



# Highcroft Elementary Student/Parent Handbook 2021-2022

[www.wcpss.net/highcroftdrivees](http://www.wcpss.net/highcroftdrivees)

@Highcroft Drive (School Twitter Account)



@HighcroftBuses (School Twitter Bus Dismissal Account)

This document is designed to provide information specific to Highcroft Drive ES. The Wake County Parent/Student handbook <https://www.wcpss.net/handbook> should also be referenced for district policies and procedures.

This document is always subject to change and additions/modifications are possible at any time. Please keep this as a resource.

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## ARRIVAL AND DISMISSAL PROCEDURES

The first school bell rings at 8:45 AM, at which time students are permitted to enter the building and go to their classrooms. Students are NOT permitted to enter the school before 8:45 AM unless they are enrolled in the **YMCA Early Arrival Program**. Information and applications are available online at and by contacting the NW Cary YMCA at <https://www.ymcatriangle.org/schools/highcroft-elementary-after-school>

Any students arriving before 8:45 AM must remain with their parents/guardian. Students must be in their seats ready for the day at 9:15 AM.

**The school dismissal bell rings at 3:45 PM. Any transportation changes must be requested in writing by a parent or legal guardian and provided to the teacher.** If a written request is not received, your child will be transported home by their "usual" way. Please send these written requests to school with your child that morning. If you have an emergency transportation issue that cannot be requested in writing, please call the school office prior to **2:45 PM** and we will notify your child's teacher.

**Please do not send an email to the teacher during the school day to request a transportation change... your child's teacher is busy instructing and may not be able to read your email until after dismissal.**

There are three arrival/dismissal procedures at Highcroft; **bus, carpool, and walkers**. Please use one of these three methods to help ensure the safety of your children.

### **BUS TRANSPORTATION (see *Transportation heading for bus rider registration*)**

Buses arrive in the bus loop and unload students no earlier than 8:45 AM. Staff members will direct students into the building.

Buses/daycare buses depart from the bus loop at staggered times. Students riding buses home from school will be dismissed from their classroom as their bus arrives. Staff and safety patrol will ensure they board the correct bus/day care bus.

***For bus dismissal notifications, follow our bus twitter account @HighcroftBuses.***

**Students cannot go home on buses other than the one to which they are assigned.**

**If a child is going to another student's home after school, we must have written permission from parents and students must be picked up in carpool.**



The same behaviors that are appropriate in the classroom are expected at the school bus stop and on the school bus. Riding a school bus is a privilege that may be revoked if rules are not obeyed.

**Bus drivers will NOT release Kindergarten or 1<sup>st</sup> grade students at a bus stop unless a responsible person is present at the stop for that child.** The bus driver will bring the child back to the school office and the parent/guardian will need to come pick up that student.

From time to time buses may break down, get behind schedule due to traffic, or have a substitute driver which may cause the bus to be late. If a bus is running late in the morning, we may not be aware of the problem. If a bus has not arrived within 15 minutes of your usual pick up time, please call **Green Level Transportation, (919)-695-8598**, they will give you the information you need.

If a bus is going to be late for dismissal, we are notified by transportation and we will let parents/guardians know via our bus twitter page @Highcroftbuses

### **CAB AND VAN TRANSPORTATION:**

Students are dropped off in the bus loop no earlier than 8:45 AM and will be picked up by their Teacher or IA. Parents of students with special needs may also be dropped off in the bus loop no earlier than 8:45 AM. Please contact your child's teacher to receive an approved bus loop tag.

Vans/cabs depart from the bus loop at staggered times. Students using this means of transportation will be escorted by their Teacher or IA to the appropriate van/cab.

### **CARPOOL TRANSPORTATION:**

Students may ONLY be dropped off in the CARPOOL LANES(at the front of the school) between 8:45 and 9:15 AM where they will be directed into the building by staff members.

- Please follow the designated traffic flow
- Be courteous and mindful of pedestrians
- Pull all the way forward and come to a complete stop before allowing students to exit vehicles
- Do not exit your vehicle in the carpool lane
- Please have your child exit from the passenger side
- Please do NOT use cell phones while in carpool lane

Students will be dismissed to carpool from their classrooms. Please have your carpool number on display in your vehicle. Please help your child to memorize their carpool number, as it will help with the flow of carpool. We will begin dismissal at 3:45 promptly.

