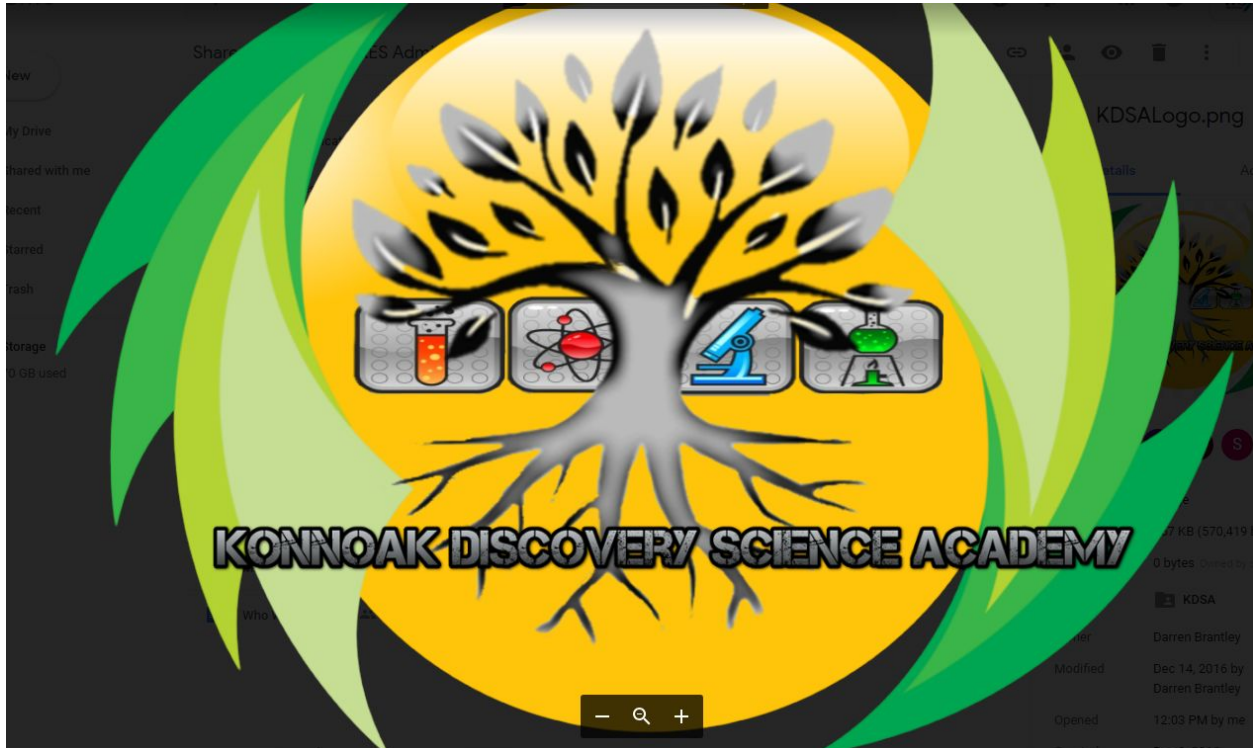


Konnoak Elementary

A World of Discovery

2018 – 2019



3200 Renon Road
Winston-Salem, NC 27127
(336)703-4163 – (336)771-4565 (fax)
<http://wsfcs.k12.nc.us/Domain/4521>

Principal: Dr. Shelia Burnette, Ed.D.

Assistant Principal: Toneika Davis

Assistant Principal: Rich Breedlove

Konnoak Pledge

*We must give our best to be the best
Even when no one is watching!
We must have self-control and reach our goal
By showing conduct, achievement,
Responsibility and effort!*

Conduct, Academics, Responsibility, Effort

Welcome to Konnoak Elementary School, home of the “Cardinals”. The teachers and staff at Konnoak are committed to providing high quality educational opportunities for all students within a setting that nurtures academic, social, and emotional growth. In order for all children to succeed at the highest levels of their potential, we believe a strong relationship between the home and school is necessary. We encourage parents and community volunteers to take an active role in our school.

We are excited to share our magnet school program with an emphasis on Technology and International Studies. Our incoming Kindergarteners will have the opportunity to learn Kindergarten curriculum and the Mandarin Chinese language, history and culture through an Immersion Program. This program is now a K-5 program that we hope to see continue to grow from year to year. We are also excited that our students are exposed to culture and information about assigned continents at each grade level to help them become globally aware of the world beyond Winston-Salem.

