



W.A. Young Elementary

Student Handbook

2023-2024

Home of the Wildcats

325 Conley Rd

Morganton, NC 28655

Phone: (828) 584-0632

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The mission of W.A. Young Elementary School is to provide a safe environment where students can become critical thinkers and life-long learners with self-confidence and the ability to work cooperatively towards a productive life.

The mission of Burke County Public Schools is to educate diverse learners, nurture their potential, and empower them to be competitive, successful, and productive citizens.

<http://wayes.burke.k12.nc.us>

Student's Name: _____

Teacher's Name: _____

Grade: _____

DAILY SCHEDULE

7:30 Building opens for student arrival
7:30-7:50 Breakfast is served
7:45 First bell rings.
7:50 Tardy bell rings, classes begin
2:35 Bus riders are dismissed
2:40 Car riders are dismissed
3:00 All car riders must be picked up by this time. Please remember that teachers often attend staff development, faculty meetings, and conferences immediately after school.

DISMISSAL AND ARRIVAL PROCEDURES

1. Car riders may be dropped off at 7:30 am. Please stay in the right hand lane to drop off students.
2. Pre-K parents must park and walk their child into the building. All other parents are expected to drop off their student in the car rider line.
3. Pre-K Arrival-parents in the morning park in the designated parking spots in the bus lot and walk students into the building. The Pre-k classroom door opens at 7:30am. Pre-K dismissal-Parents pick up students in the regular car rider line in the afternoon. Students should be picked up between 2:40-3:00pm.
4. Early Check-Outs are discouraged-Please provide proof of a medical appointment in order to check students out of school after 2:00 pm. Students who are checked out early on a routine basis miss valuable instructional time. The entire school day is very important to a student's success.
5. For health and safety reasons, no pets are allowed on school grounds and should not be brought to school functions or activities held on school campuses.

STUDENT RELEASE POLICY

Safety is our top priority. If anyone other than a parent/guardian will be picking your child up at any

time during the school day, their name must be on file in the school's office or written permission must be in the child's planner that day. Any transportation changes for the day need to be made through the front office before 2:00 pm.

For your child's safety, the teacher will not release a child until the secretary notifies the teacher that the child has been properly signed out. **Please do not go to the classroom prior to coming to the office, a visitor pass is required. All emergencies will be taken care of through the main office - students are not allowed to call from the classroom.**

SCHOOL CLOSINGS AND EARLY DISMISSAL PROCEDURES

If school must close during the day due to inclement weather, please make sure that your child knows what to do and where to go. This information should be included on your child's enrollment form.

If school is dismissed for an emergency during the school day, the BCPS website, BCPS Facebook Page, Twitter and/ or our School message system will pass this information along as soon as it becomes available. Please **do not** call the school to find out if we are closing. Please ensure that your current contact information is on file at the school.

W.A. YOUNG WELCOMES VISITORS

We are proud of our school and encourage our parents and families to visit. However, our first priority is to ensure a safe learning environment for our students. Therefore, we ask that visitors observe our school's visitation policy.

All parents/visitors must report to the office, check in and receive a visitor's pass. Wearing a pass identifies you as an authorized visitor. Please enter through the front doors of the school at all times. This procedure will help ensure the safety and well being of our students at all times. Parents and guardians are encouraged to visit with students during lunch time. Parents interested in volunteering

in the classroom will need to complete a volunteer application form prior to volunteering.

STUDENT PLANNERS

The student planner enhances the process of student, teacher, and parent communication while also helping the student develop a positive way to organize their assignments. The planner is used as an organizational tool between school and home. Please review your child's planner nightly.

ATTENDANCE

Attendance at school is not only expected but also required by school board policy and the North Carolina Public School Compulsory Attendance Law. Parent letters will be sent home for 3, 6, 8 and 10 day absences.

Please send a note with your child after each absence. Without a written excuse, students will be marked truant. A note, however, does not necessarily excuse a child's absence. Excusable absences from the principal and/or attendance counselor include the following:

- Illness of a student
- Death in the immediate family
- Court or Admin. proceedings
- Medical or dental appointments must have documentation from doctor
- Family trips are not counted as excused absences; however, we would greatly appreciate knowing of an extended absence in advance.

After 6 unexcused absences, a parent conference is held with the attendance counselor. After 8 unexcused absences, medical documentation is required. After 10 unexcused absences, the attendance counselor may file truancy charges.

Students who are absent should make arrangements to make up their work within three days after returning to

school. Students must be at school on time and ready to learn each day.

