



Fantastic Fourth Grade Facts

This is a supplemental, grade specific, handbook with helpful information, some of which can be found in more detail in both the York Elementary Handbook and the WCPSS handbook.

School Hours, Absences, and Tardies

Our school day begins promptly at 9:15 and dismissal is at 3:45. If your child arrives to school late (after 9:15am) you must come into the office to sign your child in and receive a tardy slip. If you need to check out your child early from school, for any reason, you must go to the office to sign your child out and the receptionist will call down to the classroom and notify the teacher. All student check-outs need to occur prior to 3:15. Should your child be absent from school due to an illness or any other reason, you are required to send an email and/or note upon your child's return to school, stating the reason for the absence.

Transportation

If there is ever a change in your child's transportation, it is our school's policy that you **MUST** specify the change in writing. If we do not receive notice of the change, your child will be sent home by his/her usual method. We will **NOT** change the child's transportation method without a note from home. If an emergency should occur and a change must be made after your child has come to school, you may make a phone call to the office. These changes must be made before 3:00.

Carpoolers and Van Riders will be dismissed from the classroom at about 3:40 and proceed to the gym. There, they will be called by their carpool number and proceed out to the carpool loop where they will be loaded into cars by safety patrol and staff members. If you have not already done so, please obtain a carpool number from the office. Please help your child learn his/her carpool number to assist in the process.

Bus Riders will be assigned a bus color their first day of school. Students will dismiss from their classrooms as the bus color is posted beginning at 3:45 and typically ending at 4:15. Children may only ride on their assigned bus unless we have a written note from a parent with administrative approval.

Medication

Please do not send in any type of medication to school with your child. This includes over the counter medications, lotion, sunscreen, and chapstick. Teachers are not allowed to administer any medication to students. If your child needs to take medication during the school day, please contact the office and fill out the appropriate forms. The medicine will be stored in a locked area and administered by the office staff only.

Dress Code

Students are to follow the WCPSS dress code. Students should bring a sweater or sweatshirt to keep in the classroom in case the temperature in the classroom gets a little cold. Please make sure that your child has appropriate footwear for recess and on days we have P.E. I strongly discourage the use of flip-flops at school for safety reasons. Please check the weather and have your child dressed appropriately as such before sending them to school. Unfortunately, we have such a tight schedule that the students do not have time to change their attire. However, accommodations are made for special occasions like student pictures and special events.

Personal Belongings

Please label ALL of your child's personal belongings including his/her backpack, lunch box and clothing. Please DO NOT permit your child to bring personal items such as toys and electronics to school. Students are responsible for the belongings they bring to school.

Breakfast, Lunch, and Snacks

As a Wake County Public School, breakfast and lunch can be purchased for a small fee from the cafeteria. This year, breakfast will be \$1.25 and lunch will be \$2.55. Pricing and monthly menus are posted on the WCPSS website. You can also make online payments through their My School Bucks.com. Each student has a student Identification number which will also be their lunch number. Please assist your child with learning their lunch number at home and have them memorize it. If your child received lunch for free or at a reduced price, you will have to submit a new application each new school year. If you have not received your application in the mail, you may obtain a copy by downloading the form from the WCPSS website or come into the office to pick up one. For those students who will be bringing a lunch from home, please keep in mind that we have no way to heat and/or refrigerate items. **Snack**-Your child may bring a snack to eat during our recess time in the morning. PLEASE ensure that snack choices are healthy and can be easily eaten and cleaned up. **Drinks**-students are permitted to bring water to school for drinking during class and/or at recess. We ask that water is in a flip-top water bottle for ease of access and less likelihood of spills.

Birthdays

Birthdays are special occasions for all children. If you wish you may bring in a store bought treat to share with all your child's classmates. Please email your child's homeroom teacher ahead of time for approval. Treats will be served during your child's regular lunch period. Again, please keep in mind that we will only have two staff members supervising the students during lunch and they will be busy with transitioning classes in and out of the cafeteria. Please do not send in cards, balloons etc., unless you will be taking these items home with you. Any birthday party invitations are your responsibility and should be delivered outside school hours. Feel free to use the York Elementary Student Directory to obtain student's contact information.

Visitors

At York we welcome visitors! As per WCPSS policy, all visitors are to report and sign-in at the front office and receive a visitor's pass. You must keep your pass visible at all times during your visit at York. Please limit visits to lunchtime and school special events.

Volunteers

Throughout the school year there will be a variety of field trips, class activities, and special events. In addition, you may want to be a room parent, help out a teacher, lead an activity, or read with a group of children. Whatever the function, I encourage you to volunteer. When children see adults that are investing their time at York, they get excited and see the importance of learning. All volunteers must apply every year for WCPSS approval in order to volunteer. Feel free to apply online in the York Media Center.

