



**WASHINGTON**  
ELEMENTARY

# Parent and Student Handbook 2024-2025

1110 East Washington Street Greensboro, NC 27401  
(336) 370-8290 Phone  
(336) 370-8963 Fax

Improving life outcomes by fostering community,inspiring character, and motivating life-longlearners.



Washington Elementary empowers lifelong learners through movement and well-being, fostering academic excellence, critical thinking, and community values.

# Active Bodies, Bright Minds

*The Connection Between Physical Activity and Academic Achievement*

- Students who are physically active have higher grades and test scores.
- Active learning helps us focus and grows our brains stronger.
- Physical activity reduces stress and helps us feel positive about ourselves and our environment.
- Morning physical activity increases blood flow and oxygen to our brain. This prepares our brains to learn.
- Focused breathing makes us feel calm and in control of our thinking and emotions.

**WASHINGTON**  
— ELEMENTARY —

# WASHINGTON

## Staff

### 2024-2025



Staff Member	Teacher Assistant	Grade/Department
Paul Travers		Principal
Stephanie Adams		Principal Intern
Whitney Dark	Lucie Griffith	Kindergarten
Florannette Frenia	Beverly Burkes	Kindergarten
Rachel Odendhal	Kelton Shepherd	1 <sup>st</sup>
Torva Felton		1 <sup>st</sup>
Kirsten Cox		2 <sup>nd</sup>
Cherilyn Hendrick		2 <sup>nd</sup>
Kamesha Boyd		3 <sup>rd</sup>
Cristina Valle		3 <sup>rd</sup>
Maria Wellmaker		4 <sup>th</sup> & 5 <sup>th</sup> : Math
Bianca Watkins		4 <sup>th</sup> & 5 <sup>th</sup> : ELA
Stacy Perkins		4 <sup>th</sup> & 5 <sup>th</sup> : SS/Science
Margaret Sisk		MCL
Dallas Godbold		MCL
Fiorella Botta		Art
Jerry Davis		Music
Terry Jones		PE
Melissa Cholewa		Media
Patricia Taylor		Counseling
Terry Sims-Warren		Social Work
Charlton Hiatt		AG
Franka Medford McKinney	Brittany Eley	EC
Shanelle Napoleon	Sara Mingo	Adapted EC
Eric Mandel		Speech
Jill Wagner		EL
Dorina Mohite		School Psychologist
Natasha Vick		Secretary
Carissa Guinty		Treasurer
Michelle Tucker		Data Manager
Glenette Allah		Communities in Schools
Marvin McQueen		Café Manager
Sharron Norman		Lead Custodian
Asia Jackson		Custodian
Toney Clark		Custodian
Elaina Edwards		Nurse
Cone TeleHealth		Cone TeleHealth



# Important Dates

## CALENDAR

Event	Date
Opent House: Title 1 Information	August 22nd, 5:30 pm
Back to School Night	September 11th, 5:30 pm
Sneaker Ball & Parent Wellness Night	October 12, 4:30 pm
1st Quarter Awards Programs	November 7th
Book Fair	Nov. 8th - Nov. 15th
Title 1 Night	November 14th, 5:30 pm
2nd Quarter Awards Programs	February 7th
Summer Camp Fair - Title 1 Event	February 8th
3rd Quarter Awards Programs	April 8th
Book Fair	Apr. 4th - Apr. 11th
Washington Fun Runn - Wellness Expo <i>Title 1 Event</i>	April 5th
K-2 Field Day	April 10th
3-5 Field Day	April 11th
Kindergarten and 5th Moving Up Ceremonies	June 9th
1st - 4th Awards Program	June 10th

# Attendance

## Absences

Strong attendance is highly correlated to academic success. We expect students to be at school each day and on time, unless they are sick or experiencing one of the other excusable absences listed below:

- Sickness or injury
- Court proceedings
- Quarantine
- Religious Observances
- Death in the family
- Educational opportunity
- Medical/dental appointments
- Suspension

## Notify the Teacher of Absences

If you know your child will be absent, please notify their teacher in advance. Absences not covered by the eight excused reasons listed above will be marked as unlawful. Unlawful absences include reasons such as oversleeping or missing the bus.

