

Douglass Elementary School

Title I/Student Handbook

2019-2020



Our Mascot: Eagle

Our Colors: Royal Blue and White

Our Motto: Educating Every Student, Every Day in Every Way.

<http://www.rock.k12.nc.us/Doug/index.htm>

336-623-6521

Dear Parents, Guardians and Students,

It's a great day to be an Eagle for the 2019-2020 school year!! We have made great strides over the past three years, and we want to continue this trend. Douglass progressed from a "School of Achievement to a School of Excellence. This would not be possible without the help of our wonderful teachers, parents and our hard working students.

We made some changes to our procedures to keep our students safe, and these changes will continue to protect instructional time. We want to preserve the many wonderful additions and precious deep-rooted traditions here at Douglass Elementary School. This school year will be a year of new challenges, rewards and opportunities that will shape our lives forever. As principal of Douglass Elementary, I again, look forward to the opportunity to continue Douglass' path to set the stage for the world's next generation of leaders.

Please keep this student handbook available for future reference.

You are our reason for being! Thank you for your continued support of Douglass Elementary School, and "Let's Make it a Great Year to be an Eagle!"

Sincerely,

Dr. Nancy Mark

Dr. Nancy Mark.
Douglass Elementary School
Principal

DOUGLASS ELEMENTARY SCHOOL

PRINCIPAL
ADMINISTRATIVE ASSISTANT
SECRETARY/BOOKKEEPER
POWERSCHOOL DATA MANAGER
SCHOOL COUNSELOR
SCHOOL SOCIAL WORKER
MENTAL HEALTH SPECIALIST
SCHOOL PSYCHOLOGIST
SCHOOL NURSE
SCHOOL RESOURCE OFFICER (SRO)

Dr. Nancy Mark
Rhonda Paschal
Donna Howell
Sherry Isley
Connie Thackston

Paula Horne
Marisa Casper
Courtney Shelton
Ptl. Frank "Trey" Wyatt

IMPORTANT PHONE NUMBERS

SCHOOL OFFICE
SCHOOL FAX
WEATHER LINE
PARENT RESOURCE CENTER

336-623-6521
336-627-0348
336-623-1385
336-623-8098

As a Title I school, Douglass receives funding from the federal government to provide supplementary services to our students with the goal of increasing student achievement. This status is a result of having 67% of our students qualify for free or reduced lunch services. With this additional funding comes increased accountability as well as the opportunity to provide parents with the resources necessary to be more involved in their child's education.

As we start this new school year, please help us by supporting our school. Your child's success begins with you...you are your child's first teacher. Parental involvement plays a large role in student success. Please encourage your child to be respectful, courteous, follow school and bus rules, and always do his/her best. We ask that you stay in contact with your child's teacher, that you plan appointments during after-school hours whenever possible, and that you talk to your child about the importance of honesty and hard work.

Communication between home and school is imperative. Parents are asked to check their child's planner each day for homework assignments as well as information from the teacher. Your child's planner is an excellent tool that we utilized to promote two-way communication between you and your child's teacher. We encourage you to volunteer whenever possible, be an active member of our PTO, have lunch with your child, and attend our Title I Parent Information sessions and lesson observation opportunities. Together we can help our children grow and reach their potential.

During the 2019-2020 school year, your child will experience learning opportunities aligned with the state's curriculum, Common Core Standards (CCS), which were adopted to ensure your child's success in college and work. To prepare your child for his/her future endeavors, our staff will focus their efforts to increase reading and math proficiency through the utilization of instruction. With an increased focus on technology integration, teachers will engage students in the learning process through the use of Activboards, Lumens document cameras, data projectors, Chromebooks, iPads and other instructional strategies. Our staff will continue to explore ways to utilize the magnificent technology available to assist all students in becoming 21st Century life-long learners.

The Douglass staff strives to provide a warm, inviting, yet safe atmosphere where the students' best interest always motivates the decisions we make. We are committed to providing a safe and orderly learning environment where students are encouraged to explore and learn new things. We have high expectations for every child and will provide the support needed to help every student reach his/her potential.

Please carefully read the Title I information and the Douglass Elementary policies, rules, and procedures in this school handbook. If you have questions or concerns, please do not hesitate to contact the school principal or your child's teacher. We will be glad to help you in any way we can.

Thank you for allowing me the opportunity to work with your child, and serve as the principal of Douglass Elementary. My goal is for this year to be "the year for leaders!"

Dr. Nancy L. Mark, Principal



Title I Schools - Working Together to Make a Difference

Purpose of Title I

Title I, Part A (Title I) of the Elementary and Secondary Education Act, provides financial assistance to school districts and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. There are many components of Title I and one that we believe makes a significant difference is parental involvement. By parent, we are referring to a natural parent, a legal guardian or other person responsible for the child's welfare.

Making a Difference

Parental involvement has always been a centerpiece of Title I. Parental involvement is defined as the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, ensuring:

- ❖ that parents play an integral role in assisting their child's learning;
- ❖ that parents are encouraged to be actively involved in their child's education at school;
- ❖ that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child

Families have a significant influence on their child's achievement in school and in life. When we take a team approach by including schools, families, and community groups to support learning, children tend to do better in school, stay in school longer, and like school more. Studies have found that students with involved parents, no matter what their income or background, are more likely to:

- ❖ earn high grades and test scores, and enroll in higher-level programs;
- ❖ pass their classes, earn credits, and be promoted;
- ❖ attend school regularly; and
- ❖ graduate and go on to postsecondary education.

Through Title I programming, we offer resources for parents in supporting student learning at both the district and school level. Please continue to work with your child's school to support his/her needs. In addition, we offer services through our Parent Resource Centers. Contact information for these centers is located below. We hope you will take advantage of the opportunity to be the key to your child's success. More information about our Parent Resource Centers is also available by visiting www.rock.k12.nc.us/PRC.

Eden

**1130 Center Church Road
Douglass Education Center
(336) 623-8098**

Reidsville

**212 Lawsonville Avenue
Lawsonville School Building
(336) 342-8588**

In the words of Brian Tracey, "If you raise your children to feel that they can accomplish any goal or task they decide upon, you will have succeeded as a parent and you will have given your children the greatest of all blessings."

