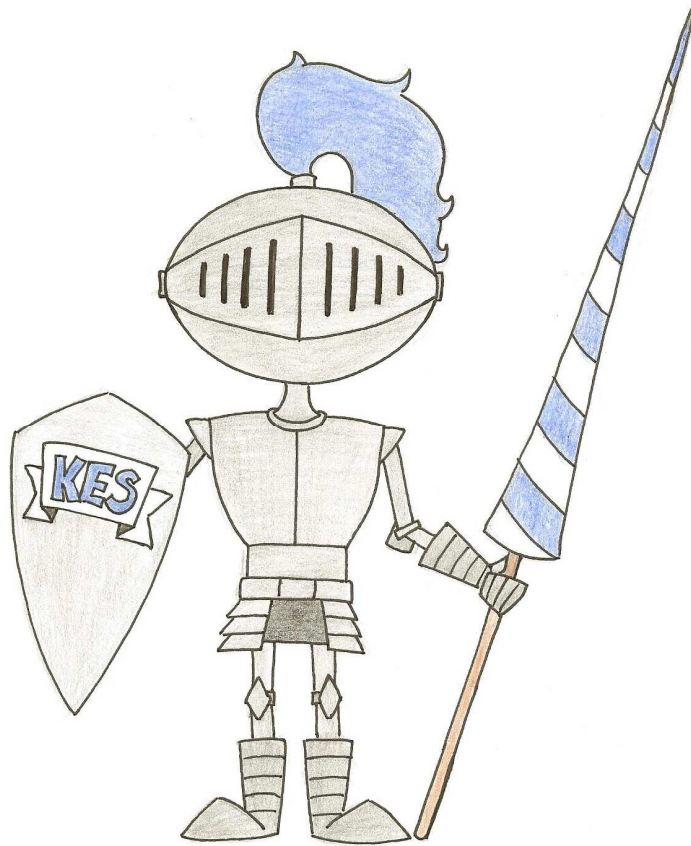


KNIGHTDALE ELEMENTARY SCHOOL

"On The Road To Success"



PARENT-STUDENT HANDBOOK 2009 - 2010

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Dear Knightdale Elementary Parents,

Welcome to Knightdale Elementary School. The staff at KES is committed to providing an academically challenging environment where students and their parents are encouraged to participate in the learning process together. Our high standards for learning and behavior are embedded in the belief that all students can learn and be successful at Knightdale Elementary.

The parent/student handbook is a guide to help parents and students understand the policies and procedures used at Knightdale Elementary to ensure learning is happening every day for our students.

In advance, I would like to thank you for attending conferences, working with your child's teacher, supporting PTA and, most importantly, supporting your child as a member of the Knightdale Elementary School family.

Sincerely,

Linda Roberson
Principal

KNIGHTDALE ELEMENTARY SCHOOL

109 Ridge Street,
Knightdale, NC 27545
Phone: (919) 266-8540 Fax: (919) 266-8582

Principal	Linda Roberson
Assistant Principal	Michael McPherson
Counselor	Migdalia De Los Santos
Instructional Resource Teachers	Kimberly Womble Katy Duty
Data Manager	Donna Stark
Secretary	Margaret Leonard
Receptionist	
Head Custodian	Reginald Vick

MISSION STATEMENTS

WAKE COUNTY PUBLIC SCHOOL SYSTEM

MISSION STATEMENT

The Wake County Public School System will educate each student to be a responsible and productive citizen who can effectively manage future challenges.

KNIGHTDALE YEAR ROUND ELEMENTARY SCHOOL

MISSION STATEMENT

Knightdale Elementary School will educate each student to be successful in the 21st century.

CHARACTER TRAITS

Knightdale Elementary will continue to focus on the eight character traits adopted by the Wake County Public School Board of Education. Each trait and its description will be stated in the school's newsletter to parents and in memorandums to teachers. The traits are identified below:

COURAGE: Having the determination to do the right thing even when others don't. Having the strength to follow your conscience rather than the crowd and attempting difficult things that are worthwhile.

GOOD JUDGMENT: Choosing worthy goals and setting proper priorities, thinking through the consequences of your actions, and basing decisions on practical wisdom and good sense.

INTEGRITY: Having the inner strength to be truthful, trustworthy, and honest in all things. Acting justly and honorably.

KINDNESS: Being considerate, courteous, helpful, and understanding of others. Showing care, compassion, friendship, and generosity. Treating others as you would like to be treated.

PERSEVERANCE: Being persistent in pursuit of worthy objectives in spite of difficulty, opposition, or discouragement. Exhibiting patience and having the fortitude to try again when confronted with delays, mistakes, or failures.

RESPECT: Showing high regard for authority, other people, self, property, and country. Understanding that all people have value as human beings.

RESPONSIBILITY: Being dependable in carrying out obligations and duties. Showing reliability and consistency in words and conduct. Being accountable for your own actions. Being committed to active involvement in your community.

SELF-DISCIPLINE: Demonstrating hard work and commitment to purpose. Regulating yourself for improvement and restraining from inappropriate behaviors. Being in proper control of your words, actions, impulses, and desires. Doing your best in all situations.

KNIGHTDALE ELEMENTARY SCHOOL

**2009-2010
SCHOOL CALENDAR**

August 25, 2009	First Day of School
June 9, 2010	Last Day of School

REPORT CARD DISTRIBUTION

Reports Issued	November 5, 2009
	January 29, 2010
	April 9, 2010
	June 9, 2010

INTERIM REPORT DATES

Quarter 1	September 21-25 2009
Quarter 2	December 7-11 2009
Quarter 3	February 22-26 2010
Quarter 4	May 3-7 2010

STUDENT HOLIDAYS

Labor Day	September 7, 2009
Early Release Day (1:15)	September 23,2009
Early Release Day (1:15)	October 21, 2009
Veteran’s Day	November 11, 2009
Thanksgiving Break	November 25, 26 & 27, 2009
Early Release Day (1:15).....	December 2, 2009
Winter Break	December 21, 2009 – January 4, 2010
Martin Luther King Jr. Day.....	January 18, 2010
Early Release Day (1:15)	February 3, 2010
Early Release Day (1:15).....	March 10. 2010
Spring Break.....	March 29- April 2, 2010
Early Release Day (1:15)	April 21, 2010
Memorial Day.....	May 31, 2010

Teacher Workdays are available on the calendar and Website. Some of these days run in conjunction with Holiday Breaks and some are single days.