## Consequences of Excessive Unlawful Absences

Excessive unlawful absences may result in the following:

- Letters to the parent after 3, 6, and 10 days of absences
- Communication from the school social worker
- Communication from the principal
- A home visit by the school social worker or administrator

## Student Absences and Promotion

Parents will be notified if their child accumulates excessive absences in accordance with North Carolina's Compulsory Attendance Law. Excessive absences can impact a student's promotion to the next grade level.

## Sick Day Policy

After three excused sick days per quarter, supported by parental notes, subsequent sick days will require a doctor's note upon the student's return to school. Students have three days from their return to submit a doctor's note.

## Requesting an Educational Absence

To request an absence for an educational opportunity, you must obtain prior approval from both the teacher and school administration.

## Approval Requirements

- Academic Benefit: Clearly explain how the opportunity will benefit your child's academic growth.
- Alignment with Standards: Demonstrate how the opportunity aligns with North Carolina State Standards.

## Missed Assignments

Students must complete any assignments missed during the absence, as agreed upon by you and the teacher



# Attendance

## School Hours and Arrival Procedures

### Building Opening and Arrival

**School Opening:** The school building opens at 7:25 AM daily, when supervision begins.

**Early Arrival:** To ensure student safety, please avoid dropping off your child before 7:25 AM. There is no supervision available prior to this time.

**Arrival Methods:** Students may arrive at school by bus or car. Our car rider drop-off is located off Hargett Street.

**Safety First:** For the safety of all students, please do not drop students off in the parking lot or on Washington Street. These areas are unsupervised and potentially dangerous.

### Tardy Policy

**Tardy Bell:** The tardy bell rings at 7:45 AM. Students are expected to be in their classrooms by this time.

**Late Arrival:** If your child arrives after 7:45 AM, they are considered late. You must escort them to the front office, sign them in, and remain until a staff member checks them in.

### Dismissal Procedures

**Dismissal Time:** School dismisses at 2:30 PM. All students should be gone from the building by 2:45 PM.

**Authorized Pick-Up:** Only individuals listed on your child's Pupil Data Sheet (PowerSchool) are authorized to pick up your child or check them out of school.

**Identification:** We will check the ID of anyone picking up a child.

**Early Check-Out:** Students will not be called out of class before your arrival unless they are physically ill. Please do not call ahead to request early check-out. Students must be checked out in the front office using the office computer system.

### Car Rider Pick-Up

**Safety First:** For safety reasons, all car riders must be picked up in the designated car rider line. Please do not park your car and walk up to pick up your child.

**Walkers:** If you live nearby, you may pick up your child from the front office daily.





# Attendance

## **Early Dismissal**

- During school hours, please come to the front office for doctor's appointments. Office staff will call your child down and assist with signing them out. Parents must wait outside or in the lobby.
- Whenever possible, we encourage bringing your child back to school after the appointment.
- To minimize disruptions and ensure student safety, early dismissal requests after 1:50 PM are not accepted.


## **School Closures and Delays:**

- The Superintendent may close schools when necessary to prioritize student and staff safety.
- For weather-related closures or delays, announcements will be made by 6:30 AM on local TV, radio, and the Guilford County Schools website (<https://www.gcsnc.com/>). Please refrain from calling the school.

## **Late Opening Procedures:**

- When school opens late, staff report 15 minutes earlier. Parents should not drop off students at the regular time.
- For a two-hour delay, the new drop-off window is 9:25-9:45 AM.