In 2018-2019, we will be expanding our magnet program focus to become an Environmental Science STEM (Science, Technology, E³--Exposure, Exploring, Extending,--and, Math) school with an emphasis on inquiry-based learning (IBL) and problem-based learning that engages the students in more active learning, hands-on experiences that relate to real life. This program is a K-5 and will be the basis of all classes, including our Chinese Immersion program. This will allow us to connect with our community for potential community outreach and opportunities to teach beyond the classroom, like in an outdoor classroom, in a community garden, in potential campus natural areas and with community partners like Kaleideum, Universities and Business Partners. This magnet focus, along with our new school building, will help to provide a first class learning environment and program to give our students a top-notch learning environment, a targeted instructional program, and a professional environment that supports educators to “discover learning.”

Parents are an essential part of a child’s growth and learning. We appreciate your continued support and caring for your child’s education. We will be offering many family nights and activities that we need you to attend. Please help us make this a successful school year to celebrate your child/children and to support you in helping them at home with homework, limiting their absences, and ensuring that you communicate with the teacher regularly. We also invite you to be a Room Parent to support the teacher, to register as a WS/FCS volunteer so you can attend field trips and help in the classroom, and to offer to help the teacher prepare materials to show him/her that they are supported by the parents and the school community. Our doors are open to you and we count on your partnership!

At Konnoak Elementary School we truly believe and expect 100% of students to grow a year’s worth or more and to exceed annual goals for proficiency. We look forward to working with you this school year. Remember each one of you can make a difference and help us reach our goals.

Once again, welcome!

Dr. Shelia Burnette, Ed.D.
Principal
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Toneika Davis
Assistant Principal
tgdavis@wsfcs.k12.nc.us

Rich Breedlove
Assistant Principal
rbreedlove@wsfcs.k12.nc.us

KONNOAK COMMUNICATION PLAN
2018 - 2019 School Year at a Glance

<i>Open House</i>	Aug-23	<i>Black History Program @ 1:15 pm</i>	Feb-22
<i>First Day of School</i>	Aug-27	<i>Early Release Day</i>	Feb-27
<i>Labor Day - no school</i>	Sep-3	<i>Spring Picture Day</i>	Mar-13
<i>Back to School Night @ 5:30 pm</i>	Sep-20	<i>Math Night @ 5:30 pm</i>	
<i>Science Family Night @5:30 pm</i>	Oct-11	<i>Addition Tournament @ 9 am</i>	Mar-15
<i>Fall Picture Day</i>	Oct-15	<i>Multiplication Tournament @1:15 pm</i>	Mar-15
<i>Early Release Day</i>	Oct-17	<i>End of 3rd Quarter</i>	Mar-28
<i>Fall Festival @ 6 pm</i>	Oct-26	<i>Teacher Professional Day - no school</i>	Mar-29
<i>End of 1st Quarter</i>	Oct-26	<i>Parent Engagement Event</i>	Apr-1
<i>Teacher Professional Day - no school</i>	Oct-29	<i>Student Led Conference</i>	Apr-1
<i>Teacher Professional Day - no school</i>	Oct-30	<i>Spring Break</i>	15 -19 Apr
<i>Student Led Conference</i>	Nov-5	<i>PK, K, and 5th Cap and Gown Picture Day</i> ...	Apr-23
<i>Awards Assembly - 1st Quarter</i>	Nov-7	<i>Earth Day Celebration</i>	Apr-24
<i>Veteran's Day - no school</i>	Nov-12	<i>Spelling Bee - K-2 Grade</i>	Apr-26
<i>Fall Picture Makeup day</i>	Nov-16	<i>Early Release Day</i>	May-1
<i>Thanksgiving Break</i>	21-23 Nov	<i>Teacher Appreciation Week</i>	6-10 May
<i>Early Release Day</i>	Dec-12	<i>National Teacher Appreciation Day</i>	May-7
<i>Winter Performance \$ D-Unity</i>	Dec-18	<i>EOG Testing</i>	23 May - June 6
<i>Winter Break</i>	24-Dec - Jan. 2	<i>Memorial Day - no school</i>	May-27
<i>End of 2nd Quarter</i>	Jan-18	<i>Awards Assembly 4th Quarter</i>	Jun-4
<i>MLK Day - no school</i>	Jan-21	<i>Kindergarten Celebration @ 9 am</i>	Jun-5
<i>Teacher Professional Day - no school</i>	Jan-22	<i>5th Graduation @ 6 pm</i>	Jun-5
<i>Spelling Bee - 3-5 Grade</i>	Jan-25	<i>End of 4th Quarter</i>	Jun-6
<i>Parent Engagement Event</i>	Jan-28	<i>Last Day of School</i>	Jun-6
<i>Student Led Conference</i>	Jan-28		
<i>Awards Assembly - 2nd Quarter</i>	Feb-1		
<i>Konnoak's Got Talent Show</i>	Feb-8		

**Additional events may be added to the calendar during the year for special opportunities for students and families throughout the year.*

Title I School

Parent Communication/School-to-Home Communication

Parents will receive weekly automated phone calls once a week at 6:30pm on Sundays. These calls will provide upcoming events, reminders and special announcements to keep all families informed about Konnoak's Happenings. These messages are also posted on our school website and can be viewed there each week, as well, on Sunday evenings. Konnoak's PTA posts the announcements on the Konnoak PTA Facebook page as another method of communicating to parents. Please access one of these methods of communication.