TARDIES

A student is tardy after the 7:50am bell rings if they are not in the classroom. Students must be present three hours of a school day to be counted present for that day. Parents must sign their child in and out when they are picked up or dropped off during the school day. If a student is tardy they are responsible for making up missed work.

SCHOOL CAFETERIA

Incentive snacks like ice cream, chips, and/or cookies, may be purchased from the cafeteria for an additional cost. Students may not purchase incentive snacks if they do not have money in their account.

Elementary meal: No cost to students 2023-2024

Secondary meal: No cost to students 2023-2024

The cafeteria can be reached at 584-9055.

CHILDCARE

W.A. Young has an on-site childcare program that is outsourced by the YMCA. The YMCA does provide before and after school childcare. Before school care begins at 6:00 am and after school ends at 6:00 pm. No child may be dropped off at school prior to 7:30 am unless they are enrolled in this program. **For questions or to enroll your child, you may reach the WAYE day care director at 828-999-8567.**

CHANGES IN STUDENT INFORMATION

It is very important that parents inform the school office of **any changes** of address, contact information or place of employment. In the event of an emergency or other situation that may arise, we will need to notify parents or guardians as quickly as possible.

Students not living in the W.A. Young district must complete a transfer form and have permission from the school principal and superintendent in order to attend our school. Transfer students must continue to meet attendance and discipline guidelines. Failure to do so will result in revocation of a transfer.

CONFERENCES

A parent may schedule a conference with a teacher by appointment. If you would like to schedule a conference with a teacher, please send a note with your child in his or her planner. Your child's teacher will make every effort to schedule a time that is convenient for both of you.

HEALTH CARE

Fever

If a child has a fever of 100.0 degrees or higher, parents will be notified and asked to pick their child up promptly. **The child should remain at home until fever-free for 24 hours without fever-reducing medicines such as Tylenol or Motrin.**

Nausea , Vomiting, and Diarrhea

Parents will be notified and asked to pick their child up from school promptly if their student has vomiting or diarrhea. Students should remain at home until they have been symptom free for 24 hours.

Medication

No medicine, prescription or over-the-counter, will be administered to students at school without the proper medication form completed. Forms are available in the office and online (BCPS website). **MEDICINE TO BE GIVEN AT SCHOOL MUST BE BROUGHT TO SCHOOL IN THE ORIGINAL CONTAINER BY THE PARENT.** For safety reasons, children are not allowed to carry medicine in their clothing, book bags, or lunch boxes. Please contact your School Nurse or refer to the Medication Policy on the BCPS website for more information.

Head Lice

Any evidence of live bugs in a child's hair will result in parent notification and the child will need to be picked up from school. The student will need to be treated with proper lice shampoo and have the nits removed at home. The child will need to be checked by school staff when they return to school and cleared before going to class. Please contact your school or refer to the Lice Policy on the BCPS website for more information.

STUDENT DRESS REQUIREMENTS

Halter tops, midriff tops, strapless or spaghetti strap tops, short shorts, mini skirts, slashed/cut up clothing, "sagging" pants, clothing with tobacco or alcohol logos, and clothing with offensive language or ethnic slurs are not allowed at W.A. Young. **Any questionable items of clothing will be left to the discretion of the principal.**

Please label your child's coat, jacket, sweater or other items of clothing that they may remove at some time during the school day. Several unclaimed items of clothing remain in our lost-and-found at the end of every school year. All unclaimed items will be donated to our own school or donated to a local charity at the end of each nine weeks.

FIELD TRIPS

A Burke County Public Schools' volunteer form must be approved before the volunteer can be a chaperone. Volunteer forms must be filled out 30 days prior to a field trip, and must be renewed every three years.

1. Parents are asked to take their personal vehicles on field trips. Parents cannot ride the activity bus.
2. All students are required to ride the bus when traveling to field trip destinations, but may ride home with their parents or legal guardian. Parents will not be permitted to transport another child unless both parents have made this arrangement and have communicated with the teacher prior to the day of the field trip.

3. Only children enrolled in the class participating in the field trip will be permitted to go on field trips. Other siblings or children not enrolled in school at W.A. Young will not be permitted to go on school field trips. No exceptions.
4. If you volunteer to be a chaperone, you must be willing to help supervise a group of children during the entire duration of the trip.
5. Chaperones will be required to pay their own way and have their money turned in by the set due date.

Failure to abide by these rules could result in forfeiture of your ability to attend field trips.

SPECIAL TREATS

All special treats must be purchased from a licensed facility with a list of the ingredients provided on the label as stated in BCPS School Board Policy.

SCHOOL RULES

W.A. Young Elementary conforms to the rules and policies set by the Burke County School Board of Education found in the Code of Conduct.

