

# Lake Myra Elementary School

A Leader in Me Lighthouse School



## *The Lake Myra Otters*



1300 Elk Falls Drive Wendell, NC 27591

PHONE: 919.365-8990 FAX: 919.365-8968

WEBSITE: <http://lakemyraes.wcpss.net>

### *Lake Myra Mission & Values*

Click the link above for a copy of our mission & values



**WAKE COUNTY  
PUBLIC SCHOOL SYSTEM**

## WCPSS Student Parent Handbook

### WCPSS Strategic Plan

#### **VISION**

All Wake County Public School System students will be prepared to reach their full potential and lead productive lives in a complex and changing world.

#### **MISSION**

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

#### **Core Beliefs**

*Every student deserves to be challenged in meaningful learning each day.*

1. Every student is uniquely capable and deserves to be challenged and engaged in relevant, rigorous, and meaningful learning each day.
2. Every student is expected to learn, grow, and succeed while we will eliminate the ability to predict achievement based on socioeconomic status, race, and ethnicity.
3. Well-supported, highly effective, and dedicated principals, teachers, and staff are essential to success for all students.
4. The Board of Education, Superintendent, and all staff, while sustaining best practices, will promote and support a culture of continuous improvement, risk-taking, and innovation that results in a high-performing organization focused on student achievement.
5. The Board of Education, Superintendent, and all staff value a diverse school community that is inviting, respectful, inclusive, flexible, and supportive.
6. The Wake County residents value a strong public school system and will partner to provide the support and resources to fully realize our shared vision, accomplish the mission, and sustain our core beliefs



# Lake Myra Elementary School

## Family Handbook

### A Leader in Me Lighthouse School

Click the link above for a copy of the LiM Habits Tree

***The Lake Myra Otters***  
***#LMESLeads #RootedinJoy***



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**School Calendar** ([Track 4a](#))

Dear Lake Myra Families,

Welcome to the 2025-26 school year at Lake Myra Elementary School! We are pleased to have your family with us and look forward to an exciting, and joyful year full of growth and learning. Please read this handbook to find information regarding procedures, practices and policies at Lake Myra. If you need any additional information or assistance, please call our main phone number at 919-365-8990 or email us. You are a vital part of your child's school experience and our partnership helps make your child's elementary school experiences successful.

Thank you in advance for working with us to make this school year at Lake Myra an outstanding one!

As a school that receives Title I funding, please review [information regarding Title I](#) as well as our [Family Engagement Policy](#) and our [School Compact](#)

With the children's interest at heart,

Nancy Ballard, Principal  
[nballard2@wcpss.net](mailto:nballard2@wcpss.net)

Carla Baptista Tavares, Assistant Principal  
[cbaptistatavares@wcpss.net](mailto:cbaptistatavares@wcpss.net)

Courtney Garris, Assistant Principal  
[cgarris@wcpss.net](mailto:cgarris@wcpss.net)

### **WHO TO CONTACT at the Lake**

**Main Office phone: 919.365-8990** Receptionist **Mr. Jose Recinos** can connect you to the correct extension

### **Questions about**

Online school funds (breakfast & lunch accounts)	Nikki Albino, cafeteria manager	Nichole Albino _ Staff - Lak...
WCPSS bus transportation 919-805-3030	Grades K-2 Courtney Garris, Assistant Principal Grades 3-5 Carla Tavares, Assistant Principal	Courtney Garris _ Staff - La... Carla Baptista Tavares _ St...
YMCA Before & After School Care Program	Matt Streit (YMCA employee) 919=845-3887	<a href="mailto:Matt.Streit@YMCATriangle.org">Matt.Streit@YMCATriangle.org</a>
Registration, attendance, school records	Jose Recinos, data manager	Jose Recinos _ Staff - Lake...
504 plans	Jameisha Johnson, school counselor	Jameshia Johnson _ Staff - ...
Individual Education Plans (IEP's) (*contact your students case manager for student specific questions)	Rebecca Sprenkle, SpEd Lead	Rebecca Sprenkel _ Staf...
Student physical health	Brittany Bryan, nurse	Brittany Bryan _ Staff - Hea...
Specialized Instructional Support Personnel (formally student services)	Q'Neishia Williams, school counselor Jameisha Johnson, school counselor Carly Price, social worker Dr. Raven Evans, psychologist	Q'Neishia Williams _ Staff - ... Jameisha Johnson _ Staff - ... Carly Price _ Staff - Counse... Raven Evans _ Staff - Coun...

