

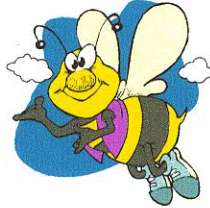
TO: Dr. Smith
FROM: Jamie Bowers
DATE: May 15, 2013
RE: DFW Student Handbook 2013-14

Attached please find the 2013-14 DFW Student Handbook. Changes are as follows:

- Dates have been changed throughout the handbook to reflect the 2013-14 school year.
- School fax number has been updated on p. 1
- Yearly Calendar was updated on p. 4
- District Attorney's Office was changed to Judicial Attendance Council (JAC) p. 6
- Included a list of acceptable excused absences & tardies on p. 6
- Include that they cannot be accepted over the phone-all bus changes must be in writing & that a specific drop off address is required p. 7
- Updated the Bus Changes to include the maximum of 2 drop-off locations & that bus notes will only be processed on Mondays for the upcoming week. Notes must be in the office by 11:00 am on Monday morning. P.7
- Updated bus policies to include that students will be brought back to the school or taken to the bus garage (depending upon the designated bus route) p. 7
- Updated balloons, flowers, glass containers tot include large items not be taken on the bus p. 7
- Updated the classroom parties to include food items with nutritional labels p. 8
- Lunch prices were updated (\$2.20) on p. 8
- Updated a list of prohibited items in the cafeteria p. 8
- Updated Dismissal from WOS. p. 9
- Common Core and Essential Standards were updated to include higher academic standards instead of reading only p. 8-9
- Included a statement to the dress code regarding students wearing shoes that are safe for running and playing p. 9
- Updated the Early Dismissal section to include required attendance on half days p. 9-10
- Updated the Early Release Days for the 2013-2014 school year p. 10
- Updated the electronics section to include them remaining in backpacks and off during the day p. 10
- Updated the Parent/Teacher Conferences section to include required attendance on half days p. 12
- Updated the Drills to put all of the various drills under the same heading, included the statement of no talking during a fire drill, and included lock down drills p. 13
- Updated the School Health section to include all medications and screenings. Also, included a statement about wanting to work with health care providers on meeting the medical needs of the students p. 14
- Updated school supplies p. 16
- Updated the Technology section including the vision for having it as well as the consequences for not using it properly p. 16-17
- Updated Visitors and Parents. p. 18
- Updated the Small Group Alternative (SGA) to include a statement that a teacher may recommend SGA; however, an administrator needs to approve it p. 20
- Updated the weapons section to include that the word "weapons" also refers to items that are being used as a weapon p. 21
- Updated the Bus Behaviors & Consequences to include the title at the top of the page, no talking or playing on the bus as well as the issuance of silent lunch as a disciplinary option p. 24

All changes are highlighted in yellow. The highlighting will be removed before the Student Handbook is sent to the printer.

D. F. WALKER ELEMENTARY 2013-2014



**Be Honest, Be Respectful, Be Responsible,
It's a good way to live!**

**D. F. Walker's mission is to encourage success
by meeting individual needs.**

125 Sandy Ridge Road

Edenton, NC 27932

Phone: 252-221-4151

Fax: 252-221-4386

Website: <http://ecps.dfw.schoolfusion.us>

Jamie B. Bowers
Principal

D. F. Walker Elementary School is committed to the principle of equal opportunity. All course offerings at D. f. Walker are offered without regard to race, color, national origin, sex, religion, or handicapping conditions. Direct inquires to Jamie B Bowers, Principal of D. F. Walker Elementary School or Michelle Maddox, Director of Human Resources, Edenton-Chowan Schools.

PRINCIPAL'S MESSAGE

Dear Students and Families,

It is my pleasure to welcome you to another exciting year at D. F. Walker Elementary School. We are looking forward to a very successful year as we strive for student success and teaching excellence! I am proud to be principal of such an amazing school and am looking forward to what the year will bring!

In order for your child to have a successful year, we must focus on academic progress, which will lead to his/her success. Each week your child's teacher will send home a Tuesday Take Home Folder. We ask that you review the academic and behavior marks and comments in that folder. Please add your comments and signature. It is important that we receive that folder back at school by Wednesday or Thursday each week.

This book is the student's planner/agenda. In it you will find the D.F. Walker handbook and calendar pages to record your homework each day. If used correctly, it can improve organization skills. In addition to the information found on the handbook pages, you'll find many interesting tips throughout the book. I hope that students will use some of these tips to improve their work ethic as a student, as well. In order for us to know that the planner is being viewed by the parents, we ask that everyone sign off daily at the bottom of the weekly homework page.

There are many opportunities for families to be involved in our school. We would love for you to volunteer in our classrooms, serve as a Book Buddy, join PTA, and attend our Parent Conferences & Awards Day programs.

Our goal is to provide quality education using the 3 R's: Rigor, Relevance, and Relationships. We will also support your student with structure & consistency. Working together, we can attain excellence for your child!

This handbook has been developed to help answer questions, and serve as a reference guide. Students and parents are expected to read this handbook, understand, and follow the information that is provided. Please do not hesitate to contact me if you have any questions regarding the school, its procedures, or general information. I am looking forward to a great year, and know that we will do wonderful things at D.F. Walker Elementary School!

Sincerely,

Jamie B. Bowers
Principal

Show this signature page to your teacher, but do not remove from the Planner.
Please check all that apply and sign.

Please review the Student Handbook in this Planner and the Code of Conduct insert provided by our superintendent, Dr. Allan Smith.

_____ My child, _____ and I have reviewed and understand the Student Handbook for the 2013-2014 school year. I understand that DFW is providing this Planner free of charge and that replacement Planners cost \$5.00 each.

_____ My child, _____ has permission to attend all school-wide field trips. I understand I will be notified in advance of the school-wide field trip through the Weekly Folder, Upcoming Events memo from the office, my child's teacher, and/or the School Messenger Phone system.

