

Attention parents: If you do not speak English or need translation/interpretation services to understand this document or other school processes, please call (919) 852-3303. Atención padres de familia: En caso que usted no hable inglés o necesite servicios de traducción/interpretación para comprender este documento u otros procesos de la escuela, por favor llame al (919) 852-3303.

अभिभावक ध्यान दें: यदि आप अंग्रेजी नहीं बोलते हैं या इस दस्तावेज़ या विद्यालयीन प्रक्रियाओं को समझने के लिए अनुवाद/व्याख्या सेवाओं की आवश्यकता है, तो कृपया (919) 852-3303 पर कॉल करें.

各位家長請注意：如果您說的不是英語，或需要翻譯/口譯服務來幫助您理解此文件或其他的学校流程，請致電 (919) 852-3303

Thông báo cho phụ huynh: Nếu quý vị không nói được tiếng Anh hoặc cần dịch vụ biên/phiên dịch để hiểu tài liệu này hoặc các quy trình khác của nhà trường, vui lòng gọi (919) 852-3303.

À l'intention des parents : Si vous ne parlez pas anglais ou si vous avez besoin de faire appel au service de traduction/interprétariat pour comprendre ce document ou d'autres processus scolaires, veuillez composer le (919) 852-3303.

부모님께: 다른 학교과정이나 서류를 이해하는데 있어 영어를 못 하시거나 무료 번역 및 통역서비스가 필요하시면, (919) 852-3303 전화하세요.

توجرت/توجهت تبادخ ولع لوصح لآ نودوت وأ تيزي لآ ج نإلأ شذحت دكعتع طلتس اب نكفي دل نإ: بن دل اولأ تي انع
3303-852 (919) دقولا ولع لاصتالآ يجرئ، شسرد دل اب رخأ عارج إ يأ وأ ظقئ شولأ حذ دكعتل قئرووف



Adams Elementary Student and Parent Handbook 2018-2019

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. 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.

Todos los estudiantes son responsables de cumplir con y familiarizarse con el Código de Conducta Estudiantil de WCPSS y las políticas de la Junta de Educación que gobiernan el comportamiento y la conducta de estudiantes. Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

Adams Elementary Mission

The Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

Academic Program

CURRICULUM AND ACADEMIC EXPECTATIONS

Students in North Carolina are expected to perform “at or above” grade level before being promoted to the next grade. Literary and Math assessments document student progress in the primary grades. Students in grades 3-5 also take part in End-of-Grade testing.

It is important parents have a clear picture of their child’s progress and work in conjunction with the school to support success. Students having difficulty meeting state standards are encouraged to participate in school supported programs such as Read to Achieve Camps that provide extra help. The extra support will assist them to be successful.

Teachers differentiate within the classroom to support and challenge all students. A specialist in gifted education is available for consultation in kindergarten through second grade, works with third grade teachers to provide increased opportunities and to identify gifted students, and then works directly with fourth and fifth grade students who are identified using established county guidelines.

HOMEWORK

At Adams Elementary, we regard homework as important school-related instruction that is to be completed outside of the classroom by the student. It should fulfill the following purposes:

1. To enrich and extend school experiences through related home activities.
2. To reinforce learning by providing practice and application.
3. To begin to build work habits and independence needed for middle school, high school and beyond.

Guidelines:

1. Before making a homework assignment, the concept/skill will be thoroughly explained and practiced.
2. Homework assignments will be specific, within the student's ability and have defined expectations.
3. Homework assignments will not be given as punishment or busy work.
4. Homework assignments will not require the use of books or materials which are not readily available in the home or accessible to the student.

Frequency:

The research-based guidelines for the maximum time spent on homework per day (which we will also follow) are:

K – 2 nd	20 minutes per day
3 rd – 5 th	50 minutes per day

Homework will be assigned during the week as the teacher deems appropriate. Occasionally, some projects / assignments may extend into the weekend. Parents are expected to send a note of explanation if homework was not completed because of an **emergency (e.g. sickness)**. An emergency is not a sport practice or other after school event. Homework completion is reflected in the work habits section of the report card. If your child spends more than the specified time on homework, please notify the teacher in writing. Teachers will provide feedback on homework assignments. The policy governing homework can be found on the county webpage at www.wcpss.net, Board of Education, policy #5510.

