



Rex Road Elementary

Family Handbook

WCPSS Mission

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

Rex Road Vision and Values

Rex Road Elementary will cultivate a nurturing, inclusive learning environment where all are celebrated for their unique strengths and abilities. Together, we will inspire curiosity, creativity, and a love of learning, ensuring that each child's voice is heard and every student feels valued, respected, and an integral part of our community to achieve their unique potential.

Core Values:

Respect yourself, others, and our school

Own your actions

Act responsibly

Reach your potential

Handbook Purpose

This handbook provides information about Rex Road Elementary School and serves as a reference source for all families. Families are encouraged to review and discuss the material contained in this handbook. In addition, download and review the [WCPSS Student-Parent Handbook](#).

This document is not a comprehensive list of all district policies and the summaries are not a substitute for the policies themselves. All other policies and procedures are available online at www.wcpss.net/policies.

Academically & Intellectually Gifted Services

Please visit the [WCPSS Advanced Learning](#) site to learn more about AIG programming. At Rex Road, our AIG teacher is:

- Jaime Finch: jdfinch@wcpss.net

Attendance

Regular attendance is crucial to student success. We kindly ask families to respect the instructional day and schedule appointments outside of the instructional day whenever possible.

Absence Notes: Families are required to send a note or an email justifying the absence within two school days of returning from the absence. As mandated by [WCPSS Board Policy 4400 Absence](#) notes should include the following:

- Student's first and last name
- Date of absence
- Reason for absence
- Parent signature

Attendance Phone Calls: Families will receive an automated phone call from our attendance system any time their child is marked absent, *even if the absence is excused and has been pre-approved.*

Checking In/Out:

Students are expected to be at school on time and stay for the length of the day. In the event that an appointment or illness prevents attendance for an entire school day, the following procedures will be followed:

- Late Check In: Families must sign their child in at the front office when arriving on campus after 9:15 AM.
- Early Check Out: Families may check their child out from school before 3:15 pm. Per [WCPSS policy 4400](#), students need to be in school at least half of the school day in order to be counted as present. The half day mark at Rex Road Elementary is 12:30 pm. Please note that no student will be allowed to be checked out of school, for any reason, after 3:15 pm.

Excused vs Unexcused Absences: Per [WCPSS School Board Policy](#), excused absences are those that result from:

- Personal illness or injury
- Isolation ordered by the state board of health

- Death in the immediate family
- Medical or Dental appointment of the student
- Participation as a party or under subpoena as a witness in a court proceeding
- Religious observance
- Participation in a valid educational opportunity, with [prior approval from the principal](#)
- Visitation with the student's parent or legal guardian if the parent or legal guardian is an active duty member of the uniformed services and is on combat duty.

Bell Schedules

Daily Bell Schedule

- 8:45 am - First Bell Rings to allow admittance to the building, students will go to their classroom or cafeteria for breakfast.
- 9:15 am - Tardy Bell Rings, Instructional Day begins
- 3:45 pm - Dismissal begins

In the case of inclement weather, the following bell schedules will be used at the discretion of WCPSS officials.

2-Hour Delay Bell Schedule

- 10:45 am - First bell rings to allow admittance to the building, students will go to their classroom as there is *no breakfast served*.
- 11:15 am- Tardy Bell Rings, Instructional Day begins
- 3:45 pm - Dismissal begins

3-Hour Delay Bell Schedule

- 11:45 am - First bell rings to allow admittance to the building, students will go to their classroom as there is *no breakfast served*.
- 12:15 pm - Tardy Bell rings, Instructional Day begins
- 3:45 pm - Dismissal begins

2-Hour Early Release Bell Schedule

- 8:45 am - First bell rings to allow admittance to the building, students will go to their classroom or cafeteria for breakfast.
- 9:15 am - Tardy Bell rings, Instructional Day begins
- 1:45 pm - Dismissal begins

3-Hour Early Release Bell Schedule

- 8:45 am - First bell rings to allow admittance to the building, students will go to their classroom or cafeteria for breakfast.
- 9:15 am - Tardy bell rings, Instructional Day begins
- 12:45 pm - Dismissal begins

Behavior Expectations

Families are expected to familiarize themselves with the [WCPSS Code of Student Conduct](#).

Our goal is to establish consistent high expectations for appropriate behavior, and support students in meeting those expectations. All staff will review our ROAR expectations with students, and we also ask that families support this effort by discussing these expectations at home. Our school-wide behavior matrix is embedded [here](#) to help guide those conversations.

