

GATESVILLE ELEMENTARY STUDENT/PARENT HANDBOOK



Mrs. Joyeria J. Brothers, Principal 2023-2024

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Gatesville Elementary School

Mrs. Joyeria J. Brothers
Principal



709 Main Street
Gatesville, NC 27938
(252) 357-0613
fax (252) 357-2809

Dear Gatesville Elementary Students and Parents,

We are looking forward to another great year! Last year went by so quickly, but yet, it was very productive. We are very proud of the overall growth achieved by our students. Our goal is to offer a superb education to your child. This year, we will continue to focus on the following: 1) Increasing school attendance, 2) Increasing positive behavior, and 3) Increasing student academic growth in all subjects.

In order to reach optimal success, we must work together: parents, students, and staff. One way to strengthen our partnership is through open communication. Communication is imperative! We will keep you informed via our school website, Parent Page, School Dojo Board, Class Dojo, Remind, Parent Portal, Monthly School Calendar of Events, and/or School Connect Calls. We will also have an active Parent Teacher Association (PTA) in which you are encouraged to join. You will receive more information regarding PTA.

In closing, we ask you to continue encouraging students to stay focused, work hard, try their best, and treat others the way they want to be treated. We will maintain our high expectations for students, academically and behaviorally. Thank you in advance for your support.

Sincerely,

Handwritten signature of Joyeria J. Brothers in blue ink.
Mrs. Joyeria J. Brothers

Gatesville Elementary School
2023 – 2024
Professional Staff

Joyeria Brothers	Principal
Helen Smith	Pre-K
Mary Bunch	Pre-K
Nikki Galzerano	Pre-K
Leslie Keith	K
Ameshia Holland	K
Meredith Barnhill	1 st Grade
Yolanda Dillard Reid	1 st Grade
Tammy Evans	2 nd Grade
Crystal Lee	2 nd Grade
Anna Seaborn	3 rd Grade
Lori Lollies	3 rd Grade/1C
Jessica Harrell	3 rd Grade
Jennifer Hobbs	4 th Grade
Geannine Chloundis	4 th Grade
Staley-marie Pierce	5 th Grade
Armental Crawford	5 th LTSub
Sherry Jones	EC
Andy Riddick	Health/PE
Suzanne Newbern	Dance
Heather Turner	Media
Wanda Hathaway	Tech. Asst.
Aretha Ruffin	Guidance
Lisa Lassiter-Jordan	Nurse

Itinerant Staff

Amanda Dillard	EC/Pre-K Coord.
Lori Ward	Speech

Support Staff

Donna Brown	Day Care Director
Ginny Cowper	Bookkeeper/Pay-Roll/School Secretary
Timothy Rice	PT Custodian
Dennis Lassiter	FT Custodian
Hurley Jones	PT Custodian
Devin Riddick	Teacher Assistant
Madison Mills	Teacher Assistant
Robin Boone	EC Assistant
Benecia Spivey	EC Assistant
Felisha Walton	EC Assistant
Jo Chatman	Pre-K Assistant
Amanda Ward	Pre-K Assistant
Kristin Knapp	Pre-K Assistant
Danielle Smith	Pre-K Assistant

Child Nutrition

Wendy Carpio	Manager
Vanda Bond	Assistant
Lisa Knight-Ralph	Assistant
Janet Thorpe	Assistant
Yolanda Rushin	Assistant

Gates County Public Schools Web
Address:
<http://coserver.gates.k12.nc.us>

Gates County Public Schools

2023-2024 School Calendar

July

4-----Independence Day Holiday

JULY 2023						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January

1-----New Year Holiday
 2-----Optional Workday
 15-----Martin Luther King Jr. Holiday
 24-----End of 2nd Nine Weeks
 25-26-----Optional Workdays
 29-----1st day of 2nd Semester

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24*	25	26	27
28	29	30	31			

August

17-18-----Optional Workdays
 21-23-----Mandatory Workdays
 24-25-----Optional Workdays
 28-----First Day of School

February

19-----Optional Workday
 20-----Mandatory Workday

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

September

4-----Labor Day
 27-----Early Release/ Mandatory PD

March

28-----End or 3rd Nine Weeks/Early Release
 29-----Optional Workday

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28*	29	30
31						

October

27-----End of Nine Weeks
 30-----Optional Workday
 31-----Mandatory Workday

April

1-----Easter Holiday
 2-5-----Spring Break

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27*	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November

10-----Veterans Day
 22-----Annual Leave
 23-24-----Thanksgiving Holiday

May

6-----Optional Workday
 27-----Memorial Day Holiday

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December

15-----Early Release
 18-19-----Optional Workdays
 20-21-----Annual Leave
 22,25-26-----Christmas Holiday
 27-29-----Annual Leave

June

7-----Last Day of School
 7-----End of 4th Nine Weeks/Early Release
 10-11-----Mandatory Workdays
 12-----Optional Workday

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7*	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

First Day of School/ First Day 2 nd Semester	Mandatory Workday (No School for Students)	Holidays (No School)	Annual Leave Days (No School)
Early Release Days (1:00pm)	Optional Workday (No School for Students)	*End of the Nine Weeks	



Gatesville Elementary Dragons ROAR!





We are:





Gatesville Elementary School Dragons ROAR

Behavior Matrix

	Playground	Lunch Room	Bathroom	Hall	Bus	Classroom
	Wait your turn. Share.	Have your lunch number ready. Use your inside voice.	Let others have privacy.	Keep hands to yourself.	Keep hands, feet, and materials to yourself. Use your inside voice while talking to others.	Have materials ready and be prepared. Use your inside voice.
	Stay in your class area.	Wait your turn.	Three students at a time.	Walk on the correct side of the hall.	Keep feet and book bag out of the aisle.	Raise your hand. Keep materials in your area.
	Include everyone.	Make good food choices.	Wash your hands.	Keep quiet.	Raise your hand to talk to the bus driver.	Complete all work. Follow classroom rules.
	Throw any trash in trash can.	Take your trash to the trash can.	Pick up trash. Flush the toilet.	Keep hands off walls and artwork.	Pick up trash. Keep candy or food in book bag.	Turn in completed work.

Arrival and Departure

Arrival

Arrival: Our cafeteria doors are unlocked for students to enter the building at 7:30 a.m. **ALL Doors will be locked prior to 7:30 a.m. Please do not drop-off students prior to this time as no one will be available to receive your child.** If you plan to come in during morning arrival, please park in designated areas only. **Do not park in front of the school in the “Kiss ‘n Go Lane.”** Please be considerate of others and ever mindful of the safety of all. Being patient, alert and respectful to others can help prevent accidents.

Tardiness: Students are expected to be on time for the beginning of the school day. Students arriving late to school are required to sign in at the main office **(with an adult)**. **We ask that parents do not escort their children to class when they are tardy to avoid interrupting instructional time.** If you need to speak with the teacher, please make an appointment to meet with the teacher during planning time or before or after school. **Habitual tardies will be addressed by the school counselor and/or principal.**

Departure

Entrance: Parents picking up students in the Loading Zone, should follow our traffic pattern and please be patient – Safety First! If you need to speak to a staff member, please go around and park your car in a parking space.

Bus Departure: Students are called to buses at 3:10.

