

REEDY CREEK ELEMENTARY PARENT HANDBOOK 2009-2010

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Making a **WORLD** of



difference everyday!

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This handbook is one of the many services funded by our PTA. We welcome your talents in volunteer work and your program suggestions. Together we will provide opportunities for your child to experience success daily.

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Mission, Vision, and Value Statements

Mission Statement

Reedy Creek Elementary School will educate each student to be a responsible and productive citizen who can effectively manage future challenges.

Vision Statement

Reedy Creek promotes a well-balanced relationship among students, parents, staff, and community.

All students are actively engaged in a wide variety of educational experiences including hands-on learning, technology-based learning and cooperative learning. Students are encouraged to assume leadership roles and take risks. They learn to set high expectations for self-evaluation through student-led conferences and celebrations of success.

Parents form an active partnership by volunteering in areas such as the office, media center, and classroom. Parent education sessions, after school events, and special celebrations occur regularly to foster a strong relationship between home and school.

Administrators are visible as well as supportive. They communicate openly with parents, students, and staff.

The staff meets and exceeds the goals outlined in the current North Carolina Standard Course of Study through innovative teaching practice and risk taking.

The community is involved in our school in numerous ways, such as classroom participation, tutoring, and donations. Students benefit from both classroom and extra-curricular activities.

Value Statement

We believe:

1. Each learner is unique, talented, and able to demonstrate on-going growth.
2. Learning is a partnership among students, parents, school staff, and the community.
3. Quality instruction is the result of continuous professional staff development.
4. A family of learners promotes a safe, nurturing environment.
5. Technology should be integrated daily.
6. Self-reflective evaluation by both students and staff leads to school improvement.

Traffic Patterns

Parents should follow the **posted speed limit** and established traffic pattern when bringing their child(ren) to school. Please maintain a **safe speed** and remain in line, following the vehicle in front of you. *Parents with children in a special program class may pull around to meet a staff member for additional assistance.

Please remember that students may enter the building at 8:45 a.m. The front doors will remain locked until then. If students need to come earlier, parents should enroll them in the YMCA program, which begins at 7:00 a.m.

Students in the YMCA program will enter the building from the side doors as instructed by "Y" personnel. All other students will enter the building through the front doors.

Transportation Changes

PLEASE send a note if your child's transportation needs to be altered. A written note helps ensure your child and the teacher are aware of the change. Limit phone calls to emergencies. Even then, please call before 2:30 so that the office has ample time to notify teachers and your child if you didn't send a written note. *Due to limited space, no children will be allowed to ride the bus home with another child.*

Thank you for your cooperation.

Dismissal and Late Arrival Procedures

Dismissal

Students are dismissed from school in the following manner:

CARPOOL	All students meet in the cafeteria at 3:37 and are called by carpool numbers to meet their ride outside beginning at 3:40. The first 10 car riders are called immediately outside where staff members are present to assist them. Car riders will exit the building using the side doors between the administrative office and the cafeteria. *See note below.
BUS	Students remain in their designated area until their bus arrives. At which time, an announcement will be made and students will be escorted to the bus loading area.
WALKERS	Walkers are dismissed at the 3:45 bell.
YMCA	Counselors from the YMCA meet children in the designated location at 3:35.

***Anytime a parent/guardian enters the building to pick up their child, they must report to the main office and sign them out regardless of the time of day. We will call for your child to meet you. Please avoid going directly to the classroom or cafeteria.**

Late Arrivals

Students who arrive after 9:05 are considered tardy and must report to the office to receive a note for admittance to class. We ask that students arrive between 8:45-9:00 so that they have time to get to their class, unpack, get settled and are ready for instruction, which begins immediately after the morning announcements.

Early Release Wednesdays

The greatest responsibility we have as a community is the education of our children. We are committed to providing an environment in which all students reach their full academic potential.

Part of that commitment includes the continual improvement of how we teach. We are always seeking the best possible teaching methods and learning from each other. This helps our school community ensure each child's success.

