Mission

The mission of Tabor City Elementary School is to create an environment in which the academic, social and cultural skills instilled will develop productive and responsible citizens in a global society.

Beliefs:

We believe that:

• All students can learn.

• All students need to feel loved and respected.

• All students must have a safe and orderly environment in which to learn.

• All staff should be a positive role model for students.

• All instructional strategies must meet the developmental needs of our students.

• Students should be taught respect for school, family, and all people.

• Social, academic, and emotional needs must be met to educate the whole world.

• Communication between home and school is necessary for student success.

• Physical activity is necessary to develop healthy bodies and minds of our students.

• Music and art encourage the creativity necessary to enhance the academic and social skills of our students.

• We share with parents the responsibility to teach each child to believe in him or herself.

Child-find statement

The Columbus County School System is committed to identifying and serving all children with disabilities 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.

Diabetes care plan

North Carolina 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 9, 2011. This will allow time so a plan for his/her care while at school can be implemented for the 2011-2012 school year.

Destruction of confidential records

A. All confidential records will be maintained in the last school the student attended for five years beyond the twenty-first birthday.

B. Public notice if intent to destroy scheduled records will be published in April of each year. Citizens will be informed that records may be needed for social security, legal proceedings, or other purposes. A copy of the written policy shall be given to eligible students and/or parents at the time of exit from school.

C. The policy will be included yearly in each child’s student handbook.

D. Copies of student records will be made available to eligible students or parents upon request.

E. Litigated inactive records will be forwarded to the director for exceptional children.

F. Records scheduled for destruction will be boxed and sent to the exceptional children’s department with an accompanying student roster.

G. A student roster of personally identifiable materials will be maintained in a data base indefinitely. That information shall include full name, last school attended, birth date, parent name, address, phone number, exit status, and date of exit.

H. Destruction of eligible records will be conducted in July of each year.

Notification of rights under ferpa for elementary and secondary schools.

The Family Educational Rights and Privacy Act (ferpa) affords parents and eligible students (over 18 years of age) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education record within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies may be obtained at a small cost.

(2) The right to request an amendment of the student’s educational record that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of student’s privacy rights under ferpa. Parents or eligible students who wish to ask the school to amend a record should write the school principal or appropriate school official clearly identifying the part of the record they request to be changed, and specify why it should be changed. Should the school decide not to amend the record the parent or the eligible student will be notified of the decision and advised of their right to request a hearing regarding the request.

(3) The right to consent disclosure of personally identifiable information in the student’s educational records, ferpa authorizes disclosure without consent. One exception, which permits disclosure without consent, is to schools officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or official (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee; such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failure by Columbus County Schools to comply with the requirements of ferpa.

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20020-5920

Notification of rights under the protection of pupil rights amendment (ppra)

Ppra affords parents and eligible students (over age 18 or emancipated minors) 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 ppra can be obtained in the principal’s office. These include the right to:

 (1.) Consent before students are required to submit to a survey that contains one or more of the following protected areas if the survey is funded in whole or in part by the U.S. Dept. of Education.

 A. Political affiliations or beliefs of the student or student’s parent

 B. Mental or psychological problems of the student or student’s family

 C. Sex behavior or attitudes

 D. Illegal, anti-social, self-incriminating, or demeaning behavior

 E. Critical appraisals of other with whom respondents have close family relationships

 F. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers

 G. Religious practices, affiliations, or beliefs of the student or parents or

 H. Income, other than as required by law to determine program eligibility.

 (2.) Receive notice and an opportunity to opt a student out of –

 A. Any other protected information survey regardless of funding;

 B. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and

 C. Activities involving collection, disclosure, or use of personal information obtained from students.

 (3.) Inspect, upon request and before administration or use –

 A. Protected information surveys of students

 B. Instruments used to collect personal information from students for any of the above marketing sales, or other distribution purpose

 C. Instructional materials used as part of the education curriculum.

Tobacco-free school

The Columbus County Board of Education in general session on September, 2007 adopted a 100-percent Tobacco Free Policy for all Columbus County Schools. For the purposes of this policy the term “tobacco product” means any product that contains tobacco and is intended for human consumption, including all lighted and smokeless tobacco products. All persons performing services or activities on behalf of the school or school district and visitors are prohibited from using any tobacco products at any time on school grounds or any school property. This includes all school sponsored or school related activities including athletic events on or off school grounds.

