

# **HORTONS CREEK ELEMENTARY SCHOOL 2023-2024 Home of the Hawks!**



7615 O'Kelly Chapel Road  
Cary, North Carolina 27519  
(919) 694-8660  
(919) 704-2078 fax

[www.wcpss.net/hortonscreekes](http://www.wcpss.net/hortonscreekes)  
school hours: 9:15 AM–3:45 PM

#hawksdoitdifferent  
#otherhawksmatter  
#togetherisbetter

*\*It is the responsibility of the parent/guardian to be aware of and comply with the contents in the guide.\**

Please review the contents of this parent and student guide as it pertains to the procedures we will uphold at our school. If you have any questions or need additional assistance, you may email us at [hortonscreekes@wcpss.net](mailto:hortonscreekes@wcpss.net). Every school creates their own procedures for maintaining building safety and security, as well as operational and instructional procedures; therefore it is your responsibility to know how Hortons Creek Elementary operates.

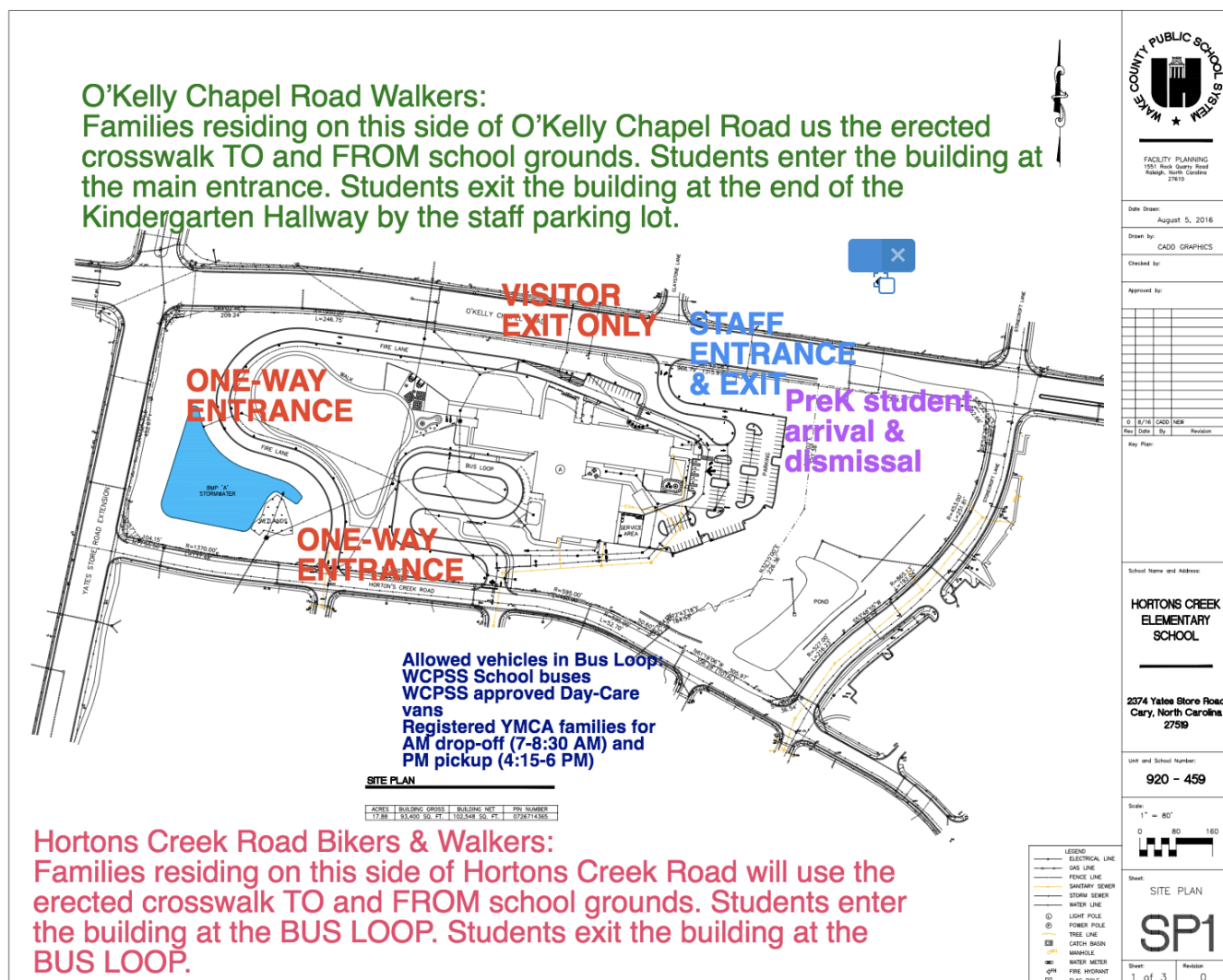
To start - Take a moment to look at this aerial view of the school. Please pay attention to the **ONE-WAY ENTRANCE** (off of Hortons Creek Road) and **EXIT** (onto O'Kelly Chapel Road). This **ONE-WAY** entrance and exit is for visitors, volunteers, students and families.

