Lake Myra ELEMENTARY SCHOOL

### Student/Parent Handbook

2011-2012

### Lake Myra Elementary School

Jim Argent, Principal

1300 Elk Falls Drive
Wendell, NC 27591

**PHONE**: 919.365-8990

**FAX**: 919.365-8968

**EMAIL**: jargent@wcpss.net

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

#### WAKE COUNTY

PUBLIC SCHOOL SYSTEM



August 1, 2011

*www.wcpss.net*

Dear Lake Myra Families:

A journey of 1000 miles begins with but a single step – Lao-tzu, Chinese philosopher (604 BC - 531 BC)!

Welcome to all of our students and families as we begin the 2011-2012 journey. This is an especially exciting beginning to a school year as we welcome many new friends to our school community. We are thrilled to have everyone join the best elementary school in the nation! This time of year brings many opportunities to develop strong relationships and friendships with staff, students and parents. We look forward to strengthening these bonds and creating more as this school year starts!

The staff has been diligently preparing for the start of school and is truly excited to open the third year at Lake Myra Elementary School. We are all striving towards continuous improvement for ourselves and the students. We are so fortunate to have this dedicated and strong group of educators to meet the needs of all Lake Myra students. Our teachers truly believe and strive to ensure that all students can be successful! Through our staff and wonderful community and parent support, we will accomplish all of our goals for the Lake Myra students.

Thank you for all of your support and help in celebrating the start of Lake Myra’s third school year. We challenge all students and parents to join us in our journey of continuous improvement throughout the school year.

Sincerely,

Jim Argent Tina Zarzecki

Jim Argent Tina Zarzecki

Principal Assistant Principal



### Escuela Elemental Lake Myra

DIRECTOR Jim Argent

1300 Elk Falls Drive
Wendell, NC 27591

**TELEFONO**: 919.365-8990

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#### WAKE COUNTY

PUBLIC SCHOOL SYSTEM

*www.wcpss.net*

Estimadas Familias de Lake Myra:

Un viaje de 1.000 millas comienza con un solo paso, - Lao-tzu, filósofo Chino (604 aC - 531 aC)!

 Bienvenidos estudiantes y familiares al principio del año escolar 2011-2012. Este es un comienzo muy emocionante. Este año escolar le hemos dado la bienvenida a muchos amigos nuevos a nuestra comunidad escolar. Estamos encantados de formar parte de la mejor escuela primaria en la nación! Durante esta época del año hay muchas oportunidades para desarrollar amistades sólidas con el personal de la escuela, los estudiantes y con los padres y familiares. Esperamos poder fortalecer los vínculos ya formados y crear más amistades durante el progreso del año escolar!

 El personal de la escuela se ha esforzado mucho en la preparación del año inicial de Lake Myra. Todos estamos luchando por continuar mejorando nuestra escuela para nuestros estudiantes. Somos muy afortunados de tener un grupo de educadores dedicados a cumplir con las necesidades educativas de los estudiantes de Lake Myra. Nuestros maestros creen que ellos se deben esforzar para garantizar que todos los estudiantes sean exitosos! Con la cooperación de nuestro personal y de la comunidad así como también el apoyo de nuestros padres, vamos a lograr todos nuestros objetivos para los estudiantes de Lake Myra.

 Gracias por su apoyo y ayuda durante la celebración del segundo año escolar de Lake Myra. Exhortamos a nuestros estudiantes y padres de familia a unirse a nosotros en nuestro camino hacia la continuación mejor de nuestra escuela durante el año escolar.

Atentamente,

Jim Argent Tina Zarzecki

Jim Argent Tina Zarzecki

Director Asistenta del Director

**Lake Myra Elementary School Student Handbook 2009-2010**

**1300 Elk Falls Drive, Wendell, NC 27591 (919) 365-8990**

<http://lakemyraes.wcpss.net>

Principal – Jim Argent Assistant Principal- Tina Zarzecki

## School Hours 9:15 am – 3:45 pm

Single Track – Track 4 Year Round School

## Arrival

**Bus and Day Care Van Riders** will arrive at the bus loop to the right of the main building and enter by the cafeteria. Staff members and student safety patrols will direct students to enter the building after 8:45 a.m.

**Carpoolers** may be dropped at the front of the main building between 8:45 and 9:15 a.m. Staff members and student safety patrols will direct students to enter the building after 8:45 a.m. Students arriving after 9:15 a.m. are tardy and must be signed in by a parent/guardian in the office. The student must obtain a *Class Admission* slip before going to class. We value punctual attendance. During the 2010-2011 school year we had many carpool students drop off after the bell rang. We are making a goal to reduce the amount of tardies for the 2011-2012 school year.

# Dismissal

Please refrain from checking students out between 3:15 and 3:45. This is a huge instructional distraction and students will not be dismissed during that time, except in the case of an emergency.

