

Creech Road Elementary

STUDENT-PARENT HANDBOOK 2009-2010



Our mission is to inspire **JOY** for life and learning, to educate, empower, & engage the whole child, and to nurture personal and social responsibility in an emotionally and physically safe setting.



Dear Creech Road Elementary Families,

We are very excited to have your family here at Creech Road Elementary and we welcome you to our wonderful school! As you will find, we will do everything we can to provide a warm, caring, and safe environment for your child (children). The Creech Road Elementary Parent/Student Handbook is designed to help you with the protocol we have at the school and serve as a reference guide for when you have questions.

Please take a few minutes to read this handbook in its entirety to become familiar with Creech Road Elementary procedures. As always, we are here to answer any questions or concerns you may have about the contents of the handbook. Please contact us any time if you need clarification on any of the enclosed information.

We look forward to seeing you at Creech Road!

Sincerely,

Jen Benkovitz, Ed.D.
Principal

Creech Road Elementary
450 Creech Road
Garner, NC 27529
(919) 662-2359



Administrative Office:

Principal.....Jen Benkovitz (jbenkovitz@wcpss.net)
Assistant Principal.....Kim Mitchell (kamitchell@wcpss.net)
Lead Secretary/Office Mgr.Cindy Mullen
NC WISE Data Manager.....Shanita Robinson
Receptionist.....Sharron Gibson

OVERVIEW OF HANDBOOK

This book provides information about Creech Road Elementary School and serves as a reference source for all student families.

The WAKE COUNTY PUBLIC SCHOOL SYSTEM STUDENT/PARENT HANDBOOK also contains valuable information relating to all Wake County Schools, including the annual calendar. The contents of the *WCPSS Student Parent Handbook* have not been duplicated here and the two handbooks should be read together.

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/agenda/planner and Code of Student conduct policies, the WCPSS Code of Student conduct polices shall take precedence.



ABSENCES

1. When a child is going to be absent, please send a note giving the date, teacher, and reason for absence.
2. If your child is tardy due to a doctor's appointment, please bring a note to the teacher.
3. 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

Your signature

If a note is received within two days of the absence, the absence will be excused.

4. Letters will be mailed to parents of students who accumulate excessive absences or are regularly late to school. This is done as efforts 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.
5. Excused absences can be requested for educational reasons. Request forms are available through your child's classroom teacher. **PLEASE NOTE:** 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: launching of space shuttle, presidential inauguration). ***This is WCPSS SCHOOL BOARD POLICY.***
6. 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 immediate 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." (see above) When an absence described in section G is anticipated, please fill out the request form at least one week prior to the absence.
7. Repetitive absences/tardies will be reported to our school's social worker.

ADMISSIONS

New kindergarten students must be 5 years old on or before **August 31st** of the school year in which they are enrolling. A physical examination is required (by a North Carolina physician) when a student enters school for the first time. Ages must be verified by a certified birth certificate, immunization records must be complete, and proof of residence (utility bill, lease agreement, etc.) must be provided. Upper level students who are transferring from other schools should arrange to provide copies of the academic record.



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 parents who pick up their child via carpool should be on campus by 3:45 p.m. (by 2:45 on Early Dismissal Wednesdays and by 1:15 on Early Release Wednesdays.)
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 when this protocol is to begin.** 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.

ARRIVAL AND DISMISSAL

Creech Road has new hours this year to allow for PLC (Professional Learning Community) time. School begins at 9:05 and ends at 3:45. The car loop (side parking lot) is located on the far right hand side of the building. The bus loop is located at the front entrance of the school off of Creech Road. This area is designated for bus pick-up and drop-off only. Staff members and safety patrol are on duty from 8:45-9:05 and from 3:45-4:15 pm in those 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 arrival/dismissal procedures listed below:**

CARPOOL ARRIVAL

During carpool arrival in the morning, please follow the guidance of the adults and safety patrol on duty. The adults and safety patrol will direct you to continually move forward to the orange cones at of the car loop. When the carpool traffic ahead of you has stopped, that is your cue to let your child out on the passenger side of the car. The carpool process in the AM is extremely efficient and there is rarely any wait-time for parents. We appreciate you patience on bad-weather days, as carpool may be a bit slower for obvious reasons.

