

Durant Road Elementary
Parent & Student
Handbook
2020-2021



Go Eagles!

Due to Covid 19, additional policies and procedures have been put in place at Durant Road Elementary.

Please see the section at the end of the DRES Handbook to see the WCPSS guidelines.

Durant Road Elementary School is a dynamic learning center with a dedicated staff committed to empowering students for success. Our teachers engage students within a culture of excellence enriched by parents, an active PTA, and a supportive community to provide exciting learning activities that are individualized to meet the needs of each child. Administrators encourage open communication and set high expectations for all students and staff. They are visible, accessible, supportive of parents and staff, and are actively involved in all facets of the school and its mission.

Our *Eagles* are taught in a safe, caring, and nurturing environment where they feel secure in taking ownership of their learning. Our teachers participate in Professional Learning Teams to analyze data from on-going assessments, monitor student progress, and plan exciting learning experiences for students to enjoy while achieving academically. Lessons are designed to spark curiosity and provide motivational energy.

Community and family involvement at Durant Road Elementary School contributes to student success. Parents, staff, and students participate in: Family Nights, STEAM, Math, Literacy and many others. Additionally, student involvement in a variety of before and after school activities extends instruction within a more casual environment.

Empowering students for success is the catalyst for every academic decision made at Durant Road Elementary School. Our ongoing efforts are effective: Durant Road is a wonderful place for our young *Eagles* to learn and to grow!

Attendance

Attendance is central to educational achievement and school success. State law requires school attendance for all enrolled children. Parents must ensure that all children attend school daily.

A written excuse for each absence is required from the parent/guardian and should be kept on file by the teacher until the end of the school year. Tardy slips should also be kept on file. Students should bring in a note within 3 days. If a student comes in late, **after the 8:20 school bell**, he/she must be signed in by a parent or guardian and receive an admission slip. If a student checks out early, he/she must be signed out in the office by a parent or guardian. A child is marked present when they are in school from 8:20 – 11:35 am or is checked in by 11:40 am and stays until the end of the day.

Whenever a student is going to be absent, parents should email the teacher or call the front office at 919-870-4220.

When the child returns to school following an absence, A NOTE MUST BE SENT BY THE PARENT TO THE CHILD'S TEACHER THAT GIVES THE REASON FOR THE ABSENCE WITHIN 3 SCHOOL DAYS. According to Wake County School Board Policy and North Carolina State Law, excused absences are granted for (a) illness or injury, (b) isolation ordered by the health department, (c) death in the immediate family, (d) emergency doctor or dentist appointment, (e) subpoena, (f) observance of a religious event with prior principal approval, (g) valid educational opportunities with prior principal approval. **ALL OTHER ABSENCES WILL BE RECORDED AS UNEXCUSED.**

Students who have 3 or more tardies and/or 3 or more early checkouts in a grading period are not eligible to be recognized for perfect attendance.

If your child has a chronic illness or needs to have emergency medication on hand at school, please contact the school nurse or school social worker at 919-870-4220 to assist you in preparing a school action plan to minimize absence.

MOST FAMILY TRIPS ARE CONSIDERED TO BE UNEXCUSED ABSENCES. A family trip may be considered an excused absence **ONLY** if the **PRIMARY** purpose of the trip is educational and the trip is time-specific (example: a space launch) and must be pre-approved by the Principal. An Educational Absence form can be requested at the front desk or through your child's teacher. Please try to schedule vacations during track-out.

AFTER-SCHOOL PROGRAM

The Banks D. Kerr YMCA operates an after-school program from 3:05 to 6:00 p.m. on the Durant campus. The program will be based in the multi-purpose/gym room. Children in the after-school program must be picked up on the side of the building at the gym/ cafeteria entrance.

CARPOOL PROCEDURES – FOR THE SAFETY OF ALL OUR CHILDREN

As teachers and parents, we can be positive role models for our students by consistently modeling these procedures. Our children's safety is ALWAYS our primary concern. Consistent procedure allows the orderly, efficient, and safe entry and dismissal of all students. Thank you for taking the time to read our carpool procedures!

Mornings: DO NOT DROP YOUR CHILD OFF PRIOR TO THE 7:50 BELL – there is no supervision prior to 7:50 AM. After 8:20 AM, Parents will need to park and come to the front door of the school building to sign their children in if they are tardy according to our school's bell.

Afternoons: Parents will be assigned a carpool number to use each year their child attends Durant. Please help your child learn his/her carpool number. Contact the front office to receive a number and/or carpool tag. To increase efficiency, Carpool numbers must be visible in your vehicle each day. During carpool, please do not park and come under the entryway to get your child. The only parents that should be in the carpool entryway are parents displaying a "Walker" tag. If you do not have a carpool number, we'll ask you to park, walk into the building and sign your child out in the office.

Students will remain in their classrooms after the dismissal bell and will be called to their cars using the assigned carpool number displayed on TVs in the classroom. If students are still at school after 3:35 PM, the office staff will begin calling parents to have them come pick up students. Please be prompt- our school dismissal bell rings at 3:05 PM. Parents will need to park and come to the front door of the building to sign their children out of school. Please remember to bring your driver's license.

Due to major traffic backups and safety concerns, we ask that you respect the following guidelines to make carpool safe and efficient for all:

The chain blocking the left lane of traffic will be up from 7:50 – 8:20 a.m. and from 3:05 – 3:35 for student safety and to expedite movement of the carpool. If you need to park, you will need to wait in the carpool line to do so.

MORNING: Arrive between 7:40 a.m. and 8:00 a.m. before traffic backs up. **AFTERNOON:** Arrive close to 3:05 p.m. The front of the carpool line in the afternoon is reserved for WCPSS special transportation. Once these vehicles move, the rest of the vehicles can move forward.

Drive down along the curb as far as possible when dropping off or picking up students. Students should be ready to disembark as soon as parents come to a halt and should enter and exit their cars from the curb side. We ask that you have your student exit and enter your vehicle on the passenger side of the car. For their safety, we do not want them walking into the carpool lane to enter the car on the driver's side.

