

# Abbotts Creek



# Elementary School

2017-18 HANDBOOK

Welcome to the 2017-18 school year at Abbotts Creek Elementary School! We are pleased to have your family with us and look forward to an exciting school year. Please read this handbook to find information regarding procedures and policies at Abbotts Creek. If you need any additional information or assistance, please call our main phone number at 919-694-0555 or email me at [ptrantham@wcpss.net](mailto:ptrantham@wcpss.net). You are a vital part of your child's total school program. Your involvement helps to make your child's elementary school experiences successful.

Thank you in advance for working with us to make our second year at Abbotts Creek an outstanding one!



Paula Trantham  
Principal

### Articles at School

Students have items at home that can be disruptive to instruction or school procedures. These items should not be brought to school. Such items include electronic devices, radios, collectable cards, toys, etc. If any of these items are seen by a staff member, they will be taken away from the student and turned into the office and therefore, must be picked up by the child's parent/guardian. **Glass bottles or canned drinks** are not permitted in school. These items are potential safety hazards. Students who wish to bring a beverage from home for lunch may bring juice or water in cardboard or plastic containers. **Balloons** are not allowed at Abbotts Creek. These items are a potential safety hazard to students.

### Arriving Late/Leaving Early

Parents are asked to sign students in when entering the building after 9:15 a.m. and to sign them out when leaving before 3:45 p.m. If a parent needs to sign their child out early, they must do so prior to 3:15 p.m. To support the instructional day and maintain student safety, **students may not be checked out of school after 3:15 p.m.** Parents may not check students out early to avoid waiting in carpool. Early checkouts deprive students of the full day's activities and distract the teacher and other students in the class, thus negatively impacting the educational process. An ID may be requested before a child is released to leave school. Wake County Board Policy states "To be considered present, a student must be in attendance at least one half of the student school day." Based on our school hours of 9:15 a.m. to 3:45 p.m., Abbotts Creek's half day is at 12:30 p.m. Your child must arrive at school by 12:30 p.m. to be considered present for that day. If a parent/guardian chooses to pick up their child prior to 12:30 p.m., and does not return to school that day, the student will also be considered absent. We request that parents/guardians drop off and pick up students in the main office and not at classroom doors.

### Attendance

Attendance at school is one of the best ways to help ensure student success. We ask that parents respect the instructional day and whenever possible, schedule doctor appointments, etc. outside of the school day. Students need ample time in the morning to prepare for their day. Parents are requested to have children at school by 9:10 a.m. in order for them to be in their seats and prepared for instruction to begin when the bell rings at 9:15 a.m. Students are considered tardy if they are not in their classroom by 9:15 a.m. In order to build independence, after the first two weeks of school (last day of September 8), please allow your child to walk unescorted to his/her classroom each day.

When your child misses school, please send a note within two days of his/her return to the child's teacher explaining the reason for the absence. Phone calls to the office are not necessary unless your child has been out several days. Absences are coded either excused or unexcused. Absences are excused for the following reasons:

- A. Illness or injury which makes the student physically unable to attend school
- B. Isolation ordered by the State Board of Health or the Wake County Health Department
- C. Death in family
- D. Medical, dental, or other appointment with a health care provider for the student
- E. Court when a student is under subpoena
- F. Religious observance, as suggested by the religion of the student or the student's parents
- G. Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons"

### Before and After School

Abbotts Creek Elementary has both a Before and After School Program run by the Kerr Family YMCA that is on-site at Abbotts Creek. The Before School Program begins at 7:00 a.m. and lasts until the first bell at 8:45 a.m. The After School Program begins at the end of the school day and runs until 6:00 p.m. Parents may register children for either program at any time during the school year, if space is available. For more information about the YMCA Before and After School Program, please contact the Abbotts Creek director, Ashley Butler, at [ashley.butler@ymcatriangle.org](mailto:ashley.butler@ymcatriangle.org) or 919-562-9601. To register for the program, please visit the Kerr Family YMCA or [www.ymcatriangle.org](http://www.ymcatriangle.org).

