

**PARENT/STUDENT HANDBOOK**

**2017 – 2018**

**Creating Bright futures in six languages**

**Developing Global Competencies for Global Citizenship**

This handbook provides information for staff with school and district-wide policies, guidelines and expectations. All staff members are expected to know and to follow the procedures and policies outlined in this handbook. Additional CMS policies are found on the CMS intranet.

**CMS Vision and Mission**

**Vision**: Charlotte-Mecklenburg Schools provides all students the best education available anywhere, preparing every child to lead a rich and productive life.

**Mission:**  The mission of CMS is to maximize academic achievement by every student in every school.

Strategic Plan 2018: For a Better Tomorrow identifies six key goals that are critical to our success. Together, these goals reflect our comprehensive approach to maximizing academic achievement for every child, every day, for a better tomorrow.

Goal 1: Maximize academic achievement in a personalized 21st-century learning environment for every child to graduate college- and career-ready.

Goal 2: Recruit, develop, retain and reward a premier workforce.

Goal 3: Cultivate partnerships with families, businesses, faith-based groups and community organizations to provide a sustainable system of support and care for each child.

Goal 4: Promote a system-wide culture of safety, high engagement, cultural competency and customer service.

Goal 5: Optimize district performance and accountability by strengthening data use, processes and systems.

Goal 6: Inspire and nurture learning, creativity, innovation and entrepreneurship through technology and strategic school redesign.

**CMS CORE VALUES**

* **Student-Centered:**Students are at the heart of every decision we make. We plan and align actions and resources with what is best for students.
* **Community:**Everyone is valued and respected. We foster a positive, supporting and joyful environment through open communication, collaboration and celebration.
* **Diversity:** The diversity of our team is one of our greatest strengths. We recognize, affirm and value the contributions and unique perspective of each person.
* **Dependability:** We build confidence by being accountable for our words and actions.
* ​**Learning:** We continuously reflect and actively seek opportunities to learn and grow.

(Source: CMS website 2015)

Welcome to another great school year at Waddell Language Academy!

Waddell is the premier language immersion school in the city, state, and the nation. The school has been recognized nationally and locally for its stellar language immersion program and the success we have had with students. We are a one-of-a-kind immersion school offering Chinese, French, German and Japanese as second languages in one facility, starting with Kindergarten. Students at Waddell Language Academy consistently excel academically as noted by state assessment scores and scores on nationally normed language assessments. At the end of eighth grade, most students leave Waddell with target language proficiency in at least two languages. The Waddell Language Academy Middle School offers the full range of middle school options: Sports, Band, Orchestra, Hand bells, Theater productions.

Waddell teachers come from around the world and bring their knowledge of best teaching practices and language proficiency to guide our students to success in learning a second language through the immersion model. Students in middle school are enrolled in the World Language Curriculum since they no longer have the amount of time in the target language as was available in the elementary school.

At Waddell, students are at the core of what we do. We work to ensure that the curriculum and standards expectations are consistently implemented using the target language and immersion strategies to enhance student growth in the target language. Teachers use immersion teaching practices and district initiatives to ensure that student academic, as well as social-emotional needs are being met. Teachers in the middle school use their knowledge of middle school students and best teaching practices to support students and prepare them for the next level in their academic success.

I look forward to another great year at Waddell where we are preparing our students to be global citizens who are prepared for work and careers in the 21st century.

Dr. Eybl

**Waddell School Contacts 2017-2018**

**Administrators**

|  |  |
| --- | --- |
| Dr. Felicia Eybl | Principal |
| Buku Guzeh | Assistant Principal: K - 4 |
| Victoria Perez | Assistant Principal: 5 - 8 |
| Heather Lynch | Academic Facilitator: 6 - 8 |
| Debra Lentz | Literacy Facilitator: K- 5 |
| Bernd Nuss | Immersion Facilitator: K - 8 |

**Secretaries**

|  |  |
| --- | --- |
| Lisa Pianka | Financial Secretary |
| Ann Hardy | Registrar/Powerschool |
| Tracee Mann | Transportation |
| Wanda Nolan | Attendance |
| Jimeese Hardy (PT) | Attendance/Volunteers |
| Karen Bryer (PT) | Attendance/Volunteers |

**Support Staff**

|  |  |
| --- | --- |
| Betsy Vega | Counselor: K - 3 |
| Joycelyn Bryant | Counselor: 4 - 6 |
| Crystal Reece | Counselor: 7 - 8 |
| Courtney Faithfull | School Psychologist |
|  | School Nurse |
| Chip Wilson | SRO |

**Exceptional Children’s Team**

|  |  |
| --- | --- |
| Janella Booker | EC Compliance/Tchr K-3 |
| Andrea Ellis | Resource Teacher 5 - 8 |
| Magdalena Valusek | Resource Teacher 6 - 8 |
| Patricia Wasco | Speech/Language K - 8 |
| Melanie Tita | Talent Development K - 5 |
| Stacey Hoy | Talent Development K - 5 |

**Elementary – English Language Arts Team**

|  |  |
| --- | --- |
| Donna Charneskie | K – 5 English |
| Joan Osborn | K – 5 English |
| Liza Quinn | K – 5 English |
| Lynne Woytek | K – 5 English |
| Rebecca Robison | K – 5 English/Science |

**K – 5 Teachers**

|  |  |  |
| --- | --- | --- |
| **Kindergarten** | **Chinese** | Xi Lin |
|  |  | Yuyan Qian |
|  | **French** | Nse Eyo |
|  |  | Lydia Ivy |
|  | **German** | Tanja Bonaddio |
|  |  | Kerstin Malave |
|  | **Japanese** | Mayako Hamrick |
| **Grade 1** | **Chinese** | Guang Yang |
|  |  | Guoying Han |
|  | **French** | Rachel O’Dell |
|  |  | Sonia Stahl |
|  | **German** | Wilfred Kittner |
|  |  | Wiebke Ottinger |
|  | **Japanese** | Noriko Abe |
| **Grade 2** | **Chinese** | Min Chen |
|  |  | Haibin Li |
|  | **French** | Caroline Bonnassiolle |
|  |  | Annie Walker |
|  | **German** | Julia Cozart |
|  |  | Mandy Glenn |
|  | **Japanese** | Takeshi Kido |
| **Grade 3** | **Chinese** | Jinyu Xia |
|  |  | Zehong Luo |
|  | **French** | Samya Achour |
|  |  | Laura Lungu |
|  | **German** | Sylvia Hölper |
|  |  | Cindy Schott |
|  | **Japanese** | Emiko Furuya |
| **Gr. 4** | **Chinese** | Yu Miao |
|  |  | Lixin Yu-Cronin |
|  | **French** | April Louzini |
|  |  | Myriam Diallo |
|  | **German** | Helga Malave |
|  |  | Katie Wendelken |
|  | **Japanese** | Tracy Kennedy |
| **Gr. 5** | **Chinese** | Yuanchun Ma |
|  |  | Yanhong Ye |
|  | **French** | Nabil Elhalabi |
|  |  | Pam Shembo |
|  | **German** | Larry Land |
|  |  | Katharina Smith |
|  | **Japanese** | Shota Kinjo |

