

Herbert Akins Year Round Elementary School
Student/Parent Handbook 2016-2017
2255 Herbert Akins Road Fuquay Varina, NC 27526
<http://herbertakinsroades.wcpss.net>

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यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएँ चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919)852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại, 919-852-3303

如果您需要免费翻译服务来了解学校流程，请致电 (919) 852-3303

Conduct

All students are expected to be familiar and comply 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 located at <http://www.wcpss.net/Domain/4306>. 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.

Medication

If your child needs to take medication at school, a physician must fill out a Medication Form (1702). It is the parent's or guardian's responsibility to:

1. Sign the Parent Request form, have the physician complete form 1702 and return it to school.
2. Provide medication in its original container, which includes the child's name, medication name, dose and time to be given, and how it's to be administered.
3. Provide new, labeled containers when medications are changed.
4. Remove medications from school when treatment has been completed, when medication is expired, or at the end of the school year.
5. Parents or guardians must transport all medications to school. Empty bottles may be sent with the student.

Illnesses

Herbert Akins has a health room where students will be sent if they are sick. The office staff will handle situations as they occur. Parents or guardians are generally called to make a decision as to whether a child should stay at school or go home. Temperatures 100 degrees or higher automatically result in a child going home. The child must be free of fever for 24 hours before

returning to school. Additional symptoms, such as an undiagnosed rash, head lice, pink eye, vomiting, or diarrhea require immediate pick up by a parent or guardian.

Leaving Messages for Teachers

Teachers are in the classroom providing instruction to your children from 8:45AM-3:45PM. E-mail and telephone messages will be returned within 24 hours. Please do not contact teachers at home unless they have confirmed that it is okay to do so. The instructional day is important for our students. The morning arrival time is especially important as it sets the tone for the day. Parents or guardians are not permitted in classrooms unless they are volunteering or have a conference. Please do not plan to drop in or touch base with a teacher as it takes away from our students' instructional time.

Homework

Homework serves to:

- Enrich and extend school experiences through related home activities
- Reinforce learning by providing practice and application

Homework will not be assigned over track out. Optional activities may be suggested by the teacher. Students in 2nd, 3rd, 4th, and 5th grades will use agendas to record homework and assignments.

Inclement Weather

The media will announce information about Inclement Weather. Here are a few quick tips:

1. A two-hour delay for school means a two-hour delay for the YMCA.
2. Breakfast is not served if there is a delay.
3. The YMCA will not operate if school is released early or if after school activities are cancelled.
4. Be sure your teacher and child know what to do if there is an early release caused by weather.
5. Make-up days for year-round schools are on Saturdays. Breakfast and lunch are not served.

Teachers provide valuable instruction on Saturday make-up days and students are encouraged to attend. Students may arrive at 8:45AM and dismissal begins at 12:30PM.

YMCA

The YMCA offers before and after school programs on site. Track out programs are also offered at the Kraft Family YMCA facility on Holly Springs Road. Information can be obtained by contacting the site directly.

Attendance

Student success is dependent on consistent attendance. Students must be in school every day, on time, unless they are ill or there is an emergency. Please make every effort to avoid late arrivals and early pick ups. Early pick-ups need to be before 3:00PM.

Absences: Please send a note in with your child within 2 days of his/her return explaining the reason for his/her absence. An e-mail to the teacher is acceptable. Absences not explained by notes or e-mail will be recorded as unexcused. A student attending only part of a school day must be here for 3 hours and 15 minutes to be marked present. To request an excused absence due to special educational experiences, a form must be submitted to the principal for approval two weeks in advance of the absence. The HARES Attendance Committee reviews student attendance monthly.

Tardies

Students entering the building after the 9:15AM bell are considered tardy. If students are tardy, they must report to the office to receive a pass before going to class. Parents or guardians must accompany their child to the office to sign them in. Please make every effort to have your child in class on time. Valuable instructional time is lost due to tardies. Letters will be sent to parents or guardians of students who accumulate excessive absences or tardies. Letters are used in an effort to keep parents or guardians informed and are based on WCPSS attendance policies.

School Day

The instructional school day at Herbert Akins Elementary is 9:15AM to 3:45PM. Students should not arrive on campus prior to 8:45AM, as this is a safety issue. Breakfast is served from 8:45-9:15AM. Students cannot be checked out through the office after 3:00PM. Please keep this in mind when appointments are scheduled.

