***Acme Delco Elementary School***

***BOBCAT STUDENT HANDBOOK***

***2014-2015***

**16337 Old Lake Road**

**Riegelwood, North Carolina 28456**

**Phone: 9106-655-2957 Fax: 910-655-6890**

**Janet Hedrick Mairetta Murphy**

**Principal Secretary**

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Dear Parents/Guardians:

It is a pleasure to welcome you and your child (ren) to Acme Delco Elementary School. The teachers and staff join me in saying we are happy to have you as a part of the ADES family. This handbook contains information that you will find useful. Review the entire handbook in detail. Rules, procedures, and routines have been established to ensure smooth daily operations at our school.

Please refer to the Columbus County Rules & Regulations handbook which is provided as a separate handout detailing specific consequences for behavior infractions. Our new uniform dress policy will go into effect this school year. **Please support us as we comply with Board of Education policy.**

We strive for nothing less than excellence for our students and we are accountable to that end. Parents and community participations and support is necessary and encouraged in order for us to reach our goals for success. Please feel free to communicate with us often.

Sincerely,

Janet Hedrick, Principal

***THANK YOU FOR RETURNING THESE ITEMS RIGHT AWAY:***

\_\_\_\_\_Student Accountability Agreement

\_\_\_\_\_Personal Data/Emergency Contact Information (Please complete entirely.)

\_\_\_\_\_School Fees

\_\_\_\_\_Weekly Reader Fees (If applicable)

\_\_\_\_\_Request for Notification before non-exempt pesticide applications (**only if notification is requested**)

## VISION OF ACME DELCO ELEMENTARY

Our vision at Acme Delco Elementary School is that every child’s innate desire to learn to stimulated and nurtured and to acquire necessary skills that empower them to become productive members of society.

#### MISSION OF ACME DELCO ELEMENTARY

The mission of Acme Delco Elementary School is to provide a challenging learning environment that will meet and foster the academic, physical, social, and emotional needs of all students.

#### MISSION STATEMENT OF COLUMBUS COUNTY SCHOOLS

The mission of Columbus County Schools is to instill in students the academic and social skills essential for responsible and productive citizenship in a global society.

**DAILY SCHEDULE**

7:55 am First bell rings

8:15 am Tardy bell rings (Students who eat school breakfast must eat and be in class by 8:20. Except for late buses, students will not be served after 8:15 am.)

2:45 pm Car student bell rings

2:50 pm School dismissal bell rings

Public School Law requires a minimum of 5/12 hours of instruction every school day. Work missed due to tardiness, absence, early release must be made up. Teachers will use discretion as to when this can be done. Children perform much better when they arrive in a timely manner and remain at school throughout the day. Please consider this a major factor to your child’s academic success. **Please do not ask to check your child out between 2:25 and 2:50.**  Children are either outside for PE or wrapping up assignments for the day.

 If you must check your child out early, it will be helpful to the office staff and the teacher(s) if you send a note that morning. The teacher will have the child ready to be dismissed without unnecessary interruptions.

### VISITORS

For the safety of the children, **EVERY** parent, guardian, or visitor must report to the office when on campus. Anyone who has not obtained a visitor badge will be returned to the office. Parents may speak with teachers between before and after school; however, we ask that parents not attempt to talk with teachers during instructional time.

Parents and community members are encouraged to volunteer in the school; volunteers should submit their names to the teacher or to the office for Board approval. Approved volunteers should cooperate with the teacher to determine the best times to volunteer. Parents are also welcome to observe their child’s class. Prior arrangements should be made to observe a class. During observations, parents should refrain from talking to the students or the teacher.

Car students will gather in the media center at 2:45 in the afternoons. Car students will only be released to a responsible parent or adult. **Adults picking up car students should not go to classes before the dismissal bell. Adults should wait in the hallway until the car students come to them.**

Visitors may use the bus parking lot only between 8:30 AM and 2:00 PM. Please do not endanger the children by driving into the bus parking lot before 8:30 AM and after 2:00 PM.

**GRADED PAPERS AND CLASSWORK**

All students will receive graded work on Thursdays to share with parents/guardians. Please remember to ask your child for these papers on Thursdays if he/she forgets to share the papers with you. Weekly review of these papers will help you to understand the progress your child is making in school. Students are responsible for taking all graded papers home.

**STUDENT RULES AND REGULATIONS**

All students will receive a new list of rules and regulations that have been adopted by Columbus County Board of Education. These rules should be read by all parents/guardians and explained to all students. Principals have the discretion to interpret and implement the policies outlined in the Columbus County Rules and Regulations Handbook. Schools without ISS will modify the consequences as needed.

