

WESTAREA ELEMENTARY SCHOOL

Welcome to Westarea Elementary (WAES).....Home of the Mighty Mustangs! Where you will find a supportive academic environment in which to learn and grow. The Westarea staff is looking forward to an exciting and challenging school year. It is our desire to set high expectations throughout the 2017-2018 school year with enthusiasm, purpose, and success!

The ultimate purpose of education is to help each student become an effective, responsible, and productive citizen in our democratic society. Your success as a student depends on the choices you make and is directly related to your efforts. We expect students to invest their time and energy wisely as they "Navigate Towards Success" and develop effective skills, abilities, and competitive attitudes daily.

Parents, as an educational team, we will work together to ensure that our students' needs are met. Parent your child should arrive at school on time daily and be prepared for learning. We welcome you to be involved in your child's learning process; however, there will be dedicated learning times. ***Students will be in uninterrupted learning during assigned Core Instructional blocks.*** Please note this is to protect every child's instructional time to ensure academic success for all students.

The pages of the handbook are filled with important information regarding school policies and procedures. Parents and students should review the contents together. If you have any questions, please call the school's front office. We feel that open and clear communication between school and home is important to the success of our educational program.

The WAES Student Planner was designed to assist your child in organizing his/her daily, weekly, and long-term assignments. This program will improve your child's organizational skills and serve as a helpful reference for parents who seek to provide academic support at home. Westarea School parents are our partners in the important job of educating the children of this community.

We welcome your participation and support this school year and solicit your membership in the PTO. Working together, we will be able to reach our collective and individual goals and celebrate the achievements of our students.

We look forward to working with you this year and again we invite you to come out and get involved in your child's educational process.

Sincerely,
Administration

VISION STATEMENT

To provide students with a safe nurturing, and equitable learning environment that equips every students with 21st century skills to compete globally.

MISSION STATEMENT

Westarea Elementary will grow empower, and engage ALL learners to critically think and collaborate while instilling the core values of integrity and respect.

WESTAREA MOTTO

Mustangs are WAES. (Winning, Attitudes working towards Excellence, equipping student's with tools for Success.

WESTAREA ELEMENTARY

941 Country Club Drive
Fayetteville, North Carolina 28301

Phone: (910)-488-1705

Fax: 910-488-9484

Website: www.waes.ccs.k12.nc.us

School Colors: Green & Gold

School Mascot: Mustang

School Motto: Westarea Elementary is a productive learning atmosphere where high growth will take place for all.....and "Excellence" is our standard!

BELL SCHEDULE

7:25 am	First Bell (Students Allowed to Enter Building to Report to Class/Breakfast)
7:40 am	Warning Bell
7:45 am	Tardy Bell
7:46 am	Morning Broadcast/Announcements
2:20-2:25 pm	Staggered Dismissal according to grade level (K-2~2:15) & (3-5~2:20)
2:35 pm	Buses Depart Campus

SCHOOL CALENDAR 2019-2020

August 12-16	Monday-Friday	Optional/ Required Teacher Workdays
August 19-23	Monday-Friday	Optional/ Required Teacher Workdays
August 22	Thursday	Open House for Students 3pm-5pm
August 26	Monday	First Day of School
September 2	Monday	Student/Teacher Holiday
September 26	Wednesday	Early Release for Students
September 22	Monday	Progress Reports Go Home
October 16	Wednesday	2-Hour Early Release
October 18	Friday	End of First Reporting Period
October 21	Monday	Student Holiday/Teacher Workday
October 22/24	Tuesday/Thursday	Parent Teacher Conferences
October 25	Friday	Report Cards Go Home
November 11	Monday	Student Holiday/Required Teacher Workday
November 19	Tuesday	Progress Reports Go Home
November 27-29	Wednesday-Friday	Student/Teacher Holiday
December 20	Friday	Student Early Release/End of 2nd Reporting Period
December 23-January 7	Monday-Tuesday	Winter Holidays (Students/Teachers)
January 10	Friday	Reports Cards Go Home
January 14-16	Tuesday-Thursday	Parent Teacher Conferences
January 20	Monday	Student/Teacher Holiday
February 7	Friday	Progress Reports Go Home
February 17-18	Monday-Tuesday	Student Holiday