REMAIN IN THE CARPOOL LINE RATHER THAN PARKING AND WALKING STUDENTS IN; UNLESS THEY ARE CARRYING PROJECTS/MATERIALS THEY CANNOT CARRY THEMSELVES, OR IF YOU ARE VOLUNTEERING.

Do not drop students off in the front parking lot/bus parking lot or allow them to cross the carpool lane alone.

Students **may not** be dropped off or picked up as carpoolers from the path in Hunter's Knoll, the bus parking lot or from the parking lot at Open Door Church.

Do not talk on cell phones, play radios loudly, honk, or allow children to hang out of windows and sunroofs when driving through the carpool lane. Please be mindful of your speed in the carpool lane. Vehicles should always move slowly and watch for students.

Please remain in your vehicle while you are in the carpool lane. If a student needs assistance, we will be more than glad to assist the student in exiting and entering your vehicle.

CHANGE OF ADDRESS OR PHONE NUMBER

Parents are asked to inform the school of any changes of address, phone number or email address so we have accurate, up-to-date information for all students. **All parents must give a number where they can be reached during the school day in the event of an emergency.**

Use the following contacts when informing the office of your family's information to be updated to the attention of "Durant Elementary Data Manager".

Email: ncwise398@wcpss.net

Phone: 919-870-4220

Fax: 919-704-2052

Address changes must be accommodated with proof of residence as well as the document must be faxed or emailed. The proof of residence can be one of the following documents.

Electric Bill

Gas Bill

Water Bill

Purchase agreement (within 45 days of closing)

Lease agreement

Please be sure to include your child/ren's certified name, grade and teacher when emailing, phoning or faxing.

Check-in and Check-out procedure

No staff member shall excuse any pupil from school or class prior to the end of the school day or class, or into any person's custody, without the direct approval and knowledge of the principal or his designee. Also, no student shall be permitted to leave school early under any conditions without parent's or guardian's authorization and the principal or his designee's permission. DRES will observe the following check-in / check-out procedures. Students who report to school after 8:20 am must check-in through the office. After 8:20 am we will not allow a child in class without a tardy slip (unless there is a late bus).

Students leaving during the school day must check-out through the front office.

Students must be picked up by a parent, guardian, the person listed, or bring written permission from the parent or guardian if being picked up by someone else.

Parents picking up students must report directly to the office and sign them out, please bring your ID. Students will be called from class on the intercom.

Under no circumstances will a student be released from class without following the above check-out procedures. Tardies will only be excused with a doctor's note. Students, who receive 3 or more tardies and/or early check outs per 9 weeks, may not receive a Perfect Attendance award.

**To assist classroom teachers with a smooth transition at the end of the day, parents are asked to refrain from checking out their students between 2:30 and 3:05 pm each day.

Accumulated Absences

Students with a documented chronic health problem will not be subject to the attendance policy if all the absences are excused. Documentation should be from a physician or other appropriate health care professionals

*Routine doctor and dental appointments should be scheduled after regular school hours if possible.

If you have questions, please contact our school Social Worker.

Child Nutrition Services

All DRES students can receive FREE breakfast and lunch through the end of June 2021. Our cafeteria staff strives to provide a healthy and nutritious diet for our students. There are always three choices of fruit or vegetables available. Breakfast is available each morning from 7:50 – 8:20 am and each class is assigned a 30 minute lunch. Currently, parents are NOT ALLOWED to join their child for breakfast or lunch.

Breakfast

Student..... \$1.25

Adult.....A la Carte

Lunch

Student..... \$2.75

Student Reduced-Price..... \$.40

Adult..... A la Carte

These prices are current as of 2020-2021. Checks should be made payable to Durant Road Elementary Cafeteria and should list the child's name, teacher's name, and student ID number, and the designated amount for lunches and/or snacks. If your child's fund is about to run out, the cafeteria will notify you through the school messenger calling system. It is important that we have a current telephone number on file. Please make every effort to note the number of lunches purchased. This will enable you to readily anticipate when the fund may need to be replenished.

Purchase Meals online

With a MySchool Bucks account paying for school meals is easy. Go to 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

Class Preparation

In order for students to make instructional progress, it is expected that they come to class prepared with the necessary tools for learning. These necessary materials may vary from class to class but generally include: pencils, paper, textbooks, and completed homework assignment. **Students are expected to furnish their own supplies based on the supply list from their teacher.**

CODE OF CONDUCT FOR THE WAKE COUNTY PUBLIC SCHOOLS

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.

WCPSS discipline policies are included in the handbook published by WCPSS. You have received a copy of the Wake County Public School discipline policies; it is extremely important that you and your child read these together and that you sign the form indicating that your child is aware of the policies.

DRES Bully Policy – Bullying is taken very seriously by DRES and Wake County Schools. Types of bullying can include verbal, physical, social and cyber bullying. Our Bully 123 Policy is intended to distinguish between bullying and peer conflict. Bullying is defined as behavior meeting the following 3 criteria: 1) repeated, 2) intentional, 3) intimidating. If the behavior meets all three criteria, it should be referred to school administrators. If the behavior does not meet all three criteria, it is considered peer conflict and should be handled by the teacher or referred to a school counselor if necessary.

COMMUNICATION

E- Mail – Staff members are required to check email daily (but not during instructional time). This is the best way to communicate with your child's teacher. If you do not know a staff member's email address this can be located on our school webpage <http://www.wcpss.net/durantroads> or by calling the front office 919-870-4220.

Class Dojo - ClassDojo is a school communication platform that teachers, students, and families use every day to build close-knit communities by sharing what's being learned in the classroom home through photos, videos, and messages.

School Messenger is the system we use to make school wide contact with parents. Our initial form of contact is through school emails, Class Dojo and text messages. Phone calls will be sent out in emergency situations only.

It is imperative that we maintain effective communication channels between parents and school regarding grades, discipline, and other aspects of school. Written notes, email messages and telephone calls can be effective means of communication.

