

AVIATOR PARENT/STUDENT HANDBOOK 2023-24



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.

AVIATOR VISION STATEMENT

Adams Elementary is a diverse school family where a dynamic and inclusive environment produces engaged learners.

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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 inform their teacher.
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, it is your responsibility to 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 you have to pick your child up early from school, plan accordingly and please do so before 3:15 PM.

APPROPRIATE DRESS

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; head covering of any kind; 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.

Students need to wear sneakers for PE.

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ATTENDANCE – IN PERSON

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. Prior notice to your child's teacher is appreciated. 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 ring the front doorbell and notify the office staff of their need. Office personnel will call your child from the classroom after you arrive. Parents will have to wait outside for their child, and the office staff will sign out your child once they have left the building.
4. When a child is going to be absent, you can notify your teacher through email or Talking Points.
5. When your child returns to school after being absent, please send a **written** note to the school within 2 days of 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 ring the front doorbell and state their intention. A staff member will complete a tardy slip to provide to the teacher when reporting 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. **Family vacations should be planned during scheduled breaks (track out times).**
9. 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.
10. Parents can decide a trip is in their family's best interest and choose to accept it as an unexcused absence.

BEFORE SCHOOL/AFTER SCHOOL/ TRACK OUT PROGRAMS

The Taylor YMCA provides a Before and After School program at Adams Elementary. Before school YMCA begins at 7AM, and after school YMCA closes at 6PM. 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.

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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. Staff is not allowed to provide student contact information.

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 Tomara Lipscomb, Assistant Principal, at tlipscomb@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.

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. If a late bus does not arrive at Adams by 4:30, staff will begin notifying individual families of the later departure by phone.

The best way to monitor the times and locations of the bus is using the Here Comes the Bus APP. This APP allows you to track your students bus in real time. 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, keeping 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.

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CAFETERIA – Breakfast/Lunch

Breakfast is available each morning during the 30 minutes before instruction begins (8:45 – 9:15 AM). Each class is assigned a 25 minute lunch period daily. Meal prices for the 2023-2024 year are breakfast for \$1.50 and lunch for \$3.25. There will be additional treats or snacks available for extra purchase.

In order to receive free or reduced-price meals, families need to submit a meal benefits application. **Families can complete applications for the 2023-2024 school year now in order to receive benefits.** Please allow 10 business days for processing. Families can add money to student accounts, monitor the balance, and apply for free or reduced-price meals by visiting www.MySchoolApps.com.

Approved volunteers are encouraged to participate in Literacy Lunch, where they read with a small group of students during lunch time. Adams Elementary is hopeful to allow approved volunteers to eat in the school cafeteria starting in September 2023.

CARPOOL

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/gym. Please do not park, walk your child to the door, and then exit. Use the carpool lane.

AM Arrival: Upon arrival through carpool, students will enter the school through the gym and proceed to their classroom or the cafeteria for breakfast.

PM Dismissal: Students using carpool in the afternoon need a carpool number. Carpool numbers can be obtained through the main 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 once their carpool number has been posted. 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 you have to pick your child up early from school, plan accordingly and please do so before 3:15 PM.

Carpool in the AM begins at 8:45AM. Morning announcements begin at 9:10 with instruction beginning 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 4:10 PM. Parents are expected to arrive during this time frame. The YMCA offers after school care from 7AM - 6PM if needed.

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COMMUNICATION

PARENT COMMUNICATION

Every effort is made to send school information home regularly. School newsletters are sent home through email every other week, and more timely messages may be sent through phone or text messages. It is important that parents notify the school with any updates to phone numbers or email addresses.

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

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

By e-mail : Teacher e-mail addresses can be located on the Adams Elementary website. 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 24 hours on school days. Emails are not instantaneous communication.

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

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

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.

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.

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FOUNTAINS

Students are encouraged to bring a water bottle with them to school. Students will be provided with a cup if a water bottle is not available. Adams Elementary has three filtered automatic water bottle filling stations for students and staff to use.

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

Homework will be assigned during the week as the teacher deems appropriate. Suggesting for Homework during the 2022-23 school year include independent reading and online Dreambox practice. 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.

HEALTH ROOM

A health room is available near the main office for all students. Services include covering cuts, scrapes, and medication administration. 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 have parents called to go home as soon as possible.

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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. 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.

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.**

RECESS

Students are provided 30 minutes of physical activity each day. Recess can include structured or unstructured activities depending on the needs of the classroom.

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RETURN TO SCHOOL AFTER ILLNESS

The most updated guidance on returning to school from illness can be found at <https://www.wcpss.net/whentoreturn>

It is recommended students be fever-free for 24 hours without the use of fever-reducing medication and have an improvement in symptoms before returning to school.

STUDENT INFORMATION

Each school year parents are asked to complete a student data sheet (green paper). **It is important 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 essential. The office must be able to reach an adult in the case of an emergency. You may contact Mrs. Dawson at ldawson@wcpss.net or 919-460-3431 to notify her of any changes.

TECHNOLOGY

While attending school students are expected to use the provided WCPSS device.

Toys

Students may not bring toys from home, this included electronics which do not serve an educational purpose. If your child brings electronics on campus, Adams does not accept responsibility for securing these items. Any toys or electronics that interfere with the learning environment will be taken and parents called.

VISITORS

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 cannot be honored as Administration has to schedule time to be available to accompany you.

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VOLUNTEERS

Adams Elementary welcomes volunteers. You must be a WCPSS approved volunteer to work with students. You can complete the volunteer registration process in the main office during the instructional day.

Please reach out to the school or teacher to organize specifics regarding any volunteer opportunities.

IMPORTANT PHONE NUMBERS

Main office	460-3431
Cafeteria	460-3431 x25938
Guidance	460-3431 x25939
Transportation	460-3431 x25930
Late Bus Information	460-3431

Adams Elementary Website: www.wcpss.net/adamses