March 13	Friday	End of 3rd Reporting Period
March 16	Monday	Student/Teacher Holiday
March 17/19	Tuesday/Thursday	Parent Teacher Conferences
March 20	Friday	Report Cards Go Home
April 23	Thursday	Progress Reports Go Home
April 10	Friday	Student/ Teacher Holiday
April 13-17	Monday-Friday	Student Holidays/Teacher Required Annual Leave
May 22	Friday	Report Cards Go Home/Last day of school/ Early Release

The schedule for make-up days due to inclement weather are to be determined as the need arises. Make-up days may be teacher workdays, days added the end of the year or days taken from Spring or Winter break.

Uniform Guidelines

It is the responsibility of all parents and students to adhere to the WAES uniform guidelines at all times and to show respect for the spirit and intent of the uniform guidelines. While on the campus the uniform guidelines will be enforced.

SHIRTS: All shirts must be **Plain White or Navy Blue.**
Shirts must be a plain polo or polo-style shirt; plain long sleeved shirts that button up the front (oxford style). **All shirts must have collars and remain tucked in while on campus.** Only plain white undershirts may be worn under any approved shirt. The undershirt should **not** be visible at the sleeves.

PANTS: All bottoms (pants, skirts, and shorts), must be **Navy blue, and Khaki.**
Slacks must be a hemmed cotton structured dress pants. They must be **worn on or above the hip** (no low rise, low cut, or sagging). Pants with cut off or frayed hems are not permitted. Pants must be a cotton/polyester mix, corduroy, or twill material. ***No joggers, spandex, leggings, jeggings, or sweatpants are permitted.***

SHORTS: Shorts must be **worn on or above the hip and at the knee.**

SKIRTS: Skirts and jumpers must be **worn on the knee or longer.** Jumpers are acceptable as long as the length is appropriate.

SHOES: Shoes must have a closed toe and closed heel. Shoes with laces must be laced to the top and tied/buckled. All shoes are to be worn under the leg of the pants.

BELTS: A belt must be worn with any garment having belt loops. The belt buckle must be plain and will not exceed the width of the belt.

JACKETS: Coats may be worn to and from school and during classroom transitions; not in the classroom. Coats must be stored in closets; therefore, students must have appropriate winter clothes (i.e. long-sleeved shirts, sweaters or sweatshirts) to wear for warmth in the building. Only school color sweaters may be worn during the school day or any jacket that is solid **WHITE or NAVY BLUE.** All others must be placed in classroom closets.

SWEATSHIRTS: WHITE or NAVY BLUE. Sweatshirts may be worn during the school day only over required solid color polo-style shirt. No hooded sweatshirts are allowed to be worn during the school day.

SWEATERS/VESTS: WHITE or NAVY BLUE. Sweaters and vest may be worn as pullovers or cardigans in a solid uniform colors over a uniform polo, oxford with collar showing.

Hoods – No hooded items including sweaters, sweatshirts, jackets, or coats, will be allowed to be worn inside the classroom.

STOCKINGS/SOCKS: Stockings, if worn, must be in solid colors of white, navy/light blue, black, or natural ***NO leggings are allowed to be worn.***

ACCESSORIES: Any accessories worn should not be distracting.