CONFERENCES WITH TEACHER OR PRINCIPAL

Parent-Teacher conferences are encouraged. Currently these are being done virtually only. If the teacher feels a conference is necessary, the school will contact the parent. If for any reason a parent wishes to have a conference with the teacher, the parent should contact the teacher. When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with the administration. Teachers, members of the administration, and parents share common goals of creating the best learning experiences for students. Regular communication between the home and school is critical. Teachers are not available for drop-in conferences or visits between 7:50 and 3:35, **because their primary responsibility is to supervise children during those time periods.**

Conferences may be held before or after school, in the evening, or during track-out in accordance with parent and teacher schedules. Conferences are currently being held virtually.

DISMISSAL PROCEDURE

Every year we will continue to follow a "Bell to Bell" attendance policy. We will not dismiss students between 2:30 and 3:05 to ensure that we protect instructional time for the students. This is disruptive to our classroom instruction and impacts student learning. Please try to schedule appointments after the school day or during track outs.

Parents who pick up his/her child after school will need to go through the carpool line. **Do not wait for your child at the front of the building (unless you have a walker tag). Be sure you have a carpool number and use the carpool lane.**

Parents who pick up walkers will need to have their parent walker badge and meet their student (with their matching walker badge) at the flagpole. A DRES staff member will verify your identity.

DRESS CODE

Students are asked to dress in a manner appropriate to the learning environment. If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance.

For their safety, students should not wear flip-flops or clogs during P.E. and outdoor play.

Tee shirts with inappropriate language or pictures are not permitted.

WCPSS policy does not permit the wearing of any head covering inside the building including bandanas.

No symbols, styles or attire frequently associated with intimidating violence or violent groups are permitted

(gangs, hate group etc.)

DRILLS

Emergency drills are conducted periodically according to state regulations. Teachers will review designated safety routes with students. Emergency evacuation routes and procedures are posted in each room.

FIELD TRIPS - We currently are not having field trips

Field trips at Durant Road ES are intended to enhance student learning. In order for students to participate, permission slips should be completed and returned promptly. Parent volunteers help supervise small groups to ensure student safety. Parents need to take turns so all who volunteer get to participate at one time or another. No child will be denied a field trip due to inability to pay. Contact the teacher or principal if you need financial assistance. Parents must register and be cleared prior to volunteering to chaperone a field trip.

HEALTH ROOM - This not the same as the Care Center

A health room is available in the main office and is monitored by office personnel. A child may remain in the health room until picked up by a parent or until he/she is able to return to the classroom. Parents are expected to pick their child up within a reasonable time of being notified of their child's illness or condition. Our school does not have a full-time nurse.

Children should be kept home when the following symptoms are present: fever, diarrhea, nausea, and vomiting, red and watery eyes with drainage, severe headache, or undiagnosed rash. **CHILDREN SHOULD REMAIN AT HOME UNTIL FEVER FREE FOR 24 HOURS; CHILDREN WITH NAUSEA, VOMITING OR DIARRHEA SHOULD REMAIN HOME UNTIL FREE OF SYMPTOMS FOR 12 HOURS.**

Homework Policy

At Durant Elementary, homework is defined as the time a student spends outside the classroom in assigned learning activities that reinforce and support the mastery of learning. When appropriate and possible, homework should be differentiated for students depending on their mastery of the objectives. It serves to develop regular study skills and the ability to complete assignments independently. Homework completion is the responsibility of the student. In kindergarten and first grade, homework completion could/should involve parent involvement. Therefore, parents play a supportive role through monitoring completion of assignments, encouraging students' efforts and providing an appropriate environment for learning.

Reinforcement - for students who need extra work to reinforce the skills being taught

Enrichment – for students who need/want to more thoroughly proceed in a subject

Completion/Continuation – for students who were unable to finish class work

Review/practice – for students who need to prepare for tests or for review of skills to strengthen understanding

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, please contact the teacher.

Grade Level

Suggested Times

K	10-20 minutes + daily reading
1	10-15 minutes + daily reading
2	20 minutes + daily reading
3	30 minutes + daily reading
4	40 minutes + daily reading
5	50 minutes + daily reading

If a student's homework is lost or misplaced, the student is responsible for getting the assignment from another student. Homework will not be assigned on weekends, holidays, or over a track out, unless there are incomplete assignments. Students may, however, work on long-range projects and remediation activities during weekends and vacations.

INCLEMENT WEATHER

When weather conditions threaten the safety of the students, it may be necessary to close school for the entire day, delay opening of school, or dismiss students earlier than usual. When a decision is made by the superintendent, local radio and television stations are notified. On days we have inclement weather, listen to local stations often, as they have the information before we do at school. Please do not call the school office because telephone lines must be kept open for emergency information. Please discuss these emergency dismissal plans with your child so he/she will know what to do in the event of early dismissal from school. The back of your child's locator card should be completed with all information for inclement weather. The YMCA after-school program will not operate in cases of early dismissal due to inclement weather. School make-up days are typically scheduled on Saturdays. Times will be announced at a later date. Breakfast and lunch are not served on Saturdays.

LANGUAGE ASSISTANCE

WCPSS offers interpretations and translation services for parents needing language assistance through qualified district and outside contractors. The district ensures that all interpreters and translators are trained in the ethics of interpreting and translating, and the need to maintain confidentiality. Parents may refer to the WCPSS website for more information.

LOST AND FOUND

All found items will be placed in the lost and found in the cabinet in the gym. The school cannot assume responsibility for students' losses. Proper marking of personal property can reduce these losses. Please mark all items such as coats, jackets, sweaters, lunch boxes, etc.

LUNCH

Currently parents are not able to join their children for lunch. We will let you know when this changes. We ask that Kindergarten parents please wait and check with your child's teacher before coming in to have lunch. We want the children to be comfortable with their school routine.

This is currently not available - Parents should eat with their child ONLY at the cafe tables available outside the main office.

If a parent is providing a dessert or other food item, please notify the classroom teacher to determine the best time for this to happen. The item needs to be store bought and parents are responsible for distributing fair proportions to all students in their child's class only, as well as cleaning up. Treats, etc. should be provided to only the students' class and any extras should be taken home.

