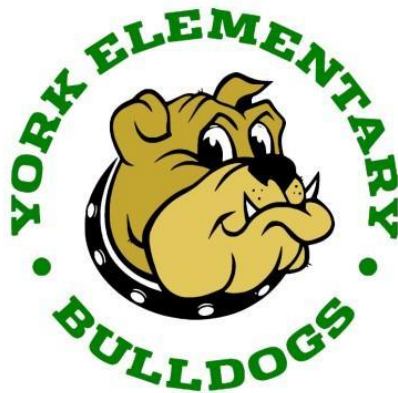


# **York Elementary**

## **Student/Parent Handbook**



**5201 Brookhaven Drive  
Raleigh, North Carolina 27612  
919-881-4960 (main office)  
919-626-4464 (fax)  
<http://www.wcpss.net/yorkes>**

**Twitter Feed: @YorkESBulldogs  
Facebook: @YorkElementary**

Revised: July 2025

# Policies and Procedures

## School Day

The school day for York Elementary students is 9:15 a.m. - 3:45 p.m. Students should not arrive prior to 8:45 a.m. unless they are enrolled in the York before-school care program or are attending a student club that meets before school. **Students may not remain unsupervised on campus prior to 8:45 AM or after 4:15 PM.** This is a safety request.

School colors – **Kelly green** and white

School mascot – English bulldog

School candy – “York” peppermint patties

School opening – 1965

School name – **J.W. York** Elementary

## YMCA (Before)/York (After) School Care Program

For your convenience, the [YMCA before-school care program](#) is available at York from 7:00 - 8:45 a.m. A variety of after-school programs/daycare providers will send transportation to York Elementary to transport students back to their sites. You will need to contact those programs directly as we do not have a list. Students enrolled in the York after-school program will be released at dismissal into the care of the York Staff assisting with York after-school care. More detailed information about specific afterschool programs can be obtained from contacting private agencies directly.

## Visitors

All parents/families are welcome and encouraged to visit York Elementary through the main office (*walk under the big YORK sign and follow the sidewalk*). All visitors must enter through the main office entry. Please do not knock on exterior doors to gain building entry as staff and students are not able to allow visitor entry in this manner. **All visitors must present a valid ID and then will be buzzed into the main office. Staff will help direct visitors to sign in at the visitor's computer station to receive a visitor's badge. This badge must be worn at all times while on campus.** Please be sure to let your child's teacher know if you are planning a visit to campus. If you do not have a scheduled appointment with staff or your child's teacher, you will not be permitted to visit the classroom. Talking on a cell phone in the halls and lobby area can be disruptive to the learning environment. Please take all cell phone calls outside.

## Parent Teacher Association (PTA)

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

## Security

All exterior doors are locked during school hours. For internal security, all classroom doors will remain in the locked position. All staff have room keys and badges that allow them to enter the building. Students and staff have been directed not to open doors to visitors that are locked. Parents/visitors may only enter the school building through the main/front office entrance. **It is required that parents/visitors sign in at the office with a valid ID.** This procedure is for the safety and security of the entire York community.

## Communication

**In the event there is a change to your address, emergency contact information, home phone/cell phone/work phone numbers - please contact the front office data manager. It is critical the office has current information should we need to contact you during the school day.**

Students learn best and teachers teach best when instructional time is not interrupted by unplanned announcements, unexpected visitors, or messages from the school's main office. If you need to get a message to your child during the school day, please email or call in the morning if at all possible so the message can be delivered during the specials/lunch period. If your message comes into the office after lunch, it will be delivered to your child at the next scheduled break in instruction (*except in an emergency*).

*NOTE: Once the school day has started, teachers and staff are working with students to ensure maximum instructional time occurs and may not be able to get back with you until they have a break. Please allow a maximum 48-hour turnaround time when expecting a response from your child's teacher due to their instructional and daily school duties.*

## Attendance

Students must attend school for a minimum of 3 1/4 hours to obtain full attendance credit. Any student checked out prior to 12:30 pm who does not return to school, on the same day, will be counted absent. Students who are present less than this will be counted absent for the entire school day. When a child is going to be absent, please call 919-881-4960, and leave a message giving the date, teacher, and reason for absence along with your child's name. You may also email your child's teacher so they can plan accordingly should work or other important papers need to be sent home. Please allow teachers 24-hours to get work together, if an absence is longer than 1 day.