School Improvement Team Meetings

The School Improvement Team (SIT) is the leadership body of the school that helps to write and manage the School Improvement Plan. Parents are an important part of this team. We invite parents to join us as representatives, along with the other grade level representatives on the team. The SIT meetings are held at 7:00-8:30am in the Media Center on the following dates:

September 13, 2018	January 17, 2019	May 16, 2019
October 18, 2018	February 21, 2019	June 11, 2019
November 15, 2018	March 21, 2019	
December 20, 2018	April 25, 2019	

Parent representatives are needed. Please feel free to attend

(Please note that meetings with parents on agenda items may be scheduled for 3:15-4:30pm if this allows parental participation.)

2018-2019 Progress Report/Interim Dates:

First Quarter

End of 1st Quarter: October 26
Report Card: week of November 5

Second Quarter

End of 2nd Quarter: January 18
Report Card: week of January 30

Third Quarter

End of 3rd Quarter: March 27
Report Card: week of April 3

Fourth Quarter

End of 4th Quarter: June 7

Report Card: sent home on the last day of school or mailed within a week after the last day of the school year

Together we can reach our goal of 90% (or more) students proficient in reading, math and writing in order to be ready for the next grade level. We want all of our student to leave Konnoak college and career ready and focused.

We believe in your child and you.

We believe in every staff member here.

We believe in Konnoak Elementary School.

We believe in the possibilities for each child at Konnoak.

We ask that you believe in us and show your support as we strive to reach our goals.

Help us Help your Child(ren) reach these goals!!!!

Ready to Learn

Every day, students should come to school ready to learn with their homework, textbooks, notebooks, pencils and all. When they do not have equipment, they are not ready. If you need assistance with making sure he/she has these items, please contact the front office at 336-703-4163.

Inappropriate Items

Toys, radios, pagers/beepers, cell phones, cards, electronic games, flammable items, toy weapons or weapon-like items, etc. or any item that may disrupt the instructional day or safety of others will not be allowed at school. The school will not be responsible for lost, broken, or stolen items that are not supposed to be at school. If any of these items are taken from students, it will be the responsibility of the parent to pick up the item afterschool between hours 3:00-4:30 p.m. before the end of the semester. Items not picked up by June 30 will be donated to a local agency. No chewing gum is allowed in the school building.

Konnoak Daily Schedule

Office Open	7:45 am
Building Open for Students	7:45 am
Breakfast served	7:45-8:15 am
Students' Day Begins (Tardy Bell)	8:20 am
Students' Day Ends	2:50 am
All Students dismissed/picked up by	3:15pm
Building and Office Closed	4:30 pm

Due to safety reasons, please do not bring your child to school before 7:45 am because supervision is not available. They are permitted to enter the building at 7:45am. In addition, please pick your child up from school by 3:00 pm.

Dress Code

Students may wear traditional clothes to school this year. We are not a Standard Mode of Dress School (uniforms). We ask students to dress in an appropriate manner for school. Clean neat, comfortable clothing, which allows your child to participate in all events (including recess and PE) of school without undue concern, will be most appropriate. Please adhere to the following guidelines established by the Winston-Salem/Forsyth County Schools Board of Education. Tennis shoes should be worn on days that your child will be participating in physical education or outdoor recess. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment when attending school that respects all students and staff. **Example items of prohibited dress or appearance include, but are not limited to, those listed below.**

- Clothing that contains advertisements for tobacco, alcohol or drugs; pictures or graphics of nudity; words that are profane, offensive, lewd, vulgar, or indecent or that are suggestive;
- Halter or bare midriff tops, or bare midriffs;
- Spaghetti straps or tank tops;
- Strapless shirts or tube tops;
- Bare feet; flip flops, Heely's
- Short shorts, dresses or skirts
- Pants, slacks or jeans that sag below waist;
- Hats, caps, or bandanas; do-rags, or wraps
- Underpants or bras showing or worn as outerwear;
- Provocative, revealing attire that exposes cleavage or other body parts; and

- Any symbols, styles or attire frequently associated with gangs, intimidation, violence or violent groups about which students at a particular school have been notified

Grading Codes (AR 5124; July 2015)

Each student's performances is evaluated as follows:

<u>Kindergarten, First and Second Grades Academic Areas</u>		<u>Character and Work Habits</u>	
4	Exceeds grade level expectations; Shows deep understanding	O	Outstanding
3	Meets grade level expectations; Shows consistent understanding	S	Satisfactory
2	Making progress toward grade level; Shows inconsistent understanding	I	Improving
1	Does not meet grade level expectations; Having considerable difficulty	N	Needs Improvement
		U	Unsatisfactory