Communication

WEEKLY COMMUNICATION

Every effort is made to send school information home on Mondays. All students have communication folders, and second through fifth grade students also use agendas for keeping up with assignments and communication between home and school. All students are expected to keep agendas up-to-date. Parents are encouraged to check both folders and agendas nightly in order to stay informed and to assist their child in building strong work habits for middle school, high school and beyond.

REPORTING A CHILD'S PROGRESS

Wake County's method of reporting a student's progress includes the best of several reporting procedures. It is a fusion of progress reports, parental conferences, and interim reports. Report Cards will be issued approximately every nine weeks for grades Kindergarten – 5th.

MESSAGES FOR TEACHERS

By phone: Messages will be taken at the front desk and delivered to teachers.

By e-mail: Teachers make their e-mail addresses known to parents. It is important to realize e-mails may not be read right away because of classroom instructional obligations. Teachers will make every effort to respond to e-mails within two school days. Emails are not instantaneous communication.

By written note: Written notes help keep communication clear and avoid confusion.

VISITORS TO CAMPUS

Wake County Board of Education Policy and the State of North Carolina GS #14-132 require: “All visitors must report first to the office when entering the building and pick up a Visitor Pass.” Visitor passes must be prominently displayed.

All parents are welcome and encouraged to visit and volunteer at Adams Elementary, when prior arrangements have been made with the teacher. In order to minimize disruption to the instructional day “drop in” visits to classrooms are not allowed. Teachers cannot be distracted from their students during the school day. If a parent drops off an item for their child, it will be delivered by the office staff. All conferences should be scheduled with the teacher at a mutually agreed upon time.

Any request for classroom observations must be submitted to administration for approval. If approved, classroom observations are limited to 30 minutes and will be conducted with an administrator who will meet with you before the observation to complete required confidentiality paperwork. Please be mindful same day request for classroom observations can not be honored as Administration has to schedule time to be available to accompany you.

Character and Discipline

Adams Elementary uses a school wide set of expectations for behavior throughout the building- specials, carpool, cafeteria, recess, as well as the classroom. You may hear your child talking about the acronym SOAR- show respect, order and safety, awesome attitude, and responsibility. These words will be used by teachers throughout the day as we model for students positive behavior choices. Children who demonstrate these behavior qualities will have a chance to earn Aviator Cash- a business card that they are then able to redeem for a prize or save for a quarterly celebration. Be sure to talk to your child and reinforce positive behaviors. As always, we appreciate your continued support to make Adams a great place to learn and SOAR!

Show Respect

Order and Safety

Awesome Attitude

Responsibility

The Wake County Public School system has adopted eight character traits, which we believe should be an important part of every child's education. The eight traits are:

Courage: Having the determination to do the right thing even when others don't; the strength to follow your conscience rather than the crowd. Attempting difficult things that are worthwhile.

Good judgment: Choosing worthy goals and setting proper priorities. Thinking through the consequences of your actions. Basing decisions on practical wisdom and good sense.

Integrity: Having the inner strength to be truthful, trustworthy and honest in all things.

Kindness: Being considerate, courteous, helpful, and understanding of others. Showing care, compassion, friendship and generosity. Treating others as you would like to be treated.

Perseverance: Being persistent in pursuit of worthy objectives in spite of difficulty, opposition, or discouragement. Exhibiting patience and having the fortitude to try again when confronted with delays, mistakes or failures.

Respect: Showing high regard for authority, for other people for self, for property and for country. Understanding that all people have value as human beings.

Responsibility: Being dependable in carrying out obligations and duties. Showing reliability and consistency in words and conduct. Being accountable for your own actions.

Self-discipline: Demonstrating hard work and commitment to purpose. Regulating yourself for improvement and restraining from inappropriate behaviors. Being in proper control of your words, actions, impulses, and desires. Making good choices and doing your best in all situations.

Through both direct instruction and modeling, all adults at Adams Elementary will make every effort to teach each child to be a contributing member of a school community that is both safe and conducive to learning. Students who hurt others or continue to disrupt the classroom will be sent to the office. **Please consult the Wake County Student Handbook for the Student Code of Conduct.**

Medical Issues

HEALTH ROOM

A health room is available near the main office. A child may stay in the health room for 30 minutes but then must return to class or be picked up by a parent. Students who run a fever, vomit, or have diarrhea will need to go home as soon as possible.

