

Parent/Student HANDBOOK
Brassfield Road Elementary School

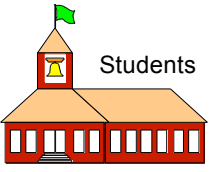
2001 Brassfield Road, Raleigh, NC 27614

919-870-4080

FAX 919-676-5022



WAKE COUNTY
PUBLIC SCHOOL SYSTEM



SCHOOL HOURS

Students should be seated at 9:10 am so that instruction can begin promptly at 9:15 am. We encourage students to arrive at 8:45-9:00 am to begin their day. At that time, students will be allowed in to go to their classrooms. Students arriving earlier **must** be enrolled in the supervised *Before School Program*. Each afternoon, students who ride school buses and day care vans are dismissed at the back of the school. Students who are picked up by car leave from the front area of the school. Adults and safety patrols are on duty to assist with loading and unloading cars. Car riders should be picked up no later than 4:00 p.m. The school office closes at 4:30 p.m.

BEFORE SCHOOL PROGRAM

The *Before School Program* is provided for parents who need to leave their children at school between 7:00 a.m. and 8:45 a.m. School employees supervise students. For additional information, including a fee schedule, please contact the office at 870-4080.

YMCA AFTER SCHOOL PROGRAM

The YMCA offers an after school program on the Brassfield Campus from 3:45 p.m. to 6:00 p.m., Monday - Friday. The program has professional leadership and supervision. The creative structured program has a staff to child ratio of 1:9. For more information and a fee schedule, please contact the A.E. Finley YMCA at 848-YMCA (9622) or during the school year after 3:45 p.m. at 870-4030.

The YMCA follows all WCPSS policies during inclement weather. If school closes early, there is no YMCA. It is the parent's responsibility to monitor weather conditions/closings and to make alternate arrangements for their children.

ATTENDANCE & TRANSFERS

Attendance: Students need to be at school at least of the school day (12:30 pm.) to be counted present. When a student has

BRASSFIELD ROAD FOOD POLICY

RATIONALE: At Brassfield Road Elementary, we believe that we teach the whole child. Of particular interest to our staff is the health and welfare of our students, including fostering knowledge of healthful nutrition and positive decision-making. Increasing numbers of children have allergies to multiple foods, are obese, have diabetes or have conditions that predispose them to diabetes. For this reason, Brassfield Road adopted the following food policy:

1. Our school is a peanut-free school in the classrooms. No peanut butter or peanuts will be used in the classrooms for learning experiences, snacks, or instructional presentations. Parents may send peanut butter or peanut products that children eat in the cafeteria for lunch. If Wake County Public Schools sells peanut butter or peanut products, they may be eaten in the cafeteria only. Since many products contain trace amounts of peanuts, we do not assume liability for exposure to peanut products. If your child has a peanut allergy, the teacher will confer with you about foods that are acceptable to give the child. On field trips, children may bring peanut butter in bag lunches. Prior to a field trip with bag lunches, parents of children with allergies need to make arrangements for appropriate accommodations. If a student has diabetes, we will accommodate the need for a protein snack.
2. It is vital that all parents let us know about a child's allergies or health concerns by noting them on the locator card at the beginning of the year. If a student is known to be highly allergic, there must be a plan in writing, approved by a physician, citing the offending allergens or medications and giving directions for the child's routine ongoing care as well as emergency care and medications. The student should have a Medic Alert or similar identification on their person at all times.
3. The classroom teacher must approve all foods for learning experiences in advance.
4. Please send healthful snacks. Examples include but are not limited to fresh fruit or vegetables or similar snacks. Please do not send chips, cookies, or other sweets.
5. Brassfield Road Elementary will celebrate the birthday of each student and staff member with an acknowledgement on Bearly TV. Please do not send in a special snack (cupcakes, cookies, or other sweets). If parents bring in or send in these items, they will be returned to the parents unopened. This action will help us comply with a mandate from the State Department of Environment and Natural Resources to avoid homemade products, and it will avoid the stigma that some parents feel when they are not able to provide store-bought snacks to recognize their child's birthday.