SCHOOL POLICIES AND PROCEDURES

In order for our school to operate in a positive, orderly and productive manner, the following policies and procedures have been established.

SCHOOL HOURS

The school building is officially open at 8:40 a.m. for students. Students who arrive prior to 8:40 **MUST** be enrolled in the Early Arrivals Program. Carpool students are encouraged to arrive as close to 8:40 a.m. as possible and be picked up by 3:45 p.m. **Wednesday Release time is 2:45.** Students will not be allowed to enter the building if they arrive at school prior to 8:40 a.m. and have not paid for enrollment in the Early Arrivals Program. Students arriving after 9:05 a.m. will be marked tardy. School buses will wait to unload until the 8:40 a.m. bell.

Students eating breakfast should go directly to the cafeteria. All other students are to report directly to their classrooms.

VISITORS TO CAMPUS

All parents are welcome and encouraged to visit the school. Parental involvement is a vital part of the academic success of students and we encourage all parents to volunteer in the school. However, in order to maintain a safe environment, visitors to the school must enter through the front doors by the office. Teachers and students are not allowed to let parents in through unauthorized doors. Wake County Board of Education policy requires all visitors to schools to enter through the office, sign in, and obtain a visitor's badge.

EARLY ARRIVALS PROGRAM

If it is necessary for a student to arrive before 8:40 a.m., arrangements **MUST** be made for the student to participate in the EARLY ARRIVALS PROGRAM. The program begins at 6:45 a.m. each day. If there is a two hour delay, the program will also be delayed two hours.

Registration is available through the Before/After School Care coordinators. **Students may not be dropped off at school early. Staff members will not be available to supervise students.**

AFTER SCHOOL PROGRAM

Knightdale Elementary School provides a low cost After School Program at our facility for students in grades K-5. The hours are from 3:45 p.m. to 6:00 p.m. every school day. Wednesdays will be from 2:45 to 6:00 p.m. If school is closed early due to inclement weather, there will be no After School Program. For further information regarding this program, please call Deb Rocco or Katrina Ingram, Coordinators, at (919)266-8540.

LATE ARRIVAL TO SCHOOL

Prompt arrival at school is expected of all students. Late arrival to school, as well as early departure, means valuable instructional time has been missed. Please make every effort to have students at school at the appropriate time. The instructional day begins at 9:05 a.m.

and ends at 3:45 p.m. Wednesday release time is 2:45. Students are counted tardy when they arrive at school after the beginning of the school day.

Students arriving after 9:05 a.m. should check in at the office with the receptionist. A note from the student's parent, which indicates why the student is late, should be brought if the parent is unable to accompany the student.

If the parent is bringing the student to school, the student should report to the office to receive an admission slip. A parent should not take the student to the classroom. Students arriving late to school and/or leaving school cannot enter or exit directly through the side entrances.

When a student accumulates 10 tardies, parents will have a conference with the school administration to develop a plan for regular, on-time school attendance for the remainder of the school year. If the parent does not attend the conference and students continue to have attendance concerns, the students will be referred to an attendance counselor and/or social worker.

EARLY CHECK-OUT

Early dismissals are discouraged. Any student dismissed before 12:15 a.m. will be counted absent for the day and the WCPSS Attendance Policy will apply. If a student must leave school during the school day, the parent/guardian must sign out the student through the main office. The student will be called from the main office to leave school. The parent/guardian should remain in the lobby of the main office and wait for the student to arrive. **Parents who wish to check out their children early in the afternoon should do so prior to 3:15 p.m.** After 3:15 p.m., parents should plan to drive through the carpool lane. Emergency situations supersede students being released after 3:15 p.m. Students cannot be dropped off or picked up at the front of the school on Ridge Street.

If someone other than the student's parent is picking him/her up and that person is not listed on the locator card on file in the office, individuals must have a note from the parent giving permission to take the student. Please do not telephone the school with the message that the child will be picked up by someone else.

All individuals picking up students must show a valid drivers license and be cross-checked by the receptionist on the Student Locator Card. If your name does not appear on the Locator Card we will **NOT** release the student without a note from the parent.

ATTENDANCE

Attendance in school is central to educational achievement and school success. Parents should ensure that students attend and remain in school daily. To be counted present, a student must be present at least one-half (1/2) of the student school day (12:15 p.m.).

ABSENCES

On the day the student returns to school from an absence, the student should bring a note, signed by the parent, to the teacher stating the reason for the absence. The note should be

presented within two (2) days of the student's return to school or the absence will be recorded as unexcused, (please refer to School Board Policy 6013).

An absence is excused if the following conditions exist:

- Illness or injury which makes the student physically unable to attend school.
- Isolation ordered by the State Board of Health or the Wake County Health Department.
- Death in family.
- Medical, dental, or other appointments 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.
- Educational opportunity (approval must be granted before the absence).
- Absence related to military deployment activities.

Absences not classified in one of the above statements are unexcused. Unexcused absences include such behaviors as the student missing a bus, baby sitting problems, visiting relatives, etc.

For all absences, the student will make up work in a timely manner at the convenience of the teacher. The make-up work may be specific material missed by the student, reinforcement, or enrichment.