1. Ties/ bows may be worn with an oxford-style, or polo shirt in uniform that matches uniform colors.
2. Earrings must be small (no larger than the size of a pencil eraser) studs/post; no dangling or hoop earrings of any kind.
3. Males will be allowed to wear **ONE SMALL EARRING.**
4. Girls will be allowed to wear one pair of small earrings. **Large hoop and long earrings will not be permitted.**
5. Jewelry must be limited to one (1) small necklace (chain) and bracelet. A necklace must be worn inside the shirt.
6. Make-up and hair will be clean and neatly groomed.
7. Headbands, scarfs, bandanas, and hats are **not allowed.**
8. Hats, scarves, gloves, and mittens must be put into book bags/cubbies upon arrival to school.
9. Non-prescription or distracting dental or optical devices are not permitted. No sunglasses.
10. We request that students do not use backpacks with wheels.

The administration of WAES reserves the right to keep any confiscated dress code violation items/articles and have them picked up by a parent/guardian.

Professional dress days will be defined as: Girls in pantsuits or dresses and boys in an oxford shirt and tie with dress pants or uniform pants.

Free dress days will be defined as: students wearing clothing that does NOT disrupt, disturb, interfere, with the peace, order, and/or discipline within the learning environment.

THE ADMINISTRATION HAS DISCRETION IN MAKING JUDGEMENTS RELATING TO THE APPROPRIATENESS OF DRESS, TO INCLUDE JEWELRY. THE APPEARANCE OF OUR STUDENT BODY REFLECTS UPON THE CLIMATE OF OUR SCHOOL. STUDENTS ARE EXPECTED TO ADHERE TO STANDARDS OF DRESS AND GROOMING THAT ARE ACCEPTABLE IN A POSITIVE LEARNING ENVIRONMENT.

DRESS CODE VIOLATION CONSEQUENCE

There will be minimum tolerance for students not in uniform. *Students not in uniform will not be allowed to participate in Awards Day, spirit day, dances, Morning Broadcast, and other extracurricular events.*

First Violation	Phone call and request for an exchange of correct clothing.
Second violation	Phone call and request for an exchange of correct clothing.
Third violation	Administrative notice.

VISITORS

Parents and/or guardians are welcome in our school. Everyone must report to the front office upon arriving at the school. If you would like to visit your child's classroom, please remember you must sign-in at the front office with a proper and valid picture I.D in order to secure a visitor's name tag. This name tag must be worn at all times while on campus. Upon conclusion of the visit, please sign out.

Parents may contact their child's teacher during the teachers' planning, after school or by email. Parents may also leave a message for their child's teacher with office personnel. Students are not allowed to use school telephones except for emergencies.

ABSENCES and ATTENDANCE

As mandated by the N.C. Public Schools Attendance laws there are only seven reasons for which a student may be lawfully absent from school: Illness or Injury, Quarantine, Death of immediate family member, Medical/Dental appointments, Court/Administrative proceedings, Religious observations, Educational opportunities.

ABSENCES and ATTENDANCE (cont.)

Request for educational opportunities absences must be received in writing by the principal at least two weeks prior to the date the first absence is to occur.

When a student is absent for one or more days, an explanatory note must be sent to the teacher by the parent or guardian stating the reason for the absence. Such notes should contain:

- > The date of the absence(s)
- > The specific reason for the absence
- > Signature of the parent or guardian

A perfect attendance certificate is earned only if the student is in attendance every day for at least half of the school day. A half day is considered to be either arrival at school before 11:15 am or departure from school after 11:15 am If a child has more than 3 tardies, he/she will not have perfect attendance for the current school month or nine-week grading period.

Parents please ensure that students are arriving to school on time on a consistent basis. Frequent tardiness and absences greatly affect student achievement. School begins promptly at 7:25 each day.

***Please note that children are not permitted to attend after school functions if they weren't present in school the day of the afterschool function.**

TARDIES

Students must be seated in their classroom by **7:40 am** or they are tardy. Promptness is important to getting the day started correctly. Parents of students who are continuously tardy to school shall have a conference scheduled with the Social Worker, Principal/Assistant Principal.