CARPOOL DISMISSAL

**Please remember that this is our first year in using carpool numbers. It will take some time for us all to learn how this works. In doing so, it is our goal to keep students safe and carpool time efficient. In an event that someone without a car tag will be picking up your child, they will have to present proper identification. Please be sure to call and let the front office know of this carpool change. Be sure to remember the following in order to keep our students safe & orderly when arriving and leaving school.
Dos:

- Display carpool tag in review mirror.
- Stay in line behind the car in front of you.
- As directed by a teacher, pull all the way forward in order to load more students at a time.
- Stay in your car.



- If someone other than usual will be picking up your child, please provide them with the carpool tag. Keep up with your tag!
- Be on time.
- Help us ensure that students enter/exit on the passenger side of the vehicle.
- Encourage & assist your child in learning his/her carpool number.

Don'ts:

- Forget your tag (you will be asked to go inside with identification to pick up your child).
- Keep conversations with teachers for a later time.
- Come up to the gym doors to pick up your child (you will be asked to return to your car and remain in the carpool line).
- Pass, speed or drive around others.
- Pull around other vehicles...this is dangerous for everyone.

ATTENDANCE/ LEAVING SCHOOL

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 at least 3 hours, 15 min. (12:20 p.m.)
2. Students may leave with a parent for dental or doctor's appointments (prior notice is appreciated). If possible, these appointments should be made after school hours. Repetitive instances of early check-out result in a loss of instructional time and will be handled by our school social worker.
3. If it is necessary for a parent to take his/her child from school during school hours, please come by the office. A sign-out form is on the desk in the office area. Office personnel will get your child from the classroom after you arrive. (*Teachers are not permitted to release students directly to parents during the school day and teachers are instructed to ask the parent to return to the school office for authorization.*) The adult picking up the child must provide identification. Only people listed on the emergency/data form can check the student out. If the student returns to school that day, he/she should report to the office for readmission.
4. Please refrain from picking up your child between 3:20 and dismissal (3:45). We cannot guarantee that your child will be dismissed during this time. Please simply wait for your child in the carpool line if you arrive after 3:20.

BEFORE/AFTER SCHOOL PROGRAM

A Before/After School Program is available for students. The Program is coordinated by the school and is housed at Creech Road Elementary. Please call the school and ask for Anna Godley if you need further information about this program and its costs. The After School program is offered on Early Release dates.

BELL SCHEDULE

8:45 AM	First Bell- students may enter building
9:05 AM	First Announcement
3:40 PM	PM Bell to signal students and teachers to prepare for dismissal
3:43 PM	Afternoon announcements
3:45 PM	Dismissal



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

BUS SERVICE AND DISCIPLINE

Questions about bus stops and schedules should be directed to the transportation supervisor at our local transportation affiliate @ 856-2828. Concerns about bus behavior should be directed to the Assistant Principal, 662-2363.

School Bus Discipline involves the following steps:

1. Students who misbehave on the bus will be reported (by the driver) to the Assistant Principal utilizing the appropriate bus discipline form. 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
***PLEASE NOTE: Any fighting/physical aggression/threatening language can 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 another 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 and the days upon which the bus suspension takes place are non-negotiable.
3. Additional reports of misbehavior will result in removal from the bus for additional days/weeks.

CHANGE OF ADDRESS OR PHONE NUMBER

Parents are asked to inform the school office in writing of any change of address or phone number so that we have accurate, up-to-date information for all students. (YOU MUST BRING IN AN ELECTRIC/GAS BILL, LEASE OR PURCHASE AGREEMENT FOR PROOF OF ADDRESS CHANGE.)

CLASS PREPARATION

In order for students to make instructional progress, it is expected that they come to class prepared with the necessary tools for learning. These may vary from class to class but generally include: pencils, paper, textbooks, and completed homework assignments. (See Homework Policy at the end of this document.)



CONFERENCES

Teachers will schedule at least two conferences with each student's parent 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.

SUGGESTIONS FOR PARENTS AT A SCHOOL CONFERENCE:

1. Decide in advance what you want to ask the teacher. Write down questions to prepare for the conference.
2. Ask the child if there is anything he/she would like you to discuss with the teacher.
3. Share information about your child with the teacher. We are more effective in working with your child when we know about him/her.
4. If you have a concern, remain calm until you and the teacher have had time to discuss it thoroughly.
5. Ask the teacher how you can help meet some of your child's needs at home and try some of the suggestions.
6. *Schedule conferences in advance.* Teachers cannot interrupt their classes during the day.