MEDICATION

The safety and well-being of your child is our utmost concern. For this reason, policies for the administration of medications have been designed to protect students. Only those medications that are medically necessary and cannot be scheduled outside of the school day will be given at school.

Designated school officials may only administer medication, including over-the-counter medicines to students:

- The Parents Request and Physician Order for Medication Form (1702), which is available in the main office and on the WCPSS website, must be completed by the parent and physician. It is the parent's responsibility to obtain these signatures. We will accept faxed copies
- A new Form 1702 is required whenever there is a change in the type of medication or the dosage. New forms are required each school year as well.
- Medication must be in a pharmacy container with the student's name, name of medication, date filled and directions clearly marked on the label. Please pick up discontinued medication within 2 weeks.
- School staff is not allowed to administer any over-the-counter medication to students without a completed Form 1702 on hand.
- It is the parent's responsibility to transport the medication to and from school. **DO NOT SEND MEDICINE TO SCHOOL WITH THE STUDENT.** Please contact the office to make other arrangements if necessary.

OFFICE

The school office is open from 7:20 am to 4:00 pm., Monday through Friday, excluding holidays. Voice mail is available at all other times at 919-870-4220. If you reach voice mail during the operating hours, please leave a message.

PERMISSION FOR STUDENTS TO LEAVE CAMPUS

In order to ensure that our students are released from school with authorized persons, we will ask you how your child should leave school at the end of each school day (e. g., bus, day-care van, carpool, etc.) Any time a child is to leave by any other means, please contact the front office and you should contact the teacher through email or Class Dojo. No students are allowed to ride home on a bus other than their assigned bus.

PERSONAL ITEMS

Students shall not bring toys, trading cards, athletic items, electronic equipment, or any non-essential personal items onto school property unless authorized by a staff member. Durant Elementary is not responsible for lost or stolen items. Toys and games should not be brought to school unless the teacher asks for them.

REPORT CARD/INTERIM DATE

Interim/Report Card Dates for 2020-21

Interims (Week of) (if MTYR schools remain on Track 4 schedule)				
Track	Quarter 1	Quarter 2	Quarter 3	Quarter 4

1-4	September 14	November 16	February 22	May 24
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***Interims are distributed about the fifth week of the quarter.**

Quarter End & Report Card Dates (if MYTR schools remain on Track 4 schedule)							
Track	Quarter 1 Ends	Q.1 Report Cards	Quarter 2 Ends	Q.2 Report Cards	Quarter 3 Ends	Q.3 Report Cards	Q.4 Quarter Ends/ Report Cards
1-4	September 30 Day 32	October 23	December 22 Day 75	January 29	March 30 Day 122	April 30	June 29 Day 170

Report Card - Standards Based Grading

To provide consistency to the grading process and better inform parents as to their child's progress towards mastery,

WCPSS is using the Standards Based Assessment in grades K-5. A report card has been developed to align with the Standards Based Grading as well as federal laws and WCPSS policies. The report card measures progress against the uniform standards from the North Carolina Standard Course of Study and uses a consistent grading scale; work habits and conduct are separate. Information related to growth and overall strengths and needs is captured in the teacher comment section.

For academics, students are graded on a 1-4 scale defined as follows:

- Level 4 – exemplary
- Level 3 – proficient
- Level 2 – approaching proficiency Level
- Level 1 – non-proficient

For conduct and work habits, students are graded on a 1-3 scale defined as follows:

- Level 3 – meets expectations
- Level 2 – inconsistently meets expectations
- Level 1 – does not meet expectations

The report card increases a teacher's ability to communicate with the student and parent about the student's success in meeting the state standards for that grade, as well as reporting on the student's classroom behavior and study habits.

SCHOOL BUS SERVICE AND DISCIPLINE

School bus service is available to all students who reside within the Durant transportation pattern. Questions about bus stops, schedules and routes should be directed to the WCPSS Transportation Department at 919-805-3030 or www.wcpss.net. The school office does not handle these issues.

Due to liability issues, students may only ride their assigned buses: for this reason, students may not invite friends to ride home with them. Riding the bus is a privilege, not a right; therefore, students must follow the guidelines listed below. In order to provide safe transportation, it is critical for students to display orderly behavior on the bus at all times.

Expectation for students riding school buses includes:

- Ride on assigned bus
- Remain in your assigned seat
- Keep head and arms inside the bus

- Follow the bus driver's directions
- Talk softly (with permission of bus driver)

School bus discipline procedures: Please refer to the letter from the school. This letter must be discussed with your child, signed and returned to school.

SCHOOL SPIRIT

The school mascot is the Durant Eagle and the school colors are royal blue and white.

SNACKS

In June 2004, the Child Nutrition and WIC Reauthorization Act was signed into law, making it mandatory for all education agencies participating in the National School Breakfast and Lunch Program to create a local wellness policy by June 30, 2006. Much of our Wellness Policy (#5125) pertains to our Child Nutrition Services division. Per the federal mandate, there are areas in the policy that directly pertain to our school practices. Fundraising, rewards, and on campus events are attended to in our wellness policy.

Fundraisers involving food may not operate during the school day.

Edible rewards offered to students must be of high nutritional value. Examples of foods lacking nutritional value include: soft drinks, water ices unless they have fruit or fruit juices, chewing gum, hard candies, gummies or jellies, marshmallow candies, cotton candy, candy coated popcorn, and licorice.

Schools are asked to host student reward events that provide food and beverages high in nutritional value.

On-campus events (e.g., concession stands) must offer 2 or more healthy choices for those individuals who would like an item of high nutritional value.

When preparing snacks, we ask you to keep your child's health and safety in mind. You help develop healthy habits and enhance learning when your child snacks on vegetables, fruit, or low-fat, low-sugar foods. Please send all food and drinks in a plastic container (not glass). Due to food allergies, please send in pre-packaged snacks with the listing of ingredients, not homemade snacks. Per Wake County policy, no homemade items are to be sent in for whole class celebrations, only purchased items from a place of business. For the sake of our carpets, please do not send red or purple drinks. Carbonated sodas are not allowed for lunch or snacks.