When your child returns to school after being absent, you must send a written excuse/email to the teacher that includes your child's name, date of absence, reason for absence and your signature. If a note is not received within 2 days of the absence, the absence will be marked unexcused. Family vacations should be planned to the best of your ability during scheduled breaks. **Family vacations or other planned activities may be considered as unexcused absences even when notes are provided.**

## Absences

According to WCPSS school board policy, an absence is **excused** for the following reasons:

- ☐ Illness or injuries which make the student physically unable to attend school
- ☐ Isolation ordered by the State Board of Health or the Wake County Health Department
- ☐ Death in the immediate family
- ☐ Medical, dental or other appointment with a health care provider
- ☐ Court when a student is under subpoena
- ☐ Religious observance, as suggested by the religion of the student or the student's parents

- Participation in a valid educational opportunity

Excused absences for educational reasons **will be granted only if** (1) the primary purpose of the trip is **educational** and (2) the event does not occur at another time (*e.g.: launching of space shuttle, presidential inauguration etc.*). Forms for requesting educational excused absences are available in the office or using [this link](#). These requests must be made **at least two weeks in advance**. Letters will be mailed to parents of students who accumulate excessive absences, are regularly late or checked out of school. This is done in an effort to keep parents informed. School aged visitors in your home may not attend school with your child as this may disrupt academic learning for both your child and other students.

### **Attendance: A Predictor of School Success**

Showing up for school has a huge impact on a child's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

We realize some absences are unavoidable due to health problems or other circumstances. We also know that when students miss too much school—regardless of the reason—it can cause them to fall behind academically. Your child is less likely to succeed if they are chronically absent, which means missing **18 or more days** over the course of an entire school year.

#### **Research shows:**

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9th grade, good attendance can predict graduation rates even better than 8th grade test scores.

Absences can add up quickly. A child is chronically absent if they miss just two days every month. Going to school on a regular basis matters! We don't want your child to fall behind in school and get discouraged or become frustrated.

- Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:
- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Ensure your children go to school every day unless they are truly sick. · Avoid scheduling vacations or doctor's appointments when school is in session.
- Talk to teachers and counselors for advice if children feel anxious about going to school. Our school counselor and school social worker are available for support.
- Develop backup plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

Let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information to support your child's attendance, please contact our school counselor or our school social worker. They can be reached through our main office (919-881-4960).

***A missed day is a lost opportunity for learning! Let's make regular attendance a priority!***

### **Leaving School Early / Coming Late**

Dental, doctor, and other medical appointments should be scheduled for before or after school hours as much as possible. Please send your child's teacher a note stating when your child will be checked out at least one day in advance (*except in an emergency*).

If your child has an appointment, please check your child out through the office before 3:15 pm. **All dismissals after 3:15 p.m. will be handled through carpool. Children cannot be checked out after 3:15 p.m. through the main office.** For your child's safety, during this time, we strive to reduce unsafe pedestrian and vehicle traffic and limit visitors in the building while students are moving to various dismissal areas.

If it is necessary for a parent to take their child from school during instructional hours, the parent must come to the office. **Parents/adults will be asked to show a driver's license or other official picture ID to check a student out.** After a parent signs their child out, the office personnel will call your child from the classroom. Teachers are not permitted to release students directly to parents during the school day unless an office sign out form is present. Parents must also sign their child back in when the child returns to school during the same school day and print out the re-admission slip. The student will then give the re-admission slip to their teacher upon entering the classroom.

Checking a student out to attend a play or special event of another sibling is discouraged during the school day. If a parent requests to take their student out of class to attend one of their sibling's plays or special activities, then the procedure for checking students out of class should be followed. Students are not permitted to return to class unless a parent checks them back in. Students will need to pack their belongings and take them with them.

# York Elementary Attendance Plan

When	Action Taken	By Whom
<b>Start of School Year</b> <b>WCPSS 6000.1</b> <b>WCPSS 6000.9</b> <b>WCPSS 6000-A</b>	1) Per <b>WCPSS 6000.9</b> develop a plan to improve attendance	1) Student Service Team/Attendance Committee
<b>3 unexcused</b> Verbal, written, electronic <b>§115C-378</b> <b>§115C-381</b> <b>WCPSS R&amp;P 6000-D</b>	1) verbal and/or written contact with parent (automated parent messenger)	1) Data Manager 2) Teacher call, automated parent messenger, or other school designee
<b>6 unexcused</b> Required Written Notice <b>§115C-378</b> <b>§115C-381</b> <b>WCPSS R&amp;P 6000-D</b>	1) 6 day <b>1700 attendance letter</b> mail home re: Law Violation <b>§115C-378</b> 2) Analyze causes of absences and key stakeholders, and 3) Implement a plan for improvement	1) Data Manager, Social Worker, Principal 2) Student Services Team/Attendance Committee 3) Student Services Team/Attendance Committee
<b>10 unexcused</b> Required Interventions <b>§115C-378</b> <b>WCPSS 6000.9</b> <b>WCPSS R&amp;P 6000-H</b>	1) Analyze causes and barriers impeding school attendance 2) Implement interventions that attempt to engage key stakeholders such as parents, guardians, and students in being active participants. Utilize solution focused and time oriented interventions. 3) School plan takes effect. <b>Notification:</b> 4) <b>10 Unexcused letter</b> should be sent 5) Determine that a parent has received 1700 letter re: law violation <b>District Court Action: Minimum eligibility</b> 6) 10 Unexcused absences 7) Evaluate "Good Faith Effort" in areas such as parent follow through, parent communication with school staff, and level of responsiveness	1) Student Service Team/Attendance Committee 2) Student Service Team/Attendance Committee 3) School Staff 4) Data Manager 5-7) School Social Worker <input type="checkbox"/> May utilize school attendance improvement contract or request medical documentation
<b>15 excused &amp; unexcused</b> Interventions <b>§115C-381</b>	1) Inform parent or guardian 2) <b>15 day Elementary attendance letter</b> should be sent home along with attendance summary 3) Engage stakeholders to improve attendance 4) Evaluate effectiveness of interventions and parent or guardian response to the interventions	1-3) Student Service Team/Attendance Committee 4) School Social Worker <input type="checkbox"/> Periodically review school attendance improvement contract with stakeholders <input type="checkbox"/> Drop-Out prevention protocol should be considered for non-compliance issues including establishing