The principal, assistant principal and counselor are available to discuss parent concerns or questions; however, *PARENTS SHOULD TALK TO THE TEACHER FIRST UNLESS IT IS AN EMERGENCY OR URGENT MATTER.*

CURRICULUM

The curriculum focus at Creech Road Elementary is aligned with and exceeds the "Standard Course of Study" for North Carolina. The teachers at Creech Road Elementary emphasize the importance of both an academic and a social curriculum. In the Connections pamphlet that you will receive, an overview of grade level expectations is given. We have a variety of curriculum specialists at Creech Road Elementary. All students at grade K-5 participate in the following classes:

- Physical Education
- Music
- Art
- Media/Book Talk
- Classroom Guidance

We also have an Instructional Resource Teacher, a Math Coordinator, and two Literacy Coordinators who support our teaching staff by providing training, teaching lessons, keeping us updated with curriculum changes, etc.

DISTRIBUTION AND DISPLAY OF BROCHURES OR FLIERS

Any distribution of fliers or brochures of a "personal nature" that are not coming directly from, or sponsored by, the Creech Road Elementary PTA or sanctioned by Creech Road Elementary will not be distributed to staff, students or parents. This protocol is due to the various legal issues that arise when brochures or fliers of a "personal nature" are distributed to the school community. If you have questions regarding this policy, please see Jen Benkovitz, Principal.



DISCIPLINE

We believe that the classroom/school environment must be one in which each student can be academically and socially successful. Throughout the school year our staff is studying and implementing a Responsive Classroom® model, based on the framework suggested in The First 6 Weeks, by Paula Denton and Roxanne Kriete. This framework involves a number of strategies that deliberately and delicately balance the emphasis between academic and social goals. Please see our website (<http://creechroades.wcpss.net/>) for greater detail.

Creech Road Elementary School's behavior expectations will be revised by this year's Healthy and Safe Schools Committee. In the meantime, we will use the following school-wide rules to ground us in a common set of expectations.

TIGER TRIO:

- ✓ Be respectful
- ✓ Be responsible
- ✓ Be safe

Parents will be notified if student behavior habitually interferes with teaching and/or learning. Parents will also be notified of acts of kindness and good behavior. We know that positive reinforcement goes a long way. ☺ We also know that an engaging curriculum along with strong relationships (with both students and parents) will set the stage for both academic and social success.

DRESS CODE

The Wake County Public school System has a dress code. You may find this information in the Wake County Student/ Parent Handbook or online at www.wcpss.net. Students are expected to adhere to standards for dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing of clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and 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 symbols, styles or attire frequently associated with intimidation, violence or violent groups. Spaghetti straps and shoes with wheels are also prohibited.

If a child is dressed inappropriately, the following sequential steps will be taken:

1. Warning, letter - parent called.
2. Parent called to bring change of clothes or pick the child up.



Recently, the Wake County Board of Education approved a school schedule for the 2009-10 school year that allows for more collaboration and Professional Learning Community (PLC) sessions.

Ten minutes have been added to the school day.

To meet the state requirements of 180 days of instruction and 1,000 hours of instruction, 10 minutes have been added to the school day to make up for the time used in the PLCs. You can view bell schedules online at www.wcpss.net/2009-10-bell-schedule.html.

We hope that you will support our efforts at improving learning and teaching for our students. We are committed to helping your student reach his or her full potential, and PLC time will help us in these efforts. If you have any questions, please don't hesitate to call me.

Mark your calendar for these important changes:

WEDNESDAY EARLY DISMISSAL

Every Wednesday, all Wake County Schools will release one hour early to allow for PLC meetings. Creech Road will dismiss at 2:45.