**Carpoolers** will be dismissed from the gym/cafeteria/assigned classroom when the adult on duty calls their carpool numbers. We will dismiss students from the assigned area from 3:45 until 4:00 pm. After 4:00, arrangements will need to be made for after school care for the student by the parent. If you are a carpool parent, we invite you to come in the building between 3:00 and 3:30 to volunteer for clerical work or in the media center.

Students must be picked up by 4:00 pm. If it is after 4:00, the parent must come in the office to sign your student out.

\*Parents, please register for carpool numbers in the school office prior to the first time you pick up your child/ren from carpool. Help your child to remember their number. This helps the carpool lane move faster. Also, please ensure that this number is displayed in the car that picks up your child. If you do not have your number or the teacher on duty does not know you, you will be asked to park and go to the office to sign your child out. Tags are to be returned to the school if you change schools and at the end of the year.

Do not ask students to meet you at any place other than the carpool line.

Daycare Vans/After School Care students will be dismissed at 3:45 with car pool students. Students who ride day care vans will go directly to the bus loop. Students who are in After School Care will go directly to the cafeteria.

Bus riders will be dismissed from assigned bus rooms. Students will be escorted to the bus loop by assigned staff members to the bus loop beginning at 3:48. If for any reason your child will not be riding the bus, please send a note to the teacher informing him/her of the change in transportation.

# Early Arrival and After School Programs

**Early morning care** is available from 6:45-8:45 am. Cost is $90 a month per child. There is also a one-time $15 registration fee per child. Please contact the office if you need more information or would like to enroll in this program. Please see the Lake Myra Elementary School Website for further information.

**After school care** is available from 3:45-6:00 pm. Cost is $114.58 a month per child. There is also a one-time $15 registration fee per child. The after school care program will be housed at Lake Myra Elementary School. Please see the Lake Myra Elementary School Website for more information.

These fee schedules include all Early Release days.  Return check fee is $10.00.  Late check fee is $10.00.  Lake pick-up fee is $5.00 per 15 minutes after 6:00pm, $10.00 per 15 minutes after 6:30pm.  Excessive instances of late pick-up may result in termination of program participation by the principal.

# Absences and Health Policies

## Absences

When a student is unable to attend school, please call 365-8990 by 9:15 am. Tell the student’s name, teacher’s name, and the reason for the absence to office personnel or voice mail.

Absences are excused for the following reasons:

* Illness or injury that makes the student physically unable to attend school
* Isolation ordered by the State or County Board of Health
* Death in the family
* Medical, dental or other appointment with a health care provider
* Religious observance, as suggested by the religion of the student or the student’s parents, with prior written approval. (Please get a *Request for Excused Absence for Religious Reasons* from office personnel and give it to your child’s teacher or the principal’s office)
* Participation in a valid educational opportunity, such as travel, with prior approval. (Please get a *Request for Excused Absence for Educational Reasons* from office personnel and give it to your child’s teacher or the principal’s office.)

## Medications

**Parents must bring any medications to school. Do not send with your child.**

**Prescription medications** will not be administered to students without having the proper form on file (*Parent Request and Physicians Order Form*) signed by the parent and physician, as required by Wake County school policy. This form must be submitted **each school year**.

**Over-the-Counter medications** must also be accompanied by a *Parent Request and Physician’s Order Form*, signed by a parent and physician. Elementary students may not self-medicate. This includes over-the-counter drugs.

## Student Health

Students who become ill during school hours will be asked to call their parents. Please ensure that we have an emergency contact person (other than you) listed on your child’s office Locator Card in the event that we cannot get in touch with you.

A Wake County Public Health Nurse will visit our school one day per week. The Health Department stresses that children learn best when they are well and happy. Some suggestions about how to help prevent illness in your child are:

1. Ensure that your child has all required immunizations
2. Notify the teacher of health problems or disabilities
3. Ensure that your child gets plenty of sleep each night (8-9 hours are recommended)
4. Ensure that your child gets three good meals each day
5. Insist that s/he dresses appropriately for the weather

## Student Behavior and Conduct

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Conduct and school policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Conduct policies shall take precedence.

# Classroom Interruptions Policy

In an effort to make the most of the instructional time, WCPSS has adopted a policy to reduce interruptions during the regular class time. Students can learn best and teachers can teach best when announcements, unexpected visitors, or messages from the school’s main office do not interrupt instructional time.

We need your help as we work to give your children the best possible learning experience.

