

# Lake Myra Elementary School

## Family Handbook

### A Leader in Me Lighthouse School



1300 Elk Falls Drive Wendell, NC 27591

PHONE: 919.365-8990 FAX: 919.365-8968

WEBSITE: <http://lakemyraes.wcpss.net>

Dear Lake Myra Families,

Welcome to the 2023-24 school year at Lake Myra Elementary School! We are pleased to have your family with us and look forward to an exciting, and joyful year full of growth and learning. Please read this handbook to find information regarding procedures and policies at Lake Myra. If you need any additional information or assistance, please call our main phone number at 919-365-8990 or email us. You are a vital part of your child's total school program. Your involvement helps to make your child's elementary school experiences successful. Thank you in advance for working with us to make this school year at Lake Myra an outstanding one!

With the children's interest at heart,

Nancy Ballard, Principal

[nballard2@wcpss.net](mailto:nballard2@wcpss.net)

Courtney Garris, Assistant Principal

[cgarris@wcpss.net](mailto:cgarris@wcpss.net)

### **WHO TO CONTACT at the Lake**

**Main Office phone: 919.365-8990** Receptionist Mr. Jose Recinos can connect you to the correct extension

### **Questions about**

Online school funds (breakfast & lunch accounts)	Nikki Albino, cafeteria manager	<a href="mailto:nalbino@wcpss.net">nalbino@wcpss.net</a>
WCPSS bus transportation	Courtney Garris, Assistant Principal	<a href="mailto:cgarris@wcpss.net">cgarris@wcpss.net</a>
Lake Myra Before & After School Care Program	Missy Brady	<a href="mailto:mbrady2@wcpss.net">mbrady2@wcpss.net</a>
Registration, attendance, school records	Susan Johnson, data manager	<a href="mailto:sjohnson8@wcpss.net">sjohnson8@wcpss.net</a>
504 plans	Kim Holton, Intervention	<a href="mailto:kholtan@wcpss.net">kholtan@wcpss.net</a>
Individual Education Plans (IEP's) (*contact your students case manager for student specific questions)	Rebecca Sprenkle, SpEd Lead	<a href="mailto:rsprenkle@wcpss.net">rsprenkle@wcpss.net</a>
Student physical health	Ashlee Harris, nurse	<a href="mailto:aharris7@wcpss.net">aharris7@wcpss.net</a>
Student services	Q'Neishia Williams, school counselor Jameshia Johnson, school counselor Carly Price, social worker Dr. Raven Evans, psychologist	<a href="mailto:qwilliams@wcpss.net">qwilliams@wcpss.net</a> <a href="mailto:jjohnson20@wcpss.net">jjohnson20@wcpss.net</a> <a href="mailto:cprice2@wcpss.net">cprice2@wcpss.net</a> <a href="mailto:revans3@wcpss.net">revans3@wcpss.net</a>

## Arrival & Dismissal

**Carpoolers** may be dropped off in the loop to the right of the main building and enter by the cafeteria. Staff members and student safety patrols will direct students to enter the building after 8:45 a.m. **PLEASE DO NOT DROP STUDENTS OFF PRIOR TO THE 8:45 BELL.**

**Bus and Day Care Van Riders** will arrive in the bus loop and enter through the front door. Staff members and student safety patrols will direct students to enter the building after 8:45 a.m.

**Late arrival/early dismissal:** Parents/Guardians are asked to sign students in when entering the building after 9:15 a.m. and to sign them out when leaving before 3:45 p.m. (sign in and out in front vestibule). If you need to sign a child out early, you must do so prior to 3:15 p.m. **To support the instructional day and maintain student safety, students may not be checked out of school after 3:15 p.m** (except in the case of an emergency). A picture identification is requested before a child is released to leave school. Wake County Board Policy states "To be considered present, a student must be in attendance at least one half of the student school day." Based on our school hours of 9:15 a.m. to 3:45 p.m. *Lake Myra's half day is at 12:30 p.m.* Your child must arrive at school by 12:30 p.m. to be considered present for that day. If a parent/guardian chooses to pick up their child prior to 12:30 p.m., and does not return to school that day, the student will also be considered absent.

### Dismissal

**The school dismissal bell rings at 3:45 PM. Any transportation changes must be requested in writing or a phone call to the office by a parent or legal guardian.** Please send these written requests to school with your child that morning. If a written request or phone call is not received by 3:15 your child will be transported home by their "usual" way. If you have an emergency transportation issue please call the school office prior to **3:15 PM** and we will notify your child's teacher.

***Please do not send an email or Talking Points message to the teacher during the school day to request a transportation change...your child's teacher is busy instructing and may not be able to read your message until after dismissal.***

## Attendance

Attendance at school is one of the best ways to help ensure student success. We ask that parents/guardians respect the instructional day and whenever possible, schedule appointments, etc. outside of the school day. Students need ample time in the morning to prepare for their day. Parents/guardians are requested to have children at school by 9:10 a.m. in order for them to be in their seats and prepared for instruction to begin when the bell rings at 9:15 a.m. If your student eats breakfast at school, please be sure they are here by 9:00 to give ample time to eat and be ready for instruction to begin. Students are considered tardy if they are not in their classroom by 9:15 a.m. At this time, parents are not allowed to walk students to their classroom (with the exception of Kindergarten students on their staggered entry day).