Student Signature

Parent/Guardian Signature

Date

D.F. WALKER SCHOOL IMPORTANT DATES

August 22, 2013	Open House (3:30-5:30 P.M.)
August 26, 2013	First Day of School
September 2, 2013	Holiday- Labor Day
September 24, 2013	Staff Development $\frac{1}{2}$ Day - Early Release for Students
October 25, 2013	End of the First Nine Weeks
November 1, 2013	Parent-Teacher Conference - No School for Students
November 11, 2013	Holiday- Veteran's Day- No School
November 27-29, 2013	Thanksgiving Break
December 20, 2013	Early Release K-12
December 23 - December 31, 2013	Christmas and New Year's Holiday
January 1, 2014	New Year's Day Holiday
January 2, 2014	Students return from Break
January 17, 2014	End of the Second Nine Weeks
January 20, 2014	Holiday- Martin Luther King Jr.'s Birthday
February 6, 2014	Teacher Workday - No School for Students
February 7, 2014	Parent-Teacher Conference - No School for Students
February 18, 2014	Staff Development $\frac{1}{2}$ Day - Early Release for Students
March 21, 2014	End of the Third Nine Weeks
March 28, 2014	Parent-Teacher Conference - No School for Students
April 18-25, 2014	Spring Break
May 26, 2014	Memorial Day Holiday
May 28-30, 2014	Early Release @ 1:30 for End of Grade Tests
June 12, 2014	Last Day of School - Early Release for Students
June 13, 2014	Teacher Workday

D.F. WALKER SCHOOL
Emergency/Important Telephone Numbers

Superintendent	482-4436
Chowan Communications (482-4444)	911
Police Department (482-5144)	911
Sheriff's Department (482-8484)	911
Fire Department, County	911
Fire Department, Edenton (482-3115)	911
Rescue Squad (482-4365)	911
Emergency Management Services	482-7265
Maintenance Department	482-4158
Transportation Department	482-5306
Technology Department	482-2811
D. F. Walker School	221-4151
Chowan Middle School	221-4131
John A. Holmes High School	482-8426
White Oak School	221-4078
Recreation Department, Edenton	482-8595
Northern Chowan Community Center	221-4901
Boys and Girls Club	482-7082
Weather Information	221-4151, then ext. 500

D. F. Walker Student / Parent Handbook

Accident / Dental Insurance – Each student will bring home an Accident/Dental Insurance brochure at the beginning of the school year. Accident insurance for elementary children is voluntary. Accident insurance is not health insurance. Please read your information packet carefully to understand your coverage. If you wish to purchase the accident insurance please go online or contact the company directly.

Absences and Tardies – School hours are from 7:50 – 3:05. Students will be marked tardy at **8:00 if they are not in class.** **Three tardies will result in an office referral and an assignment to Extended School Alternative.** **Parents must provide transportation at 4:00 PM on the assigned day.** In order for students to receive the maximum benefit of the education program designed by the Edenton-Chowan School system, attendance and promptness are essential. There is an abundance of material to be covered in the 180 instructional days. We encourage students to be in school unless they are ill or there is an emergency. We encourage parents to make non-emergency appointments after the school day if possible. **Please do not plan to pick your child up early on a routine basis as the child misses important instructional time.** Parents are asked to come into the office and sign their children in when arriving late and sign them out if they must leave before the end of the school day.

When children are absent, they should bring a written excuse signed by the parent the **first day** the student returns to school. Absences will be coded as unexcused if a note is not received. After three unexcused absences, parents will be notified. After five unexcused absences, parents will be asked to come to school for a conference with the principal or counselor. Ten unexcused absences may result in a report being filed with the **Judicial Attendance Council (JAC).**

When children are absent for an educational activity such as Odyssey of the Mind, regional Math or Science Fairs, etc., the children are excused and will be allowed to make-up their work.

Excused absences include:

1. Illness or injury which prevents the student from being physically able to attend school. Certification of an illness from a physician may be required to substantiate an illness.
2. When isolation or quarantine of the student is ordered by the local health officer or by the State Board of Health.
3. 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. Medical or dental appointment of a student and approval of the school official is gained prior to the absence, except in the case of an emergency. A written excuse should be presented with a doctor's signature or stamp.
5. When the student is a party to or under subpoena as a witness in the proceedings of a court or administrative tribunal.
6. Observance of a religious event. The parent/guardian 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 be required for absences due to religious observance.

7. When the student obtains the principal's prior approval of a valid educational opportunity, such as travel. Approval for such an absence must be gained prior to the absence.

Birthday Book – Please consider donating a book in honor of your child on his or her birthday to be placed in your child's classroom library. A dedication sticker will be attached to the book acknowledging the gift. Your child's teacher can provide you with suggested titles. This gift would be a lasting memento to your child as well as an addition to the class library.

Bus Regulations – Students who come to school on the bus should return home on the bus unless they have a note from the parent and the assistant principal or principal approves it. Only regularly scheduled students are allowed to ride the school bus.

Bus Changes – **Students must have a consistent weekly bus schedule with a maximum of 2 drop-off locations.** For example a student may go home and to dance, but may not go to home, to dance, and the Boys & Girls Club. Bus notes will only be processed on Mondays for the upcoming week. Notes must be in the office by 11:00 am on Monday morning. If you are not able to send a note, please fax a note before 11:00 am on Monday morning. This includes changes for students that will be picked up instead of riding the bus. We are unable to accept any changes by telephone or email.

In order to make sure that all students reach their destination safely, all bus change notes **must** include:

- Date note is written
- Student's first and last legal name (please do not use middle or nicknames)
- Teacher's name
- Bus #
- **Specific address where the student(s) will be dropped off**
- Date(s) affected
- Parent/Guardian signature and contact information

Emergency Change of Bus – While we do recognize that emergency situations arise after the schedule is submitted each week; we must maintain consistency in bus placement for your child's safety. Therefore, we will only modify the child's bus schedule in the case of extreme emergencies. These situations will be closely monitored, and changes will only be granted by administration.

