

T.S. Cooper Elementary School

Creating Building Blocks



For a Strong Foundation

**2017-2018
Parent/Student
Handbook**

Table of Contents

Gates County Schools Goals and Expectations	3
Staff List	7
Information for Parents	9
Calendar of Events	14
Gates County Schools Calendar	15
Report Cards	16
Progress Reports.....	17
PTA.....	18
Cafeteria/School Food Program	19
Meal Prices For 2014-2015	20
Gates County Schools Child Nutrition.....	21
Attendance Regulations	24
Student Dress Code	26
Attendance.....	28
Tardiness.....	29
Nurse	30
Medicine	31
Administration of Medication to Students	32
Request for Medication Administration In School.....	33
XIV. NON-DISCRIMINATION STATEMENT	34
Policy Code: 4700 Student Records.....	35
Policy Code: 4720 Surveys of Students.....	35
PBIS SECTION	37

GATES COUNTY SCHOOLS

GOALS

2017-2018

GATES COUNTY SCHOOLS

Goals and Expectations

Recognizing the importance of effective school research, the Gates County board of Education formulated these goals in conjunction with the validated effective school correlates of the late Ronald Edmonds. Following this format, discussion, and analysis centered on school/organizational climate, administrative leadership, high expectations, focus on essential skills, effective use of resources, assessment and community involvement.

School Organizational Climate

- ❖ Ensure a clean, safe, healthy, and orderly environment.
- ❖ Promote a responsive and caring sense of efficiency in equitably dealing with all students, parents, and staff members.
- ❖ Enhance a child-centered culture fueled by a passion to constructively meet the diverse needs of every child.
- ❖ Assertively eliminate the distribution, use, and possession of drugs.
- ❖ Embed character education in every area of learning.
- ❖ Ensure that all students and staff shall maintain a positive attitude towards each other at all times.

Administrative Leadership

- ❖ Maintain positive attitudes towards students, staff, and parents.
- ❖ Promote an underlying belief system focused on student learning and success.
- ❖ Ensure that all students are afforded equal educational opportunities.
- ❖ Ensure highly visible professional and constructive support scaffolding for all constituents.
- ❖ Apply appropriate formative procedures in evaluating staff.
- ❖ Assertively exhibit courageous leadership when needed to protect the integrity, vision, and mission of the school system.

High Expectations

- ❖ Believe that all children can learn and act on that belief system.
- ❖ Utilize every possible strategy to minimize failure as an option available to students.
- ❖ Decrease the dropout rate by 3% as compared with the 2013-2014 school year.
- ❖ Eliminate all one's and two's from annual state assessment.
- ❖ Ensure high order instructional techniques for all students.
- ❖ Expect a passion for excellence from every employee and expect extraordinary performance from every student.
- ❖ Increase the number of students taking AP & Honors courses.

- ❖ Eliminate the achievement gap for minority and low-income students.

Focus on Essential Skills

- ❖ Ensure a higher percentage of students in each designated group at each school will master basic skills.
- ❖ Ensure a higher percentage of students in each designated group at each school will master basic skills and strategies to read independently by the end of the Second Grade.
- ❖ Decrease the total number of students who have to attend Summer Reading Camp.
- ❖ Expand the definition of literacy beyond reading and writing to include all curricular areas.
- ❖ Endorse pedagogy (i.e. appropriate teaching strategies) that reflects the best research-based instructional practices.
- ❖ Continue to develop and support systems, programs, instructional standards, knowledge, skills, and performance in every adopted curriculum area.
- ❖ Continue to ensure the effective use of pacing guides and the standard course of study.
- ❖ Require the effective use of motivation and reinforcement strategies.
- ❖ Enhance the use of technology with an emphasis on the instructional program, student achievement, and applied resources.
- ❖ Continue to provide appropriate instruction, remediation, and acceleration alternatives for students in need.
- ❖ Support schools in their effort to meet AMO growth and performance scores as well as all provisions specified in federal “No Child Left Behind” legislation.

Effective Use of Resources

- ❖ Examine what changes are necessary to the district infrastructure and/or programs to prepare the district for the way it will look in 2015, 2016, and 2017.
- ❖ Evaluate the adequacy of staffing for servicing the needs of at-risked students and investigate potential funding sources for such staff.
- ❖ Continue to retain and recruit highly qualified employees.
- ❖ Ensure that the primary focus of the teacher is to lead students in direct instruction according to North Carolina’s Common Core Standards.
- ❖ Require advisory systems to effectively meet the needs of all children by following a focused, systematic, and well-documented process.
- ❖ Expect purchasing procedures, as defined in the Gates County Purchasing Manual, to be followed and all purchase orders processed in an expedient fashion.
- ❖ Ensure the reconciliation and balancing of all accounts on a monthly basis and effectively monitor allocations to ensure requisitions are submitted in a timely manner in accordance with budgetary expectations.
- ❖ Ensure site-based and systematic inventory control procedures will be employed to effectively monitor fixed assets.

Monitoring/Assessment

- ❖ Systematically and honestly provide thorough, defensible, and insightful evaluations, making recommendations for personal and professional growth goals according to individual needs. Also ensure that evaluations are thorough and related to Common Core Standards and other state and local priorities.
- ❖ Ensure that data on Student Achievement, Attendance Rates, Dropout Trends, Scholarship Recognition, Suspension Rates, SAT Scores, and Alternative Program Participation, will be longitudinally desegregated by race, socioeconomic, status, and gender.
- ❖ Require the employment of strategic plans with definitive goals, standards, strategies, timelines, and responsibilities.
- ❖ Promote diagnostic testing to ensure appropriate curriculum alignment and assessment.
- ❖ Provide constructive strategies to meet performance weaknesses of identified subgroups.

Community Engagement

- ❖ Prioritize two-way communication between the Gates County School System and all patrons through all sources available and encourage relationships of trust and mutual support.
- ❖ Develop processes for improving communication with parents, community, and staff, for increasing parent involvement and for engaging parents, community in new strategies to meet district goals.
- ❖ Continue to support and nurture parent teacher organizations and the Education Association for Excellence.

T. S. Cooper Elementary School
Faculty and Staff
2017-2018

Jeremy Wright, Principal

Kindergarten Team			
Room Number	Phone Ext.	Teacher	Instructional Partner
03	235	Jennifer Miller	Wanda Hathaway
05	237	Lisa Wilkins	Vicki Moore

First Grade Team			
Room Number	Phone Ext.	Teacher	Instructional Partner
06	238	Brittany Parker	Martha Walton
04	236	Meredith Pritchett	Gloria Wiggins

Second Grade Team			
Room Number	Phone Ext.	Teacher	Instructional Partner
207	264	Jean Nistler	Vicki Moore
208	265	Iben Bogues	Wanda Hathaway
210	266	Angela Blanchard	Connie Umphlett

Third Grade Team			
Room Number	Phone Ext.	Teacher	Subject(s)
206	263	Marcia Hobbs	Math
205	262	Ken Moors	Reading
*Instructional Partner			Gloria Wiggins Martha Walton

Fourth Grade Team			
Room Number	Phone Ext.	Teacher	Subject(s)
103	243	Taylor Gurganus	Math and Science
100	245	Pat Handy	Language Arts and Social Studies
*Instructional Partner			Connie Umphlett

Fifth Grade Team			
Room Number	Phone Ext.	Teacher	Subject(s)
104	247	Lovie Roscoe	Math
106	248	Mary Hobbs	Science/Social Studies
107	241	Mary Catherine Saunders	Reading