Collaboration at our school is an important part of our efforts, and we regularly hold team-based learning sessions at our school. These meetings are called Professional Learning Communities (PLC) and are a time for teachers to discuss classroom strategies, individual student performance, and best teaching practices.

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

Mark your calendar for these important changes

- **Every Wednesday, all Wake County Schools will release one hour early to allow for PLC meetings**
- **Six early-release days are also included in 2009-10. All Wake County schools will dismiss 2.5 hours early. These early release days also occur on Wednesdays.**

Please check with the office for the availability of child care on these days.

Ten minutes has been added to the school day

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

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

Best Practice for Student Bus Riders

- Be at your bus stop 10 minutes prior to the scheduled time. Drivers are NOT permitted to wait for students.
- Wait at the designated bus stop in a safe area (off the road at least 20 feet when possible).
- Sit in assigned seats facing forward at all times.
- Talk in a “normal” tone of voice with students sharing the same seat.
- Be supervised while en route to and at the bus stop.
- Cooperate with the driver and practice orderly conduct.
- When preparing to board the bus, allow it to come to a complete stop. Then board single file.
- When getting off the bus, remain seated until the bus comes to a complete stop. Get off the bus in an orderly manner and proceed directly to the location designated by your parents (typically home or daycare).
- When required to cross the road, check both ways before crossing and only cross in front of the bus when the stop arm is out and the red lights at the top of the bus are flashing.
- Respect yourself, others and property while on the bus and at the bus stop.
- Avoid playing games at all time.

Consequences for Student Bus Riders

- If students choose to disobey the safety rules, they will receive a written notice unless the behavior warrants a suspension (i.e. fighting). Administration will talk with the students to stress the importance of safety on the bus and at the bus stop. Parents will also be notified.
- The second referral will result in a 2 day bus suspension. Parents will be notified.
- A third referral will result in a 5 day suspension from the bus with parent notification.
- If students continue to practice unsafe habits, they will be taken off the bus for up to 10 days. **Parents will be responsible for transporting their child to and from school for the duration of any bus suspension.** Students not in attendance due to a bus suspension will be marked absent – unexcused.
- When a student’s behavior continues to jeopardize the safety of themselves and others, they may be removed from the bus for the remainder of the school year.

Best Practice for Parents of Bus Riders

- ◆ Accompany students to the bus stop, ensuring adequate supervision is provided.
- ◆ Discuss school bus rules with your children to ensure they understand the safety guidelines.
- ◆ Be sure that children arrive at the bus stop and are prepared to board the bus 10 minutes prior to the scheduled arrival time.
- ◆ Refer all concerns regarding routes, pick-up/drop-off times, driver issues, etc. to Broughton Transportation. You may contact Broughton Transportation by calling 919-856-7821.
- ◆ Refer all concerns regarding discipline, safety, and other **student issues** to the appropriate school-based administrator.
- ◆ Dress children appropriately for weather conditions.
- ◆ Pick up/meet students only from assigned stop locations.
- ◆ Never board a bus without express permission of Wake County Public Schools.

Proof of Residence

Students in the Wake County Public School System are required to have a current proof of residence in their cumulative records. If your child's residence changes during the school year, you will need to provide proof of your new address to the school office staff. The Wake County Public School System accepts only the following documents:

- Current public electric bill
- Current public water bill
- Current public service gas bill
- Signed lease for house or apartment
- Signed purchase agreement with closing date

Documents must be in the parents' name. Also, if your phone number at home or work changes, please notify the school office as well as your child's homeroom teacher. Having updated contact information is extremely important, especially in emergency situations.