WEDNESDAY EARLY RELEASE

Six times per year, the students dismiss at 1:15. These afternoons are protected work sessions for the teachers' staff development. Please be on time to pick up your child. The buses will run on an "early release" schedule. It is your responsibility to notify your daycare provider (Y, Salvation Army etc.) and to make plans as needed. The Creech Road After School Program is in session on Early Release dates. Please see our website for details or call the front desk so that we can assist you. Early Release dates for CRES are as follows:

- ❖ September 23, 2009
- ❖ October 21, 2009
- ❖ December 2, 2009
- ❖ February 3, 2009
- ❖ March 10, 2009
- ❖ April 21, 2009

EMERGENCY CONTACT INFORMATION

Please give your child's teacher the name and phone number of a relative, neighbor, or friend who can be contacted in case of an emergency when you cannot be reached. If this situation changes during the year, please notify the office. This information should be provided on your child's "DataSheet." This Data Sheet will be sent home with your child the first week of school. Please return this form as soon as possible.

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. Transportation is provided by bus only. Before a student can go on a field trip, a signed permission sheet from the parent must be on file in the office. Verbal permission is not accepted. A field trip is defined as any planned activity that necessitates the student leaving the school grounds during the instructional hours of 9:15 a.m. to 3:45 p.m. Some trips may use coach buses and extend outside the normal school hours.

FOOD SERVICE

Students planning to eat school prepared food can purchase breakfast and lunch 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 Creech Road Elementary School Cafeteria. Please have your child bring the pre-paid check to the cafeteria office in the morning before going to class. Be sure to include the child's name, lunch number, and parent's name (if different from the student's last name) on the check/envelope. 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. PLEASE NOTE: Ultimately, it is the parents' responsibility to keep track of the money their child spends from the lunch account. It is suggested that parents' mark on their calendars to periodically inquire how much money there is in their child's account so it does not run out. Any student who does not have money in their account will have a letter sent home to their parents notifying them of the situation. Students who do not have money for lunch can have fruits and vegetables for no charge on that day if necessary. 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. Since returning to the line causes a jam and disruptions to the flow of other classes proceeding through the line, students are not allowed to return to the food line once their class has been through, made their purchases, and are seated in their assigned areas.

Breakfast is available each morning from 8:45 to 9:05 a.m. One container of milk is served with breakfast and lunch. On delayed opening days no breakfast is served.

Food Service Cost:

Breakfast	.80
Lunch	\$1.75
Extra Milk/ Milk only	.50

For a student approved for reduced cost meals, breakfast is \$.30 and lunch is \$.40. Parents are invited and encouraged to have lunch at school with their child (children). **Please send a note to the teacher on the days you will be eating with them so that the teacher can notify the main office.** To promote child nutrition services and healthy eating, food from outside vendors (Hardee's, McDonald's, Wendy's, Arby's, etc.) is strongly discouraged in the cafeteria during breakfast and lunch times. *If you wish to "treat" your child to one of these lunches, we encourage you take your child outside to enjoy breakfast/lunch there or to check with the office so that we can find you a comfortable place to eat.* Carbonated drinks are not permitted. (Exceptions: Special school events when noted.)

FRIDAY FOLDERS

A student work folder, including work produced during the prior week, will be sent home each Friday. Parents should review the weekly progress of the student and make arrangements for a conference with the teacher if necessary. Parents should keep the material that is in the folder. We make an effort to include any special bulletins or announcements in the Friday folder, so be on the lookout for these important communications. A newsletter from the principal is sent home on the first Friday of each month and is included in the Friday Folder.



HEALTH ROOM

A Health Room is available near the main office. However, it is not designed to house students for an entire day while they are sick. If a student is ill for a prolonged period of time during the school day, the parent will be called to come and pick up their child. Some common elementary school health issues are listed below.

- **Chickenpox** - transmitted by person-to-person direct contact, droplets or airborne spread of secretions. From 5 days before to 6 days after a rash appears your child is contagious. Your child should not come to school until all pocks or vesicles become dry.
- **Head lice** - transmitted by direct contact with infested person or indirectly by contact with contaminated personal articles. Children should be treated with a special shampoo that can be purchased from a pharmacy or through a doctor's prescription. A child can't return to school until all lice and eggs are destroyed. **Please note:** In the rare occasion that it appears as if a child may have contracted head lice, but the school cannot confirm one way or another, we will contact parents to come and pick up their child for further diagnosis. This is done for the safety of your own child as well as the safety of others in the school.
- **Pink eye** - transmitted by direct contact or from articles contaminated by drainage from eye or upper respiratory tract. A child is contagious during active infection. A physician must treat the student before returning to school.
- **Ringworm** - transmitted by directed contact with sores or indirectly with contaminated surfaces or materials. A child is contagious as long as sores are present. A student is excluded from school until treatment has begun.

