



***“Finding the Leader  
in Every Child”***

STUDENT-PARENT HANDBOOK 2020.21

**SCHOOL INFORMATION**

2600 BUENA VISTA ROAD  
WINSTON-SALEM, NC 27104

Sharon Creasy	Principal
Lindsay Mikesell	Assistant Principal
Kelly Nichols	Instructional Facilitator
Andrea Moore	School Counselor
Teresa Pagan-Colón	Office Manager
Terri Hobson	Data Manager

**WEBSITE - [wsfcs.k12.nc.us/wes](http://wsfcs.k12.nc.us/wes)**

School Mascot	EAGLE
School Colors	GREEN & WHITE

**TELEPHONE NUMBERS**

Office	(336) 703-6740
FAX	(336) 727-8476
Cafeteria	(336) 703-6749
Imprints	(336)

**SCHOOL HOURS**

7:15 am – 3:30 pm	Office Hours
6:30 am – 7:30 am	Before-School Imprints Program
7:25 am – 7:45 am	Early Arrivals Go to Cafeteria
7:25 am – 7:45 am	Breakfast Served
7:45 am – 7:55 pm	Students Report to Class
7:55 am – 2:25 pm	Instructional Day
2:25 pm – 6:00 pm	After-School Imprints Program

**Students may arrive at school between  
7:25 -7:55 am**

**Students are not allowed in the school  
building and will not be supervised before  
7:25 a.m. each school day.**

**Message from Mrs. Creasy**

Welcome to the 2020-2021 school year at Whitaker Elementary School! This Student-Parent handbook supports and maintains the workings that make Whitaker such a special place to learn and grow into confident and caring school leaders.

Since opening in 1954, Whitaker has been committed to creating a tradition of excellence with students, staff, parents and community members working cooperatively and successfully together.

Our students demonstrate their best efforts in meeting the challenges placed before them. **We strive daily to be a school of high expectations, acceptance, empathy and leadership development.**

Please consider Whitaker “our school” as we want the best for all our children. We acknowledge our responsibility and desire for every child’s nurture, protection and learning.

Support from families in following procedural protocols enables us to safely monitor and care for students. **Your cooperation in these functional matters is integral to school life.**

**We expect all students** to abide by school rules; engage in their schoolwork to the best of their ability; set goals; respect the rights, property and needs of others; show pride and respect by taking care of school property; and demonstrate the leadership standards of good character - bringing their personal best!

Thank you in advance for your support and dedication to both Whitaker students and mission.

Learning and leading together,  
**Mrs. Creasy**  
Sharon Creasy, Principal

**Proud Leader in Me School**



## ATTENDANCE

Research concludes that one of the most positive factors contributing to student achievement is consistent presence in the classroom. When students arrive late (or leave early), they are in catch-up mode, create classroom interruptions, and miss instruction.

**School day** begins at 7:55 am and ends at 2:25 pm.

**Late to Class** - Students are marked tardy if they are not inside their classroom when the bell rings at 7:55 am. Students arriving after 8:00 am need to be escorted into the building, report to the office and be signed in.

## ABSENCE CODING

One of the goals for our school system and Whitaker Elementary is to emphasize strong school attendance.

**Reasons for excused/unexcused absences** are listed in the WS/FC Schools Student/Parent handbook. Whitaker adheres to these established guidelines. In the case of **excessive absences/tardies**, notification letters are sent, and our school social worker may contact families.

### Absence Documentation Process

- Send dated note to the teacher on the first day after an absence stating the reason for absence.
- Detailed information provides us with information to determine whether the absence is considered an excused/lawful or unexcused/unlawful absence.
- Our data manager is required by law to mark the attendance accordingly each school day.

**Excused educational opportunity** absences require that the principal receive the request 5 or more days before the absence and provide an overview of the educational activities planned and require a class presentation from the student. Contact the child's teacher in advance of absence to arrange make-up work. *Students are limited to ONE excused educational absence per year.*

**Good attendance strongly links to positive student achievement.** There is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment.

**We highly recommend scheduling** vacations during holidays, medical appointments and school tours after school and considering testing schedules as you plan.