Absences

- ✓ Every minute of the school day is important, so we ask that you schedule appointments after school hours as much as possible.
- ✓ If it becomes necessary for you to pick up your child before the regular dismissal time, come by the office to sign your child out. We will call for your child to come to the office, minimizing disruption to the classroom setting.
- ✓ Students are excused from classes for ILLNESS, RELIGIOUS HOLIDAYS, or BEREAVEMENT. Requests for absences to be excused to attend family trips must be approved by the principal prior to the trip. Approval for excused absences is **not automatic**; therefore, please refer to the enclosed school calendar when planning family outings.
- ✓ If a student accumulates 10 absences or excessive tardies, contact will be made from the school to work out a more acceptable pattern for attendance. Absences of 30 days or more may result in the student being required to repeat their grade and involvement of the school's counselor and/or social worker.
- ✓ Upon returning to school from an absence, a note must be presented to the teacher within three days indicating why the child was not present.

*"A child regards your cheery smile as evidence that you are on his side,
so he relaxes and is happier."
George W. Crane*

Discipline Plan

School Rules

Respect Yourself ✧ Respect Others ✧ Respect Property

The key components of the Reedy Creek Elementary discipline plan are as follows:

- building self-esteem
- promoting self-discipline
- focusing on internal motivation
- eliminating fear and coercion and
- creating conditions for a need-satisfying environment

We believe all behavior is purposeful and inappropriate behavior can be defined under one of the following functions: attention from peers/staff/preferred adult, power/control, self-stimulation, or escape from an activity/task/particular person/classroom. It is the school's goal to help students develop decision-making skills that enable them to model appropriate behavior. In an effort to accomplish this goal, Reedy Creek's discipline plan will closely align with the mission and guiding principles established by the Positive Behavior Support (PBS) Team of Wake County.

Mission

The mission of the Positive Behavior Support (PBS) team is to empower teachers and other adults with the skills needed to improve overall classroom and school climate to achieve higher academic performance for all students.

Guiding Principles

In order for all students to be nurtured and successful, the following beliefs will guide the Reedy Creek Elementary PBS Team as they work with staff and students to develop positive and preventative behavior strategies:

- All students are valuable and deserve respect.
- School climate is a shared responsibility among administrators, teachers, staff, parents and students.
- All students can be taught and demonstrate appropriate behavior.
- Change will occur when students and staff have opportunities to practice appropriate behaviors.
- Respect for diversity must be embedded within appropriate behaviors.
- School personnel must examine their own behavior as students are taught to change theirs.
- Punishment doesn't work to change behavior.
- Different behaviors are appropriate at school, home and community.
- Incentives and reinforcement for demonstrating proper behavior are greater than those for misbehaving.
- Cultural differences exist and need to be understood.
- Parents are critical in changing student behavior.
- The best place to handle a situation is where the behavior occurs.
- Positive relationships between students and adults are key to student success.

RCE Positive Behavior Support Guiding Principles Matrix

FROGS	WE
<i>Friendship</i>	<ul style="list-style-type: none"> • Use kind words • Help others • Share • Cooperate
<i>Respect</i>	<ul style="list-style-type: none"> • Are polite • Are courteous • Appreciate differences
<i>Order and safety</i>	<ul style="list-style-type: none"> • Walk • Use materials and equipment properly • Are prepared for school
<i>Good judgment</i>	<ul style="list-style-type: none"> • Use time wisely • Think before acting • Complete Assignments • Take responsibility for actions
<i>Self-control</i>	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Use appropriate voices • Show good sportsmanship

*** A matrix has been created for specific areas of the school using these guiding principles.

Reedy Creek's Code of Conduct

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

Todos los estudiantes son responsables de cumplir con y familiarizarse con el Código de Conducta Estudiantil de WCPSS y las políticas de la Junta de Educación que gobiernan el comportamiento y la conducta de estudiantes. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

Character Education Traits

COURAGE	Having the determination to do the right thing even when others don't. The strength to follow your conscience rather than the crowd. Attempting difficult things that are worthwhile.
GOOD JUDGEMENT	Choosing worthwhile goals and setting proper priorities. Thinking through the consequences of your actions. Basing decisions on practical wisdom and good sense.
INTEGRITY	Having the inner strength to be truthful, trustworthy, and honest in all things and situations. 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 the 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, for other people, for self, for property, and for 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 behavior. Being in proper control of your words, actions, impulses, and desires. Doing your best in all situations.