Exceptional Children's Team			
Room Number	Phone Ext.	Staff	Assignment
204	261	Shirley Greene	EC Resource Teacher
109	240	Shannon Parker	Speech and Language Therapist
209	267	Amy Roth	EC Resource Teacher
204	261	Brenda Riddick	EC Instructional Partner

Learning Resource Team			
Room Number	Phone Ext.	Staff	Assignment
203	258	Diana Wiggins	Guidance Counselor
031	259	Ann Jacox	Nurse
108	239	Connie Umphlett	Reflection Center/Testing Coordinator

Connect Team			
Room Number	Phone Ext.	Teacher	Subject(s)
110	231	Adrienne Beasley	Health and Physical Education Teacher
034	253	Kristi Steiner-Winn	Music Teacher
023	223/260	Janice Askew	Media Specialist

Bus Drivers Team	
Debbie Faulk	Bus 91
Shardi Beasley	Bus 78
Michelle Broughman	Bus 90
Miriam Walker	Bus 02

Food Service Team		
Staff	Phone Ext.	Assignment
Lisa Copeland	225	Cafeteria Staff (Manager)
Shirleen Figs	225	Cafeteria Staff
Lorraine Wiggins	225	Cafeteria Staff

T. S. Cooper Elementary School

2017 – 2017

Information for Parents

1. Please fill out the enrollment forms (including the Emergency Contact Form) immediately and return them to your child's homeroom teacher. We must have a new form for each child each school year.

Free and reduced lunch application can be found on the Gates County website or can get a copy from the main office. If you would like a copy sent home, please call (252) 465-4091.

2. Complete and return the attached volunteer form if you would like to help as a volunteer. Volunteers have given many hours of their time. Our PTA may also want to use information from your completed form. **Any volunteers working directly with the students must have a background check on file.**
3. You may purchase student insurance if you desire. Please read the insurance information very carefully. **The accident insurance is supplemental and is not meant to provide full coverage in most situations.**
4. Breakfast and lunch will be served each day unless school begins after 10:00 AM. Only lunch will be served on those days. A regular lunch (milk included) will cost \$2.50 and a reduced price lunch (milk included) will cost \$.40. The cost of a regular breakfast (milk included) will be \$ 1.25 and a reduced price breakfast (milk included) will cost \$.00. Please make sure that your child has lunch/breakfast money every day. If your child does not have money and parents cannot bring it out to school, the school counselor will loan them money for that day. **All debts must be paid before she will be able to loan them money again.** The counselor will call the parents to notify them. The cafeteria will send home notes when your child's account is low.

Students will be able to eat on last year's meal status during the first 10 days of school. Meal Applications forms will be located online this school year and copies will also be located in the main office.

5. This year we will be serving 1% reduced fat plain, chocolate, strawberry and skim milk, one carton of milk will be served with each plate. There will be an additional charge of \$.60 for each extra milk purchased.
6. Ice cream, snacks, and bottled water will be sold in the lunchroom every day. These items may not be available at the beginning of school. Notification of availability will be sent home with your child as soon as the information is provided.
7. The following items will be on sale in the office each morning from 8:10 – 8:30 A. M.
Pencils, erasers, pencil sharpeners, etc.
The prices range from \$.25 to \$1.00.

8. All students must ride their regular bus and get off at their assigned stops unless the school is contacted by a parent or guardian. If you know that your child will need to change buses or get off at a different stop on his/her regular bus, **please send a note to school, rather than calling.** If a call is made to change your child's travel arrangements, please phone the school no later than 1:30PM. This saves a great deal of time and lessens confusion.
9. Children who need to arrive at school early (at 7:30 AM) must report directly to the Media Center. **Children who may need to be dropped off earlier than 7:30 must make special arrangements with the Office Staff.** Students must follow school expectations during this time as this is a privilege offered to assist our parents and students.
10. **Students** and **parents** must wait in the Media Center until the 8:05 bell rings in order to respect our teachers who are preparing for the day's lessons. Students not riding the bus in the afternoon should be picked up by 3:20 unless special arrangements have been made with the principal or office staff. If you plan to use the After School program (3:10-6:00), you must complete an application and pay a \$10.00 fee before your child can use this service. **Please be aware that the after school Program does not employ staff from T. S. Cooper Elementary School.**
11. Parents and friends are welcome in our school. However, you **MUST** stop by the office to register. You will be given a pass while you are in the building. Please stop by the office to check out before leaving the building. A buzz-in system has been installed near the front door and will be in operation from 9:00am to 2:00pm. You must press the button on the metal box to gain access into the building. These measures and others are a part of our Safe Schools Plan.
12. To ensure each student's safety, he/she must be signed out in the office before leaving school. **All parents are asked to enter and exit through the main entrance at the front of the building.**
13. Teachers are available for phone calls or conferences after school (3:20) or during their planning period unless an emergency exists. Please schedule an appointment before coming to the campus.
14. Students cannot invite children not enrolled in T. S. Cooper Elementary School to come out to school with them. The school cannot assume this responsibility.
15. You have the right to examine your child's cumulative folder provided adequate notice is given to the school. Also, be prepared to show picture identification.
16. We will keep an accurate record of those students reporting to school late. The bell to signal when students will be counted tardy will ring at 8:30 A. M. Students must have reported to their classrooms by this time. **If a student is tardy for any reason, he/she must report to the office to sign in and pickup a late arrival slip to give to their homeroom teacher.** Anyone arriving on a late bus will not be counted tardy. Please be aware that excessive tardies or frequent early dismissals can have a negative impact on learning and grades.
17. Good attendance is necessary to make sure that a student is successful. As parents, this is your very important responsibility.

The following reasons are the only ones accepted by the state of North Carolina as being lawful:

- (1) Illness or injury
- (2) Quarantine
- (3) Death in immediate family
- (4) Medical or dental appointments
- (5) Court or administrative proceedings
- (6) Religious Observances
- (7) Educational Opportunity

When it is necessary for your child to miss school, a note explaining the reason for the absence should be sent to his/her teacher when he/she returns to school.

*Review the "Attendance Policy" located in the "Student Policy and Information Manual".

By the 3rd consecutive absence, if we have not heard from a parent, the office will call to check on the child. Frequent absences will be discussed with the parent by the teacher, principal, school counselor and/or school nurse. Other resources to help improve regular attendance may include involving the School Resource Officer.

18. The bell for buses to unload will ring at 8:05 AM. The bell to load buses in the afternoon will ring at 3:05 PM for K-2 grade students and 3:10 PM for 3rd-5th grade students. An announcement will be made in the afternoon for car riders to be released to come to the front of the building. The buses should leave the campus no later than 3:25 PM each day.
19. We will continue to use Positive Behavior Intervention Support (PBIS), "Project Respect" which is a system of rewards and consequences, this year in the school and on the buses. Please read the plan located in the Parent/Student Handbook and review it with your child/children.
20. Our PBIS Rewards, which are posted throughout the school, will be used this year to reward students who met the school expectations and follow rules established for safe bus transportation.
21. The Gates County Board of Education does not discriminate among students, parents, or employees regarding national origin, race, sex, marital status, handicap, religious preference, or age in employment, educational programs or activities as set forth in:

Title VI of the Civil Rights of 1964: "No person in the United States shall, on 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 or activity 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 any program or activity receiving Federal financial assistance.”

