



Wahl-Coates Elementary School of the Arts

2200 East 5th Street
Greenville, NC 27858
Telephone (252) 752-2514 · Fax (252) 758-6205
Office of the Principal

Marty E. Baker, Principal

August 27, 2018

Dear Wahl-Coates Families,

Welcome to the 2018-2019 school year. We are very excited to start our 2nd year as “Wahl-Coates Elementary School of the Arts”. Our staff has worked hard over the past three years to strengthen our arts programming “Arts in Action” that we offer during an eight week period in the middle of both the fall and spring semesters. Both of these programs will continue and strengthen our partnership with ECU’s Arts Department. At this point we are the ONLY Pitt County elementary school to offer a K-5 strings class and a K-5 Theater program. In fact, our arts programming is very unique to Eastern, NC. Our 4th and 5th Grade Orchestra and Chorus will continue to grow. We will continue to strengthen our Choral Arts Program. These presentations will take place at various times of the year at ECU and each grade level will have the opportunity to attend one 10:00 AM show to be determined soon. We look forward to continuing to enhance our curriculum through inviting guest speakers, visiting artists, and members of the arts community to share their time and talents with our students. It is our goal to begin integrating the arts into the regular classroom and also blending common core standards into the Arts classes, as well. Our ultimate goal is to increase the level of rigor through a hands-on approach to learning that will allow each child to tap into their own strengths. Also, parents are encouraged to join our Parent Booster club which is free to join at this time. Please look at our school’s calendar on our website and look in your child’s mid-week purple folder for more information regarding joining the Parent Booster Club. Finally, please take time to review the Parent/Student Handbook with your son/daughter that was sent home.

Below are a few miscellaneous reminders:

1. School Fees are 10.00 per student (Students must pay fees to be eligible to attend field trips)
2. Please note the new Pitt County Dress Code changes in the handbook. You may also visit the Pitt County schools website for more information regarding these changes.

Thank you for allowing us to educate your child. Please know that we want to partner with you to make this a great school year for you and your child(ren). GO PIRATES!

Sincerely,
Marty E. Baker
Principal

Table of Contents

Absences	4
Attendance	4
• Tardiness/Early Pickup	5
• Arrival/Dismissal	5
Awards Assemblies	7
Cafeteria	7
Change of Address/Phone Number	7
Child Custody	8
Daily School Schedule	8
Discipline Procedure	8
Dress Code	10
Early Release	10
Fees	10
Fieldtrips	11
Grading	11
Independence Day	11
Internet Use Policy	11
Media Center/Multimedia Access	12
Picture Dates	13
Progress Reports	13
Report Cards	13
Toys	13
Transportation	14
Transportation Safety Plan	14
Visitors/Volunteers	15
Weekly Folders	15
Morning Car Line	16
Afternoon Car Line	17
Expectations Matrix	18

Philosophy of Wahl-Coates School

Wahl-Coates School is a place for teaching and learning. We believe that each student can learn the intended curriculum.

All students do not bring with them the same background of experiences and abilities, nor do they learn in uniform ways. Recognizing these differences, our school must provide a varied and adaptable educational program.

We see as our purpose to provide a curriculum and environment in which each student will have the opportunity to:

- Experience continuing progress and find learning satisfying.
- Develop communication and computational skills.
- Develop a realistic and positive self - image, demonstrate emotional stability, and establish an awareness of personal values.
- Develop the ability to think logically, critically, and creatively.
- Show respect and concern for others and accept the responsibilities of citizenship and self -discipline.
- Develop appreciation for fine arts.
- Attain physical competencies.
- Continue formal education upon terminating public school experience or enter the world of work.

To achieve these goals, it is essential that cooperative relationships exist among teachers, administrators, professional support personnel, building paraprofessional, (including custodial, food service, and maintenance workers), parents and community volunteers.

Therefore, we strive to provide an education that will prepare each child to become responsible and productive citizen in our democratic society.

