



Weatherstone

ELEMENTARY SCHOOL

A WAKE STEM SCHOOL



2014-2015

STUDENT-PARENT HANDBOOK



Dear Parents and Students,

Welcome to the 2014-2015 school year. We are very excited to begin a new year with your child and your family. The teachers and staff are dedicated to providing a safe and challenging school environment for your child this year. We are very proud to be a part of the Wake County School STEM network and look forward to continuing on our amazing new path.

This past summer we have continued to partner with our Weatherstone Parent Teacher Association (PTA) and with WCPSS to continue to improve our campus learning environment. We ask that you take the time to support our school in whatever way possible, but most importantly by joining our PTA. Your contributions of time and financial support are what help to enhance the learning and teaching here at Weatherstone Elementary School.

We hope this handbook will serve as a quick reference for local school guidelines. In addition to our school handbook, please carefully read and review the Wake County School System Parent/ Student 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 can have continual access.

We look forward to working with you this year as part of the Weatherstone Elementary School family.

Sincerely,

Tim Chadwick
Principal

Lori Nelson
Assistant Principal

SCHOOL DAY

The school day for Weatherstone students is 9:15AM - 3:45PM. Students should not arrive on campus prior to 8:45 AM unless they are enrolled in the Early Arrival Program. Students may not remain unsupervised on campus prior to 8:45 AM. (Breakfast is served from 8:45 - 9:15AM)

To contact teachers, please send a note with your child or call the front office to leave a message. We ask that parents do not arrive at school unannounced and expect to talk with the teacher and/or visit the classrooms. Our teachers are busy with instruction, planning, supervising children and other duties during the day.

There are six early release days with dismissal at 1:15 pm:

9/5, 10/17, 11/7, 2/13, 3/6, 4/17.

BELL SCHEDULE

8:45 AM	First Bell- students may enter building
9:10 AM	Announcements
3:40 PM	Dismissal of Walkers/ Bike Riders /Car Riders
3:45 PM	Buses/ Day Care Vans begin to load

ATTENDANCE/ LEAVING SCHOOL EARLY

1. A student who attends school for only part of the day is counted absent for the day unless he/she is in attendance for a minimum of 3 hours, 15 min. (12:30 PM)
2. Students may leave with a parent for dental or doctor's appointments (prior notice is appreciated). If possible, these appointments should be made before or after school hours.
3. If it is necessary for a parent to take his/her child from school during school hours, please come by the office. Office personnel will call your child from the classroom after you arrive. (Teachers are not permitted to release students directly to parents during the school day, and they will ask the parent to return to the school office for authorization.) If the student returns to school that day, he/she should report to the office for readmission.
4. School Policy regarding school-age visitors in your home attending school with your child is that such permission cannot be granted as it may disrupt academic learning for both your child and others in the class.

ABSENCES and ILLNESSES

1. When your child returns to school after being absent, you must send a written excuse to the school on the day the child returns and include the following information.

Your child's name

Your child's grade and teacher's name

Date(s) of absence

Specific cause of absence **AND** your signature

2. Letters will be mailed to parents of students who accumulate excessive absences or are regularly late to school. This is done as an effort to keep parents informed as well as comply with WCPSS attendance policy. According to Wake County policy #6000.7, any student who accumulates 30 or more absences may be retained.
3. Excused absences can be requested for educational reasons. Request forms are available through the office. These requests **MUST BE MADE IN ADVANCE**. Excused absences for educational reasons will be granted **ONLY** if (1) the primary purpose of the trip is educational and follows grade level curriculum **and** (2) the event does not occur at another time (ex: presidential inauguration). Remember these days are counted as absences.
5. If a student is tardy, he/she should check in at the office for an admission slip to the classroom.

According to Wake County policy #6000.3 an absence is **excused** for the following reasons:

- A. Illness or injury which makes the student physically unable to attend school
- B. Isolation ordered by the State Board of Health or the Wake County Health Department.
- C. Death in the family.
- D. Medical, Dental or other appointment with a health care provider.
- E. Court when a student is under subpoena.
- F. Religious observance, as suggested by the religion of the student or the student's parents.
- G. Participation in a valid educational opportunity, as documented on "Request for Excused Absence for Educational Reasons."

When an absence described in section G is anticipated, please fill out the request form at least one week prior to the absence.