22. Please make sure that you work out an emergency plan with your child and the school so that he/she will know what to do in the event that no one is at home if school closes early for the day. There are times when the school day may end earlier than planned because of the weather or other unexpected reasons. Please make sure the office and teacher have working phone numbers to reach parents or other contacts who have permission to pick up your child when sick or when a need arises.
23. Students should always come to school neat and clean each day. Footwear and clothing should be appropriate for the activities planned. Tennis shoes are strongly recommended for most occasions. **Please review the “T. S. Cooper Elementary School Dress Code” in the Student Policy and Information Manual:

Footwear is required. No heeled shoes (shoes with wheels), flip-flops or flip-flop type sandals or slides are allowed. This is a preventative measure for your child’s safety. Tennis shoes are recommended.

Also, take into consideration each day that the building temperature may be made cooler or warmer than the outside temperature during the year.

24. Report cards (1st – 5th grade) will be sent home after each nine weeks of instruction. Progress Reports will be given out after approximately four weeks of instruction. Kindergarten report cards will be sent home at the end of the first and second semester. Kindergarten progress reports will be sent at the end of the first and third nine weeks.
25. The Pledge to the Flag will be followed by a “Moment of Silence” each morning in each class so that each student will have a time for quiet reflection. Please sign the Citizenship Plan Form if you **do not** want your child to participate and return it to your child’s teacher.
26. **All food items brought to school for birthday celebrations and special occasions must be purchased from a vendor where quality control and sanitation inspections are a required part of their operation. Food items should arrive and be served from their original container. Please coordinate this with your child’s teacher ahead of time to ensure there are no conflicts with scheduling. We thank you for your support!**
27. T. S. Cooper Elementary School is a Title I School.
28. Bullying will not be tolerated at T. S. Cooper Elementary School. Parents, please keep the staff informed if you feel your child is a victim of bullying. Refer to Bullying Policy 1710 in your Gates County Schools Student Policy and Information Manual or online.

29. Videos/DVDs are an integral part of the teaching/learning process. *Sometimes, an educational video/DVD may have a rating of **PG** or **PG13**. In order for this video/DVD to be shown at school, parents are required to sign a written permission form sent home by the teacher. Videos/DVDs with a rating of **G** do not require parental permission.
30. Riding a school bus to and from school is a privilege that must not be abused. We believe all students can and should behave appropriately and safely while riding on a school bus. We are unable to tolerate any student behaviors that prevent drivers from doing their job or creating a situation to deny other students safe transport. If 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 an adult is not home, the student will be brought back to school on the bus and the parent or legal guardian will be required to come and pick up the student.
31. **Cell phones, iPods, and other hand-held electronic devices shall not be in use during the school day.** The school day begins at the child's bus stop upon boarding the bus, and ends when your child exits the bus at his/her home. We understand parents may want to be in contact with their children in case of an emergency. Cell phones should not be brought to school. However, if cell phones are brought to school for emergency purposes they should be turned off and secured in a book bag at all times during the school day. If a cell phone is seen by another student or staff member, it will be taken by the bus driver or staff member, and given to the principal to secure until the parent can pick it up. Other electronic devices should not be brought to school under any circumstances. **T. S. Cooper Elementary School will not be held accountable or investigate the loss or disappearance of electronic devices.**

Unauthorized use of any electronic device will result in the confiscation of the device and returned to parent. A second offense will be deemed a willful violation of our school policy and will be handled as such.

Calendar of Events 2017-2018 (Tentative Dates)

September	04	Labor Day Holiday
September	05	PTA Meeting -6:00 PM
September	15	Fall Pictures
September	20	Early Release Day 1:00PM
October	02	Progress Reports
October	09	Teacher Workday
October	18	Early Release Day 1:00PM
November	04	Fall Festival
November	06	Report Cards
November	08	Picture Make-up day
November	10	Veterans Day Holiday
November	14-18	Book Fair
November	15	Early Release Day 1:00PM
November	16	Family Reading and Math Night 5:30-7:00PM
November	22-24	Thanksgiving Holiday
December	08	Progress Reports
December	20-Jan 02	Winter Vacation
January	15	Martin Luther King, Jr. Holiday
January	19	Early Release Day 1:00PM
January	22-23	Teacher Work Days
January	26	Report Cards
February	14	Early Release Day 1:00PM
February	19	No School
February	28	Progress Reports
March	07	Spring Pictures/Class Pictures
March	21	Early Release Day 1:00PM
March	29	Teacher Workday
March	30	Good Friday Holiday
April	02-6	Spring Break
April	13	Report Cards
May	11	Progress Reports
May	25	Early Release Day 1:00PM
May	28	Memorial Day Holiday
June	06	Awards Day (Grades K-2 - Grades 3-5)
June	07	Fifth Grade Graduation @ 6:00PM
June	08	Last Day/ Early Release 1:00PM
June	11	Frozen Teacher Workday (Mandatory Professional Development)
June	12	Frozen Teacher Workday (Mandatory Professional Development)
June	13	Optional Teacher Workday

Gates County Schools | 2017-2018 CALENDAR

<p>4 Independence Holiday</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th colspan="7">JULY 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td style="background-color: red;">4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JULY 2017							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						<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr> <th colspan="7">JANUARY 2018</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td style="background-color: red;">1</td><td style="background-color: green;">2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td style="background-color: red;">15</td><td>16</td><td>17</td><td>18</td><td style="background-color: navyblue;">19</td><td>20</td></tr> <tr><td>21</td><td style="background-color: green;">22</td><td style="background-color: green;">23</td><td style="background-color: green;">24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p>1 New Year Holiday 2 Optional Workday 15 MLK Holiday 19 Early Release 1:00 p.m. End 3rd Six Weeks/End 2nd Nine Weeks; End of 1st Semester 22,23 Optional Workday 24 First Day 2nd Semester</p>	JANUARY 2018							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			
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Color Codes: Red – Holiday Green – Optional Workday Purple – Mandatory Workday Olive Green – Early Release
 Light Orange – End 6 Weeks Dark Brown – End 9 Weeks Yellow – Annual Leave Day

Turquoise – 1st Day of School and 1st Day Second Semester
 Navy Blue – End of Semester and End of School Year

REPORT CARDS

The report card is a report of your child's academic and social progress. Please study it carefully and review it with your child.

The purpose of this report is to provide the information necessary for a sound working relationship between the school and the home. When a cooperative relationship exists between the school and the home, your child benefits.

If you have any questions regarding your child's progress or suggestions to the school for improvement, please call the school office to arrange a conference.

Irregular attendance interrupts an orderly learning process. Days lost from school by non-attendance can never be regained. We urge you to exercise firm parental responsibility and have your child in school each day, unless illness or an emergency occurs. Please send a written note with your child when they return to school. Send a doctor's note when applicable. The note must be sent within 3 days of returning to school **or the absence will count as unexcused.**

To ensure happy, healthy and productive growth for your child, join hands with us. We need your help. We cannot teach your child if they are not at school.

At the end of the school year, Kindergarten and 1st grade students will take their report card home. 2nd - 5th grade report cards will be mailed by June 14, 2017.

PROGRESS REPORTS 2017-2018

Progress reports will be issued to students at the mid-point of each nine weeks to help keep you, the parent, and your child up-dated on their progress. Progress Reports will be issued to students on the following dates:

October	02	First Reporting Period
December	08	Second Reporting Period
February	28	Third Reporting Period
May	11	Fourth Reporting Period

END OF NINE WEEKS GRADING PERIODS 2017-2018

October	30	End of first nine weeks
January	19	End of second nine weeks
March	28	End of third nine weeks
June	08	End of fourth nine weeks

REPORTS CARDS 2017-2018

Second - Fifth Grade will be using a computerized report card. Reports cards will be issued to students during the 2017-2018 school year on the following dates:

November	06	First Reporting Period
January	26	Second Reporting Period
April	13	Third Reporting Period
June	14	Fourth Reporting Period

PTA OFFICERS

2017 - 2018 School Year

President:	Maelyn Ross
Vice President:	Susan Baker
Secretary:	Frances Chamblee
Treasurer:	Heidi Bright

Please join your PTA and help us further the objectives of parent-teacher-student work. Dues are \$5.00, thus entitling you to membership and a right to vote on all issues concerning the PTA. Meetings have been set for 6:00 PM.