Mission Statement

The entire staff of Wahl-Coates School shall provide a nurturing learning environment with high expectation where ALL students will achieve mastery of the essential skill development and creativity through the arts required to be successful in a changing multi-cultural society and to be successful in a changing multi-cultural society.

Absences

Each time a child is absent she/he must return to school with a note indicating the cause of the absence. We are required to indicate whether absences are "excused" or "unexcused". When a note is not received, the absence will be considered —unexcused.

The valid/lawful excuses for temporary non-attendance of a student at school are as follows:

- **Illness or Injury:** when the absence results from illness or injury that prevents the student from being physically able to attend school.
- **Quarantine:** when the absence results from the isolation of the student as ordered by the local health officer or by the State Board of Health.
- **Death in the Immediate Family:** when the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers and sisters.
- **Medical or Dental Appointments:** when the absence results from a medical or dental appointment of a student.
- **Court or Administrative Proceedings:** when the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal, if the student is a party to the action or under subpoena as a witness.
- **Religious Observance:** when the absence results from attendance at a religious observance or service where the tenets of a religion to which the student or his/her parent(s) adhere require or suggest such attendance.
- **Deployment Activities:** when the absence results from the student's attendance at official deployment ceremonies or activities when the student's parent is a deploying member of the U.S. Armed Forces.
- **Educational Opportunity:** when the absence results from a demonstrated purpose of taking advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence. (16 NCAC 2D.0404)
- **Short Term Suspensions:** when the absence results from the student's suspension for ten days or less.

Attendance

There is a direct relationship between school attendance and learning progress. It is very important that each child attends school on a regular basis. Attendance is examined on a weekly basis. There is a process the school will take to ensure each student is at school regularly. School personnel will be in contact with the parents to discuss absences. Whenever a student has accumulated three unlawful absences in a school year, the principal or designee shall notify the parent, guardian or custodian of the child's absences. After no more than six unlawful absences, the principal shall notify the parent, guardian or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and of the Pitt County Schools.

Tardiness and Early Pick-Up

Parents or guardians **must** bring any student who arrives at school after 7:45 AM to the office and sign the student in. Many times important information and academic instructions are provided at the beginning of the day. Every effort should be made to be at school on time. Parents of children with excessive tardiness or excessive early pickups may be referred to school administration. After five (5) tardies the student's parent/guardian will be contacted by a school representative. When a student has received ten (10) tardies he/she may be assigned an out of school suspension. Upon receiving ten (10) tardies, a social worker visit will be conducted. After twenty (20) tardies a student may receive up to two days out of school suspension.

Parents/Guardians are highly encouraged to allow students to stay in class until 2:25 PM daily in order to maximize instructional time. Students will not be called out of class after 1:45pm. Please do not plan to pick your child up early on a routine basis. Excessive early pick-up may require a conference with an administrator. **Phone call requests for student dismissal will not be allowed. The office staff may request a picture ID for verification.** Written parental permission is required when someone other than the parent/legal guardian is picking up student/s. Students leaving school other than their normal departure must have a written note or the office must be notified of any changes. Please note Pitt County Schools Student Code of Conduct states that repeated early check-outs may warrant out of school suspension of up to 2 days.

Arrival and Dismissal

Student arrival time is 7:30 AM. No student should arrive prior to this time. Proper supervision is necessary to ensure the safety of all students and personnel is not required to report until 7:30 AM. If you are in need of bringing your child earlier than 7:30 AM, Wahl-Coates provides a before school care beginning at 7:00 AM. The charge for this service is **\$1.00** per day, per student. Students are to come to the school office where an assistant will be on duty beginning at 7:00 AM. **Please remember, students are not to be dropped off and may not enter the building prior to 7:30 AM.** Students who arrive

after 11:30 AM or leave before 11:30 AM are counted absent from school. Please refer to PCS Policy 10.101 and Procedure 10.101-P.