Bus Policies – Safety is very important on the bus and we want to ensure that the busses are able to stay on schedule. As a result, please note the following bus policies:

- 1) If the bus comes to a bus 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. After the third occurrence, there will be an automatic two day suspension from bus privileges.
- 2) 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.
- 3) An adult has to receive children from the bus to ensure their safety in the afternoons. If an adult is not present to receive the student, the student will be transported to the **bus garage or back to the school (depending upon the designated bus route)** where a designated adult has to pick them up. If this occurs more than once, the student's bus privileges to ride the bus to and from the school will be denied for 1 day.

Balloons, flowers, glass containers and large objects on the Bus – For the safety of your child, students and the bus driver; large items and glass containers **CANNOT** be transported on

the school bus. If items are delivered to a student at school, they will be given to the student in the office and must be picked up from the office by the parent/guardian after school.

Character Education – Edenton Chowan Schools promotes character development through the implementation of our Character Education program. We believe that parents are the first and most influential teachers that a child has. We do not want to infringe upon values taught at home, but to reinforce them. The traits on which we focus are Respect, Responsibility, Perseverance, Honesty, Tolerance, Compassion, and Accountability.

Classroom Celebrations – Celebrations of holidays, special events, and accomplishments will be coordinated by your child's teacher. Parents are encouraged to provide healthy food options for classroom parties. **Homemade foods or drinks cannot be distributed to students.** Please assist by providing prepackaged, store-bought items that include the nutrition label. More information can be provided by our school nurse.

Cafeteria Program – D. F. Walker participates in the National School Lunch Program. This program provides free or reduced-priced breakfast and lunch for eligible children. On the first day of school, students will take home a meal application to be filled out by parents. We encourage parents, if interested, to return these completed forms to the school as soon as possible. Applications will be screened by the Central Office for approval. All students will be assigned a number, which will indicate to the cafeteria whether the student is receiving free, reduced, or paid meals. Breakfast and Lunch fees are as follows:

Breakfast: (served 7:50-8:15)

Students (Full Price) \$ 1.00

Students (Reduced) \$.30

Adults items purchased a la carte

Lunch:

Student (Full Price) \$ 2.20

Student (Reduced) \$.40

Adults items purchased a la carte

The following items are *not* allowed:

- Trading or sharing food items
- Bags of popcorn that need to be popped in the microwave
- Energy or soft drinks
- Seafood (due to the severe allergies of some students and staff members)

Students are expected to exhibit respect and responsible behavior in the cafeteria.

Code of Student Conduct (Policy 4210) – 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.dfw.schoolfusion.us>.

Common Core and Essential Standards– North Carolina has adopted the Common Core and Essential Standards as the new curriculum. The Common Core is a set of learning skills and objectives that all students should achieve. They set guidelines for what each student should learn. With these standards, the skills students learn will progress as they move through school. Common Core state

standards focus on the most important topics that students need to know. The implementation of the Common Core will hold students to **higher academic standards**. Students will be expected to communicate their understandings of text in more complex ways. Compared to previous EOG and achievement tests, Common Core assessments will look different. Students will be analyzing and synthesizing information, writing essays, and answering in-depth questions to show how much they understand. North Carolina has also adopted the New Essential Standards. These standards only apply to North Carolina in the areas of Science, Social Studies, Information and Technology Skills, the Arts, Healthful Living, World Languages and the Occupational Course of Study. These standards were written using Revised Bloom's Taxonomy because it has well-defined verbs and is built on modern cognitive research.

Discipline – D. F. Walker's faculty and staff believe that a strong discipline program promotes a child's self-worth and dignity while it also helps to develop a child's own inner discipline system. Our program helps children learn socially acceptable behaviors, considers the best interest of students and school, and strives to be reasonable, appropriate, and fair.

*Please see the Student Code of Conduct insert from our Superintendent and DFW's Discipline Plan at the end of this document.

Dismissal – Parents 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 as the child misses important instructional time.**

Dismissal from WOS – Parents may request DFW students who have siblings attending WOS to **walk** to the WOS multipurpose room at 3:00. This will allow parents to pick up students at one location. Please send a note to your child's teacher requesting that he/she **walk** to WOS for afternoon check-out.

Dismissal from DFW – Children who are being picked up by a parent or caretaker each afternoon will report to the cafeteria at 3:05. Parents who are picking up their children should report to the cafeteria and sign your child out of school.

Dress Code – 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. Shorts, skorts, and skirts must come to the fingertips or below with fingertips at side and fingers extended. If skirts have splits, the split must be below the fingertip. Shirts should cover the shoulders and midriff. At no time should any undergarments be visible. Low-cut shirts that expose cleavage, see-through tops and short shirts that expose stomach, back or undergarments may not be worn. **Leggings must be covered by a shirt or skirt that is at least fingertip length. Shoes designed for running and playing and held securely in place help ensure safety. Students will not be permitted to run or play in shoes that are deemed unsafe.** Nothing is to be worn on the head in the school buildings unless there is a special activity or need.

End of Grade Testing – All students in grades 3, 4, and 5 must take an End of Grade test as stated by North Carolina law. These important tests are administered in late spring. Parents will be informed of the dates and how they can assist their students to be as successful as possible on these critical assessments.

Early Dismissal (Excused) – If a student needs to be dismissed early due to a doctor's appointment, dental appointment or emergency, he/she should bring a written note from home stating

the date, time and reason so the teacher can send the student to the office when it is time for him/her to be picked up. Such dismissals are excusable if they do not exceed one half of the school day. **This includes early release days.** **If a student leaves school before 11:30 a.m. or comes to school after 11:30 a.m., he/she will be counted absent for the whole day.** Parents or relatives picking up a child must come in to the office to sign the student out of school. Persons authorized to pick up the student must be listed on the emergency form. **Please do not plan to pick your child up early on a routine basis as the child misses important instructional time.**

Early Release Days – September 24, 2013, December 20, 2013, and February 18, 2014 @ 12:30. May 28-30, 2014 @ 1:30 for EOG Testing. If school is dismissed early due to inclement weather, notification will be sent to the local radio, television stations, and via School Messenger (see Weary Weather).