STUDENT ARRIVAL PROCEDURES

The school day for K-5 Durant students is 8:20 am – 3:05 pm **DO NOT DROP STUDENTS OFF PRIOR TO 8:00 am.**

Students may not remain unsupervised outside the building or in the office lobby, media lobby, or classroom areas prior to 7:50 a.m. (Breakfast is available from 7:50 – 8:05 am).

We encourage all parents to help their children learn to enter the building independently whenever possible. Students start their day best when they are in the classroom, ready to learn by 8:15 a.m. **Students arriving after 8:20 am must be checked in at the office by their parents to receive a tardy slip.** Instruction begins promptly at 8:20 am.

This year we will continue to follow a “Bell to Bell” attendance policy. Tardies will be closely monitored and documented. We will not dismiss students between 2:30 pm and 3:05 pm. This is disruptive to our classroom instruction and impacts student learning. Please try to schedule appointments after the school day.

STUDENT WORK FOLDERS

Each K-5 student will bring home a work folder **every** Monday. This folder will include the work completed by the student during the previous week and other vital communication such as; the weekly Monday newsletter (unless sent electronically), field trip information, upcoming events, order forms, and information about class/school projects. Parents should review weekly progress with the child and should sign the parent form each Monday. All folders should be returned to the teacher each Tuesday morning so the teacher is certain that the parent is aware of the child’s progress. We encourage parents to make comments weekly and to schedule conferences with the teacher as needed if there are questions or concerns about the child’s progress. Weekly folders also contain important newsletters and notices for parents. Please read and keep it handy.

Supervision of children/students during track outs

No DRES staff member will supervise students in our building who are on scheduled Track out/summer vacation from another school or DRES. There may be a situation where a student needs to do community service hours for a club, school or organization. That student and parent must have prior written permission from the DRES school administration.

TARDIES

If a student comes in late, **HE OR SHE MUST BE SIGNED IN BY A PARENT OR GUARDIAN** and receive an admission slip from the office. Please do not allow students to walk in alone. This is not safe. Parents of students with excessive tardies will be expected to conference with the principal or counselor and may be contacted by the school social worker. If tardies continue, the social worker will be involved.

TESTING CALENDAR

Our goal is to test every student in a manner that best allows him/her to demonstrate academic skills. As a result, Durant Road Elementary provides test modifications to many special education and 504 students. For this reason, EOG testing is a massive endeavor that often requires staff from all grade levels and special areas to assist. You may review the testing calendar on the Durant website once it is finalized for the 2020-2021. Unless your child is sick, it is very important that he/she be present on test days. Please do not schedule any morning appointments on test dates.

TRANSPORTATION CHANGES

Due to concerns about safety and liability, we will not accept or honor phone call requests to change a child’s mode of transportation. We are unable to verify who is calling and therefore we only accept the following requests for transportation changes, 1. Signed note from parent/guardian requesting the transportation change. It needs to contain dates and all important information. If this is a temporary change, indicate the start and end date. 2. Email to the teacher from the parent/guardian requesting the transportation change AND the front office (santonio@wcpss.net). It needs to contain dates and all-important information. 3. Parent/guardian comes into the front office of the school requesting the transportation change.

The school principal or designee will have the final decision on the release of a student if there are any questions.

Withdrawals/change of address (students)

Notify the office as soon as you know that you are moving. This notification must be from a parent. If you have a change of address, please notify the front office via email or in person.

Returning to School

We are committed to challenging and engaging students in relevant, rigorous, and meaningful learning.

Learning Environments

Families have sent a clear message: they want options for their children. Many are excited to return to their school campuses; many are not yet ready.

For those who want to return to a school campus, state officials have requested that school districts develop three plans (A, B, and C) for different learning environments to operate in the 2020-2021 school year. The plan in which we operate will be based on state and local officials, [NCDPI guidance](#), and [NCDHHS guidance](#) regarding the safe reopening of schools.

Daily In-Person Instruction (Plan A)

Students in this plan will attend class in the school building, in person with their teachers and classmates every school day. This environment is the most familiar to students and parents. Students receive daily, in person instruction and support from school employees

Blended Instruction (Plan B)

Students in this plan will experience a combination of in-person learning in the school building with their teachers and classmates and online instruction through an online platform.

Fully-Online Instruction (Plan C)

Under this plan, all students will experience fully-online instruction as a result of school closure based on decisions from state and local officials.

All learning opportunities will happen remotely and will include

recorded and live instructional sessions. Instruction will be accessed through the use of a technology device.

WCPSS Virtual Academy

Students have the option of registering for WCPSS Virtual Academy during the designated registration window. Selecting this option means that the student opts-out of returning to in-person instruction, when the district determines that in-person instruction is feasible. Families must commit to at least one semester, with a recommendation of a one-year commitment.

Families who choose WCPSS Virtual Academy should expect the following to be true across all grade levels:

- Students will remain enrolled at their current school as assigned by WCPSS Student Assignment.
- To the degree possible, students will be taught by teachers from their current school.
- Students will experience a schedule and grading structure similar to their peers engaging in daily in-person or blended instruction.
- Instruction will be provided through a common online learning platform.
- Learning opportunities will include both recorded and live instructional session
- Students will experience social and emotional support through meaningful connections and a classroom community.

All instruction will be relevant, rigorous, and meaningful.

It's our core belief that all students deserve to be challenged and engaged in relevant, rigorous, and meaningful learning each day. This school year, regardless of which learning environment your child attends, they will be taught rigorous content every day that aligns with North Carolina's grade-level standards.

Here's what will be the same across all learning environments and across all schools:

- > All students will have the same grading structures, as outlined in [Board Policy 3400](#).
- > All schools will take attendance.
- > All classes will use similar, district-supported learning materials, texts and instructional tools.
- > All students will get appropriate support and services through the general education program, special education, Individualized Educational Plans (IEPs), 504 plans, Academically & Intellectually Gifted (AIG), English as a Second Language (ESL), and intervention.

- > All students will get support from their counselors, social workers, and school psychologists, as needed.
- > All schools will focus on establishing effective relationships and community.