References and more information regarding Title I and/or Parental Involvement can be located by visiting:

<http://www.sedl.org/connections/toolkit/toolkit-titleI-parent-inv.pdf>
<http://www2.ed.gov/programs/titleiparta/index.html>

Title I/Parent Involvement:

Douglass Elementary School is one of the district's elementary schools designated as a Title I School, receiving federal subsidies to enhance learning opportunities for all students. Title I components include: instructional staff support, parent and community involvement, technology resources, and instructional materials.

The staff at Douglass Elementary School strives to provide a safe, positive, learning environment while setting high standards, encouraging respect for diversity, and recognizing individual needs. We will seek to develop a strong partnership with staff, students, families, and the community to reach our goals of excellence for all of our students at Douglass Elementary School.

In order to develop a strong partnership between home, family, and community, we will provide the following:

- Copy of the Title I Parent Involvement Policy and a welcome letter located in the Douglass Elementary School Handbook;
- Invitation to a Title I Annual meeting to be held in conjunction with Curriculum Night;
- Opportunities for parental involvement in the Douglass Elementary School's School Improvement Plan and Parent Involvement Policy. Parent representatives will be elected to our school leadership team by ballot at our Open House;
- Teacher/Student/Parent Compact to encourage a school and home partnership in the responsibility of learning for all students;
- Assessment of parental involvement needs, concerns, and interests through parent surveys, parent workshop evaluations, and parent meetings;
- Flexible parent meetings/training sessions planned according to the assessed needs of Douglass Elementary parents and students. The meetings will include information pertaining to the Common Core State Standards, the NC Testing program, and grade level expectations;
- Timely information to parents concerning upcoming events and classroom visitations through newsletters, calendars, signs, Douglass Elementary School's web page with teacher websites, and contact information;
- A goal of 100% for parent/teacher conferences;
- ESL assistance during parent/teacher conferences, parent trainings, and other school activities;
- Information about the Parent Resource Centers and the Homework Assistance Line through class newsletters and conferences;
- Ongoing communication with parents through weekly "take home" folders and planners for student work and parent information;
- Maintain open communication between school and home that encourages parents to be supportive of our school and have a voice in the education of their children.

For the Rockingham County Schools Parent Involvement Policy, see RCS Board of Education Policy 1320/3560 at ww.rock.k12.nc.us

Rockingham County Schools

Special Resources Guide for Parents

Parent Resource Centers

What: Free resource materials for families to use in their homes to increase student learning.

Where: 1130 Center Church Road Eden and 212 Lawsonville Avenue Reidsville (Lawsonville School Building)

Who Qualifies: All families in Rockingham County, daycare Providers, Head Start, and anyone helping a child learn!

Contact: Eden PRC at 623-8098 Reidsville PRC at 342-8588

English as a Second Language (ESL)

What: Additional instruction for students learning English as their second language.

Who Qualifies: Students who have any primary language other than English used in their homes are assessed to see if they meet the state requirements to receive these services.

Contact: Val Pyrtle at 573-9278

Exceptional Children's Services

What: Special instruction for students having disabilities that make learning or other activities difficult.

Who Qualifies: Students who meet the North Carolina criteria for Exceptional Children's Services.

Contact: Dr. Cindy Corcoran, Director of Exceptional Children Services at 627-2715

Homework Assistance Line (HAL)

What: Teachers provide assistance by phone to parents or students who need help with homework.

Where: Call 623-3689 from 4:00-8:00 Monday - Thursday.

Who qualifies: Parents and student with questions about homework (K-12).

Contact: Dr. Cindy Corcoran, Director of Exceptional Children Services at 627-2660

Homeless Assistance

What: Help for students who are without a permanent home.

Who Qualifies: Office personnel at each school assist families in accessing services.

Contact: School Guidance Counselor, at 623-6521.

Migrant Education

What: Tutorial services for students, parent workshops, dental assistance, food/clothing, and summer tutoring. Where: 401 Moss Street (Back entrance at Booker T. Washington Learning Center)

Who Qualifies: Children ages 3-21 whose families have moved into Rockingham County to work in agriculture. Contact: Paula Tillotson-Sanchez at 349-5476



Rockingham County Schools
511 Harrington Highway
Eden, NC 27288
336-627-2600

Notice of Nondiscrimination

The Rockingham County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, homelessness or otherwise in its educational programs and activities and in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Title VI and ADA Coordinator

Dr. Pam Watkins, Interim Director
Of Exceptional Children's Program
(336) 627-2715

Age Discrimination

Jonathan Craig, Executive Director of Human
Resources (336) 627-2678

Title IX and Boy Scouts

Dr. Cindy Corcoran, Assistant Superintendent for
Instructional Support Services (336) 627-26885

Section 504

Mrs. Holly Williamson, Director
Of Student Support Programs,
MTSS/PBIS/504 Coordinator
(336) 627-2662

Career and Technical Education

Dr. Kenneth Scott, Director
Of Classified Personnel/
Career and Technical Education
336-627-2606

Rockingham County Schools

511 Harrington Hwy Eden, North Carolina 27288 Phone: 336-627-2600

To: All Parents of Students Enrolled in Title I Schools
From: Human Resources Department
Subject: Notification to Parents of Teacher Qualifications

The purpose of this notice is to inform parents of children attending a Title I school of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these funds, Rockingham County Schools will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and core academic subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether teacher assistants provide services to your child and, if so, their qualifications.

In addition, the law requires that all schools that receive Title I funds must provide notification to every parent in the school whose child is being taught for four or more weeks by a teacher who is not "Highly Qualified," regardless of whether or not the teacher is being paid with Title I funds.

Rockingham County Schools is committed to providing instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please complete the request form and send in as directed.

Encl.: Teacher/Teacher Assistant Information Request Form

The Rockingham County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, homelessness or otherwise in its educational programs and activities and in employment.

ROCKINGHAM COUNTY SCHOOLS

Teacher/Teacher Assistant Information Request Form

Request for Information About Teacher/Teacher Assistant Qualifications

Instructions to Parents:

Please complete this form. Use a separate form for each teacher or teacher assistant. Return the completed form to your school's office or mail to:

Rockingham County Schools, Human Resources Department
511 Harrington Hwy,
Eden, North Carolina 27288

Information will be sent to you within 30 days.

