and 8:00 AM.**
- **No parking for loading/picking up students between the hours of 3:00 PM and 4:00PM.**

Utilize the Civic Center parking lot during these hours if you are walking students in or going to walk ups in the afternoon. These procedures have been implemented in order to insure the safety of students, staff, and parents. Your compliance is greatly appreciated.

Positive Behavior Interventions and Support (PBIS): Information for Parents

S-stay safe

O-outstanding attitude

A-always respectful

R-responsible

What is PBIS?

Positive behavior interventions and support is a system that is developed by a school for improving student behavior.

It is used:

- with all students across all environments in school (classroom, lunchroom, restroom, all school grounds)
- to help schools to create effective learning environments

Why does a school choose to use PBIS?

Schools that implement school-wide positive behavior interventions and support are schools that are interested in:

1. Identifying and teaching expected student behaviors.
2. Finding ways to reinforce and reward those behaviors.
3. Enforcing consistent meaningful consequences when violations occur.
4. PBIS is a planned way to meet the behavioral needs of students in a school. Parents are important in the success of PBIS, and many choose to use a similar system at home. PBIS consists of three steps:

Step 1: Identify and Teach Expected Behavior

- Identify expectations across all environments, particularly those areas where data supports there are improvements needed.
- Provide examples of what behaviors are expected, including for the cafeteria, bus, and social areas such as the gym or playground/ball field.
- Post the expectations throughout the building.

Teaching the behavioral expectations means that the school PBIS team must identify what the expectations are in different locations across the school day. The team will develop a teaching matrix of the behaviors expected. They will be different in different environments.

Step 2 Positively Reinforce and Reward Expected Behaviors

When students meet school-wide expectations, school staff will note their success with positive reinforcement. This might include praise, punch cards, coupons, or another system that can be used for student incentives. It might include weekly drawings for rewards, special privileges, or recognition during student assemblies. All staff (principal, teachers, lunchroom staff, bus drivers, librarians, janitor, etc.) would use the system.

Step 3 Enforce Meaningful Consequences for Violations

In addition to teaching and rewarding positive behaviors, the school will identify a consistent way to respond to problem behavior when it occurs. This will help everyone to know what behaviors violate the expectations. Problem behaviors typically fall under the categories of minor or major problems.

- Minor behaviors are dealt with by building staff or the classroom teacher
- Major violations are managed by administrative staff.

Levels of School-Wide Support

Schools that use PBIS create and maintain supports to meet the needs of all students. These supports are based on the understanding that specific behaviors need to be taught, not just expected. However, even with PBIS in place, about 5-10% of students will need additional support to be successful. A continuum of support is described below.

1. Universal systems of support (school-wide behavior support): Behavioral support is provided for ALL students throughout the school. These supports might include:

- Social skills instruction
- Positive discipline that is proactive
- Behavior expectations that are taught
- Active supervision and monitoring
- Fair and corrective discipline
- Parent collaboration

2. Small group systems of support: This level of support provides additional help for 10-15% of students who need more support. Interventions are more intensive and are for a smaller number of students. They are often provided in small groups, and include:

- Social skills groups
- Conflict resolution
- Self-management programs
- Adult mentors (checking in)
- Small group instruction

3. Targeted systems of support (focused on the individual child): Intensive, individual supports for a few students with problem behaviors. These supports are used when universal and group/classroom supports are not effective in teaching behavioral skills in all settings. About 5% of students need this more intensive level of support. It might include:

Individual academic support

- Intensive social skills instruction
- Functional behavior assessments (FBA)
- Behavior intervention plans (BIP)
- Supervision and monitoring
- Interagency collaboration
- Intensive collaboration with family
- Intensive family-based interventions, when appropriate

Family Involvement in PBIS

Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a student has challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with special needs. Positive behavioral interventions and support is a school-wide approach to helping all students learn to self-manage behaviors. However, parent involvement is really important in all aspects of PBIS. When parents are involved, outcomes for children are better.