**6 – 8 Teachers and Special Area**

|  |  |  |
| --- | --- | --- |
| **Language Arts** | 6 | Shantell Green-White |
|  | 7 | Justin Parmenter |
|  | 8 | Caitlyn Caple |
| **Math** | 6-7 | Paige Bartholomew |
|  | 6 | Laura Wright |
|  | 7 | Eileen Demure |
|  | 7-8 | Idi Murray |
|  | 8 | Laura Kaplan |
| **Science** | 6 | Brittany Bates |
|  | 7 | Scott Balay |
|  | 8 | Michelle Vail |
| **Social Studies** | 6 | Jessica Klesser |
|  | 7 | Athena Fandrey |
|  | 8 | Anthony Arnold |
| **Chinese** | 6-8 |  |
| **French** | 6-8 |  |
|  | 6-8 | Kathy Melendez |
| **German** | 6-8 | Josephine Bloch |
|  | 6-8 | Frank Elias |
| **Japanese** | 6-8 | Keiji Furuya |
|  | 6-8 | Eric Ottinger |
| **Spanish** | 6-8 | Jason Nino |
| **Art** | K-8 | Laura DuPuy |
|  | K-5 | Kimberly Reese |
| **Band** | 6-8 | Michael Sutton |
| **CTE/Technology** | 6-8 | Vinson Washburn |
| **Dance** | K-8 | Robin Gray-Bishop |
| **Library/Media** | K-8 | Elizabeth Daly |
|  | K-8 | Shana Dols |
| **Music** | K-5 | Kristin Lutjen |
|  | K-8 | Wendy Maillet |
| **Orchestra** | 6-8 | Alice Cuviello |
| **PE** | K-8 | Robert Acker |
|  |  | Zachary McCoury |
|  |  | Tinelle Walker |

**Additional Support Staff**

|  |  |  |
| --- | --- | --- |
| **ASEP Coordinator** |  | Sheree Moore |
| **Cafeteria Manager** |  | Todd Schoffield |
| **Head Custodian** |  | James Woolard |

WADDELL LANGUAGE ACADEMY – ADMIN ROLES AND RESPONSIBILITIES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Felicia Eybl, Principal | Buku Guzeh – AP ES | Victoria Perez – AP MS | Bernd Nuss – Immersion Facilitator | Debbie Lentz – Literacy Facilitator | Heather Lynch – Academic  Facilitator |
| Build the capacity of assistant principals, facilitators, teachers | Maintain school-wide discipline and safety plan | Maintain school-wide culture plan | Immersion Facilitator | Magnet coordinator | Master scheduler |
| Community partnerships | EOG/State Assessments – ES  Textbooks – ES  Inventory – ES | EOG/State Assessments – MS  Textbooks – MS  Inventory – MS | Assessment  MAP Support, Reading 3D, TRC,  FL assessments | MAP Support, Reading 3D, TRC, | MAP Support, common assessments - MS |
|  | Bus transportation | Car pool |  |  |  |
| PTA, SLT liaison | Staff absences, coverage for subs – ES | Staff absences, coverage for subs – MS | FL interns  Academic volunteers |  |  |

WADDELL LANGUAGE ACADEMY – SUPPORT STAFF ROLES/RESPONSIBILITIES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lisa Pianka | Ann Hardy | Tracee Mann | Joycelyn Bryant | Crystal Reece | Betsy Vega |
| Payroll, purchasing, supplies, absences | Student enrollment/  placement | Office manager/  transportation | Gr. 4 - 6  Monitor student attendance and behavior,  Counseling as appropriate for students | Gr. 7 - 8  Monitor student attendance and behavior,  Counseling as appropriate for students | Gr. K - 3  Monitor student attendance and behavior,  Counseling as appropriate for students |

**Waddell Mission Statement: Creating bright futures in six languages.**

**Waddell Beliefs**

**We believe that. . .**

* All students are capable of learning and of learning a second language.
* The most important factor in second language acquisition success is motivation
* Student learning is the chief priority of the school, and the learning needs of students are the primary focus of decisions impacting the work of the school
* In the elementary language immersion classrooms, content instruction should be in the second language the majority of the time for elementary immersion students
* The language immersion approach to teaching a foreign language is the best and most successful approach for second language acquisition
* Cultural diversity increases students’ understanding of different people, cultures, and customs
* Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
* Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
* Students learn best when they are actively engaged in the learning process and have appropriate opportunities for success.
* High expectations and a rigorous curriculum increase individual student performance.
* Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
* A safe and physically comfortable environment promotes student learning.
* Staff, students, parents and the community share the responsibility for advancing the school’s mission.
* The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed lifelong learners prepared for the 21st century.

Waddell Language Academy

CHARACTER EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| MONTH |  | TRAIT | DEFINITION |
| August |  | Respect,  Responsibility,  And Caring | These are the cornerstones of character! |
| September |  | Respect | Showing high regard for self, others, and property.  Respect includes cooperation, listening to understand others and mutual support. |
| October |  | Responsibility | Being accountable for your own behavior. Responsibility includes self-discipline and work ethic (demonstrating commitment, pride and positive attitude in completing tasks). |
| November |  | Honesty | Being truthful in word and actions.  Honesty includes trustworthiness (being honest and reliable in carrying out commitments, obligations and duties). |
| December |  | Caring | Showing concern for the well-being of others. |
| January |  | Justice and Fairness | Demonstrating impartial unbiased and equitable treatment for all. |
| February |  | Citizenship | Being an informed, responsible and caring participant in your community. |
| March |  | Courage | Doing the right think in the face of difficulty and following your conscience instead of the crowd. |
| April |  | Perseverance | Staying the task and not giving up. Demonstrating commitment, pride and positive attitude in completing tasks. |
| May |  | Hope | Believing you will be successful. |

**PROBLM BEHAVIOR OCCURS**

* Positive verbal affirmations

(Brilliant, smart, wonderful)

* Positive “Sticky” notes
* Positive letters/phone calls

home to parents/guardians

* Compliment Cards
* Homework Passes
* Stamps, stickers, awards
* Treasure Box
* Treats in the classroom
* Student of the Week
* Principal’s Party
* Extra-Curricular activities
* Student Jobs
* Class wide recognition

**MINOR**

**MAJOR**

Use Classroom Interventions

Use In-Class Behavior Strategies

* Did you contact the student’s parent/guardian?
* Did you re-teach the correct behavior?
* Did you refer back to the expected behavior lessons taught?
* Did you seek help from others (Grade Level, Counselor, other teachers)?
* Did you consider the cause of the behavior?

Continue this process for the Second and Third Incident Report **in the Same Quarter**

Fourth Incident Report **in the Same Quarter**

Office Referral to Administrator

Administrator Determines Consequences

* Conference with student
* Conference with parents
* Time in office
* Loss of Privileges
* Administrative Time Out
* Out-of-School Suspension
* Other

**POSITIVE BEHAVIOR OCCURS**

**Class Managed Behaviors:**

* Language
* Tardiness
* Preparedness
* Calling Out
* Put Downs
* Throwing
* Refusal to Work
* Minor dishonesty
* Touching/ Physical Contact
* Tone/Attitude
* Inappropriate Comments
* Electronic Devices
* Food or Drink
* Dress Code

**Office Managed Behaviors:**

* Weapons
* Fighting or aggressive physical contact
* Chronic Minor Infractions (After 4th Referral in a Quarter)
* Aggressive Language
* Threats
* Harassment of a student/teacher
* Major Dishonesty
* Smoking
* Vandalism
* Alcohol
* Drugs
* Gambling
* Internet, technology

Administrator follows through with consequence

Administrator provides teacher feedback

Complete First Incident Report, Sign and Give to Contact Administrator



**The ABCs**

* **A**lways be prepared for school!
* **B**e organized!
* **C**hoose to do the right thing!
* **D**emonstrate appropriate behavior at all times
* Exhibit respect for others and their property.
* **F**airness for all!
* **G**ive all peers and staff members respect
* **H**elp others
* **I**nform an adult when there is an academic or social concern
* **K**id friendly!
* **L**isten and learn from teachers and peers
* **M**odel positive behavior for others
* **N**ever let negativity rattle you.
* **O**rganize your materials for learning every day.
* **P**lan for your own success!
* **Q**uestion and engage in learning
* **R**emember to say something positive to someone every day
* **S**ay “please” and “thank you” as much as possible
* **“T**eamwork makes the dream work!”
* **U**nderstand that we are all here to support you!
* **V**ictory can be found outside the box
* **W**atch how you speak to others and what you say
* e**X**ercise restraint, exercise for your health and well-being
* **Y**ou are amazing
* **Z**ealously pursue academic success

(Source: Hickory Grove Handbook, 2013)

This handbook serves as a valuable reference for Waddell families.

