

## White Oak Elementary School

The following changes Parent-Student Handbook/Calendar 2012-2013:

- Page 1: Table of Contents added (will be attached to email)
- Page 3: under Instructional Program: sentence changed-"Although there are no required end-of-grade state assessments for grades k-2, White Oak Elementary School piloted a state reading assessment initiative called mClass for the last 2 years.
- Second paragraph:** 33 states changed to 45 states. Second sentence changed to- "This new curriculum will be fully implemented this school year, in reading, math, science, and social studies. Sentence taken out- "White Oak School will be implementing the new math and reading common core this school year." Third sentence changed to- "This new curriculum will better prepare our students throughout their school career.
- Page 4: under Absentees- Sentence added at the bottom of the page in bold- "(Parents please read the above information carefully, we must have the Attendance Prior Approval Form two weeks prior to the trip)"
- Page 5: under Attendance- Second sentence changed to- "attend school on a regular basis" Sentences added: Attendance is examined on a weekly basis at WOS. There is a process the school will take to ensure each student is at school regularly. Teachers will be in contact with the parents to discuss absences. After a certain number of absences, a letter will be mailed to inform parents the total number of absences that has been accumulated. If these interventions do not work and the student is continuing to miss school, referrals will be made to the Chowan County Judicial Attendance Council for parents of children in violation of the North Carolina Compulsory Education Law. . If a child misses school due to medical reasons, parents need to stay in contact with the school nurse. If a child misses school due to other reasons that cannot be helped, parents should contact the school counselor. These reasons will be documented in the child's attendance record.

Page 6: under Tardiness and Early Pickup- Second Sentence- add "academic" before instruction

Under School Visitors- Added Sentences in the School Visitors paragraph- Arrangements should be made in advance with the teacher and principal for longer classroom visitations. Please remember that the morning before school starts is not a time to conference with a teacher; an appropriate conference should be scheduled in advance with your child's teacher.

Under Arrival and Dismissal: Fourth sentence added- We ask that parents "kiss and go." We want students to be independent and able to walk o their classrooms by themselves. Last sentence-add and/or Dept. of Social Services.

Page 7-8: Inserted the new" Morning Bus Stop Policy" per Transportation Dept.

Page 12: under Town Meetings- Sentences 1-3 deleted. Added sentences: White Oak School will recognize class achievements every nine weeks with new procedures for Town Meetings. Good behavior will be rewarded during the meetings; there will not be individual rewards. Invitations will not be sent out; however, parents are welcome to attend.

Page 14: Code of Student Policy added

Page 16: Due Process Policy added

Page 17: Restraint Policy added

Page 20: Integrated Pest Management Policy added

Under Lunch Procedures: changed school year, changed price of Student Paid Lunch

Page 22: under PTA: changed school year in PTA officers section, and all new officers

This year instead of being alphabetized, the handbook will be categorized based on relevance. Below is the order each section will be in:

- Statement of Beliefs, Vision, Mission
- Instructional Program
- Absentees
- Attendance
- The "Ten Day" Rule
- Tardiness and Early Pickup
- School Visitors
- Arrival and Dismissal
- Morning Bus Stop Safety
- Afternoon Bus Stop Safety
- Permission to Change Bus Assignment
- "Cubbie System" School and Bus Behavior Expectations
- Bus Behaviors
- School Behaviors
- Town Meetings
- Cubbie Matrix
- Code of Student Policy
- Due Process Policy
- Restraint Policy
- School Attire
- Personal Items
- Field Trips
- Drills
- Weather
- Equal Opportunity Policy
- Integrated Pest Management
- Lunch and Breakfast Procedures
- Classroom Celebrations and Snacks
- News/Media Access
- Notifications
- PTA
- Parent-Teacher Conference
- Recess and Track
- School Counseling
- School Health
- School Health Services Policy
- Telephone Calls
- Telephone Messages Used for Emergencies and Important Information
- Volunteers

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**The following pages**

**are a**

**DRAFT**

**of**

**White Oak School's**

**2012 - 2013**

**Parent-Student  
Handbook/Calendar**

## **STATEMENT OF BELIEFS**

At White Oak Elementary School we believe ...

- All students are unique.
- All students can learn.
- All students learn best in an environment conducive to active learning and problem solving.
- Every person deserves to be treated with dignity and respect.
- Every person has the right to work and learn in a safe and supportive environment.
- Parent, Teacher, and Community involvement is vital to the success of our students.
- We must work together to prepare well-rounded and productive citizens for the 21<sup>st</sup> century.

## **VISION**

White Oak Elementary School strives to become a school of excellence that provides a stimulating environment to enable all students to become independent, life-long learners.

## **MISSION**

At White Oak Elementary School, we will work together as a team to foster a love of learning by providing multiple opportunities for success.

## INSTRUCTIONAL PROGRAM

White Oak Elementary School believes in research-based best practices to deliver the curriculum and instruction as defined by the state of North Carolina. White Oak Elementary School's balanced literacy program is based upon the big 5 (fluency, phonics, phonemic awareness, comprehension, vocabulary). Along with the core objectives outlined by the state, teachers work to supplement the curriculum with additional resources and objectives that best meet the needs of all our students. Although there are no required end-of-grade state assessments for grades K-2, White Oak Elementary School has piloted a state reading assessment initiative called MClass for the last two years. A math summative assessment is also administered every year. Data from these assessments is used by teacher teams to decide which instructional strategies would be most effective for each student and is also used to chart growth.

North Carolina is one of 45 states to adopt a national curriculum. This new curriculum will be fully implemented this school year, in reading, math, science, and social studies. This new curriculum will better prepare our students throughout their school career.