Transportation Changes: **Phone calls will not be accepted for change in transportation after 1:00 p.m. except in emergency situations.** Changes in transportation should be sent to school via note to ensure the safety and well being of your child. If it is necessary for a student to ride a different bus, ride with someone else, remain after school or in any way change the normal method of departure, the student must bring a note to the homeroom teacher indicating specifically what the student should do. The note must be signed and dated by the parent/guardian with a phone number so that school personnel can contact and verify the change in transportation (if necessary). This is very important for the safety of your child.

Early Departure: Please avoid taking your child out of school before 3:10. If it is necessary for a student to leave school early, we encourage parents to write a note. Before a student leaves the school property, the parent/guardian must sign out the student in the office. If a student returns to school after being permitted to leave, he/she must sign back in (with an adult). We discourage early departures

unless there is an emergency or an appointment. Character building lessons, PBIS activities, class meetings, Dragon Fire, lesson review, etc. may occur at the end of each day. This is also a time for organizing materials for homework and making announcements. Try to schedule appointments for after school hours. **Students will not be called to the office after 2:45. Parents will have to wait until dismissal, unless there is an emergency or appointment. Early departures will be monitored. Excessive early departures will be reported to the attendance counselor and/or principal for investigation. Dismissal time is 3:10.**

Parking: Please use parking spaces when available. On special occasions, drivers may be directed to other areas.

Safe and Orderly Schools

Expectations: Gatesville Elementary School believes all children can learn. It is our responsibility to provide a safe, orderly and effective learning environment for all children. We expect students to use the Positive Behavior Intervention Matrix. We have included a copy of the matrix in this handbook. Appropriate behavior will be taught, modeled, and monitored through class meetings, role playing, character education and positive reinforcement that promote a respectful atmosphere for all. We ask that parents support our efforts to create and maintain a safe, orderly environment of mutual respect where all teachers can teach and all students can learn. Inappropriate behavior will be addressed in a fair, firm, and consistent manner. Consequences will be reasonable, related (when possible), and respectful. Our goal is to provide students with alternative methods for handling peer pressure, bullying, frustration, and conflict. Students, teachers, parents and administrators must work cooperatively to ensure the safety of our children. We will use a Dragon Tracks Referral Form (for minor incidents) to help students redirect their behavior whenever they do not follow the PBIS Matrix. The parent will be notified by the teacher or principal. Excessive Dragon Tracks Referrals will result in an Office Discipline Referral. We do not tolerate bullying or physical/verbal threats of any nature. **Please report bullying as soon as possible.**

Safety Drills: Drills are held frequently. Teachers will teach and review safety procedures throughout the school year for all types of emergencies. If you have any questions, please contact the teacher, school counselor, or principal.

Vandalism & Property Damage: The construction and maintenance of our school buildings and their contents are a cost to the taxpayers. **Students who destroy or vandalize school property will be required to pay for loss or damage they inflict.** If students willfully destroy school property, suspension may be necessary. If a student happens to damage school property by accident, he/she should report it to a teacher or to the office immediately.

Personal Belongings: All of your child's belongings (sweaters, hats, supplies, etc.) should be labeled with some type of permanent marker in case items are lost. This

will help to find them more easily if they are marked. A Lost and Found Department will be designated in the building.

All 21st Century Summer and Regular School Day Programs will abide by the rules and procedures listed above.

Dress Code: Students are encouraged to maintain a standard of dress that meets the measure of being modest, clean and appropriate. We look to parents for their support in meeting this standard. Inappropriate clothing would be the attire that draws abnormal attention to the wearer (which includes very short attire). **Parents will be notified to bring a change of clothes for students not adhering to the dress code.** All staff members are required to model appropriate dress and we ask parents to model appropriate dress when they attend school events.

Electronic Devices, Trading Cards, Toys, etc.: Students are not allowed to use electronic devices (including cell phones), during school hours. Any electronic device, trading cards, or toy of any type brought to school may be confiscated by staff members and returned to the parent. Parents will be required to pick up the item. Toys should not be brought to school unless the teacher specifically requests them (Example: for Show and Tell). Staff members are not responsible for lost or stolen items.

Health and Safety

Child Nutrition: Research indicates that nutritious, well-balanced meals improve student performance. Therefore, breakfast and lunch are available to all students. Breakfast is served from 7:45 a.m. - 8:15 a.m. **If school is delayed one hour, breakfast will be served from 8:45 a.m. – 9:15 a.m. If school is delayed two hours, breakfast will not be served.** Application forms for free and reduced price meals are available on the district website. **Applications for the program must be made each year and one form can be completed for several children in the same family.**

Immunizations: The North Carolina Immunization law requires that all students be immunized. If your child does not have the proper immunizations, you will be contacted by the school nurse. Non-compliance with this immunization requirement means that your child will not be able to attend school until the requirement is fulfilled.

Medication: Students will be administered medicine by a designated school employee. In order for this to occur, an authorization form must be submitted and signed by the physician and either a parent or guardian. The form will be kept on file until the end of the school year. All medication will be secured. If your child has an Asthma Plan, please submit it to us immediately. Our school nurse is Mrs. Lisa

Lassiter Jordan. She will serve our school 3-4 days a week. We also have First Responders on hand.

Accident or Illness: In the event of illness at school or minor accidents needing medical attention, the school staff will notify parents as soon as possible. A parent or other responsible adult must be reached and give permission before any student will be allowed to leave school. If we cannot reach a parent, we will use the emergency contact information you have provided. **Please make sure the emergency information is up to date at the school, should there be any changes during the school year.**

Emergency Contact: All students should have the name and phone number (and address, if possible) of someone who can be reached in case of an emergency when the parent cannot be reached. **This information should be updated throughout the year.**

Change of Address &/or Telephone Numbers: Parents are requested to keep the school staff informed of any changes of address or telephone number. **This information is needed in case of emergency.**

Telephones & Messages: School phones are for office use only. Students will not be allowed to use the phone for personal calls except in an emergency and with staff permission. During instructional time between 8:30 a.m. and 3:10 p.m., messages will be given to the teachers (if parents call) except under urgent circumstances; however, please feel free to call your child's teacher during his/her planning time or before/after school.

Voice Mail: When your calls are directed to voice mail, please leave a message. If you do not receive a response within 2 school days, please notify the main office.

After School Program

4-H After School Enrollment Packets can be obtained from the school office. If there is a regular Early Release, the program will run from 1:00 p.m. – 6:00 p.m. If the school is closed or has to close for whatever reason, this program will not operate.

Academics

Expectations: We believe all children can learn. It is our job as partners – parents, teachers, and students – to help each child reach their full potential.

Instructional Time: We value instructional time because it is very important to your child's success. Visitors will be allowed into the classrooms during instructional time if they are volunteering upon the approval of the principal. If you need to speak with your child's teacher, please make an appointment to meet with

him/her during planning time, before school, or after school. If you have an emergency and need to see your child during the school day, please notify the office and we will get someone to bring your child to the lobby.

Reading, Math, Science, and Social Studies: All subjects are important; however, students need to have proficient reading skills to do well in other subject areas. Students learn how to read in Grades K – 3, and they read to learn in Grades 4 and 5. We spend about 90 minutes every day teaching and practicing the essential skills of reading. **Students in all grade levels should read between 15 and 30 minutes every day outside of school hours.** They should read from a variety of fiction and nonfiction materials. As students become more proficient in reading, they will be able to apply the essential skills of reading in science and social studies using higher order thinking skills to advance their comprehension.