### **3-5 WALKERS AND 4-5 BIKE RIDERS**

Third, Fourth, and Fifth grade students are permitted to be a walker unaccompanied by an adult. Fourth and Fifth grade students only are permitted to ride a bike to and from school. The school is not responsible for damage to or theft of bicycles. The school does not investigate these issues. Walkers and Bike Riders should not arrive before 8:45am and must exit the campus immediately when dismissed.

### **K-2 WALKERS**

Families who live in close proximity to the school may choose to allow their child to walk to school. K-2 students should be accompanied by an adult or a responsible sibling in 3-5 grades. Walkers meet their adult at the ends of the main hallways. Students should walk to the office if they do not see a parent so that the school can call home and inquire. Please reinforce that students should not walk home by themselves if they are in K-2 and do not have an older sibling or parent to accompany them. All walkers should not arrive before 8:45am and must exit the campus immediately when dismissed.

### **If you find it necessary to check your child out of school early, please do so before 3:30 PM.**

Due to the large number of students we have preparing for dismissal each day, we are unable to accommodate requests for early check-out **after 3:30 PM. Only individuals indicated on the child's locator card are permitted to check out students.** For the safety of all of our students, please bring a photo id with you when you arrive to check your child out of school - our office staff will need to see a photo id before releasing a child.

If there is an event being held in your child's classroom at the end of the day, the teacher will have a sign out sheet for parents to sign their child out directly from the classroom. If you have another child in a different classroom that you wish to check out the same day, please let the office know and they will make sure the other student and teacher is notified.

#### **PICK UP BY OLDER SIBLINGS:**

In order for an older sibling to pick a child up from school, they must be older than 14, must have a photo ID, and must be listed on your child's locator card as having permission to pick up your child.

#### **YMCA AFTER SCHOOL PROGRAM:**

Students enrolled in the YMCA after school program go to the cafeteria when the dismissal bell rings. Information and applications are available at the NW Cary YMCA and <https://www.ymcatriangle.org/schools/highcroft-elementary-after-school>. Eliza Cody is our director and her email is [Eliza.Cody@YMCATriangle.org](mailto:Eliza.Cody@YMCATriangle.org)

### **ATTENDANCE/APPOINTMENTS/VACATIONS**

When students are physically in the building we will take attendance as we always have. When you are learning virtually, attendance will be taken by your presence in live/synchronous instruction and/or the completion of asynchronous assignments. If your child arrives late to school you will need to come into the building with them to sign them in and have them receive a tardy slip to take to class.

#### **ABSENCE:**

Attendance at school is essential for student learning. An absence from school is **only** excused for the reasons below:

*illness or injury; quarantine; death in the immediate family; medical or dental appointments; court when a student is under subpoena; religious observances; or participation in an approved educational opportunity.*

If your child is absent, please send a note to school when he/she returns indicating the reason. If we do not receive a note explaining one of the excused reasons above, we must record the absence as unexcused. To be considered present at school, students must be in attendance at least one-half of the student school day (**3 hours and 15 minutes**). Every school day is important, so we hope you will try to schedule family vacations, appointments, etc. after hours.

Any child who has been absent from school for 6 unexcused days will be notified via letter. The parent/guardian of any child who has been absent for 25 days, MAY be required to have an attendance hearing, and the parent will be notified by Wake County if such hearing occurs.

#### **APPOINTMENTS:**

If a student needs to leave for an appointment during school hours, please communicate with the teacher prior to the appointment. Please try to give enough advance notice when emailing, as teachers are instructing a good part of the day and often cannot check email during the school day. Whenever possible, please try to make appointments before or after school. If a student is not present at least 3 hours and 15 minutes on any given day, the student will be marked absent for the whole day. If you must check out your student early you must come into the office to sign them out. Please allocate enough time to sign your student out and make it to appointments in a timely manner. We do not release students prior to being signed out at the front office.

## **VACATION:**

A vacation will not be excused as an educational opportunity unless the primary purpose of the trip is educational and commensurate with the instruction the child would receive in school. The Request for Educational Leave form will need to be submitted prior to the vacation. Teachers will provide students with their make-up work either before they leave or when they return to school. All requests for educational leave must receive prior approval from the principal. <https://www.wcpss.net/attendance-absences>

## **BIRTHDAY PARTIES/INVITATIONS/CLASS LISTS**

Birthday parties are to be held outside of school and invitations should be mailed from the child's home. Parents may send in invitations as long as all students receive one. You may not ask for addresses from classroom teachers.