School Name: _____

Name of Teacher: Mr. Mrs. Ms. _____
or

Name of Teacher Assistant: Mr. Mrs. Ms. _____

Grade Level: _____ Subject (if applicable): _____

Name of Parent(s) Requesting Information: _____

Name of Student: _____

Mailing Address (where information is to be sent):

Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime telephone number in case of questions: _____

For district use:

Received by school/date/initials:

Received by HR/date/initials; Completed by
initials/date mailed:

Copy to: Notes:

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ROCKINGHAM COUNTY SCHOOLS

Title I Parent Conferences

*Did you know that parent/teacher conferences are a requirement for Title I?

*Help us, help you, by calling or writing your child's teacher to schedule a parent/teacher conference!

Sometimes parents wonder what they should ask at a parent teacher/conference. Use the following questions to help guide your thinking.

- What are my child's strengths and weaknesses in reading, writing, spelling, and math?
- How much time should my child spend on homework?
- Does my child have any special learning needs?
- What can be done to help with these special needs?
- Do you keep a folder of my child's work? Could you review it with me?
- How well does my child get along with others?
- What can we do at home to support classroom learning?
- Where can I go to get books and materials for learning to use in my home?
- What is the best way to get in touch with you?
- The best way to get in touch with me is: _____

For more information about Parent/Teacher conferences call the Parent Resource Center at 623-8098.

Douglass Elementary School Policies, Rules, and Procedures
All information is in alphabetical order

Absentee Notes: When the student returns to school after being absent, he/she is to bring a written note signed by the parent/guardian to the teacher who will send the note to the office for the correct attendance code and filing. **Do not write the note in the student planner.** Students returning to school without a written note are coded unexcused or unlawful.

After School Care: Douglass Elementary does not offer after school care.

After School Detention: Students may be kept after school for additional academic help or for disciplinary reasons. Parents will be given at least one day's notice in order to arrange for transportation home.

AIG Services: Rockingham County provides a program for academically and intellectually gifted students in grades K-12. Individual schools have multiple options within a general framework to reach the goal of providing the additional challenge these students need. The goal of the program at the primary level is to identify and nurture talents and abilities as well as to open up opportunities to develop new interests while encouraging the child's social and emotional growth. Together, the classroom and AIG teachers collaborate to provide challenging enrichment opportunities within the learning environment. Students of similar academic abilities are clustered together to maximize efforts to give students an appropriately challenging curriculum. Flexibility within and between the cluster groups allow children to receive grade level, enriched, or accelerated instruction. However, students are not formally identified as "AIG" until the end of third grade when standardized test scores can be utilized to determine eligibility.

Alert Now Telephone Messaging System: Alert Now is a service provided by Rockingham County Schools to keep parents informed. From time to time you will receive recorded messages from the principal or other school personnel. Please keep your phone numbers updated with our Data Manager.

Arrival and Departure:

- Students should not arrive at school prior to **7:20 a.m. Adult supervision of students begins at 7:20 a.m. when an adult report to duty in the front entrance of the school.** Students will report to their classroom or cafeteria for breakfast.
- Tardiness is defined as "late entry" and as "early departure". Students are expected to be in class from **7:45 a.m.** until **2:45 p.m.** daily. (See CHECK-IN and CHECK-OUT PROCEDURES in this handbook)
- **There will be NO STUDENT CHECK-OUT after 2:30 p.m. (no exceptions)**
- Bus riders will be dismissed at 2:40 p.m. Once buses are loaded, **car riders will be dismissed at 2:45 p.m.** (Cars picking up car-riders should be in the parking lot **no later than 3:00 p.m.**). For any child who is not picked up by 3:00 p.m., a parent must report to the office to sign the child out as a late pick-up.

- ALL Car riders will be picked up in the car rider line. Due to safety concerns, **we will no longer dismiss any child from the side door entrance.** This door will be locked during dismissal.

Traffic Procedures:

Morning Car Riders: Carriders may enter the building at 7:20 a.m. When entering the drop-off area, please pull to the far end of the drop off circle's designated location to allow for more children to exit at one time. If you need to come into the school, you must park in a designated space in the parking lot. In order to park in the designated handicap spaces, you must display the appropriate decal at all times. When on-duty staff members report to their posts at the front entrance, students are to exit the vehicle from the right side. At that time, they may enter the building through the main entrance and report to their classroom or cafeteria for breakfast. Breakfast ends at 7:45 a.m. If you arrive at 7:50 a.m. or after and see the "School In-Session" sign hung, you must come in the office to sign the child in. This ensures the safety and accountability of your child.

Afternoon Car Riders: Car riders will be dismissed after all buses have been loaded, which usually takes less than five minutes. The bell will ring for car rider dismissal. Car riders will be escorted to the gym where they will remain seated. Parents are not allowed to come into the school and wait for students to be dismissed. Parents are reminded to stay in their vehicles and pull to the designated location before stopping to pick up a student.

Parents may not park their vehicles in the express lane or anywhere not designated for parking. Also for safety reason, **NO CHILD WILL BE PICKED UP AT THE SIDE DOOR ENTRANCE.** This door will be locked at all times. ALL cars must enter the car rider circle in order to pick up their child. Please be considerate of the designated handicap spaces. For your child's safety, they should enter the vehicle on the passenger's side. Please practice patience and safety during afternoon pick-up. The children will be taught to wait until their vehicles pull down as far as they can before loading. Please be prompt when picking up your child(ren) from school. If you foresee an issue with arriving at school on time, please make arrangements so that your child is not left in doubt about his/her transportation home. Due to the amount of car riders, traffic is usually congested following dismissal but clears within ten minutes. If you arrive after 3:00 p.m. you must come into the office to sign your child out as a late pick-up. **After 3 (three) times of being late to pick up your student, DSS will be notified upon the next late pick up.**

Assemblies: At all times, students' behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes but is not limited to whistling, unwarranted clapping, boisterousness, and/or talking during a program.

Bad Weather Policy: In case of snow, sleet, or other unsafe weather conditions, the operations of the school and school buses may change. A decision to delay the opening of school or close school due to inclement weather will affect all schools in the Rockingham County School System. **School closing information is available on the local radio and television stations. You may also call the Rockingham County Schools Weather Line at 336-623-1385.** An Alert Now message will be sent out to all students. A two-hour delay means that students may arrive no earlier than 9:20 and will be counted tardy at 9:50. A three-hour delay means that students may arrive no earlier than 10:20 a.m. and will be counted tardy at 10:59 a.m. If bad weather begins after school is in session, early dismissal may be called to permit students to get home before the roads become too dangerous.