## **Early Dismissal Due to Weather:**

- During the school day, monitor GCS Facebook, Twitter, or the website for announcements regarding early dismissal due to snow or ice.
  - Phone calls will be made for early closings.
  - Unless you have pre-arranged with your child's teacher, we will assume your child goes home using their regular transportation. Parents are encouraged to develop a plan beforehand to avoid confusion. Please avoid calling the school.
- 



# Academics

## **Reading at Home:**

Every student's success hinges on regular reading practice at home. We encourage students to read independently or be read to for 20-30 minutes daily.

## **Battle of the Books (B.O.B.) - Grades 4 & 5**

Calling all bookworms! 4th and 5th graders can join the B.O.B. team, where they'll read books provided by the district and prepare for a friendly competition against other schools in the Spring. The Media Specialist coaches the team, and meetings are held to discuss the books and build competition strategies. While all students are welcome, only 12 can represent the school at the district competition. These team members must demonstrate a deep understanding of the books and actively participate in discussions. Get ready to battle it out with your knowledge in the Fall!

## **Parent-Teacher Conferences**

Conferences are a great way to discuss your child's progress. We encourage scheduling conferences when requested by either the teacher or parent. Two formal conferences are required annually, but feel free to request additional meetings as needed.

## **How to Schedule Conferences:**

To schedule a conference, please call the school during the day and leave a message for the teacher to return your call, or email the teacher directly. Teachers will strive to respond within 24 hours. Please note that teachers cannot take phone calls during instructional hours to minimize classroom disruption.

## **Field Trips:**

Get ready for adventures! Each grade enjoys roughly four field trips per year. We'll provide detailed information and any associated costs well in advance. We understand affordability concerns, so installment payments are available for pricier trips. You can pay for field trips online at [www.k12paymentcenter.com](http://www.k12paymentcenter.com).

## **Homework:**

A balanced homework routine helps solidify learning. Expect your child to spend 30 minutes reading, 5-15 minutes on math practice, and work on occasional projects.

## **Library/Media Center:**

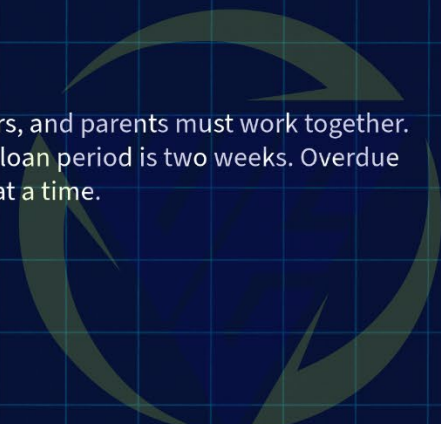
We have a fantastic Media Center that fuels our students' learning! Regularly scheduled class visits and open library times offer opportunities to explore a world of books, research materials, computers, and educational software.

## **Technology:**

Students (K-3) will be assigned iPads and students (Grades 4-5) will be assigned Chromebooks for school use. These devices typically remain at school unless the teacher assigns homework requiring them or bad weather necessitates taking them home. Please note that failure to comply with GCS and Washington's use policies will result in device confiscation.

## **Library Materials Care:**

Cooperation is key! To maintain our exceptional library collection, students, teachers, and parents must work together. Please ensure borrowed materials are returned in good condition and on time. The loan period is two weeks. Overdue materials will incur replacement charges. Students can check out up to four books at a time.





# Academics

## **Promotion and Retention**

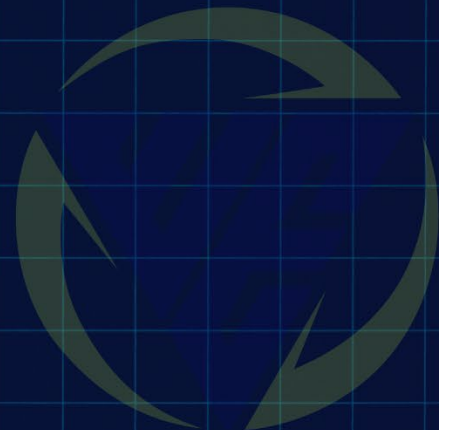
Promotion and retention decisions are made thoughtfully, considering a range of factors. Parents of students at risk of retention will receive timely written notification by the end of the second quarter or as soon as concerns arise. Students who do not demonstrate adequate progress by the end of the year will be evaluated by a retention committee composed of teachers and specialists. The committee will recommend a placement to the principal, but the final decision rests with the principal. Students will be assigned to the grade level that best supports their academic growth and development.

