



Lynn Road Elementary School

2014-2015 Parent/Student Handbook

1601 Lynn Road
Raleigh, NC 27612
Ph: (919) 870-4074
<http://lynnrdes.wcpss.net>

Roaring to excellence!

OFFICE STAFF

Principal: Kim Grant
Assistant Principal: Justin Good
Lead Secretary: Marty Overton
Data Manager: Patti Clark
Receptionist: Dan Allen
Phone Number: (919) 870-4074
Fax Number: (919) 870-4094

INTERNET / E-MAIL POLICY

All students registered in the Wake County Public School System will automatically be given access to the Internet and E-mail. Parents have the option of denying their child's access to the Internet and/or prohibiting them from obtaining an e-mail account. To exercise this option, the Parental Request to Deny Access form must be completed and returned to the school. Parents will be notified when the school receives the signed form. If you are not notified within 30 days, please call the school to confirm that the form has been received & processed.

SCHOOL OFFICIALS

WCPSS Superintendent
Dr. Jim Merrill

Northern Area Superintendent
Dr. Pamela Kinsey-Barker

School Board Representative
Christine Kushner

WELCOME TO LYNN ROAD ELEMENTARY SCHOOL

Dear Lynn Road Families,

We have put this handbook together to provide answers to questions about Lynn Road Elementary and to establish common procedures for all of us to use. We hope you will find the handbook to be helpful. If you have additional questions, please contact your child's teacher or our office. Wake County Public Schools also sends a handbook home that highlights important policies. Families are asked to sign a disclaimer form recognizing they have received both handbooks. Please keep both handbooks available for reference throughout the year.

ATTENDANCE POLICIES AND PROCEDURES

When your child needs to miss school...

Please send a note with your child on the day s/he returns explaining the reason for the absence. An absence may be excused in advance for educational reasons. The parent must complete form #1710, Request for Excused Absence for Educational Reasons. By signing the form, the parent assures the school that the absence meets the requirements of the law for an excused absence. It will only be approved by the principal if it meets the requirements as stated in the board policy. A copy of the Lynn Road Attendance Plan will be sent home with your child in September. After 6 unexcused absences a letter will be sent home to parents and after 10 unexcused absences, parents will be contacted by the LRES Attendance Committee. After 5 tardies parents will be contacted by the LRES Attendance Committee. When a student is absent due to illness a note from the parent is required upon return to excuse the absence.

Late to school...

Each minute of the school day is important to the learning process. Help us get your child off to a good start by being on time. However, if a student arrives to class after 8:30 a.m. they are considered late. A parent or guardian must come with the student to the office to sign them in. After 5 tardies parents will be contacted by the LRES Attendance Committee.

In order for your child to be counted present, they must be in attendance half of the school day (3 hours and 15 minutes). For our bell schedule this means students must arrive before 11:45 a.m. and complete the school day to be counted present. Students that arrive at normal time can not be checked out until after 11:45 a.m. to be counted present. Total hours in attendance must equal 3 hours and 15 minutes to count for a full day of school.

BEHAVIOR POLICIES

Our goal is for students to demonstrate the character traits that have been taught and modeled for them, along with the school wide Positive Behavior Intervention Support (PBIS) expectations outlined in our school matrix. Below we have outlined the procedure that is used for students who choose not to demonstrate their Lion Pride behavior.

Minor Behavior Offense (Teacher Referral)

- Dishonest
- Disruptive
- Disrespect/Defiance
- Inappropriate Language
- Property Misuse
- Unwanted contact

Major Behavior Offense (Administrative Referral)

- Fighting
- Defiance/Insubordination
- Harassment of student/teacher (threats/teasing)
- Pattern of minor referrals (3 or more times)
- Vandalism/Destruction of school property
- In unauthorized area
- Theft
- Cheating

The above behaviors will be documented on a behavior referral form either by the teacher or an administrator. A copy of the form will be kept by the teacher, one will be sent home for a parent signature, and one will be kept by administration.