White Oak School provides daily cultural arts classes. We provide a differentiated curriculum to all our students which include flexible grouping, AIG/Highflyer instruction and intervention instruction in reading and math. As our mission states, " At White Oak Elementary School, we will work together as a team to foster a love of learning by providing multiple opportunities for success."



## ABSENTEES

Each time a child is absent she must return to school with a note indicating the cause of the absence. We are required to indicate whether absences are "excused" or "unexcused". When a note is not received, the absence will be considered "unexcused".

### **Excused Absences:**

The following shall constitute valid excuses for the temporary non-attendance of a child at school provided satisfactory evidence of the excuse is provided to the principal or his/her designee:

1. *When the absence results from illness or injury which prevents the student from being physically able to attend school.* A physician's certification is required for absences resulting from illness or injuries that exceed 4 days.
2. *When isolation or quarantine of the student is ordered by the local health officer or by the State Board of Health.*
3. *When the absence results from the death of a member of the immediate family of the student.* The immediate family of a student includes, but is not necessarily limited to, grandparents, parents, and siblings.
4. *When the absence results from a medical or dental appointment of a student.* A written excuse should be presented.
5. *When the student is a party to or under subpoena as a witness in the proceedings of a court or administrative tribunal.*
6. *When the student or the student's parent/guardian or custodian adheres to a religion whose tenets require or suggest the observance of a religious event.* The parent/guardian or custodian must seek prior approval of the principal for such absences and the approval should be granted unless the religious observance or the cumulative effect of religious observances is of such duration as to interfere with the education of the student. Written evidence from church authorities may also be required for absences due to religious observance.
7. *When the student is absent due to a valid educational opportunity.* An Attendance Prior Approval for Travel must be completed two weeks prior to the absence. In order to be approved as an excused absence, the student will be expected to give a presentation about the trip to his/her class upon their return. The form can be obtained from your child's classroom teacher.

**(Parents please read the above information carefully; we must have the Attendance Prior Approval Form two weeks prior to the trip)**

## ATTENDANCE

There is a direct relationship between school attendance and learning progress. It is very important that each child, grades Pre-K to second, attend school **on a regular basis**. Attendance is examined on a weekly basis at WOS. There is a process the school will take to ensure each student is at school regularly. Teachers will be in contact with the parents to discuss absences. After a certain number of absences, a letter will be mailed to inform parents the total number of absences that has been accumulated. If these interventions do not work and the student is continuing to miss school, referrals will be made to the Chowan County Judicial Attendance Council for parents of children in violation of the North Carolina Compulsory Education Law. Parents will then meet with a panel that will include a district court judge and other members of the community. **If a child misses school due to medical reasons, parents need to stay in contact with the school nurse. If a child misses school due to other reasons that cannot be helped, parents should contact the school counselor. These reasons will be documented in the child's attendance record.**

## THE "TEN DAY" RULE

1. The principal (or his/her designee) shall notify the parent, guardian, or custodian of the child that unexcused absences have occurred.
2. After not more than six (6) unexcused absences, the parent shall be notified by the principal and/or designee that he/she may be violating the Compulsory Attendance Law and the consequences of the violation.
3. After the parent, guardian or custodian has been notified of possible violation of the Compulsory Attendance Law, school personnel may conference with the parent, guardian or custodian to determine the reason for the absences. If necessary, alternatives to the student's education program should be considered. A written report of this investigation shall be given to the principal.
4. When the student has accumulated ten (10) unexcused absences, the teacher shall notify the principal and drop the student from membership, but not from enrollment.
5. After being notified of the 10<sup>th</sup> unexcused absence, the principal and/or designee shall review the results of the investigation and may meet with the student and parent, guardian or custodian to determine if a "Good Faith" effort has been made to comply with this law.
6. If it is determined that the parent, guardian or custodian has not made an effort to comply with this law, a referral may be made to the Chowan County Judicial Attendance Council

## **TARDINESS AND EARLY PICK-UP**

Parents or guardians **must** bring any student who arrives at school after 8:15 a.m. to the office and sign the student in. Many times important information and **academic** instructions are provided at the beginning of the day. Every effort should be made to be at school on time. Parents of children with excessive tardiness or excessive early pick-up may be referred to the Chowan County Judicial Attendance Council.

After three (3) tardies in a month, the student's parent/guardian may be required to conference with administration.

Parents/Guardians are highly encouraged to allow students to stay in class until 3:00 daily in order to maximize instructional time. Please do not plan to pick your child up early on a routine basis. Excessive early pick-up may require a conference with an administrator and pre-approval.

## **SCHOOL VISITORS**

White Oak School is proud of its facilities, staff and surroundings. Our doors are always open, and we welcome your visit. All school and classroom visitors must report immediately to the office and will be given a visitor's tag. The tag should be worn at all times during your visit. While parents are welcome, the concern of the school is to provide a safe, orderly and inviting learning environment in which disruptions to instructional time are minimized. Unexpected visitors disrupt the class by distracting teachers and children from their work. **Arrangements should be made in advance with the teacher and principal for longer classroom visitations. Please remember that the morning before school starts is not a time to conference with a teacher; an appropriate conference should be scheduled in advance with your child's teacher.**

## **ARRIVAL AND DISMISSAL**

Buses will begin unloading students at school at 7:45. They will unload in small groups and students will be supervised at all times. Students being transported by car should arrive at school no earlier than 7:45. **We ask that parents "kiss and go." We want students to be independent and able to walk to their classrooms by themselves.**

Students are dismissed at 3:00. The classroom teacher will walk the students to the bus and bus drivers will supervise them until all PreK-5 children have boarded. Buses will begin leaving the campus at 3:10.

