

# Herbert Akins Road Elementary School

## 2020-2021 Home/School Communication



Welcome to the 2020-2021 school year and Herbert Akins Road Elementary School! We want to make sure you are informed throughout the school year. Here are a few ways you can stay connected:

- **Herbert Akins Road Elementary School Website** – <https://www.wcpss.net/herbertakinsroad>
- **School Messenger** – Please make sure we have your cell phone, home phone, and email addresses in our database. Visit <https://www.wcpss.net/schoolmessenger> for more information.
  - Text Messages – Opt In by texting YES to the shortcode 67587
  - Weekly email messages from Principal
  - Phone messages for Urgent Information and School Closures
- **Facebook** – Parents of Herbert Akins Road Elementary School – This is a closed group offered by our PTA. You must send a request and be approved to join this group.
- **Twitter** – Follow us on Twitter @herbertakins and @DrJDougs
- **Here Comes the Bus** – <https://herecomesthebus.com/getting-started/> - Free bus tracking system for WCPSS Bus Riders. Use your child's PowerSchool number and WCPSS School Code is 67500.
- **School Meals** – [www.MySchoolBucks.com](http://www.MySchoolBucks.com) – Use your child's PowerSchool number to deposit funds into your child's account, check balances, and set spending limits.

### School Contact Information:

- Office phone number: 919-567-4100, extension 0 for the front desk
- Principal's Email: [jdouglas@wcpss.net](mailto:jdouglas@wcpss.net) – Dr. James Douglas
- Assistant Principal's Email: [jccarfano@wcpss.net](mailto:jccarfano@wcpss.net) – Jennifer Carfano
- PTA Email: [harespta5@gmail.com](mailto:harespta5@gmail.com)
- YMCA Before/After Care & Track-Out: 919-815-3412

Classroom teachers use a variety of methods to communicate with parents. Please contact your teacher regarding your preferred method of communication. We look forward to working closely with you this year!

**Herbert Akins Road Elementary School**  
**Student/Parent Handbook 2020-2021**  
**2255 Herbert Akins Road**  
**Fuquay-Varina, NC 27526**  
**Front Office Phone: 919.567.4100 ext. 0**  
**Fax: 919.589.6607**  
<http://herbertakinsroads.wcpss.net>

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

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

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

#### **Bell Schedule**

8:45AM - Students may enter the building

9:15AM - Tardy bell rings and instructional day begins

3:45PM – Dismissal bell rings and dismissal procedures begin

- Students arriving after the 9:15AM bell are considered tardy and must report to the office with a parent to sign in and obtain a tardy slip. Please make every effort to have your child in class on time. Valuable instruction time is lost due to tardies.
- Parents picking up students early must arrive to the office BEFORE 3PM. Parents or guardians may not check out students directly from the classroom. Students must be properly signed out from the office before leaving campus.

#### **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 3PM. Please keep this in mind when scheduling appointments.

**Absences:**

- Please send a note in with your child within 2 days of his/her return explaining the reason for his/her absence. An email to the teacher is acceptable. Absences not explained by notes or email 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. Letters will be sent to parents and guardians of students who accumulate excessive absences or tardies. Letters are used in an effort to keep parents and guardians informed and are based on WCPSS attendance policies.

**Dismissal**

- 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 a note will be sent home their normal way.

**Cafeteria**

- Breakfast is served from 8:45-9:10AM.
- Parents or guardians may pay for meals by cash or check to the cafeteria or by using the online payment option ([www.myschoolbucks.com](http://www.myschoolbucks.com)). You will need your child's PowerSchool number (which is also their lunch number) for the online payment option. All checks should be payable to HARES Cafeteria. Be sure to include your child's PowerSchool number and their full name on the check. Checks may be received in the mornings (prior to 9:15AM). Free and reduced lunch is available to students who qualify. The office will have forms for parents or guardians interested in applying.

**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 the child should stay at school or go home. Temperatures 100 degrees or higher automatically result in a child going home. The child must be fever free without fever-reducing medication for 24 hours before returning to school. Additional symptoms such as an undiagnosed rash, head lice, pink eye, vomiting, and diarrhea require immediate pick up by a parent or guardian.

## **Medications**

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

- Have the physician complete the medication form (1702), parent or guardian signs the form, and returns it to school.
- Provide medication in its original container, which includes the child's name, medication name, dose, time to be given and how to be administered.
- When medications change, provide a new completed (1702) medication form along with the new medications.
- Remove medications from the school when treatment has been completed, when medication is expired, or at the end of the school year.
- Parents and guardians (not students) must transport all medications to school. Empty bottles may be sent home with the student.

## **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 available online 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.

## **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.

## **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.

## **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 grades 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades will use agendas to record homework and assignments.

## **Leaving Messages for Teachers**

Teachers are in the classroom providing instruction to your children from 8:45AM-3:45PM. Email 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 to 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 to touch base with a teacher as it takes away from our students' instructional time.

## **Inclement Weather**

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

- A two-hour delay for school means a two-hour delay for the YMCA.
- Breakfast is not served if there is a delay.
- The YMCA will not operate if school is released early or if WCPSS after school activities are cancelled.
- Be sure your teacher and child know what to do if there is an early release caused by weather.
- Makeup days for year-round schools are on Saturdays. Teachers provide valuable instruction on Saturday makeup days and students are expected to attend. Students may arrive at 8:45AM and dismissal begins at 12:45pm. Breakfast and lunch are not served. Please provide a healthy snack.

## **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 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 noncommercial 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).

## **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.

## **What Not to Bring to School**

Toys, electronic equipment and personal items are not to be brought to school except when specified by a teacher and permitted by the parent/guardian. Unauthorized items will be confiscated until a parent/guardian can pick them up. This includes, but is not limited to, electronic toys, stuffed animals, yoyo's, lasers, cards, etc. Please know the WCPSS Board Policy prohibits students from bringing a toy version of any weapon on school property. Any infraction of this policy will result in immediate discipline.

Cell phones and electronic devices should not be visible to students or staff and must be turned off throughout the day and when students are riding to and from school on school transportation. Unauthorized use of this type of equipment will result in its confiscation until a parent/guardian can pick it up from school. Students bring cell phones to school at their own risk. The school assumes no responsibility for lost, stolen, or damaged phones.

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.

## **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.

## **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 our principal, Dr. Douglas at [jdouglas@wcpss.net](mailto:jdouglas@wcpss.net).