Book bags: Book bags with wheels are **NOT** permitted at Douglass Elementary School. Neither classrooms nor buses have ample space for storing these types of bags, and students are subject to accidents and injuries when they are used in crowded hallways. Thank you for planning accordingly

Cafeteria: The Douglass cafeteria staff prepares nutritious breakfasts and lunches each day for our students and staff. All students are encouraged to eat a breakfast and/or lunch from the cafeteria. However, students may also bring their lunch from home and may also purchase additional items from the cafeteria. If you eat lunch with your child, please adhere to the school district policy and not bring any outside restaurant food into the cafeteria. If you bring in these items for your child's lunch, we will ask that you eat lunch in another designated location within the school building.

Charges will not be allowed for breakfast by students. Please make sure money is sent with your child on a daily basis for breakfast and lunch. Please monitor your child's account weekly.

Breakfast

- Students will be allowed to eat breakfast if they choose to do so between 7:20 and 7:45 a.m. A price list will be sent home with students regarding this information.
- **Students are not allowed to charge breakfast.**

Lunch

- The lunchroom should be an extension of the learning environment. Students should learn and develop good eating habits as well as the importance of making proper food choices. A wholesome atmosphere should be maintained at all times.
- Please provide your child(ren) with a safe and convenient way to carry money. Students who lose their lunch money will be allowed to charge for that day only.
- **No soft drink containers or outside food, i.e., Wendy's, Pizza Hut, etc., are allowed in the cafeteria.**
- Students requiring special dietary consideration should provide a doctor's note to accommodate these needs in the cafeteria.
- Students are responsible for the cleanliness of their assigned eating area. Staff and students will keep the cafeteria clean and inviting by cleaning their tables and putting trash in the waste cans. Spills should be reported immediately to a staff member.
- It is the responsibility of the parent to ensure that money is placed on the student's breakfast and lunch account. If you anticipate financial difficulty in providing daily breakfast and/or lunch money, please complete and return a lunch form.

Prices for the 2019-2020 School Year

Breakfast: \$2.00

Reduced: \$.30

Lunch: \$3.00

Adult: \$3.75

Reduced: \$.40

Milk: \$.75

Care of School Property: Defacing or damaging walls, desks, doors, walkways, books, and other school property is a sign of poor citizenship. School property belongs to everyone and should be treated with the utmost respect and care. **Anyone who damages, defaces, or in any manner destroys school property will be expected to pay for that property as well as face additional disciplinary action.**

Character Education: Our School places a major emphasis on character education, with our character education traits incorporated throughout standard course of study. We encourage all of our parents to become actively involved in our school's efforts to promote our character education program. Our school guidance counselor leads all classroom discussions pertaining to good character based on the word of the month. Each trait is incorporated into excellent life lessons. The character traits for the 2019-2020 school year are:

August – School Safety	January – Courage
September – Responsibility	February – Self-Discipline
October – Respect	March – Perseverance
November – Good Citizenship	April – Integrity/Honesty
December – Service to Others/Kindness	May – Good Judgment

Check-In and Check-Out Procedures:

- The "School In-Session" sign will be hung outside at 7:50 a.m. to indicate that the student is tardy. **If your student(s) arrives after the tardy bell rings (7:50 a.m.), you must escort your child into the main office to sign in and obtain a tardy note. At this time, your child will report to class. Parents are not permitted to report directly to a classroom since this could cause a disruption in the educational process.**
- If your child is returning from an appointment during the school day, please escort your child into the main office to sign him/her back in.
- Students should only be checked out during the school day for reasons related to illness or extreme circumstance. If it becomes necessary for you to check out your child during the school day, you must come to the main office to obtain an Early Dismissal Slip. **Parents are not permitted to report directly to a classroom.**
- **No student dismissals will take place between 2:30-2:45.** This is protected time that allows teachers the opportunity to summarize the day's lessons and prepare students for the upcoming day. Whenever possible, please make dental and doctor appointments after school hours or on days when students do not have to attend.
- If you need to check your child out early from school, please submit a note to your child's teacher the morning of indicating whom will be checking the child out as well as what time the check-out will occur. No one, other than the parent(s), will be allowed to check out a child from school unless the parent notifies the school in writing.
- **Due to safety concerns, the school does not accept phone calls to change a child's ridership for the day or early pick-up status.**
- **Identification will be required by anyone who comes to pick up a student.** We ask that parents take responsibility for informing people who may be checking out a student that we may request identification. **This is for the safety of all our students.**
- **For student safety, you MUST present identification before entering the building (NO exceptions).**
- **To promote student independence and to protect teacher's instructional time, after the 10th day of school, no parent will be allowed to walk their child to the classroom. Douglass is a learning environment and we are encouraging student independence. Pre-K parents will continue to walk their students to and from class.**

Child Custody:

- Douglass will utilize the following policy concerning child custody. Any questions concerning documentation needs should be directed to the main office or to the administration.
1. In cases where one parent requests that a child not be allowed to leave school grounds with the other parent, a current copy of any custody agreement/order, restraining order, or other legal document must be submitted to the school and placed in the child's file.
 2. Legal opinion states that either parent has an equal right to the child unless one of the above-mentioned legal documents has been issued.
 3. In the event a parent says he/she has such documentation or notarized paperwork at home, it becomes imperative that the documentation or notarized paperwork be brought in as soon as possible to be included in the child's file.
 4. Custodial parents should provide the school with a list of non-custodial adults that may pick up their child in case of an emergency.
 5. All custody issues should be settled legally and away from school as to not distract from the learning environment.

Classroom Food/Snacks: Due to several food borne outbreaks in schools around the country, the Rockingham County Health Department and Rockingham County Schools require that any food provided to students for snack or celebrations be pre-packaged or purchased from a commercial source. Classroom teachers encourage healthy snacks that are not high in sugar or fat content.

Computer Lab: We are fortunate to have staffed computer labs as well as mobile laptop labs with Internet access in our school. Since our lab has scheduled classes, classroom teachers are encouraged to check out netbooks or Chromebooks to practice mathematics and/or reading concepts as well as to utilize the Internet to conduct research and /or access blogs and wikis. Our goal is to integrate the available technology into everyday instruction practices in order to enhance students' technological understanding and better equip them to compete globally. Please read the Rockingham County Schools Acceptable Use and Telecommunications Policy in County Pages. Please note: In order for your child's Internet access to be restricted, a parent must complete and return the appropriate Parental Request to Restrict Internet Access form. Reference County Pages regarding Computer Use.