## **Multi-Tiered Systems of Support**

All students receive core instruction aligned with North Carolina grade-level standards. Students who are struggling academically receive supplemental instruction to address reading or math gaps. Those who do not show improvement with supplemental support will be referred to our intensive problem-solving team for individualized interventions in addition to core and supplemental instruction. This approach ensures that all students receive the support they need.

## **Weekly Envelopes**

Each Monday, you will receive an envelope containing information from the school, PTA, or samples of your child's work from the previous week. When school is not in session on a Monday, you will receive the envelope on the first day back. Please review the work samples and other information with your child to discuss their school activities. This is a valuable tool for staying informed about your child's progress. If you have questions, please contact your child's teacher. The envelope should be returned to school the next day with your signed and dated approval. Please remove all contents before returning the folder.





# Discipline

**We adhere to the Guilford County Student Code of Conduct** to ensure fairness, consistency, and due process in our student conduct policies.

**We value positive behaviors and clear expectations.** Expectations are clearly posted in all common areas and classrooms. Consequences will be administered for actions that disrupt teaching or learning.

**Any teacher or staff member** has the responsibility to correct a student at any time and place. Classroom teachers typically handle consequences for inappropriate behavior. Severe behavior may result in referral to an administrator using the Educator's Handbook platform.


**No student** is allowed to bring weapons (guns, knives, explosives, toy weapons, matches, sharp objects, chains, etc.) to school. Violation of this rule may lead to suspension and involvement of law enforcement.

**Students are not permitted** to sell or trade merchandise, magazines, newspapers, collectible cards, or other items on school property. Animals are prohibited without teacher, principal approval, and must be kept in designated containers.

**Cell phones and other electronic devices** are not allowed for use or turned on at school. Violation of this policy may result in device confiscation and parental pickup. The school is not responsible for lost or stolen devices.

## Parental Responsibilities

Positive discipline starts at home. We encourage parents to:

- Partner with the school in implementing discipline plans and recommended consequences.
  - Provide guidance and support by teaching your child good habits and acceptable behavior.
  - Maintain open communication between home and school.
  - Stay informed by reviewing and signing weekly communication, reading logs, student agendas, and other materials.
  - Create a conducive environment for homework and nightly reading.
  - Attend parent-teacher conferences in the first and third quarters.
- 



# Discipline

Discipline is reactive and problem driven, can cause adversarial relationships, and has negative consequences as punishment.

To be proactive, all staff will implement the Washington's Core Management Plan.


When students struggle to follow the expectations, teachers are to provide reminders of the expectations and could provide one of the following consequences or redirection:

- 1st offense-verbal warning
- 2nd offense-teacher/student conference
- 3rd offense-calm down space w/ reflection sheet
- \*\*3rd offense and up = Phone call home
- 4th offense-bounce to other class w/ reflection sheet/parent signature
- 5th offense-office referral

Students who frequently fail to follow Washington's Core Management Plan, should be discussed during supplemental data review PLCs for consideration of Tier II supports.

Students who exhibit major behaviors that interfere with learning or pose a safety risk should be written up in Educator's Handbook by the end of the school day.

If there is an immediate safety risk or the student is not complying with redirections, then the office should be called to ask for support.







# Dress Code

## Backpacks

Rolling book bags are discouraged, since they pose a tripping hazard in the hallway and in lines. They can also be difficult when loading and unloading on busses.