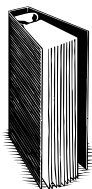
STUDENT CONDUCT

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



LOST AND FOUND / VALUABLES AT SCHOOL

Students who lose personal items are urged to check the "lost and found". Periodically, items in the "lost and found" are displayed in front of the cafeteria. Small items (jewelry, money, etc.) are usually turned in to the office. Don't delay; unclaimed articles are donated to charity after a reasonable amount of time, i.e. at the end of each quarter. Students who bring unneeded money or valuables to school, do so at their own risk. The school is not responsible for thefts or losses.



TEXTBOOKS

Textbooks issued to students are the property of the State of North Carolina. When they are returned to the school reasonable wear is expected. Lost books are charged at full replacement value. Payments are made to the school office.

WAKE COUNTY STUDENT / PARENT HANDBOOK

Please sign and return the verification/agreement form on page 1 of the WCPSS Student/Parent Handbook and return to your child's teacher within the first 10 days of school.

DISCLAIMER

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

accumulated a total of 10 absences or tardies, you will receive a letter from the principal. Additional absences or tardies will be referred to our school counselor and/or the Department of Social Services. The complete attendance policy can be found in the WCPSS Parent/Student Handbook.

Absences: Please call the office before 9:30 a.m. if your child is ill and will miss school for the day. This will ensure proper attendance coding and will cancel the automated phone call in the evening. In addition to calling the office, please send a note with an explanation for the absence when the student returns to school.

A note should be given to the teacher prior to planned absences from school. Form 1710 "Request for Excused Absence for Educational Reasons" needs to be submitted to the office prior to the absence. Refer to the WCPSS Handbook for further guidelines. Assignments will not be given ahead of time.

Homework assignments missed during an excused absence may be made up when the student returns to school.

Late Arrival: If your child is late to school, please sign him/her in at the office. The student must have a pass from the office to enter class.

Early Dismissal: Children should not be routinely checked out early. Excused early dismissal should be for the same reasons as an excused absence. Extra-curricular activities (soccer, ballet, horse-back riding, etc.) are not excused reasons for early dismissal. Requests for early dismissal should be submitted in writing to the teacher. We will call the classroom when you arrive in the office to sign your child out. Please arrive prior to 3:30 to sign out a child for early dismissal to avoid mix-ups and delays with our dismissal policies. We will not call children for early dismissal after 3:30. *Note: At the beginning of each school year, you must fill out a locator card and have signatures on the back of anyone who has permission to pick your child up from school.*

Transfers: Students who move outside our base school area may request a transfer to stay at Brassfield. Check with the office for more information/transfer form.

Withdrawals: A student leaving Brassfield should notify the teacher and office prior to the last day of their attendance and complete a withdrawal form. All textbooks and library books must be returned/paid for prior to leaving. School records will be forwarded to the new school upon receipt of their request.

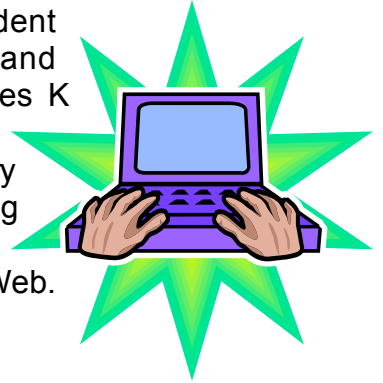
CURRICULUM ENRICHMENT / EXTRA ACTIVITIES

Each elementary school in Wake County provides a variety of extra services designed to enrich and support the core curriculum. Music, Art, Media and Physical Education are provided for all students on a weekly basis.

Fifth graders make up our *Bearly TV* production crew for daily announcements, weather and news, with 3rd and 4th graders serving as on-screen talent. They are also active in the day-to-day service of the *Safety Patrol*. Media Helper, Green Team, Student Team Leaders, Technology Club and Chorus.