After a student has accumulated excessive or questionable absences, the school counselor and social worker will be asked to get involved. This could result in a violation of the School Compulsory Attendance Law.

Excessive absences will have serious academic consequences and may result in class or grade failure. At the elementary level, excused and unexcused absences above thirty (30) are excessive. Students who exceed thirty (30) absences during the year will be referred to an attendance committee that will determine if the student should be retained. The Principal has the authority to waive the decision of the committee.

Students with documented, chronic health problems will be exempted from the policy if absences are excused.

SCHOOL MESSENGER

School Messenger is a communication tool that will be used to notify families of important school messages. This system relies on the use of the telephone to notify you of things such as school delays or closings, PTA meetings and other special announcements. It is extremely important that we have your correct telephone number so that you can receive our messages. **If your telephone number changes at any point throughout the school year, please notify your child's teacher and the front office with the correct number.**

COUNSELOR

We are fortunate to have one full time guidance counselor. Our counselor is available to talk with parents individually and/or with their student. Individual and small group

counseling is available for students. For additional information about counseling services, check out the counseling webpage at <http://knightdalees.wcpss.net/Counselor.htm> or to contact Mrs. De Los Santos with questions or concerns call (919) 266-8554 or via email at mde-los-santos@wcpss.net

DISCLAIMER

By no means is this handbook all-inclusive. Knightdale Elementary retains the right to alter or vary application of these policies at any time. This handbook is intended to help parents, students, and school personnel work together in the best interest of our students. Many guiding statements are included in this document, but by no means does it cover every situation. As new policies or regulations are developed by the school board, the state, or federal statutes, additions and/or deletions will be made to this handbook. Every effort will be made by school employees to help students understand what is expected of them. Please refer to the WCPSS Elementary Student Handbook for a comprehensive listing of rules/policies.

OUT-OF-TOWN TRIPS

Holidays in the school calendar are printed in this handbook. Parents and students are encouraged to check the calendar for dates of student holidays prior to making arrangements for trips. (Please refer to School Board Policy 6000.1-6000.7; 6110.1-6110.2; 6111.1.)

A copy of the WAKE COUNTY PUBLIC SCHOOL SYSTEM'S ABSENCE PRIOR APPROVAL FORM should be used when requesting approval for an absence from school. The form is available in the Main Office of the school.

ADMINISTRATION OF MEDICATION (Rules and Procedures required by the Wake County Public School System)

- A. School officials may administer medication to students if the following criteria are met:
 1. The Parent Request and Physician Order for Medication Form (1702) is completed and in the possession of school officials. This form may be obtained from the school or the doctor's office.
 2. The parents send a note requesting the school to administer antibiotics to be taken during the last days of an acute illness. In this case, the pharmacist or physician's label must be on the bottle to serve as the physician's order.
 3. Medication should not be transported to and from school by a child.
- B. The Principal or his/her designee shall be responsible for receiving the request and physicians orders and for monitoring the administration and maintenance of medications. The following conditions apply when medication is to be administered by school personnel:

1. In the case of long-term medication, requests and physician's orders should be updated at the beginning of each school year, and any time there is change in the prescribed dosage.
 2. No one at the school can be required to administer short-term medication. The school system however, is responsible for the administration of medication for long-term, chronic illness.
 3. No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of the medication, the date the prescription was filled and directions clearly marked.
 4. An injection of medication may be ordered by a physician for some children with health problems which would present a medical emergency (i.e., severe allergic reaction). If an injection is ordered, the principal will designate appropriate school personnel that are trained in this procedure to administer the injection. The principal and nurse will develop an emergency medical plan that is within easy access for those designated to administer the injection.
- C. At the elementary level, no self-medication, including over-the-counter medicine, is permitted.

STUDENT ACCIDENT INSURANCE

A student accident insurance program is available to students on a voluntary basis. The premium and responsibility for completing the forms will be assumed by the student's parents/guardians.

STUDENT RECORDS

It is imperative that your child's records are complete and up-to-date at all times. Please be sure to complete and return all forms received and any information requested (birth certificate, health assessment, immunization records, etc.). If your address or phone number changes, **please contact the school immediately at 266-8540.**

IMMUNIZATIONS

New immunization rules have had an impact on students in North Carolina. New rules went into effect January 1, 2008.

The new rule states that a booster dose of tetanus/diphtheria (Tdap) vaccine is required for individuals attending public school who are entering the sixth grade on or after August 1, 2008, if 5 or more years have passed since the last dose of tetanus/diphtheria.

The rule change also impacts the mumps vaccination. Individuals are now required to receive a second dose of mumps vaccine before enrolling in school for the first time. Children were previously required to have only one dose of mumps vaccine. Most children already receive two doses of the measles vaccine, two doses of the mumps vaccine and one dose of the rubella vaccine prior to entry. Any child that entered school for the first time prior to July 1, 2008 is not required to receive a second dose of mumps vaccine.

G.S. 130A-155 requires that the parent, guardian, or responsible person must present a Certificate of Immunization on or before the child's first day of school. The parent or guardian has 30 calendar days from the first day of attendance to present the required up-to-date immunization record for the child. If the child's immunizations are not up-to-date, the required immunizations must be obtained or the process of obtaining immunizations must have begun during the same 30 day period. After the 30 calendar days have passed, if the child is still not in compliance, the child will not be permitted to attend the school or facility until the required immunization has been obtained.

ELEMENTARY LOCATOR STUDENT RELEASE CARD

Each parent will receive an "Emergency Information" card that should be completed and returned to your child's teacher during the first week of school. The information on the card is very important and will be kept in the office. The card provides us with the names and phone numbers of relatives, neighbors, or friends who can be contacted in case of an emergency and lists those who have permission to check your child out of school. **Should the information on the card change during the school year, please notify the office and your child's teacher.** Only those listed on the Emergency Card will be allowed to pick up the child. A valid driver's license **MUST** be presented each time a student is picked up from school.