School Learning Experiences

Wake County Board of Education Policy states that all activities that take place within the school during a school day should be based on "learning experiences" for the children and cannot be approved if they are purely for entertainment or for birthday recognition. Parents or guardians MUST discuss IN ADVANCE with teachers any desire to acknowledge a special occasion. The teacher will decide on a time and date for all monthly celebrations that take place that month and all birthdays of that month can be acknowledged in the classroom on one specific day. No other separate birthday celebrations will take place throughout the month. Birthday party invitations may NOT be distributed at school. Parents or guardians who choose to send food items for any occasion must comply with the below mentioned regulations and consult in advance with the teacher. Special treats that are sent to the class must include enough items for each student in the class and children with food allergies should be considered. All treats must

be approved by the teacher or principal prior to being distributed to the students. Balloons are prohibited.

Food In Schools (Please refer to WCPSS Wellness Policy)

In accordance with guidelines from NC Department of Health and Human Services, Environmental Health Services Section – Children’s Environmental Health Branch 2002.

In order to protect the children within the schools and secondarily, to limit liability, schools should not allow anyone to bring in foods from non-commercial sources. Under no circumstances should any school allow the following food items to be brought in from homes: - ground beef products (hamburgers, casseroles, or ground beef containing dishes) - venison in any form - unpasteurized milk or juices or products made with unpasteurized milk (such as butter, cheese or ice cream) these foods have traditionally been involved in *E. coli* outbreaks and young children are particularly susceptible to this organism. Any fresh fruits or vegetables brought in should be from commercial sources and washed thoroughly before being eaten or be fruits from which the peel is removed prior to eating (bananas, tangerines, etc.).

What Not to Bring to School

Chewing gum is not allowed. Toys, radios, mp3 players, handheld games, and the like do not serve an educational purpose at our school.

Visitors and Volunteers

Parents or guardians wanting to volunteer in the school or on field trips must register on an annual basis. Clearance must be obtained through the county before you volunteer. Visitors must sign in through the office. Parents or guardians should not bring other children with them when volunteering. This includes younger siblings. Focus should be on the classroom students.

Dress Code

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Our Code of Student Conduct prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. For more information, see Board Policy: Code of Student Conduct.

Cafeteria

Parents or guardians may pay for meals by cash or check to the cafeteria or by using the online payment option (myschoolbucks.com). You will need your child’s PowerSchool number. All checks should be made out to HARES Cafeteria. Be sure to include your child’s lunch number

and full name on the check. Checks may be received in the mornings (prior to 9:15). Free and reduced lunch is available to students who qualify. The office will have forms for parents or guardians interested in applying.

Dismissal

The dismissal bell rings at 3:45PM. Students may not be checked out later than 3:00PM through the office. Parents or guardians may not check students out directly from the classroom.. Please check your child out through the main office at all times.

Change of Transportation

Students will be sent home through their normal means of transportation. Parents or guardians must write a note if the normal means of transportation needs to be changed. If a child is going home via carpool with a friend, both students must have notes written by a parent or guardian. Students are not permitted to ride home on a bus route other than the one they are assigned. Students are only permitted to get off a bus at their assigned stop. A child who does not have note will be sent home their normal way.

Discipline

Please consult the WCPSS Student/Parent Handbook for the Student Code of Conduct and policy violation that could result in disciplinary actions. For repeat offenders or for those students who display behaviors that cannot be handled in the classrooms, teachers may refer students to the administration. ALL PARENTS AND GUARDIANS MUST SIGN A FORM INDICATING THAT THEY HAVE REVIEWED the WCPSS Student/Parent Handbook.

Backpacks

Rolling backpacks are not permitted inside the school building. Exceptions will be allowed for students when extenuating circumstances occur or when physical disabilities need to be considered.

Handbook Revisions

The Herbert Akins Road Handbook will be revised when needed to adhere to changes in WCPSS policy. The most current version of the HARES Handbook will be posted on our website. If you have questions regarding information in this handbook or in the WCPSS Student/Parent Handbook, please contact Mrs. Culberson at kculberson@wcpss.net.