

# Penny Road Elementary School

## Parent/Student Handbook

### 2021 -2022



**#PANDASTRONG**

*Home of the Penny Road PANDAS*

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

## **COVID INFORMATION & GUIDELINES**

### **Critical Guidance Update: Elimination of Eating Guidelines**

- Schools may return to meal practices and procedures used before the pandemic, including allowing students to socialize while eating.
- Elementary will continue assigning seats while students are eating to assist with contact tracing.
- Water fountains remain closed, following NCDHHS requirements.

### **Face Coverings**

- When indoors at schools, on buses, and on vendor transportation, face coverings are required for everyone, regardless of vaccination status, anytime students are present.
- Face coverings are required for all visitors and guests.
- Accommodations will only be approved for medical or health reasons. Regional program students with accommodations in 2020-21 are not required to request an accommodation for 2021-22.

For the safety and protection of staff and students we ask that if you have not been fully vaccinated that you do not enter the school building. Thank you for your understanding and cooperation.

## **GENERAL INFORMATION AND PROCEDURES**



### **STUDENT COVID GUIDELINES**

To ensure the safety of everyone in our school community the following COVID- 19 Guidelines will take place during on campus in-person instruction. Parents/Guardians must take their child's temperature at home before arriving at school. If the student has a temperature of 100.4°F or higher, they are not permitted to attend school. In addition, students are also not permitted to attend school if they have tested positive for COVID-19 and have not met the criteria for returning to school or have recently had close contact with a person with COVID-19 and have not met the criteria for returning to school.

Students are required to wear cloth face coverings daily. Wearing cloth face coverings may be prioritized at times when it is difficult to maintain a distance of 6 feet from others. Face coverings will be provided for students who do not have access to one. If given a reusable face covering, it is the parent's/student's responsibility to wash it when needed and bring it back to reuse.

Teachers will teach handwashing in the classroom, incorporating handwashing breaks into the school day, and reinforcing handwashing during key times throughout the school day. Students are encouraged to bring their own bottled water and/or reusable water bottles. Students may not drink directly from water fountains but may refill water bottles.

As we receive updates about COVID-19 procedures, we will inform the school community.

### **SAFETY AND SECURITY PROCEDURES/ VISITORS & VOLUNTEERS**

The school building is locked all day with the only exception being the main entrance doors and rear doors near the gym during the arrival time. These areas will be monitored by staff members when the doors are open. Only essential visitors are allowed in the building and pods at this time.

### **SCHOOL HOURS & OFFICE HOURS**

- 8:45am – 9:10 am Students Arrival Time
- Students can not arrive before 8:45am since staff members are not available to supervise.
- Before-School child care is provided by the YMCA at our school for those enrolled.
- 9:10 am – Children should be in classrooms
- 9:15 am - Classes begin
- 3:45 pm - Dismissal
- 8:15am - 4:15pm Daily Office Hours



## 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.

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.wcps.net/pennyroad>).

- 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



## STUDENT BIRTHDAYS

Birthdays are a very important reason to celebrate.

Parents/Guardians are welcome to send in a store bought individually wrapped item, or consider donating a book to the class in honor of your child.

## 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 educational 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

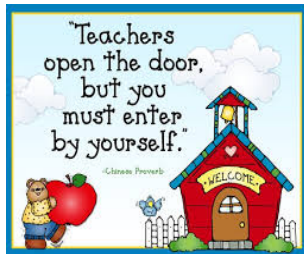
The school day begins at 8:45 am weekdays. Students should be dropped-off quickly (kiss-and-go) once safety patrol and/or adults are ready to receive students. Our doors will open daily at 8:45 am - no sooner. Students should not



be dropped off before 8:45 am. 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 will arrive daily in one of two locations: main entrance or bus loop entrance. The main entrance arrival is for students in vehicles being dropped off. The bus loop entrance is for students who ride the bus.

### **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.



### **HAPPY INDEPENDENCE DAY!**

Parents will be allowed to walk students to class up until Wednesday, September 8, 2021. Thursday, September 9, 2021 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.

### **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.***



### **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. **For the safety of our children and staff we ask that cars patiently wait for the cars in front of you to unload and that you do not pull around other cars.**

**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.***

### **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.



## 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.

## MEDICAL

If your child becomes ill at school, vomits 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.