EARLY ARRIVALS & DISMISSALS

For the safety and welfare of the students, arrival at school should be no earlier than 7:20 am doors will open at 7:20 am. It is imperative that children do not arrive until that time because supervision has not yet begun. **STUDENTS SHOULD NOT BE LEFT UNATTENDED AT SCHOOL.** Students arriving after 7:4 am must be **checked in through the office by an adult in order to be admitted to class.**

Note: Students are not permitted to check out after 2:00 pm

****Parents are to drop off and pick up students at the front entrance only.**

If you drop your children off in the morning we encourage you to:

- **Never leave your car parked or unattended in the right (drive thru) lane in front of the school.**
- **Parents are reminded not to drop students off in the staff/bus parking lot.**
- **Never release students from the left side of your vehicle or stop in the left lane at either drop-off point. These are traffic lanes and you should not stop/park in these lanes.**
- **Westarea Elementary School and/or the Cumberland County Schools will not be held liable for any harm that may occur to any student who arrives at school prior to this designated time of 7:20 am**
- At the beginning of the school year, please discuss with your child's teacher how you expect your child to get home. If there is a change in your child's regular routine, please send a note to your child's teacher.
- If the teacher does not receive a note, with parent/guardian's signature, your child will be sent home by his/her regular mode of transportation. These arrangements must be planned ahead of time. Students will not be permitted to use the phone to find out how they are to get home from school. **For the safety of our children, we will not accept phone calls from parents/guardians asking for a change in transportation.** Please make these arrangements before your child leaves for school each morning.

CHECK-OUT PROCEDURES

Cumberland County Board of Education Policy states: "No staff member shall excuse any pupil from school or class without prior approval and knowledge of the principal or his/her designee." Also, no students shall be permitted to leave school early under any conditions without parents' or guardians' authorization and the principal's or his/her designee permission.

In view of the above policy, Westarea Elementary will observe the following checkout procedures:

- **No students will be released after 2:00 pm, to ensure that maximum time is spent on instruction.**
- Students leaving during the school day **must be checked out through the office by a parent, or guardian, or designated individual.** All such persons must be prepared to verify identification by presenting a photo ID upon request and/or wait while parental authorization is acquired.
- Parents picking up students must report directly to the office and sign a checkout sheet. Students will be called from class via intercom while parents wait near the main office area.
- Students **must** bring written notification from parent/guardian if being picked up by someone else who has been listed on the emergency card.
- **Phone calls will not be accepted to have children waiting in the office, or to make last minute changes to dismissal procedures.**
- Parents must send written notification to the teacher for any changes from the routine dismissal procedures that need to occur.

- **It is the parents' responsibility to notify Daycare Providers when a student is checked out early.**
- **If there are parental custody concerns the school office must be provided legal documentation.**
- **ALL pick ups must take place in front of building (front entrance)**

WITHDRAWAL FROM SCHOOL

The procedure for withdrawal from school is as follows:

- **Parents should notify the school/teacher either by phone or in person two days prior to the student's last day.**
- **Students must clear any financial obligations prior to the release of withdrawal form.**
- **Parents must pick up the withdrawal form at the end of the student's last day in attendance.**
- **Student records will be forwarded to the receiving school upon request**

INCLEMENT WEATHER

A weather letter will be given to you at the beginning of the school year. Be sure to complete this information and return the letter to your child's teacher. Please make sure your child knows what to do on rainy days so he/she will not feel insecure or need to call home to find out what to do. We will not be able to allow him/her to call home on such days due to the volume of calls that need to go through. When serious inclement weather (i.e. snow, etc.) has been forecasted, please listen to the radio/television for information on school cancellations/delayed schedules. Parents will also receive a telephone call via Parent Link. **Please provide the school with an updated telephone number to ensure that you are on the Parent Link Roster.**

SICK STUDENTS

When a student informs the teacher that he/she is not feeling well, the student will be referred to the office. The student's temperature will be taken and if warranted, a parent will be contacted. Students must immediately be picked up if the temperature is 100 degrees or more. **Please be advised our school nurse is only in the building once per week to attend to health needs of our students.**

MEDICINE

Medicine will not be administered to a child unless prescribed by a doctor. All medicine must be in the original container with the prescription label. Medication cannot be sent to and from school by the child. A "Request to Administer Medicine" must be signed by the doctor and kept on file in the office.