## Student Attire

Students should come to school dressed comfortably and clean. Words on clothing should not contain language encouraging drugs or have lewd or profane messages. Underwear may not show, and clothing should cover the trunk area and the upper part of the legs. Closed-toed athletic shoes are best for school. Flip flops and high heels are discouraged, and rolling shoes are not permitted. Hats may not be worn in the building. Jackets, coats, hoodies are to be hung up on the coat rack upon entering the classroom (exceptions will be made if the classroom HVAC is not properly functioning).

## Appropriate

### Footwear:

- Closed-Toe Shoes: All footwear must have closed toes.
- Flat Canvas Shoes: While flat canvas shoes are generally acceptable, please ensure they provide adequate support for physical activities.

### Bottoms:

- Pants: Pants are a suitable option.
- Skirts or Dresses: Skirts or dresses should not extend more than 3 inches above the knee.

### Tops:


- T-Shirts: T-shirts are allowed, but avoid those with offensive or negative messages. Opt for shirts with kind and encouraging messages.
- Athletic T-Shirts: Athletic T-shirts are appropriate for school.
- Collared or Button-Down Shirts: Collared or button-down shirts are also acceptable

## Not Appropriate Attire

### Footward

- *Flip-Flops and Crocs*: These types of footwear do not provide adequate support and can be hazardous.
- *High Heels*: High heels are not appropriate for a school environment.
- *Wheeled Shoes*: Wheeled shoes can pose a safety risk in hallways and other school areas.

### Tops

- *Short Shorts or Short Skirts*: Shorts or skirts should not extend more than 3 inches above the knee.
  - *Shirts with Inappropriate Language*: Avoid clothing with offensive or negative messages.
  - *Tube Tops and Halter/Mid-Drift Tops*: Tops should provide appropriate coverage.
  - *Hats or Bandanas*: Hats and bandanas are not allowed inside the building.
- 



# Dress Code

## **Physical Education:**

*Appropriate Attire:* Please ensure your child is dressed appropriately for physical education classes, which may take place both indoors and outdoors. Coats are necessary for cooler days.

*Footwear:* For safety reasons, tennis shoes or sneakers are required for all P.E. classes.

*Dress Code:* Refer to the dress code section for specific guidelines.

## **Electronics:**

*Prohibited Devices:* Personal electronic devices, such as cell phones, are not allowed at school.

*Exceptions for Childcare:* If your child requires a cell phone for before or after-school care, please ensure it is kept turned off and secured in their bookbag throughout the school day.

*No Liability:* The school is not responsible for lost or stolen phones.

## **One Card:**

*Student ID:* Each student will be issued a One Card, which they should wear throughout the school day.

*School Storage:* The One Card remains at school when classes are not in session.





# Meals, Wellness, and Health

## **Breakfast:**

- Breakfast is served from 7:25 am to 7:45 am each morning.
- All breakfast consumption is paused during Morning Movement
- Car riders should arrive at school by 7:30 am since instruction begins right after announcements at 7:50 am.
- Breakfast is not served if school opens two or more hours late.

## **Lunch:**

- Students may bring a lunch from home any time.
- Microwavable foods are not allowed as there are no microwaves available for student use.
- Students can purchase milk, ice cream, and other snacks, but soft drinks are not permitted.
- We discourage sending excessive sweets in lunches.
- Parents are welcome to bring their child lunch but cannot share it with other students.
- Good manners and following school rules are expected in the cafeteria at all times. This applies to both students and visiting parents.

## **Payment:**

You can pay for your child's lunch using cash, check payable to Washington Elementary, or online at [www.k12paymentcenter.com](http://www.k12paymentcenter.com).

Include your child's name and student number in an envelope for cash or check payments.

Online registration allows you to view and make payments for a small fee.

## **Purchasing Ice Cream:**

Students can only purchase ice cream when their class goes through the lunch line. They won't be allowed later.