Students being transported home by car will gather in the cafeteria, and parents should go to the multi-purpose room to sign them out. If the child has not been picked up by 3:10, the parent will be notified. After the third incident the principal and/or

designee may meet with the student and parent, guardian or custodian to determine if a "Good Faith" effort has been made to make appropriate arrangements for the child. If we determine that the parent/guardian or custodian has not made an effort to provide appropriate arrangements, the principal and/or designee may notify the Sheriff's Department **and/or Dept. of Social Services.**

A child will be allowed to leave school only by permission of the person(s) with whom the child resides. If a dismissal change (bus or pickup) is to be made, a written note from the parent or guardian is required. **For safety reasons, phone calls to make pick-up changes will not be accepted.**

Please remember ...

- All visitors are required to sign in and out at the office before and after school hours.
- Classroom visitations or observations should be scheduled with the teacher and principal ahead of time. Parents must follow professional standards concerning confidentiality of individual student information obtained while observing.
- Arrival and dismissal times are not appropriate times for parent/teacher conferences.
- Any individual who disrupts the educational environment may be requested to leave. **This includes bringing your child to the classroom, staying to talk to the teacher, and helping your child unpack in the morning.**
- To encourage **student** independence and to foster safety, parents are to drop their child (ren) off at school and allow them to walk to class on their own. This will also allow class instruction to begin promptly at 8:30

## **MORNING BUS STOP SAFETY**

In order to run an efficient bus route, our policy is that students need to be at the bus stop waiting for the bus to arrive, not proceeding to the bus once it's there, (unless there is inclement weather). Edenton-Chowan Schools has enforced two new policies regarding the morning bus stops.

**Policy:** If the bus comes to a stop and the student is not there waiting, the driver will blow the horn once and if they do not see the students proceeding to the bus they are to proceed onto the next bus stop. If there are more than three occurrences where the bus has to wait for the student to walk to the bus, then

there will be an automatic two day suspension from the bus privileges. We do have a new security system on each bus that records how many horn blows and the time spent at each stop.

In the past there has been an issue of students missing their bus and parents taking them to another bus stop to ride a different bus. If your child misses their regular stop, it is up to the parent/guardian to take them to another bus stop on the same bus route that the student is assigned to or take them to school. Due to issues of overcrowding on the buses and school bus assignment laws, only in extreme cases can a student ride in on a different bus with a note.

**Policy:** If there are more than three incidents where a student is getting on a bus in the morning that is not their regular bus, the parents will be contacted to find out the reason and suspension from bus privileges may be issued.

## **AFTERNOON BUS STOP SAFETY**

It is our responsibility to provide safe transportation for your child to and from school. To ensure the safety of your child, parents or designated adults need to be at the child's afternoon stop. Children will be transported to either the Transportation Dept. (Bus Garage) or White Oak if the adult is not there. Children may not stay longer than five minutes at the Bus Garage for parent to pick up; after five minutes the child(ren) will be brought back to White Oak School. The parent must then come to White Oak to pick up their child (ren). After two such incidents, bus transportation privileges may be denied for a period to be determined by the administration. If the designated adults continue to fail to be at the child's afternoon stop, the principal and/or designee will notify the Sheriff's Department and/or the Department of Social Services.

## **PERMISSION TO CHANGE BUS ASSIGNMENT**

During any given day, we process over 40 bus change requests. To ensure that your child is transported to and from the correct location, the only information used by the school to determine what bus is your child's permanent assignment is your physical address. In case of a permanent address change, bus assignments cannot be changed until proof of address is provided to the office. Proof of address may be in the form of a utility bill (i.e., electric, water bill) or a copy of the lease agreement. A weekly written note must be provided until proof of address is provided. Also, if your phone number changes, please send in a note or call the office to update your phone number in case of emergency, instant-messaging system, etc.

It may be necessary for your child to be picked up and/or dropped off at a daycare facility. A written note from the parent or guardian must be submitted to the office requesting a change of bus assignment. This will become your child's permanent bus assignment.

Students wishing to ride another bus, or needing to get off at another bus stop on the regular bus, must submit a note, signed by parents/guardians, to their teacher by 8:30

a.m. Because of limited capacity on buses, we ask that parents only make a request for their children to ride another bus in EMERGENCY situations. Please make requests for a bus change for your child by 8:30 a.m. Some buses run at capacity, therefore, requests to ride those buses may not be honored. **For safety reasons, phone calls to make bus changes will not be accepted.**

## **"CUBBIE" System**

### **SCHOOL AND BUS BEHAVIOR EXPECTATIONS**

White Oak School is implementing a research based program called 'Positive Behavior Intervention and Support' (PBIS). Our program is based on our school mascot **"CUBBIE"—Caught U Behaving Because It's Expected.**

The major objective of PBIS is to strengthen the climate of the school in a way that makes the learning environment a safe, fun place to be, while offering positive rewards for that improved climate. To achieve this objective, the staff members at White Oak have developed a systematic approach that establishes and reinforces clear behavioral expectations in school and on the bus. Our goal is to teach appropriate behaviors, to recognize and reward appropriate behaviors, and to consistently address misbehaviors.

In addition to the "CUBBIE" System, White Oak School recognizes the need to teach the entire school community how to be **"Peacemakers"**. If you are a "Peacemaker" at White Oak School, you do your very best to make the right choices in any situation that you are in.