*"It's nice to be important, but it's more important to be nice."
 Sarah Hughes American
 Olympic figure skating gold medalist in 2002*

Frog Wishes, Ribbits, and Hoppy Time: Promoting Positive Character Traits

Students and staff enjoyed as well as benefited from the implementation of *Frog Wishes*, *Caught Being Good (Ribbits)*, and *Frog Fest* so much from previous years that these programs for promoting positive character traits in us all will continue!



Frog Wishes

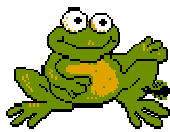


Based on the Fish Philosophy, created by Charthouse Learning (www.charthouselearning.com), Frog Wishes are a way for students and staff to recognize someone for doing something good. The Fish Philosophy offers four main components to improve the environment around you, be it at work, home, or school. Those components are: “Choose Your Attitude,” “Be There,” “Play,” and “Make Someone’s Day.” Reedy Creek’s Frog Wishes are based on the idea of making someone else’s day by recognizing their acts of kindness towards others. Staff may write a Frog Wish to any student and give it to the student’s teacher. Students who constantly display appropriate behavior will have the opportunity to participate in the next Frog Fest. Frog Wishes are displayed weekly in their classes.



Caught Being Good!

The Caught Being Good program recognizes classes whom best exemplify positive behavior traits throughout the school as outlined in the various Positive Behavior Support (PBS) matrices. A specific matrix has been designed for each area of the school using FROGS as our guiding principles. FROGS is an acronym for **F**riendship, **R**espect, **O**rders and **S**afety, **G**ood Judgment, and **S**elf-control. **When a class is observed following the behavior expectations, they may be rewarded a “ribbit.”** Ribbits are collected and proudly displayed by each class. At intervals of 25, classes are recognized by administration and/or other staff members for their accomplishment. New this year, students will have the opportunity to earn golden ribbits from administration. After earning 5 golden ribbits, the class will select an activity to do with the Principal and/or Asst. Principal.



Frog Fest

Frog Fest was created last year to give students who consistently displayed appropriate behavior a chance to interact with their peers during specially planned activities. What evolved from this endeavor was a tremendous opportunity for students to meet, problem solve, develop leadership/communication skills, and work together as they complete team building activities, compete in games, and discuss monthly character education traits. Students meet approximately once every two to three weeks in the multi-purpose room.

All three programs have produced excellent results! Reedy Creek students are not only learning to recognize the positive character traits of others, more importantly, they are learning to see them in themselves!

Health and Medication Policies

Immunization: The law requires that every child be immunized against diphtheria, tetanus, whooping cough, rubeola, rubella, hemophilus influenza, and mumps. All students entering school must present proof of the following:

5 DPT shots	If the fourth shot is given AFTER the child's fourth birthday, a fifth shot is not required.
Polio Vaccine	Four doses of oral polio vaccine OPV. If the 3rd dose is given on or after the 4th birthday, the series is complete. Two doses of Inactivated Polio Vaccine IPV may be substituted for 2 doses of OPV.
Measles Vaccine	Two doses received at least 30 days apart: one dose on or after 1st birthday and a second dose before enrolling in school (K1) for the first time.
Rubella Vaccine and Mumps Vaccine	One dose of each on or after the 1st birthday (commonly given as MMR).
Haemophilus Influenza Type B Vaccine (HIB)	One dose at or after 1st birthday or the complete series. HIB is not given if the child is 5 years or older.
Hepatitis B Vaccine (HBV)	Three doses (children born on or after July 1, 1994).
Varicella vaccine	One dose on or after age 12 months and before 19 months.