### Birthdays

Birthday invitations should be mailed from a child's home, and birthday parties should be planned outside of school hours. Birthday snacks can be shared in the cafeteria during scheduled lunch times. **Snacks must be from commercial suppliers and not homemade.** Due to students with food allergies, it is mandatory that classroom teachers are notified prior to bringing in any snacks for birthday celebrations. Please be respectful of staff members on duty in the cafeteria and be mindful of their responsibilities. Additionally, if bringing in a birthday snack, please bring in only one type of snack. Please refrain from distributing party favors,

decorations, hats, goody bags, etc. **Balloons** are not allowed at Abbotts Creek. These items are potential safety hazards to students. Prior teacher notification is appreciated.

### Buses

The Wake County Public School System provides safe and reliable bus transportation. **School transportation service is a privilege.** Students must observe the rules of the school bus driver at all times to ensure the safety of everyone on the bus. Students who cannot ride the school bus in a safe manner may have their bus riding privileges revoked. Any time a student is leaving school in a manner different from his or her regular routine, the school must receive a written note from the parent. This policy is to ensure all children's safety.

**Any questions regarding transportation, please contact WCPSS Transportation at 919-805-3030.**

At Abbotts Creek, the safety of all our students comes first in school and on the school bus; therefore, compliance of the following rules is absolutely necessary:

- Students may not get on any bus other than the one to which they are assigned.
- Parents of students in Pre-K, K and 1st grade need to be present at the bus stop in the afternoons. If no parent is present to receive the student, the student will be returned to school.
- Students are to use orderly conduct and behavior at the bus stop and remain in the loading area, not in the street. Students must wait until the bus stops before advancing to the bus.
- Students may only get on and off the bus at their assigned stop.
- Students need to board the bus and be seated quickly.
- Students may talk softly with their neighbor.
- Students must keep the aisle of the bus clear of books, feet, book bags, etc.
- Students must keep head, hands and arms inside the bus at all times.
- Students must remain seated while the bus is in motion.
- **Students must cooperate with and obey the bus driver at all times.**

Parents/guardians assume responsibility for transportation to and from school for students on a school transfer and for those students who have been suspended off the bus.

### Cafeteria

Breakfast and lunch are served each day in the cafeteria. Meals can be purchased daily, but it is recommended that students deposit funds into their individual accounts to cover meals for the week or month. Milk, snacks, and desserts can be purchased separately. Parents can specify that funds in the account be used to purchase lunch only or lunch and snacks. Deposits are made in the cafeteria or using [www.myschoolbucks.com](http://www.myschoolbucks.com). Once your account is established using MySchoolBucks.com, you can check balances and fund the account anytime from your computer or Smart phone. If sending a check, please include your student's ID number on the check. Parents/guests are able to have lunch with their children during the school year. Due to increased enrollment, there may not be extra visitor seating during lunch times and parents/guests will eat at the child's classroom table. If you are bringing lunch in for your child

from outside of the school for your child, you may only bring food for him/her and not any other student(s). Students are not allowed to charge breakfast or lunch in the cafeteria. If students' funds have been depleted, the school system allows them to choose unlimited fruits and vegetables for lunch. Please contact our cafeteria manager, Marissa Kennedy, at 919-694-0555 ext. 20060 or [mkennedy4@wcpss.net](mailto:mkennedy4@wcpss.net) with any questions.

### K-5 School Meal Prices

<b>Breakfast</b>		<b>Lunch</b>	
Full Price	\$1.25	Full Price	\$2.35
Adult	A la carte	Adult	A la carte

### Care of School Property

Everyone should take pride in the facilities at Abbotts Creek Elementary. Students, staff and visitors are asked to do everything possible to help keep Abbotts Creek clean and attractive. Students will be expected to clean up after themselves in all areas of the school, including the cafeteria. Students will be held accountable for any damage or vandalism to school property. Students who witness vandalism should report it to a teacher or the office. As good citizens, we are all responsible for maintaining Abbotts Creek Elementary.