Log on to <http://ecps.wos.schoolfusion.us/> click on Departments, go to Positive Behavior Intervention and Support for announcements, monthly award recipients, and to get a full description of the program.

## **BUS BEHAVIORS**

### **Tier 1 Behaviors: (Handled by the bus driver)**

- Talking too loudly
- Failure to stay seated
- Littering on the bus
- Tampering with the possessions of others
- Other minor infractions
- Talking while lights are on
- Disrespecting others

- Eating or chewing gum on bus
- Toys or other items which are not allowed on the bus
- Profanity

**Suggested Consequences for Tier 1 Behaviors:**

- Warning
- Seating changes
- Note/phone call to parent
- Behavior contract
- Clean up time

**Tier 2 Behaviors: (Bus Referral)**

- Annoying and/or bullying other students (including bullying at the bus stop)
- Inappropriate behavior/gestures or language
- Disrespectful or argumentative manner toward the bus driver
- Throwing of any object on or out of the bus
- Spitting or spit ball throwing
- Hitting
- Communicating a threat
- After 3rd occurrence of level 1 behaviors ( 3 Strike Policy)

**Suggested Consequences for Tier 2 Behaviors:**

- Phone call to parents
- Isolated lunch
- One to three days suspension

**Tier 3 Behaviors: (Bus Referral)**

- Repeated occurrences of Tier 1 or 2 behaviors
- Distracting the driver
- Failure to obey repeated directions of the driver
- Fighting/any harmful physical contact made between two students
- Possession of knives or other dangerous objects, drugs or tobacco

**Suggested Consequence for Tier 3 Behaviors:**

- Three days of bus suspension or more

## **SCHOOL BEHAVIORS**

**Tier 1 Behaviors: (Handled by the classroom teacher)**

- Arguing
- Cheating
- Tattling
- Not following classroom rules

- Lying
- Name calling
- Not doing class work or homework
- Throwing objects

#### **Suggested Consequences for Tier 1 Behaviors:**

- Verbal correction
- Change student's seating assignment or group assignment
- Assign natural consequence, to build trust. (i.e., "Make it right."- if the student has messed something up, require the student to fix it)
- Before confiscating an inappropriate item, warn the student and allow the student an opportunity to put the item away immediately
- If an inappropriate item is taken out after a warning, then confiscate it
- Confidential student-teacher conference
- Note/phone call home (document on home communication log)  
Follow steps on teacher's classroom management plan
- NAB- Need A Break- allow student to run an errand or deliver a note to the office to "take a break" from the classroom

#### **Tier 2 Behaviors: (Handled by classroom teacher and receiving teacher)**

- Profanity
- Defiance
- Spitting
- Tantrums
- Bathroom manners
- Hitting
- Stealing
- Disrespect/Talking back
- Screaming/Loud outbursts

#### **Suggested Consequences for Tier 2 Behaviors**

- Verbal correction
- Make seating changes or other environmental changes that may be triggering the behaviors (i.e., noise level, lighting, seating, standing, modify assignments)
- Remove the student from the setting for a short period of time...preferably to an area previously designated as a "Chill Out" space in the classroom
- Assign natural consequences, to build trust (i.e., "Make it right." – if the student has messed something up, require the student to fix it)
- Allow natural consequences of damaging property (i.e., property not maintained properly will be lost)
- Note/phone call to parent (document on home communication log)
- Schedule a parent-teacher-student conference (optional)
- TIME OUT with receiving teacher



**Tier 3 Behaviors: (Office Referral)**

- Biting
- Threatening others
- Fighting
- Constant disruptions
- Assault on a child and/or an adult
- Weapons
- Gang-related actions
- Bullying/Verbal abuse
- Tantrums that harm others
- Repeated Tier 1 or Tier 2 offenses
- Destruction of school property
- Sexually inappropriate behaviors/touching/indecent exposure

**Suggested Consequences for Tier 3 Behaviors:**

- Out of school suspension
- Parent conference
- Extended parent observations in school setting
- Parenting enrichment opportunities

## **TOWN MEETINGS**

White Oak School will recognize class achievements every nine weeks with new procedures for Town Meetings. Good behavior will be rewarded during the meetings; there will not be individual rewards. Invitations will not be sent out; however, parents are welcome to attend.