The law also requires that a child enrolling in kindergarten present proof of a physical exam. The kindergarten "Health Assessment" must be completed by the child's doctor and filed in the student's school records within the first month of school. If this report is not on file by the 30th day, we are required to suspend the child from school until the health assessment is completed.

ILLNESS: When children do not feel well, they do not do well in school. Children who are running a fever should be kept home. **THEY SHOULD BE FEVER FREE 24 HOURS BEFORE RETURNING TO SCHOOL.** Please be as prompt as possible if you are called to pick up your child during the day due to their illness. Thank you for your cooperation.

Medication Procedures

FOR LONG TERM MEDICATIONS, A "PARENT REQUEST FOR MEDICATION" MUST BE SIGNED BY THE DOCTOR AND KEPT ON FILE AT SCHOOL. This file must be updated yearly, or whenever changes in the medication occur. When medication is no longer needed, the form is filed in the child's school records. It is the parents' responsibility to obtain the physician's orders for all medications.

No medication will be given unless it is contained in the pharmacy bottle in which it was issued. The child's name, medication name, and prescription date must be clearly marked.

No over-the-counter drugs (aspirin, cough drops, cough syrup, etc.) may be taken at school.

INHALERS must also be kept in the office along with the correct medical form from the child's physician.

Conferences

PARENT-TEACHER CONFERENCES will be held at least twice a year. One of these is usually held around the 10th week of school. The second conference can be held any time you or the teacher feels it is appropriate. It is important that parents make every effort to attend. **COMMUNICATION BETWEEN HOME AND SCHOOL IS CRITICAL FOR A CHILD'S SUCCESS.** Parents should expect to see Language Arts, Writing, and Math matrices at every conference, which will accurately document student growth on grade level objectives.

STUDENT-LED CONFERENCES will be held for every child (K-5) two times a year. These will be held at the end of second and fourth quarters. Students will actually lead the conference using their portfolio as a guide to share accomplishments and set goals with parents for continued success. **This is an exciting time for students, therefore, we encourage parents to make every effort to attend.**

PORTFOLIOS will be implemented for overall comprehensive assessment in every grade. Teachers will specifically cover portfolio expectations in newsletters and/or conferences. Portfolios will be used extensively in **STUDENT-LED CONFERENCES.**

****Parents are required to call ahead to schedule conferences instead of just "dropping by." This gives the teacher time to adequately prepare material to share with you. This policy also protects the instructional time the teachers have with students. Thank you for your cooperation.**

Reporting Academic Progress

Reedy Creek's reporting process is as follows:

- Regular report cards are sent home every nine weeks for grades 2-5. First graders will begin receiving report cards at the end of the second quarter. Kindergartners receive a report card at the end of the second and fourth quarter.
- Interim reports are sent home mid-quarter.
- Student-Led conferences are held two times a year. (See above).
- Parent-Teacher conferences are held at least twice a year. At conferences, parent and teachers are encouraged to review the language arts matrix, math matrix, and their child's writing portfolio.

"Children are likely to live up to what you believe of them."

Lady Bird Johnson

Standards Based Grading

Student Performance Levels - The student performance level is determined with quarterly objectives and assessment data. Work habits and conduct grades are separate from the student's content proficiency.

Level 4 - Extends Targeted Grade Level Standards: represents the student is exceeding grade level expectations set by the state and that a student will be successful in the next grade or quarter and whose curriculum may be enriched.

Level 3* - Demonstrates Proficiency of Targeted Grade Level Standards with Evidence of Application: represents the student is meeting the grade level expectations set by the state with evidence of application and that a student has the necessary skills and concepts to be successful and confident in the next grade or quarter. Example: A third-grader clearly understands the concepts of multiplication, can recall the facts quickly, and can use the multiplication to solve everyday problems. The teacher has collected evidence of this mastery and recorded it on the student's math profile. The student's assessment may indicate Level 3* work.

