

TO: Dr. Smith
FROM: Sheila Evans
DATE: May 31, 2011
RE: DFW Student Handbook 2011-12

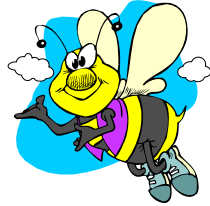
Attached please find the 2011-12 DFW Student Handbook. Changes are as follows:

- Dates have been changed throughout the handbook to reflect the 2011-12 school year.
- The Accident section was deleted on p. 6 and the Emergencies section was added on p. 9.
- A note about not picking students up early has been revised and placed in three different sections on pp. 6 and 8.
- Flowers and glass containers were added to the subject line on p. 7.
- A note was added to Classroom Celebrations on p. 7.
- The Electronics section on p. 8-9 has been revised.
- The DFW definition of Rigor has been added on p. 12.
- The student supply lists were updated on p. 12-13.
- The Student Accountability section on p. 13 was deleted.
- A note about Screenings was added on p. 13.
- The DFW Vision has been added on p. 15.
- The DFW Behavior Pyramid has been added on p. 19.
- The DFW Matrix of Expected Behaviors has been added on p. 20.

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

The PTA meetings on p. 11 are highlighted in green as the PTA President is awaiting approval from the Executive Board. They will be approved or updated and approved before the handbook goes to print in July.

D. F. WALKER ELEMENTARY 2011-12



**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: 252-221-2386

Website: www.edenton-chowan.net

**Sheila P. Evans
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 inquiries to Sheila Evans, 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 D. F. Walker Elementary School. The faculty and staff join me in saying we're happy to have you as part of the DFW family. We are looking forward to a successful year as we strive for excellence!

Parents, 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 Monday 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 each Tuesday.

Students, this book is called your "Planner." In it you will find the D.F. Walker handbook and calendar pages to record your homework each day. We hope that this will improve our students' organization skills. In addition to the information found on the handbook pages, you'll find many interesting tips throughout the book. I hope that you will use some of these tips to improve your work as a student. Many families will choose to initial the homework each night, and we ask that everyone sign off each week 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.

One of the best ways families can support their student is to provide structure for homework. Ideas for homework include:

- Completing homework at the same time every day
- Making sure the T.V., radio, computer games, etc. are turned off
- Providing a quiet, well-lit working space at home
- Requiring your child to read independently each night
- Checking to make sure homework is complete
- and

Signing the Planner indicating that you know the homework is complete.
Working together, we can attain excellence for your child!

Sincerely,

Sheila P. Evans
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 2011-12 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.

____My child, _____ has permission to be photographed and videotaped. I understand that these pictures and video may be used on the in-school morning broadcast, school newsletter, local newspapers, and the school's website.

Student Signature

Parent/Guardian Signature

Date

D.F. WALKER SCHOOL IMPORTANT DATES

August 23, 2011	Open House (4:00-6:00 P.M.)
August 25, 2011	First day of School
September 5, 2011	Holiday- Labor Day
October 28, 2011	Teacher Workday - No school for students
November 4, 2011	Parent Conference Day - No school for students
November 11, 2011	Holiday- Veteran's Day
November 23-25, 2011	Thanksgiving Break
December 20, 2011	Early Release @ 1:30
December 21-December 30, 2011	Christmas and New Year's Holiday
January 2, 2012	Students return from break
January 16, 2012	Holiday- Martin Luther King Birthday
January 17, 2012	Teacher Workday - No school for students
January 25, 2012	Early Release @ 12:30 for Parent Conferences
February 20, 2012	Holiday - President's Day
March 23, 2012	Teacher Workday - No school for students
March 28, 2012	Parent Conference Day - No school for students
April 9-13, 2012	Spring Break
May 21-23, 2012	End of Grade Tests and Early Release @ 1:30
May 28, 2012	Memorial Day Holiday
June 4-6, 2012	End of Grade Retests
June 7, 2012	Last Day of School- Early Release @ 12:30

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 form 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 fill out the form and return it with the appropriate payment to the company by September 9, 2011. Doing so will ensure that your child is covered from the first day of school. Forms sent in after this date will be accepted; however, your coverage will only be effective from the date we receive your form. Please call the office with any questions you may have.

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 District Attorney's office.

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.