## **COVID-19 GUIDELINES PROHIBIT SHARING OF TREATS AT THIS TIME.**

The following item is for when we return to school under normal circumstances: If your child would like to bring a treat to share on his/her birthday, please contact his/her teacher prior to that day for appropriate treats, as we have several students with severe food allergies. Birthday treats may NOT be handed out in the cafeteria during lunch. You must make arrangements to distribute the treat during classroom snack time. Healthy alternatives to the cake or sweets is encouraged. Please do NOT have flowers or balloons delivered to the school as it is disruptive to the learning environment.

## **BOOK BAGS**

We ask that students NOT use rolling book bags. They are a safety concern as large groups of children walk in the hallways and to and from the buses in the morning and afternoon. Also, there is insufficient storage space in the classrooms for rolling book bags

## **BUS TAGS**

If you have requested bus transportation, your child will receive a bus tag which will be attached to their book bag the first day of school. The bus driver will not permit any student to board the bus without this bus tag. If your child switches book bags, please make sure you attach the bus tag to the new book bag. If your child loses their bus tag, please notify the front office to reissue another one. If your child does not ride the bus 10 consecutive days, they will be removed from the bus roster and you will need to go to our Highcroft website and resubmit your transportation request.

## **CAFETERIA MEALS/ PRICES/PAYMENT**

The County has obtained a grant allowing for breakfast and lunch to be free for students for the 2021-2022 school year. Breakfast is served from 8:45 AM – 9:15 AM. **Lunch begins at 10:30 AM and ends at 1:55 PM.**

We do not microwave students' lunches nor are students permitted to use microwaves in school. No canned or bottled soda drinks are permitted in the cafeteria or for snacks.

## **COVID-19 GUIDELINES PROHIBIT VISITORS AND VOLUNTEERS IN SCHOOL AT THIS TIME.**

**When we return to school in normal circumstances, you are welcome to have lunch with your child after the first month of school. Be sure to sign into the office for a visitor's badge. Please note, other young children are not permitted to join you for lunch.**

You may choose to bring an outside lunch for you and your child, but it may not be shared with other students. Many of our students have severe allergies that you may not know about.

Chewing gum is not permitted during school hours at any time.

## **CHANGE OF ADDRESS/NAME/PHONE/EMERGENCY CONTACT**

Please notify the school office and your child's teacher any time you have a change of any pertinent information. This is very important if we would need to reach you in case of an emergency.

**Please provide us with the best phone number to reach you between 8 AM – 5 PM each weekday.**

## **COMMUNICATION/WEDNESDAY FOLDERS**

Make sure to look in your child's backpack daily for special papers that come home or communication books. Every Wednesday, teachers send home Wednesday folders with important information that has happened during the week or that will be happening in the upcoming week. Review the contents of the folder with your child and return it to the teacher the following school day.

## **CONFERENCES**

Teachers will schedule conferences with parents after the first and third grading periods. If additional conferences are needed, please schedule with the teacher in advance. Our teachers are committed to planning engaging and challenging lessons for all our students, and we work hard to eliminate unnecessary disruptions to the classroom during the school day. Teachers use the time before students arrive in the morning, their planning periods, and frequently their lunch breaks to plan instruction for your children. Many mornings and afternoons they are also involved in meetings. Unexpected conferences can put the teacher and children in the classroom behind. Scheduling conferences in advance will benefit your child and all the other children in the class. **During Remote Learning, conferences still need to be scheduled in advance.**

## **CUSTODY/VISITATION AGREEMENTS**

Judges' orders regarding custody and visitation are kept on file in the school office so that staff is aware of who is authorized to pick up a child. Please make sure that the school receives an official copy of the judge's ruling, as we are not required to honor a parent/guardian's interpretation of a court order. Any changes in court orders should be given to the office as soon as possible.

## **DELAY OR CLOSING OF SCHOOL/MAKE UP DAYS**

Information on closing or delay of school due to inclement weather is available at <http://www.wcpss.net/>, on local television, WCPSS twitter page, and radio.

If there is any kind of school delay, (1, 2 or 3 hour) **please do not bring your child to school early. The decision to delay school due to severe weather is**



for the safety of staff as well as students, and no one will be here to supervise your children.

**\*\* YMCA does not operate on delay or early release days due to inclement weather. Parents will need to make arrangements for arrival or dismissal on these inclement weather days and notify the school of changes. \*\***

When school is closed due to severe weather, the County will announce make-up days at that time.