TECHNOLOGY

The world is literally at every Brassfield student's fingertips. At Brassfield we continue to pursue our objective of expanding the capabilities of our computer and television networks in order to provide a variety of technology-related opportunities that enhance student learning. Brassfield's technology teacher is available to help teachers and students integrate technology into the curriculum. All of our students, grades K through five, participate in age and ability appropriate activities using their classroom computers, the computer lab, and our television studio. Every computer connected to our network has access to the Internet for conducting research, communicating with students from other schools, states and countries, and creating content for our own presence on the World Wide Web. You can find Brassfield on the Internet at <http://brassfield.wcpss.net>.



You must turn **RIGHT** out of our parking lot during carpool arrival/dismissal times. This process ensures a safe, quick dismissal process.

GETTING AROUND: TRANSPORTATION BEFORE AND AFTER SCHOOL

Parents with before or after school conferences should park in the front lot. Please do not park in the bus loop or in the carpool zone.

School staff members are obligated to be certain each child leaves the school grounds by his/her regular means of transportation – either by bus or car. Parents must inform the teacher, in writing, when there is any change in a child's usual routine home.

Catching the bus ...

The WCPSS Transportation Department (562-3630) assigns students to the bus stop closest to his/her home. These assignments are for the entire year. The transportation supervisor is responsible for bus routes and the assignments of stops. Please do not ask the bus driver to change a route or stop. Forms for bus stop changes may be picked up in the school office. Students may only ride the bus to which they are assigned. If an **emergency** occurs that your child needs to ride home on the bus with another student, a written request must be submitted to the principal for approval. Please include the address of the child with whom they are riding. Queries about a late bus should be directed to the Wakefield Transportation office (562-3630).



Carpooling procedures ...

Carpooling students may be dropped off as early as 8:45 am. DO NOT drop your child off until you see an adult staff member outside on carpool duty (doors are locked until 8:45 am). Carpool students are dismissed at 3:45 pm. Please pick up students in the assigned carpool area. Carpool drivers should wait for directions from the traffic supervisor before exiting the area. Students not picked up by 4:00 pm will wait in the office/lobby area for their drivers with their teacher. Drivers will have to sign the student out in the office. (Refer to instructions attached to carpool application).

You will keep the same carpool number from year to year; however, for security purposes, only tags issued by this office will be accepted and you must complete a new registration form each year. Additional carpool tags are available for a fee.

Please note: *NC Child Passenger Safety Law – G.S. 20-137.1: A properly used child restraint device is required if the child is less than 8 years AND weighs less than 80 pounds.*

CELL PHONE USE IS PROHIBITED DURING CARPOOL!

PROGRAMS FOR EXCEPTIONAL CHILDREN

Through federal and state laws, programs are provided for students with special needs, either on a full or part-time basis. At Brassfield, these programs include language arts/math resource, academically gifted, speech and English as a Second Language. We also have a self-contained cross-categorical class for 3rd-5th graders and a self-contained multi-handicapped class.

Itinerant services are also offered for speech/language, hearing impaired, visually impaired, as well as physical and occupational therapy. Parent and teacher referrals for any of these programs are handled through the Student Support Team. Please contact the school or your child's teacher for more detailed information on the referral process.

WHEN YOU NEED ENCOURAGEMENT

Wake County has a guidance program for elementary children. Brassfield's counselor is available to lend support, encouragement, and limited counseling to students and their families, both in good times and in times of concern. Besides minimum on-site counseling, a variety of workshops and classroom sessions throughout the year on topics of interest to students and parents are offered. We also provide excellent referral services to outside agencies for more intense counseling and other needs. Our Peace Frog program teaches character education and rewards children who demonstrate good character.

WHEN YOU NEED AN APPOINTMENT . . .