Level 3 - Demonstrates Proficiency of Targeted Grade Level Standard: represents the student is meeting the grade level expectations set by the state and indicates that a student has the necessary skills and concepts to be successful in the next grade or quarter.

Level 2 - Inconsistent and Needs Support to Meet Targeted Grade Level Standards: indicates that the student has not yet met grade level expectations set by the state and that a student does not have the necessary skills and concepts to be successful in the next grade or quarter. This should alert parents that close communication is needed for further student support. If the student seldom turns in math homework and does not cooperate in group problem solving in math, this student's work habits and conduct grade may indicate Level 2.

Level 1 - Insufficient Performance of Targeted Grade Level Standards with Support: indicates that the student has not yet met grade level expectations set by the state and that a student does not have the necessary skills and concepts to be successful in the next grade or quarter. This should alert parents that close communication is needed immediately for further student support.

Grades are provided twice a year for weekly special classes such as P.E., art and music, instead of quarterly. This provides specialists the time with students they need to assess each student's work.

The report card provides space for teachers to list the individual interventions (i.e. volunteer tutor, mentoring program, or Accelerated Learning Program) in which each student participates.

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 expectation in cooperation with others, respecting others, and observing rules and procedures. In reporting 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 using a 1 through 3, where students receive:

- 3 - Meets Expectations
- 2 - Inconsistently Meets Expectations
- 1 - Does Not Meet Expectations

Dress Code Policy

Per Wake County School Board Policy 6410.1

Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students' religious beliefs or medical conditions.

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to the following:

- ⊗ exposed undergarments
- ⊗ sagging pants
- ⊗ excessively short or tight garments
- ⊗ bare midriff shirts
- ⊗ strapless shirts
- ⊗ attire with messages or illustrations that are lewd indecent or vulgar or that advertise any product or service not permitted by law to minors
- ⊗ head covering of any kind
- ⊗ see-through clothing
- ⊗ attire that exposes cleavage
- ⊗ any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon
- ⊗ and any symbols styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.

Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under terms of this policy.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates this dress code, the principal or the principal's designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

Cafeteria Information

We encourage all students to participate in our child nutrition program. Breakfast and lunch are available each day. Students can get a nutritious breakfast and lunch in the cafeteria. If your child brings his or her lunch, please make sure that they do not bring soda or anything in glass bottles. Students who bring their lunch may purchase milk.

You can put money in a lunch account for your child. ***Make checks payable to Reedy Creek Cafeteria, making sure to put your child's name, lunch number and teacher's name on the check or envelope. Please do not send cash.*** Indicate how the money should be used. For example, money for lunches, money for milk or snacks.

Students who do not have lunch or money in their accounts will be given fruits and vegetables. To avoid problems and disappointments, please monitor your child's account and turn in money the day before it will be needed.

Parents, guardians and grandparents are encouraged to eat lunch with their children. This is also a good time to provide store bought cupcakes or cookies to acknowledge a student's birthday. Please sign in at the front office and wear a visitor tag when you are having lunch. You may meet your child in the cafeteria or in the lobby outside of the main office. Please do not go to the classroom and wait outside the classroom door.

Please know that there are picnic tables outside of our cafeteria that you may wish to utilize when visiting for lunch. If you choose to eat outside, your child may select up to two friends to join them. Students are expected to remain at the picnic table during their lunchtime and not run around the school grounds and area near the picnic tables.

Free or Reduced Meals

Some children may qualify for meals at reduced rates or free of charge.

If your child receives free or reduced lunch the following process will happen:

1. A new application will be mailed to you.
2. **You must complete and submit the application even if your child participated in the program previously.**
3. You will be notified by mail, once the application is processed (it takes about 2 weeks to process the application).

Notification Not Yet Received:

If you have not received written notification, you must provide your child with money or lunch after the first 10 days of school and thereafter, until you have received written notification this school year that your child will receive free or reduced lunch.