Non-prescription medicine may not be brought to school (such as aspirin, cough drops, cough syrup, lotions, creams, etc.). Students are not allowed to keep medicine with them, in their lunch box, etc.

- **An adult brings the medicine to the main office in the original prescription container. (The pharmacist will usually make up two bottles if you let him know you need one for school.) No child should carry medication of any kind to and from school.**
- **The child will be excused from the classroom to report to the office when it is time to take the medication.**
- **Refrigeration is available for medicine requiring such. All medication must be kept in the Front Office (locked in the medicine cabinet).**

INJURY/ILLNESS AT SCHOOL

If your child becomes ill or is injured at school, we will make him/her comfortable and then call the parent and/or guardian. If you cannot be reached, we will attempt to contact persons at the emergency numbers you

have listed in the office. If attempts to do so are unsuccessful, the administration will make the decision that is in the best interest of the child.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be sent home. Please review this information carefully. Purchase of the insurance is optional. All completed forms should be mailed directly to the insurance company. Please be advised neither the school nor the school system maintains **accidental insurance coverage** for students.

HEAD-LICE

Students found to have evidence of head lice will be excluded from school immediately according to the Board of Education policy. At Westarea Elementary School the following policy is used if students are suspected of having head lice:

- A school staff or nurse, if available, will check the student. If nits or lice are found, the student is then discreetly sent to the office.
- A letter accompanies the child that provides treatment information.
- A total class check is made in the student's class as well as siblings of the infested student.
- Appropriate classroom environment exterminations are implemented as warranted
- To return to class, the student must present proof of treatment. The child is checked before

Returning to the classroom and then rechecked again in ten days. You are encouraged to regularly screen your child for the presence of head lice. Should you find evidence of head lice, please call the school so the school staff can follow appropriate procedures.

ACADEMICS

All students should be encouraged to do their very best each day of school. Report cards will be issued to students at the close of each nine-week grading period. Report cards will contain both academic and conduct grades. Absences and tardiness will be indicated on the report card.

GRADING SYSTEM

Criteria for Determining Grades

The following basic criteria are to be considered in the grading of students:

- A. Performance
 - Class reporting and participation
 - Homework (consideration should be given to the individual difference and home conditions)
 - Special assignments (oral and written)
 - Projects (individual and group)
- B. Tests
 - Mastery Test
 - Teacher-Created Tests
 - Pre-and Post-Tests (as a means of measuring pupil achievement during a specific period.)
- C. Conduct:
 - **Students are expected to maintain respect for themselves, all staff and fellow peers. Students must have all S's in conduct, including Resource classes, in order to receive a Principal's List, Assistant Principal's List, and Mastery List.**

GRADING SCALE

Grades K-2	Grade 3-5
4 = Above Grade Level	<u>Numerical</u>
3 = On Grade Level	90-100
2 = Below Grade Level	80-89
1 = Well below Grade Level	70-79
\ = Not assessed	60-69
	50-59
	<u>Grade</u>
	A
	B
	C
	D
	F (for failing)

HONOR ROLL

In keeping with our philosophy relative to educating young children and developmentally appropriate practice, we will recognize individual student achievement and successes. Quarterly Awards Day will be planned. Parents will receive prior communication and invitations regarding these events.

K-2

Principal's List - Student has earned all 4's and S's in conduct for the current nine weeks

Assistant Principal's List - Student has earned 3's and S's in conduct for the current nine weeks

3-5

Principal's List- Student has earned all A's and S's in conduct for the current nine weeks

Assistant Principal's List - A-B Honor Roll- Student has earned a combination of A's and B's and all S's in conduct for the current nine weeks.

Mastery List - Students that have earned a combination of A's, B's, C's, and S's in conduct for the current nine weeks.