EMERGENCY TELEPHONE NUMBERS

In case of illness, we will call you to pick up your child. We would appreciate at least three (3) emergency numbers to use if your child should become ill.

PERSONAL BELONGINGS

Please put the student's name on all items that come to school. Pay special attention to coats, jackets, and sweaters and label them appropriately. All valuables and important personal items should not be brought to school. The school cannot be responsible for the loss of such items. It is the student's responsibility to keep his/her own belongings at school. The school does have a "Lost and Found" container where items are placed periodically, and students can look to see if their items have been placed in the container.

LOST AND FOUND

Students who find lost articles should take them to the office. Students who have lost items should report to the office where there will receive assistance in looking through the lost and found bin.

Students should not bring valuable articles to school and are urged not to leave books and other belongings unattended. They are encouraged to keep purses (or any item of value) with them whenever they leave the classroom.

FIELD TRIPS

Field trips are planned for students that support the Wake County curriculum. In many instances, students may be assessed a fee that covers the cost of transportation and admission fees. Transportation costs are calculated based on a set fee that includes

mileage, the number of buses needed, and drivers' wait time. The total trip fee does not decline if a student is unable to attend the field trip; therefore, refunds will not be granted after monies have been receipted and deposited.

Each grade level will take school sponsored field trips each year in addition to those sponsored by WCPSS. Field trips are for those students in each respective grade level and are an extension of classroom learning. ***Siblings of students are NOT allowed to attend school or WCPSS sponsored field trips.*** Tickets will only be purchased for students, teachers, and approved parent volunteers selected to serve as chaperones. ***All field trips will begin and end on school grounds.***

FUNDRAISERS

Knightdale Elementary School and/or its PTA will sponsor a variety of fundraisers during the school year. We encourage your participation in only those fundraisers in which you wish to participate.

TEXTBOOKS

Every school in North Carolina receives funds to purchase students' textbooks based on the school's enrollment. If a book is lost, a new replacement book must be purchased at full cost from the textbook publishers; therefore, students at Knightdale Elementary must pay the full cost of a new book when they lose a textbook. Students are expected to pay immediately for the lost book since money is needed to purchase the new one. A refund cannot be given if the book is found after the new book has been purchased. This policy also applies to library books.

TELEPHONE USE

The office telephone must be reserved for school business and emergency use; therefore, students are permitted to use the telephone only in emergency situations. For example, calling parents to obtain permission to go home with a friend is not considered an emergency. All after-school arrangements **MUST** be made between students and parents before leaving for school in the morning. We have only one telephone line and it is limited to office personnel; therefore it is extremely difficult to get a message to a student unless we disturb an entire class by using the intercom.

Students will not be called to the office to receive a telephone call. The secretary will take a message and relay it to the student. Parents will be telephoned in the event of sickness, injury, or emergency by school personnel. Students are responsible for bringing needed materials to school. Parents will not be called to bring items that were left at home to school.

VOLUNTEERING

Parents and interested community volunteers are encouraged to become involved in our school's programs. We recognize and appreciate the valuable role volunteers play in the success of each school and encourage all to join with us in our efforts to improve and expand our program. **Wake County Public School System requires everyone who volunteers in the school to have an approved Volunteer Application on file with the**

school. Applications are available in the media center. Please note that it takes three to four weeks, sometimes longer, for applications to be processed. If you want to volunteer and participate in activities in your child's classroom and/or chaperone field trips, you **MUST** have an approved application on file. We highly recommend completing an application at the beginning of the school year! You must complete the application each year. We require a 24 hour notice for parent volunteers or visits.

We need and encourage parents' help and participation in the school. We hope that they will also volunteer in the classrooms. They should check with the teachers for specific times when special projects or instructional situations could benefit from their help. Teachers would like to develop schedules (dates and times) when they can count on parent participation.

REPORT CARDS

Report cards are designated to inform students and parents about student's performance on grade level standards. They show student performance as Level 1, 2, 3, or 4. The level on the student's report card describes his/her proficiency or mastery on the North Carolina Student Accountability Standards. Work habits and conduct grades are separate from the student's content proficiency. Information related to growth and overall strengths and needs are in the teacher comment section.

Student Performance Levels are determined by quarterly objectives and assessment data. Work habits and conduct grades are separate from the student's content proficiency.

Level 4 – Extend targeted grade level standards:

Level 3 – Demonstrates proficiency of targeted grade level standards:

Level 2 – Needs support to meet targeted grade level standards:

Level 1 – Insufficient performance of targeted grade level standards with support.

Reporting on Classroom Behavior

The report card includes reports on the student's conduct and work habits. In reporting on conduct, the teacher can indicate whether the student meets expectations in cooperating with others, respecting others, and observing rules and procedures. In reporting on work habits, the teacher can indicate whether the student uses time wisely, listens carefully,

completes assignments, writes legibly, works independently or seeks help when needed, and completes work.

The Rating Scale for conduct and work habits rates students with a 1, 2 or 3.

3 – Meets expectations

2 – Inconsistently meets expectations

1 – Does not meet expectations.

The report card increases a teacher's ability to communicate with the student and parent about the student's success in meeting the state standards for that grade, as well as reports on the student's classroom behavior.

Testing in our school follows the state testing program. Students in grades 3-5 will be administered the End of Grade (EOG) test at the end of the school year. Students in grade 4 will also take the annual NC Writing Assessment.

PARENT CONFERENCES

Teachers will schedule a conference with every parent before the end of the first grading quarter to discuss student's progress. Should you wish to schedule a conference with your child's teacher at another time, please call the school or send a note with your child. Teachers may be available for conferences before 9:05 a.m. and after 3:45 p.m except on days where school and district meetings have been scheduled.