1st Meeting
September 05, 2017

The PTA committee will discuss dates for our next meetings during our first meeting of the school year.

CAFETERIA/SCHOOL FOOD PROGRAM

The School Food Program seeks to improve child nutrition. Breakfast and lunch are served each school day. Parents are encouraged to eat with their children.

Lunch is a time for students to relax, eat and talk quietly with their friends. During this time, students are expected to demonstrate appropriate conduct, such as using polite table manners, talking quietly, and remaining seated while the class is eating. Expectations for behavior are posted in the Cafeteria.

*Parents are encouraged to put all monies in an envelope that has the child's name and the amount of money enclosed and how it is to be spent.

CAFETERIA SCHEDULE

BREAKFAST

FIRST GRADE	8:05 – 8:30
GRADES 2 - 5	8:05 - 8:30
KINDERGARTEN	8:20 – 8:45

LUNCH SCHEDULE

<u>KINDERGARTEN</u> 11:15 - 11:45 J. MILLER L. WILKINS	<u>FIRST GRADE</u> 11:30 - 12:00 M. PRITCHETT B. PARKER	<u>SECOND GRADE</u> 11:00 - 11:30 J. NISTLER I. BOGUES A. BLANCHARD
<u>THIRD GRADE</u> 11:45 - 12:15 M. HOBBS K. MOORS	<u>FOURTH GRADE</u> 12:00 - 12:30 T. GURGANUS P. HANDY	<u>FIFTH GRADE</u> 12:15 - 12:45 R. ROSCOE M. HOBBS M. SAUNDERS

**MEAL PRICES FOR 2017-2018
SCHOOL YEAR**

BREAKFAST MEAL PRICES FOR GRADES K - 5

Paid	\$ 1.25
Reduced	.00
Adult	A La Carte Prices

LUNCH MEAL PRICES FOR GRADES K -5

Paid	\$2.50
Reduced	.40
Adult	A La Carte Prices

Milk	\$.60
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Gates County Public Schools

Meal Charge Policy

1. Purpose/Policy:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the Food Service Department. The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges.
- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parent/guardian.
- To establish fair practices that can be used throughout the school district.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

2. Scope of Responsibility:

The Food Service Department: Responsible for maintaining charge records and notifying the school district of outstanding balances. The Food Service Department is also responsible for notifying the student's parent/guardian of low or outstanding balances.

The School District: Responsible for supporting the food service department in collection activities.

The Parent/Guardian: Immediate Payment

3. Administration:

1. Free Lunch Students:
 - a. Free Lunch Status Students will not be allowed to have a negative account balance. Free lunch status allows a child to receive a free meal every day. A la carte items are not part of the USDA program.

2. All other Students:

When a student comes through the line without money, the cashier should explain the charge policy to the child. At no time will a student's meal be retrieved once the student has received their tray of food. The student will be allowed to eat their meal and their account debited.

- a. Elementary students will be allowed to charge up to a maximum dollar equivalent of (4) meals, two breakfasts and two lunches. Students will only be allowed to charge a reimbursable meal. Students with charges will not be allowed to purchase A la carte items, except for milk until all charges are paid.
 - b. Middle School students will not be allowed to charge any school meals causing their lunch account to go into a deficit balance.
 - c. High School students will not be allowed to charge any school meals causing their lunch account to go into a deficit balance.
3. Federal law prohibits the charging of adult meals.
4. Each school is to devise a plan to deal with students whose charges equal more than the cost allowed. Examples of strategies used in schools include:
 - a. An emergency fund set up by the PTA or PTO channeled through the principal's office.
 - b. A fund set up by the principal with funds other than child nutrition.
 - c. If a student who has a balance due of more than the cost allowed the manager will implement the individual school plan. Examples: Send the student to the office to call the parents or borrow money from a fund established by the school.
5. Payment for meals is the responsibility of the parents/guardians. It is also the parents/guardians responsibility to check on their child's account balance on a regular basis. Account records of a student's account transactions are available upon request from the cafeteria manager. Parents are encouraged to Pre-pay for student meals. They have the option to instruct that the funds can be used for meals and a la carte items or meals only.
6. A call list will be generated of students with low balances on their account. Calls will be placed to the parents through ConnedtEd notifying them that they need to put money on their child's account.
7. As a courtesy, the parents will be given 3 days to put money on their child's account. If there is a negative account balance and measures have not been taken within 3 days the matter will be turned over to the principal.
8. A list of students with account balances will be sent to the principal once a week. Principals are encouraged to contact parents using ConnectED, phone calls or notifying them in writing.

9. If a student is without meal money on a consistent basis, the principal is encouraged to investigate the situation more closely, including contacting the parent/guardian to bring money to the school and/or encouraging the parent/guardian to apply for free or reduced price meals.
10. If the parent/guardian application status is approved as free or reduced then the balance owed for unpaid meals shall be recalculated at the free or reduced meal rate.
11. Checks will be accepted for payment on a student's account. Checks should be made payable to Gates County Child Nutrition. Checks returned for (NSF) non-sufficient funds will be charged a fee of \$25.00. If a second NSF check should come back, checks will not longer be accepted. NSF checks not paid within 15 days will be turned over to the magistrate for collection.
12. If a student withdraws from a school, the principal should notify the manager so their account can be resolved. If money is owed to child nutrition payment must be made. If there is a balance on the student account it should be refunded. If a student withdraws and does not collect the money on their account, they have 60 days in which to request a refund. After 60 days the money becomes the property of Child Nutrition.
13. According to USDA Guidelines, the Child Nutrition program cannot absorb accrued charges. The Gates County Board of Education will be responsible for all charges accrued that have not been paid by the student's parents or guardians at the end of each school year. The Board will take appropriate action to recover funds from the parent/guardian responsible.

ATTENDANCE REGULATIONS

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

A. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the teacher on the day returning after an absence. An absence may be excused for the following reasons:

1. personal illness or injury which makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. participation under subpoena as a witness in a court proceedings;
5. observance of an event required or suggested by the religion of a student or the student's parents(s) with prior approval by the principal; or
6. the principal will have the discretion to determine if non-school related activities will be excused

Extended illnesses generally require a statement from a physician.

In the case of absences and suspensions, the student will be permitted to make up his or her work. 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.

B. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the board of education that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. The following school-related activities will not be counted as absences from either class or school:

- * field trips sponsored by the school;
- * school-initiated and scheduled activities;
- * in-school suspension.

Assignments missed for these reasons will be completed by students.

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.

C. **EXCESSIVE ABSENCES**

Students missing more than 20 days per year may be subject to review by the attendance school based committee. Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic promotion. If a student is missing more than 20 days then the school may contact our School Resource Officer or local DSS Office for support. When a student reaches 20 days it does not matter if they are excused or unexcused.

The principal will notify parents after 3, 6, and 10 absences and take all other steps required by Compulsory Attendance General Statute (G.S 115C-378) for excessive absences.

According to G.S. 115C-378 a parent may be in violation if a student has received 6 or more unexcused absences.