Volunteers

A team approach among the school, home, and community is the best way to work for our students. We encourage volunteers in each class and love to have parents, grandparents, and retired citizens. Each classroom needs parents to help with class activities, refreshment, contacting other parents, etc. If you wish to assist please contact your child’s teacher or school. You will need to fill out a form in the office and have a back ground check completed. The deadline for volunteers will be September 21, 2012. (NO EXCEPTIONS)

School schedule:

7:30 A.M.-8:00 A.M. Breakfast

8:05 A.M. Classes begin

2:45 P.M. Walking students dismissed

2:50 P.M. Bus students dismissed

2:55 P.M. Buses depart

School fees:

1. Instructional materials $3.50

2. Physical education $1.50

3. Student insurance *(optional – recommended if personal insurance or Medicare does not apply)*

• All school fees should be paid prior to the release of the first student report card.

Breakfast and lunch programs:

1. A lunch application will be sent home to students who did not return the application sent to them during the summer.

2. The parent must fill out the application and return it to your child’s teacher.

3. The school will check to make sure the application has been fully completed.

4. A letter of approval or denial will be sent to the parent.

Meal Prices:

Breakfast: PK-5 Free

Lunch: Student: Reduced $.40

 Paying Pk-5 $1.95

 Adults: $3.30

Guidelines for handling meal charges

Students are expected to pay for all meals daily or may select a pre-pay plan. Charges should be made only in an emergency situation.

1. Student bills will be sent home weekly by the cafeteria managers for all charges. Managers will give statements to teachers or place in teachers’ boxes to pass out to students. Each week a balance due roster will be given to principal.

2. Once charges exceed $5.00, students will not have the privilege of charging their meal and the following procedures will be put in place:

A. An alternative meal meeting all criteria for a balanced meal will be given to the student until the charges are paid.

B. An alternative meal will consist of a peanut butter and jelly sandwich and white milk.

C. If the child continues to eat an alternative meal for an extended time (10 consecutive days) the manager must notify the principal and the principal will notify the school social worker who will make parental contact.

3. If a child has allergies that prevents him/her from eating the alternative meal, the cafeteria manager will provide parents with a diet order form that must be signed by a physician.

Care of school property

Tabor City Elementary School belongs to each individual student, teacher and our community. Everyone must work together to keep our school neat and beautiful. Trash should be placed where it belongs to help keep our campus clean. Please take pride in our school and strive to make it a better place to study and learn.

School bus transportation and safety

It is a privilege, not a right, for students to ride school buses. Students who ride buses are expected to obey the bus rules and the bus driver. Conduct that hinders the safety and/or endangers the lives of other students riding the bus will not be tolerated. Any student abusing this privilege, may be suspended from riding the school bus. Please remember that students are assigned to ride one bus only. If you are requesting permission for a student to ride another bus a written note must be provided to the school office. All changes must be approved by school administration. Please include phone numbers so the school can call to confirm your request.

Students leaving school with another student

If a student is going home with another student it will be necessary for the parents of both students to write a note stating such a request.

Homework:

Homework is any educational experience that occurs outside school hours and is directed by the school. The most rewarding kind of homework is when the assignments are based on individual needs, interests, and abilities of students. Homework should be a review or extension of what students have learned in class. Homework is given at the discretion of the teacher. Should you have any questions regarding homework assignments please contact the teacher via phone or e-mail.