Parents may make appointments for conferences with teachers or counselors by telephoning the school office. If at any time you have a concern or a question regarding your child(ren), the first point of contact is your child's teacher. Oftentimes, students may misunderstand situations and simple communication between teacher and parent will solve a problem. If you are unable to resolve the concern with the teacher, please telephone the administration.

Conferences with administrators should be made by appointment to ensure that administrators are available to discuss your concerns.

PARENT-TEACHER ASSOCIATION

Would you like to be involved in your child's school? Our PTA needs you! There are many opportunities and ways to contribute. We are anticipating that Knightdale Elementary will have a very active PTA. We invite and strongly encourage all parents/guardians to become members of this organization which will support our instructional program. The PTA will sponsor fundraising activities to support the total school program. Your support will be one of the keys to a successful school year! Our annual membership drive will run through the fall.

WORK FOLDERS

Usually on Monday, or a day designated by your child's grade level, a folder containing samples of your child's work will be sent home for you to review. In some cases, an assignment sheet will ask for your signature to show that you have seen your child's work. Please return the folder on the next school day.

TRANSFERS

A parent whose student is transferring from Knightdale Elementary should notify his/her teacher prior to the last day of attendance. Appropriate forms must be completed by the teachers. All textbooks, library books, and other school property must be returned before the withdrawal process is complete. School records will be forwarded when the student's next school sends us their record request form.

HALL PASSES/RESTROOM USE

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have a hall pass from an authorized staff member. To keep the restrooms orderly and clean, students must conduct themselves in a proper manner. A hall pass from a teacher is required if a student has an emergency and needs to go to the restroom unaccompanied.

EMERGENCY DRILLS

Fire drills will be held monthly. When the alarm sounds, students will evacuate the buildings as promptly and quietly as possible, according to the exit routes for each classroom. Students should remain quiet and orderly throughout the fire drill and must remain with the class.

A Tornado drill will be conducted to prepare students and staff for severe weather preparedness. More detailed instructions will be given by the Administration and teachers.

Emergency Operations Plan (EOP)- A drill will be conducted in the fall and spring to prepare students and staff for the procedures in the event of a community lockdown or emergency within the school itself. Details for parents and students will be provided as each event approaches.

INCLEMENT WEATHER

The first notification of early school dismissal or of schools not opening is made to the radio and television stations. If the weather appears threatening, please turn on one of the major network TV stations or local radio stations.

If during the day there is concern about a student's safety because of the weather, parents should feel free to come to school for your child. It is not necessary to telephone the school.

Please, do not telephone the school and request that a student be "pulled from the bus." In inclement weather situations, it is extremely important that the students leave as soon as possible. Keeping them at the school can cause a dangerous situation for them and the staff.

All bus-riding students will be placed on their assigned buses unless their parents arrive before their bus leaves the campus.

Make-up days due to inclement weather are published in the Wake County 2009-2010 Traditional School Calendar Schedule.

DRESS CODE

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. 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, shoes with wheels, 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 about which students at a particular school have been notified. If a student violates this policy, the principal or assistant principal may require the student to change his or her clothing. A second or repeated violation of this policy may result in disciplinary action. **Please refer to School Board Policy 6410.1.**

DISCIPLINE

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 the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.)

We believe that schools must be positive environments where students and adults demonstrate mutual respect and trust. Good discipline occurs when meaningful instruction is paired with the consistent communication of high expectations. Through a partnership of school personnel, parents, students and community, appropriate behavior must be expected, taught, and reinforced.

A school climate is conducive to serious study and respect for oneself, other people, and property. The teacher has the responsibility and authority for disciplining students, except in those cases requiring the attention of the principal. Each principal has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with board policy.

Key Principles for Students

Respect

- Yourself
- Others

Self-Control

- Solve problems wisely.
- Be caring.
- Accept differences.
- Show self-discipline.
- Be trusting and trustworthy.
- Demonstrate self-esteem.

Responsibility

- Take ownership for your actions.
- Accept consequences.
- Make good decisions.
- Maintain a healthy body and mind.
- Keep the environment clean and safe.
- Learn all that you can.

CODE OF STUDENT CONDUCT

North Carolina requires good order and discipline in the school. The law further gives principals the power and duty to discipline students and to assign duties to teachers with regard to discipline and the general well being of students. The Board of Education encourages and supports the right of principals to employ a variety of disciplinary actions which may include but are not limited to in-school suspension, suspension from school events and activities, after-school detention, and out-of-school suspension.

Since education can be attained only in an atmosphere conducive to learning and teaching, the board requires the maintenance of good order in the schools. Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. All students shall comply with the Code of Student Conduct of Wake County Public School System, state and federal laws, school board policies, and local school rules governing student behavior and conduct. This code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining order.

Students shall comply with all directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such personnel.

SELECTED SCHOOL BOARD POLICIES

The following are selected school board policies that apply to student behavior and student discipline:

6400	Code of Student Conduct
6410	Student Behavior
6410.1	Inappropriate Dress
6414	Harassment
6420	Disruption of School
6424	Gang and Gang related activity
6425	Fighting or Assault
6426	Electronic Devices
6427	Weapons and Dangerous Instruments
6429	Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia
6440	Trespassing
6445	Integrity
6450	Misconduct on a School Bus
6530.1	Immediate Removal from School
6530.2	Short-Term Suspension
6530.3	Long-Term Suspension
6600	Search and Seizure

SUSPENSION/EXPULSION

- ⊗ A **Short-Term Suspension** is removal from school for a period of ten (10) days or less.
- ⊗ A **Long-Term Suspension** is removal from school for more than ten (10) days but not exceeding the remainder of the school year.
- ⊗ A **365-days suspension** is a suspension for 365 calendar days.
- ⊗ An **Expulsion** is a permanent removal from the school.