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D **Display appropriate behavior at all times.**

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N **Never let negativity rattle you.**

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O **Organize your materials for learning every day!**

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P **Plan for your own success!**

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U **You are amazing in all that you do!**

V **Victory can be found outside of the box!**

* Visitors
* Volunteers

W **Watch how you speak to others and what you**

**say!**

* Weekly Parent Updates
* Wiki and other Communication Networks
* Workroom

MCSY00697_0000[1]**Always be prepared for the school day!**

**After School Enrichment Program**

An After School Enrichment Program (ASEP) and Before School program is offered at Waddell. The Before School program operates from 6:45-8:00 am. The ASEP program operates from the close of school until 6:00 pm each school day. If you have questions about ASEP, please contact the program director, Sharee Moore@ 980.343.5815.

# Action Alerts K–8

* Action Alerts are sent home to parents when a child is performing below grade level in an academic area and/or the target language.
* Action Alerts provide notice to parents as it pertains to the performance of his/her child.
* An Action Alert form will be sent home with a child who receives an average grade of ‘D’ or ‘F’ (3rd through 5th) or a ‘1’ (K through 2nd).
* Action Alerts are sent home with progress reports. A copy of the Action Alert form is submitted to the contact administrator for the grade level and the parents.

**Agendas/Communication Folders**

Student agendas or communication folders are implemented at all grade levels at Waddell Language Academy. These are used as organizational tools for class assignments and notices. They also serve as important communication tools between school and home. Students should have his or her agenda/folder at school each day, and bring it home each evening for parents to review. The agenda and communication folder will be used for students to record assignments, to transport important papers, and for written communication between school staff and parents.

Teachers also post information for parents and students on Canvas, the Google drive, and individual staff wikis.

***Information folders will be sent home on Tuesdays with information about events, etc. at Waddell. Please be on the lookout for the Tuesday folders!***

The Parent-Student Handbook is also available on our school website:

**http://schools.cms.k12.nc.us/waddellHS/Pages/Default.aspx**

Please review the information in the handbook with your child. Encourage your child to handle agendas and folders responsibly.

**Arrival and Dismissal Procedures**

**Morning Arrival**

The staff day begins at 7:30 a.m. and student supervision begins at 7:45. The school day begins promptly at 8:15 a.m. Students are expected to be in class ready to start the instructional day prior to the tardy bell.

1. ***There is NO DROP OFF in FRONT OF THE SCHOOL***
2. Morning car pool and student drop off is at the rear of the building, in the car pool area by the cafeteria
3. Staff members do not open car doors. Parents pull forward as far as possible and unload when safe to keep the line moving efficiently.
4. Due to the limited number of parking spaces and for parents who wish to walk their child into the building, parents park in either of the side parking lots in front of Waddell. Parents park in the side lots when they have a scheduled conference or are making deliveries to the office/school.

***“Independence Day” will be Monday, September 18. All students will walk to class on their own. Parents will not be permitted to move throughout the building to escort children to class after this date.***

* Students enter the building at **7:45** a.m. when the bell rings and proceed to the holding areas or to the cafeteria for breakfast. Until the bell rings at 8:00 a.m., students wait in the following areas:

**Cafeteria (K-1),**

**Auditorium (2-5)**

**Gym (MS).**

* Students who arrive at school after the 8:00 bell report directly to class, when not having breakfast; middle school students report to their lockers/homeroom. If a student needs to visit the restroom, the office or Media Center, the student goes to the classroom to get a pass from the teacher. Staff on morning duty will send students who do not have passes back to class.
* Students who enter the classroom after 8:15 must have a tardy slip or return to the office to get one. Adjustments to tardies will be made according to the weather/ traffic delays.
* The instructional day begins upon arrival to class at **8:15 a.m.** and ends at **3:15 p.m.**

**Afternoon Car Rider/ Dismissal Procedures**

1. Please cooperate with staff members who are on duty assisting with car riders and watch for their signals.

2. Wait in your car for your child and remain in the car rider line. Students are not signed out early to avoid waiting in the car pool line.

3. Students will not be permitted to get into cars without a car tag. This poses a severe safety risk. Parents who wish to pick-up in the car pool line, must purchase a tag with the assigned number and use the Car Pool line.

4. Parents must provide their child’s teacher with a written note when the child has a change in afternoon departure plans that are different from the child’s normal routine. A written change must also be submitted to: [**TRANSPORTATION.WADDELL@CMS.K12.NC.US**](mailto:TRANSPORTATION.WADDELL@CMS.K12.NC.US)**.**

5. Early sign-outs are not permitted after 1:45 p.m. to avoid interruption and confusion to the established end of day procedures.

6. Please be prompt in picking up your child. If a student is consistently late being picked up, the parents will be contacted for a conference.

**Afternoon Bus Dismissal Procedures**

An announcement is made at the end of the day for dismissal. Students wait in the classroom until the announcements have been completed and they are dismissed to ASEP, the bus lot, or to car pool.

Students are accompanied to the bus lot by teachers and walk in an orderly manner. Students wait in the gym if the bus number has not been called.

Students remain on the sidewalk when buses are moving in the parking lot.

**Attendance**

Waddell Language Academy will adhere to all Charlotte-Mecklenburg School system policies and procedures in the North Carolina compulsory attendance law, encourage regular attendance, and inform parents/guardians at established absence intervals. **When your child is out sick, contact the Attendance Secretary by 9:00 a.m. via email at** [**attendance.waddell@cms.k12.nc.us**](mailto:attendance.waddell@cms.k12.nc.us)**. Also contact your child’s teacher with a written note explaining the child’s absence. Notes regarding the absence are to be sent to school upon the child’s return to school**. **All absences are coded as unapproved until documentation is provided which indicates that the absence met one of the criteria for approved absences.**

A student must be in attendance for at least three instructional hours to be marked present for the day. Students are required to be in school each day we are in session unless illness or some other important event prevents attendance.

Excused absences, as determined by the State Department of Education, include the following:

* Student illness
* Death in the immediate family
* Quarantine
* Observance of a Religious Holiday
* Court or administrative proceedings

If a student is going to be out of school for 3 – 5 days, parents use the “Form to Request Absence for Valid Educational Opportunity” for the absence. The forms are available in the office or from the teacher. Parents complete the form and submit the form to the classroom teacher at least 2 weeks prior to the scheduled trip.

* Parents request the absence form and return it to the teacher prior to the trip
* The teacher retains the form until the child has returned from the trip and completed a short project/presentation (in the target language) about the trip.
* The classroom teacher submits the form to Dr. Eybl after the presentation and Dr. Eybl approves the absence

**If you are moving out of CMS, or moving to another school in CMS, please stop by the office to complete a Withdrawal Form and to request a records transfer.**

MCSY00701_0000[1] **Be organized!**

# Behavior – Students

Teachers are the first responders when handling student behavior concerns.