		attendance patterns. These are high risk indicators for dropping-out of school. School Social Workers, Counselors, Administration need to visit Intranet> CASS> –Dropout-to build a plan in WCPSS Dropout Prevention handbook)
<u><b>25 excused &amp; unexcused</b></u>  Required Written Notice  <b>WCPSS 6000 R&amp;P-H §115C-381</b>	1) Each nine weeks Data Manager will run an Attendance Report showing 25 or more total absences. 2) <b>25 Day Attendance letter</b> with policy <b>WCPSS 6000 R&amp;P-H</b> sent to parent regarding policy & law violation may result in possible retention 3) School plan in effect	1) Data Manager 2) Data Manager, School Social Worker 2) Student Services Team/Attendance Committee 3) School Staff  <input type="checkbox"/> May utilize health plan or doctors note letter at this time
<u><b>30 excused &amp; unexcused</b></u>  <b>WCPSS 6000.7</b> <b>WCPSS 6000.10</b> <b>WCPSS 6000 R&amp;P-G</b>	1) Attendance committee determines if student should be retained because of absences per Board <b>Policy 6000.7 &amp; WCPSS 6000 R&amp;P-G</b> 2) Principal can waive decision per <b>WCPSS 6000.10</b>	1) Student Services Team/Attendance Committee  2) Principal

### **Tardies and early check-out letters**

If a student is tardy and/or checked-out early 10 or more times, a formal letter will be sent home to parents. If a student is tardy and/or checked-out early 20 or more times, a formal letter will be sent home to the parents and a parent conference (*phone or face-to-face*) will be scheduled. The attendance committee will run a tardy and early check-out report monthly. The school social worker will contact the parent to discuss tardy/check-out concerns if the attendance committee deems it necessary. Letters will be placed in teachers' boxes to be sent home with students.

### **Explanation of absences due to educational opportunities**

Seven (7) types of valid absences are established by the rules and regulations set forth by the State Board of Education. Two of those types are absences resulting from religious observances and educational opportunities of a significant nature. The WCPSS Board of Education Policy 6000 requires advanced permission for excused absences for educational purposes. The principal should deny the request if the cumulative effect of such absences would substantially interfere with the education of the student. If the principal does not approve this request, you will be promptly notified.

For an excused absence for **educational reasons**, the intent of the experience should have been educational from the outset and comparable to that which the student would have experienced in school. Family trips and vacations that were not designed, initially, to be educational will not be excused. The signing of this form documents that this absence is for valid educational purposes.

### **Tardiness**

Promptness to school is very important. Students are admitted to their classrooms as early as 8:45 a.m. If students are not present and accounted for by 9:15 a.m., they will be counted as absent/tardy. **Parents/adults must walk their child into the office to sign them in officially after the 9:15 a.m. tardy bell rings.** Students arriving after 9:15 a.m. must pick up a class admittance slip from the office before going to the classroom. Teachers are required to keep a record of tardiness. If the problem becomes habitual, a parent conference with the school social worker will be scheduled.

### **After School Transportation Arrangements**

**In accordance with WCPSS board policy, students are not allowed to ride home on buses that are not assigned to them by WCPSS transportation.** Therefore, students riding home together must have alternative means.

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 carpool transportation plans. Both students are to report to the school office on the morning of the planned visit with their notes. **Verbal confirmations will not be accepted as this is a safety precaution.**

If your child needs to go to a regularly scheduled daycare facility, scouting program, etc. after school hours, please send in written notification to the teacher. **If a student insists that there is a change in transportation but does not bring a note, and we cannot reach their family, then the child must go home in the normal manner.** It is imperative that your child's teacher knows how your child is to go home. Remember to also notify your child's daycare center if they will not be riding home on the daycare van as usual. **PLEASE make any transportation changes through the main office by 3:00 PM daily. No changes to transportation will be permitted after 3:00 PM, unless it is an emergency.**

### **Bus Service**

Questions about bus stops, bus drivers, and schedules should be directed to the WCPSS transportation district office. The WCPSS transportation customer service number is 919-805-3030. Concerns about student bus behavior should be directed to the assistant principal (*first*) at 919-881-4960.