The **D.A.R.E.** (Drug Abuse Resistance Education) program is taught in the fifth grade. In the D.A.R.E. program, students learn how to "Say No to Drugs", make good decisions, build positive self-esteem, and resist negative peer pressure.

Discipline Code Reference: Douglass Elementary students are expected to exhibit appropriate behavior in/on the classroom, hallways, gym, cafeteria, playground, field trips, and any other school related event or activity. **Our students, staff and parents are expected to treat everyone with respect and dignity when dealing with a discipline problem. Students and staff will conform to the Rockingham County Schools Code of Conduct, Rockingham County Schools Dress Code, and Douglass Elementary Rules** as established by the school administration and staff.

In cases where student behavior is declared inappropriate according to school policy, any staff member of Douglass has the authority to address a student's behavior. If necessary, the staff member is to complete an online discipline Google referral form. Dr. Mark will handle the situation and contact parents via phone, email or letter regarding their child(ren)'s inappropriate behavior including consequence for behavior. Rockingham County School Board Policy will be applied for any infraction against school policy whether it occurs in the school building, grounds, on school buses, or on field trips.

Consequences include parent contact and parent conference, referrals to guidance, In School Suspension (ISS), Silent lunch, and Out of School Suspension (OSS).

Emergency Information: In case an emergency arises involving a student(s), it is essential that parents provide the following student information and ensure that such information is current and up-to-date.

- Student Address
- Home phone number
- Parent(s) work phone numbers
- Name of person with whom student resides
- Emergency phone number
- Cell phonenumber
- Allergies, medication to be administered at school, and reoccurring illnesses
- Individuals authorized by parents to pick children up early from school
- Emergency Contact Number
- Family Doctor

Enrollment: An affidavit will be required of the adult domiciliary and parent/legal guardian to:

- Confirm the qualifications establishing the student's residency;
- Attest that the student's claim of residency is not primarily related to attendance at a particular school;
- Attest that the adult domiciliary has been given and accepts responsibility for educational decisions including receiving discipline notices, attending conferences, granting permission for school-related activities, and taking appropriate action in connection with student records.

Field Trips: Douglass Elementary follows the Rockingham County Schools' field trip guidelines. These guidelines can be viewed in the Rockingham County Schools' Student Handbook. Students at Douglass will participate in at most, two, non-local, curriculum related grade level field trips per academic year. Teachers are responsible for organizing and carrying out all field trips specifically for their grade level. **No other grade levels or non-school age children are permitted to attend field trips.** Students must use transportation provided by the school to the destination. **With written documentation, students are permitted to leave with their custodial parent/guardian at the end of the event.** Principal approval will be required for any deviations from this policy.

Homework: Well-chosen, clearly communicated homework is an integral part of the instructional process. Challenging homework assignments help students learn. Homework that reinforces, enriches, and enhances instruction encourages families to become more involved with their child's education. It also causes students to work independently and to become more responsible for their own achievements. Homework allows teachers to assess mastery of concepts.

Rockingham County Schools operates a Homework Assistance Line (HAL). This program usually begins two weeks after school starts. The number is 623-3689 and the hours are 4:00 pm until 8:00 pm, Monday through Thursday.

Honor Rolls – Honor rolls will be released at the end of each semester for grades three through five. Students who receive all A's in subject areas for the grading period are recognized on the "A" Honor Roll. Students who receive all A's and B's in the subject areas for the grading period are recognized on the A/B Honor Roll.

Illness at School: When a student becomes ill during the school day, every attempt will be made to contact the parent and arrange transportation home. Students who are running a fever (>100 degrees) will be sent home. **Please make sure the teacher and PowerSchool Data Manager have all updated numbers where you can be reached in case of an emergency.** Send a note to the teacher and main office ANY TIME phone numbers change. School staff members are not permitted to transport students for liability purposes.

- **Administering Medication at School** – Doctor's orders are required for any medication that must be administered at school. This includes over-the-counter and prescription medications.
- **With the exception of inhalers, elementary students are not allowed to self-administer medication.**

Interim Reports: Interim reports are distributed at regular intervals for grades K-5. Teachers provide this information to parents to keep them apprised of their child(ren)'s academic progress. Teachers or parents can request a parent-teacher conference by checking "yes" on the interim report/report card envelope. Parents are requested to view the information, sign, and return the progress reports to the teacher.

Lost and Found: It is important that you write your child's name inside of all outerwear clothing worn to school. Our school maintains a Lost and Found area for all clothing items/lunchboxes that are turned into the office. If your child loses an item, please come by the school office to inquire. Unclaimed items are delivered to Good Will every 2 weeks.

Make-up Work: Following an absence, students are responsible for requesting make-up work. It is imperative that all missed assignments be completed and turned in. For each day that a student is absent, s/he is allowed one day to make up assigned work. In addition, make-up work does not excuse students from regularly assigned homework. When a student is absent three or more days, it is recommended the assignments and homework be obtained. Missed

work resulting from an extended illness will be reviewed and specific dates will be established for the work to be completed. Scheduled vacations should be brought to the attention of the teacher prior to the student's absence. The teacher will inform the PowerSchool Data Manager of the absence.

If your child is absent, please call the school as early as possible to request that make-up work be placed in the office for a parent to pick up after school on the day the request is made. Please be considerate of teachers and their instructional time. Contact your child's teacher in advance to allow ample time to prepare these materials for your child.

Materials Needed For School: Supply lists are available when class rosters are posted. Students purchase these items and bring them to school on the first day. Along with these items students should bring a book bag of some type to carry their materials in as well as their homework and textbooks. **Douglass Elementary School does not allow bookbags with wheels.**

Parent-Teacher Conferences: The first report card of the new school year will be held by your child's teacher until you are available to come in for a conference. It is imperative that you set a time to meet with the teacher to make sure your child is making a good start to the new school year. This meeting will allow both parties an opportunity to get acquainted as well as to discuss your child's progress thus far. Additional conferences may be requested by either the parent or teacher at other times during the year as mutually agreed upon. Parents are expected to have at least two face-to-face conferences with your child's teacher during this time. Two-way communication is effective and reveals a deeper understanding of your child's progress and learning needs. Together, parents and teachers are responsible for forming partnerships that promote students' learning and educational success. If questions arise surrounding your child's progress, etc., contact your child's teacher to schedule a conference.

