

Penny Road Elementary Handbook

2019- 2020



Home of the Penny Road PANDAS

*10900 Penny Road
Cary, NC 27518
919-387-2136*

GENERAL INFORMATION AND PROCEDURES

1. SAFETY AND SECURITY PROCEDURES

The school building is locked all day with the only exception being the main entrance doors during arrival only. In order to gain entry all visitors must ring the doorbell and state purpose when questioned. Once you enter the main office, please state your visitation purpose to the receptionist(s). Once approved by the receptionist, you will be directed to sign in at the kiosk. You will receive a visitors label to stick on the outside of your attire on the left side of your chest. This label must be visible for all staff and students to see. Visitors found without visitors stickers will be directed to the main office. All visitors must sign out in the main office after each visit. Students and staff are directed to not open any outside doors for any visitors.

2. VISITORS & VOLUNTEERS

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. All visitors will have one of the following prearranged reasons:

- Volunteer (must be cleared by WCPSS volunteer registration) see volunteer description below
- Parent conference
- Classroom event

Visitors also need to sign out upon leaving the building.

VOLUNTEERS

We welcome volunteers to our campus to support our instructional program (non-teaching roles) however, your visit must be pre-arranged. All volunteers must sign-in at arrival and sign-out after duties are completed. In order to volunteer in the capacity of supporting field trips or in-class events, you will need to be deemed **CLEARED** by the WCPSS volunteer system. This system conducts a criminal background check on all applicants. Applications can only be completed in our Media Center or at another WCPSS school. Clearance can take up to three weeks.

Previously approved volunteers must be approved to volunteer for each school year. You **MUST** reactivate as a volunteer **no later than 4:00 p.m. on October 31, 2019**. Reactivating volunteers may go to any WCPSS work site where they can register through www.wcpss.net by selecting the **Community** tab, and then selecting **Volunteer Registration**. **Current volunteers, who provide a valid email address, will receive an email 15 days and 30 days prior to the expiration of their volunteer status reminding them to reactivate.**

- After October 31, 2019, individuals previously approved may not volunteer without a new criminal record check. To avoid unnecessary costs to the school system, principals

and their staff should encourage continuing volunteers to reactivate early in the school year – and no later than October 31, 2019.

- The volunteer system will be open daily for reactivation/registration.
- For the safety of our students, all non-Wake County Public School personnel will be required to sign-in at the main office and questioned regarding visit purpose, in order to obtain a nametag. Any person not wearing a nametag or badge will be directed to the front office.

While volunteers, supporting our instructional program (non-teaching roles), are encouraged, spontaneous (and non-spontaneous) classroom visits and observations are NOT ALLOWED. The Penny Road staff are committed to ensuring and protecting the instructional day from disruptions.



3. STUDENT BIRTHDAYS

Class celebrations shall only take place as a culminating activity for units of study. Items brought in for birthday treats and activities should be store bought and healthy items are preferred. Due to students with food allergies, it is required that classroom teachers are notified prior to bringing in any snacks. Please be respectful of staff members on duty in the cafeteria and be mindful of their responsibilities. Additionally, if bringing in a snack, please bring in only one type of snack. Items not permitted at all: party favors, decorations, hats, goody bags, and

balloons. These items are potential safety hazards to students. Prior teacher notification is expected for any healthy birthday snacks. **We encourage parents to buy a book to read to the class on your child's birthday, and then donate the book to the classroom or library.**

Birthday invitations should be mailed from a child's home, and birthday parties should be planned outside of school hours. Teachers cannot give out parent contact information for these events as well.

4. SCHOOL & OFFICE HOURS

- 8:45am – 9:10am Students arrive
 - o Students can not arrive before 8:45am since staff members are not available for supervision.
 - o Before-School child care is provided by the YMCA at our school for those enrolled. Please contact Kraft Family YMCA at (919) 657-9622 for enrollment information..
- 9:10am – Children should be in classrooms
- 9:15am - Classes begin
- 3:45pm - Dismissal



OFFICE HOURS

- 8:15am - 4:15pm

5. COMMUNICATION (Paperless)

Our school communicates through a variety of platforms; however only a few of those platforms are crucial so that you stay connected with school curriculum and happenings.



- The Panda Pulse emailed, texted and posted to the school's website. This includes information from the principal, Mrs. Hoke (<https://www.wcpss.net/pennyroades>).

