

2024-2025

ADAMS ELEMENTARY

PARENT/STUDENT

HANDBOOK



Adams Parent/Student Handbook 2024–2025

Welcome to Adams Elementary School. We appreciate the opportunity to share your child's early education experience with you. Our school is recognized for our love and passion for children, our commitment to excellence, and the value we place on building meaningful relationships with our parents and students. The intent of this handbook is to provide you with information about Adams Elementary School and to establish some common procedures for all of us to follow. (The WCPSS Employee Handbook provides in depth information about the policies and procedures of our District, therefore policies of WCPSS supersede any policies outlined in our Parent/Student Handbook.) Although we have tried to include as much current information as possible, there may be school system policy and procedure updates and/or revisions as the school year progresses. Please check our website as well as the WCPSS website for the latest updates/revisions. We hope you will read this handbook thoroughly and keep it available for reference throughout the school year. If you have questions about this information, please contact your child's teacher or the school office. The staff at Adams is committed to providing a safe, orderly, challenging, and nurturing learning environment for your child. We look forward to working with you as our partners in making this school year a very successful one for your child.

Sincerely,

*Patsy Elrod
Principal*

Adams Vision Statement:

Adams Elementary School values the diverse backgrounds and experiences of our community. We provide unlimited opportunities for success, fostering lifelong learners prepared for an ever-changing, complex world.

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ADAMS ELEMENTARY SCHOOL HOURS

Students may begin arriving on campus starting at 8:45 a.m., and school is dismissed starting at 3:45 p.m. Morning Announcements begin at 9:15 a.m. Any child who arrives at school after 9:15 a.m. will be counted tardy and must be escorted into school and signed in by an adult. We encourage parents to make every effort to have their child(ren) at school on time. Children who are involved in extracurricular activities that meet before school may enter the building earlier than 8:45 a.m., if permission is given by the sponsoring teacher. The school office is open daily from 8:45 a.m. until 4:15 p.m., except for observed holidays.



ATTENDANCE

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

Students who leave school for any reason during the school day are counted absent for the day unless they return and the combined time in school is equal to half the regular school day: three hours and fifteen minutes.

- If students are tardy, they must be accompanied by a parent to the office to obtain a tardy slip. Children who are habitually absent, tardy, or regularly checked out of school early will be referred to the school social worker and principal.
- If students must leave campus for an appointment, please sign them out in the office. Office personnel will call your child from the classroom after you arrive. If students return to school on the same day, you must sign your child back in.

When your child is absent, please send a written note to school on the day your child returns and include the following information:

Your child's name
Date(s) of absence
Specific cause of absence
Parent signature

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For planned absences, please notify your child's teacher in advance, through email or Talking Points.

Please plan family vacations during track out or scheduled breaks. Please follow WCPSS policy regarding [Request for Excused Absence for Educational Reasons](#). Additional guidance regarding attendance can be found on our [school website](#).

BEFORE AND AFTER SCHOOL CARE

Our Before and After-care Programs are operated by the YMCA. The Before School Care Program begins at 7:00 am and ends at 8:45 am. If your child is in the Before School Care Program, you must arrive prior to 8:40 a.m., or you must proceed to the end of the carpool line and follow the carpool dropoff procedures. The After School Program operates from 3:45 p.m. to 6:00 p.m. Detailed information about registration and cost can be found on our [school website](#).

CAFETERIA

Adams Elementary operates a school food service program. For the 2024–2025 school, A full paid breakfast at the elementary level is \$1.75 and lunch is \$3.50. To complete a Free and Reduced lunch application, please go to www.myschoolbucks.com.

Students are also able to purchase snacks in the cafeteria. Any food purchased outside of the school cafeteria (ie. fast food, carbonated drinks and restaurant pizza) is prohibited. Family guests are welcome to join students for lunch at their assigned lunch time after the first week of school.

CELL PHONES AND SMART WATCHES

Students are not permitted to use cell phones or have them accessible while at school. If a student brings a cell phone to school, it must be kept in the student's bookbag. If the cell phone is taken out of the book bag, it will be confiscated. A family member will then be notified to come to school to retrieve the cell phone. Smart watches are allowed only if put on Airplane mode in order to disable text messages and phone calls from being received. The watch is considered a cell phone UNLESS airplane mode is activated.

CHANGE IN DISMISSAL

If you intend for your student to be dismissed in a manner that is not typical, we must receive the request in writing. We CANNOT rely on students to tell us the intended plans. If the school does not receive this request in writing, the student will go home his/her normal way. If you must make a change to the typical/expected manner of your student's departure, you may call the main office at 919-460-3431 to do so. Changes must be received by 3:15 p.m.