"Drop-In" conferences are not allowed by Dr. Mark. If you need to talk to your child's teacher concerning your child, call the school and leave a voice mail for the teacher to return your phone call or schedule a conference during the teacher's planning or after school.

We encourage parents to eat lunch with their child(ren); however, parents will not be allowed in their child's classroom during instructional time unless they are volunteering or sitting with their child due to behavior issues. Teachers have an obligation to deliver their instruction for the day and need to be free of disruptions. If you would like to volunteer in the classroom, contact your child's teacher in advance.

Remember: Due to safety concerns and the encouragement of student independence, After the 10th day of school, NO ADULT is allowed to walk a student to their classroom.

Parent-Teacher-Organization: Douglass Elementary School's PTO is a key component to student success. The PTO provides support for our school through fundraising and volunteering. The main projects are a Campbell Soup Labels collection, Drink Pouch collection, and Spring Fling. Please be an active member of our PTO and participate in as many scheduled meetings and activities as possible.

The PTO raises funds and provides support for programs at Douglass Elementary School. They help with our assemblies, student programs, Teachers' Appreciation Week, field day, and school/playground improvements. The PTO Board meets monthly, while the general PTO meetings only occur each quarter in conjunction with a grade level performance. These provide opportunities for students, teachers, and parents to share experiences, ask questions,

or make comments and suggestions on how to make Douglass Elementary School a better place to learn.

PBIS/MTSS: Douglass Elementary School will practice PBIS/MTSS. "Multi-Tier System of Support is a part of the PBIS program establishing the social culture and individualized behavioral supports needed for schools to be effective learning environments for all students." -Rob Horner, Ph.D., Co-Director National Technical Assistance Center for Positive Behavior Intervention Support

Douglass Elementary has S.O.A.R. as the motto for PBIS/MTSS.

- S – Show Respect**
- O – Observe Safety**
- A – Allow learning**
- R – Remember Responsibility**

Prohibited Items: Any item that diverts attention from the learning process is prohibited. These items include but are not limited to: cell phones, iPods/iPads, toys, etc. These items will be confiscated and returned to parents after the first infraction. If a second infraction occurs, the items will be confiscated and returned to parents at the end of the school year. The school is not responsible for lost or stolen items that should not be brought on campus. See RCS Discipline Policy for other prohibited items and consequences.

Promotion and Retention: To be promoted within Rockingham County Schools, a student must meet accountability standards set by the State Board of Education and the Local Board of Education. The curriculum is developmentally appropriate for students at each grade. Students who are targeted as at-risk are identified early and interventions are developed to meet the student's learning needs. At Douglass Elementary, those students receive intense small group instruction in reading and mathematics each day. Often times, at-risk students receive targeted assistance from remediation teachers/tutors if funding allows. In addition, each teacher writes a Personal Education Plan for all at-risk learners outlining those strategies that s/he will employ to help the student achieve success. Every effort is made to ensure that students are successful with daily classroom instruction, end of year assessments in grades K-2, and EOG tests in grades 3-5.

Retention is considered an intervention for a student only when it is determined that retention will benefit the student in developing skills for success in the next grade level. Parents will receive communications beginning mid-year if retention is being considered as a possibility for their student. In addition, conferences will be requested by the teacher at regular intervals to discuss the student's progress toward grade level mastery. The school principal shall have authority to grade and classify students. A student should repeat a grade only when repetition is likely to benefit the child in acquiring minimum skills and competencies.

Legal Ref.: G. S. 115-288(a)

Recess: Students will receive 30 minutes of daily physical activity each day. When at all possible, they will go outside unless the grounds are wet or muddy. Please see that your child is appropriately dressed, especially during colder weather. Students who are coming back to school from an illness may be excused from physical activity up to three days with a note from home. To be excused any longer would require a note from your child's doctor.

Report Cards: The first nine weeks and the final nine weeks report cards will be held and the parent will have to schedule a conference with their child's teacher to pickup the report card. If you have any questions or concerns about this practice please feel free to contact Dr. Nancy Mark at 623-6521. Report cards are issued each nine weeks. When you receive your child's report card after the first nine weeks, please look over it carefully and discuss the contents with your child. After both parent and child have examined it thoroughly, parents should sign on the signature line indicating that they have seen it and return the envelope as soon as possible. You will receive a copy of the Rockingham County Schools Minimum Promotions Standards during your conference the first nine weeks of the new school year.

Please take time to review with your child to see how she/he is progressing in relation to the Minimum Promotion Standards. Please see RCS Student Handbook for report card information.

2019-2020 Report Card Dates

1st Grading Period – November 8, 2019

2nd Grading Period – January 30, 2020

3rd Grading Period – April 3, 2020

4th Grading Period – June 3, 2020

Report cards are sent home with elementary students at the end of the year.

Returned Check Policy/Money Owed To The School: Checks written to the school that are returned for insufficient funds will be charged both the original amount of the check and a \$25.00 return check charge. The school office will notify the recipient of the problem and expect prompt payment to the school. Legal action will be pursued and the person's check will not be valid for any school purpose until the previous problem is corrected.

Any outstanding debt owed to the school at the close of each school year will prevent the child/parent from receiving the end of year report card until an appointment is scheduled with the principal to discuss the debt being cleared. Debt will roll over to the next school year. If you owe money to the school, please discuss a payment plan option if necessary in order to correct this problem.

Money Owed To The School:

In order to receive end of year EOG scores, report cards, the following must be taken care of:

- **Lost or damaged Library Books and Text Books**
- **Money owed from candy sales**
- **Spring Pictures**
- **Money owed to the Cafeteria**

School Attendance: Good school attendance is a requirement for a successful school year as well as a requirement by law (115C – 378). Excessive absences may lead to poor grades and possible retention. A reference to the RCS Attendance Policies is located in the Rockingham County Schools Student Handbook.

- Students checking in after 11:00 or checking out before 11:00 will be counted absent for the day.