Children should be kept at home when the following symptoms are present: Fever, diarrhea, nausea, vomiting, red and watery eyes with drainage, severe headache, and/or undiagnosed rash. If a child has a fever of 100 or higher, they must be picked up from school. CHILDREN SHOULD REMAIN AT HOME UNTIL FEVER-FREE without using medication for 24 hours and DIARRHEA-FREE FOR 12 HOURS.

BEFORE AND AFTER SCHOOL PROGRAM

An Early Arrival Program is available at Weatherstone Elementary from 7:00 - 8:45 AM every student school day and an After School Program from 4:00-6:00 PM. The Early Arrival Program and After School Programs are coordinated by the school and are housed at Weatherstone Elementary. Please call the school or visit our website at:

<http://weatherstone.weebly.com/before-and-after-school-programs.html>

CELL PHONES

Except as permitted by this policy, no student shall use, display, transmit or have in the "on" position on school property any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, pagers, two-way radios, CD/ MP3

players, and electronic games, or any laser pointer or similar devices until after the conclusion of the instructional day.

Any device possessed or used in violation of this policy shall be confiscated and only returned to the student's parents/guardian. Penalties for violation of this policy are set at the discretion of the principal, and repeated violations may result in short-term suspension.

Board Policy 6426

CONFERENCES

Teachers will schedule at least two conferences with each student's parent(s) during the school year. Parents are encouraged to contact the teacher any time there are questions or concerns. Regular communication between the home and school is critical. We ask that parents do not arrive at school unannounced and expect to talk with the teacher and/ or visit the classrooms. Our teachers are busy with instruction, planning, supervising children and other duties during the day.

COMMUNICATING STUDENT PROGRESS

Wake County's method of reporting a student's progress is a fusion of progress reports, parental conferences, and interim reports (as needed). Progress reports (report cards) will be issued approximately every nine weeks for grades K-5.

Tuesday Work Folders

A student work folder, including work produced during the prior week, will be sent home each Tuesday. If a week has less than four school days, Tuesday folders will not be sent. Parents should review the weekly progress of the student and make arrangements for a conference with the teacher when necessary. The folder should be returned by the student on Wednesday so that the teacher knows that the parent is aware of the student's progress. Parents should keep the material that is in the folder.

We make an effort to include any special bulletins in the Tuesday folder, including PTA announcements and school newsletters, etc. Be on the lookout for these important communications.

CLASSROOM LEARNING EXPERIENCES

Wake County Board of Education policy states that all activities that take place within the school during the school day should be based on "learning experiences" for the children and CANNOT BE APPROVED IF THEY ARE PURELY FOR ENTERTAINMENT OR FOR BIRTHDAY RECOGNITION. Parents are encouraged to discuss plans for any experiences with the teacher so that the event can be planned to conform with Wake County School policy. Also, balloons should not be sent in to "recognize" your child. The school is not able to send home invitations.

DRESS CODE

Inappropriate Dress

Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students' religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, or obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any attire that is prohibited by Policy 6424, *Gang and Gang-Related Activities*. Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy.

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

Board Policy 6410

FIELD TRIPS

Current educational philosophy recognizes the desirability of using the total community environment as a learning laboratory. To this end, teachers may schedule field trips for their classes. These trips are always arranged for their educational value and serve to broaden the student's total educational experience and enable students to see people at work. Every effort will be made to assure both the suitability of any trip away from school and the reasonableness of any cost involved in the trip. For this reason, all field trips must have the approval of the field trip committee and the area superintendent. If a parent wishes to take a child home from a field trip, they must sign their child out with the teacher. Children who are signed out may not return to school.

Due to the fact that the number of children attending a field trip determines cost, there can be **NO REFUNDS GIVEN** except in the case of an emergency.

- Parents may not bring siblings on field trips

Before a student can go on a field trip, a signed permission sheet from the parent must be on file in the office. Verbal permissions are not accepted.

FOOD SERVICE

Students planning to eat school prepared food can put money onto their accounts through the Cafeteria Manager. Each student is assigned an account number and parents can make deposits to their child's account to cover the cost of breakfast and lunch. Checks should be made payable to Weatherstone School Cafeteria and may be brought to the Cafeteria Manager between 8:00 - 9:15 AM Monday through Friday.

School lunch accounts are kept on computer. Each child has a number and money is automatically subtracted from his/her account. A reminder is given to the student when all of HIS/HER money has been used.