Students being transported by car should arrive at school no earlier than 7:30 AM. Please do not allow your student out of the car until a school staff opens the car door for them. We ask that parents "kiss and go." We want students to be independent and able to walk to their classrooms by themselves.

Student departure time is 2:30 PM. All students should be picked up by cars and vans by 2:45 PM. Due to the number of students that have been late pick-ups as car and van riders, a charge will occur for students who are not picked up by the designated time. Daycare providers have also been notified about this policy and will be provided the first two weeks of school to adjust their afternoon routes. The start date for the late pick up fee will begin on Tuesday, September 2, 2014. Please make sure that your child's daycare provider has the personnel and transportation to meet the 2:45 PM pick up time. The charge will be the following:

2:46-2:50	\$1.00	2:56-3:00	\$3.00	3:16-3:30	\$9.00
2:51-2:55	\$2.00	3:01-3:15	\$4.00	3:31-4:00	\$14.00

If more than 5 late pickups occur, a school social work referral will be made to help assist families in after-school plans. Our staff is off duty at 3:00 PM and time is necessary in the afternoons for parent-teacher meetings, professional development, and instructional planning which cannot occur when children are still on campus requiring supervision.

Please remember ...

- All visitors are required to sign in and out at the office before and after school hours.
- Classroom visitations or observations should be scheduled with the teacher and principal ahead of time. Classroom visitations or observations are to be no longer than 20 minutes so that classroom instruction is not disrupted. Parents must follow professional standards concerning confidentiality of individual student information obtained while observing.
- Arrival and dismissal times are not appropriate times for parent/teacher conferences.
- Any individual who disrupts the educational environment may be requested to leave. This includes bringing your child to the classroom, staying to talk to the teacher, and helping your child unpack in the morning.
- To encourage student independence and to foster safety, parents are to drop their child off at school and allow them to walk to class on their own. This will also allow class instruction to begin promptly at 7:45 AM.

Awards Assemblies

Award Assemblies

Assemblies are held at the end of each 9 weeks to recognize students for academic and citizenship growth. Students will be recognized for the following awards:

K-2 and All EC Self Contained Classes

Good Citizenship

Outstanding Reading Award

Outstanding Math Award

Most Improved Math

Most Improved Reading

AR

Perfect Attendance

3-5

Terrific Kid

Perfect Attendance

Honor Roll

Principal List

Reading Outstanding Effort

Math Outstanding Effort

Cafeteria

Breakfast and lunch are served at no cost in the cafeteria daily. Menus are sent home on a monthly basis.

Cafeteria Rules

- (1) Students will not talk during the 5 minutes while the music is playing and talk quietly during the 5 minutes the music is off.
- (2) Have money ready.
- (3) Know lunch number.
- (4) Students may only go through the line once.
- (5) Pick up all food and trash from table.
- (6) Form a single file line at tray window.
- (7) Wipe tables and sweep floor.

Change of Address or Telephone Number

It is very important to notify the school when your address or telephone number changes. Accurate information for an emergency or discipline situation is most important when the school is trying to contact a parent. **Please notify the school immediately if your address or phone number changes.**

Child Custody

If you and your spouse are separated or divorced, and you have been granted custody of your child through a court order, affidavit of hardship or deed of separation, please advise the school principal, secretary, and the teacher of this fact. Also, provide us with a copy of the custody order. **Without a copy on file, we cannot withhold a child from a parent!**

Daily School Schedule

7:30 AM	Staff on duty Unload Buses/Cars/Vans Breakfast
7:45 AM	Tardy Bell Pledge of Allegiance Morning Announcements
7:50 AM	Instruction Begins
2:30 PM	Dismissal Bell

Discipline Procedure

Wahl-Coates continues to promote and recognize positive student behaviors. Our program is based on our Pirate Pride.

P-reparing ourselves to be safe and responsible.
I-ncreasing pride through,
R-espect of self and others by
A-lways being honest and doing our best!
T-ogether helping
E-veryone to
S-ail Towards High Achievement!