Birthday Celebrations

Birthday snacks may be provided for the classroom. Families must pre-arrange a day/time for the snacks with the classroom teacher. Per WCPSS policy, all food items must be store-bought and packaged. We kindly ask that no balloons, party favors, hats, decorations, candles, etc. be brought in with the birthday snack. Additionally, children may not distribute party invitations to classmates at school.

Cafeteria Procedures & Meal Prices

WCPSS provides breakfast and lunch every day. Payment options and more detailed information can be found on the [WCPSS School Meals](#) site.

Pre-Pay for Meals Online

With a MySchool Bucks account paying for school meals is easy. Visit [MySchoolBucks.com](#) or call (855) 832-5226 to enroll. You will need your child's student ID number to register. Once your account is established you may:

- Securely deposit funds to your child's account
- Check balances
- Set spending limits

Meal Prices

- Breakfast: \$2.00
- Lunch: \$3.75

Free Meal Program

Apply for free or reduced-price meals at [www.MySchoolApps.com](#).

Eating Lunch With Your Child

Families are welcome to eat lunch with their child at school. Families attending lunch must check in the front office and check-out after eating. Visitors will be asked to eat with their

children at specified tables. No parent should go to the classroom before or after lunch with your child. Outside food may be brought in for your child only.

Calendar & Important Dates

[Click this link](#) to add our Rex Road calendar to your calendar. This is the same calendar that is linked on our website and will contain all important WCPSS days and School dates.

The 2025-2026 Calendar for WCPSS Multi-track Year Round calendar can be found [here](#).

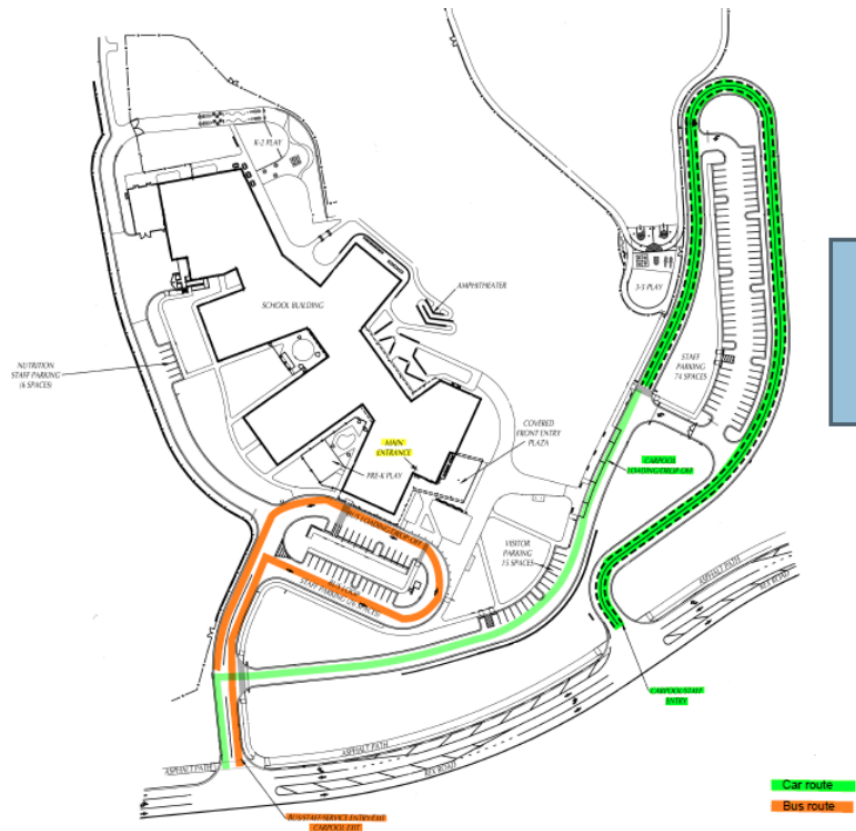
Carpool

Families are assigned a carpool number and are provided with 2 hanging carpool tags per family at a parent/guardian's request. If your family requires additional tags, you will need to visit the front office in-person to have a copy of your tag made.

- **Arrival - 8:45-9:10** - Families follow the carpool loop (see map below) and drop off at the front of the building. Staff assist students in exiting their vehicles. Families stay in the vehicle.
- **Dismissal - 3:45-4:05**
 - Students are called by their assigned number. It is important for families to practice this number with their children to avoid delays in dismissal.
 - Staff will assist children with entering and exiting their vehicles, however, students must be able to independently buckle themselves. If your child needs assistance with buckling, you will be asked to pull around into a parking space to assist them.