Electronics – Our students live in a technology-enriched environment both at home and at school. Recognizing that many students own cellular phones and other electronic devices (E-Reader devices), these devices may be brought to school by students. The electronic **must remain** in the book bag or purse in the off position during the school day if brought to school. All devices should be clearly marked with the child's name. It is the responsibility of the student to keep the device secure. The teacher will allow the student to use the device for instructional purposes at designated times. Otherwise, the device must remain stored and in the off position. If the device detracts from the learning environment, i.e. is used during an undesignated time, the device will be confiscated and will be available in the office for a parent to pick up the device. A device confiscated a second time may lead to the device being held in the office until the end of the school year.

Students must follow the guidelines of the school's Acceptable Use Policy for technology at all times. All rules and expectations are applied when accessing the internet through student owned devices during the school day.

The goals for student use:

- To increase student productivity in the classroom when completing assignments, projects, and other activities assigned in class
- To facilitate mobile learning
- To promote leadership in one's own learning that supports specific curricular areas

Lost or stolen cell phones and/or electronic devices are not the responsibility of D.F. Walker.

Emergencies – Parents will be notified of illness, injury or accidents that need medical attention. Parents must be sure that the school secretary and teachers always have a **current emergency phone number**.

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 13, 2013.

Field Trips – Field trips are part of the instructional curriculum in that they provide educational experiences, which enhance classroom teaching and learning. We hope that all of our students will have these field trip opportunities. If the decision is made that a child is not allowed to participate in a field trip; he/she will have an alternative setting at school.

Fundraising, on-going campaigns – We collect Box Tops and Campbell's labels in an effort to provide more resources for our classrooms and playground. All items should be turned in to Mrs. Bass.

Guidance and Counseling – Guidance services are available to each student to help facilitate academic success, social adjustment and self-understanding. The counselor works closely with teachers, the home and community agencies in implementing the program.

Counseling is a process by which a student is helped by conferences to understand himself in relation to the developing and changing world. Although students may sometimes meet in groups, the emphasis is always upon the individual.

Homework Policy – It is our belief that homework should be a time when children practice and reinforce lessons taught during the school day. Parents should understand that homework encourages independence and creativity. Parents can provide helpful home atmospheres that encourage their child to do his/her best. Homework is generally assigned Mondays through Thursdays. Research supports that approximately 50 minutes should be spent on homework in fifth grade, 40 minutes in the fourth grade, and 30 minutes in the third grade. These times include written work, studying, and reading assignments.

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. 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.dfw.schoolfusion.us>.

Request for Homework – Parents are encouraged to call the school to request missed assignments when their child is absent for a series of days. Please make that request by 11:30 AM to provide adequate time for teachers to create a packet. Packets may be picked up after 3:30 PM or sent home with another child the next afternoon.

Length of a School Day – The building is open to students beginning at 7:50 a.m. Students can report to their classrooms at 7:50 a.m. and are considered tardy after 8:00 a.m. School dismisses at 3:05 p.m.

Mission Statement – The D. F. Walker School mission is to encourage success by meeting individual needs.

School MOTTO – Be Honest, Be Respectful, Be Responsible. It's a good way to live.

Newsletters – Bee Line newsletters will be sent home from the school. Classroom and grade level newsletters will be sent home periodically by teachers.

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, please contact the Board of Education Office at 482-4436.

Obeying our school rules:

1. Be respectful to everyone and everything.
2. Keep hands, feet, and objects to yourself.
3. Be a good listener and follow directions promptly.
4. Come to class prepared.
5. Move safely from place to place.

Parent/Teacher Conferences – Teachers will be available for conferences on November 1, 2013, February 7, 2014, and March 28, 2014. In conjunction with Awards Days and PTA meetings, other parent conference times will be provided. Of course, teachers are always available by appointment.

Report cards will be sent home in the student's Tuesday Take Home folder. Parent/Teacher conferences for the end of each grading period will be held at a time agreed upon by the teacher and the parent. If you wish to meet with your child's teacher at any other time you are encouraged to communicate such with him/her via mail or by contacting the office and leaving a message. Conferences, unless otherwise scheduled by the teacher, during the school day are discouraged.

PTA – The D. F. Walker PTA is committed to working together with parents to provide parent leadership and support for school programs and initiatives. The PTA will conduct fundraisers and hold meetings throughout the school year. To become involved with your PTA, contact any PTA officer.

Parent Involvement – We believe that the education of children is a cooperative effort between parents and school. We also believe that parent involvement is crucial to the success of our children and our school. We encourage and need parents to become involved in their children's education. Parents are cordially invited to visit the school at all times. **Parents must check by the office for a Visitors Pass before visiting in the school for any reason.**

Presidential Awards – The President of the United States recognizes 5th graders for academic excellence and achievement each year. To earn an academic excellence award, a student must have a Level 4 on the Reading EOG or Math EOG in 4th grade, and a 90 GPA (4th grade and 1st semester 5th grade). To earn an achievement award, a student must have an 85 GPA (4th grade and 1st semester 5th grade). Awards are presented at the Awards Day in June.

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 the U.S. Department of Education funded surveys;

- Receive notice of, and an opportunity to opt out of 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 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.

Rigor – D. F. Walker Elementary School provides instruction, which guides students to apply knowledge in authentic problem-solving situations. We assist students in developing skills of inquiry, investigation, and discovery. Aptitudes, interests, and learning styles are considered as teachers engage students in problem-based learning tasks. Students are challenged to examine, plan, execute, and evaluate their solutions.

Safe Schools – In 1997, the North Carolina General Assembly passed the Safe School Act, which established a set of state guidelines to provide each student a safe and orderly educational environment. D. F. Walker completes a Safe Schools Plan yearly. The Safe Schools Plan is designed to identify problem areas within the school environment that may put students, faculty, or staff at risk. If you, as a parent or student, ever see or experience a safety problem please contact the D. F. Walker office. Walkers' Safe School Plan is available upon request.

Safety Drills:

Fire Drills – Fire drills are to be held within the first 10 days of school and monthly thereafter. Evacuation routes are posted in each classroom next to the door.