The BUS LOOP drive is **ONLY** for WCPSS School buses, daycare vans, and YMCA before and after-school care drop-off/pick-up.

**Pre-K Families** will enter and exit at *O'Kelly Chapel Road* and drop-off/pickup students at the PreK sidewalk.

*O'Kelly Chapel Road Walkers* will enter the school building through the main doors, and exit the school building through the side doors closest to the staff parking lot.

*Hortons Creek Road Walkers & Bikers* will enter and exit the school building through the bus loop doors.



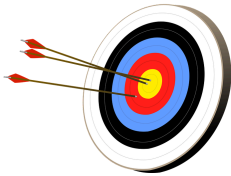
# Our vision and mission are synonymous with Wake County Public Schools' vision and mission:

**Vision:** All Hortons Creek Elementary students will be prepared to reach their full potential and lead productive lives in a complex and changing world.

**Mission:** Hortons Creek Elementary will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

**Values:** Hortons Creek community values equity, relationships, and growth mindset through innovation, empowerment, and collaboration.

## **GOAL SETTING**



Our school goals will be developed by our leadership team and will include academic as well as behavior/social/emotional goals. As we get updated on our students and disaggregate the data that comes with each of them, we will be able to create goals specific to the areas in which improvement is needed.

## **Hortons Creek IDENTITY-** **HOME OF THE HAWKS!**

### **Hortons Creek Elementary Identity**

#### **WHY~Hortons Creek will do school differently because:**

We believe in innovation, empowerment, and collaboration

We value equity, relationships, and a growth mindset

#### **HOW~Hortons Creek will do school differently by:**

Being flexible

Aspiring to have a growth mindset

#### **BEHAVIORS~Hortons Creek will do school differently by:**

Taking risks

Showing empathy towards others

Empowering students through the Positivity Project to build positive relationships

#### **ENVIRONMENT~Hortons Creek will do school differently through:**

**Time** - flexible scheduling

**Resources** - professional development, Positivity Project, collaborative PLTs, UBD Template, PLC+, authentic/relevant learning

**Space** - flexible seating, collaborative work spaces



## **TOP 5 Priority Procedures Parents Must Know FIRST!** **(subsequent procedures are in ABC order)**

### **1. SAFETY AND SECURITY PROCEDURES:**

All WCPSS Schools have a district-wide Visitor Management System. The new system will verify all school visitors and check nationwide sex offender registries for potential matches. Everyone visiting a school for any reason must report to the school office and check in using the new Verkada Visitor Management System. Each time a visitor arrives at a school, they will be asked to provide identifying information, including name, date of birth and having their photo taken. This information will be checked against sex offender registries and WCPSS prohibited persons databases. If they match in either system, they will not receive a badge and will be asked to leave the school.



- For an easier check-in process, provide a driver's license or state-approved ID from any state. ID verification typically takes less than 30 seconds.
- Read more about the new system here: <https://www.wcpss.net/Page/55131>.

**Note:** Only essential visitors will be allowed on school campuses in an effort to protect the health and safety of

our students. **BUILDING ENTRY:** The school building is locked all day with the only exception being the main entrance and bus.

## 2. VISITORS & VOLUNTEERS:

**Note:** Only essential visitors will be allowed on school campuses in an effort to protect the health and safety of our students. Wake County Public School System Policy states that all school visitors must report to the office and sign in when entering the building. A visitor badge must be obtained when you sign in.

All visitors will have **one of three purposes (all prearranged):**

- 1) \*volunteer (must be cleared by WCPSS volunteer registration) *see volunteer description below*
- 2) parent conference
- 3) classroom event

Visitors also need to sign out upon leaving the building.

**While we welcome visitors with one of the three purposes above, spontaneous (and non-spontaneous) classroom visits and observations are NOT ALLOWED. The Hortons Creek staff are committed to ensuring and protecting the instructional day from disruptions.**



## VOLUNTEERS:

We welcome volunteers to our campus to support our instructional program (non-teaching roles) however, your visit must be pre-arranged. All volunteers must sign-in at arrival and sign-out after duties are completed. In order to volunteer in the capacity of supporting field trips or in-class events, you will need to be deemed **CLEARED** by the WCPSS volunteer system. This system conducts a criminal background check on all applicants. The volunteer registration process can now be completed at any location by using the information below.

### Current/New Volunteers for 2023-2024

- **All current & new volunteer applicants** must register through the [WCPSS Volunteer Registration Site](#) and have an approved background criminal record check prior to engaging in volunteer work.
  - Create an account through the [WCPSS Volunteer Registration Site](#) for families. This can be completed at any location.
  - An email link will be sent within a couple hours with next steps and you must complete all required steps and submit it before the verification process is complete. This process includes the verification and background check application.
- **Although WCPSS employees DO NOT** have to go through a criminal record check to volunteer, but they still need to register through the [WCPSS Volunteer Registration Site](#)
  - WCPSS Staff need to create an account on the [WCPSS Volunteer Registration Site](#) using their WCPSS Email. This can be completed at any location.
  - An email link will be sent within a couple hours and you with next steps and you must complete all required steps and submit it before the verification process is complete.
- Please visit <https://www.wcpss.net/volunteer> for more information.