Please adhere to the following procedures to ensure a safe and efficient dismissal:

- Students must exit and enter through the right-hand side of the vehicle.
- Refrain from using cell phones while the carpool line is moving.
- Do not enter the bus loop for drop-off or pick-up.
- Do not park and walk up to the school to pick up your child during dismissal.
- Be cautious as you exit carpool, as the bus and carpool exits merge at the stop sign.



Communication

We understand the importance of communication between the home and the school and know it is vital for student success. There are several ways in which you can receive communication and information from Rex Road.

Whole School Communication:

- **School Messenger** will be used for:
 - Weekly Royal Connections
 - Emergency whole-school phone calls and text messages
- **Website** - Our website will be updated on a regular basis with school information as well as dates of importance. Here you can also find our staff directory, links to grade level sites, and other Wake County resources.
- **Social Media** - Our social media sites will highlight exciting news and events.
 - Facebook [@RexRoadElementary](#)
 - Instagram [@rexroades](#)

Classroom and Teacher Communication:

- **Talking Points** - WCPSS uses Talking Points to provide text options to teachers/Families. Families may engage through SMS messaging or the Talking Points app.
- **Monday Folder** - Each student will have a Rex Road folder, which is sent home weekly with important communication, completed work, optional weekly homework, and/or progress notes.
- **Grade Level Sites** - Embedded on our school website, under the [Academics](#) tab, each grade level maintains a grade level site. This site contains a daily schedule, a monthly newsletter, and grade-level curriculum information and resources.
- **Notes/Emails/Phone Calls Home** - Individual teachers will send home notes/emails/phone calls as needed. Please give 24 hours for a teacher to respond.
- **Conferences** - Conferences will be offered each fall and spring during teacher workdays, and occasionally before school, after school, or during a teacher's planning time. Families may request additional conferences to be scheduled at a mutually agreed upon time with the teacher. Conferences may take place in person, virtually, or via phone.
- **Communication Protocol:** Please follow the [Communication Flowchart](#) when needing to inquire about your child's assignments, grades, or classroom experiences.

Contact Information

Address: 6125 Rex Road, Holly Springs, NC 27540

Phone: 919-694-8450

Fax: 919-694-8281

Principal	Ms. Stacie McGuirt	smcguirt@wcpss.net
Assistant Principal	Ms. Erin Lawrence	elawrence2@wcpss.net
Lead Secretary	Ms. Ruby Barnes	rjbarnes@wcpss.net
Data Manager	Ms. Heather Donaldson	hdonaldson@wcpss.net
Receptionist	Ms. Layvette Evans	lnevans@wcpss.net
School Nurse	Ms. Brittany Weiss	bweiss@wcpss.net
School Counselor	Ms. Jennifer Schira	jschira@wcpss.net
School Social Worker	Ms. Katie Schroeder	kcschroeder@wcpss.net
School Psychologist	Ms. Regina Smith	rdsmith@wcpss.net

For a comprehensive list of school staff, visit the [Staff Directory](#) located on our school's website.

Please note: Classroom teachers do not have phone extensions. They will not be able to take phone calls during the instructional day.

Emergency Locator Cards

At the beginning of each school year, Families/guardians will be asked to complete a Student Locator Card. This card provides teachers and staff with the most accurate contact information for Families/guardians and emergency contacts. Please notify the office if any information on the Student Locator Card changes.

Extensions

Students will attend four Extensions (Art, Media, Music, & PE) on a daily rotation, Monday-Thursday. Fridays will be used for a club day.

Field Trips

Rex Road Students will have the opportunity to participate in field trips throughout the school year. A signed parent/guardian permission form is required for every trip. We encourage families to attend trips. In order to attend a field trip, Families/guardians must be approved [registered volunteers](#) for the current school year. Families are not permitted to ride a WCPSS school bus and therefore, will need to provide their own transportation. Families may not bring younger siblings on field trips.

Grading & Homework Policy

Please review the [Rex Road Homework & Grading Policy](#) document for detailed outlines of expectations and procedures.

Health & Medications

Individual Health Plans (IHPs) & Emergency Action Plans (EAPs): Students with asthma, severe allergies, and other health conditions that may require a response plan should work with the school nurse to develop an Individual Health Plan and/or Emergency Action Plan.

Medications: Per WCPSS guidelines, students may receive medication at school when it is medically necessary for health or learning during the school day.