We'd like for you to stay informed of your child's progress, and we recommend doing so by scheduling a minimum of two conferences per year. If you'd like to schedule a conference with your child's teacher, send a note with your child requesting the teacher contact you to schedule a day and time convenient to both of you. Expect a call or note within two school days.

Drop-in appointments will not be honored between 8:45 a.m. and 4:15 p.m. due to the teacher's direct instruction and supervision of students. Appointments with an administrator or counselor may be made by calling the school office.

IF IT CAN'T WAIT . . .

Should you need to reach your child or the principal in an emergency, call the office and inform the staff of the urgency of your call. You'll be put in touch directly with an administrator or your call will be returned promptly.

Students may use the telephone for important or emergency calls approved by their teacher or the office. We will not interrupt classes for forgotten homework, lunches, etc.

Please help your child make these plans before coming to school.

WHERE ARE YOU?

It's just as important for us to know where you can be reached during the day should your child need you. Please make sure your daytime phone numbers on file in the office are correct, and leave a reliable emergency number with us. Notifications for early school closing can now be done by e-mail, WCPSS web page or our Brassfield web page. Be sure your e-mail address is also updated in the office. Inform us immediately should you have a change of address or work location.

VISITS . . .

If you wish to volunteer in your child's classroom, please make arrangements with the teacher. We request that younger siblings not come to the classroom and/or on field trips. Please keep in mind that unannounced, informal teacher contact during the school day takes instructional time away from your child and others. If you have an urgent situation, please come to the office and we will assist you.

Remember: All visitors/volunteers must sign in and out in the office and wear a badge during each visit to school.

Nosebleeds: If a child has a nosebleed that lasts 15 minutes, a parent will be called to pick up the child. If a child has a second nosebleed in a day, regardless of length, a parent will be called to pick up the child.

Lice: The WCPSS has a NIT-FREE policy regarding lice. When a child who has had lice returns to school, they must stop in the office (Health Room) to be checked by school personnel to ensure that all nits have been removed. If there are still nits present, the child will not be permitted to remain in school.

Due to new federal regulations (HIPA) regarding privacy, Brassfield must protect the confidentiality of students in the Health Room/office. We request your cooperation with this.

SCHOOL NURSE

Each elementary school is assigned a nurse who is part of the staff at the Wake County Health Department. The nurse comes to our school one day each week. She is also on-call to us through the Health Department. Please contact the school nurse if your child has a health condition that warrants a health care plan.

Trained teacher assistants do vision and hearing screenings periodically throughout the school year. Problems are referred to the school nurse for additional screening. The nurse contacts parents if professional evaluation is warranted.

Again, check to be sure we have your accurate daytime telephone information. If you are often away from your phone, you should file your beeper or cell phone numbers with us as well.



FIRE & TORNADO DRILLS

An announced or unannounced fire drill is conducted each month during the school year. Evacuation routes are posted in each classroom. Tornado drills are practiced several times during the year. We also participate in the statewide Tornado Awareness Week. If you are visiting our school during this time, you are required to follow all procedures.

ILLNESS / MEDICATION

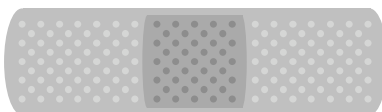
Becoming sick at school: If your child becomes sick at school, we will take his/her temperature and contact you. **Wake County's policy requires that "a child with a fever of "100° or more" must go home and be fever-free for a full 24 hours before returning to school". If a child has vomited the parent will automatically be called to come to the school to take the student home.**



Medications: If your child takes long-term medication, form 1702 (available at school and doctor's offices) must be completed and signed by the parent, doctor, and principal. This form must be updated each year. Should your child need to take a short-term medicine (up to 2 weeks) at school, we will need a note from you with instructions. The pharmacy label will act as the physician's order. All medication must be in the original container. Medication is stored, dispensed, and recorded in the office. No over-the-counter medications (cough drops, aspirin, creams, etc.) may be given without a physician's order. Parents are responsible for transporting medication to and from school. All medication must be signed in and counted (in the case of pills) by the parent in front of a member of the office staff before the school will accept it.