## MAKE-UP WORK

### Requesting make-up work:

- ✓ Call school before 11:00 am
- ✓ Assignments may be picked up from the office from 3:00 - 3:30 pm the day of or next day.
- ✓ Notice provides teachers time to prepare a packet of work once they have completed the instructional day.

## EARLY DEPARTURE

### Please adhere carefully to the following procedures:

- **A note** the day before or morning of early departure from parent/guardian specifying
  1. Individual who will pick up the student
  2. Reason for departure
  3. Hour of departure
  4. Expected hour of return
- **Enter the building through the main lobby.** All other school entrances are locked.
- **An authorization list** for each student is kept on file. This list includes adults authorized by parents to pick up their child. *A court order must be on file at the school if a parent/guardian is unauthorized to pick up a student.*
- **Picture identification** (driver's license) presentation will be required prior to student release to authorized adults.
- **A printed excused or unexcused slip** will be given to students in the office when they depart.
- **Minimize interruption to instruction** by limiting early departures.
- **Instructional time is quite valuable!**

**Students must remain in school for three hours and fifteen minutes to be counted present. The mid-day point of our school day is 11:10 a.m.**

## ARRIVAL/DISMISSAL

**WS/FCS Board policy** does not permit students to arrive at school more than thirty minutes before class begins and does not allow them to remain at school more than fifteen minutes after class is over.

### ARRIVAL

For Whitaker Elementary, this means that **students should not arrive before 7:25 am or remain after 2:40 pm.** Students who arrive at Whitaker between 7:25 am and 7:45 am will go to the school cafeteria.

**Classrooms on Lower Level:** Students use the stairs closest to classrooms morning and afternoon.

**Walkers:** For your safety, anyone crossing a traffic roadway should use the crosswalk accompanied by an adult or with the aid of a crossing guard.

**Bicycle Riders:** Bicycle riders should abide by all safety rules. Bike racks are located in the front of the school.

#### Car Riders:

- All students should be dropped off in the front of the school where they will be assisted.
- Do not drop students off along sidewalks or public roads.
- All cars should enter from Buena Vista Road and exit onto Dartmouth Road.
- If you need to park your car and go into the school with your child, you must park in one of our two parking lots. Do not park on the curb.
- For their safety, ***do not let your children walk from either parking lot alone.***

### Students Walk Independently to Class

Parents drop off their students outside the school or in the lobby allowing the students to enter the school or hallway independently.

If you need to escort your child to class, adults are **required** to sign-in at the office. These measures address safety, maintain teacher focus and promote student independence.

## DISMISSAL

We take necessary precautions to ensure student safety and protection for their safe return home. No student may leave the school grounds during the school day without authorization.

**All students should exit the building in an orderly and safe-minded manner.**

**Parents designate** on the student information sheet the method of transportation used to return home.

Students and families **must know** their after-school plans including after-school activities. Students need to pay careful attention to directions at dismissal.

### Walkers:

**Walkers** defined – Students approved to walk home on their own **or** met by an authorized adult who walks up to the main entrance.

### Dismissal Procedure

- ✓ Dismiss from the rotunda front of the school.
- ✓ Do not enter the lobby to retrieve student(s).
- ✓ Students under supervision of staff members will come out and connect with waiting approved pick-up adults.
- ✓ If a connection is not made, students will return to the indoor waiting area.
- ✓ Student(s) will then be called via radio by staff members at the doorway.
- ✓ Offer your student's name and grade and wait until they come out.
- ✓ Walkers should leave school as soon as they are dismissed. They may not remain unsupervised on campus. WS/FCS Board Policy requires that students exit the campus within 15 minutes of dismissal (2:40 pm).
- ✓ Everyone should use crosswalks for safety.
- ✓ Walkers should go home immediately with no stops along the way.
- ✓ If parents are picking up walkers and staying on the campus/playground, they should gather off to the side by the flagpole to support the flow of dismissal.