CUBBIE MATRIX									
I am...	All Settings	Classroom	Hallways	Cafeteria	Bathrooms	Playground	Assemblies	Bus	Field Trips
Safe	<ul style="list-style-type: none"> <li>• Keep personal space</li> <li>• Ask for help</li> <li>• Keep hands, feet &amp; objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Keep personal space</li> <li>• Follow classroom rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Walk single file or paired</li> <li>• Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Push in chairs</li> <li>• Place trash in trash can</li> <li>• Keep personal space</li> <li>• Make sure tables are clean</li> <li>• Stay in seat until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands with soap and water</li> <li>• Keep water in sink</li> <li>• Place all trash in trash cans</li> <li>• Flush toilet after use</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment for intended purpose</li> <li>• Stay in approved areas</li> <li>• Keep personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet &amp; objects to yourself</li> <li>• Sit quietly</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet &amp; objects to yourself, inside bus &amp; out of the center aisles</li> <li>• Remain seated on bottoms, facing forward, in assigned seat</li> <li>• Raise your hand to get driver's attention or speak with the driver when getting on or off the bus</li> <li>• Keep all sharp objects including, pens &amp; pencils, inside bookbags</li> <li>• Sit quietly when the bus lights are on</li> <li>• Water is allowed on the bus. Keep all food &amp; gum in lunchboxes or bookbags.</li> <li>• Enter &amp; leave the bus safely</li> <li>• Live animals or insects must be transported by car</li> </ul>	<ul style="list-style-type: none"> <li>• Always stay with adults</li> <li>• Wear name tag</li> </ul>
A Peacemaker	<ul style="list-style-type: none"> <li>• Be kind to others</li> <li>• Be a quiet listener</li> <li>• Follow adult direction(s)</li> <li>• Use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest</li> <li>• Take care of yourself</li> <li>• Follow directions and listen</li> <li>• Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>• Walk quietly</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Use inside voices</li> <li>• Use your manners</li> <li>• Keep hands, feet &amp; objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Allow for privacy of others</li> <li>• Clean up after yourself</li> <li>• Use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>• Be a team player</li> <li>• Follow adult direction</li> </ul>	<ul style="list-style-type: none"> <li>• Be a quiet listener</li> <li>• Sit criss-cross applesauce</li> <li>• Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>• Be kind to your bus driver &amp; others</li> <li>• Use a quiet voice</li> <li>• Keep bus clean</li> <li>• Monitor your own behavior &amp; choices</li> </ul>	<ul style="list-style-type: none"> <li>• Use your manners</li> </ul>
A Learner	<ul style="list-style-type: none"> <li>• Participate</li> <li>• Do your best</li> <li>• Be a team player</li> </ul>	<ul style="list-style-type: none"> <li>• Participate</li> <li>• Be prepared</li> <li>• Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Use your good manners</li> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Follow bathroom rules</li> <li>• Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Be a problem solver</li> <li>• Learn new games and activities</li> </ul>	<ul style="list-style-type: none"> <li>• Participate</li> <li>• Raise your hand to share</li> </ul>	<ul style="list-style-type: none"> <li>• Be a reader</li> </ul>	<ul style="list-style-type: none"> <li>• Participate</li> <li>• Raise your hand to share</li> </ul>

*Code of Conduct: I am safe, I am a peacemaker, and I am a learner at White Oak Elementary School.*  
Revised 6-9-06

## **Code of Student Conduct Policy (Policy 4210) Revised August 1, 2011**

All students shall comply with the Code of Student Conduct, state and federal laws, school Board policies, and local school rules governing student behavior and conduct. This policy applies to any student who is on school property, including school bus stops, who is in attendance at any school or any school-sponsored activity, or whose conduct at any time or place, on or off campus, has its reasonably expected to have a direct and immediate impact on the orderly and efficient operations of the schools or the safety of individuals in the school environment.

**Level I Code of Student Conduct** violations may result in in-school disciplinary action or short-term suspension from Edenton-Chowan Public Schools.

### **Level I violations include:**

- Gambling
- Verbal Abuse or Disrespect
- Inappropriate Peer Relations (engaging in behavior which is immoral, indecent, overly affectionate, or of a sexual nature while in the school setting)
- Integrity (cheating, plagiarism, falsification, violation of software copyright laws, etc.)
- Disruption
- Threat/False Threat
- Hazing
- Intimidation (extorting money, personal property, or personal services)
- Protests resulting in the disruption of the school
- Boycotts (boycotts or walk-out of any lawful school function at which attendance is required)
- Disruptive or Obscene Literature and Illustrations (possessing or distributing literature or illustrations that are obscene or that significantly disrupt the educational process)
- Aggressive Behavior
- Theft
- Damage to Property
- Tobacco Products (use or possession of any tobacco product)
- Trespassing

- Conduct on the School Bus (failure to follow the directives of the school bus driver and the rules and regulations of the school bus may result in temporary or permanent suspension from the privilege of school transportation services)
- Skipping School
- Failure to Comply with Lawful Directive

**Level II Code of Student Conduct** violations are more serious in nature and result in a presumed short-term suspension. Principals may recommend a long-term suspension based on the presence of aggravating factors.

**Level II violations include:**

- Fireworks or Ammunition (possession or use)
- Fighting/Assault on Another Student
- Fire Alarm (falsely setting off a fire alarm)
- Threats of Serious Bodily Harm
- Damage to Property and Vandalism
- Sexual Acts
- Sexual Harassment or Harassment (Non-physical)
- Harassment or Bullying

**Level III Code of Student Conduct** violations are more severe in nature and support long-term suspension. The principal may impose a short-term suspension based on mitigating factors.

**Level III violations include:**

- Assault on a School Employee
- Possession or Use of Weapons other than Firearms
- Arson
- Sexual Harassment (Physical) or Sexual Assault
- Drugs or Alcohol (possessing, using, distributing, selling, possessing with intent to distribute or sell, or being under the influence of drugs, controlled substance or any alcoholic beverage, drug paraphernalia, counterfeit drugs, or possessing or using any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or otherwise altering the student's mood or behavior)
- Bomb Threat or Hoax
- Terrorist Threat or Hoax

**Level IV Code of Student Conduct:** In accordance with North Carolina state law, **possession of firearms or destructive devices** shall result in a recommendation for suspension for 365 calendar days.

### **Due Process (Policy 4220)**

The principal shall investigate all instances of alleged student misconduct and attempt to hear all sides of the controversy. The student will receive notice of the alleged misconduct and be given the opportunity to respond to the charges.

**Short-Term Suspension:** A short-term suspension is removal from school for a period up to and including 10 school days. After an investigation, the principal may decide a short-term suspension is warranted. Students may be summarily suspended before an investigation is completed if the presence of the student creates a direct and immediate threat to the safety of other students and staff, or substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school.