## Arrival & Dismissal

**Carpoolers** are dropped off in the front loop and enter through the front doors. Staff members and student safety patrols will direct students to enter the building after 8:45 a.m. **Please DO NOT ALLOW STUDENTS to exit the car PRIOR TO THE 8:45 BELL.**

**Morning Arrival:** There is NO student drop off in the side loop. This is our bus loop and **MUST** remain clear for our buses. There is NO student drop off in the parking lot. **Please use the carpool loop for morning arrival.**

**Only** students who are **carpool, walkers or bike riders** may enter the building through the front doors.

**Students may NOT be on campus unsupervised prior to 8:40.**

**Arrival time 8:45-9:10** This is an important and busy time for our staff and students. They greet each other, check in and get ready for the instructional day. **Students should not be arriving through carpool at 9:15.** This does not allow students enough time to walk to class, and unpack by 9:15.

If your student eats breakfast at school, please be sure they are on campus between 8:45-9:10am to allow time to go through the line and eat prior to the 9:15 bell.

**Please do not request to walk your student(s) to the classroom.**

If you need to speak to a staff member/teacher please reach out by phone or through Talking Points to set up a conference or another time to connect. Forgotten items or treats for the class may be dropped off with a staff member at the front door and will be delivered to the classroom or student. Thank you for supporting our school environment that allows our Lake Myra staff to focus on your student(s)!

**Bus and Day Care Van Riders** will arrive in the bus loop and enter through the side door. Staff members and student safety patrols will direct students to enter the building at 8:45 a.m.

**Late arrival/early dismissal:** Parents/Guardians 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. (sign in and out at the front desk using the Ipad). If you need to sign a child out early, you 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 between 3:15 p.m.-3:45** (except in the case of an emergency). A picture identification is 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. Lake Myra's half day is at 12:45 p.m. Your child must arrive at school by 12:45p.m. to be considered present for that day. If a parent/guardian chooses to pick up their child prior to 12:45 p.m., and does not return to school that day, the student will also be considered absent.

**Dismissal 3:45** No early dismissal after 3:15. Please help us make every minute count!

The school dismissal bell rings at 3:45 PM. **Any transportation changes must be requested in writing or a phone call to the office by a parent or legal guardian prior to 3:15.** Please send these written requests to school with your child that morning. **If a written request or phone call is not received by 3:15** your child will be transported home by their "usual" way. If you have an emergency transportation issue please call the school office prior to **3:15 PM** and we will notify your child's teacher.

**Please do not send an email or Talking Points message 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 message until after dismissal.**

## Attendance

Attendance at school is one of the best ways to help ensure student success. We ask that parents/guardians respect the instructional day and whenever possible, schedule appointments, etc. outside of the school day.

- Students need ample time in the morning to prepare for their day. Parents/guardians 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.
  - If your student eats breakfast at school, please be sure they are here by 9:00 a.m. to give ample time to eat and be ready for instruction to begin.
- Students need to be at school at least half of the school day to be counted present. 12:45 PM is the half-day indicator, or 3 1/2 hours if the student is signed out of school and then returns.
  - A student who leaves school for any reason during the day is counted absent unless the combined time in school is equal to half the regular school day—3 1/2 hours. If possible, medical and dental appointments should be made after school hours or during track-out periods.
- When a student has accumulated a total of 3, 6, or 10 absences or 10 tardies, you will receive either a phone call from a staff member, or a letter from administration. Excessive absences or tardies will be referred to the WCPSS social worker assigned to Lake Myra.
- Students who are absent more than 30 days during a school year shall be referred to the Attendance/Retention committee for review. The committee shall determine if the student should be retained as a result of their absenteeism.

## APPOINTMENTS:

If a student needs to leave for an appointment during school hours, please call the main office. You may also email the teacher prior to the start of the day. Please try to give as much advance notice as possible.

- Whenever possible, please try to make appointments before or after school or during track out.
- Again, if a student is not present for at least 3 1/2 hours on any given day, the student will be marked absent for the whole day.

If you must check out your student early you must do the following:

- Early pick cannot occur after **3:15pm**
- Come to the front office door, ring the bell and state your name and purpose. Please have your picture ID ready to show staff through the camera.
- A **picture ID is required** to check out your student when using our visitor management system.

## **Absence Notes**

When your child misses school, please send written communication within two days of returning to school 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"](#)

## **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. All requests for [educational leave](#) must receive prior approval from the principal.