## Car Riders:

**Car Rider**, defined – Students picked up by authorized adults using the car line in front of the main entrance.

- During afternoon dismissal, car riders will be supervised in designated areas inside the school.
- Staff members will call them by radio using the blue, WES marked name plates provided.
- Name plate visible on car dashboard or window.
- Students are loaded near the entrance to the school for safety and efficiency reasons.
- When picking up your child from school, **NEVER** call your child from the car to cross the street.
- Car line users, stay in your car allowing your child to be called to your car and assisted by staff.
- If parked, please retrieve your student from the staff member and escort your child.

## Bus Riders:

- Bus riders dismiss the bus parking lot behind school.
- Students escorted by teachers to the buses.

### CHANGING TRANSPORTATION MODE

During the year, a student will use his/her designated method of transportation unless the parent sends written permission for a student to:

- ✓ Ride another bus
- ✓ Ride the same bus, get off at a different stop
- ✓ Ride home in another car (include designated driver's name)
- ✓ Walk home – only upper grades
- ✓ Stay after school for planned activity

### IMPORTANT for Transportation Changes

Please support the need to get 600 students safely and efficiently home each day.

**ANY CHANGES** in afternoon transportation **MUST be received in our office by 1:50 p.m.** to ensure all parties have been informed in a timely manner.

Handwritten notes are required. **Emails are NOT accepted.** Telephone call adjustments should be used in urgent situations ONLY. Exceptions to this will need to be cleared by an administrator.

## IMPRINTS CARES

### BEFORE and AFTER SCHOOL PROGRAM

Imprints Cares operates a before and after-school childcare program at Whitaker Elementary.

Before-School Care	6:30 am to 7:30 am
After-School Care	2:25 pm to 6:00 pm
Early Dismissal Days	12:25 pm to 6:00 pm
Teacher Workdays	6:30 am to 6:00 pm

### Imprints Cares Inclement Weather Policy

- If school is **CLOSED FOR STUDENTS**, Imprints Cares will be closed.
- If school is **DELAYED**, Imprints Cares opens at 7:30 am.
- If school is **DISMISSED EARLY**, Imprints Cares will begin service immediately following dismissal. Parents will be contacted if weather conditions continue to worsen such that care cannot be provided safely for our students and/or staff.

More information can be obtained by going to [imprintscares.org/expanded-learning](http://imprintscares.org/expanded-learning) or calling **Imprints Cares at 336-722-6296 ext. 223.**

### EARLY DISMISSAL DUE TO WEATHER

It sometimes becomes necessary, due to inclement weather, to close school early. School officials, in cooperation with the weather bureau, make the decision to close school early. Notifications are sent via the calling system, Internet postings, and television. **Students may not stay at school.**

### EARLY RELEASE DAYS

The school calendar identifies certain Wednesdays throughout the year for early dismissal for teacher professional development - dates are on the district and school online calendars. On these days:

- Lunch will be served.
- Students will be released at 12:25 pm.
- Default mode of transportation will be followed unless otherwise informed by parents in writing.
- Imprints Cares programs operate on these days.

## SAFETY TRULY IS JOB #1

**Without it, all other efforts remain diminished or undone.**

Students should be encouraged to practice strong safety habits. We practice safety measures in the building and on the playground. You can help your child develop good safety habits by providing safety instruction at home.

### BASIC & ESSENTIAL SCHOOL RULES

- ✓ Whitaker is a smoke-free facility.
- ✓ Fighting on the school grounds is not tolerated.
- ✓ Profanity is inappropriate and will be addressed.
- ✓ Knives (all types), toy and water guns, toys, athletic equipment etc. are not allowed at school. School Board policy addresses serious violations.
- ✓ Students are not permitted to buy, sell, or trade items with one another at school.
- ✓ Students should respect school property.
- ✓ Please do not litter the school grounds.
- ✓ Students will be allowed to use the telephone in the office **only for urgent purposes.**
- ✓ Personal cell phones/electronic devices are to be turned off during school hours. Student phones used or ringing during the school day will be collected for parents to pick up in the administrative offices.
- ✓ Rolling book bags are not allowed.
- ✓ Shoes with wheels are not allowed.
- ✓ Do not chew gum at school.

**We promote understanding as our students adjust to school and learn expectations. Clear expectations are the first step to cooperative behaviors.**

### SAFETY DRILLS

Several types of drills are required throughout the school year. We practice these drills to prepare for potential urgent situations. We have fire, tornado, inside/outside threat and earthquake drills.