- Students in grades K-8 with more than 20 absences in a school year, including out of school suspensions, will be subject to retention, as is established in North Carolina's Compulsory Attendance Laws.
- **STUDENTS WITH PERFECT ATTENDANCE AND NO TARDIES/EARLY CHECKOUTS FOR THE YEAR WILL BE ELIGIBLE FOR RECOGNITION AT THE END OF THE SCHOOL YEAR.**

Douglass Elementary School follows these guidelines and will contact parents regarding absences as follows:

- **Three (3) Unexcused Absences** – Telephone call and written notice from the principal
- **Six (6) Unexcused Absences** – Notice from principal indicating that doctor's notes will be required for future absences
- **Ten (10) Unexcused Absences** – Written notice from principal and referral to school social worker

School Parties: School board policy states that two parties per school year are allowed. These parties usually occur just before winter break and at the end of the school year. Parties should be scheduled at a time when there is the least disruption to instructional time. **Birthday parties are not permitted during the school day.** However, you may contact your child's teacher and offer to provide a special snack on a designated day. The snack must consist of store-bought/package refreshments. **Please do not send birthday cakes, ice cream, flowers or balloons.** Let your child's teacher know several days in advance if you plan to send refreshments. You will need to provide the necessary napkins, plates, and cups as well.

Daily Schedule:

7:20 a.m. - 7:45 a.m.	Breakfast, Students can report to classrooms at 7:20 a.m.
7:50 a.m.	Tardy Bell rings
7:45 a.m. - 2:45 p.m.	Student School Day (Students are TARDY if not in class by 7:50 a.m.)
7:15 a.m. - 3:15 p.m.	Teacher and Teacher Assistant working hours
7:00 a.m. - 4:00 p.m.	School Office hours

School-Home Communication: Parents are asked to check your child's book bag, take-home folder, and/or student planner daily for important communications from the school or your child's teacher. The principal will send home a monthly newsletter keeping you informed of school-wide events. The school uses the Alert Now phone system to send out weekly reminders and information in the event of an emergency. All classroom teachers have a grade level website and email address that can be accessed from our school's homepage which is located off the Rockingham County School's website at www.rock.k12.nc.us. We believe that a strong relationship and effective communication between school and home will help each child reach his/her potential.

School Newsletter: Our school newsletter, The Douglass Screaming Eagle, is sent home monthly. Information about school events, upcoming dates, and other announcements are included in the newsletter. Look for the newsletter to stay abreast of the events and opportunities at Douglass Elementary School.

School Safety: Student safety and security is a priority at Douglass Elementary School. Douglass has procedures and policies in place in case of a fire or weather related emergency. The school holds regular drills to teach students to respond calmly in the event of an emergency. Teachers will discuss the escape plans with your child. Each class has an escape route to an outside area that is a safe distance from the building. Other crisis drills, such as lock downs, bomb threats, and CPR/AED (cardiopulmonary resuscitation automatic external defibrillator) are also held. Our Crisis Intervention Team monitors these drills. As for a local, state, or national crisis, a trained group of crisis intervention staff members are well versed in the procedures necessary during an extreme situation. They are trained to disperse information quickly and accurately. Parents should know that Douglass has a plan of action for any crisis. **In case of an emergency or crisis, parents would be able to check their child out from the office or another designated area of release.**

Student Dress Code: Appropriate student dress and footwear are necessary to maintain a positive and safe school climate. The dress code adopted by the Rockingham School Board does not allow flip-flops because of the potential foot injury during recess or physical education. No hats are to be worn in the building except on designated days. Students are not allowed to wear pants below their waist and sagging. Their pants should be secured at their waist with a belt. Students are not allowed to wear short-shorts, spaghetti strap shirts, blouses that are mid-drift or low cut. We strongly advise you to refer to the RCS Dress Code Policy in this handbook for all clothing issues. **The Dress Code will be enforced**

Student Insurance: Student insurance is available upon request. Information and prices on coverage during school hours or for 24-hour coverage will be explained in a brochure given to each student at each school. This insurance is strongly recommended. It meets all field trip requirements for students to be insured. If you do not receive a brochure, you may request one from the office.

Student Opportunities:

- Chorus (Grades 3-5; All Year)
- Student Leadership (Grades 3-5; All Year)
- Go Far (Grades 3-5; Spring)
- Battle of The Books (4th & 5th)

Student Planners: Student planners have been purchased for each student in grades K-5. Students will be required to use these planners each day as a source of communication between home and school, a method for parents to monitor behavior, a way to keep track of homework assignments, and much more. Each teacher will specify the use of the planner for his/her classroom. It is each child's responsibility to keep up with his/her planner and bring it to school daily. **Children who lose their planner will be required to purchase another planner for a fee of \$5.00.** It is imperative that you work with your child to maintain the upkeep of the planner and have it at school with him/her each day.

Tardies: School begins each morning at 7:45. At 7:50 a "School In-Session" sign will be hung outside by the main entrance. **After 7:50 a parent or an adult bringing the child to school must walk the child into the front office of the school to receive a tardy note.** Please refer to the Rockingham County Schools Student Handbook for Unexcused Tardy Procedures. These procedures apply to all students in grades K-5.

- Tardies/Early Dismissals (0) – Student is ineligible for ANNUAL perfect attendance award.
- Tardies/Early Dismissals (1-4) – Students will receive a reminder notice.
- Tardies/Early Dismissals (5) – A letter requiring parent signature will be sent home.
- Tardies/Early Dismissals (10) – Conference with the principal and school social worker.
- Tardies/Early Dismissals (15+) – Parent Intervention agreed upon by principal and school social worker

Telephone Use: Students should be reminded that the telephone is to be used for emergencies only. Students are discouraged from using the telephone unless absolutely necessary. **In addition, telephone calls made to teachers during the school day will result in a message given to the teacher or call forwarded to their voice mail in an attempt to lessen interrupts during instructional time.**

100% Tobacco Free Schools Policy: For the safety of our students, Douglass Elementary School is proud to have a 100% tobacco free school policy. The use of tobacco products are prohibited anywhere, anytime by anyone on our campus. This includes parking and pick-up areas. Please adhere to this policy at all times.

Transportation Arrangements: Please give any information for the day's transportation to your child before the school day begins (i.e. being a car rider, change in after school care, etc.). **Written notification to the teacher is required if bus students are to be a car rider that day.** This confirms with the teacher what the child is to do. Written notes from parents are required for the child's transportation arrangement to be changed.

Although written notice is required in advance, if an emergency occurs during the day and you need to communicate a change in transportation, please contact the main office before **1:00 p.m.** in order to allow enough time to get the message to the teacher and student. Car riders who need to ride a bus and any other student bus assignments require a 24 hour notice and can only be made as a permanent change where the child will ride at least two days a week. Students may only be given one morning and one afternoon bus assignment.