Personal Valuables & Prohibited Items

Do not bring large sums of money or valuable items such as jewelry to school. Every effort will be made to teach honesty and protect your property. **The school will not be responsible for any lost or stolen items and will not make efforts to recover these items.**

The following items are not permitted at school:

1. **Guns or Knives:** It is a violation of state and federal laws to carry guns, knives, or other concealed weapons on school grounds.
2. **Fireworks:** State and federal laws prohibit the selling or use of fireworks on school property.
3. **Skateboards:** For safety reasons, and insurance liabilities, skateboard, wheeled skates, or sneaker skates are not permitted at school.
4. **Radios, boom boxes, electronic or battery powered game devices, CD/MP3 players, laser pointers, cameras and other electronic devices deemed inappropriate by school personnel** are not permitted on school grounds except on special occasions designated by the school, such as field trips, festivals, reward days, etc.
5. **Rolling book bags** are not permitted.
6. **Chewing gum** may not be chewed at school.
7. **Cell phones** may not be seen or heard during school hours (see WCS policy 4304). Violations will result in devices being confiscated. Parents may pick up the device, from the school office, on the last day of each week between 2:00 pm and 4:00 pm.

Report Cards

Report cards will be issued every quarter. Please sign report cards and return them to school the next day. Look at the report cards carefully, noting not only the progress grade, but also the level upon which your child is working. K-3 Standards Based Grading: 4=Exceeds grade level expectations, 3=Meets grade level expectations, 2=Approaches grade level expectations, 1=Does not meet expectations. 4-8 Grading Scale (Numerical Grade Reported): A (superior)=90-100, B (above average)=80-89, C (average)=70-79, D (below average)=60-69, F (unsatisfactory)=59-50. Your child receives a grade according to his/her ability. If you have questions as to how a grade was determined, please ask your child's teacher for clarification. Conferences with teachers are encouraged, and they may be scheduled as needed. We ask that you schedule a conference during a time when the teacher is not involved in instruction or supervision of student.

School Bus Transportation

The procedure for bus transportation is not to leave any child unattended that is 3rd grade or younger at the bus stop. Students may be escorted by an older sibling/student, but if nobody is present when the bus stops, the driver will bring the students back to school and the parents will be called to come to get them. If this is a repeated problem, the student will be suspended from the bus by the principal for 5 days, which will require the parents to pick them up. The bus may only let children off at their designated stop. If a student gets bus left at the end of the day, bus drivers cannot return to school to pick them up. Teachers/Office staff will call parents to pick up the child at school.

School bus safety is one of our major concerns. The following rules are for the protection of all students who ride a bus. Riding a bus is a privilege; therefore, it is important that the rules are followed so those students may retain this privilege. Please read the following rules carefully so that you and your child will know what is expected.

Students should follow these rules:

All students must be seated at all times when the bus is in route to and from school.

- Students must not have their head and/or arms out of the bus window.
- Students must not disrespect or disobey the bus driver and/or bus monitor.
- Students must maintain an acceptable noise level on the bus.
- Students may not throw objects of any type on the bus.
- Students must not touch other students inappropriately.
- Students must not bully, pick fights, aggravate other students, be disruptive, or use foul language.
- No food or drinks are allowed on the bus.
- Balloons and/or flowers are not allowed on the bus.
- Seats will be assigned.

Consequences for Violating Bus Rules

- **First Offense:** Warning- the bus driver will give a warning and conference with the child and parent.
- **Second Offense:** Office referral indicating that future misbehavior could result in a suspension from riding the bus. Parents must sign and return.
- **Third Offense:** Office referral. Student may be suspended for up to three (3) school days. A letter is sent or a phone call is made to the parents.
- **Fourth Offense:** Office referral. Student may be suspended from riding the bus for up to five (5) school days. A letter is sent to the parents.
- **Fifth Offense:** Office referral. Student may be suspended for up to ten (10) school days. A letter is sent to the parents.
- **Sixth Offense:** Office referral. Student may be permanently suspended from the bus.

Throwing items, hitting/fighting, and gross insubordination to the driver will result in an immediate suspension from riding a bus. Safe transportation of students is a serious matter and parents are expected to know, cooperate, and communicate with their child's bus driver.

Students are not to ride a bus other than their assigned bus or get off at any stop other than their designated stop without the written permission from the parent/guardian. Students who go home with each other must have written permission from both households. Permission will be granted only if there is space available. All notes from parents and/or guardians must be signed by the principal or principal's designee.

In the event of vandalism resulting in repair or replacement cost, parents will be financially responsible. Failure to pay restitution in a timely manner could result in extended suspension of bus riding privileges.