SCHOOL INCIDENT/CRIME REPORT

Incidents relating to violations of criminal laws, violations of school board policy, and other situations are required to be reported to the appropriate agencies. Reporting requirements are set forth by NC Department of Public Instruction, the State Board of Education, and NC General Statutes. Reports include the type of weapon (e.g. firearm or other weapon) used or possessed; location of the incident (e.g. school ground or school bus); and when the incident occurred.

The following types of offenses are required to be reported to the appropriate enforcement agency (the Sheriff's Department) per G.S. 105-288(g):

1. Assault Resulting in Serious Injury
2. Assault Involving Use of a Weapon
3. Assault on School Personnel
4. Death by Other Than Natural Causes

5. Possession of Controlled Substance (cocaine, Ritalin, marijuana, other)
6. Possession of a Firearm
7. Possession of a Weapon
8. Robbery With a Dangerous Weapon
9. Robbery Without a Dangerous Weapon
10. Rape
11. Sexual Offense
12. Sexual Assault (Not involving rape or sexual offense)
13. Adult Taking Indecent Liberties With a Minor
14. Kidnapping

The following are other offenses for reporting to Wake County Public Schools Security System, not for State Board reporting:

1. Communicating Threats (G.S. 14-277.1)
2. Unlawfully Setting a Fire (G.S. 11-60)
3. Alcohol Possession (G.S. 18B)
4. Affray (G.S. 14-33)(Fight; Simple Assault, Intentional, harmful contact with another person)
5. Disorderly Conduct (G.S. 14-228-4(a)(6)) (Verbal abuse; Incident exposure; Inappropriate behavior)
6. Other (for example, break-in, theft of property, vandalism, etc.)

RADIOS, CD PLAYERS, ETC.

Radios, CD Players, IPODS, MP3 Players are not to be brought to school unless they are specifically related to a class project. They are absolutely forbidden on school buses. Students who violate this policy will have their radio or cassette player stored in the principal's office until arrangements can be made with the parents to pick up the item.

Students should not bring computer games, electronic games, etc. to school. These items can be a distraction, are frequently misplaced, and pose a temptation for stealing.

They will be stored in the principal's office until arrangements can be made with the parents to pick up the items. The school is not responsible for these items.

WIRELESS COMMUNICATION DEVICES AND LASER POINTERS

Students shall not use, transmit or have in the "on" position on school property any wireless communication device, including but not necessarily limited to, cellular phones, paging devices, and two-way radios, or any laser pointer or similar devices until after the conclusion of the instructional day. Any device possessed or used in violation of this policy shall be confiscated and only returned to the student's parents. A second or repeated violation of this policy may result in disciplinary action. **Please refer to School Board Policy 6426.1 – 6426.4.**

TOYS, SPORTS EQUIPMENT, ETC.

Toys should not be brought to school unless they are part of a class project or to be shown in a class at "Show and Tell" time. Toys include collector's cards, video games,

sports equipment (balls, bats, etc.), playing cards. Teachers will collect “unauthorized” toys and give them to Administration to contact parents.

Toy weapons are considered **inappropriate** and are **not allowed** in school. This includes water guns, plastic guns, and knives.

GUM

Chewing gum is not allowed at school. Teachers will insist on adherence to this policy during the entire school year. This policy applies at all times and includes the following areas: classrooms, cafeteria, gymnasium, playing fields, school buses, etc. Gum will not be given to students as a classroom reward.

HATS AND SUNGLASSES

Hats, caps or other types of head/hair coverings and sunglasses are not allowed to be worn indoors for girls and boys.

FOOD

Food will only be consumed in the cafeteria unless eaten during planned activity scheduled by the teacher or school. Soda or energy drinks should be avoided at all times. The school prefers students to drink water, milk or juice and bring a healthy snack.

All food products brought to school for consumption by student must be commercially prepared, labeled, and packaged. *No exceptions!* This applies to all times when food is being brought to school when distribution to students other than parent’s own student is the outcome (i.e. classroom parties). If there are students in the classroom who have a peanut/tree nut allergy, any and all foods brought into the classroom for this purpose **MUST** be free of any ingredient that is derived from peanuts and/or tree nuts. Classroom teachers will have a list of foods that are acceptable to provide.

CAFETERIA CONDUCT

In going to and from the cafeteria, students are to remain quiet in the hall so the classes in session will not be disturbed. Students are to follow these procedures:

1. Students are not to break lines or to save places for others. Students are to be quiet and orderly while in the cafeteria.
2. After getting food, students will proceed directly to the designated table area of the teacher or teacher assistant in charge.
3. While in the cafeteria, students may talk quietly but may **NOT** leave the table for any reason without the permission of the teacher, teacher assistant or staff member in charge.
4. Upon finishing lunch, trays are to be returned to the disposal area.
5. Students will then return to the table and remain seated until the teacher or teacher assistant in charge is ready to dismiss the students to their classroom teacher.

ASSEMBLY RULES

All “general discipline” rules will apply throughout any assembly, including the following:

1. Students will attend assemblies with the teacher assigned to them and they will remain with their teacher throughout the assembly.
2. Students are expected to conduct themselves in an orderly manner coming to and from, and while they are attending the assembly; at all times, the students’ behavior should be refined and courteous. Each student is personally responsible for the impression made by the school as a whole.
3. During the assembly program there is to be **NO TALKING**. Other unacceptable conduct includes whistling, booing, etc.
4. No one will be allowed to leave the assembly program without the permission of his/her teacher.

PLAYGROUND RULES

During a playground and/or recess activity, students can easily get injured. While on the playground and/or during any activity (outside or inside), students should apply these rules for their own safety:

1. Always take turns on the equipment.
2. Use both hands when grasping equipment and/or bars.
3. Never stand or sit on top of the bars.
4. Consider safety and the number of students using a piece of equipment at any one time.
5. Never throw objects such as rocks, sticks, or dirt.
6. Never pull, tug, or push while using the equipment.
7. Never horseplay.
8. Always be supervised and monitored.
9. Seek assistance from your teacher immediately if an incident occurs.