**STUDENT AGGRESSION**

Difficulties have occurred in the past with children hitting, kicking, pushing, and verbally or physically bullying other children. Much of this aggression was retaliation after incidental contact because “My mama/daddy told me to hit anyone who hits me.” **We do not** **tolerate this behavior**. Any student who is the victim of physical or verbal aggression is advised to walk away and immediately report this behavior to an adult. The matter will be investigated and dealt with appropriately. This policy, formed by a discipline committee of students, parents, and teachers, has been very successful. We appreciate the support of our school community in this idea of zero tolerance for violence or bullying. Every child deserves to feel safe and comfortable without the fear of suffering physical or emotional hurt from others.

**SCHOOL-WIDE RULES**

Included in the handbook is a copy of school-wide procedures. K-2 has an adopted positive behavior management plan and grades 3-5 have an adopted positive behavior management plan. Each student also receives a copy of Columbus County School’s Rules and Regulations regarding student behavior. General expectations are as follows:

♦ Be on time and prepared for school

♦ Follow verbal and written instructions and directions given by school employees

♦ Respect others, property, and yourself

It is the responsibility if every student at Acme-Delco Elementary School to conduct himself/herself in a manner that would be considered worthy of educational opportunity. His/Her presence should not be a threat to the safety and welfare of others. No student has the right to interfere with other students’ right to learn.

Every student should uphold the school rules and established procedures in all school situations, school sponsored functions, and on the school bus. In the classroom, the students are responsible to their teacher for their behavior. Outside the classroom, students are responsible to **any teacher or authorized individual on duty**.

**General Procedures**

**Assemblies**

1. Walk quietly on the right side of the hall to the gymnasium.
2. Fill in all seats from the top bleacher. Do not save seats or shun sitting beside another student.
3. Do not talk or make noises with your feet while the speaker is speaking.
4. When the assembly is over, remain seated until your teacher directs you to move.
5. Wait your turn and do not push other students.
6. Never “boo” a speaker or a student who is being recognized.
7. If told to hold applause until the end, please do that.
8. When applauding for individual student recognition, everyone should clap by putting your palms together and clapping the same for each student. Half hearted applause for some students and cheering for others is tacky and wrong.

**Morning Routine**

1. Car students may arrive as early as 7:30 AM but not before. They must report directly to the Media Center until the 7:55 bell rings.

1. When exiting the bus, wait for the driver to lead the way and walk in a straight line to the building. Do not push others.
2. Breakfast is served in the classroom for all students at no charge. Students should be in the classroom by 8:00 in order to eat breakfast before the tardy bell.
3. No student should visit other classrooms in the morning or loiter in the halls.
4. Teachers will be in the classrooms with expectations for each student as they enter the classroom. Class for each student should begin the minute they arrive in the room.
5. No snacks are sold until the last lunch is over. This is the law.

**Afternoon Routine**

1. Students will be involved in important instruction until dismissal time. Therefore, no visitors will be permitted to walk down to the classrooms to “assist students in packing up.” Parents of car students should wait in the front hall until the 2:45 dismissal bell.
2. Only car students should leave the classroom at the 2:45 bell.
3. Car students will go directly to the Media Center to wait for parents.
4. Parents must come inside the Media Center to check out the car students.
5. Parents should wait in the front hall until their children get to the Media Center.
6. Bus students should have all of their personal belongings, homework assignments, etc. packed and ready when the 2:50 dismissal bell rings.
7. Students should not stop by the snack machines on the way to the bus.
8. Students should report directly to the bus on which they ride and not visit other buses.

**Cafeteria**

1. Breakfast and lunch may be paid in advance for any length of time. Money paid in advance should be paid before school in the morning. Please wait until the manager has recorded your money into the computer before running off. She does not know everyone by name or number and if you leave, she may be unable to document your money.
2. If you are not approved for free lunch, you must pay each day until your status changes.
3. Please be polite to the cafeteria staff as you proceed through the line.
4. Fill in the seats at your assigned table. Do not save seats for friends or shun sitting next to another student.
5. Never skip line.
6. Do not talk with your mouth full of food.
7. Do not spit food or throw food.
8. Do not take food from another student’s plate.
9. Please follow the instructions of the teacher/teacher assistant on duty.
10. If someone skips line or violates any rule, report it to the person on duty. Do not handle matters yourself.

**Hallways**

1. Always walk to the right side of the hall without talking.
2. Keep your hands to yourself. Do not push the person in front of you.
3. Do not skip line.
4. If someone violates your space, report it to your teacher. Do not handle it yourself.

**Restrooms**

1. Use the restrooms at the assigned times of your teacher.
2. Flush the toilet after each use.
3. Wash your hands after using the restroom. We believe that soap is a necessity. Therefore, please do not squirt soap on the floor and waste it.
4. Throw paper towels in the trash cans and not the floor or in toilets.
5. Please watch your aim and do not urinate on the floor or toilet seat. This is a matter of respect.
6. Restrooms are not for playing and hanging out. Use them and go back to class.
7. If a toilet or sink is clogged or constantly running, please report it to your teacher.
8. Never write on the walls.
9. Refrain from overfilling toilets with tissue or wetting tissue and throwing it to the ceiling.