Each student should pay close attention to the directions of the teacher throughout the drill. Drills are important routines. Students are expected to walk in a single file line with no talking, participate actively and with focus.

## BUS CONDUCT

The code of bus conduct is from the WS/FCS Board Policy 5131.1. Please refer to the WSFCS Student/Parent Handbook for additional information.

### On the bus, students are expected to:

- Follow and obey directions of the bus driver.
- Board and exit the bus in an orderly manner.
- Kindergarten and first grade students are required to have an adult at the bus stop in order to be let off the bus.
- Talk quietly only to those students sitting nearby.
- Eat no food and chew no gum.
- Keep arms, hands, head, etc., inside the bus and inside their designated seat area (not in the aisle).
- Handheld electronic devices including, iPods, cell phones, tablets, etc. are not allowed on the bus.
- No skateboards or toys on the bus.
- Keep hands to themselves.
- No hitting or fighting.
- Do not use profanity or inappropriate language.
- Keep the bus clean. Remove your own trash.
- Kindergarten & 1<sup>st</sup> graders riding the bus, it is important that a name tag (provided by the school) be attached to the child's clothing (at least the first two weeks).
- **Getting off at alternate stop:** When a child is going home with another child or getting off at an alternate stop, **a note written from home is required.** Administrator must approve before the bus driver allows student off at a different stop.

**\*\*Riding the bus is not a right. It is a privilege, which may be withdrawn for misbehavior.**

**Safety Patrols** are posted throughout the school to support safe movement and supervision of younger students. Please follow their guidance. Seek adult support as needed.



## SOCIAL & EMOTIONAL LEARNING

### LeaderinMe®

We at Whitaker are proud to be in our second year as a **Leader in Me School**. *Leader in Me* is a whole-school improvement approach based on the idea that everyone can be a leader. This evidence-based approach empowers students with the leadership and life-skills they need to thrive in the 21st century. *Leader in Me* is certified by the Collaborative for Academic, Social, and Emotional Learning (CASEL). This social emotional learning begins with learning the following 7 Habits.

**Habit 1: Be Proactive** I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

**Habit 2: Begin With the End in Mind** I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

**Habit 3: Put First Things First** I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

**Habit 4: Think Win-Win** I balance courage for getting what I want with consideration for what others want. When conflicts arise, I look for a win-win solution.

**Habit 5: Seek First to Understand, Then to Be Understood** I listen to other people's ideas and feelings. I try to see things from their viewpoint. I listen to others without interrupting. I listen with my ears, my eyes, and my heart. I am confident in voicing my ideas.

**Habit 6: Synergize** I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas because I know that by teaming with others, we can create better solutions than what any one of us could alone. I look for third alternatives.

**Habit 7: Sharpen the Saw** I eat right, exercise, and get enough sleep (body). I learn in lots of ways and lots of places, not just at school (brain). I spend time with family and friends (heart). I take time to find meaningful ways to help people (soul). I balance all four parts of myself.

#### Practice the Habits at Home

As the school year unfolds, our children are learning the language and meaning of the 7 Habits. By

hearing the same language at home and at school, you send our children a strong message of what you believe is important and that we are all on the same team—the team that wants to help them succeed.

**When parents and schools support one another, the sky's the limit!**

## HEALTH CARE

Students who are unwell or injured come to the health room in the office. Office staff will call the parents if a student needs to go home. *Students should be free of vomiting and fever for 24 hours (not suppressed by medicine) to be at school to protect the health of classmates and staff.*

**PLEASE keep contagious, unwell students home as needed to prevent spread of illness/issue.**

If a student must take **prescribed medicine** at school:

- A note must come from the doctor with the prescription bottle indicating the amount and time to take the medication.
- All medicines are to be kept in the medicine cabinet in the office. Completion of the school district's green medical form is required.
- Medication that is prescribed three times a day should be given before the student comes to school, after school, and again at bedtime.

**Report to the office any communicable diseases** or circumstances that your child(ren) might have, including but not limited to: serious flu-like symptoms, chicken pox, strep throat, ringworm, head lice, impetigo, scabies, etc. Information allows us to take preventive measures in our classrooms and limit the spread to other children and adults.