* **Behavior expectations are explicitly taught at the beginning of the school year and reinforced consistently in all grades.** If a student requires additional behavioral support, the teacher contacts a counselor who will work together with the classroom teacher to provide the student with additional support and strategies as needed. When needed, the administrative team may be involved. Teachers inform parents early when a concern is noted to keep parents informed and as partners in their child’s education.
* Teachers keep adequate documentation of student behavior concerns.
* A behavior referral will be made when students exhibit continuing behavioral concerns.

# Birthdays/Celebrations

**All students**: Any food items brought to school for student consumption and that will be shared with other students must be from a commercially produced source (grocery store, commercial bakery) and include the food labels. Due to food allergies and concerns, ***nothing homemade is allowed***. Please communicate with your child’s teacher about the possibility of classmates having food allergies. When the teacher is informed of concerns in advance, he/she can contact the parent to bring in an alternate snack/dessert. Balloons and flowers are not to be sent or brought to school for students.

Middle school students: No parties/celebrations will be held during the Middle School lunch

* **Special treats for elementary students** (cupcakes, cookies, etc.) brought to honor birthdays and provided for the whole class may only be brought during lunch in order to maintain the integrity of the educational environment.
* Teachers inform classroom parents when there are students in the classroom with food allergies and/or food related health concerns.
* Balloons are not brought to school for birthdays and may not be transported on CMS buses.

**Breakfast**

Breakfast is served between 7:45 a.m. and 8:15 a.m. Any student may have breakfast. Bus riders report to the cafeteria immediately upon arrival in the building. Car riders who wish to have breakfast also go directly to the cafeteria. Car riders must arrive **before 8:15 a.m.** in order to have breakfast at school. Provisions will be made for bus riders who arrive at school after the tardy bell.

Please contact your child’s teacher to determine the time assigned to the class for lunch.

**\*\*Parents may begin to have lunch with their Kindergarten child after September 18.**

**Building Security**

* Outside doors will remain locked at all times.
* Doors are never propped!
* Classroom doors are locked during the day and when the room is not in use.
* **All visitors enter through the main entrance and check in at the main office.**
* Visits to the classroom must be pre-arranged with one of the school administrators.

**Bullying Prevention**

Bullying and harassment are prohibited in CMS. It is expected that students treat their classmates and peers respectfully and speak with others in a respectful manner.

Refer to the CMS Code of Student Conduct for more specific information including a description of bullying and or harassing behavior. Rule 8: Bullying/Cyberbullying, Profanity, Obscenity and/or Derogatory Language. (BOE Policy JICK)

**Bus Information and Bus Behavior Expectations**

Riding the school bus is a privilege that CMS offers to all students who live within the attendance/transportation zones of the school they attend.

Students must follow ALL bus rules in order to continue riding the bus. Safe transport of our students is a shared responsibility between the school, students, and parents. Please review the following expectations for riding the bus with your child.

In order for the school district to be able to provide safe transportation for all students, the following guidelines are to be followed:

1. Obey the bus driver and use appropriate behavior at ALL times.

2. Stand off the roadway while waiting.

3. Be at the bus stop at least ten (10) minutes prior to the scheduled stop time.

4. Cross the roadway several steps in front of the bus.

5. Students may only ride the bus to which they are assigned. Students board and depart the bus only at the assigned stop.

6. Students provide their proper name when requested by the bus operator or monitor.

7. Students remain seated at all times when the bus is in motion.

8. Students remain silent when the dome lights are on and when the bus has stopped at a railroad crossing.

9. Students do not eat food or drink beverages on the bus.

10. Students do not display signs from the bus, do not use profane language or make inappropriate gestures.

11. Students refrain from acts of vandalism.

12. Students do not throw objects from the windows of the bus.

13. Students refrain from any conduct or behavior that interferes with the orderly, safe and expeditious transportation of bus riders.

14. Students refrain from using cellular and other electronic devices on the bus.

**Video cameras have been installed on some buses and students may be filmed while riding the bus. Violations of the *CMS* *Code of Student Conduct* or any behavior which substantially distracts the driver and causes, or has the potential to cause a safety hazard on a moving bus may be the basis for suspension from bus/school and/or expulsion from bus-riding privileges**.

MCSY00702_0000[1] **Choose to do the right thing!**

**Cafeteria Expectations & Procedures**

Lunch time is a time for students to enjoy with classmates and friends. However, it is not a free-for-all.

* Students remain seated during lunch and use “inside voices” to talk with their peers seated near them.
* Students who go through the cafeteria line, treat and speak to the cafeteria personnel in a respectful manner.
* Students select all items needed (food, snacks, milk, utensils, napkins, etc.) before finding a seat.
* Students do not return to the cafeteria line.
* All students clean up after themselves before the class leaves the cafeteria.
* Staff members teach children self-management and cafeteria behavior that helps students to maintain an appropriate noise level in the cafeteria.
* Elementary students sit only at the tables where the class is assigned.
* Elementary students wear the nametags to lunch each day, especially in the beginning of the year!
* Students are expected to learn their lunch number.

# Calendar

The PTO publishes an annual calendar of events for Waddell families and staff members. Updated PTO events can be found on the PTO FB page and in the RamPage. The annual CMS calendar as well as the A day/B day calendar can be found on the CMS website.

**Car Pool**

The car pool line forms at the rear of the building behind the cafeteria for a.m. drop-off and p.m. pickup. Parents do not drop off or pick up students in the front circle at any time during arrival/dismissal. Parents purchase a car pool tag at the beginning of the school year for students who will be picked up consistently in the car pool line. The car pool tag must be displayed whenever parents pick up students in the car pool line. Car pool ends at 3:45. Students who are not picked up by that time are escorted to the main office to wait for parents to sign them out.

* Students are escorted to the cafeteria for car pool at the end of each day and seated at a table to wait quietly until the car pool tag number is called. It is important that students are listening for their number to keep the car pool line moving.
* Staff members are assigned to provide supervision at the car pool lane and in the cafeteria to supervise students who are waiting for their number to be called.

**Care of School Property**

Students express pride in their school by being respectful of community areas such as bathrooms and hallways. Desk and classroom spaces are kept clear and free of clutter.

**Celebrations**

Instructional time is valuable and will be protected. Classes are allowed to celebrate cultural events related to target language instruction as well as holidays.

Parents who wish to “surprise” a class on a special occasion must submit a written request to Dr. Eybl at least 5 days in advance of the event.

# Cell Phones/Smart Devices/Toys

* Student cell phones/Smart devices must be turned **off** **and left in lockers/backpacks** during the school day.
* Cell phones/Smart devices will be confiscated. Parents/guardians may collect the confiscated device from an administrator.
* Toys are not allowed at school. This includes “fidget spinners” and all items that may distract from the learning in the classroom.

# Changes in Student Transportation

# ALL parents complete a transportation form at the beginning of the school year indicating how the student will be transported at dismissal.

# All transportation changes must be submitted in writing. Requests for transportation changes (permanent or temporary) are submitted to [TRANSPORTATION@CMS.K12.NC.US](mailto:TRANSPORTATION@CMS.K12.NC.US) before 11:00 A.M.

# Character Education

During the 2017-2018 school year, we will place emphasis on character development using the CMS character traits: ***respect, responsibility, caring, honesty, justice and fairness, citizenship, courage, perseverance, and hope***. A different character trait will be highlighted each month.

**Curriculum Standards**

The North Carolina Standards provide a set of competencies for every content area. The intent is to ensure rigorous student academic performance standards that are uniform across the state. It is based on a philosophy of teaching and learning that is consistent with current research, exemplary practices, and national standards. The standards can be accessed through the DPI website: dpi.state.nc.us for all curriculum areas and world languages.

## Computer Guidelines

* Students use technology safely. Staff members monitor students’ computer use. Students login with their own username and password and use computers for educational purposes only.
* Facebook, Twitter, etc. accounts can be accessed by CMS at any time, especially if questionable content has been reported.