ATTENDANCE

In accordance with G. S. 115C-378, every parent, guardian, or other person in North Carolina having charge or control of a student between the ages of seven and 16 years shall cause such student to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. Every parent, guardian or other person in North Carolina having charge or control of a child under age seven who is enrolled in a public school in grades Kindergarten through two shall also cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school. No person shall encourage, entice, or counsel any such student to be unlawfully absent from school. The term school is defined to embrace all public schools and such non-public schools, which have teachers and curricula that are approved by the State Board of Education.

ATTENDANCE/ABSENCE CODES

Students are expected to be in school except in cases of emergency or for reasons explained in the codes below:

CODE 1 - **Lawful Absences**

When satisfactory evidence of a lawful absence is provided to the appropriate school official, the absence should be coded as lawful.

CODE 2 - **Unlawful Absences**

Students who are WILLFULLY absent from school without a lawful excuse are to be considered unlawfully absent.

CODE 3 - **Suspensions**

A suspension is considered to be neither lawful nor unlawful, but in a category of its own.

Upon return from an absence, please send a note to the teacher explaining the reason for the absence. This note must be given to the teacher within three days for the absence to be considered CODE 1 - Lawful Absences. If you know in advance that an absence will occur for an extended period of time, please inform the office in writing.

TARDINESS

Students arriving at school after 8:30 A. M. are tardy. You must come with your child to the office to sign an entry slip, before your child may be admitted to class. Tardiness has become a big issue these past few years and for this reason we will begin giving consequences for excessive tardies. If a student receives more than 4 unexcused tardies during any nine-week period they will receive Reflection Time.

- Only notes from appointments or emergency situations will be considered excused tardies.
- Children entering the building without an adult after the tardy bell will receive an unexcused tardy no matter the reason.

EARLY CHECKOUT

If you need to pick up your child early (before 3:00 pm.) for any reason, please come to the Main Office first, and fill out an Early Release Form. The teacher will not release your child without this form and without approval from the Office.

Students leaving before 11:30 A. M. will be counted absent. It would also be helpful if you send a note to the teacher stating the date, time, and reason(s) for the early dismissal. This procedure is for your child's protection and for keeping records for the attendance policy.

If T.S. Cooper is running on any delay schedule the time of 11:30 will move forward depending on what time school starts. On a 1-hour delay students leaving before 12:30 will be counted absent. On a 2-hour delay students leaving before 1:30 will be counted absent.

*Please send a note or call to let the Receptionist know by 1:30 PM if your child is leaving early.

*Please call as early as possible if emergency changes are needed in your child's transportation for the afternoon. When parents call close to 3:00, it makes it very difficult to ensure your child will get the message in time.

***We recommend that all changes in transportation be noted by 1:30pm daily.**

Legal Reference: G.S. 115C - 47; 115C - 378 to 383; 288(a)

Student Dress Code Policy Code: 4316

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;
3. is obscene; or
4. endangers the health or safety of the student or others.

Before being punished, 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.

**T.S. Cooper Elementary
Dress Code**

1. Clothing must not be disruptive to the teaching-learning process, revealing, vulgar, or obscene.
2. Clothing will not be allowed which promotes or is suggestive of alcoholic beverages, tobacco or the use of controlled substances, promotes illegal violence, or is of a sexual nature.
3. Clothing is not to be sheer or mesh.
4. Pajama pants are not allowed.
5. Clothing will not be allowed that reveals underwear, cleavage, or bare skin underneath the pants/shorts/skirt/shirts. An additional shirt must be worn underneath shirts with cutout sleeves or extra large armholes that expose bare skin.
6. Skirts and dresses must be no higher than 3 inches (both in the front and back) above the top of the knee. If the garment does not maintain this length requirement during normal daily activity (walking, reaching) it will be in violation of the dress code.
7. Shirts or blouses may not be tank top or spaghetti straps for male or female students unless covered by an acceptable outer garment.
8. Shirts and blouses must cover the waist, midriff and go past the waistline.
9. Form-fitting, stretch material may not be worn as a primary outer garment.
10. Tights and leggings (or “jeggings”) may be worn only under garments that meet the provisions of the dress code.
11. Tight clothing such as knit or spandex bicycle/biker pants, yoga pants or overly tight pants are not allowed.
12. Sagging pants that reveal undergarments are not allowed.
13. Shorts should be properly hemmed.
14. Shorts that have a split on the sides are not acceptable for school wear.
15. Shorts may be no higher than mid-thigh.
16. Hats, sweatbands, hoods, Satin Skull Caps, “durags”, or sunglasses will not be worn inside (hallways or classroom) the school building.
17. Footwear is required at all times on school grounds.
18. Jewelry affixed to student’s nose, lips, cheek or eyebrow must be small studs or gems. Hoops, connecting chains or rings the overlap the lips are not acceptable.
19. Lettering or any type of sew-on patch, decal, insignia, etc., which is vulgar or promotes alcoholic beverages, tobacco or the use of controlled substances is not allowed.
20. Appropriate footwear is required. No heellies (shoes with wheels), flip-flops or flip-flop type sandals or sliders are allowed.

Following these guidelines would eliminate the necessity of being corrected for improper dress.

NURSE

A school nurse is available two days per week (Monday and Wednesday) at T. S. Cooper Elementary School. First responders are available at all times to provide medical care when school is in session. Sometime it is necessary to send a child home from school when ill. Presently, our system follows these procedures:

A student is sent home when feeling ill, vomiting or having a temperature above 100.0 degrees. Occasionally a below normal temperature with other symptoms may also be an indication of illness and the student will be sent home.

Any student with Head Lice, Scabies, or Impetigo will be dismissed until treatment has been rendered.

Any student with inflamed eyes, a rash, or lesion must be excluded until the possibility of a contagious disease can be ruled out or until written permission from a physician indicating return to school has been received.

HEALTH CARE - SCHOOL INSURANCE

Administered by:
UnitedHealthcare StudentResources
P. O. Box 809027
Dallas, TX 75380-9027
866-313-4512
website:www.k12studentinsurance.com
Local Representative:
American Advantage Marketing Group Inc,
P.O. Box 505 Waynesville, NC 28786-0505
800-232-9601 or 828-452-5437 Fax: 828-456-7354
ameradvins@bellsouth.net

A school insurance application will be sent home with all students. School insurance premiums should be mailed directly to the insurance company.

MEDICINE

Administering Medicine to Students'

Dear Parents/Guardians:

Please find following this cover letter a copy of the following information that pertains to Administering Medicine to Students at school:

1. Gates County Board of Education Policy
2. Authorization for Medication To Be Given During School Hours
(Form A-1)

Mrs. Ann Jacox, School Nurse, has requested that the following information be shared with you:

1. Medication orders **MUST** be renewed every school year, even if the medication stays the Same.
2. Authorization forms **MUST** be signed by the doctor, physician assistant, or nurse practitioner.
3. A new authorization form **MUST** be provided if there are any changes (in medicine or in dosage) during the school year.
4. Medication **MUST** be brought to school in a correctly labeled bottle.

If you have any questions, please contact Mrs. Ann Jacox (465-4091). Your cooperation would be greatly appreciated.