For the safety of our students, all non-Wake County Public School personnel will be required to sign-in at the main office and questioned regarding visit purpose, in order to obtain a nametag. Any person not wearing a nametag or badge will be directed to the front office.

**While volunteers, supporting our instructional program (non-teaching roles), are encouraged, spontaneous (and non-spontaneous) classroom visits and observations are NOT ALLOWED. The Hortons Creek staff are committed to ensuring and protecting the instructional day from disruptions.**

## 3. SCHOOL HOURS:



The school campus is officially open at 8:45 AM and students will be marked tardy after the 9:15 AM bell. The staff is not legally "on duty" until this time. Students should **NOT** arrive prior to this time because there will be no adult supervision. Dismissal will begin at 3:45 PM daily. **No office dismissal after 3:15 PM daily.**



#### 4. STUDENT BIRTHDAYS:



**We DO NOT have student birthday parties at school.** However, healthy birthday snacks can be shared in the cafeteria during scheduled lunch times, or a fun physical activity can be shared at recess; but **ONLY healthy alternative snacks are allowed (no cupcakes or sweet treats).** Snacks must be from commercial suppliers and not homemade. Due to students with food allergies, it is required that

classroom teachers are notified prior to bringing in any healthy snacks or sharing a physical activity for a student's birthday. Please be respectful of staff members on duty in the cafeteria and be mindful of their responsibilities. Additionally, if bringing in a healthy snack, please bring in only one type of snack. Items not permitted at all: party favors, decorations, hats, goody bags, and balloons. These items are potential safety hazards to students. **Prior teacher notification is expected for any healthy birthday snacks.**

***\*\*Birthday invitations should be mailed from a child's home, and birthday parties should be planned outside of school hours. Teachers cannot give out parent contact information for these events as well. \*\****

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#### 5. SCHOOL TO HOME COMMUNICATION (paperless to SAVE THE TREES):

Our school communicates through a variety of platforms; however only a few of those platforms are crucial so that you stay connected with school curriculum and happenings.

1. **School's website** (<http://www.wcpss.net/hortonscreekes>)
2. **Principal's Message** -will be emailed out **by 12 noon every Friday**. Emails generated from Powerschool information, posted on our Facebook Page ([Hortons Creek Facebook Page](#)) and Twitter (<https://twitter.com/HortonsCreekES>).
3. Teachers will communicate with families every Friday by noon.



For Hortons Creek, other platforms such as X (formerly Twitter) are an optional way to see what's happening at school and in your child's classroom. **This platform is not required.**

Our **Facebook and X** pages showcase a variety of WCPSS and Hortons Creek happenings!

Our **school website** has a calendar for upcoming events and is populated for the entire year at the beginning of the year with only a few updates throughout the school year.

Weekly **principal messages** are emailed out (through the School Messenger platform) as well as posted on our website and social media sites. This email contains important WCPSS and Hortons Creek information for the upcoming weeks. **School Messenger** is a tool for proactively contacting large numbers of parents via the telephone, email and or text. This system also keeps parents informed of their child's attendance by delivering nightly messages to the homes of those students who are marked absent. It can also send general announcement information to parents and students.

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#### ABSENCES/TARDIES:

According to WCPSS School Board Policy 6103, an electronic or handwritten note from the parent/guardian must be presented to the teacher within 2 days of when the student returns to school after being absent. If the **note is NOT** received within the 2-day time period the absence will be recorded "unexcused." Notes should state the reason for the absence, the date(s) of absence, and a parent signature. **Documentation will be required for a student who is absent for more than three consecutive days.**

**ABSENCES are coded EXCUSED for the following reasons:**

- ❖ Illness or injury which makes the student physically unable to attend school
- ❖ Isolation ordered by the State Board of Health or the Wake County Health Department

- ❖ Death in the immediate family
- ❖ Medical, dental, or other appointment with a health care provider for the student
- ❖ Court when a student is under subpoena
- ❖ Religious observation, as suggested by the religion of the students or the student's parents
- ❖ Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons"

Promptness to school is very important. Instruction begins at 9:15 AM; however students are encouraged to be in his/her seat by 9:00 AM. This allows students to prepare themselves for the day by eating breakfast, visiting the media center and organizing his/her supplies. Students not in their assigned classroom by the tardy bell (**9:15 AM**) are considered tardy and must report to the office to pick up a class admittance slip before going to the classroom. Students are considered absent if they arrive at school after **12:30 PM** or leave prior to this time.

**EXCUSED EDUCATIONAL ABSENCES:** To request an excused absence for special educational experiences, an excuse form must be submitted to the principal for approval **PRIOR** to educational absence. Form can be accessed here: [Excused Educational Absences Form](#).