Administration will decide if behaviors may result in suspension based on information gathered during the investigation and the intent of the student. Dependent upon on the administration's findings, parents will be contacted and consequences will be determined. Lynn Road follows all Wake County Board Policies as it pertains to suspension. Please refer to the WCPSS parent handbook for more information or the WCPSS website at www.wcpss.net

BIRTHDAY CELEBRATIONS

Lynn Road complies with Wake County Board Policy 5125.3 regarding the nutrition guidelines for all food and beverages available on school campuses during the school day. We cannot operate fundraisers that involve food or beverage items within the school day nor may we use food or beverages of minimal nutritional value, per US Code of Federal Regulation Sec. 210.11, as rewards for academic performance or good behavior. The teachers dedicate their instructional time to teaching and learning; therefore, any form of celebration will be in keeping with board policy. Also, students who may bring **store bought** birthday treats to school will be allowed to distribute them at school during the lunch period. We strongly encourage the treat be of nutritional value. Students should not distribute birthday/party invitations at school unless they are inviting the entire class, or all the girls/all the boys. Student birthday balloons or flowers are not permitted and will be held in the office if brought on campus.

BUS DISCIPLINE

Parents are requested to remind children of appropriate bus behavior. Students should understand that riding the bus is a privilege, not a right. The following are examples of behavior which will result in a discipline report to an administrator: eating or drinking on the bus, placing a body part out of a window, not remaining seated, pushing or crowding when entering the bus, playing, throwing objects, failure to observe safety rules and regulations, using profane or abusive language, smoking, possessing alcoholic beverages, bringing weapons on the bus, and vandalizing or tampering with bus equipment. Repeated offenses could result in your child being suspended from the bus for the remainder of the school year. For additional information on transportation guidelines please visit <http://www.wcpss.net/parents/transportation/guidelines.html>

CARE AND USE OF LIBRARY BOOKS AND TEXTBOOKS

Care should be taken with calculators, library and text books so that all students benefit from their use. In the event that a calculator, library or textbook is lost or damaged, the student will be charged a fee for the replacement of the materials.

DISMISSAL/RELEASE OF STUDENTS

School is dismissed at 3:00 p.m. Carefully planned safety procedures have been established for dismissal. **For security reasons, students are not dismissed from the classroom. Enter the office, sign your child out, and the office staff will call your child to the office for dismissal.** We cannot permit students to leave school during the day unless a parent or a parent's official designee accompanies them. If you plan to have someone else pick up your child, please send a note. **WE WILL NOT DISMISS STUDENTS AFTER 2:45 P.M.** This is valuable instructional time the teacher uses to give students directions for homework and/or other important information. If you need to check out your child early, do so before 2:45 p.m. For security reasons, we will be checking the identification of all individuals checking out children. In order to protect instructional time, it is our policy not to release students to observe sibling performances.

Lynn Road students arrive home by bus, car, or they are walkers. If you drive to school to pick up your child, you must go through the carpool line. Our policy does not support parents parking and coming into the office to pick up a child. Additionally, only students identified as walkers by WCPSS will be dismissed to walk/bike home. **For safety and security reasons, this procedure will be strictly enforced by Lynn Road Elementary Staff.**

DRESS CODE

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to, the following:

- **Exposed undergarments**
- **Sagging pants**
- **Excessively short or tight garments**
- **Strapless shirts, skinny-strapped tank tops or bare midriff shirts**
- **Tennis shoes must be worn at PE and at recess**
- **Attire with messages or illustrations that are lewd, indecent, or vulgar, or that advertise any product or service not permitted by law to minors**
- **Head covering of any kind except for religious purposes**
- **See-through clothing**
- **Attire that exposes cleavage**
- **Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon**
- **Any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.**

The principal or a designee may require a student to change his or her appearance if it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates the dress code. A second or repeated violation of this policy may result in disciplinary action.