Dear Parent/Guardian(s):

Our school system has a written policy to assure the safe administration of medication to students during the school day. The school and school employees do not purchase any medications to distribute to students. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

1. You can come to school and give the medication to your child at the appropriate time(s).
2. You may complete the "Authorization For Medication To Be Given During School Hours" form (Form JHCD, A-1, found on the back of this letter) or a similar form from your child's doctor's office. Have your child's doctor complete the form by listing the medication needed, dosage, and number of times per day the medication is to be administered. The physician and parent/guardian must complete a separate form for each prescription and over-the-counter drug needed at school. This means that the doctor and you, the parent or guardian, must authorize all medications (such as inhalers and Tylenol) before they are brought to school. Prescription medicines must be brought to school in a **pharmacy-labeled container**, that contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions. We ask that the parent/guardian transport all medications to and from school to **sign the medication in and out and verify the medication count**. Please be aware that the school nurse does not administer the medication, as she covers three schools. School employees are designated by the principal and trained by the school nurse to administer medications. Documentation is required and is kept on file. Medications not picked up at the end of school and signed out by a parent or guardian will be destroyed on the last teacher workday.
3. You may discuss with your doctor an alternative schedule for administering medication (i.e., outside of school hours).
4. Self-medication: In accordance with G.S. 115C-375.2 and G.S. 115C-47, students requiring medication for asthma, anaphylactic reactions, or diabetes, may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication.

School personnel will not administer any medication to students or allow students to self-administer medication unless they have received an authorization form properly completed and signed by both doctor and parent/guardian, and the medication has been received in an appropriately labeled container. A new authorization form must be completed each school year. In fairness to those giving the medication and to protect the safety of your child and others, there will be no exceptions to this policy.

If you have any questions about the policy, or other issues related to administration of medication in the schools, you may contact the school nurse or school principal.

Thank you for your cooperation,

Annie T Jacox, RN, BSN, NCSN
School Nurse

Jeremy Wright
Principal

Gates County Schools

Request for Medication Administration in School

Form JHCD/6125, A-1, 01/07

To be completed by physician

PLEASE DO NOT USE ANY MEDICAL ABBREVIATIONS, BE SPECIFIC, AND FILL OUT THIS FORM IN ITS ENTIRETY

Name of student: _____ Date of Birth: _____

Medication: _____ Dosage: _____

Time(s) medication is to be given: _____ Date(s) to be given: _____

Significant information (include side effects, toxic reactions, omission reactions): _____

Contraindications for Administration: _____

If an emergency situation occurs during the school day or if the student becomes ill, school officials are to contact parent/guardian, and/or send student immediately to the emergency room at _____.

Doctor's Printed Name _____ Telephone Number _____

FOR SELF-ADMINISTRATION ONLY: MEDICINE FOR ASTHMA, DIABETES, ANAPHYLAXIS

Student may self-administer and self-carry medication at school. (Check one) yes no. Student has demonstrated understanding of and ability to self-administer asthma medication, diabetes medication, or medicine for anaphylactic reactions and may carry and self-administer as prescribed. Parent/guardian must provide an extra inhaler to be kept at school in case of emergency.

A written statement, treatment plan, and written emergency protocol developed by the student's health care provider must accompany this authorization form in accordance with requirements stated in G.S. 115C-375.2

Student must have a self-medication treatment contract (completed by student and school nurse after receipt of this form).

All prescription medications for use at school will be furnished by a parent or guardian in a container properly labeled by a pharmacist with identifying information, (e.g., name of child, medication dispensed, dosage prescribed, and the time it is to be given or taken). All over-the-counter medications must be furnished in the original container.

Physician's Signature _____ Date _____

To be completed by parent/guardian

I hereby give permission for my child (named above) to receive medication during school hours. A licensed physician has prescribed this medication. I hereby release the School Board and their agents and employees from all liability that my result from my child taking the prescribed medication. This consent is good for the school year, unless revoked.

Parent or Guardian's Signature _____ Daytime Telephone Number _____ Date _____

(School Use Only)

Approved by _____
Principal's Signature _____ Date _____

Reviewed by _____
School Nurse's Signature _____ Date _____

XIV. NON-DISCRIMINATION STATEMENT

The Gates County Board of Education does not discriminate among students, parents, or employees regarding national origin, race, color, sex, marital status, handicap, religious preference, or age in employment, educational programs or activities as set forth in Title VI, Title IX, and section 504 of Federal Law which reads as follows:

FEDERAL LEGISLATION PROHIBITING DISCRIMINATION

TITLE VI OF THE CIVIL RIGHTS 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 or activity 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 any program or activity receiving Federal financial assistance.”

Policy Code: 4700 Student Records

All student records must be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review and release of records retained at the school.

A. ANNUAL NOTIFICATION OF RIGHTS

The superintendent or designee shall provide eligible students and parents with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice must contain all information required by federal law and regulations, including the following:

1. the right to inspect and review the student’s educational records and the procedure for exercising this right;
2. the right to request amendment of the student’s educational records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student’s privacy rights; and the procedure for exercising this right;

3. the right to provide written consent prior to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA or other law authorizes disclosure without consent;
4. the type of information designated as directory information and the right to opt out of release of directory information;
5. that the school system releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;
6. the right to opt out of releasing the student's name, address and phone number to military recruiters or institutions of higher education that request such information;
7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school official discloses or intends to disclose personally identifiable information to school officials without consent;
8. notification if the school system uses contractors, consultants, volunteers or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself;
9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education; and
10. the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the FERPA.

School officials are not required to individually notify parents or eligible students of their rights but must provide the notice in a manner reasonably likely to inform the parents and eligible students of their rights. Effective notice must be provided to parents or eligible students with disabilities or those whose primary or home language is not English. (For additional information, call your school principal or the Director of Student Services at the central office.)

Policy Code: 4720 Surveys of Students

The superintendent shall ensure that all notification requirements of the Protection of Pupil Rights Act are met, along with any other legal requirements regarding the surveying of students.

A. PROTECTED TOPICS

The school system must obtain prior written consent of a parent before the student is required to participate in any Department of Education-funded survey, analysis or evaluation that reveals information concerning the following "protected topics":

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon request, parents have the right to inspect any survey that concerns one or more of the protected topics or any instructional materials used in any such survey. The school system will take measures to protect the identification and privacy of students participating in any survey concerning any of the protected topics. These measures may include limiting access to completed surveys and to survey results, as allowed by law.

B. COLLECTION OF STUDENT DATA FOR MARKETING PURPOSES

The school system generally will not collect, disclose or use personal student information (information including the student's or parent's first and last name, address, telephone number, or social security number) for the purpose of marketing or selling the information or otherwise providing the information to others for that purpose. However, the school system may collect such information from students if the information is used for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. college or other postsecondary education recruitment or military recruitment;
2. book clubs, magazines and programs providing access to low-cost literary products;
3. curriculum and instructional material used by elementary schools and secondary schools;
4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. the sale by students of products or services to raise funds for school-related or education-related activities; and
6. student recognition programs.

If the school system collects such information from students for the purpose of marketing or selling the information to develop, evaluate, or provide educational products or services as described above, upon request, parents may inspect any instrument used to collect the information before it is administered or distributed to a student.

C. PARENTAL NOTIFICATION AND OPTING OUT.

The school system will notify parents at the beginning of each school year of the specific or approximate dates of administration or expected administration of surveys identified in Sections A and B, above. Parents have the right to review any survey that concerns one of the topics referenced in Sections A or B, above, and any instructional materials used in any survey referenced in Section A, above. Parents may also opt their children out of participating in the survey referenced in Sections A, and B, above.

D. PARENT INVOLVEMENT

The board and superintendent will work with parents to create policies and guidelines concerning: (1) the administration of surveys by third parties; (2) arrangements to protect student privacy in the administration of surveys containing a protected topic; (3) parental rights to review and inspect instructional materials or survey instruments; and (4) the collection, disclosure or use of personal information for marketing or selling purposes.

The rights provided to a parent under this Policy Code 4720 transfer to the student when the student turns 18 year old or becomes an emancipated minor.