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### **ATTENDANCE:**

Regular school attendance is necessary for academic success. Students are urged to be present daily unless there is a valid reason for being absent. Students must be in school every day unless they are ill or there is an emergency that prevents him/her from attending. We prioritize and value instructional time and need every minute to provide students with quality instruction. For that reason, we ask that you ensure your child arrives at school on time and that you refrain from early check-out unless it is an emergency or for a scheduled appointment. For more information, please see [WCPSS Attendance Policy](#)

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### **BEFORE AND AFTER SCHOOL:**

The Cary Family YMCA is pleased to offer Before School and Afterschool Care onsite at Hortons Creek Elementary School. **Before School** is an entertaining and structured morning program. They provide a fun, loving staff to play and encourage your children. Activities are held for the most part in the cafe'. They have a variety of games and challenges to play such as cards, board games, puzzles, and crafts. The Program runs from 7am-8:45 am (bell) each morning. **After School** is a safe, fun alternative to hanging out at home each afternoon! They fill the afternoons with gym and field games, arts & crafts, STEM activities, homework incentives, assemblies, and much more! The Program runs from school dismissal until 6:00 p.m. each school day; this includes scheduled early release days, which are covered in the program cost. Teacher Workdays and Holiday Care is provided on-site at the Y. These days are sold separately.

### **For more information, please contact**

Christopher Hammie

Email: [Christopher.Hammie@YMCATriangle.org](mailto:Christopher.Hammie@YMCATriangle.org)

919-428-0170

For online registration, please visit:

<https://www.ymcatriangle.org/schools/hortons-creek-elementary-after-school>

\*Please note:

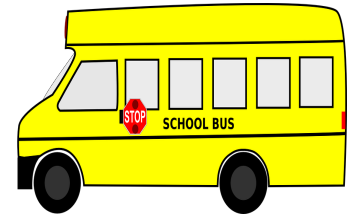
**AM drop-off must end by 8:30 AM (not to disrupt Hortons Creek/WCPSS bus arrival)**

**PM pick-up begins AFTER 4:15 PM (not to disrupt Hortons Creek/WCPSS bus dismissal)**

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## **BUS TRANSPORTATION:**

Wake County Public School System provides safe and reliable bus transportation. **School transportation service is a privilege.** Students must observe the procedures of the bus driver at all times to ensure the safety of everyone on the bus. Students not complying with bus safety procedures will have his/her privileges revoked.



Bus riders must ride to and from school on the bus to which the WCPSS transportation department has assigned. Students shall board and leave the bus only at the designated bus stops. Students are not permitted to ride a different bus home or have non bus-riders board the bus.

If you need to update your bus service or have questions, please go online to [www.wcpss.net/busrider](http://www.wcpss.net/busrider).

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## **CAFETERIA PROCEDURES:**

Breakfast and lunch are served each day in the cafeteria. It is very important for eligible parents to complete a meal benefits application because this data enables schools to obtain funding to provide other important educational resources to benefit students. Beginning July 1, 2022 parents can complete a meal benefits application online at [myschoolapps.com](http://myschoolapps.com). Prior year meal benefits will carry over up to 30 school days in the new school year based on your student's school calendar. Families must reapply every school year if they are interested in receiving meal benefits. New school year applications will be available on July 1. Paper applications will also be available at all schools. More information can be found at: [www.wcpss.net/free-reduced-meals](http://www.wcpss.net/free-reduced-meals)

- [Application information](#)
- [Application information - información sobre la solicitud \(Español\)](#)
- [Frequently Asked Questions](#)
- [Frequently Asked Questions - preguntas frecuentes \(Español\)](#)
- [Meal charges policy | Cuentas de Alimentos](#)

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## **Prepay For Meals Online:**



With a MySchool Bucks account paying for school meals is easy. Go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) or call (855) 832-5226 to enroll. You'll need your child's NCWISE ID number, available in your registration materials or at your school.

Once your account is established you may:

- Securely deposit funds to your child's account
- Check balances
- Set spending limits

### **2023-2024 Meal Prices:**

Reduced Price Breakfast:	Free
Breakfast Cost:	\$1.50
Reduced Price Lunch:	Free
Lunch Cost:	\$3.25

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## **CARPOOL PROCEDURES:**

**USE BOTH LANES/DOUBLE-STACK**  
**LEAVE MIDDLE LANE OPEN FOR EMERGENCIES**  
**ENTRANCE IS ONE WAY!**

**Cars will ENTER CARPOOL LANES off of Hortons Creek Road and will EXIT CARPOOL ONTO O'Kelly**

## Chapel Road.

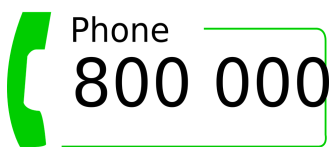
Parents who bring their children to school and who pick up their children after school will **UNLOAD/LOAD through the SINGLE/RIGHT lane on the passenger side of the car once cars begin to merge into ONE LANE.**

**Arrival:** Please have your child(ren) wait in your car until adults arrive for morning duty. Once arrival begins, and you have pulled up to the designated areas, you may allow older children to exit your vehicle without adult assistance. For students needing assistance, please wait for an adult or safety patrol assistance.

**Dismissal:** Please wait in your car (in the double lanes) or at designated cones until an adult or safety patroller assists your child into your vehicle. Once your child is inside your vehicle, and has buckled up by themselves, please pull off slowly.