## CAFETERIA

Important: All Students Will Receive Free School Meals For the 2021-22 School Year. Breakfast and lunch will be available at no cost to students for the 2021-22 school year. While the district may be able to offer free meals to all students, it is very important for eligible parents to complete a meal benefits application because this data enables schools to obtain funding to provide other important educational resources to benefit students. Other benefits that are issued directly to families that have applied and are eligible for meal benefits may also be available (such as the P-EBT cash benefit). Parents can complete a meal benefits application online at [myschoolapps.com](https://myschoolapps.com). Paper applications also are available at all schools. More: [www.wcpss.net/free-reduced-meals](https://www.wcpss.net/free-reduced-meals).





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.

### CHANGE OF PHONE NUMBER OR ADDRESS

In order to ensure that the school has the most 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.



Parents are asked to provide a new proof of residence with any change in address to ensure we have 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.](#)



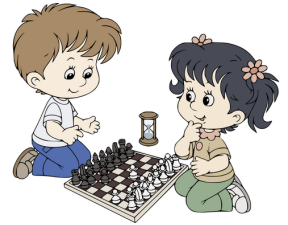
### CLEANLINESS



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.

## **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**

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 ensure 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 attend 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.

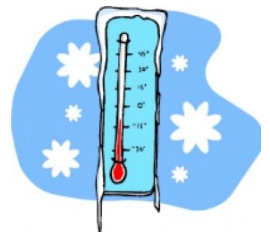
## **HOMEWORK**

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 enough 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](http://www.wral.com/weather/closings).

## **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. During 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. If additional support is needed, please contact the principal.

## 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. The Wake County School Board Policy #6410 states: One of the basic educational objectives is the development of self-discipline in students. Toward this end all students are encouraged to demonstrate acceptable behavior patterns. Penny Road Elementary uses the Positive Behavior Support system to encourage positive behavior. 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](#), please read this information.

## **PENNY ROAD ELEMENTARY SCHOOL: SCHOOL COUNSELING PROGRAM**

**School Counselor: Jeanna Leuma**

919-387-2136 x26177

Room 122

Personal Cell: 919-279-3884

[jleuma@wcpss.net](mailto:jleuma@wcpss.net)

**“The School Counselor’s Role:** School counselors design and deliver school counseling programs that improve student outcomes. They lead, advocate and collaborate to promote equity and access for all students by connecting their school counseling program to the school’s academic mission and school improvement plan. They uphold the ethical and professional standards of ASCA and promote the development of the school counseling program based on the following areas of the ASCA National Model: define, deliver, manage and assess.”

Link: [Role of The School Counselor Statement by American School Counselor Association](#)

Link: [The ASCA Mindsets & Behaviors for Student Success: K-12 College- and Career-Readiness Standards for Every Student](#)

### **Who needs to see the counselor?**

Any student that may have a problem that interferes with their ability to learn and achieve. In most cases, students can request an appointment with the school counselor. Many students’ needs are met with a single conversation, but others may need to meet multiple times and/or require “check-ins” to ensure that their problem is resolved.

### **Are some student problems more serious than others?**

**YES!** Anytime a student reports a safety concern toward themselves or others, this should be reported **immediately** to the counselor, social worker or admin.

**When is the best time for students to meet with the counselor?**

The school counselor will arrange a time to meet with your student that is the least disruptive to student learning, however, there are times this cannot be avoided. If a student has an appointment with the school counselor, you can expect that the student will be picked up or a call will be placed to the classroom. Teachers are not required to remember these times. Additionally, appointments do get rescheduled without warning because of crisis situations that may arise.

**How does the school counselor support classroom teachers?**

- Teachers may collaborate, consult and refer students for support.
- Teachers may request that the counselor attend a PLT, planning meeting or arrange a meeting to discuss concerns.
- Teachers may drop in to talk without an appointment to discuss concerns if I am available.
- Teachers may request SEL support and/or resources for themselves.
- Etc., Etc., Etc...I am at your service!!!

**Student Requests:** Students can request to meet with the counselor in a variety of methods. They can access the form outside of my door. They can leave a note in my mailbox. They can send an email. They can ask you to contact me. I intentionally do not use one method of receiving communication from students. I prefer that students don't just show up randomly, but that does happen. At times I am available to respond on the spot, but most often I will try to schedule appointments.

**Teacher Referrals:** [Teacher Referral/Request: Student Support Services](#)

Please use this link to request student support from the school counselor. This form allows me to collect data on student needs and assists in keeping me organized so that I am able to respond to the needs of all students. Please do not hesitate to contact me!

# Please Return This Form to Your Child's Teacher

Penny Road ES Parent/Student Handbook 2021-2022

**Return within the first 10 days of school**

## **Student/Parent Agreement:**

I have read the handbook (student and parent) and agree to support my school by following the procedures contained in this booklet.

Teacher Name \_\_\_\_\_

Student  
Name \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_