T.S. Cooper Wildcats

Parent/Student Handbook
2017-2018



Be Prepared



Act Responsibly



Work as a Team

Show Respect



Dear Parents/Guardians,

As we enter another school year, we are excited to let you know we will continue to incorporate the PBIS (Positive Behavior Interventions and Support) program at T.S. Cooper Elementary School. The objective of the program is to create a safe and positive learning environment where students are taught to be responsible members of our school community. The PBIS Team has created a new plan for the 2017-2018 school year. We look forward to implementing our new expectations and reward system. Important information about these changes can be found with this handbook.

The Parent/Student Handbook was created to inform families of our school wide procedures and T.S. Cooper's expectations for student behavior. Our goal is to utilize the PBIS program to recognize positive behaviors regarding "Paws" be prepared, act responsibly, work as a team, and show respect. Our goal is to continue to have open lines of communication between home and school. Please do not hesitate to contact any member of our staff if you have questions.

We ask that you review the procedures with your child, read and sign the PBIS Partnership Agreement on the last page of this booklet and return it to your child's teacher. Thank you for your partnership in providing the best education for the children. We are looking forward to a wonderful year!

Sincerely,

T.S. Cooper Elementary School PBIS Team



T.S. COOPER ELEMENTARY SCHOOL PROJECT RESPECT



Purpose: T.S. Cooper is a community of learners. We are here to learn, grow and become good citizens.

We:

- *Are Prepared
- *Act Responsibly
- *Work as a Team
- *Show Respect

GUIDING PRINCIPLES

Project Respect is designed to help create a climate of cooperation, academic excellence, respect and safety at T.S. Cooper. **Project Respect** is based on seven guiding principles. We believe that these principles will help create an optimal learning environment for the students at T.S. Cooper. The guiding principles are as follows:

- I. Clear **expectations** for student behavior.
- II. Clear and consistent strategies for **teaching** appropriate behavior.
- III. Clear and consistent strategies for **encouraging** appropriate behavior.
- IV. Clear and consistent consequences that **discourage inappropriate behavior**.
- V. A **support** system and individual behavior programs for students with unique and exceptional needs.
- VI. Clearly designed methods for **evaluating** and **revising Project Respect**.
- VII. The characteristics and philosophy of the behavior plan will be **communicated** to students and parents.

Let's "Paws" to Remember Matrix

T.S. Cooper Wildcats	Are Prepared	Act Responsibly	Work as a team	Show Respect
Classroom and All Settings	<ul style="list-style-type: none"> *Have books, notebooks, pencils, and homework ready 	<ul style="list-style-type: none"> *Stay on task *Give your best effort *Keep hands and feet to yourselves *Use appropriate voice level 	<ul style="list-style-type: none"> *Help others *Share 	<ul style="list-style-type: none"> *Respect adults *Be kind *Wait your turn to speak
Hallways, Arrivals, and Dismissals	<ul style="list-style-type: none"> *Have materials before leaving classroom *Arrive on time *Go directly to gym or breakfast *Make sure you have all materials *Go directly to dismissal location 	<ul style="list-style-type: none"> *Use self-control with body and words *Go to appropriate location without being asked *Walk into building quietly *Walk quietly and directly to class 	<ul style="list-style-type: none"> *Walk in single-file line *Help pick up things on floor for safety *Hands and feet to self 	<ul style="list-style-type: none"> *Save talking for other times *Show courtesy to others *Return friendly greetings *Be respectful of displays *Greet peers and adults *Follow directions the first time given
Bus	<ul style="list-style-type: none"> *Have backpack *Have coat *Have belongings ready 	<ul style="list-style-type: none"> *Be on time *Use inside voice *Stay in seat *Walk to bus safely 	<ul style="list-style-type: none"> *Use manners *Take turns *Be a role model 	<ul style="list-style-type: none"> *Listen to driver *Report problems *Keep bus clean *Use kind words
Lunchroom	<ul style="list-style-type: none"> *Get all materials the first time through the line *Know your lunch number *Listen and watch for adult instructions 	<ul style="list-style-type: none"> *Eat your own food, no trading *Inside voices *Always walk wait for your turn *Clean up your area *Line up quietly to leave 	<ul style="list-style-type: none"> *Pick up trash 	<ul style="list-style-type: none"> *Be polite to staff and peers *Use good table manners *Use kind words
Restroom		<ul style="list-style-type: none"> *Throw trash in trash can *Keep water and soap in sink *Use restroom quickly and quietly *Wash hands *Return to class 	<ul style="list-style-type: none"> *Report problems 	<ul style="list-style-type: none"> *Wait your turn *Use kind words
Playground	<ul style="list-style-type: none"> *Be prepared with coats, hats, etc. *Be ready to enter the building quietly 	<ul style="list-style-type: none"> *Use equipment properly *Listen and watch for adult signals *Play safe *Line up when asked *Try to resolve conflicts *Report Problems 	<ul style="list-style-type: none"> *Show good sportsmanship *Everyone follows rules *Encouragement 	<ul style="list-style-type: none"> *Include others *Take turns *Respect everyone's feelings *Help others *Use kind words

Discouraging Inappropriate Behavior

Level 1 Behaviors

Level 1: Behaviors are minor rule violations that will result in an immediate verbal correction with a possible consequence.

- 🐾 Running in building/walkways
- 🐾 Unsafe rough play / play fighting
- 🐾 Littering
- 🐾 Electronic equipment at school
- 🐾 Failure to follow classroom/playground rules
- 🐾 Classroom disruption
- 🐾 Out of assigned area
- 🐾 Chewing gum
- 🐾 Put-downs
- 🐾 Uncooperative behaviors

Level 1 Consequences

Students who engage in Level 1 behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior. Students may receive a mild consequence designed to discourage the inappropriate behavior from occurring in the future. Consequences for Level 1 behaviors may include but not limited to:

- 🐾 Verbal Correction
- 🐾 Loss of privileges
- 🐾 Reflective time
- 🐾 Apology

Level 2 Behaviors

Level 2: behaviors are more serious in nature. Level 2 behaviors will result in an immediate verbal correction, a logical consequence and a written report that is signed by and discussed with the student's teacher and parent.

- 🐾 Chronic Level 1 Behaviors (examples listed under Level 1 Behaviors)
- 🐾 Continued failure to follow classroom/playground rules
- 🐾 Cheating
- 🐾 Spitting
- 🐾 Non-directed profanity
- 🐾 Inappropriate displays of affection

Level 2 Consequences

Students who engage in Level 2 behaviors will be asked to identify the inappropriate behavior and describe the appropriate replacement behavior and describe the appropriate replacement behavior. The incident will be documented using a Behavior Report form, which will be signed and discussed by

the teacher and parent. The student is responsible for returning the form signed within 24 hours. Consequences for Level 2 behaviors may include but are not limited to:

- 🐾 Verbal correction
- 🐾 Loss of privileges
- 🐾 In-School suspension
- 🐾 Behavior contract
- 🐾 Time out
- 🐾 Apology

Level 3 Behaviors

Level 3: behaviors include, serious fighting, harassment, and verbal abuse violate the dignity, well being, and safety of another person. These behaviors will not be tolerated and may result in suspension from school. Other Level 3 behaviors may result in suspension but may also be corrected using a variety of logical consequences.