School Parties

The Wilkes County Board of Education permits two classroom parties per year during the school day, and these must be taken during the last hour of the day. This policy does not allow us to permit birthday parties for individual children except for pre-k students.

Any items brought by parents for snacks should be individually sealed and wrapped. No homemade items can be brought into the school for snacks. Please do not bring snacks except at the scheduled classroom break time and coordinate the day with the classroom teacher.

Tobacco Policy

Our campus is Tobacco Free.....every day, by everyone. Please refer to Wilkes County School's policy 7251.

Visitors

We are very pleased to have guests at Wilkesboro Elementary School, particularly parents who wish to visit the school for sincere educational purposes. However, in order for us to monitor who has access to our children, it is necessary that ALL visitors and parents come to the front office upon arrival to receive a pass before entering the main school building during a regular school day. Conferences before school and after school must be scheduled with the classroom teacher. If you contact the school, the teacher will be glad to return your call or send a note to verify a specific date and time.

Volunteers

Wilkesboro Elementary School is a better place because of the parent volunteers who generously give of their time to enhance the school climate and to help increase student achievement. Parent volunteers are always needed and appreciated. Areas for volunteering include tutoring, assisting with special school events, fundraising, assisting with student safety in car line, grounds beautification, and working in the Media center, classrooms and office. If you are a new kindergarten or first time parent at Wilkesboro School and you wish to volunteer, you must fill out a "Volunteer Application/Background Check", which is located online. This form is accessible through the WCS website. No volunteer applications will be processed after August 30 unless you are new to the school after that date. Passing the screening process will allow you to work directly with students and teachers. Thank you for all you do to make Wilkesboro Elementary School great!

Wilkes County School Student and Parent Grievance Policy

It is the policy of the Wilkes County Board of Education that each student, regardless of age, race, sex, religion, color, creed, national origin, or handicapping condition, shall have the right to present for resolution all complaints of problems arising from the student role and shall be encouraged to do so without fear of recrimination.

The Board of Education requires that every effort should be made to insure that each student shall receive fair and impartial treatment. To that end, the Board hereby adopts grievance procedures that are intended to facilitate the handling of all student/teacher/principal complaints and resolution of problems.

The complete Grievance Policy and Procedure can be viewed on the Wilkes County Schools website at www.wilkes.k12.nc.us.

Weather Policy

When snow or other severe weather conditions occur, it will sometimes be necessary to cancel school, delay the opening of school, or dismiss classes early. The Wilkes County Schools Central Office will make an announcement of cancellations, delays, or dismissals as soon as a decision is made. Announcements will be made through the School Messenger System. In addition you may listen to a local radio or television station or check Wilkes County School's website at wilkescountyschools.org for information. If no announcement is made, school will open or dismiss as usual. **Please do not call the school for information since telephone lines must be kept open for emergencies and other vital public service announcements when the weather is bad.**

To avoid disruptions in your schedule, please complete the student inclement weather plan and make plans early in the year for your child care arrangements in case snow, ice, or other severe weather closes school. It is very important to keep this plan up to date. If circumstances change it is the parent/legal guardian's responsibility to let the school know of these changes.

FEDERAL & STATE REGULATIONS/NOTIFICATIONS

AHERA Notification Statement

Asbestos Hazard Emergency Response Act (AHERA) requires educational agencies to inform employees, parents and students regarding certain asbestos-related activities. These include the availability of management plans, re-inspections, periodic surveillance and response actions. The AHERA Management Plan is available for public inspection at each school office, the central administrative office and the maintenance department. Total re-inspections are conducted every three years and a periodic surveillance is conducted every six months. All response actions needed to maintain or control asbestos-containing materials are carried out by state-accredited personnel or properly trained maintenance personnel.

FERPA

(Family Educational Rights and Privacy Act)

Parents have the right to inspect and review education records and to seek to amend inaccurate education records. Parents must provide written consent before the disclosure of personally identifiable information from student education records, except as otherwise provided by law. Directory information can be displayed by the school unless parents request it not be made public. Parents should submit all requests in writing to the principal. Parents will be notified and will have the right to opt out prior to the participation of a student in a protected information survey. Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the Family Educational Rights and Privacy Act.