Health Screening Responsibilities

Conducting regular screenings for symptoms and ongoing self monitoring throughout the school day can help reduce exposure to COVID-19. Students and employees who are sick or not feeling well must stay home. Students are required to have a health screening at home, before riding school transportation, and when arriving to school. If a student begins to not feel well while on campus, shows signs of illness, or becomes sick during the day, they must immediately tell an employee. A parent or guardian will be expected to promptly pick them up from school.

Home Health Screening Requirement

All students should have their temperature taken every day at home before coming to school. Students must stay home if:

- > They have tested positive for COVID-19 and have not met the criteria for returning to school;
- > They have recently had close contact with a person with COVID-19 and have not met the criteria for returning to school;
- > They have a temperature of 100.4°F or higher.

In addition, students must be free of any symptoms potentially related to COVID-19 to be on a school campus. At this time, these symptoms include one or more of the following:

- > Fever or chills
- > New cough (unrelated to allergies)
- > New shortness of breath or difficulty breathing
- > New loss of taste or smell

School Bus Health Screening Requirement

The health attestation form, signed by a parent or guardian, is required before a student may be assigned a seat on the school bus. Note: We are working toward a one-time attestation rather than daily.

All students riding a bus or vendor transportation must wear a face covering unless they have an approved accommodation for medical reasons. (See Cloth Face Coverings section below.)

After arriving at school, all bus riders will be asked the symptom screening checklist questions and have their temperature taken at school, before

being allowed to enter the building.

Download the bus attestation form at www.wcpss.net/busform.

Campus Health Screening Requirement

When arriving at school, all students will be instructed to use designated entrances to undergo a health screening. The health screening process contains two parts, a symptom-screening checklist and an on-site temperature check using a touchless thermometer.

Individuals dropping off a student at school should not leave until the student has passed the health screening process.

Students who are feeling unwell or have a temperature of 100.4°F or higher will be escorted to the school's Care Center. Employees will contact students' parents/guardians to immediately pick them up from school.

Students Who Leave and Return to Campus During the School Day

If students plan to leave campus for any reason and return later in the school day, they should get a dated health screening pass before leaving the building so they will not have to go through the health screening again when they return to school. Anyone with a dated health screening pass will not need additional screening before re-entering a WCPSS facility on that day.

Returning to School After Diagnosis, Exposure, or Illness

For students who have experienced at least one COVID-19 symptom, with or without being diagnosed with COVID-19:

Students who have experienced at least one COVID-19 symptom, with or without being diagnosed with COVID-19, should not be in school.

Students can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s).

Without confirmation of an alternative diagnosis, students should stay home until they (or a family member answering for a younger child) can answer YES to all three of the following questions:

- > Has it been at least 10 days since they first had symptoms?
- > Has it been at least 24 hours since they had a fever without using fever-reducing medicine?
- > Have respiratory symptoms improved, including cough or shortness of breath?

Students are not required to have documentation of a negative test in order to

return to school.

If students have a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

For students who have been diagnosed with COVID-19 but do not have symptoms:

Students who have been diagnosed with COVID-19, but do not have symptoms must remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test.

Students are not required to have documentation of a negative test in order to return to school.

If a student develops symptoms, they cannot return to school until they meet the criteria for students who have experienced at least one symptom.

For students who have been exposed to COVID-19 and do not have symptoms:

Students who have been exposed to COVID-19 and do not have symptoms must remain out of school for 14 days since their last exposure, even if they test negative for COVID-19. If they develop symptoms, they cannot return to school until they meet the criteria for students who have experienced at least one symptom.

Procedure for Report of COVID-19 on Campus

When students are attending school in-person, the school will notify parents and employees via email and text when the school is notified that someone confirmed to have COVID-19 was in the school.

When students are not attending school in-person, the school will notify the entire school community of positive COVID-19 cases only in the following instances:

- > When individuals cannot be readily identified through contact tracing;
- > When health officials determine two or more positive cases likely resulted from an exposure at school.

We will not notify the school community about suspected or confirmed cases in individuals who have not been on campus or in close contact with anyone on campus.

How will the school or district notify the campus community about COVID-19 cases?

Even with thorough measures in place to reduce the spread of COVID-19 on school campuses, everyone in the community could be exposed to the virus through everyday interactions with others on campus or off-campus.

WCPSS is required to report confirmed cases of COVID-19 to Wake County Public Health and work with them for follow-up and contact tracing. If a person with COVID-19 was in a WCPSS facility while infectious, WCPSS will coordinate with local health officials to notify anyone who was in close contact with the infected person, while maintaining confidentiality in accordance with FERPA, NCGS 130A-143, and all other state and federal laws. Close contact is defined as being within six feet of someone confirmed to have COVID-19 for more than 15 minutes within two days of the infected person experiencing symptoms or testing positive.

What if one of my students or co-workers tests positive for COVID-19?

Wake County Public Health will determine through contact tracing who, if anyone, will need to quarantine. WCPSS and Wake County Public Health will work together to ensure that individuals believed to have been exposed to COVID-19 are notified.

If one employee or student contracts COVID-19, will the building close down?

NC DHHS does not require or recommend for schools to close as a result of a student or employee testing positive for COVID-19. Wake County Public Health will determine through contact tracing who, if anyone, will need to quarantine.

How will I know if I was exposed to someone with COVID-19 and need to quarantine?

Wake County Public Health will determine through contact tracing who, if anyone, will need to quarantine. Only individuals who had close contact with someone confirmed to have COVID-19 will need to quarantine. WCPSS and Wake County Public Health will work together to ensure that individuals believed to have been exposed to COVID-19 are notified.

What is the campus response to a confirmed case?

Following NC DHHS guidelines, areas used by the infected individual will be temporarily closed until they have been thoroughly cleaned and disinfected. Our disinfectant is EPA-approved for SARS-CoV-2, the virus that causes COVID-19.

What if a student or employee doesn't report their case?