At the conclusion of each nine-week grading period, each homeroom teacher will identify/list the honor roll students in his/her classroom.

PROMOTION/ RETENTION

A student who consistently demonstrates mastery of the mandated grade level curriculum will be promoted to the next grade level. Any student who does not achieve mastery of the mandated level curriculum is subject to be recommended for retention. You will be kept informed regarding your child's progress at least every grading period.

Additionally, it may be helpful to review the local (CCS-BOE) and state criteria governing student accountability standards. **Please attend scheduled meetings regarding your child's progress throughout the year.**

MTSS

A Multi-Tiered System of Supports (**MTSS**) is a systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system for supporting students. This program ensures that all students receive an equitable education.

END OF GRADE TESTING

Testing for grades 3-5 usually begins before the Memorial Weekend (the end of May). Students are expected to be in school through the very last day of school.

THE NORTH CAROLINA READ TO ACHIEVE PROGRAM

The North Carolina Read to Achieve program is a part of the General Assembly's Excellent Public Schools Act, which became law in July of 2012. The goal of this legislation is for all students to become proficient readers by the end of third grade. Students who do not meet the guidelines will be expected to take the Read to Achieve Test which is given on one of the last three days of school. It is imperative that 3rd grade students are in school through the last day.

TEXTBOOKS

Students will be assigned books by their teachers. Books are to be kept neat and clean. Lost or damaged books must be paid for. Books should never be left where someone else might pick them up. The student assigned the textbook is responsible for it until it is returned to the teacher at the end of the school year.

Book damage will be assessed according to the amount of damage over and above the normal wear. The minimum charge for damage to a book will be \$1.00. Lost agendas will cost \$3.00.

LOST AND FOUND

Any student missing personal belongings should check the lost and found box in the cafeteria. The school cannot be responsible for money, books, clothes, and etc. left unattended. It is always helpful if the student's name is written on the item for identification purposes.

SAFETY DRILLS

Conducting a variety of drills to include fire, tornado, code red, code yellow, and lockdown, etc. are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he or she may be. Parents will not be allowed to enter the building during these drills. Specific information for fire and tornado drills is posted in each room. Routine practices are conducted during the school year and you may or may not receive a notice for each occurrence.

LUNCH AND BREAKFAST

Our breakfast and lunch programs will begin on the first day of school. Please encourage your child to take advantage of the Child Nutrition Program. A hot lunch and breakfast, meeting all federal nutritional requirements, is served each day, "**AT NO COST**". Parents are encouraged to eat breakfast or lunch with their child; please sign in through the main office. Students may choose to bring their own lunches in a container. Only send money if your child chooses to purchase "a la carte" items i.e., juice, pudding, sherbet, etc. Money for these items should be given to the student for direct purchase. **All students eating breakfast must be in the line daily by 7:35 a.m.**

Lunch and Breakfast

No application is needed this school year (2018-2019) for any students. Cumberland County Federal Child Nutrition program will provide meals "**at no cost**" for breakfast and lunch to all students daily providing they receive the entire meal.

SCHOOL BUSES

Students who ride buses are expected to conduct themselves in a safe and orderly manner. **Please remember that riding the school bus is a privilege.** Students who misbehave on the school bus will be held accountable and subjected to loss of his/her bus riding privileges. If your child is to get off the school bus at a different stop from the normal procedure, the student **MUST** bring a note from the parent or guardian and given to his or her teacher in the morning. Any notes involving buses should be directed to the *Assistant Principal, Mrs. Callejas*. Transportation changes, of any kind for students, **will not** be accepted via a telephone call.

According to the Cumberland County School system's Student Code of Conduct Handbook. School transportation is a privilege, not a right. Students at all times while riding a bus shall observe the directives of the driver. If your child chooses to break a rule, appropriate action will be taken. Administration will keep a log of inappropriate behavior occurring on the bus.