1. Possession of the following items are forbidden at school, on school-owned buses or at any school function and can result in immediate suspension:
 - > Controlled Drugs
 - > Tobacco Products (matches/lighters included)
 - > Alcoholic beverages
 - > Obscene Literature
2. Fighting at school or on the bus will not be tolerated and is grounds for suspension depending on the severity, provocation and other mitigating circumstances. This is left to the discretion of the principal. Students must keep hands and feet to themselves.
3. Harassing and mistreating another child is never appropriate and will not be tolerated. This includes, name calling, inappropriate or profane language, bullying, sexual harassment, or

intimidation.

4. Improper touching of another person is not permitted and may be grounds for suspension.
5. All students are expected to show respect to ALL staff members. Refusing to follow instructions promptly, providing false information, arguing about the appropriateness of the behavior, or refusing to respond to reasonably asked questions is a serious offense and may result in suspension from school.
6. Vandalism or theft of school property or personal property of another person will not be tolerated. Parents may be asked to pay restitution for such offenses.
7. Students are instructed not to sell, buy, barter, trade, give, dispense goods, money, or services without prior approval from a teacher or the principal.
8. When using technology, students must abide by the BCPS Acceptable Use Policy.
9. Toys and valuable items should be kept at home. We ask that students not bring items to school that can be lost, stolen, disruptive, or dangerous. Bats, balls, skateboards, personal electronic devices, electronics, games, valuable jewelry, trading cards, or any other item of this nature are not permitted at school unless prior permission is given. These items will be confiscated and a parent will have to come to the office to pick up. W.A.Y.E. is not responsible for such items lost or stolen at school.
10. Students are expected to obey all safety rules at all times. We expect our students to walk while on school grounds and inside the building unless they are involved in a class activity that requires otherwise. Students should not engage in horseplay or "play" fighting or wrestling at any time.
11. Quiet voices should be used inside the building at all times unless otherwise instructed by a teacher.

12. Students should not chew gum or have candy during the regular school day.

13. Students may have water in the classroom. Students should not have coffee, sodas, or colored beverages during the regular school day.

14. Tennis shoes are required for PE. Please no dress shoes, sandals, flip flops, or Crocs to ensure the safety of your child.

Consequences will be administered depending on the severity and the frequency of the offense in accordance with the Burke County Public Schools Code of Conduct.

Take Home Tuesday

Good communication between home and school is important to maintain a positive relationship to support students. Graded student work, important updates, monthly calendars, and newsletters will be sent home in your child's Take Home Tuesday folder. Please take time to review the materials in the folder weekly.

BUS SAFETY

Students shall not engage in any type of behavior that interferes with the safe and efficient operation of the school bus and/or the safety of persons riding the bus. **Bus transportation is a privilege and should be treated as such.** All students are required to remain seated on their assigned bus during the entire bus trip with the exception of changing buses to continue their route or in an emergency situation.

- Food, gum, and candy are not to be eaten on the school bus at any time.
- Children are to remain seated at all times while the bus is in motion.
- Horseplay and fighting is strictly prohibited.
- Children will sit facing the front of the bus at all times and not turn around in their seat at any time.

- Students may talk quietly to the person or persons in the same seat with them.
- Yelling, loud talking, or profanity will not be tolerated.
- Students should not run to or from the bus at any time.
- The bus is equipped with cameras and will be reviewed if problems arise.

Students will obey the bus driver at **ALL** times. All students are expected to follow all of the bus safety rules at all times.

Non-compliance of bus safety rules will result in the following actions depending on severity as determined by the principal.

1. **The first offense will result in a verbal and written warning. (Unless the offense is severe)**
2. **The second offense will result in bus riding privileges being revoked for a period of up to five days.**
3. **The third offense will result in bus riding privileges being revoked for a period of up to 10 days.**
4. **After the fourth offense, bus-riding privileges may be revoked for the rest of the school year.**

ACADEMICS

The mission of W.A. Young Elementary School is to provide a safe environment where students can become critical thinkers and life-long learners with self-confidence and the ability to work cooperatively towards a productive life. We look forward to a strong partnership between home and school to provide your child a superior education!

GRADING SCALE

Parents can access all student grades through our Powerschool Parent Portal. Please contact the school to receive access to this program.

- A....90-100**
- B....80-89**
- C....70-79**
- D....60-69**
- E....Below 60**

HARASSMENT and BULLYING

Harassment and bullying behavior is any pattern of gestures or written, electronic or verbal

communications, or any physical act or threatening communication that:

- 1) places a student in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

Harassment and bullying are not allowed in the school environment.

BCPS Board Policy # 1720/4021/723