TRANSPORTATION

At the beginning of the school year, you will establish a routine transportation plan for your child(ren). In order to make a change, your child **MUST** have a written note from the parent/guardian. The note must be given to the teacher and approved by the office. We understand that parents may need to occasionally change how your child is going home. If this should happen, please call the school no later than 3:00 p.m. We cannot guarantee that students will be notified of the change if calls are received after this time.

Bus riders

School transportation service is a privilege, not a right. Students shall observe the directives of the school bus driver at all times. All misconduct on the bus or disregard of the bus driver’s instructions should be reported promptly to the principal or assistant principal. The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or from school:

- ☞ Delaying the bus schedule.

- # Fighting, smoking, using profanity or refusing to obey the driver's instructions.
- # Tampering with or willfully damaging the school vehicle.
- # Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle as outlined in Policy 6429.
- # Getting off at an unauthorized stop.
- # Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation.
- # Failing to observe established safety rules and regulations.
- # Willfully trespassing upon a school bus.
- # Violating any other rule of the Code of Student Conduct while on the school bus or other school vehicle.
- # Use of profane or abusive language.

Bus Loading

In an attempt to ensure the safety of all students, they will need to adhere to the following procedures:

1. Students riding buses and vans will be dismissed when their bus route number and bus color is announced over the intercom or placed on the TV. Leaving the room to go outside and wait is not allowed.
2. Students should walk as they proceed to and from the bus loading area.
3. Students not assigned to a bus cannot ride a bus to "go home with a friend."

Carpool riders

In the mornings:

Students may be dropped off in the car rider line between 8:40 a.m. and 9:05 a.m.. All students who arrive after the start of the instructional day are considered tardy and must be brought to the office and signed in.

Car riders are to be dropped off only through the car pool lane. **PARKING LOT DROP-OFFS ARE UNACCEPTABLE. DROP-OFFS ANYWHERE ELSE ON CAMPUS OTHER THAN THE CAR POOL LANE ARE ALSO UNACCEPTABLE.**

In the afternoons:

Car riders are dismissed in the afternoon through the car rider line only. All cars picking up students are required to have an official Knightdale Elementary carpool number. Numbers are available at Open House in August and in the front office anytime thereafter. Students will not be put into cars without this number – no exceptions! Cars without numbers will be parked and the person will need to report to the office to present a valid driver's license. If this is a person other than the parent/guardian and there is no change in transportation note, the parent/guardian will be called to verify the authenticity of the pick-up. If the parent/guardian is unable to be reached, the emergency contact person will be called.

Under no circumstances will "walk-up" pick ups be allowed.

Parents are responsible for the timely pickup of their student(s) during regular afternoon dismissal and from an after school extra-curricular activity. If students are not promptly picked-up, the following will occur:

- **Afternoon Dismissal Late Pick-up:** students who have not been picked up by 4:00 p.m. will be taken to the office. Wednesdays will be 3:00 p.m. Parent/guardians will need to park, come in and sign out their student(s). Habitual late pick ups will be addressed with the parent/guardian on an individual basis as necessary.
- **After School Extra-Curricular Activities:** students participating in after school extra curricular activities (tutoring, special programs, etc.) should promptly be picked-up at the designated time. Students will not be allowed continued participation if they are habitually picked up late from these activities.

STUDENT CONDUCT AND DISCIPLINE ON SCHOOL BUSES

It is the intent that all eligible students have the opportunity for safe, regulated transportation on school buses to and from school. School Board Policy 7100 provides the following guidelines:

- ✓ Students shall ride only on his/her assigned buses and board and disembark only at his/her assigned stop. Any changes in these assignments must be approved by the principal or assistant principal after coordination with Knightdale Transportation.
- ✓ In order to help ensure the safety and comfort of school bus passengers, all students wishing to ride on the school bus will be required to:
 - a. Show respect for the driver at all times and accept his/her authority.
 - b. Enter and leave the bus without pushing, crowding, or jumping over seats.
 - c. Remain seated while the bus is in motion.
 - d. Talk in a reasonable tone of voice without calling out to passers-by or using profane or abusive language.
 - e. Keep the bus clean and avoid littering.
 - f. Refrain from consuming food or beverages on the bus.
 - g. Remain in their seats without placing any part of their bodies outside of the bus window.
 - h. Refrain from fighting or throwing any object on or from the bus.
- ✓ Pursuant to North Carolina law, the driver of a school bus, subject to the direction of the principal, shall have complete authority over and responsibility for the operation of the bus and maintaining good conduct on the bus.
- ✓ A principal may take action on any misconduct, which occurs on a school bus or at the bus stop, in the same manner in which he/she would act if the violation had occurred on the school grounds.
- ✓ Penalties for violation of specified board policy as stated in the Student Code of Conduct apply to conduct occurring on the school bus.

SCHOOL BUS DISCIPLINE PLAN

Each student transported on the school vehicle must be considerate of the safety and well being of fellow passengers. Misconduct on a bus can distract the driver from safely transporting all students on the vehicle.

A bus represents an integral part of the school system. **The same standards of conduct that apply to a classroom apply to a school bus.** Each student shall behave accordingly.