### **Expectations for Riding School Buses Include:**

- ☐ Ride only your assigned bus and get off only at your own assigned stop.
- ☐ Kindergarten and first grade students must ride in the front of the bus.
- ☐ Maintain orderly behavior at all bus stops.
- ☐ Stay out of the street and off lawns while waiting for the bus.
- ☐ Remain seated while riding the bus.
- ☐ Keep head and arms inside the bus.
- ☐ Refrain from throwing items on the bus or out the windows.
- ☐ Refrain from any boisterous behavior, loud noises, or other behaviors distracting to the driver.
- ☐ Follow the bus driver's directions.
- ☐ Parents/guardians must be present at the bus stops in the afternoons to receive kindergarten and first grade students or the students will be returned to school.

**\*If you are late getting to the bus stop, please stay at the stop and call the school immediately so that the assistant principal/main office can call WCPSS**



**transportation to let the bus driver know you are at the stop. Please do not come to the school first because you will miss the second attempt for drop off and this causes you further delay in getting your child.**

### **School Bus Discipline**

The driver will report students who misbehave on the bus to the assistant principal. Parents will be notified that the student displayed inappropriate bus behavior. Consequences will be instilled as deemed appropriate. When necessary, a conference will be scheduled with the student, parent, and assistant principal to discuss expectations and plans for moving forward. The student may be denied the privilege of riding the bus for a set time, depending on the severity of the incident. Parents are responsible for providing transportation to and from school during this time period. **Students cannot be on campus earlier than 8:45 AM, unless they are part of the before-school care program or the assistant principal has communicated with you otherwise.** Parents must make appropriate arrangements during this time. Additional reports of misbehavior/incidents will result in removal from the bus and could include permanent removal. Duration of the suspension will be contingent upon the infraction.

### **School Bus Communications**

Please see the following link regarding [WCPSS bus transportation](#) needs.

WCPSS Transportation provides bus rider families with a free bus tracking system called [Here Comes the Bus](#). **Here Comes the Bus** translates GPS data into an easy-to-use customizable map that works on a computer, tablet, or smartphone. The app allows you to see where the bus is and how close it is to your stop.

- Get started with **Here Comes the Bus** at <https://herecomesthebus.com/getting-started/>. You will need the district code and your student's ID number to sign up. The WCPSS school code is 67500. For your smartphone or tablet, download the **Here Comes the Bus** app from the [App Store](#) or [Google Play](#).
- When entering your student's last name on the app, spell it as it appears on your Home Base/PowerSchool account. If there is a hyphen in the name, make sure you include it. Only enter the first 18 characters of your student's last name. If your name is, *Yellow-School Bus Wake*, you will enter *Yellow-School Bus* in the last name field.
- Once activated, you can customize or edit features, including how the app will communicate with you and the size of the notification radius.
- The **Here Comes the Bus** app does not track buses providing service between schools, afterschool activities or athletic events.

### **Carpool Procedures**

#### **Morning carpool arrival:**

When dropping your child off in the morning, please follow the directions of the staff/student safety patrol. This process is essential for the protection of our students, and it helps ensure a smooth arrival and dismissal.

- Carpool tags will be distributed during our annual "Meet the Teacher" event in August and after that in the front office. Two tags are provided per student/family for FREE thanks to our PTA.
- Parents should drive one-way through the carpool lane slowly (5 MPH). Students need to exit and board from the **passenger side which helps staff ensure student safety as traffic flows**.
- School-aged children should be able to safely open car doors and buckle their seatbelts without the assistance of an adult.

- **Parents/adults are to remain in their cars at all times to ensure safety and efficiency during carpool.** If you need to help your child buckle in and get settled, please pull through the carpool loop and then pull off to the side once you are through.
- Please refrain from parking and walking up to the school to pick up your child during dismissal, as staff will request for you to rejoin the carpool line.

Staff members/safety patrol will be on hand to monitor students during arrival/dismissal. Please do not let your child out of the car unless you are stopped at one of the unloading cones and appropriate supervision is present. **Students may not leave their vehicles to enter the building until the 8:45 a.m. arrival bell rings and staff members are present.**

DO NOT pull out of the line once your child has gotten out of the car. Please stay in the carpool lane and wait for the vehicles in front of you to move. Please be patient and drive out of the loop slowly to help keep our staff and students safe. **Using the bus loop for carpool drop off or pick up is not allowed.**

