

Waddell Language *Academy*



Parent & Student Handbook

2016- 2017

This handbook contains information regarding policies and procedures at Waddell Language Academy.

After School Enrichment Program

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

Agendas/Communication Folders

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

New! New!

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

The Parent-Student Handbook is also available on our school website
<http://schools.cms.k12.nc.us/waddellHS/Pages/Default.aspx>

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

Attendance

Waddell Language Academy will adhere to all Charlotte-Mecklenburg School system policies and procedures in the North Carolina compulsory attendance law, encourage regular attendance, and inform parents/guardians at established absence intervals. **When your child is out sick, contact the Attendance Secretary by 9:00 a.m. via email at attendance.waddell@cms.k12.nc.us. Also contact your child's teacher with a written note explaining the child's absence. Notes regarding the absence are to be sent to school upon the child's return to school. All absences are coded as unapproved until documentation is provided which indicates that the absence met one of the criteria for approved absences.** If your child is going to be out of school for 3 or more days, 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. The absence will be approved by Dr. Eybl after the child has completed a brief presentation to the class in the target language. **If you are moving out of CMS, stop by the office to complete a Withdrawal Form.**

Cafeteria

Breakfast is served between 7:45 a.m. and 8:15 a.m. Any student may have breakfast. 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 the time assigned to the class for lunch.

****Parents may begin to have lunch with their Kindergarten child after September 12.**

Birthdays/Celebrations

Remember that any food items brought to school for student consumption that will be shared with other students must be from a commercially produced source (grocery store, commercial bakery) and include the food labels. Due to food allergies and concerns, **nothing homemade is allowed.** Please communicate with your child's teacher about the possibility of classmates having food allergies. When the teacher is informed of concerns in advance, he/she can contact the parent to bring in an alternate snack/dessert. Balloons and flowers are not to be sent or brought to school for students. No parties/celebrations will be held during the Middle School lunch periods in the cafeteria.

Dress Code

Uniforms are worn by elementary students at Waddell Language Academy

TOPS

- Shirts must be uniform polo-style short or long sleeve with a collar. Spirit Wear is also permitted and must meet the uniform policy.
- No bare waists, midriffs, bare backs, and/or low necklines permitted
- Shirts should fit appropriately and not be more than one size larger than the student's body size
- Undershirts, when worn, must be solid white
- However, note that undershirts are not acceptable as uniform shirts.

BOTTOMS

- Pants, jumpers, shorts, skirts/skorts must be solid navy or tan-colored khaki (holes, rips, designs, and ornamentations are not permitted)
- Shorts, skirts/skorts must be finger-tip length
- All bottoms should be worn at the waist with no sagging, bagging, or dragging; no undergarments show
- Leggings and athletic shorts are not permitted; however, leggings, when worn, may only be worn under a dress, skirt, or shirt that is at least finger-tip length.

SHOES

- Athletic shoes, leather shoes, and boots are all acceptable
- Flip flops are not appropriate to worn at any time and are not permitted at school
- Athletic shoes must be worn for physical education classes

Uniform Plan

- Students comply with the uniform policy for the elementary school beginning on the first day of school. New students who enroll during the school year must be in compliance within 5 days of enrolling at our school.
- Each elementary student is expected to adhere to the Waddell Language Academy Uniform Policy every day. One exception will be individual picture days when students may wear other clothing as long as they abide by the CMS Schools 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 or culture weeks and will 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 students in grades 6, 7, & 8 do not wear uniforms. The following expectations for dress for middle school are found at the following link:

<http://schools.cms.k12.nc.us/waddellHS/Pages/MiddleSchoolDressCode.aspx>

TOPS

- Shirts must be long enough. No bare waists, midriffs, bare backs, and/or low necklines permitted. Shirts must fit appropriately and not be more than one size larger than the student's body size
- Undershirts are not acceptable to be worn as an outer garment.