- SEESAW
- Konstella

Individual teachers may also send home newsletters and post blogs.

Penny Road Elementary routinely uses other platforms such as Twitter to showcase PANDA happenings and our PTA Facebook page.

Follow us on Twitter @PennyRoadES

ABSENCES

Success in school is directly related to regular attendance. We ask that parents schedule appointments outside the instructional day if possible. Please contact your child's teacher if your child is ill and will be absent. In addition to contacting the teacher, parents are required to send a note to your child's teacher within 2 days of returning stating: Child's Name, Date of Absence, Specific Cause of Absence, and Parent Signature. A student who leaves school for any reason during the day is counted absent for that day unless the combined time in school is equal to at least 3 hours.

Excused Absences

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

Participation in a valid educational opportunity may be excused if it meets the following criteria:

- Form 1710 is completed by the parent in advance of the trip and approved by the principal. Form 1710 is also available at the school office.
- The intent of the trip is an education experience.*Family trips and vacations that were not initially designed to be educational **will not** be excused.
- The educational opportunity is time specific. That is, the event only takes place at this time.

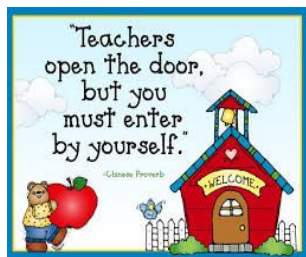
Homework assignments missed during an excused absence may be made up. Please call the office or make a request of the teacher for homework. Allow a 24 hours notice in order to prepare assignments for your child.

Excessive Absences: When a student has accumulated a total of 6 unexcused absences or 10 tardies, you will receive a letter from the principal. Additional absences or tardies will be referred to the Social Worker.

ARRIVAL

The school day begins at 8:45 AM weekdays. Students should be dropped-off quickly (kiss-and-go) once safety patrol and/or adults are ready to receive students. Our doors will open daily at 8:45 AM - no sooner. Students should not be dropped off before 8:45 AM unless they are 4th or 5th graders on morning duty. Students that arrive after 9:15 AM are tardy and must be signed-in at the main office by an adult. Try to schedule all non-emergency

doctor and dentist appointments for after school hours. If your child must arrive late to school, an adult must accompany the student into the main office to sign-in. Students arrive in one of two locations: main entrance or bus loop entrance. The main entrance arrival is for students in vehicles being dropped off in specific areas. The bus loop entrance is for students bus riders.



Happy Independence Day !!!

Parents will be allowed to walk students to class up until Thursday, September 5, 2019. Friday, September 6, 2019 will be Independence Day. This means that parents or adults will not be allowed to walk students to class this day and every day moving forward. Again, this is for school safety.

MEDICAL

If your child becomes ill at school, vomit or has a fever of 100.0 degrees Fahrenheit or higher we will contact you, so that the child can be picked up. Your child must be fever free for 24 hours without the use of medication before they can return to school.

School officials may administer medicine to students if:

- Form 1702, Parent Request and Physician Order for Medication, has been completed.
- The medication is in a currently dated prescription bottle.
- The medication is delivered to the school by the parent.
- Medication must be kept at school for the duration of the treatment.

Students will not be allowed to attend after school events or programs if they have been picked up from school early due to an illness or did not attend school that day due to an illness.

Accidents: Every precaution is taken to prevent student accidents. Only minor first aid is given at the office. If more treatment is required, the parent is notified to come to school. Please be sure to inform your child's teacher if your child has any allergies, chronic illness or physical handicaps. If there are any special measures or activity restrictions that will be necessary for his or her welfare at school, please let the teacher know.

ADDRESS/PHONE NUMBER CHANGES

In order to ensure that the school has accurate contact information for your child, it is important to provide new address and phone number information to the school's Data Manager. The Data Manager can be reached at 919-387-2136.

BEFORE AND AFTER SCHOOL

The Kraft Family YMCA offers Before School Care onsite and Afterschool Care at Kraft Family YMCA. Please contact Kraft Family YMCA at 919-657-9622 for additional information.

BUS TRANSPORTATION

The Wake County Public School System provides bus transportation to students who are eligible to ride the bus safe and reliable bus transportation. School transportation service is a privilege and therefore all rules, policies and procedures must be observed. Students not complying with bus safety procedures will have his/her privileges revoked.