Visitors to School: The Rockingham County Board of Education welcomes parents and other visitors to our school. Please keep in mind that we work very hard to ensure a safe learning environment for your child and our staff members, while also protecting the instructional day. Social visitations, including guest of students, are not permitted during the instructional day. All visitors must produce identification and the reason for classroom visitation. Visitation to a classroom is only allowed if you are volunteering in a classroom, or sitting with your child for behavior issues. You must obtain a visitor's pass and sign in at the front office in order to be on campus during school hours. Our office staff will be happy to assist you with your needs and in obtaining a visitor's badge. The badge must be worn and visible at all times. Visitors are also required to sign out in the office when they leave the building. All staff members are required to wear an official RCS employee identification badge. In an effort to protect the instructional day we request that parents and visitors arrange classroom visits and/or conferences ahead of time with the child's teacher. Please do not enter the building at school dismissal unless you have a scheduled conference. All visitors are required to abide by the above-mentioned regulations. Failure to follow the school rules governing visitor behavior may subject the visitor to North Carolina Trespass Law. Legal reference: N.C.G.S. 14-132.

Volunteer at School: We have an active and excellent volunteer program at Douglass Elementary School. We invite your support and encouragement of the total school program. Parents are welcome not only to visit and be a spectator, but also to contribute in any way that they and the teacher feel would be helpful. Many volunteer services are needed during the school year.

The following are the ways that volunteers in the past have served the school:

- Reading to and listening to students read or pronounce vocabulary words;
- Helping out with academic projects;
- Working on multiplication tables with students, and;
- Helping out with fundraisers or other PTO special projects.

We value your time and effort. Children are our most valuable resource. Your help and commitment to the students at Douglass Elementary School can make a world of difference to a child. If you haven't done so already, please consider helping out as a volunteer at Douglass this year. Volunteer forms will be sent home with your child. Make the decision to volunteer, complete the form, and return it to the school. If you decide to volunteer, the guidance counselor will note the volunteer training session and you can attend one of these sessions that will last about 20 minutes. We appreciate your help in any way.

Written Notes to Teachers: Parents should not call the school to relay verbal messages to their child or child's teacher concerning changes in an effort to protect the instructional time and to avoid the possibility of the message not being communicated in a timely manner. Therefore, **ONLY** written messages are accepted for the following circumstances and should be given to your child's teacher in the morning when:

1. Your child is to be a car rider (different from regular procedure)
2. Your child should not participate during PE/recess
3. Someone other than yourself will pick up your child from school
4. You plan to check-out your child early for a doctor appointment, etc.
5. Your child has been absent from school, telling the reason for the absence

If we do not have a written note, we will follow the normal routine for your child.

Bus Safety: We transport your most valuable possession!

BUS SAFETY – A MUST!

The Rockingham County School System strives to provide students with a transportation system that is both convenient and safe. School bus transportation service is a privilege that may be withdrawn for inappropriate behavior.

If your child is normally a bus rider, a note from the parent is required if your child is to be a car rider that day. Any requests for change in transportation, **must be requested in writing by the parent or guardian** and submitted to the office. Otherwise, their regular bus route will take students home. No student is permitted to ride a bus that they are not assigned to. No student is allowed to ride the bus home with another student unless they ride the same bus.

School Bus Conduct Responsibilities and Expectations

Student Responsibilities

- Learn and follow the rules and regulations of bus and bus stop behavior.
- Take responsibility for your actions and behavior.

Parent Responsibilities

- Know the school bus rules and regulations.
- Encourage students to learn and follow the rules and regulations of school bus behavior.

Parents are not allowed on school buses. If a parent goes on a school bus, it is considered trespassing and impeding the progress of a public school bus and one can be charged with a Class 1 misdemeanor. (Leg. Ref.: G.S. 14-132.2) **If there are bus concerns, please contact Mrs. Paschal or Dr. Mark to resolve the issue.**

MISCONDUCT ON A SCHOOL VEHICLE

Students who ride buses are reminded that bus transportation is a privilege, not a right. Students are expected to practice good safety habits (keeping hands, arms and head inside the bus, legs out of the aisles, staying seated at all times, and maintaining a reasonable noise level) and to follow all directions of the bus driver to ensure their safety and the welfare of others.

The following conduct is prohibited and may result in temporary or permanent suspension from the bus or school:

- **Delaying the bus schedule;**
- **Fighting, smoking, using profanity or refusing to obey the driver's instructions;**
- **Tampering with or willfully damaging the school vehicle;**
- **Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle as outlined in RCS Board Policy;**
- **DO NOT USE hand sanitizer or aerosol sprays, or perfume on school bus (allergy alert).**
- **Getting off at an unauthorized stop;**
- **Distracting the driver's attention by participating in disruptive behavior while the vehicle is moving;**
- **Throwing objects on or from the bus;**
- **Failure to remain seated while the bus is in motion;**
- **Failure to observe the established safety rules and regulations;**
- **Violating any rule of the CODE OF CONDUCT while on the school bus or other school vehicle;**
- **Willfully trespassing upon a school bus;**
- **No food or drink allowed on the bus.**

Discipline Procedures

- **BUS NOTICE #1** – Warning, conference with principal or designee and or parental contact via phone with copy of referral sent home.
- **BUS NOTICE #2** – Conference with the principal or designee, phone call to parent and or discipline note sent home, and 1 day bus suspension.
- **BUS NOTICE #3** – Conference with the principal or designee, parental contact with copy of referral sent home and 3 day bus suspension with option of long-term suspension from bus
- **BUS NOTICE #4** – Conference with the principal or principal designee, call to parent and a 5-day bus suspension with option of long-term suspension from bus;
- **BUS NOTICE #5** – Conference with principal, phone call to parent a 10 day bus suspension with option of long-term suspension from bus;
- **BUS NOTICE #6** - Conference with the principal or principal designee, parent contact, with a copy of referral sent home and extended bus suspension of not less than nine weeks with option of long-term suspension from bus.

Please note that fighting will result in automatic bus suspension and/or suspension from school.

Any student suspended from riding a bus is responsible for his/her own transportation. Being suspended from the bus does NOT excuse a child from attending school.

Buses unload and load in the bus parking lot located off Givens Street. **Cars are not to enter the bus parking lot to drop off and/or pick up children.**