The principal shall provide notice to the student's parent of the suspension, including the reason for the suspension and a description of the conduct on which it was based. Every effort will be made to hold a conference with the parents before or at the time the student returns to school. Principals are authorized to develop in-school review processes for disciplinary consequences short of long-term suspension. A short-term suspension may not be appealed beyond the school level.

**Long-Term Suspension:** If the principal determines that a long-term suspension is appropriate, the students shall be suspended for 10 days and a recommendation for long-term suspension shall be made to the superintendent. A copy of written recommendation shall be provided to the student's parent or guardian. If the student/parent does not request an appeal hearing, the superintendent shall notify the parent in writing of his decision by the tenth day of the suspension. The notice shall include whether the student will be offered alternative education services, the information that will be included in the student's official record, and the procedure for seeking expungement of that information.

**Formal Hearing:** If a formal hearing is desired, the student or parent must notify the superintendent in writing within three school days following the notice of impending long-term suspension. A hearing panel consisting of three members of the Central Office professional staff shall be convened. The hearing shall be conducted and a final decision made on or before the tenth day of suspension.

**Appeal to the Board of Education:** Any student or parent who disputes the final decision of the hearing panel may appeal to the Board of Education. The appeal must be made, in writing, within five (5) school days of the mailing of the notice from the hearing officer.

## RESTRAINT POLICY

It is the policy of the State of North Carolina to:

- Promote safety and prevent harm to all students, staff, and visitors in the public schools.
- Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.
- Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.
- Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
- Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

**Aversive Procedure:** A systematic physical or sensory intervention program for modifying the behavior of a student which causes or reasonably may be expected to cause physical harm, physical illness, psychological impairment, obvious repulsion on the part of observers.

**Isolation:** A behavior management technique with a student placed alone in an enclosed space from which he is not prevented from leaving.

**Mechanical Restraint:** The use of any device attached or adjacent to a student that restricts freedom of movement.

**Physical Restraint:** The use of physical force to restrict the free movement of all or a portion of a student's body.

**Seclusion:** Confinement of a student alone in an enclosed space from which the student is physically prevented from leaving.

NC General Statute 115C-391.1, GS 115C-47(45)

### Notice, Reporting and Documentation

School personnel shall notify the principal or principal's designee, by the end of the workday, when

- Any use of aversive procedures
- Any use of Prohibited use of mechanical restraint
- Any use of physical restraint resulting in observable physical injury to a student
- Any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan

The principal or designee shall notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the

incident. This notification shall occur by the end of the workday during which the incident occurred.

The parent or guardian shall be provided a written incident report no later than 30 days after the incident. This report shall include:

- The date, time of day, location, duration, and description of the incident and interventions
- The events or event that led up to the incident
- The nature and extent of any injury to the student
- The name of a school employee the parent or guardian can contact regarding the incident

No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.

Edenton-Chowan Schools  
2009

## **SCHOOL ATTIRE**

Elementary school children should come to school dressed in clean, comfortable clothing which allows them to participate in the many types of activities that occur during the elementary school day. All clothing should fit the child properly so that it does not interfere with required school activities. All pants, slacks, jeans, skirts, and shorts shall remain at the top of the waist. At no time should any undergarments be visible. Students need to wear shoes designed for running and playing and held securely in place. Nothing is to be worn on the head in the school buildings unless there is a special activity or need.

## **PERSONAL ITEMS**

Each year large numbers of personal clothing, jackets, coats, etc. are misplaced. Personal items should be labeled with the student's name, address and telephone number. This should ensure return of articles which are lost during school hours. Twice yearly, clothing will be donated to an outside agency.

## **FIELD TRIPS**

Teachers periodically, during the school year, plan trips to areas relating to topics studied in the classroom. Parents/guardians are often invited to join their children at the field trip location. We encourage parents to use this opportunity to spend one-on-one time with their child on his/her field trip.

If space is available on activity buses, parents may be allowed to ride with their child on the bus. All children must ride school transportation to the field trip location. A parent may transport their child home if a written request has been approved prior to the day of the field trip.

## **DRILLS**

### **FIRE**

Fire drills, involving all students and employees, will take place at least once each month. An alarm will be sounded and directions to line up and exit the classroom will be given by the teacher. Predetermined exit routes are established and posted in each classroom.

### **TORNADO**

Tornado drills will take place periodically and all students and employees will participate. Notification regarding the tornado drill will be given over the phone system. Each class is assigned an area on the inside wall and specific procedures are explained and demonstrated.

## **WEATHER**

In the event of inclement or severe weather school may be delayed or canceled. School personnel remain in continuous contact with the Chowan County Emergency Operation Center to monitor weather conditions. The local media is notified of any school cancellation, early dismissal, or delay and given information of alternate schedules. Parents should be notified of school delays or closings by an automated phone call, initiated by the school system.

The following radio stations will be notified of our school cancellations or delays: WZBO 1260 AM, WGAI 56 AM, WKJX KISS 97 FM, WRVS 89.9 FM, WRSF DIXIE 105.7 FM, and WFMZ PRAISE 105 FM. The following TV stations will be notified of our school cancellations or delays: WITN-TV 7, WNCT-TV 9, WTKR-TV 3, WVEC-TV 13 and WAVY-TV 10. You can also go to <http://ecps.schoolfusion.us/> for information regarding cancellations or delays. If the local media are not announcing information concerning Edenton-Chowan Schools, then the schools operate on a normal schedule.