The district cannot require individuals to self-report any medical information, including a COVID-19 diagnosis. However, it is our hope that individuals will notify us so we can respond appropriately and provide support. To assist with maintaining a healthy school community, we ask students, employees, and visitors to follow notification procedures to assist with any response to positive COVID-19 cases.

Through contact tracing, the local health department will notify individuals if they are believed to have been exposed to someone with COVID-19, even if the infected person does not notify WCPSS. We are cleaning and disinfecting our facilities daily, with more frequent cleaning and disinfection of high contact areas.

Health Information is a Private Matter

Each individual's health information is a private matter. No one should publicly declare another employee or student as sick. In the event others need to be notified of a suspected or positive case of COVID-19, local health officials will notify them and provide them further instructions. Do not notify colleagues, students or families of positive cases.

To protect individual privacy, notifications will not identify anyone by name or contain information that could be used to identify them.

Special Education

Students with disabilities may require modifications to the general health guidelines in order to provide required services and maintain healthy practices. We are committed to working closely with students with disabilities and their families to address individual concerns and needs.

Arrival and Health Screening

All students will be required to have a daily health screening and temperature check when they arrive at school. Schools may have a separate health screening entrance designated for students with special needs who may not be able to use one of the established health screening entrances,

Schools may make these modifications for students with special needs: >

Assigning a known employee to conduct the screening.

- > Encouraging families of nonverbal students to complete the daily Attestation Form if an adult will not be available to answer the questions at drop-off.

Face Coverings

Students and employees are expected to follow Cloth Face Covering guidelines included in the Maintaining Healthy Spaces section of this document.

Social Distancing

The district recognizes that some parents of students with complex medical needs will have additional concerns. Students with disabilities and employees who work with them are expected to practice social distancing when possible. Personal protective equipment will be utilized by employees.

Handwashing

Teachers will be teaching handwashing in the classroom, incorporating handwashing breaks into the school day, and reinforcing handwashing during key times throughout the school day, such as:

- > before eating;

- > using the restroom; and
- > touching shared objects.

Students who require assistance with hand washing will have hand-over-hand assistance. If the student is unable to access a hand-washing station, hand sanitizer (containing at least 60% alcohol) will be provided.

If your child has sensitivities to hand sanitizer, please communicate this with your child's teachers so they can provide your child other opportunities to clean their hands.

Maintaining Healthy Spaces

Cloth Face Coverings

North Carolina requires a face covering of your choice for all employees, adult visitors, and K-12 students at all times, even when 6 feet or farther from other individuals, including:

- > inside school buildings and anywhere on school grounds, including outside; and
- > while traveling on buses or other contract transportation vehicles.

Cloth face coverings remain strongly recommended for pre-K students if appropriate for that child, but are not required for them.

A face covering must be secured safely over the nose, mouth, and under the chin.

State health officials strongly recommend face coverings for all people over the age of two.

Face coverings are not required for individuals who:

- > Cannot tolerate a face covering due to developmental, medical, or behavioral health needs
- > Are actively eating or drinking
- > Are strenuously exercising
- > Are seeking to communicate with a hearing impaired person in a way that requires the mouth to be visible
- > Have found that a face covering is impeding visibility to operate equipment or a vehicle
- > Are children whose parent, guardian, or responsible person has been unable to place a face covering safely on the child's face

Face coverings are an additional step to help slow the spread of COVID-19 when combined with everyday preventive actions and social distancing in public settings.

Face coverings will be provided for students who do not have access to one. If given a reusable face covering, it is the responsibility of the family to wash it when needed and bring it back to reuse it.

Please also review face covering best practices on the [CDC website](#) with your child and help them practice wearing face coverings appropriately for extended periods of time.

Schools may give students a brief face covering break if they can meet all of the following conditions:

- > Outside only
- > Spaced 8-10 feet from all other individuals, including employees >

Students should remain stationary in the same space

- > Students should all face the same direction

Handwashing

Handwashing is one of the best ways to protect yourself and your family from getting sick. The CDC recommends everyone wash their hands often with soap and water for 20 seconds. Avoid touching your eyes, nose, and mouth with unwashed hands. Teachers will be teaching handwashing in the classroom, incorporating handwashing breaks into the school day, and reinforcing handwashing during key times throughout the school day such as before eating, using the restroom, and touching shared objects.

Hand-Sanitizing Stations

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, individuals are encouraged to use an alcohol-based hand sanitizer (containing at least 60% alcohol). Schools will provide hand-sanitizing stations at every school entrance and exit, in the cafeteria, in every class, and on every bus and transportation vehicle.

If your child has sensitivities to hand sanitizer, please communicate this with your child's teachers so they can provide your child other opportunities to clean their hands.

Social Distancing

Schools are taking actions to ensure all campus spaces and buildings support health and safety. These actions include: signage and floor markings to remind students of social-distancing practices, strategic furniture placement in classrooms and changing the typical traffic flow inside school buildings to promote and facilitate social distancing in hallways, bathrooms, and during times of transition.

Before and after school, we ask students to avoid congregating on campus. Employees will direct students to clear the hallways and parking lots and leave campus in an effort to encourage social distancing.

Cleaning and Disinfecting

Buildings will be cleaned and disinfected throughout the day and every evening. The CDC defines cleaning as removing germs, dirt and impurities from surfaces or objects. Disinfecting kills germs on surfaces or objects. Hospital-grade disinfectants are used in all school facilities.

Students are not permitted to assist with cleaning and disinfecting.

Classrooms

Disinfecting supplies will be provided to each classroom to support the cleaning of desks and other high touch surfaces between classes, after lunch, and the cleaning of shared program materials/equipment as desired. After school each day, desks and other touch points will be disinfected.

Restrooms

Custodial Services will clean and disinfect all restrooms using approved procedures a minimum of four times daily, and after school hours.

Meals

If students eat in the cafeteria, Child Nutrition Services will clean and disinfect seats and tables before and after each meal. If students eat in the classroom, students and employees are expected to clean up after themselves by placing all trash and recyclables in the bins placed in the hallways. Bins will be located near multiple classrooms.