Do not use the bus loop to drop off or pick up children. Please display the school-issued carpool tag when picking up your child and **make sure your child KNOWS His/Her NUMBER.**

Parents may be asked to park and go to the main office to check out your child if no carpool tag is displayed. To ensure that only authorized adults pick up students, **adults must remain in their vehicles and follow all procedures.** A teacher or safety patrol student will help your child to and from your car. **All children should know how to buckle/unbuckle with ease.** **CELL PHONE USAGE IN THE LOADING AREA IS PROHIBITED DUE TO SAFETY CONCERNS.** More detail regarding carpool procedures will be given out with carpool tags.



### **CHANGE OF ADDRESS OR PHONE NUMBER:**

Parents are asked to provide a new proof of residence with any change in address. In order for your address to be changed in the WCPSS system, please also provide the school office with a copy of your current utility bill showing your new information.

**All** parents must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency. Phone numbers can be updated by sending the teacher an email so that we have accurate, up-to-date information for all students.

### **CHARACTER DEVELOPMENT:**

Hortons Creek Elementary is a Positivity Project Partner school. Our purpose, in being a P2 school is to build stronger relationships by recognizing character strengths in ourselves and in others. The vision is to create citizens that will enhance our communities and country by internalizing the belief that "Other People Matter." Hence our identity - "Other Hawks Matter." Please click [here](#) to read more.



### **CLUBS:**

We offer before & after school clubs throughout the school year. Some clubs are run by HCES Staff, other clubs are being run by non-WCPSS vendors - which could come with a cost. Participation in clubs is voluntary. Club information comes out during the school year.

### **CUSTODY SITUATIONS:**

The school only follows official court custody documentation that has been placed in the student's



cumulative file. Because it is the parents' responsibility to share school communication (and material) with both parties, school staff will be responsible in partnering with both parents in holding parent conferences/meetings in which both parties can be included and attend (not separate conferences/meetings). School material sent home will not be duplicated and it is the responsibility of the parent's to share the material provided.

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### **DISCIPLINE:**

Maintaining a safe, orderly environment for our students is an important part of providing a quality education. Every situation will be investigated thoroughly and handled in an appropriate manner. We will continue to empower our students to build strong relationships, to understand, appreciate, and exemplify the character strengths in us all through the Positivity Project.

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### **DRILLS: FIRE/SEVERE WEATHER/LOCKDOWN:**

Every precaution is taken to insure the safety of your child during school hours. Monthly fire drills and periodic severe weather drills and lockdown drills are performed to make certain students learn proper safety procedures and adhere to all safety guidelines.

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### **FIELD TRIPS:**

Current educational philosophy recognizes the advantage of using the total community environment as a learning laboratory. To this end, teachers may schedule field trips for their classes. These trips, always arranged for their educational value, enable students to see people at work and serve to broaden the student's total educational experience. Every effort will be made to assure both the suitability of any trip away from school and the reasonableness of any cost involved in the trip. For this reason, all field trips must have the approval of the principal. Before a student can go on a field trip, a Wake County permission sheet signed by the parent must be on file in the office. **Verbal permissions and handwritten notes are not accepted.** A field trip is defined as any planned activity that necessitates the student leaving the school grounds during the instructional day. Students attending the field trip must ride school provided transportation to and from the school event. Students meeting at the field trip site are marked absent for the school day.



### **GOAL-SETTING CONFERENCES:**

Our conferences always involve the teacher, the student, and the parent(s). All parties will engage in setting goals for the student and making a plan of accountability. Your child's teacher will contact you to schedule a goal-setting conference at least twice during the year. You may also request a conference at any time if you have questions or concerns.

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### **HOMEWORK & GRADING POLICY:**

Our purpose of homework, when provided, is an opportunity to experience real life problem solving relevant to content in the classroom and/or for additional practice on a specific skill.

- **Kindergarten- Fifth Grade** students should read each night in a self selected book independently and/or with an adult.
  - **K-2:** 20 minutes
  - **3-5:** 50 minutes
- **Kindergarten- Fifth Grade** students can be assigned personalized homework as necessary based on the goals that have been set by the teacher, student, and parent.
- **Kindergarten-Fifth Grade** students will be provided optional resources to support/enrich grade level curriculum.
- **Homework Grading Policy**

- **Kindergarten- Fifth Grade** students assigned personalized homework will not be reflected in students' quarterly progress reports/report cards or as work habits.
  - **Homework Articles**
    - <http://www.edutopia.org/blog/research-trends-is-homework-effective-youki-terada>
    - <http://www.nea.org/tools/16938.htm>
    - <https://today.duke.edu/2006/03/homework.html>
    - <http://www.sedl.org/pubs/sedl-letter/v20n02/homework.html>
    - <http://www.centerforpubliceducation.org/Main-Menu/Instruction/What-research-says-about-the-value-of-homework-At-a-glance/What-research-says-about-the-value-of-homework-Research-review.html>
    - <http://neatoday.org/2014/05/13/should-schools-be-done-with-homework/>
    - [http://www.nj.com/education/2016/09/why\\_this\\_nj\\_school\\_is\\_doing\\_away\\_with\\_homework.html](http://www.nj.com/education/2016/09/why_this_nj_school_is_doing_away_with_homework.html)
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## **INCLEMENT WEATHER/DELAYED OPENINGS:**



Please check the Wake County Public School System 2023-2024 Parent/Student Handbook for the current policy on inclement weather procedures. Remember to always check the local media (radio or TV stations) to find out about school openings during inclement weather. You may also find this information on the Wake County Public School System's website at [www.wcpss.net](http://www.wcpss.net). Our make-up days are determined by Wake County school officials and are listed on the [2023-2024 traditional calendar](#).