During a fire drill:

1. The alarms will sound continually.
 - a. Turn out lights, secure windows, and doors to the classroom as you leave.
 - b. If you are the last to come through the hallway, be sure doors are closed as you pass through.
 - c. Return to building when the "All Clear" signal is given by administrative staff.
 - d. In order to ensure safety and provide specific directions (if necessary), students are not allowed to talk during a fire drill.
2. When having a drill, go out in single file and stand at least 100 feet from the building.
3. Be sure that your area of departure or station during the drill would not block rescue operations.

LockDown Drill – As part of our emergency action plan, we conduct drills to prepare students for possible crisis situations throughout the school year. The purpose of the drill is for students to know exactly what to do and how to respond when lock down directions are given. If you have questions, please contact the office at D.F. Walker.

Tornado Drill – Tornado drills will be conducted during the month of February and any other time recommended by the weather bureau. A public address message or note to the teacher will signal a tornado drill. The "Tuck and Duck" method against a non-window wall is the appropriate position during a tornado drill. All persons must follow the drill unless they are designated to

time or monitor the drill. Everyone must stay in position until a bell has been sounded. Silence is required for purposes of hearing directions.

School Health - Your child's health is very 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 **child's licensed health care provider** to provide classroom and scheduling accommodations according to his/her health needs.

Medications at School: Over the counter and prescription medications will only be administered at school upon the completion of a Request For Administration of Medication form by the parent and the physician with approval by school principal, his/her designee and the School Health Nurse. The parent is responsible for obtaining and submitting an Edenton-Chowan Schools properly completed and signed medication authorization form to the school. Forms can be picked up at your child's school or sent home with your child upon request. **All medications must be received in their original container.** The school retains the right to reject a request for administration of medication. Medications that have been interrupted or discontinued will require a new request for administration of medication form properly completed. Please call or see your School Health Nurse for medication policy and procedure.

Screening - Screenings serve as an educational, positive experience that may identify potential health risks. Screening of a student may include Height, Weight, and Body Mass Index, Vision and Dental as part of the School Health/Public Health /Health & PE or Healthful Living programs. Any concerns related to the results of screenings will be sent home in a letter showing your child's results. If you do not want your child included in a screening, you should notify the School Health Nurse.

Meningococcal Meningitis Vaccine, Flu Vaccine, Hepatitis B Vaccine, and 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 or 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. For more information please see your health care provider or visit www.immunizenc.com or www.cdc.gov.

NC Diabetes Legislation & NC Asthma & Allergy Legislation: North Carolina law requires the development and implementation of individual care plans for students with diabetes, asthma & 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 and www.foodallergy.org for more information.

School Messenger (All Call) - An School Automated Call System) will be used periodically throughout the year to inform you of events at our school as well as school cancellations and delays.

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 by 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.dfw.schoolfusion.us>. Policy 4500 does not apply in the case of long-term suspensions or expulsions, which is covered by Policy 4220; in question to Due Process, which is covered in Policy 4400; or in the case of alleged sexual harassment, which is covered in Policies 4400 and 5130.

Student Kitchen - Every student will have the opportunity to cook in the student kitchen. Parents are asked to provide items for the cooking lesson from time to time. Notification will be sent via the Take Home Folder.

Student Records - D. F. Walker maintains official student records of each student. These records which include all information related to the student's education are commonly known as cumulative record folders. Records of a temporary nature, such as a teacher's grade book and personal notes, are not a part of the cumulative record folder.

D. F. Walker makes every effort to insure that the welfare of the students is the only criteria used in developing student records and releasing information from them. In so doing, access to student records is limited to parents or guardians, individuals having the written consent of the student's parents, and school officials who have been determined to have a legitimate educational purpose in examining the records.

The counselor is responsible for maintaining and preserving the confidentiality of student records; thus, they are responsible for granting or denying access to them. When a parent requests to see a child's cumulative record folder, the request will be honored as quickly as possible. Records may not be removed from the school; however, the parent upon request may obtain a copy of any part of the record.

Student Council - Student Council is the school's student leader's organization. Each year the students choose their student leaders. These leaders, working with teacher sponsors, develop projects, which give Student Council the opportunity to promote student leadership and D. F. Walker school pride.

Student Transfers - All transfer students entering or leaving this school should be cleared through the counselor. Students leaving will receive withdrawal forms and other necessary documents. All other information (e.g. cumulative records, test scores, exceptional children records, etc.) will be mailed upon request of the receiving school.

School Supplies -

3rd Grade

2 rolls paper towels
2 boxes of tissues
1 pkg **wide ruled** notebook paper
4 one-subject notebooks
4 two-pocket folders
1 two-pocket **plastic** pocket folder
2 boxes of 24 yellow #2 pencils
1 box of crayons/colored pencils
1 box of markers
1 one-inch 3-ring binder

*Boys: Ziplocs (gallon)

1 container of hand sanitizer

*Girls: Ziplocs (quart)

1 container of hand soap

1 bottle of Hand sanitizer (not soap)

10 glue sticks

4th Grade

Individual Supplies:

-2 3 Subject notebooks
-2 packages notebook paper
-24 Yellow #2 pencils
- 1 package of cap erasers
-Binder: 1.5"- 2"
-2 sturdy pocket folders
-2 rolls of paper towels
-2 boxes of tissues
-sticky notes (any size)
-4 glue sticks
-1 bottle hand sanitizer (not soap)
-1 box Ziploc bags (Girls: Gallon size; Boys: Quart size)
-Please be prepared to replenish your child's pencils throughout the year!
**Please write your child's name with a Sharpie in all jackets/coats/hoodies!

5th Grade

Individual Materials:

2 - 5 Subject notebooks with vinyl covers
2 -Bound Composition Notebooks (usually have a black and white cover)
48 #2 pencils
Index cards (3x5)
1 sturdy pocket folder
1 pkg of highlighters
1 pkg of markers
1 package of colored pencils
1 pencil box or pencil pouch (optional)

Shared Classroom Materials:

1 Pkg of notebook pap
2 rolls of paper towels
4 boxes of tissues
1 pkg of Sticky Notes
1 box Ziploc bags (Girls: Gallon size; Boys: Quart size)
10 glue sticks
Index cards (3x5)
Hand soap
Clorox/sanitary wipes

Tardies - School hours are from 7:50 - 3:05. Students will be marked tardy at 8:00 if they are not in class. Three tardies will result in an office referral and an assignment to Extended School Alternative. Parents must provide transportation at 4:00 PM on the assigned day.