EARLY MORNING & AFTER SCHOOL CARE PROGRAM

A fee-based early arrival program is provided for families who need to leave their children at school between 6:45 a.m. and 8:00 a.m. Students are supervised by school employees who engage the students in a variety of activities. You may obtain Early Arrival School Program information from the office.

After school care is offered on-site at LRES from 3:15 p.m. to 6:00 p.m. Students will engage in various activities such as art, technology, recess and homework helpers. Program information may be obtained from the front office. There are other private day cares that provide transportation to and from school. Please call the front office if you need additional information regarding other after school care options.

HEALTH AND SAFETY GUIDELINES

Becoming sick at school...

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

to pick up the child from school. If a child is suspected of having ringworm, head lice, pink eye, or an undiagnosed rash, the parent must pick up the child from school. Students must have a doctor's note and/or proof of treatment in order to return to school.

About medications...

All medications must be in the original container with the pharmacy label. Medication is dispensed and recorded in the office. All medications require Form 1702—Parent Request & Physician's Order Form for Medication (available online at wcpss.net, at the school, and doctors' offices) to be completed and appropriately signed. No over-the-counter medications (cough drops, aspirin, etc...) may be given without a physician's order. Also, office staff may not put anything (antiseptics, alcohol, etc...) on scrapes or cuts.

Parents, not children, should transport medication to and from school. All medication must be delivered to the office and signed in by the parent.

If your child is injured...

If your child is injured at school, we will administer first aid 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 contact a parent at home or work. If your child needs to be transported to a hospital, an adult staff member will accompany him/her if you have not yet arrived at school. **PLEASE BE CERTAIN THAT YOUR CHILD HAS SEVERAL LOCAL EMERGENCY TELEPHONE NUMBERS ON FILE WITH THE OFFICE.**

INFORMATION CHANGES FOR STUDENTS

In case of emergency we must have current addresses, telephone numbers, custody orders, and emergency contacts for all students during the year. Any changes throughout the school year should be sent to the office. If you change your residence, we will need for you to bring another proof of residence (gas bill, electric bill, water bill, sales/lease agreement) to the office. A phone bill is not considered proof of residence. You will be asked to confirm and/or update your information at the mid-year point.

LOST AND FOUND, VALUABLES AT SCHOOL

LRES lost and found is located on the stage. Lost items will be featured on the morning news and may be retrieved from the stage steps. Clothing and personal items should have identification on the inside. Money and eyeglasses will be kept in the office. Unclaimed items will be donated to a local charity **monthly**. Please do not allow students to bring large sums of money, valuable items (i.e. cell phones), toys, games, cards, etc. to school. For security reasons, valuable items will be held in the office until parents can collect them. The school is not responsible for items that are misplaced or stolen. If a child brings a cell phone to school it is to be kept in their backpack in the off position. If the phone disrupts learning, it will be taken by the teacher and held by administration until the parent can pick up the phone. Toys and other items may be confiscated if they are a distraction to the learning process and will be held until the parent can claim the item.

NUTRITION GUIDELINES

In accordance with our new board policies, parents may not bring in food for student consumption for snacks, or other special event treats.

Board Policy 5125.3 Nutrition Guidelines for all foods and beverages available on school campuses during the

school day

Fundraising activities: Schools will comply with the existing WCPSS Board Policy 6830. Schools will not operate fundraisers that involve food and/or beverage items during the school day.

Snacks during school and after school programs including school based care contracted with outside agencies: All provided foods and beverages will be in compliance with the nutrition standards set by the NC State Board of Education per NC General Statute 115C-264.3.

Rewards: School will not use food or beverages of minimal nutritional value, per US Code of Federal Regulation Sec. 210.11, as rewards for academic performance or good behavior.