Third, Fourth and Fifth Grades evaluation codes:

	<u>Academic Areas</u>	<u>Character and Work Habit</u>	
A (90-100)	Superior Performance	O	Outstanding
B (80-89)	Good Performance	S	Satisfactory
C (70-79)	Satisfactory Performance	I	Improving Progress
D (60-69)	Poor Performance	N	Needs Improvement
F (59 and below)	Failing	U	Unsatisfactory

**No student shall receive a final reporting grade that is lower than 50.*

Parents of students in grades K-5 may access grades and progress regularly by logging on to PowerParent (24 hours a day). For your access code and directions, please see Mrs. Tullos, the data manager, for more information.

***All classes will use Class Dojo for a behavioral monitoring system that indicates positive and negative consequences each day. All parents should set-up access to their child's/children's Class Dojo to monitor daily work habits, engagement and behavior. This will also allow the parent and teacher to text messages about the student, as well as a chance to watch the Class Story to see class news, celebrations, instructional announcements and to be involved in your class through virtual parental involvement.**

School Attendance

Consistent attendance and participation in classroom instruction is an essential factor for student success and retention of information. We need parents to send your child to school each day and discourage unexcused absences due to family vacations, staying home with relatives, etc. You can help your child realize the value of education through daily attendance. Likewise, arrival on time for school is essential and staying for the full day allows maximum instruction and time to develop their skills.

We understand, however, that absences are sometimes necessary due to illness, injury, death in the immediate family, medical and dental appointments or religious observances, court proceedings and educational opportunity. (Absences for educational opportunity must be excused in writing by sending a letter to the principal requesting the absence be excused 1 week prior to the absence.) We do require a written note from the parent stating the dates of and the reasons for the absence. **If a note is not received within 3 school days of the child's return to school, the absences will be marked unexcused.** Also, students who have excessive absences or tardies may be required to bring doctor's notices after 5 days are missed on parent notes. Doctor's or agencies notices will help with the process of approving absences, so please bring them when your child returns. Parent notes will be reviewed, but are not automatically excused.

If your child has been absent for three consecutive days, please call the school office to tell us the reason and when we can expect your child to return to school and send a written note. If you need to take your child out of school for part of the day, you will need to come into the office to sign him/her out. Your child must be at school for at least 3 hours and 15 minutes in order to be counted present for that day. Please make every effort to schedule medical appointments before or after school. **(Please do not pick up children prior to the end of the school day unless it is an emergency. The instructional day ends at 2:50pm.)**

Lawful Absences

The following shall constitute valid/lawful excuses for the temporary nonattendance of a student when satisfactory evidence for the excuse is provided to school officials:

1. **Illness or Injury**: An absence is excused when the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine**: An absence is excused when isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family**: An absence is excused when it results from the death of a member of the immediate family of the student. For purposes of this regulation, the immediate family of the student includes, but is not necessarily limited to, grandparents, parents, brothers and sisters.
4. **Medical or dental Appointments**: An absence is excused when it results from a medical or dental appointment for a student and when approval of Dr. Burnette is gained prior to the absence, except in the case of an emergency.
5. **Court of Administrative Proceedings**: An absence is excused when it results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. **Religious Observances**: An absence may be excused if the tenets of a religion to which a student or his/her parent adheres require or suggest the observance of a religious event. Approval must be granted prior to the absence by Dr. Burnette.
7. **Educational Opportunity**: An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. Approval for such an absence must be granted prior to the absence by Dr. Burnette.

Unlawful Absences

For students who are subject to the provisions of the NC Compulsory attendance laws and for all students who have enrolled in a public school, unlawful absence is defined as:

1. A student's willful absence from school with or without the knowledge of the parent or;
2. A student's absence from school for any reason other than those listed under "Lawful Absences."

EXCESSIVE ABSENCES, TARDIES AND EARLY OUTS

Parents are reminded that students who arrive after 8:20am are tardy and will miss breakfast, morning activities, or the beginning of a core instructional lesson. Students need to arrive on campus by 7:45am to get into the classroom on time. Likewise, students need to remain at school until 2:50pm to finish their instructional day to make sure they get their homework, finish their assignments, and don't miss instruction. We will not be able to call for students to come to the office for dismissal between 2:30 and 2:50pm for those reasons. If bus changes are not made prior to 2:30pm, parents will have to pick-up the student at the bus stop to keep us from delaying dismissal and multi-tier bus routes. Parents are not permitted on the bus lot.