MCSY00703_0000[1] **Display appropriate and respectful behavior at all times.**

#### Discipline

*The* *CMS Student Code of Conduct provides information about discipline and consequences for a variety of disciplinary infringements.*

* Each teacher is responsible for discipline in their own classroom.
* Classroom teachers are the first line of defense when handling a disciplinary concern and remain in contact with the student’s parents for support.

## Discipline Referral

* Teachers complete a discipline referral form when students are referred to an administrator for a disciplinary infraction.
* **Students are referred to an administrator as a last resort.** Teachers contact the parent when a discipline issue arises and documents behaviors, consequences and parent communication.

# Dress Code for Elementary and Middle School Students

***Waddell Language Academy is a uniform school for elementary students.***

Students dress appropriately every day for the school environment. All clothing appropriately covers the body. Undergarments are not worn as outer wear for male or female students.

* Students are expected to dress appropriately for school. Hooded sweatshirts (“hoodies”) are only to be worn as outerwear.
* Elementary students at Waddell wear uniforms.
* Skirts, skorts, dresses, pants, capris, and shorts are appropriate for girls and are the appropriate length (**knuckle length**).
* Closed-toed shoes are encouraged to avoid injuries and accidents.
* Shirts are worn with sleeves.
* Shorts and pants are worn at waist level and are the appropriate length (**knuckle length**).
* Flip-flops may not be worn at any time. Headgear may not be worn except for religious reasons.
* Belts are encouraged as sagging pants are not allowed.

**Elementary Uniforms**

* Students comply with the elementary uniform policy beginning on the first day of school. New students who enroll during the school year must be in compliance within 5 days of enrolling at our school.
* Students are expected to adhere to the Waddell Language Academy Uniform Policy every day. Exceptions may include individual picture days, Spirit Week, Cultural days/events. Students may wear other clothing on these days that are aligned with the Dress Code Policy.
* Pants must be secured at the waist. Oversized pants are not permitted.
* Belts, if worn, must be a solid color
* ***Uniform Policy exceptions that may occur will be announced by the principal.***

**CONSEQUENCES FOR STUDENT NON-COMPLIANCE – Elementary and Middle School students**

* **First Offense**: The teacher/staff member will give a verbal warning and the student will be provided an appropriate change of clothing for the day from the Nurse’s or Counselor’s Office
* **Second Offense**: Parent(s) will be contacted to bring a proper change of clothing for their child(ren).
* **Third Offense**: Administrative conference scheduled with parent(s)

**Middle School**

**Students in grades 6, 7, & 8 do not wear uniforms.**

All students are expected to dress appropriately for school to maintain the integrity and safety of the learning environment.

**Attire for special occasions will be appropriate and aligned to the occasion. Heels of shoes will not exceed a height that is reasonable to walk around at school for an entire day.**

MCSY00704_0000[1] **Exhibit respect for others and their property.**

# Early Dismissal – Students

If a child must be picked up early from school, parents send a note in the agenda or communication folder. All parents report to the main office to sign students out.

**No early dismissals occur after 1:45 p.m. N**o exceptions.

When students are absent or have early dismissal for an appointment with the doctor, the parent presents a note from the medical office to the attendance secretary upon the child’s return to school.

NOTE: Please do not call the school after 1:00 p.m. to change your child’s usual p.m. transportation to go home (*Ex*: take your child off the bus to become a car rider. Send a note to avoid confusion). **No changes will be made to a child’s transportation after 1:00 p.m.**

**Only a parent or guardian may check a child out of school early**. Adults asking for a child must show a valid photo I.D. Students are only dismissed through the office. Parents come in to the office upon arrival, state the reason for checking out early (medical/dental appointment, etc.). A secretary will call for the student to be sent to the office for dismissal.

**If you have special court documents that restrict persons from contact with your child at school, contact the principal immediately to protect your child and to minimize confusion. A copy of any custody papers or restraining orders must be on file in the school in order for the school to prevent the release of a student to a non-custodial parent. In the absence of such legal documentation, the school must release a child to either parent.** **All information is kept confidential.**

**Emergency Procedures/Drills**

A fire drill is held monthly. A fire drill will be held during the first week of school.

A tornado drill is usually held in March.

Lock down drills are held throughout the year.

**Evacuation maps are posted by the exit door to the classroom.**

#### Fire Drills

Fire drills are conducted monthly. The purpose of fire drills is to ensure the safe evacuation of the building through all available exits. Order and control are the top priorities of the drill. While speed is desirable, it is secondary to the maintenance of proper order and calmness. Proper drills, therefore, should establish habits for an orderly exit and prevent panic in case of an actual fire. When the fire alarm sounds and as directed by the teacher, each class should:

MCSY00705_0000[1] **Fairness for all!**

**Facebook, Digital Communication Tools**

Students must be aware of internet safety and security and the appropriate use of technology. Nothing should be posted to Facebook or other web tools related to Waddell or CMS including pictures of students or teachers. This includes: comments, pictures, inappropriate gestures, or events.

**Field Trips**

Field trips are important educational experiences for all children. Students at Waddell participated in local as well as international field trips. Parents must sign a permission slip for students who participate in any Waddell field trip before the student is allowed to leave the school campus. In addition, students need to bring a lunch when going off-campus for a field trip. For local field trips, parent chaperones are welcome.

International field trip destinations for Waddell students are China, France, Germany, Japan and Spain. Students who participate in international field trips receive extensive field trip packets and attend field trip briefings with the field trip coordinators. Parents do not participate in international field trips.

**Financial Information**

# *Collecting Funds/Receipts*

Ms. Pianka is the financial secretary at Waddell. She is able to answer any questions that parents may have about financial obligations and paying for a variety of items. Parents have the option to pay school fees online through (OSP – Online School Payments). Contact Ms. Pianka for additional information about OSP.

Parents must remember to clearly designate on payments whether they are for Waddell or for the Waddell PTO.

#### Folders (Communication to Parents)

Communication folders are sent home with students. Please pay close attention to information in the folder. Information may also include graded student work samples and pertinent school/classroom information. Folders are provided by the school.

##### Food Policy

Recent changes in society and our environment necessitate that we use foods in the classroom with caution due to an increase in food-borne pathogens that can cause severe illness. The great increase in the number of children with potentially lethal food allergies dictates that care be taken with foods brought from home and eaten in school. Any questions about the policy may be directed to one of the school administrators. The following cautions are to be followed in order to protect the health and safety of children and staff:

* ALL food shared in school **must be from a COMMERCIALLY INSPECTED facility** and must be labeled with its contents (Ex: Harris Teeter (HT) cupcakes, with a printed list of ingredients from the HT bakery).
* Fresh fruit and vegetables **must** be thoroughly washed.
* Knives that have been used to cut sandwiches with peanut butter, cheese, or meat, should not be used to cut anything else. Cross contamination could lead to allergic reactions or food poisoning.

**Under no circumstances should the following foods be brought in from homes or served at school:**

* Ground beef products – hamburgers, casseroles, or any dishes containing ground beef
* Venison (deer meet) in any form
* Unpasteurized milk, juices, or products made with unpasteurized milk (such as butter, cheese, or ice cream)
* Food products made from peanuts and/or other tree nuts

## Fundraising

Fundraising at Waddell is through the Waddell PTO. Parents may also request matching funds from certain employers. Additional fundraisers must be approved by Dr. Eybl.

MCSY00706_0000[1] **Give all peers and staff members respect!**

# Grading

See the CMS grading policy for detailed information about grades/grading.