Assessments: Student performance is assessed through a variety of measures for reading fluency and comprehension. Selection Tests are provided by publishers of the textbooks. STAR Reading and Math helps us determine a student's ZPD (for independent levels). Students in Grade 3 take a Beginning of Year Test, and students in Grades 3, 4 & 5 take End-of-Grade tests. Students in Grades K-3 participate in state reading assessing. Progress is shared with parents in the weekly folders, on interim reports, and on report cards. Please contact your child's teacher if you have questions or concerns about your child's progress. A Parent-Teacher conference can be scheduled during any 9-weeks. Also, please share any information that will help us determine how to best meet your child's academic needs.

Home-School Partnership



Parent Involvement Throughout the Year

Forms: We know that the first day of school is very exciting, and can be somewhat overwhelming. Please take some time each day to fill out a few important forms to make sure we have the imperative information for your child. It is important that we have accurate phone numbers, addresses, and emergency information. If your information changes, please notify us as soon as possible. If we have inaccurate information, we will be unable to contact you in emergency situations, and you will not be able to receive our School Connect calls.

Classroom Visits: We welcome parents to our school and encourage participation.

In an effort to ensure the safety and well being of all students and staff and to protect instructional time, we ask that you make arrangements in advance with your child's teacher about observations and volunteering in the classroom if possible. Please talk with your child's teacher to make these arrangements about volunteering or observing in classrooms.

Safety Note: All parents and visitors will enter through the front entrance only. Please do not knock on other doors or windows as we have taught the students NOT to open doors for anyone. This is a part of our Safety procedures.

Visitors: If there are any safety issues with certain people visiting your child, please inform the teacher and Office Staff **immediately! Also, if there are legal custody documents, please advise us and provide a copy.**

Lunch With Your Child: Feel free to eat lunch with your child. On occasion, our lunch schedules may change due to Benchmark Testing, State testing, or school delays.

Report Cards: These reports will be distributed four times during the year.

Parent-Teacher Conferences: Conferences may be scheduled at any time throughout the year by writing a note to the teacher, calling the school office or setting up an appointment via email. All parents and students will attend a conference at the end of the first nine weeks to sign Parent Compacts, and review academic and behavior progress. If a child is continuing to work below grade level (Reading and/or Math) in the middle of the school year, the teacher will notify the parent to explain that the child is at-risk of being retained. Sometimes a child's grades begin to fall during second semester. If this happens, parents should be notified as soon as there is a concern that the child may be retained. The teacher and parent should collaborate to brainstorm alternative strategies to help the child.

PTA: PTA is a nationwide, non-profit, volunteer organization whose sole purpose is service to children. The Parent Teacher Association is an integral part of the school. Community members are encouraged to join the PTA. Information concerning PTA meetings, programs, and projects will be provided.

School Improvement Team: Representatives from each grade level, department, and parents work together to build the level of commitment and the level of expertise required to educate all students for success. Regular meetings are held the second Monday of each month beginning at 3:30 p.m. in the school's media center. These meetings are open to the public. The entire plan will be on file in the main office, and posted on the school website as well. Please take time to read our plan. If you have any questions, ask any member of our staff.

Emergencies: Please have a plan in place for your child in case there is an emergency. Think about situations in which the school may have to close unexpectedly. Also, there may be times when the school may have to close earlier than expected due to weather or other unforeseen reasons.

Parties/Special Occasions: Food items brought to school for birthday parties and other events must be purchased from vendors (bakeries, stores, restaurants) where proper quality control and sanitation are required. Food should arrive, and be served in the original container. We cannot allow homemade goods. Purchased items may be distributed after 1:00 p.m.

Special Events/Fees: We will try to offer various special events for students. Some of the events may require a fee. **If students/parents owe fees to the school, those fees will have to be paid BEFORE the students participate in the event or trip.** We try to make every effort to work with parents. If you are having financial difficulty, it is important that you contact the guidance counselor or principal in a timely manner.

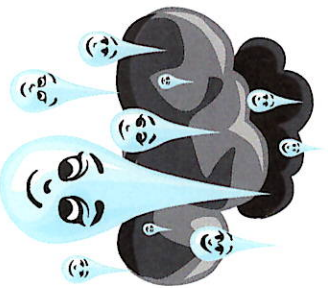
Gatesville Elementary School Master Schedule 2023-2024

Kindergarten	8:30-9:00 Calendar 9:00-10:30 ELA 10:30-11:00 DF 11:00-11:30 Lunch 11:30-11:45 Bathroom 11:45-12:30 CMS 12:30-1:30 Math 1:30-2:00 Recess 2:00-3:00 SCI/SS	First Grade	8:30-9:30 Math 9:30-10:15 CMS 10:15-11:00 ELA 11:00-11:30 Lunch 11:30-12:30 Letterland 12:30-1:00 Recess 1:00-2:00 SCI/SS 2:00-2:30 Small groups 2:30-3:00 DF	Second Grade	8:30-9:30 CMS 9:30-11:30 Block 1 11:30-12:00 Lunch 12:00-12:30 Recess 12:30-2:30 Block 2 2:30-3:00 DF	Third Grade	8:30-9:50 Block 1 9:50-11:10 Block 2 11:10-12:30 Block 3 12:30-1:00 Lunch 1:00-1:30 Recess 1:30-2:30 CMS 2:30-3:00 DF	Fourth Grade	8:15-10:15 Block 1 10:15-11:15 CMS 11:15-11:30 Block 1 11:30-12:00 Lunch 12:00-2:00 Block 2 2:00-2:30 Recess 2:30-3:00 DF	Fifth Grade	8:30-10:30 Block 1 10:30-12:00 Block 2 12:00-12:30 Lunch 12:30 - 1:30 CMS 1:30-2:00 Block 2 2:00-2:30 DF 2:30-3:00 Recess
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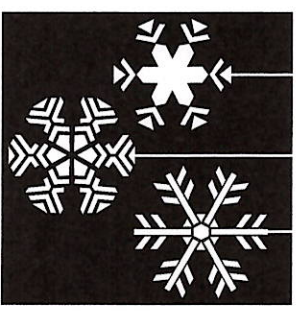
CMS	8:30 - 9:30 2nd grade 9:30 - 10:15 1st grade 10:15 - 11:15 4th grade 11:15 - 11:45 Lunch 11:45 - 12:30 Kindergarten 12:30 - 1:30 5th grade 1:30 - 2:30 3rd grade 2:30 - 3:10 Planning	Lunch	11:00 - 11:30 Daycare 11:00 - 11:30 Kindergarten 11:00 - 11:30 1st grade 11:30 - 12:00 2nd grade 11:30 - 12:00 4th grade 12:00 - 12:30 5th grade 12:00 - 12:30 Prek 12:30 - 1:00 3rd grade	Recess	12:00 - 12:30 2nd grade 12:30 - 1:00 1st grade 1:00 - 1:30 3rd grade 1:30 - 2:00 Kindergarten 2:00 - 2:30 4th grade 2:30 - 3:00 5th grade
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Computer Time

8:00-9:00	Trouble-shooting/Planning
9:00-9:40	Kindergarten
10:00-10:35	Second Grade
10:45-11:20	Fifth Grade
11:30-12:00	LUNCH
12:00-12:35	First Grade
12:45-1:20	Third Grade
1:30-2:05	Fourth Grade
2:15-2:45	Mrs. Jones's Class
2:45-3:00	Sanitizing



Inclement Weather



Decisions made to begin the school day late, shorten the day or cancel school are made to maintain the safety of our students. School Reach calls will be made in the morning as soon as decisions are made. Please make sure your telephone number is current so you will receive your information in a timely manner. Announcements will be made on the local television channels 3 WTKR, 10 WAVY, and 13 WVEC.