- School staff may only administer medication to students when the [Parent and Physician Order for Medication form \(Form 1702\)](#) is completed by the parent and physician and present at school.
- Sunscreen products and insect repellent are [considered medication](#) and must be accompanied by a completed medical form.
- An adult is responsible for transporting all medicines at the elementary school level unless the medication is an emergency medication that the child has permission to keep with them.

Student Illness: If your student becomes ill please follow the [WCPSS Guidelines](#) for a safe return to school. While we want each student in school every day, we also want our students healthy.

Staff Response to Illness & Injury: All school staff is trained annually to respond to asthma, allergies, bloodborne pathogens, and diabetic needs. Select staff receive additional first aid training. All staff are required to follow the [NC Emergency Guidelines for Schools](#).

Inclement Weather Delays & Closures

School delay and closure decisions are made at the district level.

SchoolMessenger, the WCPSS website, WCPSS social media, and Rex Road social media are the best ways to find out about school delays or cancellations due to inclement weather.

School make-up days are determined and communicated by the Wake County Public School System.

Intervention Services & MTSS

The Multi-Tiered System of Supports (MTSS) is a way schools make sure every student gets the support they need to learn and grow. Whether a student needs help with reading, math, behavior, or social skills, MTSS helps teachers quickly identify those needs and respond in the most effective way.

MTSS isn't one-size-fits-all. Some students may need just a little extra help, while others might need more focused support, and that's okay. The goal is to help every child succeed.

A key part of MTSS is collaborative problem-solving. This means that teachers, school staff, and families work together as a team. We look at data (like test scores, classroom performance, and

observations), talk about what's working and what's not, and come up with a plan to help the student. Families are important partners in this process, and your voice matters.

By working together, we can make sure students get the right help, at the right time, in the right way.

At Rex Road, we have one Intervention Team Facilitator:

Quaneisha Smith: qsmith@wcpss.net

Lost and Found

Our lost and found is located in the main hallway across from the front office. Electronics or other valuables will be kept in the front office. Please encourage your child to check the lost and found when they notice something is missing. All unclaimed items will be donated at the end of each quarter.

Parking

Visitors may park in any marked parking spots. Do not park along the carpool loop or bus loop. Exits, entrances, and fire lanes must remain open and unoccupied.

PTA

The Rex Road PTA provides invaluable support and advocacy to our students, staff, and families.

How to Get Involved

- Join the PTA: Membership info coming soon!
- Volunteer: Fill out our [Volunteer Interest Form](#) to explore ways to help support our school.
- Follow Us On Social Media: We're on [Facebook](#) & [Instagram](#)

Safety & Security

Safety & security are of utmost importance at Rex Road. Rex Road, like all WCPSS schools, maintains a highly detailed Emergency Operations Plan outlining procedures for all types of emergencies. For the safety of our community, this is a private document.

Visitor Procedures

- All visitors must report to the front door and ring the bell to check in.
- Visitors must present ID and rationale for entry over the AirPhone video system prior to gaining access to the security vestibule. Once inside the security vestibule, office staff must clear the guest to enter the building.

- Visitors must wear an identification badge at all times.
- All exterior doors automatically lock at all times. Students are never permitted to open external doors for others.

Fire and Severe Weather Drills

As a school, we conduct fire drills at regular intervals. Severe weather procedures are also taught and practiced throughout the year.

Lockdown Procedures

Rex Road staff and students will practice lockdown drills in collaboration with the WCPSS Security Department and local law enforcement at least twice per year. Procedures are taught at the beginning of the year and reinforced throughout the year, however, practice drills are not announced ahead of time. When a lockdown drill is called, it is made clear that it is a practice drill. Families will receive notice via SchoolMessenger on the days that drills occur.

In the event the school needs to be placed on an emergency lockdown, the Rex Road Emergency Response team collaborates with the WCPSS Security Department and local law enforcement to enact our Critical Incident Response Plan.

School Supplies

Rex Road strives to provide as many supplies/materials for students as possible. We appreciate your family's support in providing your child with school supplies that will help us successfully start the school year. You can find school supplies for each grade level on our school website, listed under the Academics tab. If your family needs assistance with supplies, please contact Jennifer Schira, School Counselor, at jschira@wcpss.net or Katie Schroeder, Social Worker, at kcschroeder@wcpss.net.

Snacks

Please have your child bring a healthy snack each day. Each classroom teacher will determine the best snack time for their class, based on their instructional day and the time since breakfast or lunch. If you would like to donate extra snacks to your child's classroom, please coordinate that donation with your child's teacher.

