

Waddell Language *Academy*



Parent & Student Handbook

2015- 2016

This handbook contains information about our school's policies and procedures.

After School Enrichment Program

An After School Enrichment Program (ASEP) and Before School program is offered at Waddell. The Before School operates from 6:45 -8:00 am. The ASEP program operates from the closing of school until 6:00 pm each school day. If you have questions about the ASEP, please contact the program director, Sharee Moore@ 980.343.5315.

Agendas/Communication Folders Use and Guidelines

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.

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, and encourage your child to handle agendas and folders responsibly.

Attendance

Waddell Language Academy will adhere to all aspects of Charlotte-Mecklenburg Schools system policy and procedures of North Carolina compulsory attendance law, encourage regular attendance, and will inform parents/ guardians at established absence intervals. If your child is out sick, please contact the Attendance Secretary by 9:00 a.m. via email at attendance.waddell@cms.k12.nc.us. Please write a note explaining your child's absence and send it to the teacher on the day he/she returns to school. **All absences will be coded in our system as unlawful until documentation has been provided that the absence met one of the reasons for lawful absences.** If your child is going to be out of school for 3 or more days for an educational trip, request a "Form to Request Absence for Valid Educational Opportunity" from your child's teacher at least 2 weeks prior to the trip. Complete this form and return it to school. **If you are moving out of CMS, please stop by the office to sign a Withdrawal Form.**

Cafeteria

Breakfast is served between 7:45 a.m. and 8:15 a.m. Any student may have breakfast with us. Bus riders immediately report to the cafeteria. Car riders report directly to the cafeteria upon arrival at school. Car riders must arrive **before 8:15 a.m.** in order to have breakfast at school.

Please contact your child's teacher to determine their assigned lunch time.

Birthdays/Parties

Remember that commercially bought items with food labels must be brought in if you wish to share food with someone other than your child— ***nothing homemade is allowed.*** Please communicate with your child's teacher about the possibility of classmates having food allergies. If the teacher knows in advance, he/she can contact the parent to bring in an alternate snack/dessert. Balloons and flowers should not be sent to children at school. For the **Middle School** there are to be **no parties or celebrations during lunch** time in the cafeteria.

Dress Code

Elementary is a uniform school

TOPS

- Shirts must be uniform polo-style short or long sleeve with a collar. Spirit Wear is also permitted.
- No bare waists, midribs, bare backs, and/or low necklines permitted
- Shirt should fit appropriately and not be more than one size larger than the student's body size
- Undershirts, if worn, must be solid white

BOTTOMS

- Pants, jumpers, shorts, skirts/skortts must be solid navy or tan-colored khaki (holes, rips, designs, and ornamentations are not permitted)
- Shorts, skirts/skortts must be finger-tip length
- All bottoms should be worn at the waist with no sagging, bagging, or dragging; no undergarments should show
- Leggings and athletic shorts are not permitted

SHOES

- Athletic shoes, leather shoes, and boots are all acceptable

- Flip flops of any kind will not be permitted
- Athletic shoes must be worn for physical education classes

Uniform Plan

- Students should be in compliance on the first day of school. New students enrolling during the school year must be in compliance within 5 days of enrolling at Waddell Language Academy.
- Each elementary student is expected to adhere to the Waddell Language Academy Uniform Policy every day during the school year. The only exception will be individual picture days on which students may wear other clothing as long as they abide by the CMS School 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 may occur during designated School Spirit Weeks; to be announced by the principal**

CONSEQUENCES FOR STUDENT NON-COMPLIANCE

- 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 top/bottom for their child(ren).
- Third Offense:** Administrative conference scheduled with parent(s)

Middle School (grades 6, 7, & 8) does not wear uniforms, but follows the following expectations:
<http://schools.cms.k12.nc.us/waddellHS/Pages/MiddleSchoolDressCode.aspx>

(See Appendix 1)

Inclement Weather

CMS EMERGENCY DISMISSAL

If schools are dismissed earlier than 3:15 p.m. because of severe weather conditions:

- Your child will be dismissed according to the usual way home (by car, childcare van, or bus). Walkers must be picked up by parents or guardians.
- After School Enrichment Program (ASEP) students are car riders **unless you tell us differently, in advance.**

- *Please DO NOT ask us to call you if there is inclement weather; we don't have enough manpower to oblige everyone. Please do not call the school. Tune to local radio or TV stations for CMS emergency information.*
- ASEP is cancelled if school closes before 3:15 p.m. If weather conditions become hazardous after school hours but during ASEP hours (4:15-6:00 p.m.), parents must pick up children from ASEP immediately.