## EQUAL OPPORTUNITY POLICY

White Oak Elementary School is committed to the principle of equal opportunity. All course offerings at White Oak Elementary School are offered without regard to race, color, national origin, gender, religion, or handicapping conditions. Direct inquiries to Amy Steinert, Principal of White Oak Elementary School or Michelle Maddox, Director of Human Resources, Edenton-Chowan Schools.

## INTEGRATED PEST MANAGEMENT (Policy 6105)

Integrated Pest Management (IPM) is a comprehensive approach that combines effective, economic, environmentally sound, and socially acceptable methods to prevent and solve pest problems. The school system's IPM program will strive to minimize any potential health, environmental and economic risks from the use of pest control methods. Understanding that pesticides will not be used based solely on a schedule, school personnel in charge of pest management will consider how and when pesticides need to be used. At the beginning of each school year parents may request in writing notification of nonscheduled pesticide use. Notice of nonscheduled pesticide use should be made at least 72 hours in advance, to the extent possible.

## LUNCH AND BREAKFAST PROCEDURES

All daily paid lunch and breakfast money will be collected as the student goes through the line. Prepaid monies for lunch and breakfast will be collected in the cafeteria.

The following price schedule is in effect for the 2012-2013 school year:

### Breakfast served 7:50 – 8:15 \*

\* Students must be in breakfast line by 8:15 a.m. at the latest to be served, with the exception of students who arrive to school by a late bus.

Student Paid Breakfast.....	1.00
Student Reduced Price Breakfast.....	.30
Adult Breakfast.....	A la Carte

### Lunch

Student Paid Lunch.....	2.10
Student Reduced Price Lunch.....	.40
Adult Lunch or Salad.....	A la Carte
Milk.....	.40
Water, 16 oz. ....	.50
Water, 8 oz. ....	.35
Ice Cream.....	.75

## **CLASSROOM CELEBRATIONS AND SNACKS**

Celebrations of holidays, birthdays, special events, and accomplishments will be coordinated by your child's teacher. Parents should notify the teacher a minimum of three days prior to request a classroom celebration/party. White Oak School encourages healthy food choices. Parents are encouraged to provide healthy food options for their child. Snack time in the classroom is determined by your child's teacher with consideration to their lunch and daily schedule. Some food items may be discouraged in the classroom related to student food allergies. Homemade food and drinks cannot be distributed to students. By law, no food or beverages can be provided or sold to a group of students until after the last meal has been served in the cafeteria.

## **NEWS/MEDIA ACCESS**

Throughout the school year, there may be occasions when media and/or school/school system personnel will be photographing and/or videotaping classroom and school-related activities to be used in school/school system publications and/or sent to the local media for publishing. If you do not wish for your child to be interviewed or identified in photographs or other types of media, please contact the principal in writing, expressing your child's restriction. For further information, contact the Board of Education Office at 482-4436.

## **NOTIFICATIONS**

**The Family Educational Rights and Privacy Act (FERPA)** requires that Edenton-Chowan Schools, with certain exceptions, obtain parent/guardian written consent prior to the disclosure of personally identifiable information from the child's educational records. However, Edenton-Chowan Schools may disclose appropriately designated "directory information" such as Honor Roll or other recognition lists; sports information such as weight and height information; or other similar information not considered harmful or an invasion of privacy, without written consent. The school system also is required by the No Child Left Behind Act to provide student names, addresses and phone numbers to military and college recruiters who request them unless the parent/guardian has advised the school to the contrary. If you do not want your child's directory information disclosed, you must inform the school system of your wishes in writing by September 2, 2011.

**The Protection of Pupil Rights Amendment (PPRA)** gives parents, legal guardians, and emancipated minors certain rights pertaining to the conduction of surveys, collection and use of information for marketing purposes, and certain physical examinations.

These include the right to:

- Consent before students are required to submit to U.S. Department of Education funded surveys;
- Receive notice of, and an opportunity to opt out of a protected information survey (regardless of funding);

- Receive notice of, and opt out of invasive non-emergency physical exams or screenings;
- Receive notice of, and opt out of activities involving the collection, disclosure, or use of students' personal information for marketing or to sell or otherwise distribute to others;
- Inspect, upon request and before administration or use, protected information surveys of students;
- Inspect instruments used to collect personal information from students for any of the above purposes;
- Inspect instructional materials used as part of the educational curriculum.

**Student and Parent Grievances:** A student, parent, or guardian may initiate grievance procedures to appeal final decisions of school personnel within the school system to the extent provided in Board Policy 4500. This policy is located in the Edenton-Chowan Schools Policy Manual, which may be obtained from the principal's office or the office of the Superintendent. A copy of the Policy Manual also is available on the school system's website at <http://ecps.schoolfusion.us/>. Policy 4500 does not apply in the case of long-term suspensions or expulsions, which is covered by Policy 4220; in questions of Due Process, which is covered in Policy 4400; or in the case of alleged sexual harassment, which is covered in Policies 4400 and 5130.

## **PTA**

PTA is an active parent teacher organization, designed to bring a better relationship between parents and teachers. The PTA has been instrumental in raising funds for field trips and playground equipment. PTA meeting dates for this school year 2012-2013 are to be determined.

### **2012 – 2013 PTA Officers**

**Jill Devine- President**

**Tanya Parrish- Vice President**

**Paul Clifton- Treasurer**

**Rana Layton- Secretary**

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled throughout the school year. Please see calendar for these system-wide conference dates. Face-to-face conferences allow for the teacher to share work samples that depict the level of a child's performance. To allow more parent participation, flexible times will be offered throughout the year. Parents with questions or concerns are encouraged to ask for a conference at any time during the year.