**Personal Respect**

1. Maintain good personal hygiene for your own comfort and health and for the comfort of others.
2. We all sneeze and cough, but we do not have to give everyone else our sickness. Please cough into the neck of your shirt or into the bend in your elbow. This will significantly prevent the spread of sickness. Coughing into one’s hand simply spreads germs by the hands unless you wash your hands immediately.
3. Do not take another person’s belongings. If it does not belong to you, leave it alone.
4. Saying please, thank you, and excuse me have not gone out of style. These phrases show character and will take you a long way in life.
5. Pouting when things do not go our way is not cool. It shows our selfishness.
6. Calling people names, laughing at them, and shunning them from our group- hurts. We will not do that.

**Visitor Procedures**

1. Report to the office first, sign in and get a pass. This includes Kindergarten.
2. Once the tardy bell has sounded, no visitors should be in the classrooms or halls. The only exception to this is when prior arrangements have been made to observe or volunteer in the classroom.
3. Volunteers should follow the instructions of the teacher.
4. When observing a class, please do not communicate with the teacher or students during the class.
5. Visitors should never correct or question students.
6. Visitors should never ask the staff questions about students or seek information by looking at student work or by any other method.
7. Visitors and volunteers should never discuss information they learn about students while visiting the school when they leave the school. All information about students should be held in the strictest confidence.
8. When checking a student out of school, please remain in the hall until the student arrives at the office. Please do not proceed down the hall into the classroom. Each interruption robs instruction.
9. Teachers are teaching right up to the 2:50 bell. The time between 2:00 and 2:50 is valuable instructional time. Please do not check students out of school between 2:00 PM and 2:50 PM. They lose core instruction and constant interruptions hurt other students as well.

**CORPORAL PUNISHMENT**

Although it is used very cautiously and after other interventions have been implemented, corporal punishment is occasionally used at our school. If a parent opposes the use of corporal punishment for his/her child, the parent should send written notification to that effect to the child’s teacher. We will honor the parent’s request and parents may be called to come to the school immediately if a child’s behavior warrants immediate attention. The principal and teachers will work closely with students, and parents to promote desirable behavior. Please refer to the Columbus County Rules and Regulations Handbook.

In accordance with the General Statutes of North Carolina, “The principal of the school shall have the authority to exercise discipline over the pupils of the school.” State law authorizes principals and teachers to use reasonable force including corporal punishment to restrain or correct pupils and maintain order.

The following rules are to be adhered to in the administration of corporal punishment.

1. **Notice**
	1. Corporal punishment should not be used unless other, lesser punishments have been tried first and unless the student has been warned that corporal punishment may be the result of further misbehavior. Exceptions to these conditions are when the acts of misconduct are overt, extreme, and disruptive. Other types of behavior for which corporal punishment may be administered include insubordination, disorderly conduct, and violation of established school rules.
	2. The student must be informed beforehand of the reason for the punishment. This must occur in the presence of a witness.
2. **Administration**
	1. Corporal punishment must be administered on the buttocks by hand or paddle.
	2. Only the teacher, principal, and assistant principal are authorized to administer corporal punishment. Additionally, these individuals, along with the teacher assistants and assigned student teacher, may serve as witness when corporal punishment is administered providing they have been informed beforehand and in the student’s presence of the reason for punishment.
	3. It must be administered in private, preferably in the administrative offices of the school, not I the classroom where other students are present.
	4. Corporal punishment must not be administered in anger and must not amount to cruel or unusual punishment.

**WEAPONS**

Be aware of public laws concerning weapons on campus. **This is a felony and applies to** **students, parents, and other visitors**. (Example: A deer hunter who has a gun in his/her truck.). ***Metal detector in use***.

**TOBACCO FREE SCHOOL**

In accordance with board policy 6-04, Acme Delco Elementary is a tobacco free school. Tobacco use is prohibited on school campus at all times.

**STUDENT DRESS CODE**

***Refer to student Rules and Regulations K-5 Handbook. In addition to handbook requirements, students are required to have closed toe shoes for recess and physical education.***

**TRANSPORTATION**

Students from Acme-Delco Elementary and Middle School ride the same buses. In the mornings, middle school students unload first. In the afternoons, elementary students load first and then pick up the middle school students. All bus students are assigned to buses by the Principals. Riding the bus is a privilege and the safety of all students is most important; therefore any student whose behavior distracts the bus driver from driving or violates school bus rules will be removed from the school bus.

The nearest principal will handle disciplinary problems on the buses when contacted by the bus driver.

**WE NEED PARENTS’ HELP!** Please plan ahead and send a note **every time** your child needs to ride a different bus from the one assigned or if your bus student is not to ride the bus that day. Unfortunately, our phone lines are frequently unavailable because so many parents make daily transportation arrangements by phone. Your help will make phone lines available in case of a real emergency. **Transportation changes made by phone will be forwarded to the teacher’s voice mail; therefore, messages left after 2:00 PM may not be checked before dismissal**. Parents may not remove a child from the school bus on campus in the afternoon without signing the child out in the office. This procedure helps us to account for the whereabouts of each child. Buses will not stop at the library or ball field in Riegelwood.