When your child misses school, please send a note within two days of his/her return to the child's teacher explaining the reason for the absence. Phone calls to the office are not necessary unless your child has been out several days. Absences are coded either excused or unexcused.

Absences are excused for the following reasons:

- A. Illness or injury which makes the student physically unable to attend school
- B. Isolation ordered by the State Board of Health or the Wake County Health Department
- C. Death in family
- D. Medical, dental, or other appointment with a health care provider (for the student)
- E. Court when a student is under subpoena
- F. Religious observance, as suggested by the religion of the student or the student's parents
- G. Participation in a valid educational opportunity, such as travel with prior approval, as documented on the

["Request for Excused Absence for Educational Reasons"](#)

## **VACATION:**

A vacation will not be excused as an educational opportunity unless the primary purpose of the trip is educational and commensurate with the instruction the child would receive in school. All requests for educational leave must receive prior approval from the principal.

## **APPOINTMENTS:**

If a student needs to leave for an appointment during school hours, please communicate with the office. You may also email the teacher prior to the start of the day. Please try to give as much advance notice as possible. Whenever possible, please try to make appointments before or after school. If a student is not present for at least 3 hours and 15 minutes on any given day, the student will be marked absent for the whole day.

If you must check out your student early you must do the following:

- Early pick cannot occur after **3:15pm**
- Come to the Front Office door, ring the bell and state your name and purpose. Please have your picture ID ready to show staff through the camera.
- A picture ID is required to check out your student.

## **Before and After School Program**

Lake Myra has both a [Before and After School Program](#). Both Programs are run by Lake Myra school staff.. The Before School Program begins at 7:00 a.m. and runs until 8:45 a.m. The After School Program begins at the end of the school day and runs until 6:00 p.m. Parents may register children for either program at any time during the school year if space is available. [To register please complete this form](#). Please call the office and ask for Ms. Brady to discuss space availability and any questions you may have.

## **Birthdays**

Birthday invitations should not be distributed at school. Birthday snacks can be shared in the cafeteria during scheduled lunch times. Snacks must be from commercial suppliers and not homemade. Snacks are for only the child's class and may not be given to selected students in other classrooms. If bringing in a birthday snack, please bring in only one type of snack. **Please do not send in party favors, decorations, hats, goody bags, balloons, etc.** If you would like to honor your student's birthday we encourage you to donate a book to the library. Birthday books will be displayed and will be available for staff to check out and read to classrooms. The book will be put into general circulation the following year. Please contact Mrs. Butts (media coordinator) for suggested titles that would enhance our collection. Please do not send in a book without contacting Mrs. Butts.

## **Cafeteria Meals/Prices/Payment**

- Breakfast is served from 8:45 AM – 9:15 AM. **The cost for breakfast is \$1.50.**
- Check with your child's teacher for the assigned lunch time. **The cost for lunch is \$3.25.**

Sign up for a [MySchoolBucks](#) account to make paying for meals easy. Additional snacks and desserts are also available for purchase.

- Please visit the [WCPSS Free/Reduced Meals](#) page to apply for meal benefits. [The application can be found here.](#) **Applications are due ON or BEFORE September 11th, 2023.**
  - **This must be done each school year. Prior year benefits EXPIRE. If you did not apply or receive benefits during the previous school year your student will pay full price for school meals.**

We do not microwave students' lunches nor are students permitted to use microwaves in school. Please do not send canned or bottled soda drinks for lunch or snack.

The menu is available here: <https://schools.mealviewer.com/school/LakeMyraElementary>

After the first two weeks of school, parents/guardians are welcome to have lunch with their child. All parents must follow normal visitor guidelines by checking in and out in the front office. Parents can either have lunch with their child **in the outdoor courtyard** or use the square cafe tables in the cafeteria. Students may choose 1-2 friends to join you inside. **Please note other students are not permitted to join you for lunch in the courtyard.** You may choose to bring an outside lunch for you and your child, but it may not be shared with other students.

## **Change of Address/Name/Phone/Emergency Contact**

Please notify the school office **and** your child's teacher any time you have a change of any pertinent information. This is very important if we would need to reach you in case of an emergency. **Please provide us with the best phone number to reach you between 8 AM – 5 PM each weekday.**

## **Student Dress**

We ask that you please partner with the school district to monitor your student's attire and to help our students adhere to the guiding principles set forth in the policy. [Specific dress code guidance is here](#). Please review the full [Student Dress Code](#) policy online.

## **Student cell phone/smartwatch policy**

Students are only allowed to have cell phones on school grounds if they are turned completely off and kept in their backpack. **Students are not allowed to use their cellphones during school hours or on the school bus.** If a student has a smartwatch, that device must be turned on Airplane mode in order to disable text messages and phone calls from being received by the watch/device. The watch is considered a cell phone UNLESS airplane mode is activated. Otherwise, all smart watches will need to be powered off and placed in backpacks as well.