BOTTOMS

- Shorts, skirts/skorts must be finger-tip length
- All bottoms are to be worn at the waist with no sagging, bagging, or dragging; no skin may show
- Leggings/jeggings are not permitted to be worn at school as an outer garment.
- Leggings, when worn, may only be worn under a dress/skirt/shirt that is finger-type length

SHOES

- Athletic shoes, leather shoes, sandals, and boots are all acceptable
- Flip flops and slides are not appropriate to wear at any time and are not permitted at school
- Athletic shoes must be worn for physical education classes

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).
- After School Enrichment Program (ASEP) students are car riders ***unless you tell us differently, in advance.***
- *We do not have the capacity to call all parents when there is an early release due to inclement weather. Please do not call the school, but tune in to the local radio/TV stations for CMS emergency information. A Connect5 message will be sent as deemed necessary by the district.*

- 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.

Health & Medications

Nurse: Crystal Jannetta

A nurse is assigned to our school.

Medications: No medications are permitted at school without proper CMS paperwork – Medication Authorization form. This includes over the counter (OTC) drugs. Contact the school nurse with questions. If your child requires medication at school, submit the Medication Authorization Form, completed by your child's physician, to the school nurse with the required medication.

Injuries at school: Teachers MUST COMPLETE INCIDENT and/or ACCIDENT REPORTS for each student injured at school.

Serious – parents will be called if students experience any of the following: a head injury, chipped tooth, or have a temperature that exceeds 99.9 degrees, vomiting, bee sting with an allergic reaction, eye injury.

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

Parent-Teacher Organization

Please support our PTSO. There are a variety of volunteer opportunities for parents to become involved in with our school.

Remember to sign up as a volunteer for Waddell on the CMS website.

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. Parents do not "drop by" for a conference or visit at the teacher's classroom. Parent conferences are scheduled by all teachers at the end of the first quarter.

Parent Visitations and Volunteers

Classroom Visits:

Parents obtain prior teacher/administrative approval before visiting a classroom. All visitors **MUST** sign in at the office and get a name tag before visiting any classroom and will be escorted by a member of the admin team.

Lunch Visits:

Parents may join their child for lunch in the cafeteria during the student's designated lunch time only. No appointment is necessary, but parents must sign in at the front office and get a name tag. (After Sept. 19)

Parents may not "drop in" on teachers. This disrupts the instructional day and conflicts with the safe school's policy for our school. Adults and others may not roam the Waddell campus. Anyone without a visitor tag will be asked to go to the main office. Anyone who behaves in a belligerent manner will be asked to leave campus and may be subject to a ban from campus.

Volunteers:

Anyone wishing to volunteer at WLA, in the classroom, on field trips, or as a regular lunch visitor, must be registered and approved as a CMS Volunteer. To register as a volunteer go to the CMS website, and follow the link for "Volunteer in CMS".

Volunteers; then follow the steps for registering as a new volunteer. Volunteers must enter the name of the school where they wish to serve as a volunteer.

Siblings do not attend parent volunteer sessions; however, the child's teacher may be consulted for specific instances when the sibling is welcome to attend. Siblings are welcome to attend celebrations and assemblies.

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

CMS Food policy: Only commercially prepared food is allowed for classroom consumption.

Parking

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

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

The NC Read to Achieve accountability measures are part of the Excellent Public Schools Act which became law in July 2012 and took effect beginning in the 2013-2014 school year. It eliminates social promotion for 3rd graders failing to demonstrate proficiency on the NC Ready Reading EOG.
By North Carolina State Law, the principal makes the final decision for promotion or retention.

Safety

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

School Hours

8:15 a.m. – 3:15 a.m.

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

Waddell Language schedule:

7:45 Buses/Car riders unload & report to holding areas or to breakfast
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 beginning at 6:45 am.

School Leadership Team

School Improvement Planning at the school level involves collaboration with the School Leadership Team, which includes parents and staff members. Parents are encouraged to be a part of this process. The School Leadership Team (SLT) meets four times a year, once every quarter. See the PTA calendar for tentative dates.

Student Accountability/ Testing

Currently, North Carolina students are required to take the following state assessments: Grades 3-8 take the Reading and Math End of Grade. Students in Gr. 5 & 8 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 at every grade level.

Additional testing includes: MAP, EOC for Common Core Math I and Final Exams for HS credits in World Language classes.