Our **Public Health Nurse** serves two schools and is at our school once a week. She is available to us for consultation. She coordinates the screening for vision, hearing, and other health problems. If your child is ill or injured, seek medical help from a doctor.

**For minor illnesses or injuries**, initial treatment is given to students when these happen at school. The teacher, office staff or school nurse will notify parents or guardians when medical care may be indicated for injury or illness.

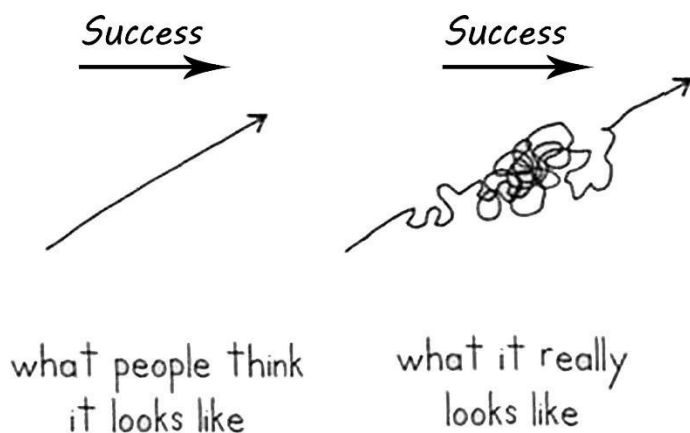
# STUDENTS' CLASSROOM STANDARDS OF CONDUCT

*Give your best effort.*

*Practice a growth mindset.*

*Support each other.*

- **Practice a CAN-DO Attitude** Use your time wisely and take responsibility for your homework. Turn in all assignments on time.
- **Be prepared, have goals.** Come to class on time, prepared to learn and participate. Use your school planners (grades 2 thru 5).
- **Show respect and practice kindness in your actions.** Be courteous and use appropriate speech. Do not use profanity or loud and rude speech. Bully behavior inflicts distress, hurt, and is not acceptable in any form.
- **Team players create successes.** Whether in classroom groups or on the playground, consider others, listen and share.
- **Be in the right place at the right time.** Do not leave the classroom or school grounds without permission of the teacher or principal.
- **Find ways to be a school leader.** Keep Whitaker a safe, clean and attractive place to learn. Pick up paper anywhere you see it. Look out for each other and things that need attention.



# EXPECTATIONS

## BEHAVIOR EXPECTATIONS

At Whitaker, we believe that all students can and should behave appropriately while they are in school or on campus. We cannot allow student behavior that hinders the teaching and learning process.

It is not possible to cover all school board policies and common expectations in this document. Please refer to WS/FCS Student/Parent handbook and board policies (Code of Student Conduct AR 5131; Board Policy 5131) found on the district website for additional detail.

We recognize the responsibility and influence of the home to teach kind and appropriate behavior. We ask parents to read and discuss with their child(ren) the following school-wide / classroom rules.

As needed, we keep parents informed and involve them in finding solutions to problems as they occur.

## WHITAKER'S BEHAVIOR AGREEMENT

*Out of respect for my school, my teacher, my fellow students, and myself, I will...*

- ✓ **Respect the rights of others to learn without distraction and disruption**
- ✓ **Cooperate with all adults in the school**
- ✓ **Show respect for school property, the property of others, and my own property**
- ✓ **Practice safety**
- ✓ **Use appropriate language**
- ✓ **Abide by the school system dress code**
- ✓ **Exercise respect and kindness toward others**

The Whitaker staff request parents model these same behaviors when they are visiting or volunteering.

Each teacher will explain their classroom discipline plan and post it for your information.

## FIGURING IT OUT IN THE OFFICE



Once a teacher sends a student to the office, the following steps are possible actions for administration to redirect, respond and educate:

### Official Discipline Referrals to Office:

- School Administration conference with redirection, possible consequence assigned.
- Student conference, parent contact and appropriate consequence assigned.
- School Administration, teacher and parent create an intervention plan (BIP – behavior improvement plan) and assign consequence.
- Reconvene meeting and revise/follow-up on the plan and appropriate consequences.
- Out-of-school suspension (OSS), BIP, request alternative setting.