For the safety of all riders, all students should observe the following rules:

- I. At the bus stop:
 1. Arrive at the bus stop in adequate time to catch the bus.
 2. Wait quietly.
 3. Stay out of the roadway.
 4. Do not move out to meet the bus as it approaches.
 5. Respect the property at which the stop is located.
- II. Boarding the bus:
 1. Form a single line without pushing or shoving.
 2. Wait until the bus is completely stopped.
 3. Use only the front door.
 4. Use handrail and take one step at a time.
 5. Go directly to your seat.
- III. On the bus:
 1. Sit up straight facing the front of the bus.
 2. Stay seated until the bus is completely stopped at your destination.
 3. Put books and other possessions where they cannot slide or fall – NEVER on the edge of the seat.
 4. Keep the bus clean.
 5. Do not throw anything in the bus or out of the window.
 6. Keep your head, arms and hands inside the bus at all times.
 7. Talk softly.
 8. No food, drinks or smoking is allowed on the bus.
 9. Obey your bus driver's directions.
- IV. Leaving the bus:
 1. Stay seated until the bus stops.
 2. Don't push or shove, but move quickly in a single line.
 3. Exit by the front door only.
 4. Use the handrail and take one step at a time.
 5. Do not stand around the bus after getting off
 - a) Walk in front and at least ten (10) feet ahead of the bus.
 - b) Walk quickly across without stopping, turning back or running.
 - c) Never stop in front of the bus until getting the driver's attention.
 - d) If you drop something, do not go back to pick it up.
- V. Emergency Evacuation Drills: **This drill will occur within the first five days of school.**

1. Drills to be practiced:
 - a) Front half exits through front door; rear half through rear emergency door.

Under North Carolina law, the driver of the school bus shall have complete authority over the responsibility of the operation of the bus and the maintenance of good order and conduct upon the bus, and he/she shall report promptly to school administration any misconduct on the bus or disregard or violation of the driver's instructions by any person riding the bus. The Administrative Team may take such action with reference to any such misconduct as he/she might if such misconduct or violation occurred upon school grounds.

The driver shall never exclude a student from the bus. Any student that is unmanageable shall be reported to the assistant principal of the school the students attend. The assistant principal may exclude a student from the bus for disciplinary reasons and the parents shall provide for the student's transportation to and from school during the period of such exclusion.

BUS VANDALISM/ PROPERTY DAMAGE

Students who vandalize the school bus or school vehicle are:

- a. Subject to Wake County Public School System's **Code of Student Conduct**.
- b. Subject to immediate suspension from school transportation services and/or from school.
- c. Subject to prosecution by the law.
- d. Required to pay for or correct the damage.

Students will be liable for any and all school property that they damage. Defacing or purposefully damaging school property in any way will lead to disciplinary action.

BUS PERMISSION SLIPS

Students must bring a note written by their parent(s) or guardian(s) requesting permission to get off the bus at a different bus stop (not their assigned bus stop). The assistant principal must approve the stop request after the request is also approved by transportation.

SALE OR TRADE OF ITEMS

Students are not to engage in the sale of items to other students or the trading of items with other students. The selling of candy, gum, pencils, articles of clothing, or **any** other items is **not** permitted.

FOOD SERVICE

Students may purchase an account on Monday – Friday from 8:40 – 9:00 a.m. or during their lunch period in the cafeteria. Accounts can also be purchased on line. Once an account is opened, the amount on the account is recorded and meal prices are subtracted from the account each time the student purchases a meal.

Parents should indicate on their checks whether the account can be used for their children to purchase extra items such as ice cream, cookies, chips, etc.

If a weekly or monthly meal ticket is purchased, write your check to Knightdale Elementary School Cafeteria or send cash. Students' prepaids are marked off only on the days that they eat, which means your child will not lose any day if he/she chooses to bring lunch.

FREE OR REDUCED LUNCH

Applications for free or reduced-price meals will be mailed to every student from Child Nutrition Services during the summer months. The applications must be completed **IN FULL** and mailed or returned to the student's homeroom teacher before they can be approved. Approval usually takes 7-10 business days. A new application must be submitted each school year.

MEAL PRICES

Meal prices are subject to change and the price is determined by Child Nutrition Services, not the school. Please, check the Wake County website for current prices (www.wcpss.net). Current lunch prices will also be included in the student "Welcome Back to School" letter.

LUNCH MONEY

Parents are encouraged to check their children's lunch accounts periodically to ensure that there are proper funds in the accounts. A note from the Cafeteria Manager will be sent home when a student's account balance reaches three lunches. Wake County Public School System's Child Nutrition Services offers fruits and vegetables for up to three days to students who do not have funds in their accounts.

WEBSITE

Both Wake County Public Schools and Knightdale Elementary maintain websites. Both websites contain a wealth of useful information. Please visit the WCPSS website at www.wcpss.net and the Knightdale Elementary website at <http://knightdalees.wcpss.net>.

HOMEWORK PLAN

I. PURPOSE

Homework is an important part of our students' educational program and should be assigned on a regular basis. The same level of attention that is given to classwork should be given to homework. Homework assignments should be purposeful continuations or extensions of the instructional program and appropriate to the students' developmental level. Homework should help students become responsible for the reinforcement and application of what is learned in school.

II. ASSIGNMENTS

It is assumed that the homework will be done by students outside of school hours. The amount of such work required of students shall increase as grade levels increase and shall be commensurate with student abilities and course content.

- A. To ensure the most appropriate and effective use of home learning opportunities, the following guidelines will be utilized:
 - 1. A concept or skill should be introduced and guided practice provided before making the homework assignment. Homework should be assigned after the concept has been well explained to students.
 - 2. Homework assignments should be specific. Students should know what is expected of them and the task should be within the student's ability. Questions pertaining to the completion of a homework assignment should be answered and clarified to ensure that students understand the assignment.
 - 3. Homework assignments are not to be given as punishment or busy work.

III. EVALUATION OF HOMEWORK ASSIGNMENTS

The teacher will check homework, with the student receiving meaningful and constructive comments about his/her work efforts. Follow-up activities will involve all students. Parents will need to be involved with homework assignments by checking and signing completed work before the student returns it to the teacher. The evaluation process may include the following:

- Class discussion
- Checking on reading, drill, and skills
- Quizzes
- Oral or written reports
- Notebook collections
- Individual conferences