Please discuss the importance of good behavior on the school bus. We have very simple rules to keep our students safe on the bus.

- Ride your assigned bus and remain seated while riding.
- Maintain orderly behavior at the bus stop and while riding.
- Keep head and arms inside the bus.
- Refrain from any boisterous behavior or loud noises.

Do not commit any act that would distract the attention of the driver and/or jeopardize the safety of the students or vandalize school property.

The bus driver will report any misconduct to the assistant principal. Parents will be notified by the assistant principal for any bus violation. Parents are responsible for providing transportation for any student that is denied the privilege of riding the bus.

NOTE: Bus Drivers are only permitted to stop at official WCPSS approved bus stops. Unauthorized stops are not allowed.

CAFETERIA

We encourage all students to participate in our child nutrition program. Breakfast and lunch are available each day. Lunches can be paid for by sending money in a sealed envelope with your child with the child's name on the front, a check written to Penny Road Cafeteria and Families may pay online by visiting www.MySchoolApps.com. This site can be used to deposit funds into your child's lunch account. Once your account is established, you can check balances and fund the account from your personal computer. Funds will be posted on your child's account within 24 to 48 hours.



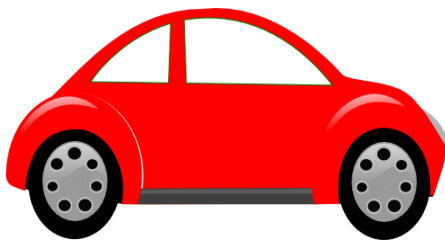
Full priced breakfast: \$1.25

Full priced lunch: \$2.75

Reduced lunch: \$0.40

Adults: A la carte

Students may also bring lunch from home. **Due to dietary restrictions and food allergies, students who bring lunch from home may not share their lunch.** Soft drinks/sodas are not permitted at any time.



CARPOOL PROCEDURES

Carpool students will be dropped off in front of the building and will enter through the Main Entrance Doors only. Staff members will be there to assist with student drop off.

Arrival: Parents who bring their children to school will UNLOAD through

the SINGLE/RIGHT lane on the passenger side of the car. Please have your child(ren) wait in your car until adults arrive for morning duty. Once arrival begins and you have pulled up to the designated areas, you may allow children to exit your vehicle. For students needing assistance, please wait for an adult or safety patrol assistance.

Dismissal: Each family will be given a car number to assist with pick up. We will have two lines of traffic. The students will be escorted to your car by an adult. You must assist your child into the car and make sure they are securely buckled. NEVER pull out into the center of these two lines of traffic until you are directed to do so. We load around 20 cars at a time. When all the cars are loaded, a staff member will give a hand signal to allow one line of cars at a time to leave the carpool area. Please be patient as we are loading children.

NOTE: Carpool procedures are the same regardless of the weather. Please provide carpool riders with rain gear for rainy days.

CHANGE OF ADDRESS OR PHONE NUMBER

Parents are asked to provide a new proof of residence with any change in address or phone numbers so that we have accurate, up-to-date information for all students. In order for your address to be changed in the WCPSS system, please also provide the school office with a copy of your current utility bill showing your new information. All parents must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency.



CHARACTER DEVELOPMENT- “Other PANDAS Matter”

We are a Positivity Project School. Our purpose is to create strong citizenship that will enhance, improve and build positive and supporting communities. We embody this philosophy because we believe that, **“Other People Matter,”** and **“Other PANDAS Matter.”** Our vision here at Penny Road is to build stronger relationships by recognizing character strengths in ourselves and in others. We ask that you take a moment to learn about this great initiative by reading more information here: **[The Positivity Project.](#)**



CLEANLINESS

As good citizens both in and out of school, everyone should take pride in the facilities at Penny Road Elementary. Students, staff and visitors are asked to do everything possible to help keep Penny Road 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. Thank you for doing your part and encouraging your child(ren) for doing theirs.

CLUBS

We offer before & after school clubs throughout the school year. Some clubs are operated by PRE Staff, other clubs are operated by non-WCPSS vendors - which could come with a cost. Participation in clubs is voluntary. Club information comes out during the school year.

CUSTODY ARRANGEMENTS

Parents must notify the office and provide a copy of the court order specifying custody agreements or restrictions.