1 Hour Delay AND 2 Hour Delay CMS Schedule

(The times in *bold italic* are for 1 hour delay days only)

9:00-9:30 Morning Duty

9:30-10:15 Planning

10:15-11:00 2nd Grade

11:00-11:45 5th Grade

11:45-12:15 Lunch

12:15-1:00 4th Grade

1:00-1:30 1st Grade

1:30-1:45 Bathroom Break

1:45-2:15 Kindergarten

2:15-3:00 3rd Grade

*Breakfast WILL be served on 1 hour delay days.

*Breakfast will NOT be served on 2 hour delay days.

*Lunch schedules will be at regular time on delay days.

Early Release Schedules

Early Release Lunch Schedule

11:00 - 11:30 Daycare (Class)

11:00 - 11:30 Kindergarten

11:00 - 11:30 Second Grade

11:30 - 12:00 First Grade

11:30 - 12:00 Fourth Grade

12:00 - 12:30 Prek (All classes will eat in their rooms.)

12:00 - 12:30 Third Grade

12:00 - 12:30 Fifth Grade

Early Release CMS Schedule

8:45 - 9:15 Second Grade

9:20 - 9:50 First Grade

9:55 - 10:25 Fourth Grade

10:25 - 10:45 Mini Planning

10:45 - 11:15 Fifth Grade

11:20 - 11:50 Third Grade

11:55 - 12:25 Kindergarten

12:25 - 1:00 Lunch

Homework and Make-Up Policies

The faculty and staff at Gatesville Elementary School believe students should receive meaningful homework and project assignments on a regular basis. Homework provides the opportunity for students to practice independently what is learned in the classroom. Purposeful homework extends the lesson and provides valuable reinforcement of key concepts taught in the classroom. Projects give students the opportunity to explore those key concepts in a more extensive manner. Students are expected to complete all assignments in a timely manner.

Uncompleted and/or missing homework assignments have been handled several different ways during the past years. This means that it is acceptable for a student to work on homework during designated times during the day or after school as deemed appropriate by the teacher.

The teacher will call the parent or send a note that must be signed after the first missed homework assignment. If a second homework assignment is missed, a call will be made by the teacher to discuss homework with the parent. Teaming with the parent, the teacher will attempt to resolve the homework issue. The guidance counselor will meet with the student the third time an assignment is missed. She will contact the parent as well.

Additionally, afterschool detention will be used as a consequence for the third missed assignment. Afterschool detention will be held from 3:15-3:45 p.m. (Grades 3-5). Teachers of grades K-2 will handle homework issues during the day. The parent will be responsible for picking up the student at 3:45 p.m. The teacher will contact the parent to make arrangements regarding the after school detention.

When students are absent, it is the responsibility of the student (Grades 3-5) to see the teacher to arrange for make-up following an absence, missed classroom period, or early departure. Parents of students in Grades K-2 may ask for students' work. Grade level teachers will work with students on deadlines to complete work. Parents are encouraged to ask for make-up work when a student is out or will be out for more than one day.

Attendance

The staff of Gatesville Elementary School believes attendance is one of the most important factors in a student's academic success. A student is not able to learn if he or she is not in school. As stated in the Rules and Regulations of the State Board of Education governing Compulsory Attendance and Student Accounting, "Attendance must be taken each day of the school year. In order to be considered in attendance, a student (except for hospital, homebound or staggered kindergarten) must be present in the school for the school day or a place other than the school with approval of the school official for the purpose of attending an authorized school activity...a student must be present one-half of the school instructional day in order to be recorded present for that day."

Additionally, "The State of North Carolina requires that every child in the state between the ages of 7 (or younger if already enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily."

Our school day begins at 8:00 a.m. (tardy bell rings at 8:15 a.m.). Students arriving after 8:15 a.m., but before 11:30 a.m. are counted as tardy. **A student must be present by 11:30 a.m. to be counted present for the day. If a student is present at school, yet leaves before 11:30 a.m., he/she will be counted absent.**

Students are expected to arrive at school no later than 8:15 a.m. in the morning and depart in the afternoon at the 3:10 p.m. dismissal bells. **A student arriving late or leaving early misses a portion of the instructional day.** Staff recognizes all doctor and dental appointments cannot be made outside of school hours. **Occasional tardiness and early dismissals are quite acceptable.** However, when late arrivals and early dismissals become frequent, the minutes lost from the instructional day become a matter of concern. **If this occurs, the principal or school counselor will set an appointment with the parent to discuss ways in which this can be resolved.**

The staff of our school will follow the policy of the Gates County School District (see next page) regarding students with excessive absences and tardies. The teachers, school counselor, and principal will address these situations accordingly. Our priority is optimum student learning. Decreasing student absences is one of our school goals for the year! We will work diligently to maximize time for student learning. Thank you in advance for helping us to achieve this goal!

Policy Code: 4400 Attendance

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. The board believes that prompt and continuous attendance during the school term is essential for a child to profit from education. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

A. ATTENDANCE RECORDS

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons.

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; Or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy [4050](#), Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences, short-term out-of-school suspensions and absences under [G.S. 130A-440](#) (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her work (see also policies [4110](#), Immunization and Health Requirements for School Admission, and [4351](#), Short-Term Suspension). The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

The principal shall determine whether an absence will be excused based on this policy.

C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job-shadowing and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. in-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

D. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses. The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy.

Each school shall establish a school-based attendance waiver committee (hereafter "committee") to consider whether a student's grades should be reduced due to excessive absences, tardies and early dismissals; to grant or deny waivers; and to contact the parent or guardian of a student with poor attendance. The committee shall set aside a day after each nine weeks grading period to meet with students and the parents or guardians of students with excessive absences. A student will have to appear before the committee if, during the course of a nine weeks grading period, the student accumulates: (1) more than five unexcused absences; (2) more than five tardies; or (3) more than five early dismissals. Furthermore, after the final grading period, students who have accumulated more than 20 unexcused absences for the school year may also be subject to review by the committee.

The committee shall invite parents or guardians of students with excessive absences to attend such meetings. The committee will notify parent or guardians of a meeting by sending a letter and following up with a phone call if necessary. If there is no response, the matter will be turned over to the superintendent's office.

The committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. The committee may recommend to the principal and the principal may make any of the following determinations:

1. the student will not receive a passing grade for the semester;
2. the student's grade will be reduced;
3. the student will receive the grade otherwise earned; or
4. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

Students with excused absences due to documented chronic health problems are exempt from this policy.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy [3620](#), Extracurricular Activities and Student Organizations.