## **DOGS**

When you visit the school campus, please be sensitive to how students may feel towards dogs. All pets should be on a leash. If you bring your dog to school during arrival / dismissal, please have them wait in your car or stand well away from exit doors. The principal reserves the right to prohibit dogs from the campus if concerns or issues arise on a case-by-case basis. Please be sure to clean up after any pets.

## **DRESS CODE**

Appropriate dress is necessary in order to maintain an atmosphere conducive to learning and safety. In support of the Board of Education's adopted dress code, Highcroft Elementary School is implementing the following dress code for all students.

Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of students or others is strictly prohibited. Examples of prohibited dress or appearance include, but are not limited to, the following:

- Exposed undergarments
- Sagging pants
- Shoes with wheels in (wheels must be removed)
- Excessively long shirt tails must be tucked in
- Excessively short or tight garments
- Bare midriff shirts OR strapless shirts
- Bathing suits
- Attire with messages or illustrations that are lewd, distracting, indecent or vulgar or that advertise any product or service not permitted by law to minors
- Head covering of any kind, unless it is for a religious observation
- See-through clothing or clothing that exposes cleavage
- Any adornment, such as chains or spikes, that reasonably could be perceived or used as a weapon
- Any gang affiliated or related clothing
- Any symbols, styles, or attire frequently associated with intimidation, violence, or violent groups about which students at Highcroft Elementary have been notified
- Slippers or bedroom shoes
- **Be aware of when your child has P.E, as appropriate footwear must be worn.**

## **EVENING & WEEKEND EVENTS**

Students may not attend evening or weekend events unless supervised by an adult. They may not be dropped off and then picked up. A supervising adult must be present, and with the student at all times. The expectations for student behavior at events are the same as during the school day, including our dress code.



## FIRE DRILLS / SEVERE WEATHER DRILLS / LOCKDOWN DRILLS

Fire drills are conducted monthly during the school year. Evacuation routes are posted in each classroom and around the school. Severe Weather drills and lockdown drills are also practiced throughout the year. In the event of severe weather warnings, we require all students and staff members to take shelter until conditions improve.

## HOMEWORK POLICY

Homework provides students the opportunity to practice and apply previously taught skills and concepts. Kindergarten and first grade students should read approximately 20 minutes each night with their parent/guardian. The total approximate time per day for completing all homework by grade level is:

- Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade: 20 – 30 minutes
- 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade: 50 minutes

If your child is spending considerably more/less time than above, please notify their teacher.

## Important School Contacts:

Highcroft Elementary School Office

919-460-3527

Principal Dr. Tanner Gamble [mgamble@wcpss.net](mailto:mgamble@wcpss.net)

Assistant Principal Randy Thomas [rwthomas@wcpss.net](mailto:rwthomas@wcpss.net)

Lead Secretary Cheri Karges [ckarges2@wcpss.net](mailto:ckarges2@wcpss.net)

NCWise/Attendance Jeanette Acker [jacker@wcpss.net](mailto:jacker@wcpss.net)

Child Nutrition Services Cheryl Goldston [cgoldston@wcpss.net](mailto:cgoldston@wcpss.net)

Counseling/Guidance Services Erin Mills [emills@wcpss.net](mailto:emills@wcpss.net)  
and Betsy Monroe [bmonroe2@wcpss.net](mailto:bmonroe2@wcpss.net)

PTA President Kristen Stafford [highcroftpta@gmail.com](mailto:highcroftpta@gmail.com)

Nurse Nikki Miles [mnmiles@wcpss.net](mailto:mnmiles@wcpss.net)

## INTERNET USE



School computers, iPad and Chromebooks will be used only for instructional purposes. Your child's teacher monitors and approves educational websites that

the students are permitted to view. There are certain blocks on websites that will not permit entry.

## INTERRUPTIONS/UNSCHEDULED VISITS

At this time there will be no visits to the classroom. If a lunch box, homework, glasses, project, or other item of a student has been forgotten at home and is brought to school by a parent, please ring the front bell and a staff member will come to the door and assist you.

## LOST & FOUND

Please label your child's personal belongings. This will help teachers and staff members locate lost items. Do not allow your child to bring extra money, valuable items, toys, trading cards, iPods, Nooks/Kindles, radios, or sports equipment etc. to school unless prior written approval has been communicated directly from a child's teacher. We will not assume responsibility for the security of such items.. If your child has lost an item, please encourage him or her to check this area as soon as possible. Clothing and other items not claimed by the end of each academic quarter will be donated to charity.