#### **Afternoon carpool dismissal:**

Cars will line up in front of the school in the carpool loop in the afternoons. Please be sure your carpool number is displayed from your rearview mirror the entire time you are on campus. A staff member will walk the carpool line each afternoon copying the numbers from the vehicles and calling them inside. The numbers are then displayed on the TVs in the classrooms. When your child sees their number on the TV, they will walk outside to the carpool loop and stand behind a flagged space on the sidewalk. There are eight numbered (1-8) loading stations. Please pull forward to follow the vehicle in front of you. Staff members/safety patrol students will be on hand to help monitor students as they load into vehicles. **Do not motion to your child to come to you please follow the vehicle in front of you.** Students have been directed to go to an assigned space and should not leave their space, unless directed by a staff member to do so. This allows traffic to continue to flow continuously and safely. **Do not pull out of the line once your child is in your vehicle.** Please stay in the carpool line and wait for the vehicles in front of you to move forward as you exit campus. A staff member will be directing carpool traffic, so watch for the signal to move forward or stop. Help your child memorize their carpool number and remind them to pay attention to the TV screen in their classroom during dismissal so their number doesn't have to be recalled causing you to have to park and wait.

**If you need to pick up your child for an afternoon appointment, please do so in the office prior to 3:15 p.m. otherwise staff will direct you to join the carpool loop.**

Please be patient! The line will move quickly once students exit the building and are in their assigned spaces.

#### **Carpool Safety**

The speed limit when entering and exiting campus is **5 MPH**. This speed limit ensures the safety of our staff, students, and visitors. Please remember to adhere to this speed limit. Please **do not use your cell phone or text** when in the carpool line. This request is for the safety of students and staff. This is a great time to check-in with your child to help start their day off on the right foot or re-connect after an exciting day of school.

#### **Neighborhood Vehicle Safety**

We have students who live in the Brookhaven neighborhood who walk to/from school. Please be mindful of your vehicle speed as it is posted when driving in the neighborhood (25 MPH). If

issues arise in the neighborhood relating to speed or unsafe driving, please contact Raleigh Police to file a report or ask for assistance. Administration only manages campus related needs.

### **Walk to School**

We have many families who live in the neighborhood who escort or allow their children to bike, scooter, or walk to school. Please be mindful of these individuals when driving through the neighborhood. If you would like for your child to be able to walk home in the afternoons once dismissal has occurred, please reach out to our main office receptionist to get a permission slip. Once you have completed and returned the permission slip, your child will be approved to walk home from school. Only students in grades 3-5 may walk home unsupervised. If you have children who are in grades 3-5 with younger siblings, we will allow them to walk with their older sibling but need the permission slip completed first. All walkers will check out in the main office to let our receptionist know they are leaving campus.

If you are meeting your child in the afternoon to walk home with them because you live in the neighborhood, please gather under the large YORK sign in front of the school. A carpool staff member will ask you for your child's name and will add them to our dismissal list, so students know you have arrived and are waiting for them. Please leave campus after you have received your child. Our afterschool care program utilizes the playgrounds, so they are not available for public use after school.

### **Communicable Diseases/Student Illness**

Before entrance to school, your child should have a complete physical examination and must be immunized against Diphtheria, Whooping Cough, Tetanus, Polio, German Measles and Red Measles.

Children should be kept at home when the following symptoms are present:

- Fever of 100.4 (or higher)
- Diarrhea
- Nausea and Vomiting
- Severe headache
- Red, watery eyes with yellow discharge
- Undiagnosed rash
- Inability to attend learning activities
- Change in student's typical medical status

**Children should remain at home until fever free for 24 hours (*without needing fever reducing medication*). If your child has diarrhea, nausea, or is vomiting please keep them home until they are free of these symptoms for at least 12 hours.** Viruses/illness travels fast in schools – please help keep our staff and other students healthy and safe.

### **Health Room**

A health room is available for students in the main office. The school health room serves as a temporary resting place for sick children and serves as the location for trained staff to administer first aid for minor injuries. A child may remain in the health room until picked up by a parent or until she/he is able to return to the classroom. **Health room space is limited, therefore when called to pick up your child please do so in a timely fashion.** The school nurse is on call as needed.

## Medication

If your child needs to take medication at school, a physician must fill out a *Physician Order for Medication Form (1702)*. **Medication will not be accepted until a 1702 form is on file.** Your request should indicate the period of time the student will require the medicine.

It is the parent/guardian's responsibility to:

- ☐ Sign the Parent Request, have the physician complete Form 1702, and return the form to school.
- ☐ Provide medication in a container - which includes the child's name, medication name, dosage, time to be given, and how it's to be administered.
- ☐ Provide new, labeled containers when medications are changed.
- ☐ Remove medications from school when treatment has been completed or school is over.
- ☐ **Parents/guardians must transport the medication to school.** Students cannot transport medicine to school. The school will return empty medicine bottles.

At the designated time each day, your child will report to the office where staff will give the medication (*office staff take medical training annually*). The date and time medication was taken and the signature of the office staff member who administered the medication will be recorded. The dispensing of medication remains with the office staff who are trained to give medication. Due to a wealth of responsibilities, it would be helpful if parents/guardians would dispense medication before and/or after school. We appreciate your cooperation in adhering to these policies. We are confident you will find it reassuring that such precautions are being taken to protect your child and all students at York Elementary.