Consequences will be as follows:

1st Offense:	Warning by the driver, child written up, and parent notified verbally and/or in writing.
2nd Offense:	Child written up, and child sent to Administration, Parent contacted and child suspended accordingly to their infraction.
3rd Offense:	Child written up, child sent to Administration, parent contacted, and child suspended accordingly to their infraction.
Suspension Regiment:	First suspension 1-3 days; second suspension 4-5 days; third suspension 6-10 days; fourth time can result in permanent suspension from school bus.

The exception to all rules will be physical altercation (fighting) in any form. All student involved in fighting will automatically be suspended regardless of who is at fault. Fighting in any form is a safety hazard and we recommend that you instruct your child to remove himself from the situation immediately by reporting it to the driver.

Parents/Guardians of students in Pre-Kindergarten - Second Grade **MUST** be present at the bus stop to receive your child if not, it is required that your child returns to the school. Parents of students in the 1st and 2nd grade may sign a waiver allowing their child to walk home from the bus stop unsupervised. Pre-K and Kindergarteners **DO NOT** have an option.

PARENT INVOLVEMENT/SCHOOL VOLUNTEERS

We welcome all parents and want you to be involved in the decision-making processes that impact the educational pursuits of your child(ren). In order for our PTO to be one of the most active organizations at Westarea Elementary School, we desire you to join our PTO today!!! It is a great way to stay involved and informed. Membership dues and meeting dates will be announced and posted on the Parent Information Board.

We will make every effort to keep parents informed of school activities to foster wholesome communication between WAES and home. Our hope is that all parents will be actively involved in their child's educational journey. We sincerely invite all parents to do so and your interest and involvement is appreciated.

If you are interested in becoming a school volunteer, please inform your child's teacher and proceed to CCS web page and complete the online volunteer application. Our volunteer sign-in book will be kept in the front office.

PARENT-TEACHER CONFERENCES

Communication is an essential part of the educational process. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress.

Please remember to schedule a conference in advance so a time that is convenient for all can be established; i.e. (after school, during teacher planning periods, etc.) in order to ensure a quality, uninterrupted conference. Teachers are not allowed to be interrupted during the instructional day, regardless of how brief. It takes away from instructional time.

Please remember that sometimes it may not always be possible for the teacher to contact a parent on the same day the request is made. However, every effort will be made by teachers to return phone calls, e-mails and schedule conferences within a reasonable amount of time after receiving a parent's request.

Parent-Teacher Conferences are scheduled for **November 7-8** and **January 15-16** and **March 19-20**. Please feel free to contact your child's teacher to schedule a parent-teacher conference as needed.

STUDENT CODE OF CONDUCT

Each student is given a copy of the Cumberland County Student Code of Conduct. All students are expected to comply with all rules governing behavior and conduct.

When a student receives a Notice of Hearing and Charges, a parent conference is required. At that time, the infraction is deliberated. Hearing times often conflict with a parent's schedule, therefore, a parent must request another time that will ensure a guardian/parent presence. It is mandatory that a guardian/parent attend all hearings.

PALS

PALS (positive attitudes lead to success) is a program offered at Westarea Elementary School that supports students who exhibit disruptive behavior in the classroom and impede on the learning of themselves as well as their classmates. This program ensures that students receive increased time on task as well as providing a safe and supportive environment.

Children's Court

To ensure that all students are supported and prepared for their future, students who pose consistent behavior problems in the classroom and may need additional support from the community may receive services from outside sources within the community. The North Carolina Juvenile Support Program provides students with real life experiences to address behavioral issues that impact their learning in the classroom.

INAPPROPRIATE USE OF ITEMS ON SCHOOL PROPERTY

Any device disruptive to the school environment to include electronic devices, including but not limited to: cell phones, tablets, headphones, earbuds, laptop computers, digital cameras, and laser devices will not be displayed or utilized while on the school bus or on school premises between the hours of 7:20 and 2:35. The only exception to this rule is the following: The device is being utilized for educational purposes as approved by the classroom teacher and/or school administration, however, the school will not be liable for any damages incurred. Devices may also be used on the school bus at the discretion of the bus driver.