### **Student ID and Account:**

- Each student has a unique student ID assigned by Guilford County Schools.
- They can keep this number throughout their time in the district.
- Students will use their One Card to scan when entering the cafeteria line.

### **Adults Joining Lunch:**

- Adults are welcome to eat lunch with students. Adult meals are purchased separately (a la carte).
- Adults and their child will sit at designated tables.

### **Chewing Gum:**

- Chewing gum is not allowed at school unless specifically provided by a teacher for supervised chewing.


### **Classroom Celebrations:**

- Teachers and room representatives will arrange details for two larger celebrations each year.
- Classes can exchange cards and small gifts on Valentine's Day.
- Small birthday celebrations are allowed during lunch. Balloons, flowers, etc., are discouraged and will not be delivered to classrooms.
- Cupcakes, doughnuts, ice cream, and soda are not allowed due to school policies. We encourage healthier store-bought snacks like frozen yogurt, fruit pops, fresh fruit and cheese, popcorn, s'mores, or Rice Krispie treats.

### **Student Wellness Policy**

Guilford County Schools adopted the Student Wellness Policy in May of 2006 in accordance with the NC State Board of Education's policy EEO-S000 (Amended in 1993) and the Eat Smart Nutrition Standards (GS115C-264.3). These policies and standards have been created as part of an effort to address childhood obesity in North Carolina and in Guilford County Schools. An important part of this policy is that school personnel provide students with 30 minutes of physical activity per day. In addition, students will receive support and guidance for being physically active. All foods available for group distribution must meet the goals of the Wellness program. The specific nutritional requirements indicate that a food provided for group distribution must have a calorie content that is less than 35% sugar compared to the total weight of the portion, less than 35% of total calories from fat (excluding nuts), less than 10% saturated fat, and less than 1% trans fat. Dairy products must have fewer than 200 calories, in addition to requirements just listed. Parents should check with their teacher or with administration prior to purchasing snacks for the classroom to ensure that food items meet the nutritional guidelines.

### **Additional Notes:**

- Removed unnecessary repetition and emphasized important information.
  - Improved clarity and flow of information.
  - Clarified payment options and online registration for lunch accounts.
  - Streamlined information about classroom celebrations and birthday treats.
- 





## **Medications**

### **Medication Administration Procedures**

Guilford County Schools prioritizes the safe administration of medications to students during school hours. We understand that medication should only be given by school staff when parents cannot make arrangements for before- or after-school administration. No medication, prescription or non-prescription, will be administered without written authorization from both the parent and a licensed healthcare clinician.

### **Authorization and Medication Requirements**

To authorize medication administration, parents and healthcare clinicians must complete the Authorization of Medication for a Student at School form. This form is available in the school office. Medication must be delivered in person by the parent or guardian.

All medications must be administered as directed by the healthcare clinician. Prescription medications must be in a properly labeled container from the pharmacy, including the student's name, drug name, administration frequency, and dosage. Non-prescription medication must be in the original container and administered according to written instructions from the healthcare clinician.

### **Medication Changes and Withdrawal**

Parents are responsible for informing the school if a healthcare clinician changes a medication. This involves submitting a new Authorization of Medication form.

If a parent wishes to withdraw medication authorization, they must notify the school orally or in writing. Parents are responsible for removing any unused medication from the school. All unused medication should be picked up by the parent or guardian at the end of the school year.


### **School Health Program**

A public health nurse visits our school weekly to oversee the general health supervision of our students. If you need to see the nurse for your child, please contact the school.

### **Illness and Injury**

Students who become injured or ill at school will be sent or brought to the school office. Students with a fever over 100 degrees, vomiting, diarrhea, undiagnosed or untreated rash, or who pose a health risk to others will not be allowed to remain at school. We will make every effort to contact parents if the situation is severe. It is crucial to ensure the school has accurate and up-to-date contact information for parents.

Students experiencing symptoms of Covid-19 will be isolated and then sent home. They will need to quarantine or return with a negative test result. Students exposed to Covid-19 will need to quarantine.