Academic grading code

A) 93-100 superior

B) 85-92 above average

C) 77-84 average

D) 70-76 below average

E) below 70 failure

Inc (incomplete) an inc must be made up by the end of the year.

Principal’s list:

Students who make all “A’s” in a grading period will be placed on the principal’s list.

Honor roll:

Students who make all “A’s and “B’s” in a grading period will be placed on the honor roll. No grades can be lower than a “B”.

Interim progress report release date 2012-2013

Grades K-8

Release date:

Report card release date 2012-2013

Grades K-8

End Nine Weeks: Release Date:

October 31, 2012 November 9, 2012

January 18, 2013 January 31, 2013

March 28, 2013 April 16, 2013

June 10, 2013 June 19, 2013

• Report cards will be sent home with the students to be signed by the parents and returned the next day to the school.

Parent/teacher conferences:

Parent/teacher conferences are scheduled during teacher planning periods or at the end of the school day. Parents may make appointments for conferences with the teachers or the principal by calling the school office at 653-3618.

Promotion standards:

Students must attend at least 160 days; pass four out of the five core subjects (2 of which must be language arts and math) and score Level III or above in both reading and math on end of grade tests.

Students who do not score at Level III or above on reading and math will be given one additional retest opportunity. This retest will follow an intense remediation program designed to address any weaknesses each child may have. Failure to score at least a Level III will result in a student being retained in the present grade level for the following year.

If the student scores Level III or IV following the school remediation process or summer remediation program and meets all other promotion standards, the student will then be considered for promotion.

General information

Parent/guardian support

Involvement opportunities:

P.A.T.S.:

Your Parent Teacher Organization consists of parents and teachers working collectively for our children. We have a strong and active P.A.T.S. that wants and needs your support. We encourage all of our parents to join and participate in our local P.A.T.S.

School policies

Attendance:

Regular and punctual attendance is necessary for a student’s success in school. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. No single factor interferes with students’ progress more quickly than frequent tardiness or absences. According to state law, every parent with a child under the age of 16, under their care and supervision is to receive adequate education and training, and attend school.

Lawful absences:

Following any absence, the student must bring a signed statement from his/her parent or guardian that gives the date and reason for the absence. The student must bring this statement to school on the day of his/her return from the absence. A note does not automatically excuse an absence. The principal/designee will determine the absence as lawful or unlawful and code it accordingly. A lawful absence will allow the student to make up and submit any work that was missed within 5 school days. Students are responsible for contacting the teachers the day they return to school, to determine what assignments must be made up. This includes time for testing as arranged for by the student at a time convenient for the teacher. Any work missed by the student while absent and not made up/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 by the principal)

2. Quarantine

3. Death in the immediate family

4. Medical or dental appointment (documentation from physician required)

5. Court or administrative proceedings (documentation from court required)

6. Religious observances

7. Educational opportunity (prior approval by the principal is mandatory)

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 the absence, whether excused or not. Work missed during an extended absence will be addressed individually. The principal and teacher will determine the date, time and place for any make-up work. If a student fails to be present for the make-up test(s) then he/she shall receive no credit for the test.

Excessive absences

*(Both lawful and unlawful):*

1. A student in grades K-8 must be in attendance a minimum of one hundred sixty (160) days.

2. Course credit will be withheld if more than the stipulated number of twenty (20) days is missed. Student-related absences are not included. All other absences will count against the maximum number permitted.

3. Students who wish to appeal for special consideration due to extenuating circumstances can follow regular grievance procedure policy established by the Columbus County Schools.

4. All parents and students should be informed of this policy and parents of students with attendance problems should be warned at appropriate times.

Parents are reminded that if a child is absent from school twenty-one (21) days; the child is subject to fail for the year. The parent and child will have to appear before a hearing of the Board of Education to determine if the child is promoted or retained. The decision of the Board of Education is final.