* Individual student grades are not shared with others (FERPA)
* Final grades are not be based solely on work assigned for practice purposes.
* Teachers follow the guiding principles from the district policy.
* Grades should only be modified for students that have a student assisted plan.

**MCSY00707_0000[1] Help others!**

# Hallway Procedures and Expectations

All students walk on the right side of the hallway to avoid collisions with others coming from the opposite direction. Elementary classes walk through the halls in a single file line on in a partner line on the right side of the hall. Middle school students walk on the right side of the hallway, as we, to leave space for others moving in the hallway. Students are monitored during transitions. Students are not allowed to be in hallway alone without a pass unless the student is accompanied by an adult. This includes going to the restroom, media center, office, another classroom, etc.

**Head Gear**

Hats and scarves that cover the majority of the head, etc. are not to be worn by students or staff, unless it is a designated day or for religious purposes.

#### Health Room

The health room is to be used for emergencies only. Students who appear to be sick or hurt are brought to the office by an adult and the parent/guardian called.

When an injury or illness is serious enough to warrant a visit to the health room, the student’s parents will be notified. A visit to the health room may not automatically result in a parent contact.

##### Students who soil their clothing should be sent to the office. The teacher is responsible for notifying the parent.

##### Homework Policy

## Homework is a necessary part of the learning process and should be a meaningful extension of clearly defined classroom activities. Homework assignments help students develop responsibility and independent study skills.

* Homework should be age-appropriate in terms of content, activities, and length of assignment.
* Homework is not assigned for disciplinary purposes.
* Homework on the weekend is discouraged. It is recommended that students only be assigned reading on the weekend.

A student who misses homework assignments, other assignments or due dates because of absences, whether excused or unexcused, is allowed to make up the work. Arrangements for completing the work should be made within five school days of the student’s return to school and should include a schedule for completion of the work.

**Average Homework Time**

Average homework times are only suggestions and are not meant to be minimum or maximum times. The time varies with the subject area, the content matter, the teacher, the student’s ability, and the complexity of the assigned task. Grades 2-5 assignments should include assignments in the target language, reading, math, and/or content area. Reading records should be checked daily. Special projects should be taken into consideration when assigning homework. Students should be held accountable for completing assigned homework.

|  |  |
| --- | --- |
| Grade | **Suggested Time** |
| **K – 1** | 15 – 30 minutes each night which includes reading time |
| **2 – 3** | 30 – 40 minutes each night which includes reading time |
| **4 - 5** | 45 – 60 minutes each night which includes reading time |
| **6 - 8** | 60 minutes +, not more than 2 hours |

**MCSY00708_0000[1] Inform an adult when there is an academic or social concern.**

#### Incident/Accident Reports

All incidents must be reported to the Administrative Team and an Incident or Accident Report form is completed by the teacher. Teachers contact parents when an incident or accident occurs at school.

#### Inclement Weather

Occasionally, inclement weather conditions created by snow or other storms may make it difficult for school to be in session. The CMS Board of Education, however, makes every effort to remain operational in case of poor weather and will not be closed due to such conditions unless information has been disseminated to the contrary.  If the CMS BOE is forced to close schools or other facilities due to adverse weather, employees and students will be notified in accordance with procedures established by the Superintendent.

**Internet Access Policy**

CMS requires that each student complete the internet use policy the first time that the student logs on to the internet. A copy of the policy can be found online. Teachers review the policy at the beginning of each year.

MCSY00710_0000[1] **Kid friendly!**

MCSY00711_0000[1] **Listen and learn from peers and teachers.**

# Learning Compact/Magnet Compact

# The Learning Compact is a friendly agreement between students, families, teachers, and the school principal. The purpose is to help all the adults involved in a child’s learning be aware of each other’s roles and responsibilities in supporting student achievement. CMS Board policy requires that each student have a signed learning compact on file in the classroom in addition to the Magnet that parents sign when students enter the magnet program at Waddell.

## Lockdown Procedure

## In the event of an emergency requiring all doors to be secured, an announcement will be made over the intercom for a “Lockdown.” All persons in the building immediately get behind a locked door. All doors must be locked, including tutor room doors, door window panes must be covered, and students must be out of sight. An “ALL-CLEAR” announcement will be made when normal operations can be resumed. Lockdown drills are conducted throughout the school year.

## Lost & Found

The *Lost and Found* area is located opposite the auditorium. These items are displayed so students and/or parents can claim their belongings. Items not claimed at the end of the first and second semesters are donated to a charitable organization. Valuable items are kept locked in the office and may be claimed by a student’s parent.

## Lounge

The faculty lounge and soft drink machines are off-limits to students.

**Lunch**

* Parents and visitors may join a child’s class for lunch. Parents may eat with their student(s) at the designated tables outside the cafeteria. ALL visitors first report to the office, register in the computer and wear a visitor badge. Visitors without a visitor badge will be directed to return to the office.
* It is suggested for parents who consistently have lunch at school to register as a CMS volunteer.

MCSY00712_0000[1] **Model positive behavior for others.**

# Medical Emergencies

If a medical emergency occurs in the classroom, the teacher calls the main office immediately. With the room number/location so that the information can be conveyed to first responders. **An *Accident Report* is completed for all accidents that occur at school for students.** In **life threatening** situations, a call is made to **911** immediately and the office is notified.

***Serious***: Parents are called if students experience any of the following: head injury, chipped tooth, temperature of 99.9 or higher, vomiting, bee sting with allergic reaction, eye injuries. Students who have a fever are dismissed to parents and must be fever-free before returning to school.

**Students who experience head injuries must be accompanied to the office by an adult.**

**Minor:** Students who experience the following injuries are given the appropriate attention and may be returned to class: headache, stomach ache, and bumped knee/elbow, bee stings without allergic reaction, minor cuts and bruises. Treatment may include an ice pack, and/or rest.

#### Medications

Medications are not dispensed at school without the required paperwork from the physician’s office - Medication Authorization form. This includes over the counter (OTC) meds as well. Contact the school nurse with questions. If your child requires medication at school, submit the Medication Authorization Form, completed by your child’s physician, to the school nurse with the required medication.

**Injuries at school:**

**Teachers complete an INCIDENT and/or ACCIDENT report when a student is injured at school.**

**Morning Broadcast: WRAM**

#### The morning broadcast, WRAM, is an important means of communication. Elementary students and staff participate in the *Pledge of Allegiance* in the target language.

**Movement in the Halls, Bathroom, Transitions**

**Movement in hallways:**

* Students walk quietly and respectfully of others who are learning, through hallways so that others are not disturbed.
* Students walk on the right side of the hallway without touching the walls, displays or other students. (Elementary students walk in a line)

**MCSY00713_0000[1] Never let negative words and actions from others rattle you!**

**Nametags**

Elementary students wear name tags for special area classes. All students wear name tags for lunch.

Teachers collect student nametags at the end of each day.

## Newsletters

## Teachers prepare and publish newsletters and information for parents.

**MCSY00714_0000[1] Organize your materials for learning every day!**

#### Office

The school office is for conducting school business. Please be respectful of the office staff. **Please do not hold conferences, participate in long conversations, or make phone calls in the office as it interrupts normal operations.**

When you do have business to transact in the office, please do so quietly so the office staff will be able to continue with their duties.

**MCSY00718_0000[1] Plan for your own success!**

# Parent Conferences

**Parents conferences are held at the end of the first grading period for all students and at the end of the second quarter for students performing below grade level.** Report cards and student progress is shared with parents during these conferences. Parents may request other conferences when students are having academic difficulty and/or other specific problems.

# Parent-Teacher Organization (PTO)

The PTO is an essential and integral part of our successful school operation. The PTO holds several fundraisers throughout the year that support staff professional development, and that provide a variety of materials for teachers and students.