Special Education Services

Rex Road provides special education and related services to students identified with a disability according to the Individual with Disabilities Act (IDEA) and N.C. Public School Law. Specifically, our school serves students participating in the general curriculum (North Carolina Standard Course of Study) and we host a WCPSS Regional Program for students with severe intellectual disabilities. If a parent suspects that their child has a disability or would like to receive

additional information, contact Principal Stacie McGuirt. You may also contact the district at 919-431-7334 or facc@wcpss.net. General information may be found at www.wcpss.net/special-education.

Student Dress Code

Please review the [WCPSS Board Policy on Dress Code](#) for detailed information regarding student dress code.

Student Technology

- **School Devices** - All WCPSS students in grades 2 - 5 are issued a district-managed Chromebook. Student Chromebooks will remain at school and are not to be taken home unless specifically required.
- **Personal Devices** - All personal devices (phones, ipads, computers, game systems) are to remain off and in backpacks throughout the entire school day. Students may wear smart watches/GPS tracking devices, so long as they are not a distraction to student learning or safety. Should a wearable device become a distraction, teachers will instruct students to turn off the device and secure it in their backpack. Repeated offenses will result in the device being brought to the office for parent pickup. All parent communication should be conducted via adults, through phone, email, or Talking Points. The school system assumes no responsibility for personal technology devices brought to school. Refer to [WCPSS Technology Related Policies](#) for more information.

Temporary Transportation Changes

Please ensure your student knows how they are getting home from school every day. If there is a change in transportation, you must alert your child's teacher prior to the start of the school day (email, TalkingPoints message, handwritten note.) If you need to make a change during the school day, call the front office by 3:00 PM.

Walkers

Families who live within walking distance may walk their children to and from school. A parent or guardian (age 18 or older) must accompany children during arrival and dismissal unless the student qualifies as a Cross-Walker.

Cross-Walkers are students who walk home without being picked up by a parent, guardian, or other responsible adult. Only students in grades 2 through 5 may walk home alone. Kindergarten and first-grade students may only walk home if accompanied by an older sibling who attends Rex Road Elementary and is in grades 2–5. All families choosing this option must complete a Cross-Walker Agreement Form at the start of each school year.

WCPSS Transportation

Buses & Special Transportation

WCPSS provides bus transportation to all transportation-eligible students. Families must [register for their child\(ren\) to ride the bus](#) before the school year begins.

Families are encouraged to download the [Here Comes the Bus](#) app for GPS tracking. To sign up for the app, families will need their child's student ID number and WCPSS school code (67500).

Bus Safety

The safety of students while at the bus stop and on the bus is extremely important to us at Rex Road.

- Families/Guardians of students in PreK, K, and First Grade must be present at the stop in the afternoons. If a parent/guardian is not present, the student will be brought back to school.
- Students should arrive at the bus stop 5-10 minutes before the bus is expected to arrive.
- Students must follow all school rules while at the bus stop and on the bus, as it is considered an extension of WCPSS property.

Visitors & Volunteers

Visitors

Visitors are families, family members, and other members of the community who are permitted on school grounds on a limited basis to participate in educational programs or school events. Visitors are not permitted to supervise students and must be under the direct supervision of school personnel. Typical examples include, but are not limited to: guest speakers, attending a school event, having lunch with a child, or reading to a class. The principal has the discretion to ask a visitor to register as a volunteer based upon frequency on school property or the nature of interactions with students.

Volunteers

Volunteers are approved following a background check and may provide assistance to the school on a regular basis, may accompany students away from school grounds, or supervise students. Typical examples include, but are not limited to: field trip chaperones, office helpers, lunch or recess supervision, classroom/instructional support, and club sponsors.

Wake County requires all volunteers to be registered through the Volunteer Management System. Due to the new system, everyone has to re-register for the 2025-2026 school year. To become a Wake County approved volunteer, visit [this website](#).

Volunteer Opportunities

- **Classroom Volunteers** - Teachers will individually communicate volunteer opportunities in their classrooms. Teachers are encouraged, but not required, to invite volunteers.
- **PTA Volunteers** - Rex Road PTA has numerous ways to be involved.
- **Field Trips** - Teachers will communicate the number of volunteers needed for each field trip. Field trip logistics will determine how many volunteers are needed for each trip.
- **School Events** - Most school events will be supported by the PTA. Be on the lookout for volunteer opportunities in the weekly Royal Connection, on our social media channels, and on the PTA social media channels.

YMCA Before & After Care

The Finley YMCA offers Before and After School Care on site at Rex Road. Before-school care is available starting at 7:00 am. After-school care is available until 6:00 pm. Registration, resources, and contact information can be found on our website [here](#).