Injuries: If your child is hurt at school, we will administer limited first aid (soap and water, Band-Aids, ice, TLC) and will contact you concerning an injury more serious than a minor abrasion. If, in our judgment, an injury requires immediate medical attention, we will call 911 for emergency assistance and then will immediately try to contact you at home or work. If your child needs to be transported to the hospital, an adult from the staff will accompany him/her if you have not arrived at school.

Please be certain we have your correct telephone numbers (home, office, cell, pager) on file with the office and the teacher.



According to OSHA regulations, if students get blood on their clothing they cannot return to class. We will call a parent to bring a change of clothes and to pick up the bloodstained item, as it cannot be transported on the bus. It may save you an immediate trip to school if your child keeps a change of clothes at school just for such a situation.

VOLUNTEER PROGRAM

Volunteers provide a rich resource of talents, skills, and expertise to support students and our school. We welcome your involvement and support in providing creative and effective programming to increase student achievement at Brassfield. WCPSS has outlined specific requirements for volunteers to meet before beginning assignments. You may register in the office. You will need your driver's license to do so. The following volunteer levels are options for your selection:

Level 1: Activity with no student contact (*i.e. copying, Media Center volunteer*)

Level 2: Activity in classroom or other group setting (*i.e. grade parent, classroom centers, Super Kids' day volunteer*)

Level 3: Activity that involves direct contact with students under limited supervision (*i.e. field trip chaperone, tutoring*)

Level 4: Activity allowing unsupervised contact with students on or off campus (*not usually applicable to elementary school*)

Depending on your level of involvement, a confidentiality agreement (level 2 & up), training and/or orientation (level 2 & up), and a criminal background check (level 3 & up) may be necessary. At the beginning of each school year, volunteers have to register again and update his or her school assignment schedule. Registration may be completed at your child's assigned school or another Wake County Public School. Background checks are valid for two years. Therefore, new volunteers in Wake County Schools will be required to have a background check completed before beginning assignments. We look forward to having you partner with our staff to help our students achieve success.

WE NEED YOU ... PTA AT BRASSFIELD

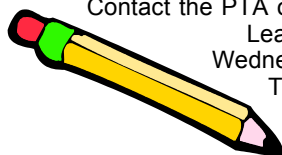
Please join the PTA as early in the school year as possible. PTA membership entitles you to vote on issues and decisions that directly affect your child(ren). General PTA meetings are scheduled throughout the year. Notices of these meetings will be sent home with your child. PTA board meetings are held once a month. These meetings are open to everyone.

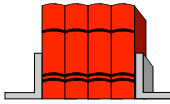
There are many ways for you to become involved. **PTA volunteers** play a valuable role in the success of our students. Contact the PTA or the school if you are interested in volunteering! We need you!

Learn about special events, announcements and classroom news in the **"Bugle"** sent home in your child's Wednesday folder.

The PTA's **"School Store"** is open Monday-Thursday from 8:45 a.m. - 9:10 a.m. Pencils, notebook paper, composition books, crayons, T-shirts, etc. are just a few of the items for sale.

School Spirit Day: Every Friday of each month is School Spirit Day. Wear your blue and gold!





MEDIA CENTER

Brassfield's Media Center is open weekdays, 8:45 a.m. to 3:45 p.m. Students and parents are welcome to check materials in or out during those hours. We're also open one day a week in the summer. Because students use the Media Center for research, study, and reading, please use low voices. Return all books and materials on time and in good condition. Students may exchange books from 8:45-9:15 am, during open circulation. They must have a library pass from their homeroom teacher.

Classroom teachers and the media specialist plan together to incorporate reference skills, literature appreciation skills, and/or technology into all areas of the curriculum. Students may check out books for one week with two renewals allowed for all books. K-2nd grade check out two books at a time; 3rd graders are allowed three books; 4th graders are allowed 4 books and 5th graders are allowed five books. Students will be required to pay full price for lost or damaged books. Students may not check out books until overdue or lost books are returned or the cost of the books is paid.