### Carpool Procedures

While dropping your child off in the morning, please follow the directions of the carpool helpers. We ask that parents utilize carpool when picking up your child at dismissal. This process is essential for the protection of our students, and it helps ensure a smooth dismissal. If you need to pick up your child for an appointment, please do so prior to 3:15 p.m. When picking up your child in carpool, you must display the **school-issued carpool tag** on your rear-view mirror. Carpool tags will be available during "Meet the Teacher" events and in the front office. If you currently have a carpool tag, you will use the same tag/number during your years at Abbotts Creek. Parents should drive one way through the parking lot and through the carpool lane in a single line. **Entering the bus loop for drop off or pick up is not allowed.** Students will board from the **passenger side only**. School aged children should be able to safely open car doors and buckle their seatbelts without the assistance of an adult. Parents are to remain in their cars at **all** times to ensure safety and efficiency of the procedure. Please refrain from parking and walking up to the school to pick up your child during carpool. There will be no student dismissal directly from the gym to parents who walk up with a carpool tag from a parked car. Students will not be dismissed from the office between 3:15 p.m. and 4:15 p.m. We also ask that you refrain from cell phone use while in the carpool lane.

### Change of Address/Phone Numbers/Email Addresss

Please report all changes in addresses, phone numbers and email addresses to the school. In the event of an emergency, parents/guardians or authorized individuals must be contacted before doctors/emergency personnel will treat a child. **The importance of maintaining updated information cannot be overemphasized.**

### **Conferences**

Conferences are an excellent way of keeping you informed of the overall progress of your child's schoolwork. Your child's teacher will contact you to schedule a conference at least twice during the year (one will be a student-led conference). You may also request a conference at any time if you have questions or concerns.

### **Discipline**

Maintaining a safe, orderly environment for our students is an important part of providing a quality education. All students are expected to follow our ACES Expectations (more information in the Positive Behavioral Interventions and Supports—PBIS section). Teachers and students will collectively construct their classroom rules, routines and consequences, within the PBIS framework. Students will be sent to administration for disciplinary action after the teacher has taken steps to change and/or stop the inappropriate behavior.

### **Early Release**

Early Release days for our students will take place periodically throughout the school year. The staff will participate in professional development on these days. The After School Program will operate an early schedule to accommodate students in their program on those days. The dates for early release days are: September 29, October 20, November 21, December 21, February 9 and March 2. Students will be dismissed at 1:15 p.m. on early release days.

### **Educational Field Trips**

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent/guardian is required for all field trips. Parents who wish to chaperone are not permitted to ride a WCPSS bus. All chaperones must be registered and approved as a volunteer in the WCPSS Volunteer System (See volunteer section).

### **Fire Drills/Tornado Drills/Lockdown Drills**

Every precaution is taken to insure the safety of your child during school hours. Monthly fire drills and periodic severe weather drills and lockdown drills are performed to make certain students learn proper safety procedures and adhere to all safety guidelines.

### **Forgotten Items**

Any item a child has left at home may be brought to the office. School personnel will make sure the item is delivered to the student. In order to protect instructional time, visitors are not permitted to go directly to classrooms.

### **Homework**

Homework is a vital aspect of the learning experience and is intended to enrich, maintain and extend skills and concepts taught in class. According to WCPSS Board Policy, homework should help students become responsible, self-directed learners, improve their academic achievement



and provide reinforcement opportunities. Homework is considered practice in grades K-5; therefore, it is reflected in the Work Habits portion of the report card.

Parents should provide their child the time and location for uninterrupted study. It is recommended that the location be free of distractions such as TV, music, etc. The parent's role in the work should be one of interest, praise, encouragement and support.

For more information, review **Board Policy 3135: Homework** in the WCPSS Student/Parent Handbook.

### **Inclement Weather**

In case of inclement weather, a decision may be made to close, delay or have an early dismissal from school. These decisions are made by WCPSS after the National Weather Service and local weather bureaus have been consulted. As soon as a decision is made, local radio and television stations are notified and a notice is posted on the system's web page at [www.wcpss.net](http://www.wcpss.net). Please do not call the school because telephone lines must be kept open so that we can receive updated information.

### **Locator Card**

We ask that you complete a student locator card at the beginning of the year in the event that parent contact must be made. It is very important that we have more than one telephone number on file in order to locate parents in case of an emergency. If information on this card changes during the year, it is vital that you notify the school office to make the necessary changes. **Only persons designated on the locator card will be allowed to pick up your child/children from school.**

### **Parking**

Please only park in designated parking spaces when visiting the school. Exits, entrances, and fire lanes should remain open for emergency vehicles at all times. Double parking is prohibited.