ILLNESS

Children should be kept home when the following symptoms are present: **fever, diarrhea, nausea, vomiting, red and watery eyes with drainage, severe headache or undiagnosed rash. CHILDREN SHOULD REMAIN AT HOME UNTIL SYMPTOM-FREE. Fevers – 24 hours symptom free; nausea, vomiting and diarrhea – 12 hours.**

MEDICATION

If your child needs to take medication at school, a physician must fill out a Form 1702 Parent Request and Physicians' Order Form for Medication. **MEDICATION WILL NOT BE DISTRIBUTED UNTIL THE REQUIRED FORM HAS BEEN RETURNED TO ADAMS.** It is the parent's responsibility to:

1. Sign the Parent Request, have the physician complete the permission form, and return/have it returned to school.
2. Provide medication in the container, with the pharmacist's label, which includes the child's name, medication name, dose and time to be given, and how it is to be administered.
3. Provide new, labeled containers when either medication or dosage changes or when replacing expired medications.
4. Remove medications from school when treatment has been completed or school is over for the year.
5. **Parents must transport the medication to school.** Empty bottles may be sent home with the student.
6. Medication must be counted in the presence of parent and a staff member.

At a designated time each day, your child will report to the office where we will dispense medication. The date and time medication was taken and the signature of the staff member who administered the medication will be recorded. **PLEASE NOTE: WE CANNOT GIVE OR ALLOW YOUR CHILD TO TAKE OVER-THE-COUNTER MEDICATION WHILE AT SCHOOL UNLESS WE HAVE THE DOCTOR'S FORM. THIS INCLUDES ASPIRIN, COUGH DROPS, SUNSCREEN, ACETAMINOPHEN, ETC.**

We appreciate your cooperation in adhering to these policies.

Attendance

1. Unless a child is in attendance for at least ½ of the school day, he/she is considered absent.
2. Students may leave with a parent for dental or doctor appointments with prior notice to your child's teacher. If possible, the appointments should be made after school hours or while your child is tracked out.
3. If it is necessary for a parent to take his/her child from school during school hours, the parent should come by the office. A sign-out book is on the desk in the office area. Office personnel will call your child from the classroom after you arrive. (Teachers are not permitted to release students directly to parent during the school day unless there is an unique event being held in the classroom and the teacher has the proper forms). They will ask the parent to return to the school office for authorization.
4. When a child is going to be absent, you may call 460-3431 and leave a message giving date, teacher, and reason for absence.
5. When your child returns to school after being absent, you must send a **written** excuse to the school upon your child's return. Emails are acceptable. Please include the following information:
 - Your child's name
 - Date(s) of absence
 - Specific cause of absence
 - Your signature
6. If a student is tardy, parents must come into the office and sign in the child. The student will be given an admission slip to the classroom.
7. Letters will be mailed to parents of students who accumulate excessive absences or are regularly tardy. This is done in an effort to keep parents informed. A referral to a school social worker may be made if absences or tardies are excessive. It is a parent's responsibility to ensure their child is on time.
8. School-age visitors in your home may not attend school with your child as this may disrupt academic learning for both your child, others in the class, and present a liability issue.
9. **Family vacations should be planned during scheduled breaks (track out times)**
10. Excused absences can be requested for religious and educational reasons. Forms for requesting excused absences for either of these reasons are available through the office. These requests must be made in advance. Excused absences for educational reasons will be granted only if (1) the *primary* purpose of the trip is educational and (2) the event does not occur at another time (e.g. launching of a space shuttle, presidential inauguration). Excused absences for religious reasons will be granted if suggested by the religion of the student or student's parents.
11. Parents can decide a trip is in their family's best interest and choose to accept it as an unexcused absence.

Arrival and Dismissal

SCHOOL BUS SERVICE

Questions about bus stops and schedules should be directed to transportation at <https://www.wcpss.net/page/43> . Transportation can be reached at 919-805-3030. Concerns about behavior should be directed to Laura Walser, Assistant Principal, at lwals@wcpss.net or 460-3431.

All elementary students must have their bus ID tag on their bookbag for the entire year.

Afternoon bus departure times are posted on the website www.wcpss.net/adamses. Bus departure times are listed under Tweets on the right side of the screen. Information on PM late buses can be obtained by calling Adams' main desk at 460-3431 before 4:30 PM or at www.wcpss.net/Page/177.