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 – If you need to change your child's bus, please send a note to school with the specific address to which your child should be sent. If you are not able to send a note, please call the school before 11:30 AM to change your child's bus. In order to make sure that all students reach their destination safely, all bus change notes should include:

- Date note is written
- Student's first and last legal name (please do not use middle or nicknames)
- Teacher's name

- Bus #
- Address to drop off
- Date(s) affected
- Parent/Guardian signature and contact information

Balloons, flowers and glass containers – Balloons and flowers **CANNOT** be taken on the school bus. These will be given to the child in the office and must be picked up from the office by parents 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. Examples include pretzels, granola bars, dried fruits, low fat snack mixes, water, 100% fruit juice, or low fat milk. Homemade foods or drinks cannot be distributed to students. Please assist by providing prepackaged, store-bought items for classroom celebrations. **More information can be provided to you 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) \$ 2.00

Student (Reduced) \$.40

Adults items purchased a la carte

Milk (without meal) \$.40

Ice Cream \$.75

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

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 be escorted 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 be escorted 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 2:55. 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. Shirts should cover the shoulders and midriff. At no time should any undergarments be visible. Shoes designed for running and playing and held securely in place are the best for elementary age children. 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. **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 – November 4 @ 12:30, March 31 @ 12:30, May 23-25 @ 1:30 and June 10 @ 12:30. 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 (iTouch, iPad, iPod, tape, CD, MP3 players etc.), these devices may be brought to school by students. We ask that they remain in the bookbag, purse or pocket in the off position during the school day. 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 support specific curricular areas

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 9, 2011.

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. However, if you choose for your child not to participate in a field trip, then he/she will have an alternative setting at school.

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.
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.

Fundraising, on-going campaigns – We collect Box Tops, Campbell's labels, and Capri Sun pouches in an effort to provide more resources for our classrooms and playground. All items should be turned in to Mrs. Bass. Also, you can support our school by using your MVP card at Food Lion. Go to www.foodlion.com to register. Our school code is 212832.

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.

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. Any student arriving before 7:50 a.m. will be required to attend the D. F. Walker daycare program. 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 – 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.

Obedying 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 4, 2011, January 25, 2012, March 28, 2012, and June 8, 2012. 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 Monday 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 the White Oak PTA to provide parent leadership and support for school programs and initiatives. The PTAs will conduct joint fundraisers and hold meetings together throughout the school year. To become involved with your PTA, contact Sue Brothers at school, or any PTA officer. **The PTA will meet on September 8, 2011, October 13, 2011, February 2, 2012, and April 26, 2012.**

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.

Project TRACK – With funding through a Fit Community Grant from the North Carolina Health and Wellness Trust Fund, DFW is committed to helping students be healthy through routine physical activity and healthy food choices. Students walk the track 15 minutes a day. Students wear pedometers during the school day and document the number of steps taken. Incentives are given on Awards Day based on the number of steps taken. Students are encouraged to bring healthy snacks to school.

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.

Reporting System – The reporting system at D. F. Walker this year will allow parents to have a more focused and child-centered review of their student. Emphasis will be placed on the child's strengths and progress. We will thoroughly discuss our system at our parent/grade level meetings to be held on October 13, 2011.

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.

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 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 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 - An automated phone message system will be used periodically throughout the year to inform you of events at our school as well as school cancellations and delays.

School Supplies -

3 rd Grade	4 th Grade	5 th Grade
2 boxes of tissue	2 3-subject notebooks	2 boxes of tissues
2 rolls of paper towels	1 pkg wide ruled notebook paper	2 rolls of paper towels
1 Hand sanitizer (not soap)	2 pocket folders	1 - 1 ½ inch binder
1 pkg wide ruled notebook paper	24 yellow #2 pencils	Dividers
4 - one subject notebooks	1 pkg highlighters	2 bound composition notebooks
4 - two pocket folders	Sticky notes (any size)	1 - 3 subject notebook
24 yellow #2 pencils	1 box of markers	1 - 5 subject notebook
1 box of crayons	1 box colored pencils or crayons	5 - 2 pocket folders
1 one-inch 3-ring binder	4 glue sticks	1 pkg wide ruled notebook paper
1 pair of personal ear phones for laptop use	1 bottle hand sanitizer (not soap)	Index cards
Girls: 1 box gallon size Ziploc bags	2 boxes of tissues	Sticky notes (any size)
Boys: 1 box quart size Ziploc bags	2 rolls of paper towels	24 yellow #2 pencils
	Girls: 1 box gallon size Ziploc bags	1 pkg highlighters
	Boys: 1 box quart size Ziploc bags	Markers/colored pencils
		Wish list: Ear phones
		Hand sanitizer

Screening – Far vision, Height, Weight, and Body Mass Index are part of the School Health Screening Program. Screening serves as an educational, positive experience that may identify potential health risks. Any concerns or failed 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.**

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 www.edenton-chowan.net. 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.