**Parking**

Parents are encouraged to use the car pool line to drop off and pick up students for arrival and dismissal. During arrival times, parents park on the side lots to walk students to the main entrance. **Parents do not park in the front of the building during arrival and dismissal.**

#### Phone Calls/Messages

Parents will be contacted via phone message, Connect-ed or Remind with information from Waddell.

Parent contact phone calls are made from the office. Students do not call parents from personal cell phones as the office staff will not have information about this call and will not be able to respond appropriately to parents when they call back. Students must request permission from the classroom teacher to leave class and use the phone in the office.

#### Playground Guidelines & Expectations

* **It is important that there is a safe environment for all students on the playground. Teachers establish playground procedures during the first days of school to ensure that all students are aware of and understand the expectations.**
* **Teachers monitor students during recess.**
* Students do not participate in contact sports or rough games that have the potential for serious injury (i.e. no football of any kind)
* Students remain in the area designated for the class.
* Sidewalk chalk is permitted. Children do not write on walls, or steps.

#### PLC’s and Grade Level Planning

Teachers plan for instruction in the grade level PLC (professional learning community) as designated with the PLC before school, after school or during the grade level Special Area class time. The purpose of team planning is to promote consistency throughout the grade level with regards to curriculum, resources, and support for students and teachers.

#### Positive Discipline Philosophy

Positive discipline is the foundation of the school’s discipline policy. Waddell staff members foster cooperation, problem-solving skills, and mutual respect in children. Staff members support students in developing positive character traits. Every adult in our school is responsible for every student in our school.

Positive discipline will help teachers to:

* Create a climate that enhances academic learning;
* Instill valuable social skills and positive behavior through the use of class meetings;
* Understand the motivation behind students’ behavior instead of looking for causes.

Classroom procedures are to be taught and practiced with students during the first two weeks of school. Grade-Level behavior management plans are developed and shared with an administrator to include classroom rules/expectations, consequences, and rewards. Plans are to be displayed in the classroom.

## Professional Development

Waddell staff members participate and/or lead a variety of professional development opportunities to support their own professional growth/goals and their colleagues’ growth throughout the school year.

#### Progress Reports

*Mid-Quarter Progress Reports* are issued midway through each nine-week grading as indicated on the CMS Calendar. We encourage you to talk with your child about any concerns indicated on the report. For any student that is performing below grade level (1’s in grades K-2 and D or F in grades 3-8), **an action alert will be sent home with the progress report and signed by the parent. Progress reports are to be signed and returned promptly.**

# Projects

Students are assigned class projects by teachers throughout the school year. Contact your child’s teacher for additional information.

Students who take an extended leave of absence from school that is not for a health concern, present a brief project about the trip after they return to school.

**MCSY00720_0000[1] Remember – say something positive to someone each day!**

#### Report Cards/Progress Reports

Official report cards are issued every nine weeks according to dates on the district calendar. The purpose of report cards is to inform parents of the student’s achievement, his/her individual effort set forth, and evidence of his/her being self-motivated. Progress reports are given at the mid-point of the grading period. Parents review the reports with their child, sign the report or envelope and return it to the teacher.

#### Required School Workdays

Teacher workdays and school holidays are on the CMS calendar and can be found on the CMS website.

**Retention**

Any student whose reading and/or math achievement is below grade level may be subject to retention. If it becomes evident that consideration must be given to retaining a child, the parent is informed of the possibility after the first semester. These decisions require close communication between home and school. Factors such as maturity, developmental readiness for learning, age, and special learning needs are important in determining what is most appropriate for each individual child. At the school level, a retention committee consisting of teachers, student service specialists, school administrators, and other professionals will have input into the decision to promote or retain a child. A student may also be recommended for retention if he/she is not demonstrating grade level proficiency in the target language.

**The NC Read to Achieve accountability measures are part of the Excellent Public Schools Act which became law in July 2012 and took effect beginning in the 2013-2014 school year.** It eliminates social promotion for 3rd graders failing to demonstrate proficiency on the NC Ready Reading EOG.

**By North Carolina State Law, the principal makes the final decision for promotion or retention*.***

**MCSY00721_0000[1] Say “please” and “thank you” as much as possible!**

**Safety**

**Security:** CMSPD: Officer Chip Wilson

The safety of your child and everyone at Waddell Language Academy is our first priority. Staff members are trained in a variety of safety related procedures and we conduct drills throughout the year to prepare for incidents such as a fire, tornado, or lockdown. In addition, CMS conducts safety audits throughout the year as a means of thoroughly evaluating our safety initiatives and supervision of students.

# School/Safety Procedures

* Students are supervised at all times by a certified teacher or instructional assistant.
* Elementary students, use the buddy system during transitions to the restroom, office, cafeteria, media center, etc. Two students accompany a student to the office who is remaining in the office (total of three students) so there are two students who return.
* Classroom doors remained lock throughout the school day
* All visitors enter the building through the main entrance when arriving on campus and print out an official VISITOR BADGE and wear the visitor badge while on campus. During events, parents sign in outside the office at the table.
* Doors are not opened for visitors/parents to enter.
* Parents who wish to visit a classroom must obtain permission from a school administrator prior to the visit and schedule the visit.
* Parents and visitors may join the class for lunch.
* Kindergarten parents may come for lunch with their child starting September 18. This gives the classroom teachers time to establish procedures and get to know the students. It also helps to alleviate anxiety.
* Strangers in the building are reported to the office immediately.
* Students must have written permission from parents in order to attend field trips. Students may not be denied the right to participate in a field trip due to the inability to pay.
* Students may leave school prior to dismissal only with a parent or an adult designated by the parent who can provide the appropriate ID.
* The use of the health room telephone is for emergencies and must be approved by the teacher in advance. Teachers send students to the office with a health room pass as needed.

**Safety and Well-Being – Students**

* Every adult in our school is responsible for every student in our school.

**Teachers develop morning and afternoon routines for distributing and collecting name tags.**

* Elementary students always use the buddy system when transitioning in the halls without the class or an adult. Students, without an adult, must have a hall pass.
* When a student in a class is injured, the teacher contacts the parent by phone and informs the school administrator of the injury.
* All visitors report to the office and obtain a visitor’s badge.
* All student medication is kept in a locked cabinet.
* Students do not bring medication to school (Advil, cough drops, etc.). Students who receive medication at school must have an emergency medical authorization form signed by the child’s physician on file with the nurse. Students with severe medical concerns must have a medical plan on file.
* Student hours are 8:15 a.m. - 3:15 p.m.

## School Board Policies

The Board of Education’s Policy Book is available on the CMS Intranet for your information and reference.

**School Hours**

8:15 a.m. – 3:15 a.m.

Students/parents may enter the building at 7:45 a.m., no earlier. Students may not be dropped off before this time as there is no adult supervision prior to 7:45 a.m. Parents who consistently drop students off prior to the 7:45 bell will be contacted by the administration in an effort to find a resolution to this problem.

Waddell Language Academy schedule:

**7:45 Buses/Car riders unload & report to breakfast or holding areas**

**8:00 Bell rings for dismissal to classrooms/lockers**

**8:15 Instructional Day begins**

**3:15 Dismissal**

**4:15 School Office closes**

**6:00 ASEP closes**

**Snacks**

Whenever food is brought to school for snack in the classroom, choices that are low in sugar and fat content should be considered. The following are some healthy snack suggestions: pretzels, graham crackers, vanilla wafers, ginger snaps, carrot sticks, dried fruit, apple or banana slices, and/or cheese crackers. Soft drinks are not allowed. In addition, it is important to limit the amount of candy that students receive during the instructional day. Healthy nutritional habits must be taught by example in school and at home to support all students to be healthy and ready to learn.