Here Comes the Bus is an app that enables you to see the location of your child's school bus. More information can be found at <https://herecomesthebus.com/getting-started/> . When signing up you will need the district code of 67500 and your students ID number/lunch number.

EXPECTATIONS FOR STUDENTS RIDING SCHOOL BUSES INCLUDE:

1. Ride only your assigned bus.
2. Remain seated in your assigned seat and keep head and arms inside the bus.
3. Follow the bus driver's directions.
4. Talk softly (with permission of the bus driver).

Riding the SCHOOL bus is a privilege, not a right. Students must display the same appropriate behaviors on the school bus that are expected in the classroom.

SCHOOL BUS DISCIPLINE INVOLVES THE FOLLOWING STEPS:

1. The driver will report students who misbehave on the bus to the Assistant Principal. The parent will be notified the student displayed inappropriate bus behavior. If necessary, a conference may be scheduled with the student, parent, and Assistant Principal.
2. Inappropriate behavior can lead to the student being denied the **privilege** of riding the bus for 1 to 5 school days or more, depending on the severity of the misbehavior. Parents are responsible for providing transportation to and from school during this time period.
3. Additional reports of misbehavior may result in removal from the bus for additional days or long term.

CARPOOL TRAFFIC

All students who arrive on campus in the morning or leave in the afternoon by private vehicle must use the carpool area near the cafeteria. Please do not park, walk your child to the door, and then exit. Use the carpool lane.

AM Arrival: The curbside area in front of the main entrance is reserved for our students assigned to the Autistic Programs. Parents should park in a regular parking space if they are entering the building for any reason.

PM Dismissal: The curbside area in front of the main entrance, the handicapped spaces and the bus loop adjacent to the handicapped spaces are reserved for students in our Autistic programs.

Carpool in the AM begins at 8:45AM. Instruction begins at 9:15 AM. Students are expected to be in the classroom ready to learn at 9:15 AM.

Carpool in the PM begins at 3:45 PM and ends at approximately 4:00 PM. Parents are expected to arrive during this time frame. The YMCA offers after school care from 7AM - 6PM if needed.

For the safety of staff and students, please adhere to carpool guidelines.

In the mornings, staff will be on hand to assist students in exiting cars and entering the building. Students carpooling in the afternoon need a carpool number. Carpool numbers must be obtained through the school office. As you drive through the carpool line your number must be visible to staff members who are calling students. This procedure will keep carpool running smoothly and quickly. Students will assemble in the gym at dismissal time to await pick-up. Carpool will circle counterclockwise through the parking lot and students will be assisted into cars near the cafeteria/gym door. **PLEASE REMEMBER THAT ALL DISMISSALS AFTER 3:15 PM ARE THROUGH CARPOOL [carpool begins at 3:45 PM]. If you know that you have to pick your child up early from school, plan accordingly and please do so before 3:15 PM.**

AFTER SCHOOL ARRANGEMENTS

1. The WCPSS Transportation Department does not allow students to ride any bus other than their regular assigned bus. Riding a different bus home with a friend is not allowed.
2. Parents who plan to provide their own transportation for students to and/or from school should send a written statement to the teacher at the beginning of the school year.

3. If a child needs to go to a regularly scheduled daycare facility, scouting program, etc. after school hours, the parent is required to send written notification of this to the teacher. The teacher needs to know by what means each student is to go home, and, if this is to be changed, the teacher should be notified in writing. If your child will not be riding his/her daycare van, please notify the daycare center.
4. If your child is to go home with a classmate after school, through carpool, **BOTH** the hosting and visiting student should bring a note from his/her parent requesting this.
5. Students are not allowed to leave school campus during the day without an authorized adult.
6. Students leaving campus within 30 minutes of dismissal are only dismissed through carpool (3:15 PM – 3:45 PM). PLEASE REMEMBER THAT ALL DISMISSALS AFTER 3:15 PM ARE THROUGH CARPOOL [carpool begins at 3:45 PM]. If you know that you have to pick your child up early from school, plan accordingly and please do so before 3:15 PM.

School Learning Experiences

Wake County Board of Education Policy states all activities taking place within the school during a school day should be based on “learning experiences” for the children and cannot be approved if they are purely for entertainment or birthday recognition. **Parents wishing to bring birthday refreshments during lunch should make prior arrangements with the teacher.** Only store bought items are allowed. No items can be homemade. If you have any questions, please call the front desk.