**BREAKFAST AND LUNCH PROGRAM (Student)**

BREAKFAST: PK-8…...Free Adults: $1.75

LUNCH: Student: Reduced: $.40 Paying: $1.90 Adults: $3:25

Please submit one (1) complete lunch application per household as soon as possible. Any student who does not have a 2010-2011 lunch application sent in and processed by September 14 will become a full paying student on September 17. Transfer students must fully pay for meals until an application has been approved.

Breakfast/lunch may be paid for by the meal or in advance. To pay for an entire week, students may turn monies in on Mondays from 8:00 am-8:30 am. **When paying in advance, please do not leave until the cafeteria manager has logged the information into her computer.**  Students may charge for one meal when they do not have money with them. However, this one charge must be paid in full before another charge can be made.

**SCHOOL FEES: GRADES K-12 (All Students)**

 Instructional Material $3.50

 Physical Education $1.50

#### TELEPHONE CALLS

Teachers may be called before school, during their planning block, and after school. 910-655-2957 Fax: 655-6890. **Telephone calls will be forwarded to voice mail during instructional times.** E-mail is an excellent means to communicate with your child’s teacher. All emails will be answered promptly.

#### ASSEMBLIES

Parents are always welcome at our assemblies. Since our seating is limited, we ask that parents cooperate by sitting in the designated parent areas. Awards assemblies will be held following each grading period. Typically, Awards assemblies are scheduled at 1:00 on Friday following the end of a grading period. Prior notice will be sent home.

#### RESOURCE CLASSES

Students have access to the Media Center and Computer lab year round. In addition to scheduled classes, students may use these resources at the discretion of the teachers. Students enjoy music classes for twelve weeks of school for one period per week and art classes for twelve weeks of school for one period per week.

Students may also benefit from the school counselor, school social worker, and school nurse. These resources are valuable and have proven to promote student success.

**ATTENDANCE POLICY (STUDENTS)**

North Carolina General Statute 115C-378 (Compulsory Attendance Law) states the following:

Every parent, guardian or other person in this State having charge or control of a child… shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school policy.

The principal, superintendent, or teacher who is in charge of such school shall have the right to excuse a child temporarily from attendance on account of sickness or other unavoidable cause which does not constitute unlawful absence as defined by the State Board of Education.

The principal or his/her designee shall notify the parent, guardian, or custodian of his child’s excessive absences after the child has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absence cannot be justified under the established attendance policies of the State and local Board of Education. Once the parents are notified, the school attendance counselor shall work with the child and his family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem. The attendance counselor may request that a law-enforcement officer accompany him if he believes that a home visit is necessary.

After ten accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and his parent, guardian, or custodian if possible to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that the parent, guardian, or custodian has not made a good faith effort, he shall notify the district attorney and the director of social services of the county where the child resides. If he determines that parent, guardian, or custodian has, he may file a complaint with the juvenile court counselor pursuant to Chapter 7B that the child is habitually absent from school without a valid excuse. Evidence that shows that the parent, guardian, or custodian were notified and that the child has accumulated ten absences which cannot be justified under the established attendance policies of the local Board shall establish a prima facie case that the child’s parent, guardian, or custodian is responsible for the absences.

1. **Lawful absences**

Following an absence, the student must bring a signed statement from his/her parent or guardian which gives the date of the absence and the reason for the absence. The student must bring this statement to school on the day of his/her return from the absence. The principal/designee will determine if the absence is lawful or unlawful and code it accordingly. No note results in an unlawful absence; however, if the note is brought on the second day, the absence will be coded.

A lawful absence will allow the student to make up the work that was missed while he/she was away. To determine what assignments must be made up, students in grades 7-12 who have lawful absences are responsible for contacting their teachers the day they return to school. Teachers in grades K-6 are responsible for informing students of make-up assignments. The student shall be entitled to five school days to make up all missed work. This would include time for testing as arranged by the student at the convenience of the teacher. Any work missed by the student while absent and not turned in will result in no credit for that assignment. Lawful absences include the following:

1. Illness or injury (A statement from a physician may be required at the discretion of the principal.)
2. Quarantine
3. Death in the immediate family
4. Medical or dental appointments (documentation from physician required)
5. Court or administrative proceedings
6. Religious observances
7. Educational opportunity (prior approval and documentation by the principal is mandatory)
8. **Unlawful absences**

Any absence that is not defined or determined lawful by the principal/designee is unlawful. A student may make up any work or evaluations within five days following any absence, whether excused or not. Work missed during an extended absence will be addressed individually. The time and place for the make-up work shall be determined by the principal and teacher. If a student fails to be present for the make-up test(s), then he/she shall receive no credit for the test.