Legal References: [G.S. 115C-47, -84.2, -288\(a\), -375.5, -378 through -383, -390.2\(d\), -390.2\(l\), -390.5, -407.5, 130A-440, 16 N.C.A.C. 6E.0102, .0103](#); State Board of Education Policies [ATND-000, -003, NCAC-6E.0104](#)

Cross References: Extracurricular Activities and Student Organizations (policy [3620](#)), Education for Pregnant and Parenting Students (policy [4023](#)), Children of Military Families (policy [4050](#)), Immunization and Health Requirements for School Admission (policy [4110](#)), Short-Term Suspension (policy [4351](#))

Adopted: June 28, 2011

Revised: July 15, 2013; February 3, 2014; June 26, 2015; December 7, 2015; July 17, 2017

[Gates County Schools \(New\)](#)

GATES COUNTY SCHOOLS \ Section 4000 - Students \

Gatesville Elementary School Attendance Notification

Date: _____

According to our records your child has 5 unexcused absences in this grading period. The missed assignments have not been completed and turned in to the teacher.

Your child will need to stay after school on _____ to complete the missed assignments. Please pick up your child promptly at 3:45 p.m.

If assignments are not completed at this time, your child may be required to stay after for another afternoon.

Thank you,

Joyeria Brothers, Principal

Gatesville Elementary School Attendance Notification Parent Meeting

Date: _____

According to our records your child has 5 or more unexcused tardies and/or left early during the month of _____. Being in attendance for the entire school day is important for our students' academic growth.

Please meet with us on _____ at _____ to determine a plan to get your child on track academically. This may include completing missed assignments to catch up. The team you will be meeting with will consist of the guidance counselor, classroom teacher(s), and the principal.

Thank you,

Joyeria Brothers, Principal

ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...



PRESCHOOLERS

Build skills and develop good habits for showing up on time



ELEMENTARY STUDENTS

Read well by the end of third grade



MIDDLE AND HIGH SCHOOLERS

Stay on track for graduation



COLLEGE STUDENTS

Earn their degrees



WORKERS

Succeed in their jobs

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.

GRADING PERIODS AND REPORT CARDS

Students at Gates County High School will receive two interim progress reports during each grading period and a report card at the end of each nine-week grading period.

Students at Buckland Elementary School, Gatesville Elementary School, TS Cooper Elementary School, and Central Middle School will receive one interim progress report during each grading period and a report card at the end of each nine week grading period.

1st Nine Weeks

Reporting Term Ends
Progress Reports Out

October 27, 2023

September 15, 2023 (GCHS)

October 6, 2023 (All Schools)

November 1, 2023

November 3, 2023

Grades Due
Report Card Distributed

2nd Nine Weeks

Reporting Term Ends
Progress Reports Out

January 24, 2024

November 21, 2023 (GCHS)

December 14, 2023 (All Schools)

January 18-24, 2024

January 26, 2024

February 2, 2024

Exams
Grades Due
Report Cards Distributed

3rd Nine Weeks

Reporting Term Ends
Progress Reports Out

March 28, 2024

February 29, 2024 (All Schools)

February 16, 2024 (GCHS)

March 8, 2024 (GCHS)

April 9, 2024

April 12, 2024

Grades Due
Report Cards Distributed

4th Nine Weeks

Reporting Term Ends
Progress Reports Out

June 7, 2024

April 26, 2024 (GCHS)

May 17, 2024 (GCHS)

May 8, 2024 (All Schools)

June 3-7, 2024

Exams
Report Cards Distributed

To be mailed home

GRADUATION DATE:

June 7, 2024

Open House Dates:

August 23, 2023 @ 5:30-7:00 PM

Buckland Elementary School

Gatesville Elementary School

Central Middle School

September 19th @ 5:30-7:00 PM

TS Cooper Elem. School

September 14 — Gates County High

Benchmark Dates:

Benchmark I – October 11-18, 2023

Benchmark II – January 10-17, 2024

Benchmark III - March 14-21, 2024

Policy Code: 6220 Operation of School Nutrition Services

All schools will participate in federal National Child Nutrition Programs and will receive commodities donated by the United States Department of Agriculture. All federal and state revenues will be accepted and applied to maximize the use of such funds for the purposes of providing nutritional meals to students at the lowest possible price. The superintendent or designee shall develop procedures as necessary to implement the operational standards established in this policy.

A. OPERATIONAL STANDARDS

The school nutrition services program will be operated in a manner consistent with board goals and board policy. The program also will be operated in compliance with all applicable state and federal law, including requirements of the National School Lunch Program and all federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture. Specific legal requirements that must be met include, but are not limited to, the following.

1. No child will be discriminated against because of race, sex, color, national origin, disability, age or eligibility status for free and reduced price meals.
2. The school nutrition services program will meet safety and sanitation requirements established in local, state and federal rules and guidelines for school nutrition services programs.
3. The school nutrition services program will have a written food safety program that includes a hazard analysis critical control point plan for each school.
4. Menu preparation, purchasing and related record keeping will be consistent with applicable state and federal rules and guidelines.
5. Banking, financial record keeping, budgeting and accounting will be conducted in accordance with generally accepted practices and procedures, as dictated by the School Budget and Fiscal Control Act and in accordance with state and federal guidelines.
6. Commodity foods donated by the United States Department of Agriculture will be used and accounted for in accordance with federal regulations.
7. Preference will be given in purchasing contracts to high-calcium foods and beverages, as defined in G.S. 115C-264.1 and to foods grown or raised within North Carolina.
8. Child Nutrition Program (CNP) funds will be used only for the purposes authorized by law. Indirect costs, as defined by law, will not be assessed to the CNP unless the program has a minimum of one month's operating balance.
9. The price for meals will be determined in accordance with federal law.
10. Nonprogram foods will be priced to generate sufficient revenues to cover the cost of those items. A nonprogram food is defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account.
11. All school nutrition services will be operated on a non-profit basis for the benefit of the CNP. School nutrition services are those that are operated from 12:01 a.m. until the end of the last lunch period.
12. All income from the sale of food and beverages that is required by law or regulation to be retained by the CNP will be deposited to the CNP account and will be used only for the purposes of the school's non-profit lunch and breakfast programs. All funds from food and beverage sales not otherwise required by law to be deposited to the CNP account will be deposited into the proper school account in accordance with guidelines developed by the superintendent or designee.
13. All competitive foods sold on school campuses will meet federal and state standards for nutrient content.

B. MEAL CHARGES

Students who are required to pay for meals are expected to provide payment in a timely manner. The board recognizes, however, that students occasionally may forget or lose their meal money. It is the board's and child nutrition department's view that all students deserve a hot meal; therefore, in the event that a student is unable to pay for a meal on a particular day, the alternative meal will be the same meal provided to all students. Appropriate modifications to the alternative meal will be made when required by the student's documented special dietary needs. In order to safeguard the dignity and confidentiality of students in the serving line and to avoid calling attention to a student's inability to pay, at no time will a meal be retrieved from a student who has been served through the line. High school and middle school students will be asked to bring in the negative balance the following day and cafeteria managers will inform building level administration as soon as possible to see what support can be provided for the following school day. Elementary students will be allowed to

carry a negative balance not to exceed the cost of two breakfast and two lunch meals. Cafeteria managers will notify building level administrators in cases where elementary students are close to the maximum of their negative balance.