If a student commits a serious offense, the WS/FCS Guidelines for Discipline (AR 5131) will be implemented immediately. Law enforcement will be contacted as mandated by the NC legislature.

## BULLYING

Some believe that bullying is part of growing up and it's how we learn to stand up for ourselves. There are better ways to learn life lessons than being treated cruelly. No one ever deserves to be bullied, and together we can and should work to prevent bullying.

*It takes NOTHING away from us  
to simply be KIND and  
RESPECTFUL of each other.*

Bullying hurts everyone, the target, the bully and the bystander. Bullying involves intentional, repeated hurtful acts, words or other behavior. It comes in many forms, big and little, in person and on-line, none of them are acceptable. The adverse effects on everyone are immediate and can be long lasting.

### Types of bullying:

- Hurtful name calling, teasing, or intimidating;
- Spreading false rumors;
- Intentional exclusion;
- Derogatory, demeaning or hostile comments;
- Pushing, shoving, hitting and other unwelcome physical contact meant to be intimidating.

**Students who continue to exhibit bullying behaviors, after receiving a warning previously will be disciplined according to school board policy.**



## DRESS CODE

**Let us have pride in the way we dress.** Anything worn that distracts from the learning is problematic. Students wearing "inappropriate" clothes will be asked to change clothes or cover up with alternative outerwear. The proper dress for school should be clean, neat, and comfortable. Further detail is addressed in the WS/FCS Student/Parent handbook.

### Specifics for dress code include:

- ✓ You will need athletic/tennis shoes for P.E. class and for participating in recess activities.
- ✓ Sandals and flip-flops pose hazards at school.
- ✓ Short shorts and thin strapped shirts are not appropriate for school.
- ✓ Revealing clothing is not appropriate at school.
- ✓ Hats are not to be worn inside the building.
- ✓ Use of lipstick and/or facial cosmetics is discouraged.
- ✓ Green and white are our school colors.
- ✓ Whitaker Wear is encouraged.

*Children who come to school neat and clean are more prepared to take pride in their appearance and work.*



## HOMEWORK

Homework strengthens skills, develops self-discipline, and reveals areas that need attention. As a parent, you are responsible for supporting the teacher's efforts by ensuring that your child completes homework assignments.

Children are responsible for doing their work. Homework is also a way to help your child develop work and study habits that will assist them throughout their education.

### Helping with homework - parents can:

- ✓ See remote learning guidance for adjustments
- ✓ Check Student Planners for recorded homework assignments.
- ✓ Provide a place for their child to do homework, a table or desk with enough light for reading.
- ✓ Schedule a regular time for homework.
- ✓ Serve as a consultant about problems but not doing the child's work.
- ✓ Ask the teacher if they need clarification of homework assignments and expectations.
- ✓ Be familiar with the teacher's homework expectations
  
- ✓ The time needed to complete homework each day varies. WS/FCS guidelines (Policy and AR 6154) suggest:
- ✓ Up to 30 minutes of homework in K-2<sup>nd</sup>
- ✓ 30 minutes to 45 minutes in 3<sup>rd</sup> and 4<sup>th</sup>
- ✓ 45 minutes to 75 minutes in 5<sup>th</sup>
- ✓ Projects, studying for tests or exams, and some courses require additional homework.

**Tuesday packets include schoolwork, important parent, and school information.** Parents should sign and return the packets the following school day.

## SCHOOL PROPERTY

We love our school. We want others to notice how nicely we keep our school. Support the effort:

- Take care of books and materials issued to you. Fees are assessed at the end of the school year.
- Do not write on walls, desks, books, or the bathroom.

- Keep desks, classrooms, building & grounds clean.
- *Dalton's Memorial Garden* (located between the front playground and our building) is not an area designed for play. It is a memorial garden for one of our former Whitaker students, Dalton Folwell, please enjoy but respect the area.

## PLAYGROUND

Enjoy playground equipment. Students receive instruction on playground safety. They are expected to exhibit safe play, whether they are under teacher supervision or with their parents after school.