Communication

We believe that positive parent-teacher relationships are necessary for maximum academic success. Throughout the school year, we will be communicating with you using a variety of media types including: the grade level website, newsletters, weekly folders, student agendas, emails, notes, and phone calls. Please feel free to call us if you have any questions, or concerns either by phone and leaving a message with the receptionist or by emailing us. We will try to get back in touch with you as soon as we are available to do so. Please keep in mind that most of our time we are teaching, and using our non-instructional time in meetings with other staff. Please allow up to 24 hours to respond to non emergency calls.

Weekly Folders

Every Tuesday, your child will bring home their Weekly Folder. It will contain any important notices from the school and our PTA, flyers notifying up of upcoming special events, letters from teachers, special events/promotions and student work. All student work and notes from school in the Weekly Folder should be emptied out and stay at home unless otherwise stated. Weekly Folders are to be signed and returned to school the following day.

Conferences

We are required to meet with parents for conferences twice a year, as per WCPSS policy. Once during the fall semester, and once, during the spring semester. Prior to the end of each semester, we will set up a conference schedule in which you can sign-up for a conference, on a first come, first serve basis. However, if you need to schedule a meeting prior to these times, please contact us and we can schedule a conference by phone or in person for you.

Grading and Report Cards

Students will receive a standards-based report card each quarter. Students will receive an interim progress report mid-way through the quarter, as well. In WCPSS, elementary students are assessed using standards-based grading. Levels 1-4 indicate whether your child met expectations on the standard they are being assessed on.

Level 4-Exemplary: student consistently demonstrates an in-depth understand of the standard,

Level 3-Proficient: student consistently demonstrates an understanding of the standard,

Level 2-Approaching Proficiency: student is approaching understanding of the standard or understanding has been inconsistent,

Level 1-Not Proficient: student does not yet demonstrate understanding of the standard,

Homework

Homework will be assigned Monday-Thursday. The assignments should take no longer than a total of 30 minutes. In addition, your child should be reading daily for a period of at least 30 minutes to reinforce their reading stamina in the classroom. We occasionally have additional special projects for the students to complete at home. Please check your child's agenda and homework folder daily for important notices, letters, and assigned homework. All assignments will be posted on the grade level website. Homework assignments are due by the next day and students should be prepared to go over their work in class. Homework will not be graded, but will be a part of your child's work habit grade.

Missed Assignments

In our classes, we follow a workshop model and integrate project based learning. We use binders and notebooks for our notes and as such, which would be bulky and difficult to send home. In addition, many of our assignments are very hands-on and need teacher direction in order to complete them correctly. Occasionally, we will send home make-up work to be completed at home. However, homework assignments should be made up and turned in upon return to school.

Classroom Expectations & Management

At York Elementary, we follow the Positive Behavior Intervention Support (PBIS) model of classroom management where students have school-wide expectations of behaviors. The Y.O.R.K. expectations refer to these school-wide expectations. The four components of **Y.O.R.K.** are:

You Exhibit, Ownership, Responsibility, Kindness.

Should a child have difficulty with meeting these expectations, the following steps will be applied for *minor* behaviors:

Step One: Verbal Warning-where the teacher will remind the student what the expectation should be.

Step Two: Time-Out in the Classroom-the student will be asked to be seated/work away from the group for a short period of time. The student can rejoin the class activity when they feel they are ready to follow the expectations. The teacher will conference with the student at the end of the time as to what the expectation should look like.

Step Three: Time-Out in a Buddy Classroom-should a student continue not to meet expectations, they will be asked to have a time-out in a buddy classroom. Again, the student makes the judgment when they are ready to rejoin the class. The teacher will conference with the student prior to coming back into class.

Step Four: Phone Call to Parent/Guardian-when the other strategies have not been effective with helping the student display expectations, a parent or guardian will be contacted. The call is to get your immediate feedback and input for the given situation.

Step Five: Office Referral-should a student still fail to display expectations, an office referral will be completed by the teacher describing how the student did not meet expectations and the strategies and steps the teacher used to try and correct the situation. The referral will be given to an administrator who will evaluate the situation and provide a consequence should one be deemed necessary. A copy of the office referral once signed off by an administrator will be placed in the student's Weekly Folder as the parent copy.

Please Note: Some behaviors are considered major and will not follow the previously mentioned steps, but will result in directly being referred to the office/administrator.

We believe in reinforcing students' positive behaviors throughout the year in a variety of ways including: verbal praise, treats, treasure box, Bucket Fillers, Lunch Bunch, PBIS Dog Tags, and positive notes/phone calls home.

In addition, our school will implement a character education program that helps foster a positive school climate and build strong classroom communities called the Positivity Project. For more information regarding the Positivity Project, feel free to visit their website at <https://posproject.org/>.

And that is all of our Fantastic Fourth Grade Facts! If you have any further questions, or concerns, please feel free to contact us at rsnell@wcpss.net and jmmatonic@wcpss.net or call the Office at 919-881-4960 where you can leave a message with the receptionist.