In the event that school opening is delayed or schools are closed in the morning because of bad weather, please tune in to the local radio or TV stations for CMS information.

Medication

All medication will be provided to the school nurse and properly stored. Students are not to transport prescription or non-prescription medication to or from school or have medication in their possession at any time without meeting conditions prescribed by the Board of Education. A parent/guardian must complete the medication form, have it signed by the medical professional and return it and any medications to the nurse.

Parent-Teacher Association

Please support our PTA by volunteering to help with tasks, activities, events, and/or serving as a room parent.

Parent-Teacher Conferences

A partnership between parents and teachers will foster a positive relationship that will benefit your child throughout the year. Whenever an issue or concern arises regarding your child's progress, feel free to contact your child's teacher. If you wish to request a conference, contact your child's counselor. The counselor will schedule a mutually convenient day and time for a conference. Please do not "drop by" for a conference as teachers have morning/ afternoon duties or they are teaching; instruction and supervision may not be interrupted.

Parent Classroom Visitation Policy

Any visitor to our school must first sign in at the office. Our Parent Visitation policy requires that parents wishing to visit their child's classroom during school hours—8:15 a.m. to 3:15 p.m. arrange their visit with a member of the administrative team. **This policy is in place as a safety precaution and in an effort to minimize interruptions to our students' instructional day.**

Unexpected visitors do represent excitement for students as a break from their typical routine

and do create some distraction in classes. ***This policy is also in place to ensure the highest standard of safety for our students.*** We cannot have adults roaming our school's campus. Anyone without a visitor tag will be asked to go to the office. Anyone who behaves in a belligerent manner will be asked to leave campus and may be subject to being banned from our school's campus.

Report Cards

Report cards are issued at the end of each quarter and reflect the child's academic progress. Progress reports are given at the mid-point of the grading period. Parents should review the reports with their child, sign the report or envelope and return it to the teacher.

Retention

Any student whose reading and/or math achievement is not at grade level is subject to retention in that grade level. 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 the home and school. Factors such as maturity, developmental readiness for learning, age, and special learning problems 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, administrators, and other professionals will have input into the decision to promote or retain children.

The Read to achieve program is part of the Excellent Public Schools Act which became law in July 2012 and took effect the beginning of the 2013-2014 school year. It eliminates social promotion for 3rd graders failing to demonstrate proficiency on the reading EOG Test.

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

Safety

The safety of your child and everyone at Waddell Language Academy is our first priority. Staff members are trained in a wide range of safety related procedures and we conduct a variety of drills throughout the year to prepare for incidents such as a fire, tornado, or lockdown.

CMS conducts safety audits throughout the year as a means of thoroughly evaluating our safety initiatives and supervision of students.

School Hours

The official hours of the student day are 8:15 am to 3:15 pm. Waddell Language Academy observes the following schedule:

- 7:45 Buses and Car riders unload & report to holding areas**
- 8:15 Instructional Day begins**
- 3:15 Dismissal**
- 4:15 School Office closed**
- 6:00 ASEP closed**

Students enrolled in Before School can be dropped off early beginning at 6:45 am.

School Leadership Team

School Improvement Planning at the school level involves collaboration between and among the School Leadership Team, which includes parents and staff. You are encouraged to be a part of this process. The School Leadership Team (SLT) meets four times a year, once every quarter. Meeting times will be determined once the school year begins.

Student Accountability/ Testing Programs

At the time this handbook was printed North Carolina students are required to take the following state assessments: Grades 3-8 will take Reading and Math End of Grade tests. Fifth & Eighth graders will take the End of Grade Science test. For more information visit <http://www.dpi.state.nc.us/>. Local testing also takes place during the school on every grade. Additional testing includes; EOC for Common Core Math I and Final Exams for HS credits in World Language classes.

Tardy and Early Sign-Out Policies

The bell rings at 8:15 am and dismissal is at 3:15 pm. We ask that every effort be made to have your child in the classroom prior to 8:15 am and that they remain 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.

Below are the valid/lawful excuses for temporary nonattendance of a student at school:

1. Illness or Injury
2. Quarantine
3. Death in the Immediate Family
4. Medical or Dental Appointments
5. Court or Administrative Proceedings
6. Religious Observance
7. Educational Opportunity-prior approval by the principal

Students who arrive at 8:15 a.m. or later are tardy. Parents must come into the building and sign-in their child who is tardy. Please park and come into the office after 8:15 a.m. 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. The school staff and parents are accountable for student achievement. Arrival at school on time daily and staying through dismissal promotes student success.

If your child has a dental/physician appointment that requires early dismissal, please sign them out by 1:45 p.m. so there is no disruption to our regular dismissal proceedings. A note from the medical office must be presented to the attendance secretary upon return to school.

