



**MORRISVILLE ELEMENTARY SCHOOL  
POLICIES AND PROCEDURES  
2015-2016**

**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 here and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.**

#### **Contact Information:**

##### **Morrisville Elementary School Phone Number**

919-460-3400

##### **Morrisville Website: [www.morrisvilleyearround.org](http://www.morrisvilleyearround.org)**

Be sure to check our Morrisville Elementary School website regularly for updates and information!

##### **Morrisville Twitter: <https://twitter.com/MorrisvilleElem>**

---

#### **Early Release Days for 2015-2016**

Early release days for this year are on Friday afternoons. School is dismissed at 1:15 pm on these days so staff can participate in staff development and training opportunities. The early release days are: August 14<sup>th</sup>, September 4<sup>th</sup>, October 16<sup>th</sup>, December 18<sup>th</sup>, January 15<sup>th</sup>, February 12<sup>th</sup>, March 4<sup>th</sup>, and March 18<sup>th</sup>.

#### **Volunteer Registration**

Parents are highly encouraged to volunteer in the classroom and through the PTA. Wake County volunteer guidelines require that all classroom volunteers (including field trip chaperones) be registered in our volunteer tracking system. Please update your volunteer status using the computer in the front office or in the media center from 8:00-4:00, Monday through Friday through October 31. After that date, the system will only be available on Mondays. Anyone who is denied may not participate in school activities.

#### **Always Sign in at Front Office**

When parents come into the building to volunteer or have conferences with teachers, they **must sign in at the front office** and receive a sticker. Please wear this sticker while you are in the building so that staff may easily identify our visitors.

#### **Student Data**

In the event there is a change to your address, emergency contact information, home phone, cell phone, or work phone numbers, please contact the front office. It is important the office has current information should we need to contact you during the school day.

#### **Bringing Something During the Day**

If you need to bring something to your child during the school day, you will need to drop it off in the main office and we will deliver the item to your child's class. Students may not receive phone calls during the school day. These measures help protect instructional time for all students.

### **Attendance/Tardies**

Our goal is to **decrease** tardies this year. Please make sure that your child arrives on time so that they are ready for the instructional day that begins at 9:15. If your child does not arrive by 9:15, **you will need to walk your child in to the office and sign them in for the school day. The instructional day begins at 9:15 and we want to make sure all students are prepared for the day.**

Students must attend school for a minimum of 3 1/2 hours to obtain full attendance credit. Any student checked out prior to 12:30 and who does not return to school, in the same day, will be counted absent. If your child is absent from school, a written excuse must be sent to the teacher within two days of their return. The note should include your child's name, date of absence, reason for absence, and your signature. Absences will be excused for the child's illness/medical appointment, death in family, educational opportunity approved in advance (form is on webpage), religious observance or court proceedings to which the child is a party. All other absences are unexcused. Parents will also receive an automated phone message when their child is absent.

**Leaving School Early** – Parents must come into the office to sign out his/her child during school hours. The receptionist will call down to the classroom and have the student come to the office for check out.

### **Checking out Students Early**

There will be **NO** Student check outs between 3:30-3:50 PM.

### **Parking**

All parents are asked to park in the lot on the left side of the building (facing the building). **Please do not park in the bus parking lot.** Please do not park in the fire lane in front of the building.

### **Carpool**

In the morning, students are not allowed to enter the building until after the first bell rings at 8:45 am. However, to help the flow of the carpool line, Safety Patrol will begin unloading at 8:40 am. Please do not release your child prior to 8:40 am. **Supervision will not be provided until 8:40 am.**

In the afternoon, all parents must use the carpool line. No walk-ups are allowed. Parents in the carpool line should **display their carpool tag on the passenger's side visor.** All carpool students should be picked up no later than 4:00. The YMCA offers after-school care for students who cannot be picked up by 4:00 pm.

Students who are riding home in carpool with a friend, must have a written permission from their parents. These notes must be given to classroom teacher so they can notify carpool staff of the change in transportation.

### **Buses**

Questions about bus stops, bus drivers, and schedules should be directed to WCPSS Transportation at 919-805-3030. Concerns about student behavior on buses should be directed to the Assistant Principal, 919-460-3400. **Students are only permitted to ride their designated school bus. Students are not allowed to go home with friends on the bus.**

### **Bus Departure Times**

Every afternoon, we post all the bus departure times on our MES website. Please check daily so that you will know an approximate time to expect your child.

### **Walkers**

All walkers must complete a permission form and the form must be approved by administration. You must live within walking distance of the school and walk home to be a MES walker. Parents may not pick up walkers in vehicles. If you are going to pick up your child in a vehicle you MUST use the carpool line. Parents who are walking to meet their child can meet them at the crosswalk by the crossing guard.

### **Field Trips**

We encourage parents to attend field trips but siblings who are not enrolled in the class may not attend these events. Parents or other adults must be a registered volunteer in order to attend field trips or volunteer in the classrooms. Parents are not allowed to ride the school bus with the class on field trips.

### **Items Not Allowed at School**

Students can only use backpacks with wheels if they have a doctor's note.