### Playground Rules:

- Be careful at all times.
- Remember to share and be courteous.
- Rough playing is not allowed.
- Athletic/tennis shoes required to play on the equipment.
- No bicycles, roller skates, skateboards, etc.
- Throwing gravel, mulch or any other object within the play area is not permitted.
- Use caution when playing on wet playground equipment.
- Practice the rule "one at a time" on the playground.
- Stand clear of students swinging on equipment.
- Hold on with both hands when climbing.
- Do not jump from equipment (bridges, top of slide, monkey bars, etc.).
- Do not play tag around playground equipment.
- Slides: Slide feet first only. No running or climbing on slides. One child on the slide at a time.
- Toys or play equipment should not be brought to school.
- Retrieval of balls, etc. off the playground must be supervised by an adult.
- Be aware of traffic when crossing the blacktop.
- No tag on the blacktop.
- No pets allowed.
- No food on the playground unless directed.
- Observe good sportsmanship, respect others.

**If the playground is used after school hours, the children must be accompanied and actively supervised by their own parents or guardian.**

## MEALS AT SCHOOL

### LUNCH/BREAKFAST

The lunch period is twenty-five minutes long. During this time, children are supervised by their teachers.

Children may bring a bag lunch to eat or participate in the **hot lunch program, which costs \$2.80 per lunch. Breakfast is \$1.90. Adult lunches are priced a la carte.**

**Beverages:** Children can bring their own drink, but energy and soda drinks are not permitted at school for students. Milk is included in the lunch price and sold separately for students bringing their lunch.

Students are encouraged to eat a balanced lunch with limited sugar and carbohydrates.

**Download** the Nutrislice App to see daily menus and potential allergens in food served.



#### Cafeteria Protocol:

- Teachers or assistants will accompany students through the lunch line.
- Do not break in line for any reason.
- *Students are not allowed to use the microwave or ask adults to heat food for them.*
- Students should enjoy the social aspect of lunch while being sure their lunch is eaten.
- Use inside voices while in line and at the table.
- Music plays intermittently during lunch. While music is playing, students are listening and eating. When it ends, they can talk quietly.
- No food or drink may be taken from cafeteria.
- Students monitor their area for cleanliness.
- Each lunch class will have two students to clean tables and sweep the class area at the end of the lunch period.
- Clean up food, trash, etc., and return trays to the designated place after they finish lunch.
- Students will sit in their designated area. Remaining in their seats until their teacher dismisses them.

## COMMUNICATION

### ONLINE INFORMATION

Our **school website** offers an array of information including a school events calendar. Please consult the calendar – it may save a phone call.

**WEBSITE ADDRESS - [wsfcs.k12.nc.us/wes](http://wsfcs.k12.nc.us/wes)**

Each teacher has a PowerSchool Learning site. Login information will be shared at the start of school. This learning platform provides a password-protected environment allowing for a dynamic interaction between classroom, student and home. Some teachers use additional closed applications to communicate with families.

Follow us on **Twitter** as we share good school news and information. Don't have the Twitter app, it is embedded on our school website.



Follow us @WhitakerWSFCS

### TELEPHONE USE / MESSAGES

Students are beginning to take on more responsibility. One of these responsibilities is to remember to bring all necessary items to school.

**PHONE CALLS WILL BE ALLOWED FOR URGENT NEEDS ONLY and AT THE DISCRETION OF ADMINISTRATORS AND SECRETARIES.** Phone calls for items, which they have forgotten, such as homework, lunch money, etc. are interruptive for all.

Although telephone messages are discouraged due to our limited staff, necessary messages to students will be delivered when time permits. All emergency messages will be delivered promptly.

### PROGRESS REPORTS and TUESDAY PACKET

At Whitaker, parents will receive a weekly take-home Tuesday Packet. The packet will include graded work samples and information regarding any current concerns with your child's achievement, work habits or conduct. Information on school events is sent too.

You will also receive progress reports, quarterly report cards and assessment data reports.

## PARENT-TEACHER COMMUNICATION

Parents should address classroom concerns with the teacher first. Parents are encouraged to call the office or email a teacher to schedule a conference. Conferences are most often scheduled before or after school. **Walk-in conferences disrupt instructional time, please do not do this.**

Teachers send home classroom newsletters on a regular basis, which will keep families up to date.