Only a parent or guardian may check a child out of school early. Secretaries must have your permission in advance if any other person is to pick up your child here. Adults asking for a child must show a valid photo I.D. Students are only dismissed through the office. Stop in the office upon your arrival, state the reason for checking out early (medical or dental appointment), and use the computer to sign your child out. One of the secretaries will call the classroom for your child 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 office 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.** NOTE: Please do not call the school after 1:00 p.m. to change your child's usual way home (*Ex:* take your child off the bus to become a car rider). It's best to send in a note so we know in the morning.

Transportation Information and Procedures

Morning Arrival

The staff workday begins at 7:30 am and all staff members are on supervisory duty. School begins promptly at 8:15 am. Your child should be in class ready to work prior to the tardy bell.

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. Students will not be permitted to go home on a different bus due to limited seating. In order to avoid confusion, please limit changes to your child's regular routine.

Morning Car Rider Procedures

1. NO DROP OFF in FRONT OF SCHOOL
2. Drop off is in the back of the school, in the car pool area by the cafeteria
3. Please do not wait for a staff member to open your car door---unload as you can to keep the line moving efficiently.
4. Due to the limited number of parking spaces, we request you park (in the front) to walk your child into the building **only** if you have a conference or you are delivering medicine or other necessary items to the office.

After Labor Day, students will walk to class on their own. Parents will not be permitted to move throughout our building.

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. Please wait in your car for your child and remain in the car rider line. We ask that you do not sign your child out early to avoid waiting in the car rider line.
3. Students will not be permitted to get into cars without a car tag. This poses a severe safety risk for our students. If you wish to pick-up your child, please obtain an assigned number and use the Car Rider line.
4. The teacher must have a written note if your child will depart from school in the afternoon in a manner that is different from what is indicated on his/her information sheet.
5. Early sign-outs will not be allowed between 1:45 & 3:15 to avoid interruption and confusion to the end of day procedures in place in the building.
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.

Bus Information

Riding the school bus is a privilege that CMS offers to all students who live within the attendance area 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 rules with your child:

Behavior on the School Bus or at the Bus Stop

So that the school district can provide safe transportation for all students, the following guidelines must be observed:

1. Obey the bus driver at all times.
2. Stand off the roadway while waiting for the bus.
3. Be at the bus stop at least ten (10) minutes prior to a scheduled stop time.
4. Cross the roadway several steps in front of the bus.
5. Ride only on the assigned bus.
6. Board and depart only at the assigned bus stop.
7. Act appropriately while waiting for the bus.
8. Give your proper name when requested by the bus operator or monitor.
9. Remain seated at all times when the bus is moving.
10. Remain silent when the dome lights are on.
11. Remain silent at railroad crossings.
12. No food or drink is permitted to be eaten on the bus.
13. Refrain from displaying signs from the bus.
14. Refrain from using profane language or gestures.
15. Refrain from acts of vandalism.
16. Do not throw objects from the windows of the bus.
17. Refrain from conduct or behavior that interferes with the orderly, safe and expeditious transportation of bus riders.
18. Refrain from using cellular telephones and other electronic devices while on the bus.

Video cameras have been installed on some buses. Students may be filmed while on 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.

Volunteers

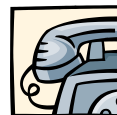
Anyone wishing to volunteer at Waddell Language Academy, whether in the classroom, on field trips, or as a regular lunch visitor, must be registered and approved through the CMS Volunteer Registry. To register as a volunteer

login to www.cms.k12.nc.us and click on Volunteers and Partners to show drop-down box and then click on CMS Volunteers; then click on "New Volunteer? Click here to register." Volunteers must enter the name of the school where they wish to serve as a volunteer.

Waddell Language Academy
School Contact Information

Phone# 980.343.5815

Fax# 980.343.5854



- Dr. Felicia EyblPrincipal
- Buku Guzeh.....Asst. Principal
- Victoria M. Perez.....Asst. Principal
- Donna Armstrong.....School Counselor
- Crystal Reece.....School Counselor
- Betsy Vega.....School Counselor
- Lisa Pianka.....Financial Secretary
- Ann Hardy.....Registrar
- Tracee Mann.....Secretary
- Kristin Suttle.....Secretary
- Todd Schofield.....Cafeteria Manager
- Jaime Allen.....School Nurse
- Sharee Moore.....ASEP Coordinator
- Jim Woolard.....Head Custodian
- Adrienne JohnsonPTA President



BUILDING SCHOLARS, BUILDING CHARACTER, BUILDING DREAMS, In Six Languages