**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, other forms of pain relievers, sunscreen, cough drops, creams, and ointments etc. (*Chapstick is ok*)

## School Learning Experiences

WCPSS Board of Education policy states that all activities that take place within the school day/classroom 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 to WCPSS Policy.

## 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, arranged for their educational value, enable students to see people at work and serve to broaden the students' total educational experience. A field trip is defined as any planned activity that necessitates the student leaving the school grounds during the instructional hours. Before a student can go on a field trip, complete payment must be submitted and a signed permission sheet must be on file in the office **30 days before the date of the trip.**

## Discipline

Our policy on discipline is an extension of the basic philosophy inherent in all we do at York: provide children with a positive, enriching environment with opportunities to discover and learn. A part of this process is learning about self-control, respect for one and others, and the natural consequences of actions. Through both direct instruction and modeling, all adults at York

Elementary will make every effort to help each child become a contributing member of a school community that is both safe and conducive to learning. A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of today's youth. Administration has the authority and responsibility to take whatever reasonable and legal action necessary to establish and maintain appropriate student behavior and safety in accordance with school board authority. York Elementary is a "Positive Behavior Support" school (PBIS). We utilize school-wide expectations and common language to teach our students appropriate conduct for school.

### **Positive Behavior Intervention Support (PBIS)**

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

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

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

You exhibit Ownership, Responsibility, and Kindness

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

### **Student Dress Code**

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, offensive 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, thin spaghetti straps shirts, attire with messages or illustrations that are lewd/indecent/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 symbols/styles/attire frequently associated with intimidation/violence/violent groups about which students at a particular school have been notified. At York Elementary, we define excessively short shorts and skirts as ending above where the tips of the student's fingers are extended while standing.

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 their dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

### **Toys/Items from home**

Students may not bring toys/items from home unless specifically approved by a teacher and communicated to families. The school is not responsible for items that get misplaced or lost, as students should not have these items at school.

### **Cell Phones**

**Children are not permitted to have CELL PHONES in their possession while on campus.** Cell phones must remain in student book bags/cubbies and be **turned off/silenced** during the instructional day. Please review the [WCPSS cell phone policy](#). If students have SMART watches, they must be turned to airplane mode when on campus as per WCPSS student technology use expectations. Please do not text your child via their SMART watch when they are on campus during school hours, as they will not be able to respond to you. Communication needs to occur through the classroom teacher or main office.

### **Lost and Found**

Students are strongly encouraged to leave all valuable items at home since the school cannot assume responsibility for lost items. Coats, bookbags, lunch boxes, etc. should be clearly marked with the student's name to permit easy identification. There is a **LOST AND FOUND** section in the cafeteria. Parents and students are invited to check the lost and found area for missing items. Each year the school system has a large quantity of unclaimed items, which are then given to charitable organizations if left unclaimed at the end of each quarter. We will always announce when this will occur so students and families can search the items before packed and given away.

### **Inclement Weather**

If inclement weather occurs, listen to local radio and television stations to find out about school delays, closings, or early dismissals during inclement weather. We do not receive notification any earlier than the news media. We will send out multiple communications (*school messenger, website, social media, and talking points texts*) to families as soon as we receive official notification. Please **listen to the message first before calling the school** so that our phone lines do not get congested. We will include all pertinent information families need to know in the message.

**If Wake County Schools are delayed, the before-school care program will be delayed for the same amount of time.** Please let your child's teacher know what arrangements you have made for early dismissal. Send the information in writing or call the school if your child's mode of transportation changes. It is imperative that you have a back-up plan for your child (*a neighbor, for example*) in case your child gets home before you due to an early closing. The plan should also include which parent/guardian will contact the school if changes are to occur.

### **Child Nutrition Services**

Breakfast is available each morning from 8:45 - 9:15 a.m. Lunch is available daily as well via the cafeteria serving line. **Please refrain from putting glass or canned drinks/sodas in bag lunches.** Make sure your child knows how to open items that you send as this helps build their independence.



Checks for meal accounts should be made payable to York Elementary Cafeteria, are to be dropped off during AM arrival, and list the child's name and teacher. Parents can also set up an online account/pre-pay for meals at <https://www.myschoolbucks.com>. MySchoolBucks also has an app you can download for your phone once you get the account set up. Parameters can be set up for student meal accounts if parents/families want to set certain restrictions to what their child can purchase and/or spending limits.

**Please use the [following link](#) to connect to our school's website for more information on school meals as well as monthly cafeteria menus.**

### **Food Policy**

The North Carolina Department of Environment and Natural Resources suggest that schools should not allow anyone to bring in food from non-commercial sources. Food related illness caused by improperly prepared food is a public concern. In an effort to reduce the risk of a food related illness with our students, we request that parents refrain from bringing in home-prepared foods from non-commercial sources.