SCHOOL PARTIES

Each class will be limited to two class parties a year. Parents may contact their child's teacher to bring birthday treats **to be eaten** during the child's lunchtime.

My signature verifies that I have read and discussed the contents of this handbook with my child. If I have questions, I will contact the office.

Parent Signature

Date

THE PBIS MATRIX

PBIS MATRIX

Mustang Pride

MUSTANGS

Mustang Pride

MUST- Always

Settings Expectations	Classroom	Hallways	Cafeteria	Bathrooms	Playground	Assemblies	Buses
A rrive on time and be prepared	<ul style="list-style-type: none"> Walk quietly to your assigned area Bring ALL needed materials to class. 	<ul style="list-style-type: none"> Line up, move quickly and quietly to your destination. Model appropriate behavior. 	<ul style="list-style-type: none"> Arrive on time Wait quietly and patiently in line. 	<ul style="list-style-type: none"> Use restrooms and return to class promptly. 	<ul style="list-style-type: none"> Enter and Exit the building quietly. Listen to and follow directions. 	<ul style="list-style-type: none"> Walk in, sit, and wait quietly. Listen to the speaker's directions. 	<ul style="list-style-type: none"> Be at bus stop on time. Enter and exit bus safely.
N avigate toward success	<ul style="list-style-type: none"> Turn assignments on time. Turn off the lights when leaving the room. Make appropriate choices. 	<ul style="list-style-type: none"> Walk quietly so others can continue learning. Walk to the right. 	<ul style="list-style-type: none"> Keep tables and floors clean. Use good table manners. Stay in your seat. 	<ul style="list-style-type: none"> Wash hands and flush toilet. Walk directly back to class. Use a quiet voice. 	<ul style="list-style-type: none"> Be a team player. Display good sportsmanship with peers. Play fair with your peers. 	<ul style="list-style-type: none"> Be an active listener. Be respectful so everyone can enjoy the presentation. 	<ul style="list-style-type: none"> Sit with your back against the back of the seat. Whisper to the person next to you.
G o beyond expectations	<ul style="list-style-type: none"> Focus on your work at all times. Read directions before starting your work. 	<ul style="list-style-type: none"> Leave appropriate space between yourself and other students. Remain quiet and listen to directions. 	<ul style="list-style-type: none"> Pick up papers on the floor. Say "Please" and "Thank you." Use an inside voice. 	<ul style="list-style-type: none"> Use 1 paper towel and put it in the trash can. Clean up after yourself 	<ul style="list-style-type: none"> Play with items correctly. Line up at first signal. Stay in approved areas. 	<ul style="list-style-type: none"> Be a willing participant if given the opportunity. Sit with feet on the floor. 	<ul style="list-style-type: none"> Stay seated until the bus comes to a complete stop. Use polite language.
S how respect for self and others	<ul style="list-style-type: none"> Address staff and peers with respect. Raise your hand to be recognized. Display appropriate manners. 	<ul style="list-style-type: none"> Keep hands and feet to yourself. Stand behind the person in front of you. 	<ul style="list-style-type: none"> Eat your food only. Stay seated. Clean up after yourself. Display appropriate manners. 	<ul style="list-style-type: none"> One person to a stall. Respect the privacy of others. 	<ul style="list-style-type: none"> Use polite language. Keep hands and feet to yourself. 	<ul style="list-style-type: none"> Be polite to others and applaud at the appropriate times. 	<ul style="list-style-type: none"> Follow the Bus Driver's instructions. Treat other as you want to be treated.

It is our expectation for every child at Westarea Elementary to know and exemplify the matrix daily at school and while riding the bus. Parents, please support us in promoting positive behavior by reviewing the matrix with your child. We look forward to a great school year and your child receiving rewards as a result of PBIS.

Sincerely,
PBIS Team