Technology- Access to the Internet is given to students who have parental permission and who agree to act in a considerate and responsible manner, realizing that access is a privilege, not a right. Please know that Edenton-Chowan Schools and D.F. Walker School strive to provide the technology needed to enhance learning as well as the filtering applications necessary to provide your child against various threats on the Internet. We want to ensure that your child is safe at all times, however, there are times when filters may not block all offensive materials and/or students may find ways to access inappropriate materials. Improper use of school computers, the school's network resources, or the school's internet access will result in the following consequences:

- o **First Offense:** Small Group Alternative (determined by administration) and loss of all computer privileges for 10 days
- o **Second Offense:** Small Group Alternative (determined by administration) and loss of all computer privileges for 30 days
- o **Third Offense:** Out of School Suspension (determined by administration) and loss of all computer privileges for the remainder of the school year

THE "TEN DAY" RULE - When a student has accumulated three (3) unexcused absences during a school year, the student's teacher shall notify the principal. The principal (or his/her designee) shall notify the parent, guardian, or custodian of the child that unexcused absences have occurred. 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. After the parent, guardian or custodian has been notified of possible violation of the Compulsory Attendance Law, school personnel will 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. 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. After being notified of the 10th unexcused absence, the principal and/or designee shall review the results of the investigation and meet with the student and parent, guardian or custodian to determine if a "Good Faith" effort has been made to comply with this law. If it is determined that the parent, guardian or custodian has not made an effort to comply with this law, a referral will be made to the Chowan County Judicial Attendance Council (JAC).

Tobacco Use - It is the educational policy of the school board that the use of tobacco and tobacco products is detrimental to the health of our students. Therefore, the Edenton-Chowan Public School Board of Education has adopted a tobacco policy (2510) that prohibits the use and/or possession of tobacco products on school property. This policy extends to all persons on any Edenton-Chowan Public School property at any event including activities held by the schools as well as activities held by outside groups renting the facilities.

Terrific Kids - Terrific Kids recognition is part of our heritage here at D. F. Walker. We appreciate the community support of our local Kiwanis Club. We believe in recognizing children's efforts to be responsible, honest, respectful citizens. Your child's teacher at the beginning of the school year will notify you about specific criteria for the qualifying process.

Textbooks - Students are responsible for all textbooks issued to them during the year. There is no textbook fee or rental charge in the public schools in North Carolina. However, if a textbook is damaged or lost, the student must pay for the book.

Use of Telephone - 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 D. F. Walker is very valuable. For that reason we discourage any phone call to our teachers during the school day.** We will be happy to receive a message at the office and will ensure that each teacher receives it. However, phone calls from 8:30 - 3:00 during the school day will not be transferred into the classroom.

Track - DFW is committed to helping students be healthy through routine physical activity and healthy food choices. Students walk the track at least 15 minutes a day. Incentives are given on Awards Day based on the number of steps taken. Students are also encouraged to bring healthy snacks to school.

Vacations - Occasional educational family vacations are certainly an asset to a student's growth. If the teacher and principal are contacted ahead of time, we will make every effort to provide school work prior to the trip. School work can be made up following the trip. While we expect students to make up

their work and receive grades for that work, the absence is considered an unexcused absence in our computer system.

Valentine's Day – In order to preserve instructional time, flowers, balloons, gifts, and similar items cannot be delivered or distributed at school on Valentine's Day. Under the direction of each teacher, students may exchange Valentine cards and/or have a small party.

Vision – D. F. Walker Elementary School meets the needs of each student by focusing on the characteristics of the well-rounded, healthy child. Academic rigor, social responsibility, personal integrity, and 21st Century Skills are embedded in our everyday curriculum. We create a community of lifelong, successful learners who function independently and are competitive in an ever-changing, global community. D. F. Walker students have the skills to continue to society in a productive and meaningful way.

Visitors and Parents – All visitors to the school are required to report to the office before going to other places in our school buildings. This includes parents who are helping in a classroom, lunching with their children, conferencing with teachers, or picking up their children. Visitors or parents should not go into classrooms during instructional time unless it has been prearranged with the teacher. We ask that all students walk unescorted to class, unless you have a scheduled appointment with a teacher or staff member. For everyone's safety, it is imperative that we know who is in the building at all times. Everyone is required to wear a school ID badge or a visitors/volunteer/ substitute badge. Also, younger children (friends and relatives) are asked not to come to school to spend the day with our students.

Workdays – Teacher workdays are scheduled into our school calendar specifically for the use of the teacher. Teachers are given these days to help them prepare for upcoming events such as Report Cards and Parent Teacher Conferences. If you would like to meet with your child's teachers during one of the scheduled teacher workdays, please call ahead and confirm that they are available.

Weary 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 decision to close or delay school is made by school officials no later than 6:10 a.m. The local media is notified of any school cancellation, early dismissal, or delay and given information of alternate schedules or other pertinent information. **If the local media are not announcing information concerning Edenton-Chowan Schools, then the schools operate on a normal schedule.**

Parents who have children in the Edenton-Chowan Schools Child Care program at D. F. Walker should note that the child care program follows the school system's policy on severe weather. If school is delayed or cancelled, then the child care program will be delayed or cancelled.

The following radio stations will be notified of our school's 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's cancellations or delays: WITN - TV 7, WNCT - TV 9, WTKR - TV 3, WAVY - TV 10, WVEC - TV 13. You can also call the school at 221-4151 and access Voice Mailbox 500 or go to <http://ecps.schoolfusion.us> to be notified of cancellations or delays. Cancellations or delays will also be announced via the School Messenger telephone system.

Weekly Folders - Weekly folders (sent home each Tuesday) are a very important part of our reporting system here at D. F. Walker. Please read, sign, and return your child's folder to his/her teacher each week. They contain very important information.