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CLASSROOM LEARNING EXPERIENCES

Wake County Board of Education policy states that all activities that take place within the school day should be based on a “learning experience” for children. The teacher will plan all such experiences, and the classroom grade parent or teacher will contact parents if additional items are needed. Parents are encouraged to discuss any questions related to this policy with the teacher.

COMMUNICATION

Folders

Teachers will send home samples of your child’s work, school correspondence from the school office, and any PTA correspondence each week in a communication folder. Please review your child’s work, remove the contents of the folder and return with your child the following school day.

Talking Points

Talking Points is the quickest way to get in contact with your child’s teacher. While Talking Points messages are delivered to teacher phones and emails, please remember that instructional responsibilities take priority, and teachers may not respond immediately.

Email

Teacher email addresses can be located on the Adams Elementary website. It is important to realize emails may not be read right away because of classroom instructional obligations. Teachers will make every effort to respond to emails within 24 hours on school days.

DISCIPLINE

All students have the right to attend school in a safe and orderly environment and to have conduct rules applied fairly to them without regard to race, gender, religion, disability, or other defining characteristics. They also bear the responsibility to understand conduct rules, behave appropriately, and be individually accountable for their own actions and decisions.

Adams ES staff use positive behavior reinforcement to teach independence and respect for self and others. Redirective measures will be implemented for any student who interferes with the learning of others and endangers the safety of other students/staff. Persistent disruptions of learning by an individual student will be referred to the school administration or school counselor. It is a school-wide expectation that students show respect to all staff members. Parents are encouraged to support their children in engaging in positive behaviors

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at school and to partner with teachers and administrators on effective strategies to correct misbehaviors.

When a student receives a major behavior referral, the school will notify the parent and consequences are given based on the individual situation. We believe in a strong partnership between home and school to resolve problems or conflicts. If a student continues to exhibit poor behavior, parents will be asked to attend a conference with the school team to develop a plan for their child.

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 and the *Code of Student Conduct* policies, the *WCPSS Code of Student Conduct* policies shall take precedence.

DRESS CODE:

Students are expected to adhere to standards of dress and appearance compatible with an effective learning environment. Attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; see-through clothing; 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). Parents will be contacted to bring a change of clothes if deemed necessary. Students will wait in the office until dressed appropriately. In the event a parent cannot bring a change of clothes, the student will be given clothes from the school clothing closet.

Policy Code: 4316 Student Dress Code

f) Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., hair ties or headwraps) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

g) The Wake County Board of Education supports [state](#) and [federal](#) CROWN Act legislation that would provide protections for protective, natural, or cultural hairstyles. In particular, schools must permit protective, natural, or cultural hairstyles, including but not limited to braids, dreadlocks, locs, twists, tight curls or cornrows, Bantu knots, afros, and other culturally

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expressive hair ties or headwraps. Students are free to adopt hairstyles of their choice, whether short, long, shaved, braided, curled, twisted, knotted, or otherwise.

GRADING

Content Areas:

Levels 1 to 4 indicate whether your child met expectations set by the state's Standard Course of Study. These levels also indicate whether he or she has the necessary skills and concepts to be successful in the next quarter or next grade.

Teachers' assessments include observations and evidence collected throughout the grading period to determine their students' levels of proficiency. The descriptors for each level have been aligned to the expectations of the state Standard Course of Study for all content areas.

Level 4 – Exemplary

A student consistently demonstrates an in-depth understanding of the standards, concepts and skills taught during this reporting period.

Level 3 – Proficient

A student consistently demonstrates an understanding of the standard, concepts and skills taught during this reporting period.

Level 2 – Approaching Proficiency

A student is approaching an understanding of the standards, concepts and skills taught during this reporting period.

Level 1 – Non-Proficient

A student does not yet demonstrate an understanding of the standards, concepts and skills taught during this reporting period.

Conduct and work habits

Students receive grades (1, 2 or 3), separate from the content area, for conduct and work habits. In reporting on conduct, the teacher can indicate whether the student meets expectations in cooperating with others, respecting others and observing rules and procedures. In reporting on work habits, the teacher can indicate whether the student uses time wisely, listens carefully, completes assignments, writes legibly, works independently or seeks help when needed, and completes work. The following descriptors will be used:

3 – meets expectations **2** – inconsistently meets expectations **1** – does not meet expectations

Specials

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Your child also will receive a report of progress in specials (Healthful Living, Music, Visual Arts and World Language) at the end of each semester.

All K–5 students receive a report card at the end of each nine-week reporting period.