For the purchase of any food/snack items, students must proceed through the lunch/breakfast line with their class and make their selections at that time.

Students are not allowed to return to the food line once their class and been through, made their purchases and are seated in their assigned area.

Breakfast is available each morning from 8:45 - 9:15 AM. One container of milk is served with breakfast and lunch. On a 2-3 hour delayed opening, no breakfast is served.

Parents are invited and encouraged to have lunch at school with their child(ren). Please send a note to the teacher on the days you will be eating.

To promote child nutrition services and healthy eating, food from outside vendors (McDonald's, Wendy's, Arby's, etc.) is not permitted during breakfast and lunch times. If you wish to "treat" your child to one of these lunches, we invite you to take your child to his/her room and enjoy breakfast/lunch there. Carbonated drinks are not permitted. (Exceptions: Special school events when noted.)

INCLEMENT WEATHER

When weather conditions (snow, heat, flooding, etc.) threaten the safety of the students, it may be necessary to close school for the entire day, delay opening of school, or dismiss school earlier than usual. As soon as a decision is made by the Superintendent, local radio and television stations are notified. PLEASE DO NOT CALL THE SCHOOL OFFICE. TELEPHONE LINES MUST BE KEPT OPEN FOR EMERGENCY INFORMATION. THANK YOU.

You can sign up on the WCPSS website at:

<http://www.wcpss.net/signup/newsletters/login>

Note: Delayed Opening- The Early Morning Program is delayed by the same number of hours the regular school day is delayed. On days were the weather calls for an early dismissal of school, there will be no After School Program.

LOST AND FOUND

Students should leave all valuable items at home since the school cannot assume responsibility for lost items. TOYS, RADIOS, ELECTRONIC GAMES, ETC. SHOULD NOT BE BROUGHT TO SCHOOL. Coats, book bags, lunch boxes, etc. should be marked clearly with the student's name to permit easy identification. Parents are invited to check the lost and found area anytime for missing items. Items that are not claimed by Winter Break, Spring Break and the end of the school year will be donated to a local charity organization.

PRESCRIPTION MEDICATIONS

Law prohibits teachers and other school personnel from giving prescribed medication to students without the following criteria having been met:

1. A medical form (1702) must be filled out by your child's doctor stating the medication to be given, the dosage, and the time of day the medication is to be taken. This form is available at your doctor's office or at the school. The completed form must be brought to the school office or faxed to us at 380-6967.
2. You, the parent, must present a prescription bottle containing the prescribed medication to the school office.

WE CANNOT GIVE OR ALLOW YOUR CHILD TO TAKE OVER THE COUNTER MEDICATION WHILE AT SCHOOL UNLESS WE HAVE A 1702 FORM. THIS INCLUDES ASPIRIN, COUGH DROPS, ACETAMINOPHEN, ETC.

The responsibility of dispensing medication remains with the principal's office staff. Due to a wealth of responsibilities, it would be better if parents before and/or after school could dispense medication. For example, if a medication needs to be taken three times a day, it can be taken when the child wakes up in the morning, after school or at dinnertime and at bedtime. (This would avoid school hours.)

TRANSPORTATION

Arrival and Dismissal

The paved lot in front of the gym and cafeteria is designated for bus and day care van delivery of students before school and the pick-up of students after school.

Staff members and Safety Patrol are on duty from 8:45- 9:10 a.m. and from 3:45 - 4:00 p.m. only in designated areas. We need the cooperation of each parent, student and staff member to achieve the level of safety we all desire. Parents can help ensure the safety of all children by following the procedures listed below:

While walking to and from school, **remember to use the sidewalks and the crosswalk.**

ARRIVAL:

1. Cars transporting students should enter the car pool lane from Olde Weatherstone Way nearest Castalia.
2. Please remain in single file along the curb while waiting to deliver students.
3. Do not park in the car pool lane and leave your car unattended. Continue the single file and leave by following the car loop exit.
4. In the event you need to enter the building, please pull out of the pick up lane and park in the designated areas. **AT NO TIME SHOULD YOUR CAR BE LEFT UNATTENDED IN THE CAR POOL LANE.**
5. Students arriving after 9:15 should report to the office to receive an admissions slip.
6. **DO NOT** drop students off prior to the BELL at 8:45.