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## **INSTRUCTIONAL HOURS:**

Instructional being at 9:15 AM SHARP DAILY and will end around 3:45 PM. Please refrain from habitual late drop-offs or early pickups. Our social worker and/or counselor will be in touch with families showing a need for support in this area.

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## **PARENT CONCERNS:**

As the year progresses, inevitably concerns will arise. If you have a concern, please contact the classroom teacher FIRST to bring it to their attention. Many concerns have been resolved by the parent or teacher making contact to resolve a misunderstanding, miscommunication, or incorrect perception.

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## **LET'S KEEP OUR SCHOOL CLEAN:**

Everyone should take pride in the facilities at **Hortons Creek Elementary**. Students, staff and visitors are asked to do everything possible to help keep Hortons Creek clean and attractive. Students will be expected to clean up after themselves in all areas of the school, including the cafeteria. Students will be held accountable for any damage or vandalism to school property. Students who witness vandalism should report it to a teacher or the office. As good citizens, we are all responsible for maintaining Hortons Creek Elementary.



## **LOCATOR CARD INFORMATION:**

At the beginning of the year, your child's teacher will give parents a locator information card to be completed and returned as soon as possible. The information on the form is **very important** and will be filed in the school office. Please complete the form as soon as possible, giving the name and phone numbers of relatives, neighbors, or friends who can be contacted in case of an emergency, when you cannot be reached. **If these arrangements change during the year, please notify the office and the teacher. Please let emergency contact individuals know that they will be required to show a picture ID if they are needed to pick up a student that is not their child. If parents circle "yes" to custody order on the locator card, a custody agreement must be provided to the school.**

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## **LOST AND FOUND:**

1. Students should turn in any items found on the school grounds that do not belong to them to the main office.
  2. Students may check the Lost & Found during non-instructional time.
  3. Students are not to be sent to the Lost & Found for lost library books. Books are returned to the teacher and/or the media center.
  4. All unclaimed items will be discarded weekly.
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## **MEDICATION POLICY:**



Trained school officials may administer medications to students only if one of the two following guidelines are met:

1. The **Parent Request and Physician Order for Medication (Form 1702)** is completed and in the possession of school officials. The physician must sign and stamp this form and annotate exact dosage and time to administer medication.
2. The medication must match the 1702 form information. **For medications, the request must be updated at the beginning of each school year and any time there is a change in the time given or the dosage prescribed.** The medication prescribed and the container must match Form 1702.

The same rules apply for non-prescription medication (i.e., cough syrup, Benadryl, Tylenol, etc.). Over-the-Counter meds should be brought in original packaging, and DO need to be written on the 1702 with dose, time, etc. (staff are not just to go by packaging dose). No prescription label is needed on the over-the-counter meds. If your child's doctor wants your child to take a non-prescription drug at school, a 1702 form must be completed.

**Please note: All medications must be brought to the school by the parent.**

- **School Nurse Andrea Bowes:**
    - (919)694-8660 Ext. 26849
    - Email: [abowes@wcpss.net](mailto:abowes@wcpss.net)
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## **PARKING:**

Please only park in designated parking spaces when visiting the school. **Exits, entrances, and fire lanes should remain open for emergency vehicles at all times.** Double parking is prohibited during school hours unless it is during arrival and dismissal, however please leave an open lane in the middle for emergencies please.



Parking on Hortons Creek Elementary School's campus is very limited. To give some perspective on this, the staff parking lot (located to the left side of the school facing from O'Kelly Chapel Road) has 107 spaces and we will have about 90 cars in those parking spots daily. This is also where the handicapped parking spaces are located. In front of the school (again facing from O'Kelly Chapel Road) there are about 10 visitor parking spots. The bus loop area (located off of Hortons Creek Road) is **NOT** a parking area during the school day. Emergency vehicles will access our school in this area should we have an emergency. The main driveway (accessed off of Hortons Creek Road) is a **ONE-WAY** drive. Once vehicles/visitors enter the main driveway (also carpool lanes), please stay in the right lane traveling through the loop to access the visitor parking spots in front of the school. If those spots are full, then you will travel to the staff parking lot to find an open spot. Needless to say, parking on our campus is very limited, which means all visitors must stay alert and pay attention when parking on our campus.