**Under no circumstances should the following food items be brought in from homes:**

- ❖ Ground beef products
- ❖ Venison in any form
- ❖ Unpasteurized milk, juices or products made from unpasteurized milk (*butter, cheese or ice cream*)

Thank you for partnering with us to ensure our students can grow, build, and maintain a healthy physical and nutritional lifestyle! We want to make sure we are setting them up for success by offering healthy food options while following nutritional guidelines provided by DPI and Child Nutrition. If you have any specific questions regarding our cafeteria or child nutrition services, please reach out to our cafeteria manager.

### **Conferences**

A minimum of at least two conferences will be scheduled with each student's parents during the year (*fall/spring*). Parents are encouraged to contact the teacher **first** any time there are questions or concerns. Please call or send a note if you must cancel a scheduled conference. "No Shows" for scheduled conferences that are not canceled will be documented on the report card. Regular communication between home and school is crucial.

### **Suggestions for Parents at a School Conference:**

Decide in advance what you want to ask the teacher. It's a good idea to write things down that you want to discuss. This will help you focus on your child's specific problems rather than indulge in generalities.

- ☐ **Please do not "appear" during arrival or dismissal time expecting a conference.** Contact your child's teacher to schedule a conference at a later date. Teachers need to be able to welcome students to get the instructional day started properly.
- ☐ **Schedule conferences in advance.** Teachers cannot interrupt instruction during the day. Expect at least a day's notice to schedule a conference. Teachers are involved daily in team/individual planning, workshops, and/or committee meetings.
- ☐ **If you have a concern, remain calm until you and the teacher have had time to discuss it thoroughly.**
- ☐ If you are troubled about an issue you've heard, based on something your child has told you with respect to school, remain calm and seek the facts. **Clarify with the teacher what**

**happened first, before involving Administration, since teachers can speak directly to classroom events/happenings.**

- Ask your child if there is anything he/she would like you to discuss with the teacher.
- Share information about your child with the teacher. The more we know about your child the more effective we can be.
- Be reasonable in what you expect the teacher to do and about the amount of special attention he/she can give your child.
- Ask the teacher how you can help meet some of your child's needs at home. Take notes during the conference and review them when you get home. Start right away on the action steps that you and the teacher decide upon.
- When you are volunteering in the classroom, please do not request a conference at that time. You need to schedule a conference at a later date. Remember the confidentiality of all students when you serve as a volunteer.

### **Reporting Student Progress**

Wake County's method of reporting a student's progress includes the best of several reporting procedures. It is a fusion of progress/interim reports, parent conferences, and benchmark reports. Interim reports will be issued mid-way through each quarter. Report cards will be issued at the end of each quarter (*4 total*) for grades K-5.

The purpose of the student report card is to inform parents of their child's achievement on state/local standards for each reporting period. The student's achievement is determined by a variety of ongoing assessments, including aligned rubrics provided by the county. The report reflects the teacher's evaluation of student achievement in accordance with the expectations stated in the NC Standard Course of Study and WCPSS benchmarks. The goal is for every student to meet or exceed grade level expectations.

**Elementary students will be scored using the Standards Based Grading scale:**

#### **Level 1 & 2**

- ❖ Indicates that the student has not yet met grade level expectations set by the district/state.
- ❖ This should alert parents that close communication is needed for further student support.
- ❖ Indicates that a student does not yet have the necessary skills and concepts to be successful in the next grade or quarter.

#### **Level 3**

- ❖ Represents the student meeting the grade level expectations set by the district/state.
- ❖ Indicates that a student has the necessary skills and concepts to be successful in the next grade or quarter.

#### **Level 4**

- ❖ Represents the student exceeding grade level expectations set by the district/state.
- ❖ Indicates that a student will be successful in the next grade or quarter and whose curriculum may be enriched.
- ❖ Represents the student meeting the grade level expectations set by the state **with evidence of application.**
- ❖ Indicates that a student has the necessary skills and concepts to be successful and confident in the next grade or quarter.

*\*Academic performance and work habits are scored separately.*



## Homework

At York Elementary, the term “**homework**” is defined as school related instruction completed outside the classroom. It should fulfill the following purposes:

- ❖ To enrich and extend school experiences through related home activities.
- ❖ To reinforce daily learning by providing practice and application.
- ❖ To stimulate effort, independence, responsibility, and self-direction.

### Homework - Effort Guidelines

Homework will provide practice to reinforce skills learned in class. Homework will provide a daily opportunity for parents to encourage their children to succeed in school. All homework assignments should be completed on time. Students will turn in work that is neatly done. Homework is considered practice and is not graded on a standards-based grading scale.