Students with excessive tardiness (late arrivals), early outs (leaving before 2:50pm) or absences will receive notification from administration. Remember that 5 unexcused tardies equal an absence. We will work with you to try to improve the problem. If the concerns continue, the student will be at risk of the parent having to go to truancy court or a hearing or of having his/her transfer or magnet approval revoked. Please help us educate your child with regular attendance and full days of instruction.

TRANSPORTATION

CAR RIDERS

Car riders should arrive on campus daily between 7:45am and 8:15am. They may not be dropped off prior to 7:45am. Students will be greeted in the Kiss and Go Drop-off line from 7:45-8:20am by staff. We will open the door so your child can exit your car and enter the building. All students must exit on the sidewalk side of the car for safety reasons. If you desire to walk your child into the building, you must park in the marked parking lot (across the street) in a visitor parking space. Parking on Renon Road blocks traffic and will result in ticketing by Winston Salem Police Department. Car riders may not unload on Renon Rd. because there is no supervision. Please note that Renon Road is a one-way street during arrival and dismissal hours. Violators may be ticketed.

In the afternoon, car riders will all dismiss beginning at 2:50pm. We ask that parents remain in their cars, display their name card, and we will announce your child, escort them to your car, and help them load. Traffic moves smoothly with your cooperation. Parents who park in a designated parking space, may go to the side cafeteria door on the sidewalk to pick up your child. Having these two areas helps us monitor student dismissal for safety. Parents not desiring to wait in the rain are asked to join the car line.

BUS RIDERS

Riding the bus is a privilege for our residential and magnet students who submit a request. All bus routes, bus stops and bus assignments are created by the WSFCS Transportation department and cannot be changed by the school. For bus stop changes, new stop locations or other requests, please submit those in the main office to the Assistant Principal or Mrs. Robinson-Smith and we will submit your request. It usually takes 10-14 days for approval of the requests.

BUS RIDER RULES

1. No Bullying on the school bus.
2. Observe the same conduct as in the classroom.
3. Respect the authority and cooperate with the bus driver.
4. Stay in your assigned seat at all times.
5. Keep all parts of your body and other objects inside the bus.
6. Be courteous, use no profane language.
7. Help to keep the bus clean and do not be destructive.
8. No weapons of any kind are permitted on the bus.
9. Do not eat, drink, or smoke on the bus.
10. If school permits electronic devices, it cannot be heard by other riders.

Students and buses who exhibit great behavior in following these rules will be celebrated. In the event that a student does not follow these rules, this creates a safety hazard and the driver will address the concern. If the behavior is severe, continuous, or doesn't cease, the bus driver will complete a Bus Ticket. This Bus Ticket will be submitted to administration that will investigate, determine appropriate consequences, if any, and contact the parents when necessary. Students with bus misbehaviors are subject to assigned seating, bus removal, bus suspension or loss of bus privilege. Please help us maintain a safe and orderly bus by reminding your student of the bus rider rules daily.

ESCORTED KINDERGARTEN, FIRST GRADE, AND SECOND GRADE STUDENTS (Policy 3541)

Kindergarten and First Grade Students who ride the bus have to be escorted from the bus stop daily by an adult or a child who is 4th grade or older. Based on WSFCS Policy 3541, it is the duty and responsibility of parents or their designee to provide supervision at the bus stop of pre-K, kindergarten and first grade students who are served by school transportation. Any student who serves as a designee must be in the fourth grade or older. In the event no one is present at the bus stop in the afternoon to pick-up the child:

1. The parent will be contacted immediately by telephone and advised to pick-up the child;
2. The child will be taken to the next school on the route or nearest school that is open, as appropriate. Transportation will notify both schools. Within one hour, the Administrator of the student's home school will be contacted to assist in getting in touch with the parents/guardians and getting the student home. If no one can be reached, law enforcement or the Department of Social Services may be contacted.

3. When an adult arrives at the school to pick up a student, they will be given a letter reminding them of the policy to be at the stop. After the third failure to provide supervision at the bus stop, the school principal will have a conference with the parent emphasizing safety concerns of failing to be at bus stop.
4. After the fourth failure to provide supervision at the bus stop, the student will not be permitted to ride the bus home on the afternoon of the next school day, and an authorized adult will have to pick up the student at his or her home school;
5. After the fifth failure to provide supervision at the bus stop, the student will not be permitted to ride the bus home on the next two (2) school days, and an authorized adult will have to pick up the student at his or her home school. A letter from the General Counsel of the Board of Education will be sent to the student's parent warning that any further violation of this policy could result in suspension from afternoon.
6. After the sixth or subsequent failure to provide supervision at the bus stop, the school may suspend the student from afternoon transportation. This suspension must be communicated to the parent orally before the suspension begins, and notice must also be sent home to the parent via certified mail. The suspension may be appealed according to [Board Policy 5145](#), Student and Parent Grievance Procedure. If the student is classified as an exceptional child ("EC"), the principal will conference with the parent and the appropriate case/program manager before implementing a bus suspension to ensure that denial of afternoon bus services does not constitute denial of a Free Appropriate Public Education ("FAPE").
7. The school district may apply the procedures set out in this policy when a student is not picked up from a Magnet Express stop by 6:00pm.