COMMUNICATION

You may contact any staff member by calling the front office at (919) 387-2136, sending an email to the teacher, or by sending a message to school with your child. Teachers are willing to return your call or email; however, return calls usually must wait until the end of the instructional day. We ask that parents do not arrive at school unannounced and expect to conference with teachers. When children are present, the priority is instruction.

CONFERENCES

Typically, one conference is held in both the first and second semester. Additional conferences can be held as needed by the teacher or parent. Please contact your child's teacher to arrange for a conference.

DISMISSAL

Early Dismissal

- All early check-outs must occur before 3:00pm each day. Please note that after 3:00pm we will not call the classroom to dismiss students due to the end of the day dismissal and preparations.
- A parent must come to the office to sign a child out. Office personnel will call the classroom and request that the student come to the office for check-out. Parents should not go to the classroom to pick up a child.

DRILLS: FIRE/TORNADO/LOCKDOWN

Every precaution is taken to insure the safety of your child during school hours. Unannounced 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.

DRESS CODE

Parents and guardians are asked to use good judgment with regard to proper school dress. The following is a list of guidelines to follow:



- All pants must be worn around the waist. Sagging pants and exposed undergarments are not acceptable.



- T-shirts and other articles of clothing must not contain messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors.
- Head coverings of any kind may not be worn in the building at any time.
- Short shorts, bare midriff shirts, strapless or spaghetti strap shirts, and other distracting clothing are not acceptable.
- We also recommend that students do not wear flip flops. While these are not forbidden, parents should be aware that most of our playground accidents occur due to students wearing flip flops.

FIELD TRIPS

Before a student can go on a field trip, a signed permission form from the parent must be on file in the office. Verbal permission is not accepted. If parents chaperone a field trip, siblings are not allowed to attend the field trip. The parent must have clearance through the Wake County Volunteer Database in order to serve as a trip chaperone.

HOMEWORK

Homework is an important part of the educational environment. Students will receive specific homework guidelines from their classroom teachers. In general, we recommend the following guidelines for reading at home with your child each day.

- K-2: 10 - 20 minutes
- 3-5: 30 - 50 minutes

INCLEMENT WEATHER

Now is the time to plan with your child what to do in case of early dismissal due to weather. Some children become very concerned if their usual patterns are disrupted. We prefer that arrangements are made in advance. We do not have adequate phones to deal with the large number of students who need immediate directions from home. The radio and television stations will announce all school closings, late openings, or early



closings. If it begins to snow or sleet, please listen to the radio or TV. **Please do not call the school office.**

WRAL's internet site for weather closings is: www.wral.com/weather/closings.

LATE ARRIVAL

- Students who arrive after 9:15am are considered tardy. They should report to the office and obtain a tardy slip. An excuse for late arrival should be provided at that time.
- Parents should not take a late arriving student directly to the classroom.

LICE

From time to time, a case of head lice will occur:

- In the event you know or think your child has lice, please notify the office. We do whatever possible not to cause any embarrassment or to single out any student who may have lice.
- If any lice are detected or if a suspicious situation is found, the parent is notified.
- If that child has a brother or sister at Penny Road, the head of the brother or sister is also checked.
- Wake County Head Lice Information can be located at the [WCPSS Student Health Section](#).

LOST AND FOUND

Students who lose personal items are urged to check the lost and found located in the cafeteria. Periodically we display all items from lost and found in the hall. In December and May, we donate unclaimed clothing to a local charity.

PARENT CONCERNS:

If you have a concern, please contact the classroom teacher first to bring it to their attention. Many concerns have been resolved by the parent or teacher making contact to resolve a misunderstanding, miscommunication, or incorrect perception.

PARKING

Parents are not allowed to park in the drop off or pick up lanes in front of the school between the following times:

8:30am – 9:30am

3:00pm – 4:00pm

STUDENT BEHAVIOR

Students are asked to be a **PANDA** by displaying the following behaviors:



- Positive Attitude
- Awesome Worker
- Notice Others' Feelings
- Display Self Control
- Appropriate Choices

STUDENT CODE OF CONDUCT

A safe, orderly and welcoming school environment is essential for student learning. To that end, students have a Code of Conduct in which they are expected to adhere to. More information regarding our Student Code of Conduct can be located in the [WCPSS Parent-Student Handbook](#).

WALKERS:

If you walk to school to pick up your child, please wait at the picnic table that is located closest to the playground. Your child will exit through the closest doors and meet you outside. If you drive to school, you must use the carpool system.