1. **Excessive absences (both lawful and unlawful)**
2. A student in grades K-8 must be in attendance a minimum of one hundred sixty (160) days.
3. A student in grades 9-12 must be in attendance a minimum of eighty (80) class contacts to receive credit.
4. Course credit will be withheld if more than the stipulated number of ten (10) days is missed. School-related absences are not included. All other absences will count against the maximum number permitted.
5. Students who wish to appeal for special consideration due to extenuating circumstances can follow the regular grievance procedure policy established by the Columbus County Schools.
6. All parents and students should be informed of this policy and parents of students with attendance problems should be warned at appropriate times.

**STUDENT RECORDS**

A copy of the school system’s policy regarding Family Educational Rights and Privacy Act (FERPA) can be obtained in the principal’s office. FERPA ensures that the parent or eligible student has a right to:

1. inspect ant review the student’s education records;

2. request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;

3. consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that system policy authorized disclosure without consent

4. file with the US Department of Education a complaint concerning alleged failure by the Columbus County Schools to comply with the Family Educational Rights and Privacy Act.

**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. A copy of the school system’s policy regarding the Protection of Pupil Rights Amendment (PPRA) can be obtained in the principal’s office.

**DIABETES STATEMENT**

 North Carolina’s Senate Bill 911 requires that schools have a diabetes care plan for children who are diabetic. The Columbus County Schools are in the process of identifying every child in our system with diabetes and insuring an appropriate plan is in place.

 If your child is diabetic, please contact your child’s principal by September 8, 2011, so a plan for your child’s care at school can be implemented for the 2011-2012 school year.

**Child-Find Statement**

Columbus County Schools is committed to identifying and serving all children who are in need of special education and related services. If you know of a child or youth who has been diagnosed or suspected to have a disability, please contact the principal or the Exceptional Children’s Director.

**Notifications of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student’s educational records. These rights sent home with your handbook.

**Exceptional Children’s Records**

Each student will be given a copy of Columbus County’s EC records maintenance and destruction policy.

**FEDERAL COORDINATORS**

TITLE IX (Gender Discrimination),

Section 504 (Rehabilitation Act), Dr. Dean Swart, Board of Education

**Asbestos Management Plan**

As required by Federal regulations you are notified by this memo that an asbestos management plan for your school has been developed. It is on file in the principal’s office and is available for public view. A copy is also on file at the office of the superintendent.

**MEDICATION ADMINISTRATION**

Chapter 115C-307 of the General Statutes of North Carolina enables public school employees, when given the authority by the Board of Education or its designee, to administer medication prescribed by a doctor upon written request of the parents. As a result, a medication administration policy has been jointly developed by a committee comprised of physicians, nurses, legal experts, a pharmacist consultant and school personnel to address the needs of school employees and students.

**Medication Administration Policy**

Medications administered during school hours by school personnel should be kept to a minimum. The student in need of medication to sustain his attendance in school may have a chronic health problem, special health care need, or have an unusual health problem where emergency measures are indicated. The policy is intended for this type child. The school will assume no responsibility for students who self-medicate. This is the responsibility of the student’s parents or guardians.

1. Acutely ill children may need medication for short periods of time to enable them to remain in school. Medications should be given at home before or after school hours. If this is not possible, it is the parent’s or guardian’s responsibility to make arrangements with school administration for medication to be given during school hours.
2. When medications such as asthma inhalers must be self-administered, an individualized plan, an authorization form completed by the parent and physician and competency of the student verified by physician with final review by school nurse will be secured. Students will agree to keep their medications secure from other students.
3. When children who are subject to unusual health hazards (such as allergy to bee stings when use of Epi-pen is needed) attend school, it is the parent’s or guardian’s responsibility to assure that the school administration is aware of the situation and is prepared to implement emergency measures. The plan (developed between the student’s parent or guardian, personal physician or health care source, and the school) for responding to such an emergency may include:
	* Administering medication to slow allergic reactions until the student can be transported to the physician’s office, or emergency room, or instituting first-aid measures.

This should be included in an individualized written emergency plan developed for the student, and approved by the parent or guardian and physician. The after care of the student is determined by the attending physician who sees the student either in the office or in the emergency room. The parent or guardian has responsibility for assuring that an emergency care plan is developed for the child, and that written permission is given by them to institute emergency measures.

**Parent or Guardian’s Responsibility**

Come to school and administer medications to their child as prescribed **OR**

1. Obtain a “Request for Medication to be Given During School Hours” (from the school) and have the child’s doctor complete the indicated information (see sample). A separate form is required for each medication. Sign the form and return it to the school.
2. Provide prescription medication in a labeled container which includes:
	* the child’s name
	* the name of the medication
	* the unit dosage to be given (ex: 10 mg.)
	* the number of dosage units (ex: 30 tablets)
	* the time the medication is to be given
	* how the medication is to be administered (ex: oral, topical, inhaled, injection)

 Over-the counter medication should be in the original container and labeled with the child’s name.