## **What are the guidelines for approval for an excused educational absence?**

Excused educational absences must meet all of the following criteria.

- The primary purpose is educational.
- The educational opportunity is time specific. That is, the event only takes place at this time; for example, going to see the launch of a space shuttle or a presidential inauguration.
- The time absent is reasonable for the benefit gained.
- Prior approval of [educational leave](#) is submitted & requested one week prior to the trip.

## **MEDICATION: Administration of prescribed medication at school**

[School officials may administer medicine to students if:](#)

- The "[Parent Request and Physician Order for Medication](#)" [Form 1702](#) is completed and in the possession of school officials. These forms are available at the school office, most doctor's offices have the form as well.
- Parents send a note requesting the school administer antibiotics or other medications to be taken after an acute illness (approximately 2 weeks or less). In this case, the pharmacist or physician's label, which must be on the bottle, serves as the physician's order. Medication must be kept at school for the duration of the treatment.
- If a doctor orders a nonprescription medicine, a [Form 1702. \("Parent Request and Physician Order for Medication"\)](#) must be completed. The parent must label the container as follows:
  - Clearly write your child's name, name of the medication,
  - date the medication was purchased,
  - directions are clearly marked.
  - The medication must be in a container dispensed by a pharmacy.

## **Before and After School Program**

Lake Myra has both a Before and After School Program. Both Programs are run by the [YMCA](#). The Before School Program begins at 7:00 a.m. and runs until 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. [To register, please complete this form](#). Please contact Matt Streit at the YMCA 919-845-3887 or [Matt.Streit@YMCATriangle.org](mailto:Matt.Streit@YMCATriangle.org) directly to discuss space availability and any questions you may have.

## **Birthdays**

- Birthday invitations should not be distributed at school.
- **Please do not send in party favors, decorations, hats, goody bags, flowers, balloons, etc.**
- Birthday snacks can be shared in the cafeteria during scheduled lunch times. Snacks must be from commercial suppliers and not homemade. Snacks are for only the child's class and may not be given to selected students in other classrooms. If bringing in a birthday snack, please bring in only one type of snack.

## **Cafeteria Meals/Prices/Payment**

- Breakfast is served from 8:45 AM – 9:10 AM. **The cost for breakfast is \$2.00.**
- Check with your child's teacher for the assigned lunch time. **The cost for lunch is \$3.75.**

Sign up for a [MySchoolBucks](#) account to make paying for meals easy. Additional snacks and desserts are also available for purchase.

- Please visit the [WCPSS Free/Reduced Meals](#) page to apply for meal benefits. [The application can be found here.](#) **Applications are due ON or BEFORE September 9th, 2025 to maintain benefits from the prior school year.**

- **This must be done each school year. Prior year benefits EXPIRE.** *If you did not apply or receive benefits during the previous school year your student will pay full price for school meals.* Contact [cnsmealbenefits@wcpss.net](mailto:cnsmealbenefits@wcpss.net) with any questions.

The menu is available here: <https://schools.mealviewer.com/school/LakeMyraElementary>

### **Students who bring lunch from home**

- ★ We do not microwave students' lunches nor are students permitted to use microwaves in school.
- ★ Please do not send canned or bottled soda drinks for lunch or snack. Reusable water bottles can be refilled throughout the school day using the water bottle refill stations.

### **Can I have lunch with my student?**

Yes, after the first two weeks of school, parents/guardians or other family members are welcome to come have lunch with your student(s).

All parents/guardians/guests must follow normal visitor guidelines by checking in and out in the front office.

- You may either have lunch inside using the square cafe tables in the cafeteria or **in the outdoor courtyard.**
  - Students may choose 2 friends to join you at the inside tables.
  - **Please note other students are not permitted to join you for lunch outside in the courtyard.**
- You may choose to bring an outside lunch for you and your child, but it may not be shared with other students.

### **Title I Funds help ALL students**

- ➔ As you know, our school receives **Title I money** that helps *fund teacher positions, and purchase instructional materials that benefit ALL students* at Lake Myra. The amount of money is partially based on the number of students who receive meal benefits **EACH YEAR** and families must reapply every year.
  - ◆ If your family qualifies for this benefit, but do not plan to use the meals, our school still receives money.
  - **Many families can qualify for these benefits--so apply today and help all our students!**
    - Reduced lunch price is 40 cents and breakfast is 30 cents.
      - Full price lunch is \$3.75 and breakfast is \$2.00
- ❖ **To apply for free or reduced-price meals, visit** [www.MySchoolApps.com](http://www.MySchoolApps.com) or stop by the office for a paper application.
  - **Need assistance completing the application?** Contact Carly Price (919)365-8990 EXT. 24507

### **Communication: Connecting with school & staff**

A phone call note/email or using the [Talking Points application](#) are ways you can contact the school staff. The main office number is 919-365-8990. Messages left on the main line are checked throughout the day.