Baked goods sent for snacks must be produced in a commercial facility, fresh fruit, must be thoroughly washed. Contact your child’s teacher to ensure that there are no students in the class with food allergies before sending snacks.

Due to the lunch schedule, students in some classes have a snack during the instructional day.

## Special Area Team

All elementary students attend special area classes: Art, Dance, Music, PE, and Media. Gr. 2 – 5 students also are scheduled for Science Lab and Technology. Students wear nametags to all Special Area classes.

## Student Agendas

Students in grades 3 – 8 use agendas to record daily homework assignments and for communication, as needed. The teacher and parent initial the student agenda for elementary students and for middle school students when there is a concern.

**CMS Student Code of Conduct Handbook**

All parents and students are expected to be thoroughly familiar with the expectations for discipline and positive behavior found in the *CMS Code of Conduct.* This handbook provides a comprehensive overview of the expected behavior of students while they are on the bus, at school, and involved in school-sponsored activities. In addition, consequences for inappropriate behavior are clearly defined. All students and parents are required to sign the pledge form agreeing to adhere to the guidelines, and return the form to school. Plan to review this handbook with your child. A copy is available online.

**MCSY00722_0000[1] “Teamwork makes the dream work!”**

# Talent Development Program (TD)

The goal of the TD program, known as the "Catalyst" model at the elementary level, is to provide rigorous curriculum and academic opportunities whereby each student may reach a classroom performance consistent with his/her intellectual ability. The implementation of the program at Waddell is a **joint effort** by classroom teachers and talent development teachers who use the technique of "consultation and collaboration" as they develop curriculum and deliver instruction.

# Tardy Policy

Students are tardy who arrive at school after 8:15 a.m. When a student is tardy, the parent MUST escort the student to the office and sign the student in. Parents may submit the excuse for the tardy verbally or in writing. We ask that every effort be made to have your child at prior to 8:15 a.m. and that they remain at school until dismissal. Late arrivals and early sign-outs are disruptive to the learning environment. Additionally, late arrival and early dismissal may hinder your child’s progress as a result of the missed instruction.

**Student sign out:** All students must be signed out in the main office AFTER the instructional day has begun. Students must be with the parent/guardian when being signed out. Children are counted absent for the day if they arrive at school after 11:45 p.m. or if they leave school before 11:45 a.m.

* Students arriving late for school due to a delayed bus are not to be marked tardy or penalized for incomplete morning assignments.

# Technology

# Waddell Elementary School uses technology to enhance the learning environment and to challenge students with a curriculum that is inquiry-based and employs hands-on learning. The atmosphere is conducive to increasing student comfort-levels with technology. Teachers will use technology to assist students in attaining high standards and achieving high academic goals. The curriculum is technology rich and used by teachers to integrate technology into the curriculum which can be tailored to individual student needs. All teachers and staff members strive to integrate new advancements in technology as they become available. Additionally, staff members are encouraged to keep abreast of new technology keeping Waddell on the cutting edge.

# Student use of the Internet is closely monitored. Students must have completed an *Acceptable Use* form in order to access the Internet during school hours.

**Transportation Procedures**

**A.M.**

Students may enter the building each morning at 7:45 a.m. Students do not enter prior to this time as teachers and teacher assistants are preparing for the school day and are not on supervisory duty.

Students are dismissed from the bus when the bell rings at 7:45 by the staff member on duty. Car pool also begins when the bell rings at 7:45. Students who wish to have breakfast go straight to the cafeteria from car pool and/or the bus lot.

Students who do not want breakfast report to the holding area for that grade level:

**K – 1: cafeteria**

**2 – 5: auditorium**

**6 – 8: Gym**

Students are dismissed from the holding areas to the classroom when the bell rings at 8:00 a.m. Middle school students report to their lockers.

It is important that parents know their child’s bus number and/or means of transportation and communicate this to the school to avoid unnecessary anxiety.

**P.M.**

All students walk quickly, quietly and orderly to the designated dismissal area. **Students and teachers** remain in the classroom until the announcements have been made and the dismissal is called. All elementary students are escorted to the bus lot or to the cafeteria for car pool and dismissal.

**Changes to Transportation**

To change a child’s mode of transportation, please send a written note to your child’s teacher on the day of the change or email the office ***before 1:00 pm***. Email: [attendance.waddell@cms.k12.nc.us](mailto:attendance.waddell@cms.k12.nc.us). Students are only allowed to ride the bus to which they have been assigned, per CMS policy. In order to avoid confusion, especially with younger students, please limit changes to your child’s dismissal routine.

**Buses**

Teachers walk with their students briskly and quickly to the dismissal area. All students board the buses in an orderly manner. If a bus has not arrived, the teacher must remain with the students in the gym until the bus arrives and parks.

**Students and teachers are not moving on the blacktop when a bus is in motion.** Look both ways before allowing students to cross to the buses! Practice and explain bus procedures in all classrooms!

**Carpool**

Students who are car riders will follow the designated staff member and sit in the designated area according to the car pool tag number. Students remain seated until the tag number has been called. Students quietly exit the cafeteria to the car pool lane.

Parents may purchase a car pool tag at the beginning of the school year. Students are not dismissed in car pool to parents who do not have a car pool tag. When car pool has ended. Students who are left are escorted to the office by a teacher from car pool.

**ASEP**

Students in the ASEP program will be dismissed with the bus riders from the class.

**MCSY00725_0000[1] Victory can be found outside the box!**

#### Visitors

Visitors **MUST** report to the office to sign in on the volunteer computer and obtain a visitor’s badge. Visitors without a badge will be asked to return to the office to sign in.

**Volunteers**

Volunteers are a valuable asset to our overall school success. CMS has developed the Volunteer Management System as a means to record volunteer time. The primary focus of the program is to ensure students’ safety. All school volunteers must visit the CMS Volunteer Web site to register as a CMS volunteer. Anyone wishing to volunteer at WLA, in the classroom, on field trips, or as a regular lunch visitor, must be registered and approved as a CMS Volunteer. To register as a volunteer go to the CMS website, and follow the link for “Volunteer in CMS” and follow the prompts. Persons must enter the name of the school where they wish to serve as a volunteer.

Siblings do not attend parent volunteer sessions when parents are volunteering at school. However, the child’s teacher may be consulted for specific instances when the sibling is welcome to attend. Siblings are welcome to attend celebrations and assemblies.

***Volunteering is over at 1:45 p.m. to avoid confusion at dismissal and to allow parents time to get in the car pool line.***

All parents who volunteer in the school and for field trips must have an approved volunteer status. If parents do not have an approved status, they are prohibited from chaperoning school field trips. Teachers provide the secretaries with a list of chaperones for each field trip at least one week prior to the date of the field trip. Volunteers DO NOT discipline Waddell students.

**MCSY00726_0000[1] Watch how you speak to others and what you say!**

**Weekly Parent Updates**

The RamPage is published by the PTO and distributed electronically with updates for parents and staff members.

**Wiki or other communication network**

Waddell staff members have a Wiki or some other means to communicate with parents electronically that may include information about upcoming events, skills/objectives being practiced, homework assignments, newsletters, etc.

#### Workroom

Workrooms are located in 200, 400, and 500 wing. Parents use the copiers in the 500 wing (K-1) to make copies for teachers. Those parents who make copies for teachers are expected to leave the work room in an orderly manner. Parents are to carefully follow teacher instructions for copies to avoid waste. All supplies should be returned to their proper location so the next person will have the convenience of using them. Training will be provided, as needed, on the use of copiers.