Tardy policy:

Students who arrive after 8:05 a.m. will report to the office to sign in. Promptness to school and class is encouraged and expected. Students are reminded that 3 tardies or early releases will be considered as an additional unexcused absence from school and will be a factor in possible promotion and retention.

Metal detectors

In our efforts to maintain a safe an orderly school we will be using both walk-through and hand-held metal detectors. These instruments will be used daily as students arrive at school. Each student will be required to pass through the detectors prior to entering school. We will also be using metal detectors at various events throughout the school year.

Early dismissal

Parents planning to pick up their child must come by the office to sign the early dismissal sheet before 2:15. Students will then be called to the office to leave with their parents. Students will be excused to leave with a parent or guardian only. If a student is to leave campus with someone other than the parents, it will be necessary for the parent to write a note stating the arrangements. No request by telephone will be accepted.

School closing:

School closing because of inclement weather will be announced over the major radio, television stations and Columbus County web page. Unscheduled early closing due to equipment failure or weather may also be necessary. Parents and students should develop a plan to be used in the event of early dismissal during the school day. Each child should know where to go if an emergency arises and school is dismissed.

School visitors:

All visitors to the school must report to the office to sign in and receive a visitor pass before proceeding to any part of the school or grounds. Parents, guardians, and grandparents are invited to eat lunch with students, however students are not allowed to leave school for lunch, nor shall they have lunch delivered to them from commercial sources.

Guidance counselor services:

The guidance counselor is available for consultations with students and parents by appointment. Emergency situations will take priority. Students who need to see the guidance counselor will notify their teacher and the guidance counselor will call the student to her office at the appropriate time.

Emergency information:

Students and their parents should make certain that current, correct emergency information is on file at the school. The information required includes home, work and emergency contact name(s) numbers, pertinent address, parents’ employers, doctor preferences and any emergency medical information.

Cell phones/electronic deviCes:

The use of cell phones and other electronic devices are prohibited on the school campus or buses. Students who fail to follow this expectation will receive one warning and an additional violation will result in the phone being taken and returned at the end of the school year.

Immunizations:

Starting with the 2008-2009 school year all entering 6th grade students are required to receive a booster dose of TDaP (tetanus, diphtheria, and pertussis) vaccine. Failure to show the required immunization records within the first 30 days of school could result in the student being suspended from school until such records are secured as required by law. Certification of immunization is required on the first day of school or upon receipt of immunization.

Fire drills:

Fire drills will be conducted periodically throughout the year. Everyone will move in an orderly and silent manner to points directed by their teachers.

Student records:

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

1. Inspect and review the student’s educational records;

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

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

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.

Medication policy:

In accordance with rulings from the attorney general of North Carolina, the following medication policy has been adopted; no medication, including over-the-counter drugs, can be administered by staff without a doctor’s written permission.

For the safety of all students, all medication/medicine of any kind must be turned in to the office by the parent in the original prescription bottle or package. Any medicine not properly kept in the office will be treated as a prohibited substance and any student or students involved may be subject to discipline under Columbus County Schools drug policy.

The labeled container should include the child’s name, the name of the medication, the unit dosage to be given, the number of unit dosages, the time the medication is to be given, and how administered. A “request for medication to be given during school hours” form should be filled out and signed by the parent and doctor to allow the administering of the medication if it is to be administered more than two weeks. For medication that is to be administered less than two weeks, written parent permission must be given to the school.

When children are subject to unusual health hazards such as allergy to bee stings, it is the parent’s responsibility to assure that the school administration is aware of the situation so that they will be prepared to implement emergency measures. These will include giving medication to allay reactions until the student can be transported to the physician’s office or emergency room and instituting first aid measures.

Hall passes:

No one is allowed in the hall without an escort.

Food and beverages at school:

Everyone must work together to keep our school attractive. No food or drinks are allowed in the classroom unless authorized by the teachers.