ZZZZZ's - A good night's sleep sets the tone for a good day the next day.

DISCIPLINE WITHIN THE SCHOOL ENVIRONMENT

G.S. 115-146 - "It shall be the duty of all teachers..., when given authority over some part of the school program by the Principal, to maintain order and discipline in the respective schools..."

The DFW family believes that all students can be successful. The most successful learning station is the classroom. To facilitate this success, alternatives are offered that may include additional time or a different setting for students that choose to disrupt the teaching/learning process.

D. F. Walker focuses its discipline policy on mutual respect. This respect includes teachers, property, self, and others. Procedures and rules have been established to protect both individual rights and the rights of others to learn. In addition to the individual policies that each teacher has, everyone at D. F. Walker is expected to:

1. Be respectful to everyone and everything.
2. Keep hands, feet, and objects to yourself.
3. Be a good listener and follow directions promptly.
4. Come to class prepared.
5. Move safely from place to place.

For classroom violations of procedures and rules each teacher has a set of his or her own consequences from which to choose. Beyond those consequences, teachers and administrators may choose from the following:

Buddy Time Out:

Teachers have an established classroom in which to send students when a time-out away from the classroom is needed. The length of the time out will be determined by the teacher.

Extended School Alternative (ESA):

- Extended School Alternative (ESA) will be offered four days a week (Monday - Thursday).
- The hours of ESA will be 3:05 until 4:00 p.m. A student will be considered tardy for ESA if he/she arrives after 3:10 p.m. Any unexcused tardy may result in an additional day of ESA. Transportation home must be provided by the parent/guardian or his or her designee.
- While in the Extended School Alternative program, the students will be required to write about the reason they are there and what they will do differently the next time. The sending teacher will receive this sheet.
- Students in ESA will spend the entire time on academics or assignments from the ESA teacher. The ESA teacher will monitor student academic progress, assign supplementary work, or tutor students. No more than fifteen (15) students will be assigned to ESA at one time.

Small Group Alternative (SGA):

- Small Group Alternative (SGA) may be recommended by a teacher but will be assigned by an administrator or a designee.
- If a student needs to be placed in Small Group Alternative during the school day, then the sending/receiving teacher will notify an administrator to escort the student to the office. The administrator or a designee will escort the student to SGA.
- The SGA Coordinator may assign additional day(s) if SGA rules are not followed.
- The SGA Coordinator will develop a schedule that supports both the cognitive and affective domains. Teachers will forward assignments to the SGA coordinator. The SGA Coordinator will return

completed assignments to the appropriate teacher, and students will receive credit for successfully completed assignments.

Out-of-School Alternative (OSA):

OSA will be assigned by an administrator. For each day a student is in the OSA, the teacher will develop a learning packet. The completed packet must be returned to the teacher upon the student's return to school. Students will receive credit for completed work while assigned OSA. A conference with the principal, parent, and student must be held on the return date before the student can return to class.

Due process will be followed in discipline cases.

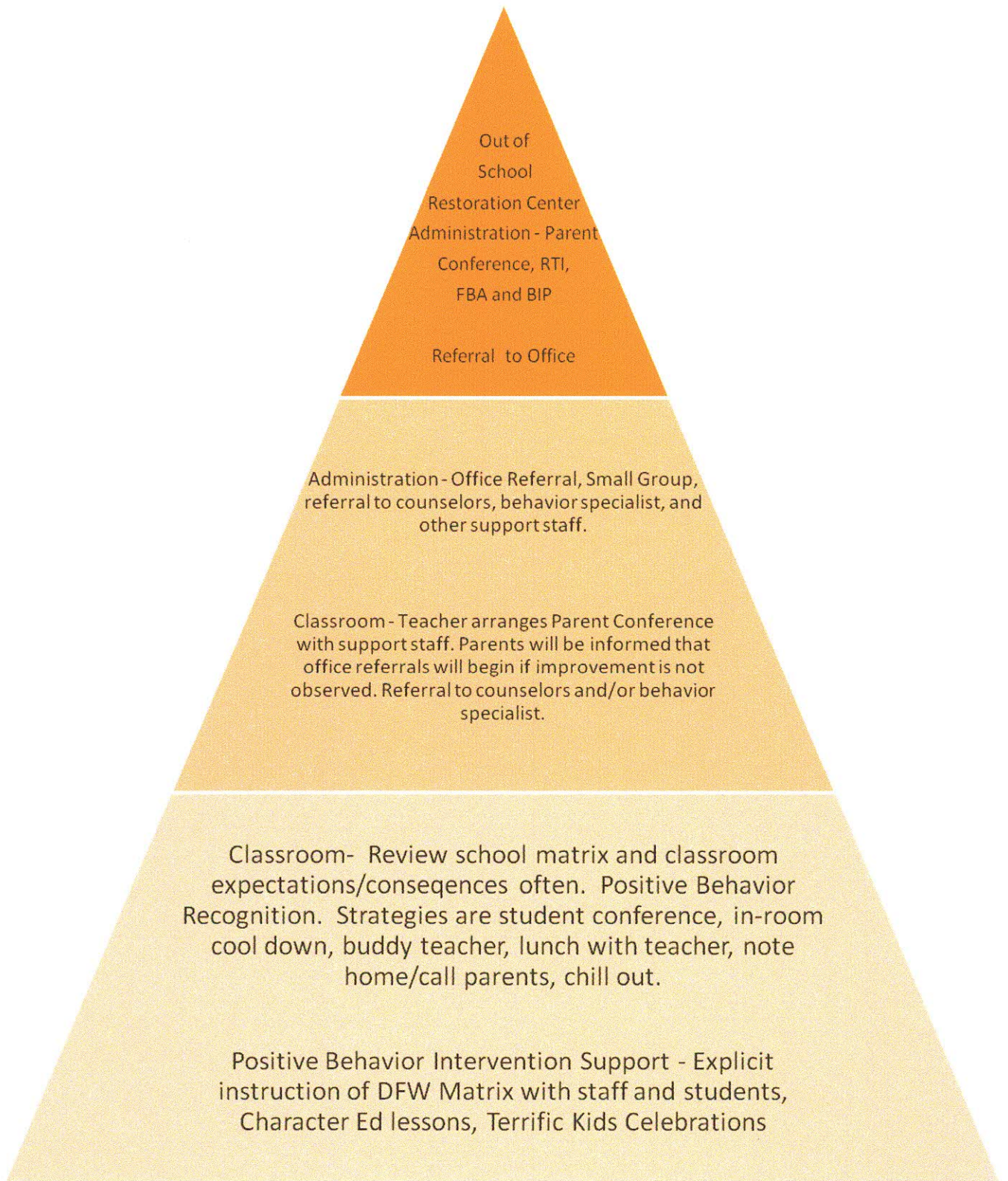
- A. The student will be told the reason for the discipline referral.
- B. The student will be able to discuss the matter with the administration.
- C. The student has the right to appeal the decision to the School Grievance Committee.