Tardy and Early Sign-Out Policies

Tardies: Students are tardy who arrive at school after 8:15 a.m. When a student is tardy, the party **MUST** escort the student to the office to sign them in. Parents may submit the tardy excuse verbally or in writing. We ask that every effort be made to have your child at prior to 8:15 a.m. and that they remain until dismissal. Late arrivals and early sign-outs are disruptive to the learning environment. Additionally, late arrival and early dismissal may hinder your child's progress as a result of the missed instruction.
Student sign out: All students must be signed out in the main office **AFTER** the instructional day have begun. Students must be with the parent/guardian when being signed out. Children are counted absent for the day if they arrive at school after 11:45 p.m. or if they leave school before 11:45 a.m.

Below are the valid/lawful excuses for temporary non-attendance 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

Daily on-time arrival at school and staying through dismissal promotes student success.

Early dismissals

If a child must be picked up early from school, parents are to send a note in the agenda or communication folder. All parents report to the main office to sign students out. No early dismissals will occur after 1:45 p.m.

NO EXCEPTIONS. Parents present a note from the medical office to the attendance secretary upon the child's return to school.

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

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

Transportation Information and Procedures

Morning Arrival

The staff workday begins at 7:30 a.m. 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 are only allowed to ride the bus to which they have been assigned, per CMS policy. In order to avoid confusion, especially with younger students, please limit changes to your child's dismissal routine.

Morning Car Rider Procedures

1. **NO DROP OFF in FRONT OF THE SCHOOL**

2. Morning car pool and student drop off is in the back of the school, in the car pool area by the cafeteria
3. Staff members do not open car doors. Pull forward as far as possible and unload when safe to keep the line moving efficiently.
4. Due to the limited number of parking spaces, we request that you park (in either of the side parking lots) to walk your child into the building **when** you have a conference or are delivering medicine or other necessary items to the office.

"Independence Day" will be Monday, September 12 when all students will walk to class on their own. Parents will not be permitted to move throughout the building to escort children to class after this date.

Afternoon Car Rider/ Dismissal Procedures

1. Please cooperate with staff members who are on duty assisting with car riders and watch for their signals.
2. Wait in your car for your child and remain in the car rider line. Do not sign your child out early to avoid waiting in the car pool line.
3. Students will not be permitted to get into cars without a car tag. This poses a severe safety risk. If you wish to pick-up your child in the car pool line, please obtain an assigned number and use the Car Pool 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 established end of day procedures.
6. Please be prompt in picking up your child. If a student is consistently late being picked up, the parents will be contacted for a conference.

Bus Information and Bus Behavior

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 expectations for riding the bus with your child.

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

1. Obey the bus driver and use appropriate behavior at ALL times.
2. Stand off the roadway while waiting.

3. Be at the bus stop at least ten (10) minutes prior to the scheduled stop time.
4. Cross the roadway several steps in front of the bus.
5. Students may only ride the bus to which they are assigned. Students board and depart the bus only at the assigned stop.
6. Students provide their proper name when requested by the bus operator or monitor.
7. Students remain seated at all times when the bus is in motion.
8. Students remain silent when the dome lights are on and when the bus has stopped at a railroad crossing.
9. Students do not eat food or drink beverages on the bus.
10. Students do not display signs from the bus, do not use profane language or make inappropriate gestures.
11. Students refrain from acts of vandalism.
12. Students do not throw objects from the windows of the bus.
13. Students refrain from any conduct or behavior that interferes with the orderly, safe and expeditious transportation of bus riders.
14. Students refrain from using cellular and other electronic devices while on the bus.

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

Waddell Language Academy **School Contact Information**

Phone# 980.343.5815
Fax# 980.343.5854



Dr. Felicia EyblPrincipal
Buku Guzesh.....Asst. Principal
Victoria M. Perez.....Asst. Principal
Joycelyn Bryant.....School Counselor
Crystal Reece.....School Counselor
Betsy Vega.....School Counselor
Lisa Pianka.....Financial Secretary
Ann Hardy.....Registrar
Karen BryerSecretary
Jimeese Hardy.....Secretary

Tracee Mann.....Secretary
Wanda Nolan.....Secretary
Crystal Jannetta.....School Nurse
Sharee Moore.....ASEP Coordinator
Todd Schofield.....Cafeteria Manager
Jim Woolard.....Head Custodian
Yvette BoldenPTSO President



Creating bright futures in six languages