Parking for school events: I'm not a parking expert, but I do have common sense. When you arrive for a school event, you should enter the main driveway (again the entrance is located off of Hortons Creek Road). Drive around the loop and first try the visitor spots in front of the school. If those spots are full, then try the staff parking lot. If you have no luck, you will have to exit the campus turning right

(ONE-WAY) onto O'Kelly Chapel Road. Then making a loop back around to Hortons Creek Road. Once you enter the main driveway again, cars may begin parking in the right-hand lane starting closest to the school entrance stacking in a single-file line back towards Hortons Creek Road. The **left lane** of the main driveway must be clear for cars to pass through when needed. Again, **this is just for parking at school events**. We will have double-stacking carpool lanes when school starts for arrival and dismissal ONLY....procedures are in the Hortons Creek Parent Guide.

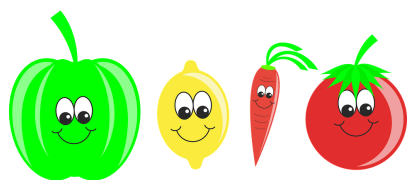
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### **PTA:**

Our PTA is the school support as well as home support. We work together to meet the needs of our families. We request that all families, if able, join the PTA and support its advocacy efforts.

- **Join the PTA!** PTA memberships must renew annually and your donation goes towards our programs and educational opportunities. To find out more, visit [hortonscreekpta.com](http://hortonscreekpta.com).
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### **SNACK**



All classrooms have the option to hold a **working snack time (5-7 min)** during the school day. You are welcome to send in a **healthy snack (one)** with your child, and if you choose to do this, please only send in **one snack**.

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### **STUDENT ARRIVAL:**

The school day begins at 8:45 AM weekdays. Students should be dropped-off quickly (kiss-and-go) once safety patrol and/or adults are ready to receive students. Our doors will open daily at 8:45 AM - no sooner. Students should not be dropped off before 8:45 AM unless they are 4<sup>th</sup> or 5<sup>th</sup> graders on morning duty. Students that arrive after 9:15 AM are tardy and must be signed-in at the main office by an adult. Try to schedule all non-emergency doctor and dentist appointments for after school hours. If your child must arrive late to school, and an adult must accompany the student into the main office to sign-in. Students arrive in one of two locations: main entrance or bus loop entrance. The main entrance arrival is for students in vehicles being dropped off in specific areas. The bus loop entrance is for students that are walkers, bikers, or bus riders. The bus loop doors will CLOSE at 9:15 AM, so any walkers or bikers that are tardy will need to enter at the front of the school.



Students eating breakfast should go directly to the cafeteria as breakfast hours are 8:45-9:05 AM. All other students are to report to his/her classrooms upon arrival at school unless involved in safety patrol or Hawk TV. Students should avoid restrooms or visiting other classrooms before going to his/her classroom.

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### **STUDENT DELIVERIES:**

Classrooms will not be disrupted to call students down to retrieve items like (snacks, lunch, water bottles, etc.) that are dropped off AFTER the tardy bell. Teachers will be emailed that information so that the student can come pick it up when they are available.

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### **STUDENT DISMISSAL:**

**The school day ends at 3:45 PM weekdays.** Try to schedule all non-emergency doctor and dentist appointments for after school hours. If your child must leave school early, write a note or email the teacher stating what time your child will be picked up and who will be picking him/her up. Students will be dismissed in one of two locations: main exit or bus loop exit. The main exit dismissal is for students in vehicles being picked up at specific areas. The bus loop exit is for students that are

walkers, bikers, or bus riders. **Students will not be dismissed from the office between 3:15-3:45 PM.** If it is after 3:15 PM, you will be asked to utilize regular dismissal procedures. Parents may not pick-up a student or students early just to beat the carpool line. Early pickups deprive the student of a full day's activities and become classroom disruptions.

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## **STUDENT DRESS:**

Parents/guardians are asked to use good judgment with regard to proper school dress for students. Short shorts (shorts must be to the student's fingertips), bare midriffs (boys and girls), spaghetti straps, halter tops and other distracting clothing are not considered acceptable attire. Clothing that contains any offensive symbols or words are not allowed. Students will be expected to keep their pants pulled to their waist. Hats and other headgear may not be worn in the building unless permitted by administration. Tennis shoes should be worn on days when students have PE and are most appropriate for structured play. These guidelines are designed to help provide an instructional atmosphere and assist with security measures. For more information, review [WCPSS Dress Code in the WCPSS Student/Parent Handbook.](#)

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## **STUDENT HEALTH AND SAFETY:**

Medication will be administered to students with the proper documentation (Form 1702) on file, signed by the parent and physician, as is required by WCPSS Policy. Please bring Form 1702 and medication to school at the same time. **Over the counter medications must also be accompanied by Form 1702.** This includes pain/allergy medicine, cough syrup, insect repellent, and sunblock. **All medications must be sent in the original container.** All medication should be transported to school by the parent. Parents/guardians who wish to administer medication to their child during the school day may do so. Please report to the main office during these occasions.