The child nutrition director and principal shall work jointly to prevent meal charges from accumulating and shall make every effort to collect all funds due to the child nutrition program on a regular basis and before the end of the school term. Notices of low or negative balances in a child's meal account will be sent to parents and the principal at regular intervals during the school year. If a parent regularly fails to provide meal money and does not qualify for free meal benefits, the child nutrition director shall inform the principal, who shall determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges. Parents are expected to pay all meal charges in full by the last day of each school year. Negative balances on student accounts will be carried forward to the following school year. However, the superintendent shall ensure that federal child nutrition funds are not used to offset the cost of unpaid meals and that the CNP is reimbursed for bad debt resulting from uncollected student meal charges prior to September 30 each year.

This policy and any applicable procedures regarding meal charges must be communicated to school administrators, school food service professional, parents, and students. Parents will receive a written copy of the meal charges policy and any applicable procedures at the start of each school year and at any time their child transfers into a new school during the school year.

Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; National School Lunch Act, 42 U.S.C. 1751 *et seq.*; 2 C.F.R. pt. 200; 7 C.F.R. pt. 210; 7 C.F.R. pt. 215; 7 C.F.R. pt. 220; United States Department of Agriculture Policy Memos SP 46-2016 and 47-2016, available at <http://childnutrition.npublicschools.gov/regulations-policies/usda-policy-memos/2016/2016usda-policy-memos>; G.S. 115C-47(7), -47(22), -263, -264, -264.1, -426, -450, -522; 147 art. 6E, art. 6G; 16 N.C.A.C. 6H .0104; State Board of Education Policy NCAC-6H.0004

Cross References: Parental Involvement (policy 1310/4002), Goals of School Nutrition Services (policy 6200), School Meal and Competitive Foods Standards (policy 6230), Goals of the Purchasing Function (policy 6400)

Adopted: July 16, 2014

Revised: June 3, 2015; April 10, 2017; July 17, 2017; January 12, 2018

Gates County Schools (New)



GATES COUNTY SCHOOLS
DR. PAULA SIMPSON
OFFICE OF SCHOOL NUTRITION
205 MAIN STREET/PO BOX 125
GATESVILLE, NC 27938
252-357-1113

simpsonpi@gatescountyschools.net

The following criteria will be used for checks written in the School Nutrition Program.

1. All checks require First Name, Middle Initial, Last Name or Initials and Last Name; Current Address and Local Phone Number.
2. Address has to be local; no out of state address will be accepted.
3. Bank can be out of state, but address has to be local.
4. No check numbers below 300.
5. No change will be given from a check, the entire amount must be credited to the child's account.
6. **Returned Checks:** School Nutrition will work with you to settle your check that is returned for Non-Sufficient Funds (NSF). The second NSF check will result in checks no longer being accepted if given within a two-year period. Immediate restitution of NSF check will be considered.
7. If your NSF check has to go to collections, checks will no longer be accepted even is it is the first NSF check.
8. A fee of \$25.00 will be added to all returned checks.



K12PaymentCenter

The Complete Online Payment Solution

Online Payment Information to Parents

Dear Parents,

Dealing with your children's school money just got a lot easier! You can now add money to their accounts for meals, pay for school-related fees online securely and even see what they are buying.

You may have previously used www.K12PaymentCenter.com to access your child's meal account, but now the website is new and improved, with more features that make it easier to manage your child's account. You can now pay for school fees like merchandise, apparel, supplies, tickets, yearbooks and more online. You'll even receive email and text notifications when school fees are assigned to your student.

If you already have an online payment account, just login with your current login credentials. All of your information will be transferred over. If you haven't used the website before, go to www.K12PaymentCenter.com and click "Register Now" to create an account. Select **Gates County Public Schools** from the drop-down lists of school districts, fill in your information, input your credit or debit card information and you're ready to go! Note that you will need your child's student ID number; simply contact us for their ID number and with any other questions you may have.

Online Payment Website Facts:

- Make payments for meals and school fees online securely using your credit card
- Have more than one child in the district? You can deposit money into multiple accounts with just one payment!
- You get quick and easy access to your child's account 24 hours a day, seven days a week
- The ability to:
 - see 120 calendar days of purchases and payments
 - Check your child's meal account balance
 - Get low balance alerts by e-mail and text
- Pay for not only school meals but school fees, such as merchandise, apparel, supplies, tickets, yearbooks, etc.
- Receive email and text notifications when school fees are assigned to your student
- Less hassle and no more "lost lunch money" or sending checks into the district office
- Setup monthly or weekly recurring payments
- Peace of mind, knowing exactly what you money is being spent on
- You can access [online payments on Facebook](#)
- There are no banners, pop ups ads or advertising
- We do not share any information with third parties, other than your financial institution and your child's school
- The website is secure site and utilizes all of the current industry privacy standards

For more information, go to www.K12PaymentCenter.com or call the **Gates County Public Schools** at (252) 357-1113.

[Click here](#) to see a video on how to start managing your child's account online today!

How it Works

- Once the account is set up, parents have access to make payments, set up recurring payments, view student meal history...

Meal History for LISA WHITE

Date	Description	Price	Qty.	Balance	Voided
02/20/2013	NET PAYMENT	\$10.00	1	-\$3.60	
02/20/2013	CUPCAKE	\$0.50	1	-\$8.25	
02/20/2013	TINY PRETZELS	\$0.50	1	-\$8.25	
02/20/2013	LUNCH REGULAR	\$2.20	1	-\$8.25	
02/20/2013	CUP WITH ICE	\$0.10	1	-\$5.05	
02/20/2013	FRESH FRUIT	\$0.50	1	-\$5.05	
02/20/2013	FRENCH TOAST ST (5)	\$1.00	1	-\$5.05	
02/19/2013	FRUIT - FRESH	\$0.50	1	-\$13.60	
02/19/2013	GATORADE/POWERADE	\$1.50	1	-\$13.60	
02/19/2013	BBQ/HONEY MUSTARD SAUCE	\$0.30	1	-\$13.60	
02/19/2013	CHICKEN NUGGET (7)	\$1.25	1	-\$13.60	
02/19/2013	JUICE 4OZ	\$0.30	1	-\$10.05	
02/19/2013	FRESH FRUIT	\$0.50	1	-\$10.05	
02/19/2013	PANCAKES (2)	\$1.00	1	-\$10.05	
02/12/2013	LUNCH REGULAR	\$2.20	1	-\$3.45	
02/11/2013	LUNCH PAYMENT	\$2.20	1	-\$1.25	
02/11/2013	LUNCH REGULAR	\$2.20	1	-\$1.25	
02/11/2013	BREAKFAST REGULAR	\$1.25	1	-\$1.25	



K12PaymentCenter

The Complete Online Payment Solution

How it Works

...and even setup 'low balance' email and text alerts when your meal account reaches an amount you choose

Low Balance Notifications

☒ Send Low Balance E-mail Notifications

when my balance is below

Text Message Phone Number: Carrier:



K12PaymentCenter

The Complete Online Payment Solution

Policy Code: 4316 Student Dress Code

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that will be conducive to learning.