Reference Board Policy 4700 Student Records and NC General Statute 115C-402.15

Healthful Living Notification

All students must participate in Healthful Living Education classes in grades Kindergarten through 9th grade (G.S.115C-81[e]). The nature of Health Education often includes the discussion of sensitive topics. In these situations, health teachers, school nurses and school counselors are trained for appropriate and accurate content as well as proper teaching methods. A parent may request that his/her child be excluded from certain health topics due to religious/personal beliefs by contacting the school principal in writing. These students will be given an alternative health assignment during that time.

The School Children's Health Act

The School Children's Health Act requires all North Carolina school districts to notify parents and guardians of pesticides that they expect will be applied during the upcoming year. We want to notify you that the following pesticides will be used at your child's school this year.

| <u>Name of Pesticide Product</u> | <u>Active Ingredient(s)</u> |
|--|-------------------------------|
| PT 565 Plus XLO Formula 2 | Piperonylbutoxide |
| Advance Granular Ant Bait | Abamectin B1 |
| Equil Adonis 2F Insecticide | Imidacloprid |
| Advance Termite Bait II | Benzamide |
| Dupont Advion Ant Gel | Indoxacarb (S-Enantiomer) |
| Dupont Advion Roach Gel Bait | Indoxacarb |
| Dupont Advion Ant Bait | Indoxacar |
| Alpine Pressurized Insecticide | Dinotefuran |
| Alpine Dust Insecticide | Diatomaceous Earth |
| Alpine Flea Insecticide | Dinotefuran, Pyriproxyfen |
| Alpine Roach Bait Piston Can | Dinotefuran |
| Alpine WSG | Dinotefuran |
| Contrac All-Weather Blox | Bromadiolone |
| Fenvastar EcoCap | Esfenvalerate |
| Final All-Weather Blox | Brodifacoum |
| Liqua-Tox II | Sodium Diphacinone |
| Maxforce Roach Bait Gel | Fipronil |
| Phantom Termiticide/Insecticide | Chlorfenapyr |
| Purge III Insecticide | Difluoroethane |
| Suspend Polyzone | Deltamethrin |
| Temprid SC Insecticide | Imadacloprid, Beta-Cyfluthrin |
| Termidor 80 WG Termiticide/Insecticide | Fipronil |
| WASP Freeze Insecticide | D-Trans Allethrin, Phenothrin |

Wilkes County Schools has implemented an Integrated Management (IPM) program. This can help reduce or even eliminate the risks of pesticides by using simple, low-cost methods. With proper training, planning and effective communication among affected parties, IPM can prevent pest problems, reduce the need for pesticide application and greatly improve quality of the school environment. If you have any questions, please contact Bergie Speaks, Maintenance Director, at (336) 651-4009.

Statement of Non-Discrimination

In compliance with federal laws, Wilkes County Schools administers all locally operated educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, marital status, pregnancy, military service, disability, or gender, and provides equal access to the Boy Scouts and other designated youth groups, except where exception is appropriate and allowed by law. Questions or concerns should be directed to:

Dr. Wesley Wood, Executive Director of Personnel
Chris Skabo, Title IX Coordinator
Tracee McManus, Director of Exceptional Children, ADA
Dr. Joe Bullis, Title I, ESL/Title III
Anna Lankford, Associate Superintendent, Title II
Wayne Shepherd, CTE Director, Vocational Programs
April Marr, 504 Coordinator

Title 1 Notice to All Parents

As a parent of a student at Wilkesboro Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the North Carolina Department of Public Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the North Carolina Department of Public Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call our school.

Title I Parental Involvement Policy

WILKES COUNTY SCHOOLS
Wilkesboro Elementary School

General Policy Statement

Wilkesboro Elementary School recognizes that parental involvement in their children's education increases student success and strengthens parent-school communications. The No Child Left Behind Act of 2001 requires the involvement of parents in Title I, Migrant and ESL programs.