The major objective is to strengthen the climate of the school in a way that makes the learning environment a safe, fun place to be, while offering positive rewards for that improved climate. To achieve this objective, the staff members at Wahl-Coates have developed a systematic approach that establishes and reinforces clear behavioral expectations in school. Our goal is to teach appropriate behaviors, to recognize and reward appropriate behaviors, and to consistently address misbehaviors

Please refer to page 14 for our behavior matrix.

Tier 1 Behaviors: (Handled by the classroom teacher)

- Arguing
- Cheating
- Tattling
- Not following classroom rules
- Dishonesty
- Name calling
- Not doing class work or homework
- Throwing objects

Suggested Consequences for Tier 1 Behaviors:

- Verbal correction
- Change student's seating assignment or group assignment
- Assign natural consequence, to build trust. (i.e., —Make it right. If the student has done something wrong require the student to fix it.)
- Before confiscating an inappropriate item, warn the student and allow the student an opportunity to put the item away immediately
- If an inappropriate item is taken out after a warning, then confiscate it
- Confidential student-teacher conference
- Note/phone call home (document on home communication log)
- Follow steps on teacher's classroom management plan
- NAB- Need A Break- allow student to run an errand or deliver a note to the office to —take a break from the classroom
- Problem Solving
- Loss of activity

Tier 2 Behaviors: (Handled by classroom teacher and receiving teacher)

- Profanity
- Defiance
- Spitting
- Tantrums
- Hitting/Horseplay
- Stealing
- Disrespect/Talking back
- Screaming/Loud outbursts

Suggested Consequences for Tier 2 Behaviors

- Verbal correction
- Make seating changes or other environmental changes that may be triggering the behaviors (i.e., noise level, lighting, seating, standing, modify assignments)
- Remove the student from the setting for a short period of time...preferably to an area previously designated as a —Chill Out space in the classroom
- Assign natural consequences, to build trust (i.e., Make it right. If the student has done something wrong require the student to fix it.)

- Allow natural consequences of damaging property (i.e., property not maintained properly will be lost)
- Note/phone call to parent (document on home communication log)
- Schedule a parent-teacher-student conference (optional)
- TIME OUT with receiving teacher

Tier 3 Behaviors: (Office Referral)

- Biting
- Threatening others
- Fighting
- Assault on a child and/or an adult
- Weapons
- Gang-related actions
- Bullying/Verbal abuse
- Tantrums that harm others
- Repeated Tier 1 or Tier 2 offenses on the same day
- Sexually inappropriate behaviors/touching/indecent exposure

Suggested Consequences for Tier 3 Behaviors:

- Lunch Detention
- Out of school suspension
- Parent conference with school administration

Dress Code

Students are expected to adhere to the PCS dress code policy

We follow Pitt County Schools' (PCS) uniform policy. The PCS policy does not allow for hats or hoods. Therefore, hats are not allowed to be worn on the head, clipped to a belt, or held in a student's hand. Students are not to bring hats on campus. Because of the layout of Wahl-Coates, students will be exposed to exterior weather (heat, cold, rain, etc).

Early Release Day

Early Release Days will release the students 3 hours earlier than its regular dismissal time and lunch will be served each release day. Wahl-Coates will release the students at 11:30AM each time. Following student dismissal, our teachers will be involved in professional development activities.

Fees

All students are expected to pay school fees for the current year. The money is used to purchase additional instructional supplies to enhance the curriculum.

Total: \$10.00

If fees have not been paid by 11/2/18, a letter will be sent home.

School Insurance (optional)

School Coverage	Ranges from \$11.00 - \$39.00
24 Hour Coverage	Ranges from \$50.00 - \$165.00

Since the school does not carry insurance on your child, you may wish to purchase this optional insurance if you do not have other health coverage in the event your child is injured at school.