* You are always welcome to visit in your child’s class or to eat lunch with your child. Please notify your child’s teacher the day before your visit or before school starts that day so we will be expecting you. Parents are welcome to volunteer in the classroom, but parents **will not** be allowed in the classroom for observation purposes.
* Please notify your child’s teacher at least one day in advance (except in an emergency) if you will need to pick up your child early for a doctor’s appointment or other excused absence.
* Except in an emergency, telephone messages to students and teachers will be delivered during lunch or at the end of the instructional day.
* We value parent conferences, however, please do not attempt to have drop in conferences with the teacher during the school day. This includes 8:45-9:15 drop-off time.
* After the first week of school (the second week of school for kindergartners) we ask that parents refrain from walking their child(ren) to class. If there is an extenuating circumstance, please contact the administration.

## Assessments

Students at all grade levels have expressive and receptive language, and math assessment cards. Third through fifth grade students will take Blue Diamond assessments. Teachers will explain these assessment tools at Parent-Teacher conferences, which occur at least twice per year. ***They document above, at, or below grade level performance and are important to making promotion or retention decisions.***

EOGs (End of Grade Tests)

The reading and math tests take place in ***June*** of each year for all third through fifth grade students. Fifth grade students also take a science EOG test.

### Lake Myra Dress Code

Appropriate dress is necessary in order to maintain an atmosphere conducive to learning and safety. In support of the Board of Education’s adopted dress code, Lake Myra Elementary School is implementing the following dress code for all students.

Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of students or others is strictly prohibited.

Examples of prohibited dress or appearance include, but are not limited to, the following:

* Exposed undergarments
* Sagging pants
* Shoes with wheels in (wheels must be removed)
* Excessively long shirt tails must be tucked in
* Excessively short or tight garments
* Bare midriff shirts
* Strapless shirts
* Bathing suits
* Attire with messages or illustrations that are lewd, distracting, indecent or vulgar or that advertise any product or service not permitted by law to minors
* Head covering of any kind, unless it is for a religious observation
* See-through clothing
* Attire that exposes cleavage
* Any adornment, such as chains or spikes, that reasonably could be perceived as or used as a weapon
* Any gang affiliated or related clothing
* Any symbols, styles, or attire frequently associated with intimidation, violence, or violent groups about which students at Lake Myra Elementary have been notified
* Slippers or bedroom shoes

#### Breakfast and Lunch

During the 2011-2012, students will use their NCWise number as their lunch number. Students will learn their numbers at the beginning of the year. Any assistance in learning the numbers will be appreciated.

Breakfast and Lunch Prices for 2011-2012

**Breakfast**

Full Price, K-5 $1.00

Reduced Price, K-5 $0.30

Milk $0.50

Adults a la carte

**Lunch\***

Full Price, K-5 $2.00

Reduced Price, K-5 $0.40

Milk $0.50

Adults a la carte

*\*Parents/Guardians are invited to have lunch with their children. You must be a registered volunteer if you chose to take your child to the special lunch table with other children. Please take* ***no more******than two*** *other children to the special table.*

### Homework Plan

Homework is intended to enrich, reinforce, and extend the curriculum as well as to emphasize responsibility and good study habits. Homework will be given for skills that have been explained and practiced in class, as well as for enrichment. It may be part of a student’s effort and participation grade for the end of a grading period.

***Kindergarten:*** Homework, when applicable, will be indicated in the weekly folder.

***First Grade*:** Homework will require an average of thirty minutes per night. It will consist of about fifteen minutes of supplementary reading and about fifteen minutes for other subject areas.

***Second Grade*:** Homework assignments might include independent reading, math facts, social studies and science, writing and spelling words and should be completed in thirty to forty-five minutes per night. Assignments in specific areas will be given as appropriate (i.e. Unit Study projects).

***Third Grade*:** Daily assignments include independent reading, math facts, and spelling words and should be completed in thirty to sixty minutes.

***Fourth Grade*:** Assignments, posted daily for each major subject area, should be completed between thirty minutes and one hour. Students read 20 minutes each night.

***Fifth Grade*:** Assignments, posted daily for each major subject area, should be completed between thirty minutes and one hour. Students read 20 minutes each night.

### Role of the Parents

Parents can do their part to improve homework by doing the following:

* Communicate with the teacher to help make homework effective.
* Provide children with suitable study conditions (desk or table, well lit, books and supplies readily available).
* Schedule a time for homework, turn off the TV, and limit other distractions.
* Encourage children, but avoid undue pressure.
* Show interest in what the child is doing, but don’t do the work for the child.
* Understand the school expects homework to be completed and returned on time.

## Role of the Students

* Bring paper, pencils, textbooks, and other necessary materials to class/school.
* Actively participate in the classroom by listening and taking part in discussions.
* Ask questions if you do not understand or if you have a problem.
* Schedule time for homework each day: make sure that you understand the assignment before leaving class.
* Strive to do your best.

**Parent Teacher Association (PTA)**

Lake Myra parents and teachers are encouraged to join and actively participate in the PTA. Membership is $6.00 per person and when you join, you automatically become a member of both the North Carolina PTA and the National PTA. Checks may be made payable to Lake Myra PTA, and sent to the attention of “PTA Membership” at school.