## LABEL CLOTHING & PROPERTY

**PLEASE LABEL** jackets, lunchboxes, hats, book bags, etc. avoiding loss and confusion. Lost articles are kept in a chest in the lobby. We donate unclaimed items to charity at the end of each quarter.

## KEEP PARENT INFORMATION UP TO DATE

Please let our office keep things up to date by letting us know of changes in addresses, email, and phone numbers. We often need to call parents during the school day. Parents can access demographic and other information via PowerSchool. Please check with the school data manager for access information.

## MONEY AND VALUABLES

Students, not the school, are responsible for their personal property including money. Consider carefully items brought to school. If money is required for reasons other than lunch, students and parents will be notified. The school cannot assume responsibility for money or valuables either accidentally lost or taken.

## ONLINE PAYMENTS

There are several opportunities to pay school fees online via the school website – *Online School Payment*. This has been in place for field trips and school lunch accounts. **PLEASE do not pay in cash if at all possible.**

School lunch accounts can give you a history of what your student is purchasing. Parents can set limits on what and how much students purchase with a note in the account. See cafeteria staff if you need support.

## SUPPORT OF SCHOOL ACTIVITIES

There are many ways to support students and school. **Your engagement makes a significant difference:**

- Join the Parent Teacher Association (PTA).
- Volunteer - tutoring, participate in events, classroom reader, be a grade parent, clerical support and the list goes on.
- Participate in fundraising, as you are able.
- Consider being a business partner.

## VISITING SCHOOL

The Whitaker school staff strives to maintain a warm, inviting atmosphere where families and visitors are welcome. We have established, school district required, visitation procedures addressing safety concerns, protecting our students and staff.

**For everyone's protection**, we must be aware of all persons in the building at all times. Anyone who is not one of our students or staff is a visitor to our school.

**All visitors MUST report their presence on campus.**

**Press doorbell to the right of front entrance.**

**State your name and purpose of visit.**

**Be prepared to show an ID with photograph (driver's license or like ID)**

**Check-in via the visitor's sign-in software using identification (driver's license)**

**Wear a visitor's badge while on our campus.**

**Check out from office by scanning printed badge and then dispose of dated badge.**

**This procedure is a vital aspect of our safety plan.**

If you need to bring an item to your child (such as lunch, lunch money, book, etc.) please leave with the office staff and we will deliver it.

You may have **lunch with your student(s)** during his/her lunch. Sit at the designated parent tables. Only one friend may accompany you and your student.

**Vacationing friends or relatives** of school age are not allowed to attend school with our students.

**Please model** for students by stopping and listening to the morning and afternoon announcements and pause during the **Moment of Silence and the Pledge of Allegiance**.

Visitors desiring **school tours** should visit the school website to sign-up for scheduled tours.

Requests for **classroom observations** should be coordinated with the appropriate classroom teacher(s) and administration notified. Additional adults in the classroom are distracting for students.

### Evening Activity Expectations:

- A parent or guardian must accompany students. An older sibling does not count as a guardian. **Do not "drop off" your children leaving them unaccompanied.**
- **During a performance or activity, students are to stay/sit with their parents.** It is the parents' responsibility to provide supervision.
- During a performance or activity, guide your child to exhibit respect by not talking or making loud noises.
- When directions are given over the sound/intercom system, please comply. As adults, model the following of directions.
- Students are not to be on the playground without your supervision.



### SCHOOL PARTIES

Grade parents and the PTA provide refreshments for students at certain times of the year. Parties at other times require school permission. It's important to focus on instructional time.

While **birthday parties** are not allowed, you may bring a birthday snack during your student's lunchtime. Advise your student's teacher in advance. Please be considerate of student allergies in your selections.

### FIELD TRIPS

Our school has an active field trip calendar that extends learning beyond the classroom. Please support these efforts by:

- Returning forms and funding as requested
- Acting as a chaperone if needed
- Supporting direction and behavior expectations

### CLASSROOM EXPECTATIONS

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

"Education is the most powerful weapon which you can use to change the world."

Nelson Mandela