TRANSPORTATION CHANGES

All transportation changes must be submitted **in writing or in person**. Phone changes are not permitted because we cannot verify the information. Changes must be made by **1:00pm** to ensure that we get the change to the teacher and student in time. If you designate someone else to pick your child up, please make sure we have their name on the approved list and that they bring a photo ID so we can verify them. If we have any doubts, we will contact the parent based on the contact information we have on file. Please know that we cannot accept the student telling us of the change without confirmation from the parent. We will send the child based on usual transportation plans if we cannot verify a change.

BEHAVIORAL EXPECTATIONS and PBIS

The staff of Konnoak Elementary School expects each student to demonstrate good manners. Good manners are observed by doing the following things:

- Obey all adult staff members.
- Show respect for others by keeping hands, feet, and unkind words to yourself.
- Take care of school property and the property of others.
- Students should always walk in the building without interruption to other classes.
- Students will follow the Winston-Salem/Forsyth County Public School dress code policy.

In order to help students reach these expectations, the faculty, staff, and administrators of Konnoak have implemented Positive Behavior Intervention Support (PBIS) as a way to address discipline issues that may occur during the school day. PBIS is a broad range of strategies for achieving important social and learning outcomes while preventing problem behavior. PBIS is a program to assist schools in maintaining systems that create a positive and effective learning climate for all students while maximizing school safety. PBIS believes social and behavioral abilities can be taught and learned in the homes school and community.

Our goal at Konnoak Elementary School is to help students learn and practice self-control, have a desire to do the right thing, believe in themselves and others as worthwhile, productive, and constructive citizens. We expect students to obey all staff members, and to get along with other students.

SCHOOLWIDE RULES

- 1. Treat everyone with respect.**

2. **Follow Directions.**
3. **Respect school and personal property.**
4. **Keep all of your body and objects to yourself.**
5. **Show CARE at all times.**

Students should follow these five school wide rules and classroom procedures daily. To help you understand what types of behaviors violate these rules, we have included two charts entitled Level I Classroom-managed behaviors and Level II Office-managed Behaviors. Classroom-managed behaviors are addressed by the teacher and you will be informed so that you can help the student improve the behaviors. Level II behaviors or severe Level I behaviors will be referred directly to the office for administration to handle. Each of these incidents will include an investigation for details related to the behavior. When appropriate, disciplinary actions will be assigned based on the WSFCS Discipline Policy.

The complete school district discipline guideline will be sent to each parent/household as part of the WS/FCS Parent Handbook. The plan lists guidelines for student misconduct at six different levels. Below is a list of the levels and the types of consequences a student might be assigned depending on aggravating and mitigating factors.

CODE OF STUDENT CONDUCT AR 5131 June 2015

It is the principal's or assistant principal's discretion as to consequences given for Level I-VI regarding elementary students, including considering frequency, mitigating/aggravating factors, and other facts related to the incident and its impact on those involved.

Disciplinary offenses will fit into the following levels. For examples of behaviors and more information, please refer to WSFCS policy for AR 5131.

- Level I: Discipline that does not remove a student from the classroom for an extended period of time.
Parent Contact, In School Suspension (ISS)/ Detention, Reprimand, Administrative Conference
- Level II: In-school Suspension; Removal from class
- Level III: Short-term Out-of-School Suspension; Zero to 5 days Suspension
- Level IV: Alternative Learning Center Assignment
- Level V: Alternative School Assignment
- Level VI: Long-term Out-of-school Suspension

Students with excessive disciplinary referrals will be at risk of having his/her transfer or magnet approval revoked. This would mean that the student would have to attend his/her residential school.

ANTI-BULLYING

It is our goal to provide all students a safe and orderly learning environment. Bullying is one of the number one problems in schools nationally and locally. While our surveys have improved on the number of bullying incidents our students have experienced, the student surveys indicate continued concern with bullying, so we will continue to focus on fighting bullying. Please know that research has shown that a person becomes a bully based on impact from personal experiences or trauma, observing abuse or bullying, low self-esteem, wanting to dominate another person, or observed violence/actions on TV and/or movies. It's not important for us to place blame, but rather to find out why the bully is acting out verbally, physically, or otherwise to harm others. Then we can all help the child address the real problem(s).

What is bullying?

Bullying is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. More details can be found with the WSFCS Anti-bullying Policy 5131.

What do we do about bullying?