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.**

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.

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.

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.

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.

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.** Younger children (friends and relatives) are asked not to come to school to spend the day with our students. **Everyone is required to wear a school ID badge or a visitors/volunteer/substitute badge.**

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 www.edenton-chowan.net 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 Monday) 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 – We would like our children to be asleep absolutely no later than 9:00 p.m. (In bed by 8:30 p.m. and asleep by 9:00 p.m.). 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) will be assigned by an administrator.
- 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.

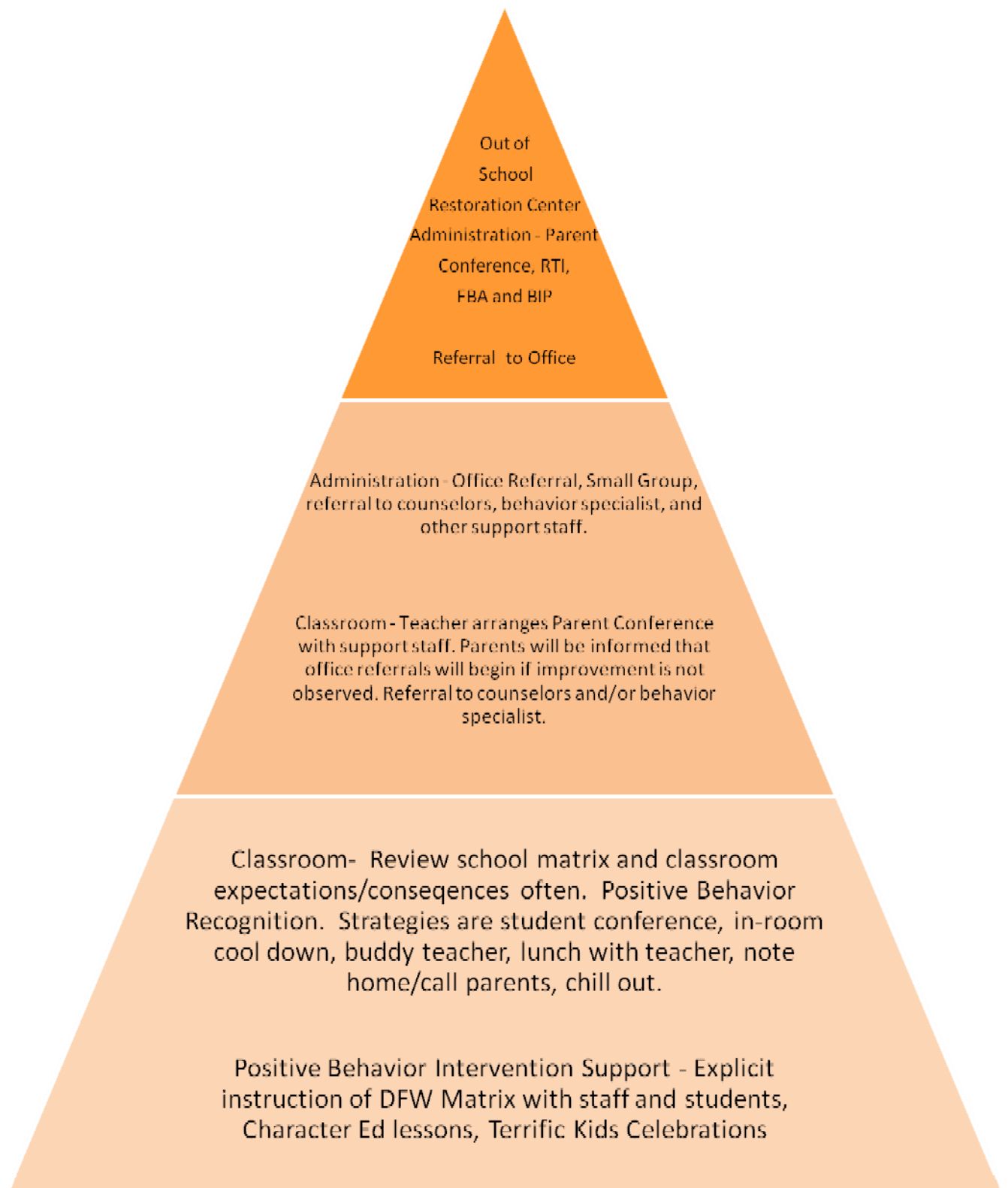
- A. The student will be told the reason for the discipline referral.
- B. The student will be able to discuss the matter with the administration.
- C. The student has the right to appeal the decision to the School Grievance Committee.