DISMISSAL:

1. Cars transporting students should enter the car pool lane from Olde Weatherstone Way nearest Castalia.
2. Please follow all staff members directions while while waiting to pick up students.
3. All car pool students should be picked up by 4:00 pm. After 4:00 you must come in to sign your child out. If you cannot pick your child up by 4:00 pm there is an after school program you may enroll your child in.

Buses - Riding a Wake County bus is a privilege, based on proper conduct. To insure the safety of all students, who ride buses, the following Wake County rules have been established:

1. According to Transportation, students are not allowed to change buses to go home with other students.
2. Use only the bus and bus stop assigned.
3. Orderly behavior is required at the bus stop.
4. Remain seated, facing front, when the bus is in motion.
5. Talk quietly, especially when crossing railroad tracks.
6. Talk to the driver only when necessary.
7. Keep head and arms inside the bus.
8. Keep the inside of the bus neat and clean.
9. Eating and/or drinking is not permitted on a Wake County school bus.

Bus Discipline Steps:

1. Misbehaving students on the bus will be reported by the driver to the Assistant Principal. The parent will be notified that the student has displayed inappropriate bus behavior. If necessary, a conference may be scheduled with the student, parents, Assistant Principal, and/or Principal. Any fighting will result in removal from the bus 1-5 days on the first report.
2. If a second behavior report is received, the student may be denied the privilege of riding the bus for 1 to 5 school days, depending on the severity of the misbehavior.

Parents are responsible for providing transportation to and from school during this time period.

3. Additional reports of misbehavior will result in removal from the bus for additional days.

Bicycles/Scooters- Students are permitted to ride bicycles and scooters to school. Parents are urged to discuss safety rules and to observe their children riding bicycles over the route to school. Bikes and scooters should be walked to and from entry upon school grounds. Bikes and scooters are parked in the bike racks next to the Media side of the building. Please remember to secure your bike/scooter to the rack.

After School Arrangements

1. Parents who pick up children from school (car riders) should send a written statement to the teacher at the beginning of the school year. ALL children should be picked up by 4:00 PM.
2. If a child needs to go to a regularly scheduled day care facility, scouting program, etc., after school hours, the parent is required to send written notification of this to the teacher. The teacher needs to know by what means each student is to go home. If this is to be changed, a written note must be sent to the teacher. If your child will not be riding his/her day care van, please notify the day care center.
3. If your child is to go home with a classmate after school BOTH THE HOSTING and the VISITING students should bring notes from their parents indicating the planned visit and who will be picking the children up at carpool. Both students are to report to the school office on the morning of the planned visit with their notes. This is done as a safety precaution. Remember students may not switch buses to go home with another student.
4. No student can be permitted to ride home, in a car, with anyone other than his/her parent unless the child brings a note from his/her parent requesting such.
5. Students are not allowed to leave the school campus during the day without an authorized adult.

VISITORS/VOLUNTEERS TO CAMPUS

All parents are welcome to visit Weatherstone! Wake County Board of Education Policy does require: "All visitors must report first to the office when entering the building to sign in and pick up a name tag." In order to minimize disruption to the instructional day, all conferences should be scheduled before or after regular school hours. If you plan to volunteer in your child's classroom, you will need to register on-line as a volunteer in our school computer lab. Check in at the front office for assistance. All volunteers who registered last year will need to reactivate their status. We are requesting all volunteers to re-activate your status by October 31st.

Wake County Public School System 2014-2015 TRADITIONAL CALENDAR

July 2014				
M	T	W	T	F
		1	2	3
		4		
7	8	9	10	11
14	15	16	17	18
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August 2014				
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September 2014				
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February 2015				
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March 2015				
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April 2015				
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June 2015				
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22	23	24	25	26
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LEGEND

H - Holiday

W - Teacher Workday

V - Required Vacation Day

ER - Early Release Day

★ First and last days

Q - End of Nine Weeks

TWDs Available for W
Make up: - NOT IN O

October 29

January 20

March 23

June 9

June 10

June 11

In accordance with the NC Calendar Law, if the school district must close schools, this calendar may be updated to provide additional days/time during scheduled teacher work days, using early release days as full days, by using banked instructional hours or by using scheduled vacation days to meet legal requirements. Families should refer to <http://www.wcpss.net/parents/calendars/2013-14/make-up.html> for more information about weather make up for the instructional calendar used at the school their child(ren) attend.