Categories of Foods of Minimal Nutritional Value are: soda water, water ices, chewing gum, certain candies, hard candy, jelly/gums, marshmallows candies, fondant, licorice, spun candy, and candy coated popcorn.

Food of minimal nutritional value means: "(i) In the case of artificially sweetened foods, a food which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and (ii) in the case of all other foods, a food which provides less than five percent of the RDI for each of eight specified nutrients per 100 calories and less than five percent of the RDI for each of eight specified nutrients per serving. The eight nutrients to be assessed for this purpose are - protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.

All provided foods and beverages will be in compliance with the nutrition standards set the by this North Carolina State Board of Education per North Carolina NC general Statute 115C-264.3.

PARENT COMMUNICATION

A student folder containing some student work will be sent home weekly. Parents should review the weekly progress of the child, keep the contents, then sign and return the folder so teachers will know the parent is aware of their child's progress. PTA information and classroom newsletters will also be sent through weekly folders. The PTA sponsors a separate parent newsletter. This newsletter includes highlights from various committees, children's work and classroom news. We encourage all parents and staff to become an active member of the Lynn Road PTA.

Appropriate communication between the school and home is essential for the success of all of our children. Teachers will schedule a minimum of two conferences per year. Parents may request a phone conference if attendance is inconvenient. We believe that parents and teachers need this time of communication in order to best serve students. Our staff is committed to providing time for the conference. Home visits are an option for conferences as needed. Please contact any staff member as you see the need. During the instructional day we ask parents to leave notes in the office for teachers. If you wish to email, teachers will respond within 24 hours. Protecting instructional time is a priority.

PARENT VISITS/CUSTODY AGREEMENTS

All visitors to the school must enter the front doors of the school and check in at the office before going into other parts of the building. You will be given a badge for identification. Please remember to sign out before departure. Staff members are directed to stop anyone not wearing identification and ask them to return to the office for a visitor badge. This is a safety precaution and we appreciate your cooperation.

If you wish to visit your child's classroom, please make arrangements with the teacher prior to your visit. Please understand that volunteering in the classroom is not the time for a teacher conference. Keep in mind that unannounced visits during the school day take instructional time from your child and others and therefore, will not be permitted. If you have an urgent situation, please come to the office and we will assist you. Please refer to school board policy 2521. For classroom observations, please contact an administrator.

Legal orders regarding custody and visitation are kept on file in the school office. ***However, it is not the***

responsibility of the school staff to enforce visitation agreements. The family member who has visitation rights for a given weekend or period of time needs to make the necessary arrangements for that visit without school personnel involvement.

SCHOOL HOURS

The school day starts at 8:30 a.m. and ends at 3:00 p.m. Students may go to their classrooms or breakfast at 8:00 a.m. Students arriving before 8:00 a.m. **must** be enrolled in the Early Morning Care Program. We will begin opening car doors in the carpool line and unloading buses at 8:00 a.m. No student may enter the building before 8:00 a.m. unless they are enrolled in the Early Arrival Program. **If a child arrives at school after the 8:30 bell the student must be signed in by the parent in the office.** If a child is leaving early the parent must be on campus before we call them out of class. No student will be called out of class after 2:45 p.m. In the afternoon, students who ride buses are dismissed when their bus has been called. Students who carpool (carpool tags can be obtained from the office) will be dismissed at 3:00. Carpool students should be picked up no later than 3:15 p.m. Parents are encouraged to wait in their car for their students to be dismissed. **For the safety of the students and supervisory issues, these policies will be strictly enforced.**

VOLUNTEER REGISTRATION

Each year WCPSS requires parents to register/reactivate their volunteer registration through Volunteer Registration web-site. If you were approved last year you need to reactivate prior to October 31, 2014. This can only be done at a WCPSS school. After October 31st the system will only be available on Mondays from November 3, 2014-May 18, 2015 during the hours of 8-4. We encourage parents and members of the community to volunteer at our school. Please plan to register/reactivate early in the year if you wish to be a volunteer or field trip chaperone. Parents that are not on the approved list will be unable to volunteer or chaperone until their clearance is given. If you wish to chaperone a field trip please be aware that siblings are not permitted on field trips due to liability concerns.