HOMework POLICY

The Wake County Board of Education recognizes the importance of homework in supplementing classroom instruction and furthering the goals of the educational program. Homework reinforces learning and fosters independence, responsibility, and self-direction.

Homework assignments should strengthen skills, provide practice in subjects that have already been taught in class, and/or improve a student's ability to work independently.

At Adams, we encourage students to read 20 to 30 minutes each night in addition to their regular assignments. Homework should not be assigned on evenings in which school activities have been scheduled.

Time Guidelines for Homework:

GRADE	DAILY TIME
K-2	up to 20 minutes
3-5	up to 50 minutes

INCLEMENT WEATHER

School may be dismissed early if weather conditions present a hazard to students' safety. If the school closes early due to inclement weather, all after school care programs will be canceled. Children should be picked up within 30 minutes of the close of school. If school is delayed, all students will follow the delayed schedule. Please refer to our local news stations or WCPSS website for updated weather conditions as well as possible school closings. If school is closed, Before School Care and After School Care Programs will also be closed.

LOST AND FOUND

Please put name labels on students' personal belongings. These markings will help school personnel locate lost items. Also, please do not allow your children to bring extra money, valuable items, toys, trading cards, radios, or sports equipment unless prior written approval has been given by the child's teacher. We will not assume responsibility for the security of

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such items. If your child loses an item, please encourage him/her to check the lost and found area. Clothing and other items not claimed by the end of each month are donated to charity.


MEDICAL MATTERS

When students become sick or hurt during the school day, parents will be called. Please keep your child's teacher and the school office informed of any changes with your address, phone numbers (work and home), and emergency contacts.

Children must be fever free for 24 hours, without medication, before returning to school to reduce the chance of a relapse and/or transmission of illness. Please also keep your child home if he/she has vomited within a 12-hour period. Sick children should not be at school.

If your child has a special health condition that the school should be aware of and prepared to handle, it is the parent's responsibility to provide written documentation of this condition. We will send home forms for you to complete at the beginning of the school year to gather this information. The school nurse will work with the staff to be sure your child's medical needs are met. Teachers and other school personnel are prohibited from giving prescribed and over-the-counter medications, such as cough drops, cough syrup, acetaminophen, etc. to students without the completion of the appropriate medical forms. Medical forms (Form 1702) are available in the school office, school website and in most pediatrician's offices. The medicine (in its original container) and completed form must be taken to the office by an adult in order for medication to be administered by the office staff.

SCHOOL EVENTS

Adams ES posts school events on the calendar on the school website, bi-weekly communication from the principal, and on social media. A shared school calendar is accessible on the website. To share, click the  in the top right corner of the calendar and [follow the instructions](#) listed. We try to offer a variety of day and evening events to support family involvement.

TRANSPORTATION

BUS

Bus service is provided for our base area students living one and one-half miles or more from school. 2024–2025 bus rider registration can be completed on the [WCPSS website](#). PreK–1st grade students must be accompanied by an adult for the morning and afternoon bus stops. Students MUST have their backpacks with them daily as their BUS TAG will be looped on the

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handle. This is the “ticket” to ride the bus and provides identifying information in the event of an emergency. It is VERY important that bus tags accompany your child daily if they intend to ride the bus. Click [here](#) for the most up to date bus route information!

HERE COMES THE BUS APP

WCPSS Transportation provides families of students who ride a yellow bus to school with a free bus tracking system called [Here Comes the Bus](#).

Here Comes the Bus translates GPS data into an easy to use customizable map that works on a computer, tablet or smartphone. The app allows you to see where the bus is and how close it is to your stop. Get started with Here Comes the Bus [here](#). You will need the district code and your student’s ID number to sign up. For your smartphone or tablet, download the Here Comes the Bus app from the [App Store](#) or [Google Play](#). The WCPSS school code for Yellow Bus is 67500. The WCPSS school code for Vendor Transportation Services is 67501. [Learn more about Here Comes the Bus for Vendor Transportation Services](#).

BUS CONDUCT

The following rules have been established by WCPSS in order to ensure the safety of all students who ride buses:

- Keep your hands to yourself
- Sit in your assigned seat
- Use a quiet talking voice
- Remain seated
- Follow driver’s instructions
- Arrive at the bus stop 10 minutes prior to the stop time
- Wait at the bus stop in an orderly manner in a safe location
- Follow loading, crossing rules, and procedures
- Do not bring inappropriate items on the bus or cab
- No hitting and no fighting
- Be totally silent at railroad crossings
- Keep the bus or cab clean

TRANSPORTATION INTERVENTION

The transportation department will follow the steps below to address any infractions of bus rider expectations in an effort to work directly with the student and family to resolve rider issues. Our goal is to keep students eligible for district transportation.