## **Transportation**

### **CARPOOL**

[Carpool Expectations \(English\)](#) [Carpool Expectations \(Spanish\)](#)

*If you arrive **early** for carpool, we invite you to come into the building between 3:00 and 3:30 to volunteer for clerical work or in the media center.* Students will be dismissed to carpool from the gym or media center.

- If you currently have a carpool tag, you will use the same tag/number during your years at Lake Myra. Please help your child to memorize their carpool number, as it will help with the flow of carpool.
- Carpool tags will be available during "Family Partnership" events and in the front office.
- The bus loop for drop off or pick up is not allowed for carpool. .
- Students will board from the passenger side only. School aged children should be able to safely open car doors and buckle their seatbelts without the assistance of an adult. Please pull up to the "buckle zone" if you need to assist your child. This helps keep our carpool lane moving!
- Parents are to remain in their cars at all times to ensure safety and efficiency of the procedure (unless in the "Buckle Zone")
- Please refrain from cell phone use while the carpool lane is moving. .

### **WALKERS & BIKE RIDERS**

Only students with approved walker tags will be dismissed as walkers. [Walker and bike rider expectations are here](#). A [walker form](#) must be completed prior to your student walking or biking to and from school. The form is also available from the front office. Lake Myra walk zone is 1.5 miles from the school.

### **DAYCARE VANS**

Several local daycares pick up and drop off students at Lake Myra. Please contact your daycare to see if this is a service they provide.

### **BUSES**

The Wake County Public School System provides safe and reliable bus transportation. Any questions regarding transportation, please contact WCPSS Transportation at 919-805-3030.

- Please sign up for [Here Comes the Bus app](#)
- WCPSS transportation also maintains an [East Wake Transportation updates page](#) for daily yellow bus updates.

School transportation service is a privilege. Students must always observe the rules of the bus driver to ensure the safety of everyone on the bus. Students who cannot ride the school bus in a safe manner may have their bus riding privileges revoked. Please review these [guidelines](#) with your student.

- **Bus Tags**

- Students assigned to a bus will receive a bus tag which will be attached to their book bag the first day of school. The bus driver will not permit any student to board the bus without this bus tag. If your child switches book bags, please make sure you attach the bus tag to the new book bag. If your child loses their bus tag, please notify the front office to reissue another one. If your child does not ride the bus 10 consecutive days, they will be removed from the bus roster and you will need to resubmit your transportation request.

## **Visitors/Volunteers**

### **Visitors**

**All visitors after 8:45 AM and before 4:15 PM are required to sign in at the office and wear a visitor's sticker.**

Parents and members of the school community are always welcome at Lake Myra. Please understand that our first priority must be student safety and learning. To help ensure the safety of students and staff, you may only enter through the front entrance. When you arrive, please ring the doorbell, state the purpose of your visit, and present your driver's license or a picture ID. Someone from the front office will buzz you in to proceed to the reception area. You will then be asked to log into our [new Verkada visitor management system](#). During arrival and dismissal times **8:45 - 9:15** and **3:45 - 4:00**, the carpool doors are open for students to enter and exit.

All building doors are closed and locked **before 8:45 AM**. If you have an appointment/conference with a teacher before 8:45 AM, they will meet you at the scheduled time to let you into the building, or ring the bell for assistance. Office staff will alert the teacher who will meet you in the office.

All building doors are closed and locked after **4:15 PM**, unless there is an evening activity. If you have a late appointment/conference after 5:00 PM, your child's teacher will meet you at the front entrance to let you inside the building, as office staff may have already left for the day.

Students have been instructed not to open any locked exterior doors, so please do not knock on those doors and ask our students to disobey school rules. These procedures help ensure the safety of all of our students and staff.

Visits to classrooms and conferences with teachers should **always** be scheduled in advance so as not to disrupt the instructional program. Please reach out to your child's teacher at least 24 hours in advance to set up your visit. ***If a lunch box, homework, or other item of a student has been forgotten at home and is brought to school, please leave it with the office staff and it will be delivered.***

### **Volunteers**

WCPSS Volunteer registration MUST reoccur EVERY school year. This includes an approved criminal background check. To protect the safety of all children, this must be completed prior to participating in any volunteer activities. For information regarding volunteering opportunities at Lake Myra please contact your child's teacher, and visit <http://www.wcpss.net/volunteer> to register as a WCPSS volunteer.

**When volunteering, please sign-in at the front office and wear your visitor sticker at all times.**

- **PTA** The Lake Myra PTA is a great way to get involved in supporting Lake Myra. Please visit <http://lakemyraes.my-pta.org/> to join. Our PTA can be contacted at [ptalakemyraes@gmail.com](mailto:ptalakemyraes@gmail.com)
  - You can also follow them on [Facebook](#) and [Instagram](#)