1. If the medication is needed at school and home, have the pharmacist label **two** containers (one for each place).
2. Maintain an adequate supply of medication at the school. The parent/guardian must deliver the medication to school. In the event that transmittal of the medication to the school presents an undue hardship for the parent/guardian, the parent should contact the school to make alternate arrangements.
3. When changes are made (ex: amount/dose) new, labeled containers and request forms must be delivered to the school.
4. Maintain communication with the school staff regarding any changes in the medical treatment and child’s needs at school.
5. Remove medication from school premises when treatment is completed, at the end of the school year, or when the student transfers to another school.
6. Any medication not picked up by the parent at the end of the school year will be properly disposed of in a safe manner.

**PLEDGE OF ALLEGIANCE AND DISPLAY OF FLAGS**

The Columbus County Board of Education is committed to encouraging all students to develop an understanding of citizenship, including the importance of a citizen’s rights and responsibilities.

In accordance with G.S. 115C-47(29a), the Board adopts the following in regard to the Pledge of Allegiance and the displaying of United States and North Carolina flags:

1. the United States and North Carolina flags will be displayed in each classroom, when available;
2. recitation of the Pledge of Allegiance shall be scheduled on a daily basis, students may elect to participate in the same on a voluntary basis; and the appropriate instruction shall be provided on the meaning and historical origins of the North Carolina and United States flags and the Pledge of Allegiance.

**STUDENT ACCOUNTABILITY STANDARDS**

**PROMOTION STANDARDS FOR GRADES K-8**

**ATTENDANCE AND GRADES, K-8**

1. Attendance, Grades K-8: In school at least 160 days
2. In grades K-2 teachers must certify that students are achieving on grade level. These certifications will be based on assessments that correspond to the *N.C. Standard Course of Study* for each grade.
	1. Kindergarten standard: “Kindergarten Literacy Assessment” and “Kindergarten Mathematics Assessment”
	2. Grades 1-2 standard: “Grades 1 & 2 Literacy Assessment” and “Grades 1 & 2 Mathematics Assessment”

 3 Grade 3 standards

1. Passing grades = D or above; S or N
2. Passing grades in five of the following core courses, two of which must be reading and mathematics:
3. English Language Arts
4. Reading
5. Mathematics
6. Science
7. Social Studies
8. Health
9. Physical Education

4. Grades 4-8 standards

a. Passing grades = D or above; S or N

 b. Passing grades in four of the following core courses, two of which must be English Language Arts and mathematics:

1. English Language Arts
2. Mathematics
3. Science
4. Social Studies
5. Health
6. Physical education

***Note***: The promotion standards above—except attendance—do *not* apply to:

• K-5 students who have been retained within the K-5 grade span

• 6-8 students who have been retained within the 6-8 grade span

**STATE TEST PERFORMANCE, Grades 3-8**

Students in grades 3-8 who score below Achievement Level III on the spring administration of the N. C. End-of-Grade Tests in reading or math will be retained in the same grade the following year. In addition, students in grades five and eight whose writing assessments were below grade level in March 2011 must show improvement. Notification to parents that a student has failed to meet the standards in reading, math, or writing will be the responsibility of the student’s teacher. The notice will include a description of the retesting and remediation opportunities.

**Opportunities for Re-testing, Grades 3-8**

Students who score at Achievement Level I or Level II in reading and/or mathematics will have an opportunity to retake the N.C. End-of-Grade Tests one time. Fifth and eighth graders below grade level in writing will have a portfolio of annotated writing samples dated from September through December or September through May. If the retest score(s) and/or writing samples portfolio meet the standards and the other requirements for promotion have been met, then the students shall be promoted. If the students’ performance does not meet the standards, the students must be retained.

Students’ original state test scores will be reported to the state for school accountability purposes.

**Opportunities for Remediation, Grades K-8**

Schools must submit plans for remediation to the superintendent for the October meeting of the Columbus County Board of Education. The remediation plan must include the following elements:

1. Remediation must be provided during the regular school year for students who have been identified as at risk of failing the state test standard;
2. Students in grades 3-8 who have been retained will receive differentiated instruction.
3. The school principal shall report to the superintendent by the end of January a roster of students who, based upon interim testing and other factors, are in peril of being retained. The report shall describe the actions being taken with students and parents to ameliorate the condition.

**WAIVERS**

**Number of Previous Retentions**

Except for attendance, a student in grades 3-5 will have the promotion standards waived if the student has been retained once in the K-5 grade span. A student in grades 6-8 will have the promotion standards waived (except attendance) if the student has been retained once in the 6-8 grade span or if the student has been retained twice in the K-8 grade span.