Fieldtrips

Field Trips are to serve an instructional purpose that is an extension of the NC Standard Course of Study goals and objectives. **Students are required to use the mode of transportation being used by the school for the trip and to be counted present for the day.** There may not always be space for parents to ride the bus and/or some field trips may be for students only. Any student may order and pay for a bag lunch through the cafeteria for the trip.

Grading

Grading Scale for 3-5:

• 40% Tests	90-100= A
• 25% Quizzes	80-89=B
• 25% Classwork	70-79=C
• 10% Homework	60-69=D
	Below 60 is F:

Independence Day

Independence Day will be held on **September 17, 2018** for grades K-12. Please allow your child to walk to their class independently.

Internet Use Policy

Wahl-Coates Schools now offers student access to the Pitt county Wide Area Network for the Internet on the computers in the Media Center. Students must have permission from their parent/guardian to use this resource as an educational tool. Internet use at Wahl-Coates shall be used to support the learning process and enhance curriculum instruction.

North Carolina Standard Course of Study Computer Curriculum:

Goal 1: The learner will understand important issues of a technology-based society and will exhibit ethical behavior in the use of computer and other technologies.

Wahl-Coates supports Internet usage as a part of an instructional lesson plan. In addition, it requires responsible and ethical behavior from all Internet users. If this policy is violated, access to the Internet

will be terminated. The use of the Internet in the Media Center is a privilege and should be used accordingly.

A responsible user may:

- Access the Internet for researching information related to school instruction under the direct supervision of the teacher or designee.

- Use e-mail for activities related to curriculum goals as supervised by the teacher.

- Encounter inappropriate or questionable materials and therefore will not access the information and will leave the site or information and immediately report the incident to an adult.

Irresponsible uses of the Internet include, but are not limited to the following:

- Accessing Internet sites or files that violence, inappropriate language, or inappropriate pictures:

- Using e-mail to offend others.

- Using chat rooms at Wahl-Coates.

- Purchasing of items by students over the Internet.

- Violating copyright laws and guidelines for fair use of materials.

Before using a search engine that searches the entire Internet, students should:

- Have a search strategy that considers if the Internet is the best source of information.

- Have the key words for the search written down and the spelling checked for the search.

Note: This strategy safeguards the student against locating any inappropriate sites inadvertently, but also helps students practice search strategy objectives included in both the Information Skills and the Computer Skills curriculum.

Media Center/Multimedia Access

Students are encouraged to read. There is open book check out time daily. Students who lose or damage books are subject to a fine or replacement charge and may not check out books or receive a report card until the debt is paid.

There is a full computer lab in the Media Center. Students will be encouraged to use the internet for research projects completed throughout the year. **Please read the Internet Acceptable Use Policy.**

If you do not want your child to be able to participate in the use of the internet, please contact the principal in writing so we can keep on file at the school.

During the school year, many teachers photograph, videotape, and record students for various instructional purposes. Please contact the principal in writing during the first fifteen days of enrollment if you wish for your child not to be photographed, videotaped, or recorded.

Picture Dates

Fall and Group Pictures (Uniforms Required)	September 06,2018
Fall Makeup Date	October 11, 2018
Spring Pictures (Dress your Best-No Jeans)	March 21, 2019

Progress Reports

1st MP---September 26th

2nd MP—December 5th

3rd MP---February 27th 2019

4th MP---May 9th 2018

* Interim Reports are sent home for every student mid-way through each marking period.

If applicable, Promotion/Retention Letters will be sent home with students who have made unsatisfactory progress or are failing or who have a borderline average in at least one subject.

Report Cards

<u>Nine Week</u>	<u>End Date</u>	<u>Report Cards Issued</u>
1st 9 Weeks	10/27/17	11/05/18
2nd 9 Weeks	01/19/18	02/04/19
3rd 9 Weeks	03/28/18	04/08/19
4th 9 Weeks	06/08/18	Sent

Toys

Toys are not permitted in the school or on the bus. This includes electronic devices such as Ipods, MP3 players, handheld video games, etc. If these items are brought to school, school personnel may confiscate and it will only be returned when a parent comes to pick it up.