Parent volunteers are welcome to work in the Media Center. Duties include shelving books, processing new materials, helping with circulation and inventory, and working at the book fairs. Two book fairs held during the year provide financial support for the Media Center. One book fair is held in the fall and the other is held in the spring.

PHYSICAL EDUCATION

On PE day, students should wear comfortable play clothes (pants/shorts and shirt) and tennis shoes. Flip-flops, jellies, boots, and dresses are inappropriate. Keep in mind that flip-flops/ sandals are not safe for climbing or outdoor activities on any day. When dressing your child for school, please remember that the playing field consists of some red clay, which does not wash out of clothes easily. Classes go outside for PE activities and recess most days.

PEPI (Physical Education People Institute) student volunteers from Wakefield High School also participate with our students in physical education.

Special dates:
September: *Physical Fitness Testing*
October: *Red Ribbon Week*
May/June: *Super Kids' Day.*



CAFETERIA

Meal and Milk Prices

Student Breakfast *	Daily	5 Days	20 Days
Reduced Price	.30	1.50	6.00
Full Price	.80	4.00	16.00
Adult Breakfast: a la carte prices			
Student Lunch **			
Reduced Price	.40	2.00	8.00
Full Price	1.75	8.75	35.00
Adult Lunch: a la carte prices			
Extra Milk	.50	2.50	10.00

*includes juice or milk

**includes milk

You may purchase pre-paid meals and milk in the cafeteria any school day between 8:45 a.m. and 9:15 a.m. Pre-paid meals are available in weekly or monthly increments. **We encourage you to buy 20 pre-paid meals (one month).** Make checks payable to Brassfield Elementary Cafeteria, making sure to put your child's name, lunch number, and teacher's name on the check. Child Nutrition Services has an auto-pay lunch money program where you can pay by bank draft. Information will be sent home at the beginning of the year. Students who forget lunch money will receive a fruit/vegetable plate and water. Lunches may not be "charged."

At the beginning of each school year, Wake County Child Nutrition Services will mail to all registered students a form to apply for free/reduced lunch. **You must fill out this form each year if you wish to continue as free/reduced lunch status!** List all children on the same form and have your youngest child return the form to school. Should your situation change at any time during the year, a form may be picked up in the office.

Parents are always welcome to join their children for lunch, except the first 2 weeks of school as we adjust to new routines. Buy a cafeteria lunch or bring one from home, but **please refrain from bringing "fast food" or pizza into the cafeteria.** Carbonated drinks and glass bottles are not allowed in the cafeteria. We encourage you to meet your child at the cafeteria entrance, and allow your child to return to his/her classroom with his/her classmates.

MISSION

Brassfieldpreparing students for a rapidly changing world.

SCHOOL TID-BITS

Did you know?

- Brassfield Elementary School opened in 1989
- The school colors are blue and gold, and the school mascot is “Brassy Bear”
- The 5th grade class of 1994-95 was the first class to complete six years at our school

PERSONAL DATA		SPECIAL CLASSES SCHEDULE	
Student Name		Art	
Homeroom Teacher		Music	
Lunch #		FE	
Carpool Number		Media	Media #
Bus Name		Technology	
Wakefield Transportation	562-3630	Lunch	
Brassfield Road Elementary	870-4080	PEPI	

This handbook is provided to you with easy-to-find answers to questions about Brassfield and to establish some common procedures for all of us. Although we have included as much information as possible, you may have additional questions. If so, please contact your child's teacher, refer to the Wake County Public School System handbook, or call the school's office. We hope you will read this thoroughly and keep it available for reference during the year.

This handbook has been adapted by one created by Lead Mine Elementary School PTA. No part of it may be reproduced without written permission of its original creators, Marian J. Kirchoff, Susan Byrum Roundtree, Valerie Bass, and Wade Lewis. ©1996, Lead Mine Elementary School PTA

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