Parental Involvement Goals

Wilkesboro Elementary School will, in coordination with parents of participating PreK-5 children, develop programs, activities and procedures, which have the following goals:

- A. To inform parents in a timely manner about program(s) for which their children qualify to be served and instructional objectives of the program(s). Information sessions for parents may include Back-to-School Night, Parenting meetings, PTO Open House, Fun Times, etc.
- B. To improve the effectiveness of communication with parents as equal partners and build ties between parents and the school. Consultation with parents may include use of a consultant, input from Parent Advisory meetings throughout the year, Parent-Teacher conferences, etc.
- C. To implement a variety of approaches to improving parental involvement. These approaches may include parenting meetings, advisory meetings, field trips, conferences, lunch with their child, newsletters, calendars, volunteering, etc.
- D. To establish a partnership between the school and parents by providing assistance in understanding program standards and student achievement standards. Assistance in understanding standards may include Gateway information, grading scale information, etc.
- E. To offer encouragement and opportunity for literacy training for parents throughout the year based on assessed needs or parental requests. Determining parental needs may include parent survey information to determine needs, etc.
- F. To involve parents in the planning, review, and improvement of programs, including the school parental involvement policy and the joint development of the school-wide program(s). This involvement may include:
 - 1. Participation in the School Improvement Plan;
 - 2. Review of curriculum in use at the school;
 - 3. Review of academic assessments and proficiency levels;

4. Opportunities for parents to participate in decisions relating to the education of their children;
 5. Opportunities for parents of participating children to comment on the plan and/or any program if they believe it is not satisfactory;
 6. Hold a minimum of four (4) parenting meetings with topics of meetings based on needs assessments, discipline, achievement, AYP (Adequate Yearly Progress), quarterly assessments, motivation, study habits, curriculum, etc.; and
- G. To notify parents in writing at the beginning of each school year that they may receive information about teachers' qualifications. Parents may ask for and receive the following:
1. The School Report Card from the Department of Public Instruction;
 2. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject matter he or she teaches;
 3. Whether qualification and licensing criteria have been waived to permit the teacher to teach on an emergency or other provisional basis;
 4. The teacher's college major, any graduate certification or degrees the teacher has, and the field of discipline of those certificates or degrees; and
 5. Whether teacher assistants or similar paraprofessionals provide services to the parents' children and, if they do, their qualifications.

Mechanisms, Procedures, Activities and Use of Funds

- A. Wilkesboro Elementary School will implement parental involvement programs and distribute a written parental involvement policy to parents of all children PreK-5 who participate in Title I programs. Parents may be involved in reviewing and planning by working on Parental Involvement Policy, returning acknowledgment that they received the Parental Involvement Policy, utilizing quarterly meetings to provide parental input, etc.
- B. Wilkesboro Elementary School will convene an annual meeting, at a convenient time, to which all parents of participating children PreK-5 shall be invited and encouraged to attend, to inform parents of their school's Title I participation, requirements and parental rights. The school will offer a flexible number of meetings to meet the schedules of parents. Meeting opportunities may include PTO meeting, grade level meetings with parents, Back-to-School Night(s), Open House, scheduling both AM and PM meetings, Fun Times, individual conferences, etc.
- C. Wilkesboro Elementary School will schedule meetings and conferences at a variety of times and may conduct in-home conferences to maximize parental involvement and participation for PreK-5. Meeting and conference information may include schedules of both AM and PM meetings and/or conferences, meeting sign-in sheets, conference documentation, home visits documentation, etc.

- D. Wilkesboro Elementary School will jointly develop with parents a school-parent compact; will coordinate parent involvement programs and activities with other county programs including community-based organizations and businesses; will utilize the Parent Advisory Committee to provide advice on all matters related to parental involvement; will inform parents of the Parent Resource Center, its purpose and contents; and will provide other reasonable support for parental involvement activities as parents may request. These programs, activities and procedures may include:
1. **School-Parent Compacts;**
 2. **Working with Smart Start, Social Services, Health Department, RESA, Wilkes Community College, Child Care Centers, Head Start, Kiwanis, and other agencies and organizations to strengthen communication and collaboration;**
 3. **Parent Advisory minutes;**
 4. **Resource centers and training programs;**
 5. **Use of parents as classroom volunteers; and etc.**
- E. Wilkesboro Elementary School will furnish materials and training to help parents work with their children to improve student achievement. Parental involvement PreK-5 may be fostered by providing materials and training during quarterly parenting meetings, offering Make and Take Parenting Night, Fun Times, etc.
- F. Wilkesboro Elementary School will pay reasonable expenses associated with parental involvement activities and training. These expenses may include refreshments/meals for parents, purchasing needed materials for parenting sessions, etc.