- During arrival 8:45-9:15 and dismissal 3:45-4:15 the office is a very busy place. Our receptionist duties include a variety of tasks to support our school community during these times and may not be available to answer the phone. Messages left during this time will be followed up with after 9:15 or 4:15.

### **How can I get in touch with my child's teacher?**

Staff email addresses are listed on our website under Academics & Programs. Please allow your child's teacher 24 hours to respond to email. [Talking Points](#) is another way to stay connected to school staff. Please note that teachers are not checking

### **Can I talk with my child's teacher during the school day?**

Parents/guardians are encouraged to send a note to the teacher or by email. Please understand that teachers are not able to respond immediately to email or talking points messages due to their primary teaching and supervision responsibilities. To protect the integrity of the teaching/learning day, we limit disruptions. Classroom teachers do not have a voicemail. If you have an emergency, please call the main office at 919-365-8990.



### **Can I speak with my student during the school day?**

Again, we limit disruptions to the school day to protect our students' learning time. PLEASE do not attempt to send text messages or call your student during the day. If a student has a **smart watch or phone** it is WCPSS policy that these are **off or in airplane mode** during school hours. Cell phones must remain in a backpack. If there are extenuating circumstances that require you to speak with your student please call the main office at 919-365-8990.

### **WCPSS Cell phone/smartwatch policy**

Students are only allowed to have cell phones on school grounds if they are turned completely off and kept in their backpack during the school day. **Students are not allowed to use their cellphones during school hours. Smartwatches may be worn and used as a watch ONLY.** A smartwatch device must be turned on airplane mode in order to disable text messages and phone calls from being received or sent by the watch/device. The watch is considered a cell phone UNLESS airplane mode is activated.

### **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.**

### **Report Card and Interim reports**

#### **Year Round Track 4a Calendar**

<b>Quarter 1 *Interims</b>	<b>Q.1 Ends</b>	<b>Q.1 Report Cards</b>	<b>Quarter 2 *Interims</b>	<b>Q.2 Ends</b>	<b>Q.2 Report Cards</b>	<b>Quarter 3 *Interims</b>	<b>Q.3 Ends</b>	<b>Q.3 Report Cards</b>	<b>Quarter 4 *Interims</b>	<b>Q.4 End &amp; Report Cards</b>
Week of Sept. 2	Sept 26	October 24	Week of Nov 17	Dec 19	January 30	Week of March 2	March 27	April 24	week of May 26	June 26

- \*Interims are distributed about the fifth week of the quarter.
- Final Report Cards are given to students on the last day of school.

### **Dress Code**

We ask that you please partner with the school district to monitor your student's attire and to help our students adhere to the guiding principles set forth in the policy. [Specific dress code guidance is here.](#) Please review the full [Student Dress Code](#) policy online.

### **Transportation**

#### **AFTER SCHOOL ARRANGEMENTS**

If your child is to go home with a classmate after school please adhere to the following guidelines:

- ***Both the hosting and visiting student should bring notes from their parent/guardian indicating the planned visit and transportation plans. (The school bus is not an option.)***
- No student will be permitted to go home after school with anyone other than his/her parent/guardian unless the both students bring a note from his/her parent/guardian requesting this. In the case of an emergency, please contact the office.

## **CARPOOL**

**Please read our [Carpool Expectations](#)** *If you arrive **early** for carpool, we invite you to come into the building between 3:00 and 3:30 to volunteer for clerical work or in the media center.* Students will be dismissed to carpool from the gym or classrooms.

If you currently have a carpool tag, you will use the same tag/number during your years at Lake Myra. Please help your child to memorize their carpool number, as it will help with the flow of carpool.

- Carpool tags will be available during "Family Partnership" events and in the front office. Extra tags are \$1.00
- The bus loop for drop off or pick up is not allowed for carpool.
- 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. Please pull up to the "buckle zone" if you need to assist your child. This helps keep our carpool lane moving!
- Parents are to remain in their cars at all times to ensure safety and efficiency of the procedure (unless in the "Buckle Zone").
- Please refrain from cell phone use while the carpool lane is moving. .