Items not allowed at school: balloons, shoes with wheels, pets, toy weapons, or any items that do not serve an educational purpose or are not specifically approved by the teacher.

### **Wellness Policy**

The Wake County Board Wellness Policy (#5125) is in place to promote the selection of healthy choices by students and staff. Teachers are asked to use non-food related rewards in their classrooms or to offer foods that have a high nutritional value. Please join us in encouraging your child to eat healthy snacks such as fruit, pretzels, graham crackers, yogurt, and granola bars. Please know that this policy does not dictate food selections you make when sending a lunch with your child, but we encourage you to make nutritious decisions for your child's lunch.

### **School Meals**

The following link <http://www.wcpss.net/Page/1848> (Wake County website...parent tab...school meals) provides information on prices for school meals and how to pay for your child's lunch online.

### **Eating Lunch with Your Child**

Parents are encouraged to eat lunch with their child at school. Picnic tables are available outside of the cafeteria for lunch with your child. If you eat outside, please sign your child out on the clipboard above the water fountain. If parents want to join their child and friends, they will be asked to eat in the cafeteria. Please do not bring food for anyone but your own child. Wake County policies for volunteer clearance/supervision and wellness necessitate these guidelines.

### **Birthday Celebration Alternatives:**

Wake County Board of Education policy states that all activities that take place within the school day should be based on "learning experiences" for the children and cannot be approved if they

are purely for entertainment or for birthday recognition. Parents are encouraged to discuss plans for any experiences with the teacher so that the event can be planned to conform to Wake County School Policy.

**\*\*\* All food items must be store bought.**

In the past we have often celebrated students' birthdays with a special snack. As we promote healthy choices, we would like to suggest options in place of sending birthday snacks: recess equipment for the classroom, books for the classroom library, or school supplies for the classroom. Parents are welcome to send these items to the classroom in honor of their child's birthday in place of sending special snack items.

If you would like to donate a book to the media center in your child's honor on their birthday you can go to this site <http://amzn.com/w/2GJ0ZSL611E4H>. Each book will be given a donation name plate that includes the child's name and birth date. They will also be the first to check it out or choose a friend to check it out.

Also, with regards to birthday celebrations outside of school, please note that children are **not** allowed to send invitations and/or thank you notes to schoolmates through the student backpacks.

### **Health Issues**

Please keep your child home if they are showing the following symptoms: fever of 100 degrees F or higher, nausea or vomiting, severe headache, diarrhea, red, watery eyes with yellow drainage, or unexplained rash. This will help stop the spread of illness to other children and teachers

Children should stay home until they have been without fever naturally for at least 24 hours. **Please do not give children fever-reducing medication and then send them to school.**

If you are called to pick up a sick child at school, please come quickly. If you know your child has been exposed to someone diagnosed with the flu virus, call your doctor immediately to find out what to do.

If your child will require medication at school, you will need to provide a completed Form 1702, "Parent Request and Physician's Order Form for Medication" signed by you and your child's doctor. The form is also available at your child's school. If there is no medication on hand in the event of an emergency, we will call 911.

At the beginning of each school year, an adult will need to bring the medicine along with the completed Form 1702(s) to the school. We cannot give medicine to your child without this form. Please make sure medications have not expired.

School personnel may not administer over the counter medication without a physician's written request. This includes aspirin, cough syrup, cough drops, lotion, and sunscreen.

### **Inclement Weather**

If inclement weather occurs, go to the Wake County Public School website, WCPSS twitter, watch local news stations, listen to radio for delays, closings, or early dismissals. Wake County Public Schools will make the decisions for any change in school hours. We encourage you not to call the school directly during this time.

## **Morrisville's Homework Policy**

Homework will be meaningful and will enrich school experiences, reinforce learning by providing practice and application, independence, responsibility, and self direction. Grade Levels will determine the types of assignments. Recommended time parameters for daily homework assignments:

Kindergarten through Grade 2: 20 minutes

Grades 3 through 5: 50 minutes

## **Report Cards and Interims**

Interims will be Sent Home:

Track 1 -August 7, November 6, February 5, and April 29

Track 2- August 7, October 30, February 5, and April 29

Tracks 3 and 4 - August 28, November 20, February 26, and May 27

Report Cards will be Sent Home:

Track 1 – September 4, December 4, March 4, and June 3

Tracks 2, 3, and 4 – September 25, December 18, March 24, and June 30

## **Testing Dates** (are subject to change)

mClass Literacy Assessments (all grade levels)

- Beginning of Year, Mid-Year, and End of Year

Beginning of Year Tests (3<sup>rd</sup> grade only)

- Tracks 1, 2, and 3 – July 22
- Track 4 – August 12

CogAT (3<sup>rd</sup> grade only)

- Track 1 – to be determined
- Tracks 2, 3, and 4 – to be determined

IOWA (3<sup>rd</sup> grade only)

- Tracks 1 and 2 – to be determined
- Tracks 3 and 4 – to be determined

End of Grade Tests (3<sup>rd</sup> – 5<sup>th</sup> grades)

WCPSS has not scheduled at this time. As soon as we receive dates, your child's teacher will notify you.