A. General Guidelines

Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school;
2. is substantially disruptive (for information on gang-related attire, see policy 4328, Gang-Related Activity);
3. is obscene; or
4. endangers the health or safety of the student or others.

Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. A student's failure to comply after being offered this opportunity or a student's second or repeated violation of this policy will result in disciplinary action. Such disciplinary consequences shall be consistent with Section F of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

B. Specific Guidelines

Principals will maintain specific guidelines to assist students in determining appropriate dress and appearance for each particular school, copies of which will be made available to parents and students.

Reasonable accommodations shall be made by the school principal or designee for those students who, because of a sincerely held religious belief, cultural heritage or medical reason request a waiver of a particular guideline for dress or appearance.

Reasonable accommodations shall be made by the principal or designee to accommodate students involved in special duties, activities or projects approved by the school. This would include but not be limited to: athletics, career and technical classes and projects, special events or other activities that would allow for non-conforming dress on a school campus.

Legal References: G.S. 115C-47, -390.2

Cross References: Student Behavior Policies (policy 4300), School Plan for Management of Student Behavior (policy 4302), Disruptive Behavior (policy 4315), Gang-Related Activity (policy 4328)

Adopted: June 6, 2011

Revised: June 28, 2011; June 27, 2013; August 6, 2018

Gates County Schools (New)

Policy Code: 3226/4205 Internet Safety

A. INTRODUCTION

It is the policy of the board to: (a) prevent user access via its technological resources to, or transmission of, inappropriate material on the Internet or through electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access to the Internet and devices or programs connected to or accessible through the Internet; (c) prevent other unlawful online activity; (d) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (e) comply with the Children's Internet Protection Act.

B. DEFINITIONS

1. Technology Protection Measure

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

2. Harmful to Minors

The term "harmful to minors" means any picture, image, graphic image file or other visual depiction that:

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- b. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

3. Child Pornography

The term "child pornography" means any visual depiction, including any photograph, film, video picture or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where:

- a. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- b. such visual depiction is a digital image, computer image or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
- c. such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

4. Sexual Act; Sexual Contact

The terms "sexual act" and "sexual contact" have the meanings given such terms in [section 2246 of title 18, United States Code](#).

5. Minor

For purposes of this policy, the term "minor" means any individual who has not attained the age of 17 years.

C. ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or "Internet filters") will be used to block or filter access to inappropriate information on the Internet and World Wide Web. Specifically, blocking will be applied to audio and visual depictions deemed obscene or to be child pornography or harmful to minors. Student access to other materials that are inappropriate to minors will also be restricted. The board has determined that audio or visual materials that depict violence, nudity or graphic language that does not serve a legitimate pedagogical purpose is inappropriate for minors. The superintendent, in conjunction with a school technology and media advisory committee (see policy [3200](#), Selection of Instructional Materials), shall make a determination regarding what other matter or materials are inappropriate for minors. School system personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the viewpoints involved.

Subject to staff supervision, technology protection measures may be disabled during use by an adult for bona fide research or other lawful purposes.

D. INAPPROPRIATE NETWORK USAGE

All users of school system technological resources are expected to comply with the requirements established in policy [3225/4312/7320](#). Technology Responsible Use. In particular, users are prohibited from: (a) attempting to gain unauthorized access, including "hacking," and engaging in other similar unlawful activities; and (b) engaging in the unauthorized disclosure, use or dissemination of personal identifying information regarding minors.

E. EDUCATION, SUPERVISION AND MONITORING

To the extent practical, steps will be taken to promote the safety and security of users of the school system's online computer network, especially when they are using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. It is the responsibility of all school personnel to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures are the responsibility of the technology director or designated representatives.

The technology director or designated representatives shall provide age-appropriate training for students who use the school system's Internet services. The training provided will be designed to promote the school system's commitment to educating student in digital literacy and citizenship, including:

1. the standards and acceptable use of Internet services as set forth in policy [3225/4312/7320](#), Technology Responsible Use;
 2. student safety with regard to safety on the Internet, appropriate behavior while online, including behavior on social networking websites and in chat rooms, and cyberbullying awareness and response; and
 3. compliance with the E-rate requirements of the Children's Internet Protection Act.
- Following receipt of this training, the student must acknowledge that he or she received the training, understood it and will follow the provisions of policy [3225/4312/7320](#), Technology Responsible Use.

The superintendent shall develop any regulations needed to implement this policy and shall submit any certifications necessary to demonstrate compliance with this policy.

Legal References: Children's Internet Protection Act, [47 U.S.C. 254\(h\)](#); Neighborhood Children's Internet Protection Act, [47 U.S.C. 254\(i\)](#); Protecting Children in the 21st Century Act, [47 U.S.C. 254\(h\)](#)

Cross References: Professional and Staff Development (policy [1610/7800](#)), Technology in the Educational Program (policy [3220](#)), Technology Responsible Use (policy [3225/4312/7320](#)), School Improvement Plan (policy [3430](#)), Use of Equipment, Materials and Supplies (policy [6520](#)), Network Security (policy [6524](#))

Adopted: September 10, 2012, at a public meeting, following normal public notice

Replaces: Internet/Network Acceptable Use (policy IIBH)

Gates County Schools (New)

Policy Code: 3225/4312/7320 Technology Responsible Use

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

B. The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy [3226/4205](#), Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the school system be copied for personal

- use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
 4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
 5. The use of anonymous proxies to circumvent content filtering is prohibited.
 6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
 7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
 8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy [4705/7825](#). Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy [4700](#), Student Records. Users also may not forward or post personal communications without the author's prior consent.
 9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
 10. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.
 11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
 12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
 13. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
 14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.), for an unauthorized or improper purpose.
 15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
 16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.
 17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy [3226/4205](#), Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

D. PARENTAL CONSENT

The board recognizes that parents are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

Students, employees, visitors and other users have no expectation of privacy in anything they create, store, send, delete, receive or display when using the school system's network, devices, Internet access, email system or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track and/or log network access, communications and use; (2) monitor and allocate fileserver space; and (3) access, review, copy, store, delete or disclose the content of all user files, regardless of medium, the content of electronic mailboxes and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, email system, devices or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy [4318](#), Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

G. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the [4300](#) series).

2. Employees

Employees' personal websites are subject to policy [7335](#), Employee Use of Social Media.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: [U.S. Const. amend. I](#); Children's Internet Protection Act, [47 U.S.C. 254\(h\)\(5\)](#); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101 et seq.](#); [20 U.S.C. 7131](#); [G.S. 115C-325\(e\)](#) (applicable to career status teachers), [-325.4](#) (applicable to non-career status teachers) Cross References: Curriculum and Instructional Guides (policy [3115](#)), Technology in the Educational Program (policy [3220](#)), Internet Safety (policy [3226/4205](#)), Copyright Compliance (policy [3230/7330](#)), Web Page Development ([3227/7322](#)), Student Behavior Policies (all policies in the [4300](#) series), Student Records (policy [4700](#)), Confidentiality of Personal Identifying Information (policy [4705/7825](#)), Public Records - Retention, Release and Disposition (policy [5070/7350](#)), Use of Equipment, Materials and Supplies (policy [6520](#)), Network Security (policy [6524](#)), Staff Responsibilities (policy [7300](#)), Employee Use of Social Media (policy [7335](#))
Adopted: September 10, 2012
Revised: June 3, 2015; February 6, 2017

[Gates County Schools \(New\)](#)

NO BULLYING ZONE

All decisions related to student behavior are guided by the Board of Education's objectives to teach responsibility and respect for cultural identity and ideological differences and by the Board's commitment to safe, orderly, and inviting schools. The Gates County Board of Education recognizes bullying as a school safety issue, and the bullying policy was created to protect students and staff.