If you or your child believes that bullying is occurring, please contact the teacher and/or administration immediately. Share the incidents, the person's name, and witnesses, so that we can move forward on the investigation and respond appropriately. The district has already set up a Bully Patrol link where you can enter bullying reports electronically at the following website: <http://wsfcs.k12.nc.us//Domain/1>.

We take bullying reports seriously. All adults need to listen to each bullying report and address it before harm is done to the student. Let's help the student help him/herself.

SCHOOL SUPPLIES

The school furnishes all books and educational materials at no cost to the students. Some textbooks and instructional materials will also be available online so students are permitted to bring their tablets and laptops for instructional use, as guided/approved by the teacher. The only required fees are for lost, damaged books or equipment. Students in certain grades will be given one free agenda/planner. If it is lost, the student will be charged \$3.00 to replace it. We provided a general list of school supplies on our website. We ask that if any help is needed with these supplies that you let your child's teacher know. Each individual teacher may have a wish list of supplies that are needed, if you wish to help with those items.

HOMEWORK

The primary purpose for homework is to extend and strengthen classroom activities and to teach responsibility. Parents are encouraged to help by providing a quiet comfortable place and a regular time to do homework. Most assignments should be completed independently. We want to encourage children's responsibility for their work. Children in grades K-2 can expect 0-45 minutes daily while students in grade 3-5 should expect 30-60 minutes daily. We also expect students to practice reading and math skills online using: Starfall, iReady and other classroom sites to enrich or practice skill. Students in grades 2-5 should also have access to teacher Haiku (web-based) pages that can help parents know what is being learned in class.

SCHOOL PROPERTY

We are proud of our school and hope that each student also feels that same pride. In order to keep Konnoak a school to be proud of, students are expected to do the following:

1. Take care of books and materials so they will not have to pay for lost or damaged school property.
2. Refrain from writing on walls, desks, books, or on the restroom stalls.
3. Keep desks, classrooms, school building, and grounds clean.

CAFETERIA CHANGES

Community Eligibility Provision

Konnoak Elementary School will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision. All enrolled students of Konnoak are eligible to receive a healthy breakfast and lunch at school at no charge for the 2018-2019 school

year. No further action is required of you. If you have any questions or concerns please call the Child Nutrition at office at 336-703-4275. However, please note that if your child leaves Konnoak and enrolls in a school that does not have the CEP program, you will need to complete a Free/Reduced Lunch Application if you would like to continue to receive lunch free or at a reduced price. This process is approved through the Child Nutrition program, in accordance with federal guidelines.

VISITORS

Parents, we welcome you to be an active part of our school. Your presence can make the difference in your child's life, as well as the lives of others. All parents/visitors must enter the office area, sign-in and wear a visitor's pass. A new pass must be acquired for each visit. Parents are asked to schedule visits to the classroom with the teacher to make sure that they are able to meet your needs at a time that does not interfere with instruction or safety when supervising children. Parents may also help in the classroom when arranged with the teacher. If a meeting is needed, please contact the teacher or the main office and we will assist with scheduling a time before school, after school, or otherwise to accommodate both schedules. Thanks for remembering that we have to honor confidentiality and safety as our priorities during the day. We cannot discuss other children with you, give you any of their information or allow you to question someone else's child at any time, but we are more than glad to answer questions about your child.

WS/FC CIVILITY POLICY

Policy 1170

Conduct of Parents, Other Visitors and Employees. It is the intent of the Winston-Salem/Forsyth County Board of Education to promote mutual respect, **civility** and orderly conduct between and among WS/FCS employees, volunteers, parents and the public. It is not the intent of the Board of Education to deprive any person of freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board of Education encourages positive communication and discourages volatile, hostile, threatening, profane or aggressive communications or actions.

Unacceptable behavior.

1. Spectator Misconduct. Any person, including an adult, attending a school sponsored extra-class or extracurricular event or activity, such as an interscholastic athletic contest, who behaves in an inappropriate, disorderly unsportsmanlike manner during the event or activity may be ejected from the event by the Principal, Assist Principal, school athletic director, or any law enforcement officer. ¹

2. Disorderly Conduct. Disorderly conduct includes, but is not necessarily limited to, behavior interfering with threatening to interfere with the operation of a classroom or school, an employee's office or office area, areas of school or facility whether open or closed to parents/guardians and the general public. Disorderly conduct is a public disturbance intentionally caused by any person who:

3. Disorderly/Disrespectful Language. Using lewd, vulgar, or indecent language, shouting, swearing, cursing display of temper.