### **Positive Behavioral Interventions and Supports**

Abbotts Creek is a Positive Behavioral Interventions and Supports (PBIS) school. PBIS is a systematic approach to establishing and reinforcing clear behavioral expectations. The program stresses the use of a common approach to discipline that is proactive and outcome based. It is designed to support high student performance and to reduce behavioral problems. The Abbotts Creek expectations are:

- A—Act with Respect
- C—Cooperate with Others
- E—Exercise Self Control
- S—Safety First

### Student Dress

Parents/guardians are asked to use good judgment with regard to proper school dress for students. Short shorts (shorts must be to the student's fingertips), bare midriffs (boys and girls), spaghetti straps, halter tops and other distracting clothing are not considered acceptable attire. Clothing that contains any offensive symbols or words are not allowed. Students will be expected to keep their pants pulled to their waist. Hats and other head gear may not be worn in the building unless permitted by administration. Tennis shoes should be worn on days when students have PE and are most appropriate for structured play. These guidelines are designed to help provide an instructional atmosphere and assist with security measures.

For more information, review WCPSS Dress Code in the WCPSS Student/Parent Handbook.

### Student Health and Safety

At the elementary level in Wake County, students are not permitted to "self-medicate." Medication will be administered to students with the proper documentation (Form 1702) on file, signed by the parent and physician, as is required by WCPSS Policy. Please bring Form 1702 and medication to school at the same time. **Over the counter medications must also be accompanied by Form 1702.** This includes pain medicine, cough syrup and skin ointments. **All medications must be sent in the original container with the pharmacist's label attached.** Students are NOT allowed to carry any medications to and from school. All medication should be transported to school by the parent. Parents/guardians who wish to administer medication to their child during the school day may do so. Please report to the main office during these occasions.

School personnel will notify parents and arrange for children to go home when they have the following symptoms:

- Fever of 100 or higher (child should remain at home until fever free for 24 hours without fever reducing medication)
- Nausea, vomiting, diarrhea (child should remain at home until free of symptoms for 12 hours)
- Severe headache
- Red, watery eyes with drainage
- Undiagnosed rash

The school health room serves as a temporary resting place for sick children and the location to administer first aid for minor injuries. Parents will be called to pick up a child if he/she is unable to return to class.

If your child is injured at school, school personnel will administer basic first aid and contact you concerning any injury more serious than a minor abrasion. If an emergency requires immediate attention, we will contact 911 and then contact the parent.

All students entering school for the first time are required to have a complete physical examination and up-to-date immunizations. All health records must be in compliance within the



first 30 days of school. Students without completed records are required to be suspended from school until the requirements are met. Please contact our Data Manager, Barbara Poisella, at 919-694-0555 ext. 20061 if you have any questions or need additional information.

### Telephone Messages

Parents/guardians are asked to make after school arrangements with their children **before they leave home. Changes in transportation should be in writing and submitted to your child's teacher.** Messages for students will be delivered at the end of the instructional day in order to protect instructional time. Messages for teachers will be placed in their mailboxes. Calls will be returned within 24 hours.

### Visitors

Wake County Public School System Policy states that all school visitors must report to the office and sign in when entering the building. A visitor badge must be obtained when you sign in. Visitors also need to sign out upon leaving the building.

### Volunteers

Abbotts Creek welcomes volunteers to support our instructional program. There are many ways you can volunteer in and out of school. Please contact your child's teacher to offer support.

WCPSS has organized volunteer services in the schools to improve student safety. Volunteers must register **each year** using a WCPSS computer (you will need your driver's license or another form of ID to register). **The volunteer system conducts a criminal background check on all applicants.**

Volunteers need to sign in in the office upon arrival on campus to receive a badge. Volunteers need to also sign out when leaving the school. Parents, while strongly encouraged to volunteer, are asked to limit classroom visits unless the visit has been prearranged with the teacher. The staff of Abbotts Creek is committed to ensuring and protecting the instructional day; therefore, spontaneous classroom visits are not permitted because they disrupt the instructional program. We look forward to having you partner with our school to help our students achieve success

### WCPSS CODE OF STUDENT CONDUCT

All students are responsible for complying with and are expected to be familiar with 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.

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

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