### **Stay home when sick**

All students who experience any of the symptoms below need to stay home. School personnel will notify parents and arrange for children to go home when they have the following symptoms:

- Fever of 100.4 or higher (child should remain at home until fever free for 24 hours without fever reducing medication, **do not give your child medication and send them to school**)
- Nausea, vomiting, diarrhea (child should remain at home until free of symptoms for 12 hours)
- Severe headache
- Red, watery eyes with drainage (doctors note preferred to rule out communicability)
- Undiagnosed rash (doctors note preferred to rule out communicability)
- Inability to attend learning activities
- Change in students typical medical status

In addition, students must be free of any symptoms of illness unless the student has a confirmed diagnosis from a healthcare professional attributing the symptoms to something other than COVID-19.

- [Learn when your student can return to school after a COVID-19 diagnosis, exposure, or other illness.](#)

The school health room serves as a temporary resting place for sick children and the location to administer first aid for minor injuries. Parents will be called to pick up a child if he/she is unable to return to class.

If your child is injured at school, school personnel will administer basic first aid and contact you concerning any injury more serious than a minor abrasion. If an emergency requires immediate attention, we will contact 911 and then contact the parent.

All students entering school for the first time are required to have a complete physical examination and up-to-date immunizations. All health records must be in compliance within the first 30 days of school.



Students without completed records are required to be suspended from school until the requirements are met. Please contact our Data Manager, Tiffani Flynn, at [tflynn2@wcpss.net](mailto:tflynn2@wcpss.net) if you have any questions or need additional information.

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## **STUDENT WELLNESS:**

[WCPSS Board Policy 6140](#) states the student wellness policy to which Hortons Creek will adhere. Students will receive at least 30 minutes of physical activity everyday and recess will not be used as punishment.



## **TELEPHONE MESSAGES:**



Messages for students will be delivered at the end of the instructional day in order to protect instructional time. Messages for teachers will be placed in their mailboxes. Calls will be returned within 48 hours. However, the best way to reach a teacher is by email.

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## **TRANSPORTATION CHANGES:**

Parents/guardians are asked to make after school arrangements with their children before they leave home. Changes in transportation should be in writing and submitted to your child's teacher with a cc to front office staff by noon (front office staff emails are below):

- [mnichols@wcpss.net](mailto:mnichols@wcpss.net)
- [jkgarcia@wcpss.net](mailto:jkgarcia@wcpss.net)
- [tflynn2@wcpss.net](mailto:tflynn2@wcpss.net)

**Last minute and/or emergency changes must be made to the main office before 3:00 PM. Please refrain from calling after 3:00 PM to make transportation changes as it will disrupt our dismissal procedures for the entire school.**

**Any time a student's transportation home changes from his/her regular routine, the teacher must receive a written note/email from the parent. Staff are directed to send students home regular way unless note/email is presented - a verbal request from the child to change transportation home will not be honored.**

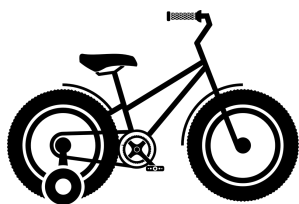
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## **TUTORING/THERAPY OUTSIDE of SCHOOL during School Hours:**

Tutoring/Therapy outside of school DURING SCHOOL HOURS (8:45 AM-3:45 PM) is not permitted.

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## **WALKERS/BIKERS:**



All walkers/bikers must have a walker/biker tag/number in order to utilize the **bus loop** in the morning and afternoon. In order to be considered a walker/biker, you must live within the walk zone of the campus AND have **DOCUMENTED PERMISSION (please complete form)**. All other families will be asked to use the carpool, after school care, or bus for arrival and dismissal. Please note that all walkers/bikers must use erected crosswalks/bike paths to access arrival and dismissal points.

**If you live off of Hortons Creek Road, you will have easy access to the school bus loop through the erected crosswalks to enter our building.**

**If you live off of O'Kelly Chapel Road, you will have access to the school through the Kindergarten hallway side door ONLY for dismissal (arrival is the main entrance).**

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## **WHAT TO BRING/WHAT NOT TO BRING TO SCHOOL:**

Students should be prepared each day with paper, pencils and other school supplies. Any money

brought to school - lunch money, picture money and book money - should be in a sealed envelope with the child's name and the teacher's name on front. Students should not bring extra money to school.

Students may **NOT** bring toys or athletic equipment to school. The school is not responsible for lost or damaged personal items. Toys and trinkets like:

Rubix cubes, keychains with toys attached, tech decks(mini skateboards), fidgets, spinners, putty/slime, figurines, toy cars, stuffed animals, journals, pens with items that are distracting, excessive accessories (hair accessories, headbands with distracting attachments), slap bracelets, bracelets with toys attached, pop-its, fans, beyblades, cards (Pokémon, baseball, playing cards, etc).

Radios (headphones, air pods), and hand-held games or other such items are not allowed.

Personal devices like computers/tablets, phones, watches must be in sleep mode and/or theater mode so that screens are off. Phones/computers/tablets must be in backpacks at all times.

**If items are made visible, they will be confiscated by the administration.** Items will be released to parents/guardians only. **To protect our building and furniture, chewing gum is not allowed.**

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### **WCPSS CODE OF STUDENT CONDUCT:**

All students are responsible for complying with and are expected to be familiar with WCPSS Code of Student Conduct and school board policies governing student behavior and conduct - 4309. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student conduct policies shall take precedence.

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