**Disability, Section 504 Status**

Some students who have a disability or who are members of the Section 504 category may not meet the test standards for promotion. If such children have an A, B, or C average in the tested subject, the principal and teachers must review the students’ work to determine if a waiver request is appropriate based on evidence that they are making satisfactory progress toward achieving grade-level proficiency by the end of grade eight. Parents of such A, B or C students must be notified by the teacher regarding whether or not an appeal for a waiver will be made. Parents who disagree with a decision not to appeal may meet with the teacher and principal to ask for reconsideration. If the school chooses not to appeal, the parent may appeal. Appeals shall be made to the IEP or 504 team. The appeal must be judged on the teacher’s thorough documentation that the student is making satisfactory progress toward achieving grade-level proficiency by the end of grade eight.

**Limited English Proficiency (LEP)**

Title VI of the Civil Rights Act of 1964 prohibits discrimination against students due to their lack of English language proficiency. As a result, students cannot be refused enrollment, be retained, or be suspended/expelled solely because they have limited English proficiency.

Students in their first year in the United States will not be required to take the *N.C. End-of-Grade Reading Comprehension Test*. They will take all other state-mandated achievement and diploma standard tests.

**APPEALS**

The teacher and principal may jointly appeal to have the state test standards waived for a student who has an A, B, or C average on grade-level assignments in a subject and who has failed to meet the state test standards.

1. The teacher and principal must review the work of the student not meeting the standard to determine if a waiver request is appropriate, based on evidence that the student has mastered the *N.C. Standard Course of Study* for the grade or course in question. Evidence shall include samples of the student’s work referenced to objectives in the *N.C. Standard Course of Study*. A request for an appeal presented without student work will not be accepted.
2. Parents of the student must be notified by the teacher regarding whether or not an appeal will be made. Parents who disagree with the decision not to appeal may meet with the teacher and principal to ask for reconsideration. If the parents are unsuccessful, they may pursue an appeal on their own. They must collect the evidence described above and support it before the central committee.
3. The appeal will be made to a central committee made up of central office staff, other principals, and teaching staff from the subject area(s) in question. The judgment should be based on the validity of the principal’s and teacher’s contention, through thorough documentation, that the student has mastered the *N.C. Standard Course of Study* for the curriculum in question.

**Parent Responsibilities**

Successful student achievement is dependent on the involvement of parents and guardians. Knowledge of the expectations of the school is essential to the successful involvement of parents and guardians. Therefore, by the first scheduled parent conference day, the parents or guardians of each student should meet with their child’s teachers in the core academic areas to receive information about the courses, course requirements and expectations for the year. Parents or guardians should sign at the time of the visit acknowledging receipt of the information and agreeing to be a partner in ensuring the success of their student in school. Parents of new students entering school during the school year should complete this process also.

Principals and teachers are encouraged to invite parents to visit again to review the curriculum content covered by end-of-grade testing.

**School’s Responsibility for Notifying Parents**

The following timelines shall be followed:

1. Not later than two weeks after the end of first semester, teachers shall submit to the principal an initial list of children whose promotion is doubtful. Reasons for consideration of retention shall accompany the list.
2. The principal shall review the student records. A principal/teacher conference shall be held as soon as possible.
3. Parents/guardians of children being considered for retention shall be notified in writing and invited for conferences no later than six weeks after the end of the first semester. Documentation of the parent notification shall be maintained by the teacher.
4. During the last grading period, a grade level and/or individual teacher conference shall be held to discuss the academic deficiencies of possible retainees.
5. Promotion and/or retention of a student who transfers during the school year should not be made until a full review of the student’s records has been completed.
6. Parent/guardian concerns should be considered. The final decision regarding promotion/retention, however, shall be made by educators based on student progress, student attendance, and what is best for the student. Per state law, the final decision rests with the principal.
7. In grades 6-8, interim report cards shall be issued for all students at the midpoint of each grading period.

**STUDENT GRADING AND REPORTING, GRADES K-8**

**Kindergarten**

**Length of Grading Period:** Nine weeks

**Grading Conventions** (see “Grading Conventions” in the Grades 1-2 section below)

Same as grades 1 & 2: Levels 1, 2, 3, 4 for all subjects except Arts Education and Social Development which will use S, N, & U.

**Grades 1-2**

**Length of Grading Period:** Nine weeks

**Interim Reports –** for students in danger of failing or showing a decline in performance (teacher judgment).

**Grading Conventions:**

1. INC (incomplete) – Primary use will be with a transfer student for whom there is not enough data to provide a grade. The INC can be changed when enough information becomes available. An INC must be made up by the end of the year.

2. 4 = Exceeds expectations S = Satisfactory

 3 = Meets expectations N = Needs Improvement

 2 = Sometimes meets expectations U = Unsatisfactory

 1 = Not yet meeting expectations

**Report Card Subjects:**

1. Reading 7. Science

2. Language/Writing 8. Computer Skills

3. Spelling/Phonics 9. Health

4. Mathematics 10. Physical Education

5. Handwriting 11. Conduct

6. Social Studies 12. Work Habits and Social Skills

**Grade 3**

**Length of Grading Period:** Nine weeks

**Grading Conventions:**

1. INC (incomplete) – Primary use will be with a transfer student for whom there is not enough data to provide a grade. The INC can be changed when enough information becomes available.
2. S, N, U (Satisfactory, Needs improvement, Unsatisfactory) for each subject area except as noted in item 3 below.
3. Numerical Grades in these subjects

a.Reading

b. English Language Arts

c. Mathematics

d. Science

e. Social Studies

4. The NC WISE report sheet will show “at or above grade level” or “below grade level” on the line below reading, English Language Arts, and mathematics.