Meetings will be communicated through newsletters and the website.

The PTA sponsors many activities throughout the school year. Information about upcoming events and volunteer opportunities can be found on the school website under the PTA link.

# Parent Involvement

## Parent Talk Sessions

Opportunities for open dialogue are an important part of school life. This year, our parent talks will be a part of the PTA meeting agenda for the month. We will send reminders home for parents in the students’ folders.

Because communication is a key to school success, we will provide opportunities through our Lake Myra website for parents to bring up school issues with the school administration.

## Parent-Teacher Conferences

Teachers will initiate at least two conferences per school year to share work and information about how your child is progressing. However, parents may also initiate conferences.

The following are tips for successful conferences:

* Plan to give the teacher at least a day of advanced notice.
* Prepare a list of items you would like to discuss.
* Ask your child if there is anything s/he would like you to discuss with the teacher.
* Be reasonable about what you expect the teacher to do and about the amount of specific attention the teacher can give your child.
* Start on the action steps that you and the teacher decide upon right away.

## Parent Volunteers

Parent volunteers are a very special resource at Lake Myra. We value the many ways parents contribute to our learning community. Many parents volunteer in classrooms to help with programs or to provide extra activities for students. Please contact your child’s homeroom teacher, the school office, or the PTA Volunteer Coordinator if you would like to donate your time and talents to educating our students. ***All volunteers must register yearly online at school prior to participating in any volunteer activity***. When volunteering, please remember to sign in on the Volunteer sign-in log in the office.

## Lake Myra Family Contract

Lake Myra Elementary staff believes that family involvement in a child’s education is a necessity. We believe educating students is a group effort that includes students, families, and teachers. We are asking all parents/guardians tocommit to at least 75 hours of service to the enrichment of your child’s education. Furthermore, attendance at school is vital to success. The contract will also ask parents to ensure that their child(ren) have appropriate attendance daily and that they arrive to school on time. Some ways through which this contract can be fulfilled are:

* Volunteering in the classroom
* Eating lunch with your child/ren at school
* Reading to your child or having her/him read to you
* Helping with homework
* Serving on PTA committees

Please be sure to read the information sent home with your child on the first day of school.

## Monday Folders

Please be sure to look for your child’s folder (envelope) each Monday. Sign and return the folder to the teacher. Important school information is inside each week. When there is no school on Monday, folders will come home on Tuesday.

## Specialist Program

## *Art*

All students receive specialized instruction in the visual arts. Due to the nature of artwork, students are asked to wear clothes that can easily be laundered.

***Music***

All students receive specialized instruction in music education. Each grade level will have a formal or informal program for students and parents.

## *Physical Education*

Students receive instruction in physical education from our PE Specialist, supplemented by daily playtime. Students should wear comfortable clothing and athletic shoes on PE days.

## *Technology*

There will be at least 4 computers in each homeroom. All are networked and have Internet access. Each classroom has a networked printer. 21st century students need to be adept at integrating technology into their everyday learning. Lake Myra students will be taught technology skills to allow them to succeed in the 21st century.

Positive Behavior Support

##  Guiding Principals

* All students are valuable and deserve respect
* School climate is a shared responsibility among administrators, teachers, staff, parents, and students
* All students can be taught appropriate behavior
* Positive reinforcement of appropriate behaviors will help them occur more often
* School personnel must be willing to examine their own behavior as students are taught to change theirs
* Cultural differences exist and need to be understood
* Positive relationships between students and adults are key to student success
* Punishment is not an effective way to sustain behavior change

## Key Features

* Establishes environments that support long term success of effective practices
* Clearly defines behavioral expectations
* Implemented consistently by all staff
* Appropriate student behavior is taught
* Positive behaviors are publicly acknowledged
* Problem behaviors have clear consequences
* Student behavior is monitored and staff receive regular feedback
* Implement school-wide, specific setting, classroom and individual student levels
* Strategies are designed to meet the needs of all students

**Lake Myra Elementary School Students will** “SWIM”

S how Safety

Work Responsibly

Impress with Respect

Meet High Expectations

Important Telephone Numbers:

##### Lake Myra Elementary School Office

Katherine Burroughs, Lead Secretary 365-8990

##### NCWise/Attendance

Joni Bailey 365-8962

##### Child Nutrition Services

##### Kathy Pope 365-8960

##### Counseling/Guidance Services

Sarah Hill 365-8964

**ESL**

Jane Ferguson 365-8979

**AG Services**

Michelle Oates 365-8955

##### Instructional Resource Teachers

Jennifer Jones (K-2) 365-8974

Deborah Rosenella (3-5)

##### Media Services

Leigh Pittman 365-8963

##### PTA President

Lisa Kucma 365-8982

##### Transportation Services

Ms. Delores Kittrell 365-2627