HOMework POLICY

At Creech Road Elementary, we define the term "homework" as school-related instruction that is to be completed outside the classroom. It should fulfill the following purposes:

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

Guidelines:

1. Homework will provide practice to reinforce skills and materials learned in class.
2. Homework will provide opportunity for parents to encourage their children to succeed in school.
3. All homework assignments will be completed on time.
4. Students will turn in work that is neatly done.

Frequency:

Grade	Time
K	Encourage reading for pleasure. Send home a list of optional assignments to enrich and extend school experiences.
1 st	Not to exceed an average of 15-20 minutes
2 nd	Not to exceed an average of 25-30 minutes
3 rd	Not to exceed an average of 35-40 minutes
4 th /5 th	Not to exceed an average of 50 minutes
Homework can be assigned Monday – Thursday. Occasionally some projects might extend into the weekend	

Examples of possible assignments:

Reading logs
Observation

Experiments
Drawing

Creative writing
Interviews

Research
Drill (minimal)



ILLNESS

Children should be kept at home when the following symptoms are present: Fever, diarrhea, nausea and vomiting, red and watery eyes with drainage, severe headache, and/or undiagnosed rash. If a child has a fever of 100.6 or higher, they **must be picked up from school**. Please note: *CHILDREN SHOULD REMAIN AT HOME UNTIL FEVER-FREE FOR 24 HOURS*.

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 the Superintendent makes a decision, local radio and television stations are notified. *Please do not call the school office*. Our telephone lines must be kept open for emergency information. We appreciate your understanding with this protocol.

Note: For a delayed opening - The Before School Program is delayed by the same number of hours the regular school day is delayed. Also, no breakfast is served. The After School Program students need picked up on Early Dismissal Days.

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.

PARENT/TEACHER ASSOCIATION (PTA)

At Creech Road Elementary, we understand how important parent involvement is to the success of all our students. Simply stated, *we can't succeed without parent support*. Many opportunities are available for parents who wish to volunteer their time at Creech Road Elementary. Contact information will be provided in our September newsletter.

PRESCRIPTION MEDICINE

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 773-9568.
2. You, the parent, must present a prescription bottle containing the prescribed medication to the school office.
3. At the designated time each day, your child will report to the office where we will give the medication. The date and the time medication was taken will be recorded with our signature.

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.)

PROMOTION STANDARDS FOR GRADES K-5

Students must meet the following standards in grades K-2:

Students will perform at Level III (proficient) or above in the following areas:

- WCPSS Mathematics Assessment
- WCPSS Literacy Assessment
 - Kindergarten: 17 of 19 print concepts, level 3-4 on reading assessment, retelling score of 3
 - Grade 1: Developing, reading level of 15-16 with 90% accuracy with a retell of 3 score or above
 - Grade 2: Early independent, reading level 23-24 with 90% accuracy with a retelling score of 3 or above

Students must meet the following standards in grades 3-5:

Students will perform at Level III (proficient) or above in the following areas:

- WCPSS Math Assessment
- WCPSS Literacy Assessment
- NC End-of-Grade Test of Reading Comprehension
- NC End-of-Grade Test of Mathematics
- Students will score at Level III (proficient) or above on the Grade 4 NC Writing Test or demonstrate adequate progress by the end of grade 5

Note: The above information can be found in WCPSS Board Policy 5530

REPORTING A CHILD'S PROGRESS

Wake County's method of reporting a student's progress is the best of several reporting procedures. It 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 2-5. *Kindergarten teachers will send home two written evaluation forms, winter and year end. * First Grade students receive reports 2nd, 3rd and 4th quarters.