Birthday Party Invitations

Teachers / Teacher Assistants will not pass out birthday invitations for birthday parties. This is an outside of school activity and is the responsibility of the parent.

Child Nutrition Services

Breakfast is available each morning during the 30 minutes before instruction begins (8:45 – 9:15 AM). Each class is assigned a lunch period that may vary with track-in. Parents are always welcome to join their child for lunch. Student accounts may be prepaid during the arrival period. Checks should be made payable to Adams Elementary Cafeteria and should list the child’s name, teacher, track and lunch number. **The cafeteria staff will do their best to send reminders when lunch funds are low but it is primarily the parent’s responsibility to track lunch account usage and available funds.** Students who do not have the required funds for lunch will be served unlimited fruits and vegetables with water (WCPSS Policy for all schools). Reduced or free lunch meals are available for qualifying families. Forms will be mailed in July of each school year to all parents. After the start of the year forms may be obtained at anytime through the office. MyLunchMoney.com is a service that allows parents to place money on their child’s lunch account using their debit card.

Field Trips

Current educational philosophy recognizes the desirability of using the total community environment as a learning laboratory. Field trips are required by WCPSS Board Policy to support the North Carolina Standard Course of Study. 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 and a committee of school staff. Before a student can go on a field trip, a signed permission sheet from the parent must be on file in the office. **Verbal permissions are not accepted.** A field trip is defined as any planned activity that necessitates the student leaving the school grounds during the instructional day.

All field trips are paid for by students; however, no child will be excluded from a field trip because of inability to pay.

Student Information

At the beginning of the school year, parents are requested to complete several information sheets and cards. **It is essential that parents inform the office of any changes so we always have a way to contact a parent or emergency back-up person.** Current telephone numbers (home, work and cell) are a must. The office must be able to reach an adult in the case of an emergency. You may contact Ms. Chubb at lchubb@wcpss.net or 919-460-3431 to notify her of any changes.

Toys

Students may not bring toys from home. iPods, cell phones, hand-held video games, yo-yos, trading cards, etc. do not serve an educational purpose and will be taken away. Some students have an electronic reader (e.g. Kindle). Adams does not accept responsibility for securing these items. It is the student's responsibility.

Inclement Weather

When weather conditions (snow, etc.) threaten the safety of our students, it may be necessary to close school for the entire day, delay opening of school, or dismiss earlier than usual. As soon as the superintendent makes a decision, local radio and TV stations will be notified. Listen carefully to the announcements. **PLEASE DO NOT CALL THE SCHOOL BECAUSE TELEPHONE LINES MUST BE KEPT OPEN FOR EMERGENCY INFORMATION.** Weather updates for the county can be found at the WCPSS website (www.wcpss.net).

Parents are responsible for monitoring the radio or TV during times of possible weather related closings. We are unable to notify parents individually of early closings. If there is a possibility of inclement weather, please send a note stating the transportation plan for your child in case of early dismissal. Students will follow their regular dismissal plan in the absence of a written note. Please note that the YMCA will NOT have before or after school care on weather related early dismissal. Buses are only available for students who normally ride the bus home.

Before-School, After School and Track-Out Programs

The Taylor YMCA provides a Before and After School program at Adams Elementary. Track-out programs are housed at the YMCA facility. Information about these programs and associated costs can be obtained from Taylor YMCA at 919 469-9622. Several other daycare centers may also provide care for our students and a list is available at our front desk.

Appropriate Dress

Students are expected to adhere to standards of dress and appearance compatible with an effective learning environment. Examples of prohibited dress or appearance include, but are not limited to exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; 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; 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; and 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 principal's designee may require the student to change his or her dress or appearance (WCPSS Board Policy 6410.1).

Heelys (sneakers with wheels) are a safety issue and cannot be worn while at school.

Book bags on wheels are not allowed for safety reasons. Individual exceptions will be made for physician orders.

Parents will be contacted to bring a change of clothes if deemed necessary. Students will wait in the office until dressed appropriately.

Students need to wear sneakers for PE.

IMPORTANT PHONE NUMBERS

Main office	460-3431
Absentee reporting	460-3431 x25927
Cafeteria	460-3431 x25938
Guidance	460-3431 x25939
Transportation	460-3431 x25930
Late Bus Information	460-3431 (until 4:30 PM only)

Afternoon bus departure times are posted on the website www.wcpss.net/adamses under Tweets on the right side of the screen.