**Conduct** – S, N, U (Select from the NC WISE comment directory)

**Report Card Subjects: Grade 3**

1. Reading
2. English Language Arts (English, spelling, writing-composition)
3. Social Studies
4. Science
5. Handwriting
6. Mathematics
7. Health
8. Physical Education
9. General Music
10. Visual Arts

**Recording of Absences, Tardies, & Early Dismissals**

Procedure to be set by each school

**Release of Final Report Cards for Grade 3**

The NC WISE report card will be released within six working days through the U.S. Postal Service or by parent pickup.

**Grades 4-8**

**Length of Grading Period:** Nine weeks

**Interim Reports** – For grades 4 and 5, selected students as per teacher judgment; all students in grades 6-8.

**Grading Conventions**

1. **INC (incomplete)** – Primary use will be with a transfer student for whom there is not enough data to provide a grade. The INC can be changed when enough data becomes available. An INC must be made up by the end of the year.
2. **Numerical Grades** – all subjects except as noted below
3. **Conduct** – S, N, U (select from the SIMS comment directory)

a. Self-contained class – one comment

b. Block schedule – one comment per block

 4. **Arts Education**

a. S, N, U in music and art classes which do not meet daily

b. Numerical grades in art, band, and choral classes which are elective and meet daily or in blocks on alternating days.

**Report Card Subjects, Grades 4-8**

1. English Language Arts (reading, English, spelling, writing-composition)

2. Mathematics

3. Science

4. Social Studies

5. Health

6. Physical Education

7. General Music (where applicable)

8. Visual Arts (where applicable)

9. Band (where applicable)

10. Chorus (where applicable)

11. Career Education (where applicable)

12. Other electives (where applicable)

13. Computer Skills

**Recording of Absences, Tardies and Early Dismissals**

These procedures are to be set by each school.

**Release of Final Report Cards**

The NC WISE report card will be released within six working days through the U.S. Postal Service or by parent pickup.

**Exceptional Children, Grades K-8**

 1. The subjects listed on the IEP will be graded by the special education teacher; the special education teacher’s grade shall be the only grade for that subject on the report card.

 2. Where the special education teacher and regular classroom teacher both have instructional responsibilities for a subject listed on the IEP, the teachers shall agree on one grade. The special educator shall complete the NC WISE grade sheet. In case of a disagreement, the goals and objectives on the IEP shall govern.

**SPECIAL DESIGNATIONS FOR GRADES 3-8**

**Honor Roll/Principal’s List for Grades 3-8**

1. Principal’s List: Students will be recognized each grading period plus first and second semesters by earning all A’s and and S’s. The conduct grade is not included in the calculations.

1. Honor Roll: Students will be recognized each grading period plus first and second semesters by earning no grade below a B or S. The conduct grade is not included in the calculations.

*Note:* Certain school-sponsored honor clubs/societies have their own published criteria which may consider character and conduct.

**Countywide Testing Policy, Grades 3-8**

1. Tests shall be scheduled as required by the instructional program. Grading period tests—everywhere at the same time—will not be required.
2. Students in a grade with one or more state tests shall participate as provided in the state regulations.
3. Grading Framework

a. Tests – two-thirds

b. Other – one-third

**GRADE PLACEMENT/CLASS TRANSFER**

**Elementary and junior high students**

The principal of the school will decide in which grade to place a student **except in circumstances dictated by local or state promotion policies.**

**REPORT CARD RELEASE DATE**

**2011-2012**

**Grades K-8**

***End Nine Weeks Release Date***

**October 31, 2011 November 9, 2011**

**January 20, 2012 February 6, 2012**

**March 27, 2012 April 5, 2012**

**June 8, 2012 June 18, 2012**

###### STUDENTS

**8-02 Grievance Procedure in Schools** *Revised June, 1974*

A student who has a grievance should first discuss this with his principal. A student can request a formal hearing in which case both parties may present witnesses and have the opportunity to cross-examine. The final decision at this level is rendered by the principal.

If the student is not satisfied with the decision of the principal, the student may make a written appeal to the superintendent within five school days of the decision by the principal. The student may request a formal or informal hearing. If the student requests a formal hearing, the same procedure as used in the preceding level will be followed with the superintendent rendering the final decision.

If the student is not satisfied with the decision of the superintendent, the student will make a written request to the Board of Education within five days after the superintendent’s decision has been rendered. The Board of Education will arrange a hearing, and its decision is final.