## **RECESS AND TRACK**

Students are encouraged to walk on the track under the direction of their teacher each day for 15 minutes. Teachers should schedule their Track Time as they see fit and as their schedule allows. **No recess after 2:40 each day.**

## **SCHOOL COUNSELING**

A state licensed school counselor is available at White Oak Elementary for all students, teachers, and parents. The counselor's role is to help students have a successful school career through a program of services aimed at helping them learn and develop to their greatest potential. The counselor adheres to the professional and ethical standards and practices of the school counseling profession.

The American School Counseling Association (ASCA) model is used to ensure a comprehensive school counseling program. The school counselor has a website off of the school website to keep parents informed of activities that will occur at school through the school counseling program.

The school counselor may provide helpful information regarding community resources as well as student and/or family referrals to community agencies as necessary. She/He is available to interpret and discuss standardized testing and student records. She/He works closely with the principal and assistant principal in identifying and resolving student issues, needs, and problems.

## **SCHOOL HEALTH**

Your child's health is important to us. Please notify the school nurse of any medical problems or changes in health that your child has. We will work with you and your physician to adjust your child's school program according to his/her health needs.

**Medications at School:** Over the counter and prescription medications will only be administered at school by a doctor's order. The parent is responsible for submitting a properly completed and signed medication authorization form to the school nurse. Medication forms can be picked up at your child's school or sent home with your child. All medications must be received in their original container. Please call or see your School Health Nurse for Edenton-Chowan Schools medication policy and procedure.

**Meningococcal Meningitis Vaccine, Flu Vaccine, Hepatitis B Vaccine, HPV**

**Vaccine:** These vaccines are recommended by the CDC (Centers for Disease Control and Prevention) and available through health care providers. Parents are encouraged to

talk with their child's physician or local health department for more information on getting their child vaccinated. Please see your physician for a copy of this information or visit [www.immunizenc.com](http://www.immunizenc.com) or [www.cdc.gov](http://www.cdc.gov).

**Immunizations:** North Carolina State Law requires that all children enrolling in school must have a copy of their immunization record on file at the school and the student must be up to date on all required immunizations. Parents have 30 calendar days from the date of enrollment or the first day of school to have immunizations completed and a copy of the record brought to the school. Students will be suspended from school if these requirements are not met within the 30 days. Students enrolling in Kindergarten must also have a health assessment (physical) done within the last year and a copy on file at school. For more information, please see your health care provider or visit [www.immunizenc.com](http://www.immunizenc.com) or [www.cdc.gov](http://www.cdc.gov).

**NC Diabetes Legislation and NC Asthma & Allergy Legislation:** North Carolina law requires the development and implementation of individual care plans for students with diabetes, asthma and those subject to anaphylactic reactions in NC Public Schools. If your child has diabetes, asthma, food allergies, insect allergies, or is subject to anaphylactic reactions, please contact the school nurse. Please visit [www.ncdiabetes.org](http://www.ncdiabetes.org) and [www.foodallergy.org](http://www.foodallergy.org) for more information.

## **SCHOOL HEALTH SERVICES POLICY**

Teachers are requested to report to the office any known school-related injury to a child. First aid treatment for minor injuries will be provided by staff trained as first responders. If a child is injured seriously enough to require professional medical attention, the parents/guardians will immediately be contacted. If the injury warrants immediate action, the Edenton-Chowan Rescue Squad will be contacted and the child will be transported to Chowan Hospital. *No services can be rendered by Chowan Hospital Emergency Room without parental permission written and on file.*

## **TELEPHONE CALLS**

The telephone is not to be used by students unless under the supervision of their teacher. Phone calls received for the students will not be transferred to the classrooms

during the school day. In the event of an emergency, messages will be received at the office and delivered to students.

Teaching time in the classroom at White Oak is very valuable. For that reason we discourage any phone calls to our teachers during the school day. We will be happy to put calls through to teachers' voice mailboxes.

## **TELEPHONE MESSAGES USED FOR EMERGENCIES & IMPORTANT INFORMATION**

It is essential that the school has a current address and number for each child. The school system maintains a database of telephone numbers of parents so that we can contact parents in the case of an emergency or with important information. In the case of an emergency throughout the district, the cancellation or delay of school due to weather conditions, the school system will send a message to several telephone numbers of the parent of each child. These numbers may include home, work and cell phone numbers of one or both parents.

In the case of important information that is not an emergency, the school system or White Oak administration will send a telephone message. These messages may include information regarding parent progress reports, PTA meetings, field trips, or school events.

## **VOLUNTEERS**

Volunteers are welcome in the Edenton-Chowan Schools if their presence is in the best interest of the school. At White Oak School, volunteers may volunteer in areas that have been approved by the principal or principal's designee. Parents/Relatives may volunteer in their child's classroom on special occasions but not on a regular basis. More information is available at the school regarding use of volunteers, along with the volunteer application.

## PARENT ACKNOWLEDGMENT FORM

Student's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Grade \_\_\_\_\_

Learning can only take place when there is a combination of effort, interest, and motivation. As we are committed to your child's success and progress in school, we are going to do our best to promote his/her achievement.

Please acknowledge by signing this agreement to work in a partnership together to ensure the mutual goal of achievement for your child as stated in the 2011 – 2012 White Oak Elementary School Parent-Student Handbook/Calendar.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

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*I have read the entire 2011 – 2012 White Oak Elementary School Parent-Student Handbook/Calendar and understand that these are the rules and procedures under which the school will operate.*

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

**PLEASE RETURN THIS ENTIRE FORM TO  
YOUR CHILD'S TEACHER!**