## MEDICATION/SICK CHILDREN

### **\*Do not give your child medication and send them to school\***

If your child is sick, please keep him or her at home so as not to spread germs in the classroom. Children should be kept home from school if:

- They have a fever of 100.4 or higher (**A student should be fever-free for 24 hours before returning to school**)
- They have nausea, vomiting, or diarrhea (**A student should be free of these symptoms for 12 hours before returning to school**)
- They have red, watery eyes with yellow drainage
- They have an undiagnosed rash
- They have live lice



Parents: please provide the school with the best phone number to contact you during the hours between 8 AM – 5 PM each weekday in the event of student illness. If your phone number changes, please give us updated information.

Students who need medications during the school day must have their parents submit to the health room a signed **Physician Order for Medication (Form 1702)** from a doctor. These 1702 forms are available on our website under the Parent tab.. All medications must be checked into the school/health room by the student's parent/guardian.

## HIGHCROFT REINFORCEMENT SYSTEM

As a PBIS Team, (**Positive Behavioral Interventions and Support**) we want to encourage students to work together more frequently and hold each other accountable in an effort to ensure that all students are following the Husky Pledge behavior expectations. Highcroft Huskies are: Respectful, Kind, Safe, and Responsible

### **STUDENT RECOGNITION:**

Positive encouragement is a powerful motivator for students. We recognize the efforts of students through monthly Character Education. Teachers also utilize responsive classroom

systems and Morning Meetings to further promote positive behavior by reinforcing good character traits.

## PARENT PORTAL

Home Base gives parents and students access to real-time information including attendance and bus information. With Home Base, powered by PowerSchool application, everyone stays connected. Families with multiple students can also set up their accounts to view all of their students at one time, with one login. Please apply for access information by filling out the form and returning to your child's school to receive your access information.

<https://www.wcpss.net/cms/lib/NC01911451/Centricity/Domain/69/parent-portal-hand-delivery.pdf>

## PARENT TEACHER ASSOCIATION (PTA)

Highcroft parents are encouraged to join the PTA. The PTA provides a great deal of support to the school and our students. They also organize many of the "extras" that make school fun, such as cultural arts assemblies, spirit wear, family nights, book fairs, carnival, movie nights and much more. Parents interested in participating on PTA committees should look for more information in the newsletter or visit the PTA link on our school website.

The PTA News is a useful complement to the information that parents regularly receive through the newsletters and communications provided by their child's teacher. You must sign up to receive this newsletter. You can do so at our PTA website:

<https://highcroftdrivepta.membershiptoolkit.com/https://highcroftdrivepta.membershiptoolkit.com/>.

## SCHOOL NURSE

Highcroft has a school nurse assigned from the Wake County Health Department who is on campus two to three days each week. The school nurse provides vision screenings for students who have been identified as a risk. The nurse also creates health plans due to medical conditions and case manages students in a group setting. Specific office staff have received appropriate training to dispense medications and care for students with medical needs, as well.

## STUDENT BEHAVIOR

Since Highcroft is a PBIS (Positive Behavior Intervention Support) model school, we teach students appropriate behavior, motivate students to demonstrate good character, and make good choices. We encourage these behaviors by recognizing outstanding individuals and class actions. As a community of learners, our students, teachers, staff members, and parent volunteers all deserve an environment that is conducive to learning and teaching. Please refer to our Husky Pledge for specific information.

*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.*

## STUDENT CELL PHONE POLICY

Students are only allowed to have cell phones on school grounds if they are turned completely off and kept in their backpack. Students are not allowed to use their cellphones during school hours or on the school bus. If a student has a smartwatch, that device must be turned on Airplane mode in order to disable text messages and phone calls from being received by the watch/device. The watch is considered a cell phone UNLESS airplane mode is activated. Otherwise, all smart watches will need to be powered off and placed in backpacks as well.

## STUDENT NAME AND PHOTO/VIDEO PRIVACY RELEASE

Every parent who enrolls a child at Highcroft completes a Student Name and Photo/Video Privacy Release form giving permission, (or not), for us to use a picture of your child and their name in social media (e.g. our website, Twitter). This form is kept in your child's cumulative folder and is good for the entire time he/she attends Highcroft. You may change your preference at any time. This form is located on our website under the Parent tab.