Transportation

Bus transportation is only provided to the home address of the student. Any changes made to the mode of transportation from school must be submitted to the child's teacher in writing.

Example: **If your child normally rides the bus home and you wish for your child to be a car**

rider for one day or one week, a note must be submitted to the teacher stating the mode change.

Student departure time for car riders is 2:30 PM. All students should be picked up by cars by 2:45 PM. Passenger cars are asked to discharge and/or pick up students at the back parking lot. Please do not use the front parking lot during morning arrival and afternoon dismissal times. This area is reserved for buses.

Transportation Safety Plan (*Please see page 12 and 13*)

Buses

Buses load and unload in front of the school in the front parking lot. Buses will enter Brownlea, off Fifth Street. After entering Brownlea, the buses will turn into the school's circle and drive and form a line. Please do not park cars in the circle after 1:30 PM. Bus students will be unloaded and loaded in the circle drive. Buses will exit onto Fifth Street.

At dismissal time, classroom teachers will walk the students to the waiting buses. Students are to board in an orderly manner.

Student departure time is 2:30 PM. All students should be picked up by cars and vans by 2:45 PM. Late pick up fees will incur beginning at 2:45 PM.

- EC buses will load on Brownlea Dr at dismissal.

Cars

Student departure time is 2:30 PM. All students should be picked up by cars by 2:45 PM. Passenger cars are asked to discharge and/or pick up students at the back parking lot. Please do not use the front parking lot during morning arrival and afternoon dismissal times. This area is reserved for buses.

Cars will enter onto Forest Hill, turn onto 6th Street and form a single line up to the stop sign, at the corner of 6th Street and Brownlea. No one will be allowed to enter onto Brownlea from Fifth Street. Cars will wait at the stop sign until directed to enter the school drive off Brownlea by a Wahl-Coates staff member responsible for directing traffic. When cars enter campus, they will remain in a single line to unload/load. No one will be allowed to leave a car unattended while in line. Students will be unloaded/loaded by staff members. Parents will not need to get out of their car to open doors for their child/children. After the students are unloaded/loaded, the front cars will exit the school drive, turn left on Brownlea and exit right onto Sixth Street. Cars will not be allowed to turn right onto Brownlea during unloading time (7:30am-8:00am) and loading time (2:00pm-2:45pm). If parents need to enter the building during these times, they should park on Sixth Street and walk on to campus.

Daycare Vans

Vans will unload/load on Fifth Street in the area marked "loading zone", next to the playground.

Walkers

Walkers will cross Fifth Street where the crossing guard is on duty at Fifth and Hickory Street from 7:30-7:45 AM and from 2:30-2:45 PM. No students will be allowed to cross Fifth Street at any other area. No one should unload/load children from cars on Fifth Street! If cars are parked on Fifth Street in the NO PARKING ZONES, they will be ticketed.

Visitors/Volunteers (Please refer to PCS Policy 2.004)

We ask that you observe the following procedures whenever you arrive at the school campus:

1. If you would like to visit/observe/volunteer or meet, please schedule an appointment in advance with the teacher/principal administrator.
2. Check in at the office. Secure a visitor/volunteer pass before leaving the office. Anyone without a pass will be asked to return to the office.
3. Please park in a designated parking area.

It is very important to remember that teachers are preparing for the instructional day between 7:30-7:45 am. If you need to meet with your child's teacher, please call and schedule an appointment in advance. No one is to go directly to the classrooms for the safety and security of the students and staff.

Weekly Folders

Wahl-Coates will be sending home a weekly folder **every Wednesday** in an effort to keep parents informed of their child's progress and school information or events. The folder will contain graded papers/tests, notes, newsletters, etc. Please look over the papers with your child. **The folder needs to be signed and returned the next day so your child's teacher will know you have seen their work and received school information.**

.