# MEDICATIONS

Students may not bring over the counter medicine to school without a doctor's note.

Prescribed medications should be brought to the school by a parent in the original container with a doctor's note and left in the front office to be secured.

Epi-pens and inhalers are kept in the classroom.

A log is kept indicating each time a student takes his or her medication.






## Parent-Teacher Organization (PTO)

Our PTO is a vital parent organization that provides a platform for us to collaborate and support our students' academic progress. We encourage you to join the PTO and actively participate in meetings and functions. These events offer opportunities for parents to connect with staff, other families, and the school. Your involvement demonstrates your commitment to your child's education. Membership is \$5, and you can join at any time, although early enrollment is recommended.

## PTO Meetings

PTO meetings are held once a month in the evenings.

## Assessments and Monitoring

- **NWEA Universal Screeners:** Students in grades K-5 will take these assessments three times a year to identify strengths and areas needing support. It also compares students' academic performance to their peers nationally. Students in the bottom 20% will receive supplemental instruction.
  - **District Interim Assessments:** Students in grades 3-5 take these assessments three times a year to assess taught standards. Teachers use the results to plan differentiated and corrective instruction.
  - **Progress Monitoring:** Students in the bottom 20% of each class are monitored regularly using the Fastbridge assessment program to track the effectiveness of support.
  - **End-of-Grade (EOG) Assessments:** Students in grades 3-5 take EOG assessments during the last ten days of school. Third graders also take a beginning-of-year reading assessment.
  - **Read to Achieve:** Third graders who do not pass the reading EOG have the opportunity to take the Read to Achieve test as an additional way to demonstrate grade-level reading proficiency.
- 



# Transportation


## **Bus Safety and Bus Transportation**

Students riding a bus shall not display any type of behavior that interferes with the safe and efficient operation of the bus. The bus driver is in charge of the bus and its occupants at all times. Students must always comply with the directions and requests of the driver. The following bus safety rules shall apply at all times:

- Enjoy a conversation with your seatmate at voice level 2.
- Sit in your seat and face forward at all times except to get on the bus or off the bus.
- Keep hands, feet, and objects to yourself.
- Follow directions of the bus driver or safety assistant.
- Enter and exit the bus in a single file line.

When bus safety rules are violated, the driver will report the infraction(s) to the principal or assistant principal with a written disciplinary referral. After talking with the student and the driver, the school administrator will determine the consequence for the behavior. Typically, depending upon the severity of the infraction, the first offense will often result in a conference with the student and a letter of warning to the parent. Further infractions typically will result in a withdrawal of riding privileges for one (1) to five (5) days. More severe infractions, such as physical aggression, may result in a withdrawal of riding privileges with the first offense. Special circumstances can warrant the suspension of riding privileges for the entire school year.

During the period of bus suspension, it is the parent's responsibility to provide transportation to and from school on a daily basis. Regular attendance is still required by law even though riding privileges have been suspended.







## **Special Guidelines for Parents**

### **Be Prompt and Prepared:**

- Have your child at the bus stop 5-10 minutes before the scheduled arrival time to avoid delays. Buses do not wait for late students.
- Meet the bus only at designated stops. Bus drivers are not allowed to stop at unauthorized locations.

### **Safety First:**

- Do not let your child board the bus until it comes to a complete stop.
- The bus will stop about 15 feet in front of your child for safety.

### **Bus Route Changes and Permission:**

- Written parental permission is required to change your child's bus stop, such as when getting off with a friend.
- All bus notes must be signed by a school administrator before being accepted by the bus driver.

### **Capacity and Conduct:**


- If the bus is full, only students assigned to that route are allowed to board.
- Parents or others are never to board a school bus and threaten or intimidate the driver or passengers.
- Boarding a school bus without permission is a criminal offense and may result in law enforcement involvement.