4. Assaults/Threats. Assaulting or threatening to do bodily or physical harm to a teacher, school administrator, school employee, student or volunteer, regardless of whether the behavior constitutes or may constitute a criminal violation. Pursuant to [N.C.G.S. § 14-33](#), it is a Class A1 misdemeanor to assault a school employee or sch

volunteer when the employee or volunteer is discharging or attempting to discharge his or her duties as an employee or volunteer, or to assault a school employee or school volunteer as a result of the discharge or attempt to discharge that individual's duties as a school employee or school volunteer. For purposes of this Policy, the following definitions shall apply:

5. Willfully trespassing upon, damaging, or impeding the progress of a public school bus or public school activity bus.²

6. Vandalism. Damaging or destroying property owned, leased or operated by a school or the WS/FCS.

7. Alcohol and/or drug possession or use. Possessing or being under the influence of any alcoholic beverage or illegal controlled substance.³

8. Possession of a weapon as defined by N.C.G.S. § 14-269.2.

9. Any other behavior disrupting or threatening to disrupt the orderly operation of a school, classroom or any of WS/FCS owned, leased or operated building or facility.

10. Abusive, threatening or obscene e-mail or voice mail messages, sent via facsimile, or other electronic or written medium.

C. Parent Recourse. Any parent believing he/she was subject to behavior in violation of this Policy by any WS/FCS employee or volunteer should bring such behavior to the attention of the Principal, the employee's immediate supervisor or the appropriate Assistant Superintendent.

D. Authority of School Personnel.

1. Termination of Meeting or Telephone Conversation. If any employee, volunteer or member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation.

2. Removal from School Premises. Any individual who engages in Unacceptable Behavior as defined in this Policy may be directed to leave the school or WS/FCS owned, leased or operated building or facility by the Principal, Assistant Principal, any Assistant Superintendent, the Superintendent, a School Resource Officer or other law enforcement officer, or the WS/FCS Director of Security. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.

3. Limitations on Access to School Premises. Any non-employee who engages in Unacceptable Behavior defined in this Policy may be prohibited by a Principal, an Assistant Superintendent or the Superintendent or designee from being present on the premises of a school or other building or facility owned, leased or operated by WS/FCS.

4. Exclusion from Extra-Curricular Activities. A Principal, the Superintendent or the appropriate Assist Superintendent may exclude from or deny permission to attend any school extra-class, extra-curricular and/or athle events any person who engages in Unacceptable Behavior as defined in this Policy.

Adopted: January
2002

We want to maintain positive working relationships between all staff members and parents. The best way to do this is through constant communication. Feel free to email the teacher, call the school or message them through Class Dojo to communicate regularly. Also, attending curriculum nights, student-led conferences and other school events will allow you to support your child throughout the year and prevent conflicts or concerns. When in doubt, please contact us and ask questions that can help resolve any issue or need.

VOLUNTEERS/PARENTAL INVOLVEMENT

We would like to keep up the good work done by our volunteers at Konnoak Elementary School. We invite your support and encouragement of the total school program. Parents are welcome to visit and contribute in any way that would be beneficial to the students.

Many volunteer services are needed such as:

Reading to or listening to students read/pronounce vocabulary words	Helping students in our computer lab
Helping students with math facts	Helping teachers prepare materials
Helping with special PTA projects; joining the PTA board	Working in our school library
Helping with arts and crafts in the classroom	Helping with Field Day Events
Helping in our front office	Helping with our Fun Days
Beautification of our school	Speaking to our classes
Adopting another child in our school to eat lunch with	

We believe in working together as a team to accomplish positive results. We expect parents to be a part of our team to help ensure that all of our students receive the best education possible.

Please contact Ms. Tesha Green, Mrs. the Assistant Principal or Mrs. Verschello Nelson at 336-703-4163 if you have any questions or are interested in any of the above opportunities to volunteer. You may also contact us if you have any questions or needs. We will always try to get someone to answer your question or reply to you within 24 hours.

Have a great year at Konnoak Elementary!

Your Voice Counts

Parents, you are a vital part of our school's success. We need you here often, we need you to help us with the School Improvement Team, the PTA and fundraising, we need you to support the staff and administration, and we need you to share your voice. If you have any questions, compliments, suggestions, concerns or ideas about something you

would like to do to take this program from good to great, please complete a copy of the Konnoak Comment Sheet (available in the office) and submit it to us. We look forward to hearing what we are doing well and what you suggest for us to get better.

Thanks



Parent/Student Handbook Agreement

We have reviewed this handbook and know what is expected of parents and students. I will follow the rules, **Parent/Student Handbook Agreement** and procedures to make this a successful year for our family and for the school.

Student's Name: _____ Teacher: _____

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Please cut and return this section to your child's teacher within the next 10 days.

_____ I am willing to serve on the School Improvement Team and attend monthly meetings.

_____ I am willing to serve on the Parent-Teacher Association.

_____ I am willing to be a Room Parent to help the teacher coordinate special events.

_____ I am willing to volunteer at Konnoak for certain things, please call me.

Name _____ *Phone* _____

Please print your email address: _____

I prefer Communication in: _____ English _____ Spanish