SCHOOL DAY SCHEDULE

The school day for Creech Road Elementary students begins at 9:05 a.m. and ends at 3:45 p.m. Students should not arrive on campus prior to 8:45 a.m. unless they are enrolled in the Early Arrival Program. Please avoid classroom visits near the end of the school day. This is a very important time for student/teacher communications on student responsibilities for homework and personal items (jackets, lunch boxes, etc.). The main responsibility of teachers at this time is to make certain that each child leaves school safely and in the appropriate manner. To contact teachers, please send a note with your child, email, or call the front office to leave a message. If you would like to meet with a teacher in person, please call to schedule an appointment during a mutually agreeable time. *Parent "drop-ins" are discouraged due to interruption it causes to instructional time for all children.*



SCHOOL 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 to Wake County School policy. Also, balloons/flowers should not be sent in to “recognize” your child. **PLEASE NOTE:** Birthday invitations *cannot* be sent home through a child’s classroom.

INTERVENTION ALIGNMENT/FOCUSED INTERVENTION TEAM

The purpose of the Intervention Alignment process is to ensure that every child receives an appropriate educational program to attain success in school. Students who experience great difficulty despite interventions may be referred to the *Focused Intervention Team*, which consists of teachers, counselors and administrators who work with parents to design a course of action to assist with academic and/or behavioral needs. The Focused Intervention Team **is not** a special education service. It is a way for staff and parents to work together to utilize the school’s *regular education* resources in the most efficient way possible.

VISITORS TO CAMPUS

All parents are welcome to visit Creech Road Elementary! 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 visitor’s tag.”** This includes parents going to the modular units. **Any parents wishing to visit the modular units MUST sign in at the office to receive a visitor’s tag.** Please know that if you are not wearing a visitor tag, EVERY staff member in the building has been instructed to direct you back to the office to obtain the proper identification. 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. Volunteer registration is not an immediate process – it takes many days to process the registration. Parents are **STRONGLY ENCOURAGED** to register early in the year, even if they are not fully sure they will need it. **PLEASE NOTE: All volunteers who registered last year will need to reactivate their status.**

VOLUNTEER REGISTRATION

Persons who volunteer in the schools will be asked to provide information and to select the types of volunteer activities in which they are interested. Volunteers are requested to use a designated computer to submit their registration on the WCPSS Intranet site or go to the WCPSS Customer and register on one of the designated computers for customers. Volunteers may update their registration anytime during normal business hours at the WCPSS Customer Service Center (3600 Wake Forest Road) or at Creech Road Elementary School. Website registration is not possible for security reasons.

Questions you will be asked when registering:

Persons volunteering for Level 1 and 2 activities will be asked their name, address, phone number and e-mail address. The computer screen provides a checklist of Level 1 and 2 volunteer activities.

Persons volunteering for Level 3 and 4 activities will be asked to provide their name, address, phone number, e-mail address, as well as birth date, driver’s license number, social security number and addresses for residences during the last seven years. The screen provides a checklist of Level 3 and 4 volunteer activities.



Levels of Volunteer Activities

Level 1

Activity takes place with supervision, in a public setting, and it involves little or no student contact. The volunteer is always within unbroken view of school staff or multiple adults. Examples may include: clerical work for teachers, telephone calls to other volunteers, work in the media center, help with beautification efforts and serve as a resource speaker.

Level 2

Activity takes place in the classroom or other group setting. Staff or other adults can enter and observe at any time, and there is no solitary time with a student. The volunteer is always within unbroken view of school staff or multiple adults, but the ability of school staff to monitor a volunteer's interactions with students is limited by their own responsibilities or other factors. Examples may include: classroom tutor, supervised field trip chaperone, field day volunteer, test proctor, front office helper, and room parent.

Level 3

Activity involves direct contact with students under limited supervision by school staff, and takes place in the classroom or other group setting. The volunteer could have solitary time with students of short duration, and may be outside the view of school staff or multiple adults for brief periods. The volunteer activity may involve access to confidential student information. Examples may include: unsupervised field trip chaperone, one-on-one tutoring outside the classroom, dance chaperone, club sponsor, and health room assistant.

Level 4

Activity allows unsupervised contact with a student on or off campus and may be in a private setting such as the home or community setting. There may also be extended solitary time with a student, involvement with transporting students, and participating in overnight field trips. Examples may include: tutoring, extended out-of-school activities, and Job Shadowing.



People teach, but the institutions which people build also teach... We have a profound moral contract with our students. We insist, under the law, that they become thoughtful, informed citizens. We must – for their benefit and ours – model such citizenship.

- Excerpt from: *The Students Are Watching*, by Ted and Nancy Sizer