### **Changes in Transportation**

If your child needs to go home a different way than usual, then please email the teacher by the day before or send in a note with your child. Teachers do not check emails or phone messages frequently throughout the day, so it is imperative they know in advance. Change in transportation requests cannot be accommodated after 2pm on the day of the request.

### **Student Telephone Use**

Use of the school telephone by students is limited to emergency calls only. Calls for permission to go home with friends, etc. will not be permitted. These matters should be taken care of at home.



# Movement and Recess

- It is expected that classroom teachers facilitate and participate in organized recess. Make sure students are always within your sight. Staff members should closely monitor students to prevent any potential discipline problems and/or accidents. If a student needs to return to the building for any reason do not send the student alone.
- Teacher will provide students with 30 minutes of physical activity to start the school day (20 minutes Morning Movement Circuits, 10 minutes Yoga and Breathing)
- By the end of the school year teacher will
- Students should receive a 30-minute recess each day.
- Students should be provided with a 2–3-minute teacher led/ planned movement break every 30-40 minutes while in the classroom.
- Students will participate in a structured physical education class at least once per week for 45 minutes.

NC State Law

NORTH CAROLINA STATE BOARD OF EDUCATION

Section 5. PHYSICAL ACTIVITY AND RECESS

For schools in which Physical Education is not currently offered daily to all K-8 students, a minimum of 30 minutes, daily, of moderate to vigorous physical activity shall be provided by schools for all K-8 students. This requirement can be achieved through a Physical Education class offered to all students. On days when Physical Education is not part of a student's schedule, the 30-minute physical activity requirement can be met by activities such as recess, dance, classroom energizers, or other curriculum-based physical activity programs.

Recess shall consist of unstructured free play or structured games and activities. Recess and physical activity shall not be taken away from students as a form of punishment; furthermore, exercise shall not be assigned for use as a form of punishment for students.

The physical activity required by this section must involve physical exertion of at least a moderate to vigorous intensity level and for a duration sufficient to provide a significant health benefit to students according to National Physical Activity and Health Guidelines. Activity sessions should be no less than ten-minute segments that, when combined, total 30 minutes of daily physical activity.

# Visitors



- All visitors must check in at the school office and print a visitor badge upon arrival. Visitors must sign out when leaving.
- All visitors must wear a visitor tag at all times while on school property.
- All visitors must adhere to the student dress code policy.

We invite you to schedule conferences with your child's classroom teacher, as needed. be scheduled with the teacher in advance. However, classroom observations are not permitted in order to protect the privacy and safety of all students.

While visiting, cell phone use is prohibited.

- Visitors may eat lunch with their children in the cafeteria after going through a WES visitor/volunteer orientation.
- Visitors may attend scheduled conferences.
- We will send students to the front lobby when parents request to talk to their children during school hours.
- Parents will not be permitted to walk their children to class, to maintain safety.



# Visitors



## Lunch with your Student

Prior to visiting Washington Elementary to have lunch with your child, the Visitor Orientation must be scheduled and completed.

- Arrive 5 minutes prior to student's lunch time.
- Check-in to receive a visitor's badge.
- Wait in the front lobby for your child to walk by with their class.
- During lunch, sit with only your child at the designated parent/student lunch table.
- Allow your child to join their class as they return to their classroom.
- Check out in the front office after lunch.



# Volunteers



- Volunteers must complete the online Criminal Background Check prior to working with students.
- All volunteers must complete the GCS Volunteers forms and a background check prior to volunteering. These forms can be accessed at [www.gcsvolunteers.com](http://www.gcsvolunteers.com).

After completing GCS mandated volunteer registration and receiving clearance, you must...

1. Contact our front office to notify us of your GCS clearance.
  2. Sign up for the Washington Volunteer Orientation. (Orientations will occur twice a month.)
  3. Be assigned to areas of service based on student need.
- Volunteers are organized through Mrs. Allah and must go through a WES orientation prior to volunteering.
  - Volunteers will be placed based on student need.