Acts of affection:

Inappropriate displays of affection such as hugging, kissing, etc. will not be allowed during school or at school sponsored functions.

Student photo id badges:

In conjunction with our safe schools plan all personnel and students will be required to wear their photo ID badges each day. ID badges will be used for a variety of services throughout the school.

Cafeteria:

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving tables and areas clean and neat as you expect to find them when you eat. Food and drink may not be taken out of the cafeteria. Students may not bring glass bottle drinks to school.

Standards of expected student behavior

Authority of school employees:

All of the employees of Tabor City Elementary School have certain responsibilities to the school and in order to carry out these responsibilities they have the authority to assist in the maintenance of a safe and orderly environment. Included is the authority to correct students and the students are expected to respect and respond to the correction in the same manner as if their teacher or principal had issued it.

Discipline:

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

Rules of conduct:

Every student should strive to be considerate of others. Making boisterous noises, door slamming, running in the halls, marking on desks, walls, floors and lockers, congregating in the hallways in groups which block traffic, pushing or breaking in line and talking while someone else is talking (especially an adult) are examples of behavior that good school citizens avoid.

Student rules and regulations:

It is necessary for all students to abide by the rules and regulations established. The purpose of these rules and regulations is to promote an atmosphere conducive to learning and proper behavior. Every student is expected to follow all instructions and directions given by teachers, the administration, or other school employees. This includes the school policies presented in this handbook, the discipline handbook, and those conveyed orally by the teachers, substitute teachers, student teachers, school employees and administration. More importantly, students are expected to discipline themselves and assume full responsibility for their participation in the total school program. Infractions of written or verbal policies will be handled according to the established procedure to be found in the discipline handbook. Each student must remember that he/she is a student and is expected to conduct themselves accordingly.

dress:

. The entire dress code can be found at the Columbus County School’s website www.columbus.k12.nc.us. Clothing and general appearance is addressed completely in the county policy and will be enforced throughout all Columbus County Schools.

Other Dress Concerns:

 a. All tattoos must be covered or removed.

 b. There shall be no jewelry or any other article affixed to students’ nose, tongue, lips, cheeks, eyebrow, or any other visible part of the body, with the

 exception of the ears. Articles on the ears must not promote alcoholic beverages, tobacco, or the use of controlled substances, depict violence, or be of

 a sexual or disruptive nature.

 c. Clothes should be sized to fit. NO SAGGING!

 d. All clothes should be free of labels and graphics. (School logos are an

 exception.)

Tabor city elementary school calendar

2012-2013

August 27 First Day of School

September 3 Labor Day Holiday

September 26 Teacher Workday--No students

October 3 Early Release (1:00 p.m.) Parent Conferences

October 9 First Six Weeks Ends

October 24 Teacher Workday--No Students

October 31 First Nine Weeks Ends

November 12 Veteran's Day--No School

November 21-23 No School--Thanksgiving Holiday

November 27 Third School Month/Second Six Weeks Ends

December20 Early Release (1:00)

December 21 – January 1 Christmas Holiday--No Students

January 2 Students Return

January 4 Fourth School Month Ends

January 21 No School-Martin Luther King Jr.'s Birthday

January 22 Teacher Workday--No Students

January 30 Early Release (1:00)--Parent Conferences

February 5 Fifth School Month Ends

February 20 Teacher Workday--No Students

February 27 Early Release (1:00)--Parent Conferences

March 6 Sixth School Month Ends/Fourth Six Weeks Ends

March 20 Teacher Workday--No Students

March 28 Third Nine Weeks Ends

March 29 No Students

April 1-5 No School--Easter Holiday

April 12 Seventh School Month Ends

April 26 Fifth Six Weeks Ends

May 1 Early Release (1:00)--Parent Conferences

May 10 Eighth School Month Ends

May 27 Memorial Day--No Students

June 10 Fourth 9 Weeks Ends/Last Day of School--Early Release (1:00)