New to Wake County:

If you are new to Wake County Schools this year, you will need to provide lunch money or a lunch from home every day until you receive written communication that your child will receive free or reduced lunch.

	Student Full Price	Student Reduced Price	Adult
Breakfast	\$.80	\$.30	A la Carte
Lunch	\$ 1.75	\$.40	A la Carte
Milk \$.50 for students and adults			

Lunch Money Options

Now there is no more forgetting to pay for your child's lunches throughout the entire school year!

Wake County Public School System is pleased to offer parents various payment options to take the worry out of remembering your child's lunch money.

Announcing...MyLunchMoney

With **myLunchMoney**, giving lunch money to your kids could not be easier. The service is easy-to-use, convenient, private and secure. Simply go to www.myLunchMoney.com to enroll and start using the site to deposit funds into your child's lunch account. Once your account is established, you can check balances and fund the account anytime from your home computer, phone or fax. Your child's information is safe--it stays at school. Your personal and payment card information is protected by the most advanced Internet security.

For more information about how to use this exciting new service, call 800-479-3531 or visit www.myLunchMoney.com. In order to enroll for this service, you will need your child's ID or NCWISE number. This number can be found on your child's report card or schedule.

The **Phone Payment Option** permits you to call in your payments. Call 1-877-744-5050 to make your payments. You will give the name of your child, your name, schools' name and dollar amount to be paid. All phone payments are processed **each Friday afternoon** and **student's lunch money accounts are posted the following Monday morning**.

*Any credit balance will be carried over to your child's lunch account the following school year. If a child is **relocating** outside of Wake County Public School System, refund requests may be made by email at vcooke@wcpss.net or phone at 919-856-2918. If you have any questions, please contact Child Nutrition @ 919-856-2918.*

Benefits of the Payment Options

- No more last minute trips to the school
- Your payments are made on time
- Convenience in making your payment
- Easy reconciliation
- Control of your child's lunch money
- You now are certain your money is paying for your child's food at school.

Homework Policy

Reedy Creek Elementary Homework Policy

1. Homework should fulfill the following purposes:
 - To enrich and extend school experiences through related home activities.
 - To reinforce learning by providing practice and application.
2. The teacher will introduce a concept or skill, thoroughly explain the concept or skill, and provide guided practice before making a related homework assignment.
3. Students shall be provided specific and timely feedback on homework assignments.
4. Homework is considered practice in grades K-5; therefore, it is reflected in the WORK HABITS grade on the report card.
5. The following guidelines for homework will be expectations at Reedy Creek Elementary:
Grades K-2 = 20 minutes per day
Grades 3-5 = 50 minutes per day

Inclement Weather Policy

In the event of inclement weather, listen to local TV and radio stations for the latest updates. Mr. Evans will also leave a message on the school's answering machine (380-3660) at 7:00 a.m. In the event school is delayed, closed, or dismissed the following procedures will occur:

Early Dismissal	Students will be dismissed as buses arrive on campus. Students who are car-poolers will be dismissed as their ride comes. IF YOU PICK YOUR CHILD UP EARLY, REMEMBER TO SIGN HIM/HER OUT AT THE OFFICE.
Closed	Students will make up the day as designated by the 2008-2009 Wake County Instructional Calendar.
Delayed Opening	In the event of a 1-2 hour delay, students will resume their regular schedule once they arrive on campus. Lunch will be served. Breakfast will NOT be served on delayed opening days. **The Early Arrivals Program will be delayed the same number of hours school is delayed.

Lost and Found

A LOST and FOUND section will be in the office for students to locate missing items such as jackets, lunch boxes, wallets, etc. Please **write your child's name on items brought to school** and encourage your child to be responsible for them, especially jackets and coats. Items not claimed at the end of each month will be donated to charity.

Tuesday Folders

Every child will bring home a TUESDAY FOLDER to enhance communication between home and school. Please review the materials in your child's folder with him/her to reinforce good quality work habits.