### Homework Frequency:

- ☐ K - Occasional assignments to enrich/extend school experiences
- ☐ 1<sup>st</sup> - Not to exceed an average of 20 minutes
- ☐ 2<sup>nd</sup> - Not to exceed an average of 30 minutes
- ☐ 3<sup>rd</sup> - Not to exceed an average of 40 minutes
- ☐ 4<sup>th</sup>/5<sup>th</sup> - Not to exceed an average of 50 minutes

Homework, when assigned, will occur Monday through Thursday nights. K-5 students are encouraged to read at least 20 minutes nightly (*independently or with others*). Occasionally, some projects may extend into the weekend. Parents are expected to contact teachers if homework was not completed. Parents may request homework and other assignments for a child absent longer than 2 days. Requests should be made as soon as possible in the day to provide ample time for the teacher to prepare and gather materials. Please allow 24 hours turnaround time for the teacher to collect materials/work – parents may pick up materials after 4:15 pm the following day in the main office.

### Examples of possible assignments:

- |                    |                       |
|--------------------|-----------------------|
| *Reading logs      | *Observations         |
| *Experiments       | *Drawings             |
| *Reports           | *Interviews           |
| *Creative Writings | *Drills/Fact practice |
| *Reading/Math      | *Research             |

## Technology

York Elementary integrates technology into the instructional program and individualizes the learning process for students through the use of instructional materials focused on the enabling skills of reading, writing, and mathematics. Teachers are encouraged to use internet sites that meet the goals and objectives established by the NC Department of Public Instruction. Students are not allowed to use the internet unsupervised. They may only visit sites chosen by their teacher.

## Volunteer

Parents are always welcome at our school as there are many opportunities to volunteer. **WCPSS policy requires that all school visitors and volunteers report to the main office**

**when entering the building and wear a visitor's badge.** The staff of York Elementary is committed to ensuring and protecting the instructional day; therefore, spontaneous classroom visits are not permitted because they disrupt the instructional program and take time away from your child and others. **Please do not show up unexpectedly at your child's classroom to talk with the teacher, expect a conference, or observe your child. These interruptions interfere with teaching and learning.** Please send a note, email, or call the school to schedule an appointment to conference with a teacher (*at least 24 hours in advance*).

Volunteers are considered a vital and necessary part of the instructional program at York Elementary. According to WCPSS policy, any person wishing to volunteer in WCPSS must register each year. All continuing volunteers approved for the school year **MUST** reactivate as a volunteer **annually no later than 4:00 p.m. on October 31<sup>st</sup>**. Any new volunteer applicants must register and have an approved criminal record check prior to engaging in volunteer work. A volunteer can [register online](#) any day of the school week. All volunteers will be notified in writing when status is determined. At that time, teachers may work out a volunteer schedule with the volunteer.

### **North Carolina Promotion Standards**

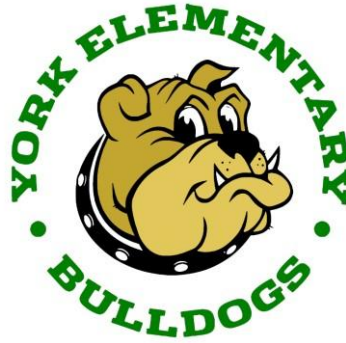
The State Board of Education has adopted Student Accountability Standards that require students in grades 3, 5, and 8 to meet local promotion standards and score at level III, level IV, or level V on end-of-grade (EOG) tests to be promoted to the next grade level. Based on current NC legislation, 3<sup>rd</sup> graders that are not proficient in reading (*level III, IV or V*) are subject to retention. Even though grades 3, 5, and 8 are considered the gateways, we still need to address students' needs in grades K, 1, 2 and 4 to ensure they meet grade level standards prior to the gateway years. Teachers will communicate to parents mid-way through the third quarter should significant academic concerns for a student exist. Parents will be notified by their child's teacher so that a parent/ teacher conference can occur to discuss these concerns. During the fourth quarter, the school-based retention committee will review the data for students who are at risk of possible retention. Parents will be invited to attend a final conference with the committee and administration to review student data and concerns. The final decision whether to retain or promote a student is that of the Principal.

### **Intervention / Personal Education Plans**

The Wake County Public School System and York Elementary are committed to helping students in all grades achieve at Level III, IV, or V. In order to help your child achieve these standards, a Personal Education Plan (PEP), intervention services, and differentiated instruction will be provided to meet your child's academic needs and foster their success. Details of the PEP will be shared with parents during the parent/teacher conference.

### **Media Matters**

The library media center has open circulation. Students may check out and renew books at any time. Classes visit the library media center regularly. Teachers and the media coordinator plan together to prepare lessons that incorporate curriculum goals and media skills. The loan time for books is typically one week. Books may be renewed as needed. Lost or ruined books must be replaced at the new book price. All checked out books must be returned before students leave for summer break. Students transitioning to middle school will not be allowed to check out books in middle school until all elementary school books are returned or replaced.



### **Note from York Administration**

We are looking forward to a great school year! We are so excited that your child and family are part of the York Bulldog family! If there is ever anything that you need, please don't hesitate to reach out to your child's teacher or to Administration. Together we can ensure that your child has the best possible elementary school learning experience!

**#YORKStrong**