Response to Presumptive, Suspected or Positive COVID-19 Illness

Affected areas will be closed and thoroughly disinfected. Custodial employees will notify the School Administrator, COVID-19 Coordinator, or Care Center Attendant when the area is ready to be re-opened.

Visitors

Only essential visitors will be allowed on school campuses in an effort to protect the health and safety of our community by minimizing the number of people on sites.

All efforts will be made to keep necessary visitors to a minimum, including the use of virtual or telephone meetings with families and guests.

If it is essential to have family members or visitors enter the facility, they must go through the same health screening process as students and employees. All visitors are required to follow guidelines in the Cloth Face Covering section of this document. Any meetings with a family member or visitor must follow social-distancing guidelines.

Water Fountains

In response to COVID-19, students will be prohibited from drinking directly

from water fountains.

All students are encouraged to bring their own bottled water or reusable water bottles. All water bottles should be clearly labeled with the user's name. It is the students' responsibility to keep track of their water bottles and take them home for regular cleaning.

If students need water and do not have a water bottle, they may ask an employee for a cup to get water from the water fountain.

Transportation

Seating capacity on buses will be consistent with [state guidelines](#).

All K-12 students are required to wear a face covering at all times while in a vehicle, unless they meet one of the exceptions listed in the Cloth Face Covering section. If an employee or student does not have a face covering, one will be provided.

Hand sanitizer will be available on all school transportation vehicles for safe use by employees and older children.

Touch points, including doors and windows, grab handles, arm rests, hard seats, door handles, and seat belt buckles, will be disinfected between each bus run with an EPA-approved disinfectant for SARS CoV-2, the virus that causes COVID-19. Every bus will be cleaned between morning and afternoon runs and at the end of each day.

Cafeteria

Our child nutrition employees will continue to prepare food in our school kitchens following very strict food safety and sanitation procedures required by the United States Department of Agriculture (USDA), Occupational Safety and Health Administration (OSHA), NC Department of Health and Human Services (NCDHHS), and NC Department of Public Instruction (NCDPI). All meals will be individually packaged for direct service to students.

Through December 31, breakfast and lunch will be available at no cost for all students. Meals are currently available at curbside and community locations listed at wcpss.net/food.

Information about applying for Meal Benefits for the 2020-21 school year can be found at wcpss.net/meals. Students eligible for reduced price meals will receive their breakfast and lunch at no cost for the 2020-21 school year. Applications can be completed online at MySchoolApps.com, or a paper application can be requested by calling 919-588-3535.

[Our menus](#) will continue to feature student favorites, fresh Got To Be NC farm-to-school fruits and vegetables, and will provide the protein, whole grains, low-fat dairy, fruits and vegetables that are important ingredients in a nutritious meal.

More information regarding Child Nutrition Services is available in our [Child Nutrition Reopening Guide for Parents](#).

Athletic and Co-Curricular Activities

The school board has approved [this schedule](#) for the gradual return of athletic activities. This is a summary of health and safety protocols for student-athletes and staff. Contact your school for more detailed information and workout schedules.

Forms

The following documents are required for athletic participation. These documents should be submitted prior to attending their first athletic pre-season activity.

> [Initial Screening Form](#) (must be signed prior to beginning participation)

> [High School Athletic Participation Form](#)

Safety Requirements

Check temperature before leaving home. Anyone with a temperature of 100.4 degrees or higher, or reporting signs or symptoms, must not participate. Coaches and athletes will be screened on site daily by answering symptom questions and getting their temperature checked. Participants who are being dropped off should have their ride wait until the participant has successfully passed the daily screening and has been cleared for that day's activities.

Face Coverings

All individuals are required to wear a face covering at all times, except when engaged in athletic activity. This includes coaches, participants, trainers, managers, and anyone else gathered for the activity.

Workout Guidelines

Students may not attend more than one workout per day for a maximum of 90 minutes. There is a maximum of 50 individuals per group outdoors, 25 individuals per group indoors, including coaches. Weight rooms and locker rooms remain closed.

If a person on a team tests positive for COVID 19, all members of the pod who have been exposed will quarantine for 14 days and watch for symptoms. Individuals who have had positive screenings must provide a note from a health care provider before being allowed to return.

Spectators are not allowed at this time.

Field Trips

For the upcoming school year, in-person field trips have been suspended to ensure the safety of our students and employees.

Consequences for Violation of Health Protocols

Face covering requirements and other health protocols are critical tools for creating and maintaining a healthy environment in our schools and limiting the spread of COVID-19.

As part of our return to in-person instruction, schools will educate and support students and families on the importance of health safety guidance to support, encourage, and model the behaviors we expect of all students.

In instances where a student inadvertently violates health safety guidance, the staff will remind the student of the proper protocol.

When support and non-disciplinary interventions are not enough to change student behavior that may risk the health safety of a school community, Board Policy Code: 4309 Student Behavior – Code of Student Conduct authorizes disciplinary consequences, including in-school or out-of-school suspension, following the procedures contained in the Student Code of Conduct.. Additionally, willful or repeated failures to wear masks at school could result in an involuntary transfer to a virtual learning environment.

Social and Emotional Health

The volume of information in the media and elsewhere about COVID-19 can cause concern for parents and students. Here are some tips to help address your family's social and emotional needs:

- > Share age-appropriate information with students and correct misinformation.
- > Reassure children that they are safe and that adults are working to keep them safe.
- > Emphasize ways children and families can be “germ-busters” and reduce the spread of illness.
- > Try to keep routines as normal as possible.
- > Limit the amount of exposure to television and social media regarding COVID-19.

Our schools are thoughtfully planning how to support all students' mental and emotional well-being upon their return to school.

If you have concerns about your student, please contact your student's school counselor. If you have an urgent concern, contact Alliance Health at 1-800-510-9132.

Calendars

Current 2020-21 school calendars can be viewed at wcpss.net/calendar. They

are subject to change pending state requirements and health guidance.

Stay in Touch

Please ensure that your school has your most recent contact information, including your email address and cell phone number. We'll use email and text messages to share critical information with you. You can opt-in to text messages by texting YES to the shortcode 67587. More information is available at wcpss.net/schoolmessenger.