- 🐾 Chronic Level 2 Behavior (examples listed under Level 2 behaviors)
- 🐾 Stealing
- 🐾 Fighting/assault/physical aggression
- 🐾 Vandalism
- 🐾 Possession/ under influences of illegal substance
- 🐾 Intimidation/verbal threats
- 🐾 Bullying
- 🐾 Verbal abuse/ directed profanity
- 🐾 Possession of weapon on school grounds
- 🐾 Disrespect toward adults

Level 3 Consequences

Students who engage in Level 3 behaviors will be referred to the principal for immediate corrective action. After consulting with the parents and appropriate school personnel, the principal will issue appropriate consequences and facilitate corrective action designed to help the student improve his/her school behavior

- 🐾 Suspension from school
- 🐾 In-School suspension
- 🐾 Parental escort at school
- 🐾 Restitution
- 🐾 Behavior Contract
- 🐾 Consequence directly to the incident

PBIS Celebrations



Classroom Reward System:

Individual classes will have the opportunity to earn rewards based on positive classroom behavior.

K-5 Rewards:

- ❖ **Gotcha Rewards:** Rewards given out to those students that follow the PBIS "PAWS" matrix.
 - Students will have the opportunity to earn *Gotcha* rewards each day.
 - Students will be allowed to redeem *Gotcha* rewards, which they earn or save them for a large reward. (Teachers, please make sure your students are aware of all the rewards possible.)

GOTCHA _____!

Acting Responsibly

Was a team player

Shows Respect

Was Prepared

Playground

Lunchroom

Bus

Field Trip

Restroom

Hallway

Date: _____
Grade: _____
Staff: _____

T.S. Cooper Kindergarten-2nd Grade GOTCHA REWARD MENU

2 Gotchas

Adopt a stuffed animal
Toy from the office
Read to another class

4 Gotchas

Extra Computer Time
Chew Gum in Class
Homework Pass
Art with school counselor

8 Gotchas

No shoes in class
Move your desk beside a friend
15 minutes Wii time or drawing time
Be teacher assistant

10 Gotchas

Sit in teachers chair for the day
Dance to favorite music in classroom*
Makerspace Time
Write with a pen in class

15 Gotchas

Extra recess for the whole class*
Play a class game of your choice
Reading lesson outdoors*

T.S. Cooper 3rd-5th Grade GOTCHA REWARD MENU

2 Gotchas

Be the first one in the lunch line
Write with a special pen/pencil for the day
Take your shoes off in class for a day
Earn extra computer time

5 Gotchas

Work as the Principal apprentice for 20 minutes
Move your desk to a different location for the day
Assist teacher of your choice for 15 minutes
Use your teacher's chair for one day

10 Gotchas

Eat lunch with a teacher or friend of your choice
Go to Makerspace for 15 minutes
15 minutes of drawing time as agreed upon with teacher
Read outdoors***
Enjoy class activity outdoors for the whole class***

15 Gotchas

Serve as library assistant
Play a game of your choice with Mrs. Beasley
Eat a snack and play a board game with Mrs. Wiggins
Get extra time on the keyboards

30 Gotchas

Eat Chinese food and play at the Community Center Playground
15 minutes extra recess for your entire class
Dance to favorite music in the classroom***
Eat lunch with Mr. Wright in his office

T. S. COOPER ELEMENTARY SCHOOL
BUS REFERRAL FORM

Student Name _____

Bus # _____ Bus Driver Signature _____ Date _____ Time _____

The purpose of this report is to inform you of the corrective action taken by T. S. Cooper. This action was necessary because your child chose not to follow bus expectations.

Expectations

- _____ Use kind words
- _____ Keep hands and feet to yourself
- _____ Listen to the bus driver
- _____ Use a quiet voice
- _____ Keep bus aisle clear
- _____ Be ready to get on and off the bus
- _____ Stay in your seat
- _____ Help keep the bus clean
- _____ No eating, drinking, or chewing gum on the bus
- _____ Severe Infractions
- _____ Other

Corrective Actions Taken

_____ 1st reported incident Bus Driver Redirects student / Warns student

_____ 2nd reported incident Student completes Self-Assessment (at school)/ Parent Contacted

_____ 3rd reported incident _____ day(s) off the Bus

_____ Severe Infractions result in _____ Days off the Bus

Suspension Dates From Riding the School Bus: Date Parent Notified

From _____ Until _____

Your child may ride the bus again on _____

Principal's signature _____ Date _____

I have read and understand the corrective actions taken due to my child's behavior on the bus.

T.S. Cooper Elementary School
 237 NC Hwy 32 South
 P.O. Box 58
 Sunbury, NC 27979
 252-465-4091

OFFICE DISCIPLINE REFERRAL FORM

Student _____ Referred By _____ Grade _____ Date _____ Time _____

Location

<input type="checkbox"/> Classroom	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Bus loading zone	<input type="checkbox"/> Library
<input type="checkbox"/> Front Lobby	<input type="checkbox"/> Bathroom/restroom	<input type="checkbox"/> Playground	<input type="checkbox"/> Other _____
<input type="checkbox"/> Hallway/ breezeway	<input type="checkbox"/> Gym	<input type="checkbox"/> On bus	

Problem Behavior

Teacher Signature: _____

Action Taken by Teacher Prior to Referral

<input type="checkbox"/> Conference with Student	<input type="checkbox"/> Prior Referral	<input type="checkbox"/> Reflection Form Completed	<input type="checkbox"/> Other _____
<input type="checkbox"/> Conference with Parent	<input type="checkbox"/> Seat Changed	<input type="checkbox"/> Telephone/Email Parent:	Name of Parent Contacted: _____
			Date Parent Contacted: _____

Possible Motivation

<input type="checkbox"/> Obtain peer attention	<input type="checkbox"/> Avoid tasks/activities	<input type="checkbox"/> Unknown Motivation
<input type="checkbox"/> Obtain adult attention	<input type="checkbox"/> Avoid peer(s)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Obtain items/ activities	<input type="checkbox"/> Avoid adult(s)	

Others Involved

None Peers Staff Teacher Substitute Unknown Other _____

(Office Use Only)

Inappropriate Behavior

<input type="checkbox"/> Aggressive Behavior (027)	<input type="checkbox"/> Theft (036)	<input type="checkbox"/> Excessive Referrals or Reflection Time (092)
<input type="checkbox"/> Disrespect to Staff (061)	<input type="checkbox"/> Fighting (024)	<input type="checkbox"/> Inappropriate Behavior (114)
<input type="checkbox"/> Insubordination (033)	<input type="checkbox"/> Bus Misbehavior (037)	
<input type="checkbox"/> Inappropriate Language (032)	<input type="checkbox"/> Bullying (052)	
<input type="checkbox"/> Communicating Threats (019)	<input type="checkbox"/> Disruptive Behavior (042)	

Administrative Decision

<input type="checkbox"/> Parent Contact	<input type="checkbox"/> Reflection Center Day(s) _____	<input type="checkbox"/> Out-of-school suspension Day(s) _____
<input type="checkbox"/> Loss of privilege	<input type="checkbox"/> Warning/Conference/Reflection Form	
<input type="checkbox"/> Confiscation of Electric Device	<input type="checkbox"/> Other _____	

Parent Signature

Date

Comments:

**T. S. Cooper Elementary School
2017-2018**

PARENT/GUARDIAN AGREEMENT

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly.
- Support the school in its effort to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet well-lit place for study in my home.
- Encourage my child's efforts and be available for questions.
- *Stay aware of what my child is learning.*
- Attend PTA meetings, when possible.

Parent's Signature: _____

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I will strive to do the following:

- Attend school on a regular basis.
- Come to school with the tools necessary for learning: i.e. pencils, paper, books.
- Complete and return homework assignments.
- Conform to the rules of student conduct.

Student's Signature: _____

PBIS Handbook

I have read through the PBIS Parent Handbook with my child. We understand the expectations for Respect Self, Respect Others and Respect Property at T.S. Cooper. We will do our best to follow the T.S. Cooper Behavior Expectations.

Student Name: _____

Parent Signature: _____