Prohibited Items

Students should not bring unnecessary or illegal items to school. These include toys, balls, unneeded money, candy, Yui-Gi-Oh /Pokemon cards, and electronic devices (i.e. Walkmans, game boys, ipods, mp3 players). These items can be disruptive to the learning environment. Additionally, the school will not be responsible for their security. **Bringing illegal items to school will result in a suspension and the involvement of the Wake County School Security Department. Illegal items include matches, guns (even toy guns), knives, lighters, firecrackers, etc.**

Telephone Use

Telephone service for students is limited. Students will not be permitted to use the telephone to request delivery of forgotten homework assignments, clothing articles, field trip permission forms, or to ask permission to go home with a friend. If there is a compelling need to use the telephone, the student must have permission from the classroom teacher. Again, parents are asked to keep the homeroom teacher and office abreast to any changes in address and/or phone number(s).

Field Trips

Parents must complete all necessary forms in order for their child to go on a field trip. Please send in the signed forms along with any money that is required. If your child does not return the required forms, he or she will not be allowed to attend the field trip.

Visitors

Parents are WELCOME to visit the building to eat lunch with their children, attend special activities and volunteer. ALL visitors, including parents who visit on a regular basis, must sign in electronically and wear a visitor tag. Upon completion of their visit, parents should return to the office to sign out.

AT ALL OTHER TIMES, parents are **required** to make an appointment with the teacher before visiting the classroom. Uninterrupted instructional time has been incorporated into the school schedule and is HIGHLY valued by the teachers.

It is imperative that ALL visitors and volunteers to Reedy Creek Elementary sign in and out at the office and pick up a visitor tag. To ensure a safe and orderly learning environment, this policy will be enforced at all times, with all visitors.

Guidelines for Release of Students to Separated or Divorced Parents

Parents should notify the principal **AND** provide a copy of any court order specifying custody agreements or restrictions. If there is no order or separation agreement concerning custody of the child, either parent or legal guardian has the same rights to see the child or have the child release to him/her at the end of the school day.

August 25, 2009

Dear Reedy Creek Parents and Students,

Welcome to the 2009-2010 school year. We are very excited that you will be a member of the Reedy Creek Elementary family. We have wonderful students, parents, and staff here at Reedy Creek Elementary, and we are looking forward to partnering with each and every one of you as we continue to make Reedy Creek Elementary a great place to be.

As always, there will be numerous opportunities for parents to be involved in our school. We are excited to have parents volunteer in the classroom or serve as a chaperone during field trips. If you have a special interest, please don't hesitate to share that with your child's classroom teacher. As it relates to the curriculum, I am sure they would appreciate having you as a guest speaker or leading the class in an activity related to the topic they are covering. We are always looking for fun and exciting extracurricular activities to offer our students before or after school. Therefore, if you would like to sponsor a club, please let me know. Hopefully, we can work out the details to make it happen. Additionally, I encourage you to join the PTA and be involved in the various projects they coordinate to help our school. Most importantly, it is essential you are a part of your child's educational program. You are strongly encouraged to have open communication with your child's teacher regarding their success as well as ways to support them at home. Regardless of how you decide to become involved, we are delighted to have you on board.

For our students, we have several wonderful programs for you including a new take on Friday Frog Fun Fest! I encourage you to take advantage of every learning opportunity afforded you. Make sure you set short term and long term goals for yourself. You will be able to share your progress towards these goals with your parents during Student-Led conferences. If you find you are having difficulty meeting your goals, it is okay for you to ask for help. Something I hope you will do! During this school year, be sure to stretch your mind and challenge yourself to master the most difficult of tasks as well as explore topics deeper than the basic information. Enjoy these opportunities and your 2009-2010 school year!

In closing, please know the administrative team along with the entire Reedy Creek Elementary staff look forward to having you as a part of our Reedy Creek Family. Let's work together to make this the very best year ever!

In partnership,

H. Trent Evans
H. Trent Evans
Principal