## **WALKERS & BIKE RIDERS**

Only students with approved walker tags will be dismissed as walkers. [Walker and bike rider expectations are here](#). A [walker/bike rider form](#) (linked here) **must be completed and approved prior** to your student walking or biking to and from school. The form is also available from the front office. Lake Myra walk zone is 1.5 miles from the school.

## **DAYCARE VANS**

Several local daycares pick up and drop off students at Lake Myra. Please contact your daycare to see if this is a service they provide.

## **BUSES**

The Wake County Public School System provides safe and reliable bus transportation. Any questions regarding transportation, please contact **WCPSS Transportation at 919-805-3030**.

- Please sign up for [Here Comes the Bus app](#) or check the [WCPSS bus updates here](#)
- WCPSS transportation also maintains an [East Wake Transportation updates page](#) for daily yellow bus updates.

School transportation service is a privilege. Students must always observe the [bus and cab rider code of conduct linked here](#) 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. Please review these [guidelines](#) with your student.

- **Can my child go home with a friend on the bus?**

No. WCPSS Transportation policy requires that every student be registered to a bus and bus stop in order to receive bus transportation service.

- **Bus Tags**

- Students assigned to a bus 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 resubmit your transportation request.

## **Visitors/Volunteers**

### **Visitors**

**All visitors after 8:45 AM and before 4:15 PM are required to sign in at the office and wear a visitor's sticker.**

Parents and members of the school community are always welcome at Lake Myra. 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 ring the doorbell, state the purpose of your visit, and present your driver's license or a picture ID. Someone from the front office will buzz you in to proceed to the reception area. You will then be asked to log into our [Verkada visitor management system](#). During arrival and dismissal times **8:45 - 9:15** and **3:45 - 4:00**, the carpool & bus doors are open for students to enter and exit.



***If a lunch box, homework, or other item of a student has been forgotten at home and is brought to school, please leave it with the office staff and it will be delivered.***

All building doors are closed and 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 ring the bell for assistance. Office staff will alert the teacher who will meet you in the office.

All building doors are closed and locked after **4:15 PM**, unless there is an evening activity. If you have a late appointment/conference after 5:00 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.

### **What is the procedure for visiting my child's classroom?**

Visits to classrooms and conferences with teachers should **always** be scheduled in advance so as not to disrupt the instructional program. Please reach out to your child's teacher at least 24 hours in advance stating the reason for the visit, and to set up a mutually agreed time & date.

**Volunteers** There is a Volunteer Renewal Process that is quick and simple if you were a registered volunteer in the 24-25 school year. [CLICK here to renew your volunteer status!](#)

WCPSS initial volunteer registration includes an approved criminal background check. To protect the safety of all children, this must be completed prior to participating in any volunteer activities. For information regarding volunteering opportunities at Lake Myra please contact your child's teacher, and visit

<http://www.wcpss.net/volunteer> to register as a WCPSS volunteer. **Questions? Contact [volunteers@wcpss.net](mailto:volunteers@wcpss.net)**

**When volunteering, please sign-in at the front office and wear your visitor sticker at all times.**

### **WCPSS Student Volunteer Registration**

Students aged 18 and over must complete the regular Community Volunteer Registration process in the MyVolunteer system.

**Students under the age of 18 do not need to register in the MyVolunteer system.**

To volunteer, students under age 18 must submit all of the following information to [volunteers@wcpss.net](mailto:volunteers@wcpss.net)

- [Student Volunteer Agreement & Parent Certification](#) (to be completed by student and parent)
- [Student Volunteer Principal Recommendation Form](#) (to be completed and turned in directly to [volunteers@wcpss.net](mailto:volunteers@wcpss.net))
- [Student Volunteer Parent Consent Form](#) (to be completed by the parent/guardian if student is under age 18)

WCPSS students who are volunteering through a school club or project are not required to register through this process, but must meet any school-based requirements established.

**Questions? Contact [volunteers@wcpss.net](mailto:volunteers@wcpss.net)**

## **Parent Teacher Association "PTA"**

- ★ [Complete the Lake Myra PTA volunteer interest form HERE](#)

**(you must be a WCPSS registered volunteer to participate in volunteer activities that occur on campus & with students)**

- The Lake Myra PTA is a great way to get involved in supporting Lake Myra. Please visit [the PTA website HERE to join](#). . Our PTA can be contacted at [ptalakemyraes@gmail.com](mailto:ptalakemyraes@gmail.com).
  - You can also follow them on [Facebook](#) and [Instagram](#)