- **First infraction** – The driver will discuss any “rider expectations” infractions with the student and document the discussion with the student.

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- **Second infraction** – The driver will discuss the infraction with the student and document the discussion with the student. Transportation will send a letter to the parent describing the infraction.
- **Third infraction** – Transportation will make a referral to the principal for intervention.

DISCIPLINARY MEASURES

Disciplinary actions for students who are referred to school administrators for unsafe behavior on the bus will follow along the lines of how discipline is handled in school. The first referral from transportation is sent to school administrators after the bus rider has had two opportunities to correct the bus driver's concerns through communication between the bus driver and student. The exception would be any major infraction, as listed below, that presents serious safety concerns. In these cases, the student will be immediately suspended from the bus pending a review by the school administration.

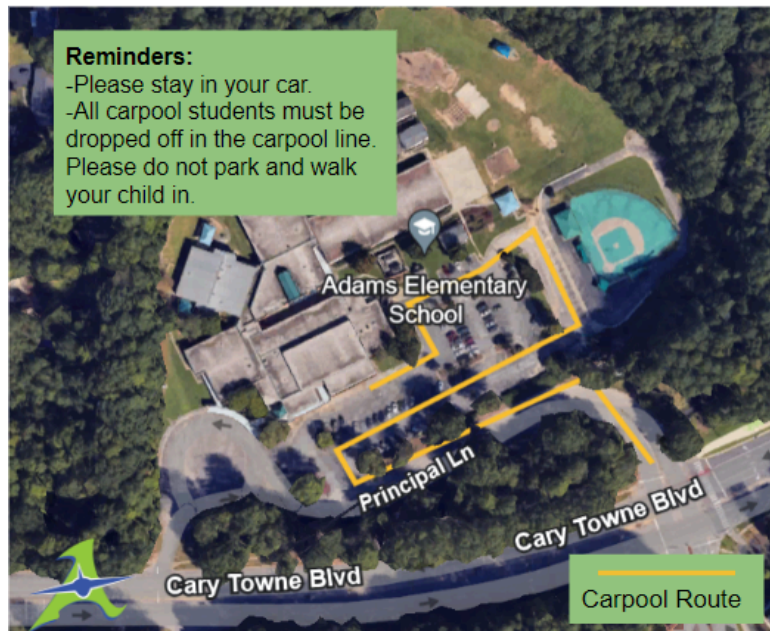
MAJOR INFRACTIONS:

- Drugs (including alcohol and smoking devices)
- Fighting (intentionally attempting to hurt another person)
- Weapons or any dangerous instruments
- Threats or bullying (physical or verbal threats)
- Throwing objects in or out of the bus or vehicle
- Sexual harassment
- Profanity in an aggressive tone or action (verbal or physical)
- Exiting the bus through safety exits
- Level II rule violations as mentioned in [School Board Policy 4309 Student Behavior](#)

Questions regarding school bus service should be referred to Broughton Transportation, 919-805-3030 or www.wcpss.net/transportation.

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CARPOOL



Carpool students should be dropped off through the carpool lane no earlier than 8:45 a.m. For safety reasons, students should not be dropped off at any other locations.

Please stay in a single line and follow the signs. Parents may not

park on side streets and wait for their child to walk to the car, nor walk up to the school from their parked car to pick up their child as a walker. All carpool parents are required to display a carpool

number on the rear-view mirror. This number will assist our staff in calling your child to the carpool area. We appreciate your cooperation in helping us keep all our students safe. For safety and security reasons, if your number is not displayed, you must come to the office to pick up your child. All drivers should drive slowly and allow ample time for picking up children. Under no circumstances should any driver pass or go around a car in the carpool lane. **All families must be in the carpool line no later than 4:10 p.m.**

WALKERS

Students that arrive on campus on foot will enter the school through the main school entrance. Parents are not allowed to park and walk students to the main entrance. If you are driving to campus, carpool must be used. New walker passes will be distributed at the Meet the Teacher event and upon first time walker drop-off. The school will provide each family with their walker passes. New passes will be provided each year. Old passes will not be accepted. See additional walker pass information under the Back to School Form section of the school website.

VOLUNTEERS AND VISITORS

We welcome family involvement at Adams ES. All WCPSS parent and community volunteers are required to register through the [MyVolunteer](#) system on an annual basis. When on campus, all guests and volunteers must check in at the front office. Parents are not permitted to visit classrooms solely to observe student behavior, interactions, or teaching.