TRANSPORTATION

Buses...

Safety for all students is our utmost concern. If your child is to go home a different way than he/she normally does, a note must be sent to the teacher stating the change. Without written permission, we will send your child home the normal way. If there is an **emergency**, please contact the front office for permission for your child to go home an alternate way. Changes in bus transportation cannot be arranged to accommodate after school play dates. Students are only assigned to one bus and may only ride their assigned bus.

The school cannot be responsible for notifying children of changes in transportation home; therefore, make afternoon arrangements in the morning, inform your child, and send in a note with the requested change.

Students who carpool and are riding home with someone else should bring a note to the teacher and/or office stating with whom they are riding. Students who are walking home with another child will need a parental permission. The other child should also bring a note confirming the change. Basically, if a student is going home in any way that is different from the norm, a note is necessary and must be approved by an administrator.

Carpool...

Our carpool lane is located on the park side of the school at the gym entrance. Families who plan to drive their child at anytime during the year must register in the office for a carpool tag. This tag must be displayed when the car comes through the carpool line. The tag helps staff identify students and is a security precaution. **We ask that you always drop children off and pick them up in the supervised carpool lane.** It is dangerous to

have children cross the parking lot during carpool; therefore, drop off the child first in carpool, then park your car if you are coming into the building for meetings or to volunteer. Our staff will make sure that your child enters the building and you can meet him/her in the lobby or classroom. You will be instructed to remain in your vehicle with the carpool tag number displayed and we will bring your child to the vehicle. This is an important component to our school safety policies and procedures.

Walkers...

Please read carefully as this is a change in procedures. Only students deemed as walkers by WCPSS Transportation Department may walk to school or ride their bike to school. They will be the only group identified and dismissed as walkers by LRES Staff. There is no longer a walker door. Carpool students previously using the walker exit should be picked up in the carpool lane.

WHAT'S COOKING IN THE LYNN ROAD CAFETERIA

	One Day	Five Days	Twenty Days
Student Breakfast*	Includes milk or juice		
Reduced price	\$.30	\$1.50	\$ 6.00
Full Price	\$1.00	\$5.00	\$20.00
Student Lunch**	Includes milk		
Reduced Price	\$.40	\$2.00	\$ 8.00
Full Price	\$2.00	\$10.00	\$40.00
Adult Breakfast	A la carte		
Adult Lunch	A la carte		

You may purchase weekly or monthly lunch accounts from the cafeteria. The cafeteria will notify the student when the lunch account is three days from expiring. Make checks payable to Lynn Road Elementary Cafeteria. Please include the child's name and teacher's name on the check or money envelope. Parents are always welcome to join their children for lunch. A parent or guest may join his/her child at the classroom table when space is available. If a child has more than one guest for lunch, please speak with the teaching assistant on duty to identify a seating space. Please keep in mind that your child should be able to open the food containers and they should not require heating. As a courtesy to our child nutrition staff, ***we encourage you to bring food that follows the WCPSS nutritional guidelines and school board policy.***

Per Wake County nutrition guidelines, if a child does not have lunch money, he/she will be provided fruits, vegetables, and water for the day. As a reminder, your child will be notified that additional money is needed for his/her lunch account. Please monitor student lunch accounts at www.mylunchmoney.com

Snacks purchased in the cafeteria are to be consumed in the cafeteria. Due to potential allergy risks, sharing of student food is prohibited.

Per Wake County nutrition guidelines, if a child does not have lunch money, he/she will be provided fruits, vegetables, and water for the day. As a reminder, your child will be notified that additional money is needed for his/her lunch account. If the child does not return the borrowed money they will be offered fruits and vegetables.