INFRACTIONS AND CONSEQUENCES

Category I	Category II	Category III
Unprepared for class	Physical/verbal aggression toward student/teachers	Endangerment to others
Uncooperative	Disrespect	Theft
Annoying classmates	Property damage	Truancy
Rude/Discourteous	Other	Prohibited items
Insubordinate		Sexual offense
Excessive talking		Property damage
Other		Other
Consequences I	Consequences II and III	
Teacher warning	Office Referral	
Teacher Consequences	ESA/SGA:1-5 Days	
Office Referral	OSA:1-10 Days	
ESA/SGA:1-5 Days		

ESA – Extended School Alternative; SGA – Small Group Alternative; OSA – Out-of-School Alternative

FIGHTING, POSSESSION OF ALCOHOL, DRUGS, OR WEAPONS (THIS INCLUDES ITEMS USED AS WEAPONS) WILL RESULT IN AN AUTOMATIC SUSPENSION FROM SCHOOL.



D. F. Walker Behavior Interventions

D.F. Walker Matrix of Expected Behaviors

⇒ ↓ Settings Expectations	All Settings	Bathrooms	Playground	Assemblies	Hallways	Cafeteria	Bus
Be Honest	<ul style="list-style-type: none"> • Tell the truth. • Report any problems. 	<ul style="list-style-type: none"> • Follow Bathroom procedures. • Return to class promptly. 	<ul style="list-style-type: none"> • Be a problem solver. 		<ul style="list-style-type: none"> • Show good character, even when not accompanied by an adult. • Respect hallway displays. 	<ul style="list-style-type: none"> • Pay for what you get. 	<ul style="list-style-type: none"> • Monitor your own behavior and choices.
Be Respectful	<ul style="list-style-type: none"> • Ask permission to leave any setting. • Treat others the way you want to be treated. • Be a good listener. • Follow adult directions (the first time). • Keep personal space. • Dress appropriately. 	<ul style="list-style-type: none"> • Give others privacy. 	<ul style="list-style-type: none"> • Line up at first signal. • Invite others who want to join in. • Enter and exit the building quietly. • Share equipment. • Use polite language. 	<ul style="list-style-type: none"> • Be an active listener. • Applaud appropriately to show appreciation. • Sit on your bottom. • Be alert for quiet signal. 	<ul style="list-style-type: none"> • Stay to the right. • Walk quietly so that others may continue to learn. 	<ul style="list-style-type: none"> • Silence in Buzz Free Zones. • Use your inside voice. • Eat your own food. • Follow traffic patterns. • Talk only to those at your table. • Use good manners. 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself, and out of the center aisle. • Raise your hand to get driver's attention or speak with the driver when getting on or off the bus. • Be kind to your bus driver and others. • Use a quiet voice.
Be Responsible	<ul style="list-style-type: none"> • Be an active participant. • Do your best. • Do your job. • Clean up after yourself. • Use good manners. • Keep our school clean. 	<ul style="list-style-type: none"> • Wash hands with soap and water. • Keep water in the sink. • One person per stall. • Notify an adult if supplies are low. • Throw trash in the trashcans. 	<ul style="list-style-type: none"> • Use equipment for intended purpose. • Stay in approved areas. • Keep hands and feet to self. • Be a team player. • Put equipment in containers when done using. 	<ul style="list-style-type: none"> • Enter and exit the multipurpose room quietly. • Raise your hand to share, when appropriate. 	<ul style="list-style-type: none"> • Walk. • Return to class promptly. 	<ul style="list-style-type: none"> • Walk. • Keep hands and feet to yourself. • Watch out for others. • Clean up your area. 	<ul style="list-style-type: none"> • Sit quietly when the bus lights are on. • Keep all food and gum in lunchboxes or book bags. • Enter and leave the bus safely. • Remain seated on bottoms, facing forward, in assigned seat. • Keep sharp objects inside book bags.

BUS BEHAVIORS & CONSEQUENCES

Tier 1 Behaviors	Tier 2 Behaviors	Tier 3 Behaviors
Talking too loudly	Annoying and/or bullying others	Repeated occurrences of Tier 1 or 2 behaviors
Failure to stay seated	Inappropriate behavior/gestures or language	Distracting the bus driver
Littering the bus	Disrespectful/argumentative toward bus driver	Failure to obey repeated directions of the driver
Tampering with possession of others	Throwing objects on or out of bus	Fighting/any harmful physical contact made between two students
Talking or playing while lights are on	Spitting or spit ball throwing	Possession of knives or other dangerous objects, drugs, or tobacco
Disrespecting others	Hitting	
Eating or chewing gum	Communicating a threat	
Possession of toys or other items not allowed	After 3 rd occurrence of Tier 1 Behaviors (3 strike policy)	
Profanity		
Other minor infractions		
Consequences for Tier 1	Consequences for Tier 2	Consequences for Tier 3
Warning	Phone call to parents	Phone call to parents
Seat changes	Silent Lunch	Silent Lunch
Note/phone call to parent	One to three day suspension from bus	Three to five day bus suspension
Silent Lunch		Repeated offenses will result in 10, 15, and 20 day bus suspensions
Behavior contract		Last resort: removal from bus for the rest of the school year
Clean up time		