Accessibility Requirement

Wilkesboro Elementary School will communicate with parents, to the extent possible, in a language they understand and provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. Communication may include translating needed information, utilizing an interpreter during parenting sessions, etc.

Individual School Implementation

Wilkesboro Elementary School will give all parents the school's Parental Involvement Policy and Pre-K will also receive the Operational and Personnel Handbook. Distributing this policy and handbook will help parents to better understand how they can contribute to their children's education. Methods to distribute the policy and handbook may include:

1. Send policy home with students and have parents acknowledge receipt;
2. Give policy to teachers to distribute during Parent-Teacher Conferences;
3. Distribute policy at school registration and Fun Times;
4. Keep sign-in sheets for school meetings involving parents when distributing policy;
5. Provide copies of policy for parents at PTO meetings; and etc.

Annual Evaluation

The LEA and NC DPI shall review Wilkesboro Elementary School's parental involvement policy and practices to determine if the policies and practices meet the requirements of NCLB.

*Parent – The definition of a parent includes a legal guardian or a person such as a grandparent or stepparent who lives with the child or someone “who is legally responsible for the child’s welfare.”

**Parent Advisory – Parents on this committee must be representative of your student population, specifically including parents of Title I students not employed by the school system

PTO INFORMATION

2017-2018 PTO Officers And Committee Members

| | |
|-----------------------|--------------------|
| President | Erin Anderson |
| Vice President | Ashley Frazier |
| Secretary | Heather Forester |
| Treasurer | Trisa Barnes |
| Volunteer Coordinator | Stephanie Mayberry |
| Teacher Appreciation | Lauren Atwood |
| PR/Media | Susan McBride |
| Box Tops | Brooke Welborn |
| Monica Call | Spirit Chair |

PTO Executive Committee Committee meets the 1st Thursday of each month at 8:30 AM. Minutes that include a financial report are available upon request from the office.

*April's meeting will be held on the 2nd Thursday

2017-2018 Parent Advisory Committee

Members

| | |
|----------------|------------------|
| Erin Anderson | Jenna Mathis |
| Ashley Frazier | Christian Howell |
| Brigette Adams | Aaron Edwards |
| Valery Guevara | |

Meeting Dates

The Parent Advisory Committee will meet with the PTO Executive Committee on the first Thursday in October, January, and April.

PTO Programs/Meetings

School PTO Programs/Meetings will be held at 6:30 on the following dates:

| | | |
|--------------|---------------|---------------|
| October 26th | December 14th | February 22nd |
| March 15th | April 19th | May 17th |

Each PTO program/meeting will begin with an update from a PTO officer. All parents are encouraged to support students and the PTO by attending all programs. See the school calendar located on the school website for details on planned PTO performances.



Dear Wilkesboro Families,

The PTO would like to welcome you to our school. For those of you who are unfamiliar with us, we are a volunteer organization made up of parents, teachers, administrators, and support staff who are all dedicated to the successful education of our children. The WES PTO works hard to help make the school year both enjoyable and exciting for students, teachers, and parents.

The purpose of our organization is to aid the students and staff by providing support for educational and recreational needs; to promote open communication between administration, teachers, and parents and to encourage school spirit and pride. The PTO uses its resources, both manpower and monetary, to support all the efforts of the staff and students of our school. We provided over \$13,000 worth of support to the school community for the 2016-2017 school year. Some of the highlights include Teacher Appreciation activities, helping with field trip costs, playground and safety equipment, library materials, BrainPOP, school beautification, water slide day, Back to School/End of Year Block Parties, and breakfast for students on EOG testing days.

We are looking forward to meeting families, parents, and grandparents that would like to get involved with our PTO this school year. We encourage you to not only join our organization, but get involved as well! Everything we do is based on volunteers and we are always looking for those of you to help make a difference in the lives of our children. Every positive imprint we make on our children can go a long, long way.

PTO generates its entire budget through fundraising, donations and sponsorship. We encourage all families to help us start the school year joining our Wilkesboro Elementary PTO for \$10. Tax-deductible donations are always welcome and we will provide you with a receipt for your records.

We would like to thank you in advance for your support and are looking forward to a fantastic 2017-2018 school year.

Erin Taylor Anderson, President