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 WILL RESULT IN AN AUTOMATIC SUSPENSION FROM SCHOOL.



D. F. Walker Behavior Interventions

D.F. Walker Matrix of Expected Behaviors

	All Settings	Bathrooms	Playground	Assemblies
Be honest	<ul style="list-style-type: none"> Tell the truth Admit mistakes 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 Learn new games and activities 	<ul style="list-style-type: none">
Be respectful	<ul style="list-style-type: none"> Keep bodies calm Ask permission to leave any setting Treat others the way you want to be treated Be an active listener Follow adult directions (the first time) Keep personal space Dress appropriately 	<ul style="list-style-type: none"> Allow for the privacy of others 	<ul style="list-style-type: none"> Line up at first signal Invite others who want to join in Enter and exit the building peacefully Share materials Use polite language 	<ul style="list-style-type: none"> Be an active listener Applaud appropriately to show appreciation Sit on your bottom
Be Responsible	<ul style="list-style-type: none"> Be an active participant Do your best Be a team player Do your job Sneeze and cough in your sleeve Clean up after yourself 	<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 Wood chips are for the ground Participate in school approved games only Stay in approved areas Keep body to self 	<ul style="list-style-type: none"> Walk Enter and exit the multipurpose room in an orderly manner Raise your hand to share, when appropriate Keep comments and questions on topic
	Track	Field Trips	Cafeteria	Bus
Be honest		<ul style="list-style-type: none"> Follow adult direction 	<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"> Keep all play equipment on the playground 	<ul style="list-style-type: none"> Use your manners Raise your hand to share 	<ul style="list-style-type: none"> Silence in Buzz Free Zones Use 6 inch voices at tables Eat your own food Follow traffic patterns Use polite words and assigned hand signals 	<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"> Walk on the right, pass on the left, bypass the center. Help monitor all students at all times 	<ul style="list-style-type: none"> Always stay with your group and approved adults 	<ul style="list-style-type: none"> Walk Keep hands and feet to yourself Watch out for others Clean up after yourself 	<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 Live animals or insects must be transported by car. Remain seated on bottoms, facing forward, in assigned seat Keep all sharp objects inside book bags

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 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		
Consequences for Tier 1	Consequences for Tier 2	Consequences for Tier 3
Warning	Phone call to parents	Phone call to parents
Seat changes	One to three day suspension from bus	Three to five day bus suspension
Note/phone call to parent		
Behavior contract		Repeated offenses will result in 10, 15, and 20 day bus suspensions
Clean up time		Last resort: removal from bus for the rest of the school year

STUDENT READING PLAN

Name _____ Grade _____ Teacher _____

STAR Diagnostic Test Results

	August	January	May
Grade Equivalent			
ZPD			

AR GOAL SETTING

1. Minimum Average % Correct

Nine Weeks	Goal	Result
1	85	_____
2	85	_____
3	85	_____
4	85	_____

2. Points

Nine Weeks	Goal	Result
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

3. Minimum Average Book Level

Nine Weeks	Goal	Result
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

4. Teacher Comments:

Nine Weeks
1
2
3
4

6. Certification Goal *

Fill in the bottom half of the box to indicate your goal. Fill in the top half when you reach your goal

Nine Weeks	Rdy	Ind	Ris	Sup	Adv	Sta	Cla	Hon
1								
2								
3								
4								

* Certification Codes: Rdy=Ready Reader; Ind=Independent Reader; Ris=Rising Reader; Sup=Super Reader; Adv=Advanced Reader; Sta=Star Reader; Cla=Classic Reader; Hon=Honors Reader

Commitment to Goals

Signatures:

Nine Weeks	Student/Date	Teacher/Date	Parent/Date
1			
2			
3			
4			