Bullying involves **repeated** harmful acts and an imbalance of power. It involves repeated physical, verbal, or psychological attacks. It is also intimidation directed against a victim who cannot properly defend himself/herself because of size or strength, the victim is outnumbered, or less psychologically resilient. Bullying can include, but is not limited to the following:

- Unwanted touch of any sort – pinching, shoving, hitting, slapping, etc.
- Tripping
- Intimidation
- Rumor spreading and isolation
- Demands for money
- Destruction of property
- Theft of possessions
- Destruction of another's work or personal items
- Name calling
- Sexual harassment
- Ostracism based on perceived sexual orientation or ethnicity
- Hazing.

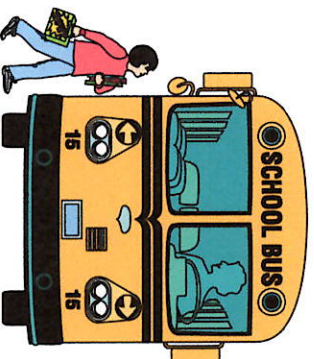
Recognizing that bullying entails any of the aforementioned acts, the building principal or designee must determine if the situation in question is bullying. To prevent bullying, the GC Board of Education advocates system-wide prevention efforts that promote positive school and community climate. During the school year the guidance teacher and the classroom teachers will address issues of bullying regularly during special classes and group sessions.

Staff members will assess the extent of the problem at their site, and will involve staff, students, parents and the community in accomplishing the following objectives:

- Identifying victims and their bullies
- Empowering students who witness bullying to speak out
- Assisting parents in ways to help their child if the child is a victim or perpetrator
- Finding assistance for the victims and their perpetrators
- Disciplining the perpetrator if deemed appropriate and
- Reaching out to the community to prevent bullying outside of the school setting.

****Please encourage your child to tell a trusted adult at school. Also, please contact the teacher, school counselor, and/or principal. In order for us to intervene, we have to be aware.**

BUS BEHAVIOR



Riding a school bus to and from school is a privilege that must not be abused.

We believe all students can behave appropriately and safely while riding on a school bus. We are unable to tolerate any student stopping drivers from doing their job or creating a situation where other students are being denied safe transportation.

For a student to ride safely on the bus, he or she must:

1. Follow the directions of the driver and/or monitor.
2. Remain seated until the bus comes to a complete stop.
3. Refrain from using earbuds/headphones while entering or exiting the bus.
4. Keep hands, feet, and objects to self.
5. Use appropriate language at all times – no profanity or derogatory language.
6. Keep noise level to a minimum by conducting conversations only with close neighbors.
7. Refrain from eating, drinking, or smoking on the bus.
8. Refrain from fighting!
9. Go straight in the house when getting off the bus. Do not check the mail or go to a neighbor's house.

If a student chooses to break a rule or rules on the bus, the first step will be that the bus driver warns the student of the minor infraction. If the student does not choose to follow directions, after the driver's warning, the student will be reported to the principal. The bus driver's referral will be sent home for the parent to sign. If there is a second referral, it will also be sent home to the parent. In addition, a call will be made to the parent by a school official. Appropriate steps will be taken by all parties to resolve the bus infractions regarding each referral, which may include bus suspension. **The third bus referral will result in a suspension from the bus.**

A student may automatically and/or immediately be taken off the bus for one or more days for fighting, using profanity, or causing an extremely unsafe situation to exist. **A student demonstrating highly inappropriate behavior will be returned to school and must be picked up by the parent or legal guardian immediately.** If, during the bus route, a driver must stop at an unassigned stop because of dangerous or aggressive behavior of a student, the student will automatically be removed from the bus for at least three days.

It is the student's responsibility to help the bus driver assure safe transportation, by following the bus rules. It is the responsibility of the parents to help the bus driver by stressing to your child/children the importance of positive bus behavior. **PLEASE REMEMBER, RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT.**

A student must always ride his/her assigned bus **UNLESS** the school office is provided a written note by the parent or legal guardian. Permission may be granted, in cases of emergency by the principal or office staff, by talking with the parent or legal guardian. **GES STAFF WILL NOT ALLOW A STUDENT TO CHANGE HIS/HER REGULAR ROUTINE UNLESS THERE IS A NOTE FROM THE PARENT OR LEGAL GUARDIAN. THE STUDENT MAY NOT COMMUNICATE THIS CHANGE.**

When a student arrives at home and there is no one present, an immediate attempt will be made to contact the parent or legal guardian. **If contact is not made, the student will be brought back to school and the parent or legal guardian will be required to make arrangements for the student to be picked up immediately.**

Bus Double-Runs and Split-Runs

Decisions involving a double-run or split-run are made by the Transportation Director or Designee when there are unforeseen circumstances in which a driver has to be absent and a substitute cannot be secured. A **double-run** is when a driver completes his/her first route, and returns to school to pick up students for another route. Please be patient, as this will require students waiting at school with a designated staff member (s). A **split-run** means that a driver will have extra students on the bus. He/she will drop-off students in various locations (which will extend your child's arrival home). Parents will be notified by a School Reach/Connect call. Please make sure your number is current so that you will receive the notification in a timely manner.

FEDERAL LEGISLATION PROHIBITING DISCRIMINATION

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 – “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal Financial Assistance.”

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 – “No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program receiving Federal Financial Assistance.”

SECTION 504 OF THE REHABILITATION ACT OF 1973 – No otherwise qualified handicapped individual...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving Federal Financial Assistance.

RESPECT for ALL!

It is the policy of the Board of Education for Gates County Schools that all students and employees will be treated with respect.

The Gates County Board of Education believes that all employees and students should be free from discrimination, harassment, and bullying as a part of a safe, orderly, caring, and inviting working and learning environment. The board commits itself to nondiscrimination in all its educational and employment activities.

Protected Categories

Race	Color	National Origin	Disability
Gender	Age	Religion	Pregnancy

SEXUAL HARASSMENT WILL NOT BE TOLERATED

Sexual harassment is one form of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity; or (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or (3) such conduct is sufficiently severe, persistent or pervasive so that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance; limiting a student's ability to participate in or benefit from an educational program or environment; or creating an abusive, intimidating, hostile, or offensive work or educational environment.

RETALIATION against a student or employee who files a complaint is prohibited by law.

If any students, employees, or applicants have a complaint of discrimination or harassment that cannot be resolved, they should contact the appropriate personnel at the address and phone number listed below:

Gates County Schools, P. O. Box 125, Gatesville, NC 27938 – 252-357-1113

Title IX Coordinator (for gender[sex] discrimination) - Student Services Director
Section 504 Coordinator (for discrimination on the basis of disability)
Exceptional Children's Director (also for discrimination on the basis of disability)
Career Technical Education Coordinator (discrimination on the basis of program)
Nondiscrimination Officer (all other areas) - Student Services Director