## TOBACCO-FREE SCHOOLS

The policy of the Wake County Public School System is all school property is a smoke-free and electronic cigarette-free environment. This policy is intended to promote a healthy working and learning atmosphere, and applies to all students, employees and visitors of the school system.

## TOYS/ELECTRONIC DEVICES

Students may not bring toys of any kind to school, unless it is for Show and Tell. Toys brought for Show and Tell must be kept in book bags for the rest of the school day. School personnel cannot be responsible for the safety of any toys or electronic devices brought to school. Electronic devices such as iPads, iPods, DS systems, Game Boys, radios, CD players, MP3 players, etc., are not permitted at school. Trading cards also should remain at home. Please encourage your child to keep these items safely at home so that nothing can happen to them at school and so that they can focus on learning. If you feel your child must have a cell phone, they may leave it in their backpack. Items brought to school in violation of this policy will be kept in the office until a parent comes to school to pick them up.

## TRANSPORTATION

If your student is **returning** to Highcroft after riding a school bus last year, you can confirm they are assigned again this year by checking the Parent Portal. If you do not have this you can contact the school and we can make sure they are assigned.

Students who are new Highcroft or returning from virtual learning to in person learning need to register for a school bus if you want transportation. To do this you need your student's ID number and should visit <https://www.wcpss.net/Page/48597>.

Once you are registered you should receive an email from the Transportation department confirming ridership and bus stop information. To view bus route information for your child's bus please visit <https://webarchive.wcpss.net/school-directory/bus-routes/443.html>.

## VANDALISM/PROPERTY DAMAGE

Students who destroy or vandalize school property will be required to pay for the losses and damages. Damage often results from horseplay in the corridors or rooms and students are liable for either accidental or malicious damage.

## VISITORS / VOLUNTEERS

**COVID-19 Guidelines prohibit VISITORS in schools at this time.**

Once we are back to normal routines, the following applies:

All visitors after 8:30 AM and before 4:15 PM are required to sign in at the office computer station and wear a visitor's badge.

Parents and members of the school community are always welcome at Highcroft. Please understand that our first priority must be student safety and learning. To help ensure the safety of students and staff, you may only enter through the front entrance. When you arrive, please present your license or a picture ID prior to ringing the doorbell. Someone from the front office will buzz you in to proceed to the "check in/ check out" computer station. During arrival and dismissal times, **8:45 - 9:15** and **3:45 - 4:15**, the front doors and carpool doors are open for students to enter and exit.

All building doors are locked **before 8:45 AM**. If you have an appointment/conference with a teacher before 8:45 AM, they will meet you at the scheduled time to let you into the building, or buzz showing ID and let office staff know what you are here for and they will buzz you through the doors. Your teacher will meet you in the office.

All building doors are locked after **4:15 PM**, unless there is an evening activity. If you have a late appointment/conference after 4:15 PM, your child's teacher will meet you at the front entrance to let you inside the building, as office staff may have already left for the day. Students have been instructed not to open any locked exterior doors, so please do not knock on those doors and ask our students to disobey school rules. These procedures help ensure the safety of all of our students and staff.

Visits to classrooms and conferences with teachers should **always** be scheduled in advance so as not to disrupt the instructional program. If a lunch box, homework, or other item of a student has been forgotten at home and is brought to school, please leave it in the office. We will make sure it gets to the right place. This process will make it easier for everyone and protect classroom learning time.

**COVID-19 Guidelines prohibit VOLUNTEERS at this time.**

When school returns to normal circumstances, we will love to have volunteers! Volunteers make a positive impact on the quality of programs at Highcroft. For this year, Wake County has indicated that if you were approved as a volunteer last year, that stands for this school year as well. Please make arrangements in advance with your child's teacher. In order for you to give your full attention to your volunteer responsibilities, please do not bring younger siblings.

If you have not registered to be a volunteer you must complete the volunteer registration form for the Wake County Public School System, which includes an approved criminal background check. The registration has to be completed at a Wake County Public School site. To protect all children, this must be completed prior to participating in any volunteer activities. When we begin receiving visitors you may complete the registration at Highcroft in the front office between the hours of 8:45 AM – 4:00 PM, Monday through Friday. Ask office staff if you need assistance.

When volunteering, sign-in at the computer station in the office and wear your badge at all times. Please do not park your car in the carpool lane and leave it unattended as this creates

a fire safety violation. You may park in any vacant parking spaces in any of the parking lots.