

T.S. Cooper Elementary School

HOME OF THE WILDCATS!!!

Building a better world though academic excellence, one student at a time.



2024-2025
Parent/Student Handbook

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GATES COUNTY SCHOOLS GOALS 2022-2024

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 5% based on findings from annual data from NC.
- ❖ 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-riskP 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

2024-2025

Lovie Roscoe, Principal

Kindergarten Team			
Room Number	Phone Ext.	Teacher	Instructional Partner
03	235	Kierra Ballard – All Subjects	Gloria Wiggins
05	237	Vernice Overbey - All Subjects	Vickie Moore

First Grade Team			
Room Number	Phone Ext.	Teacher	Instructional Partner
04	236	Dana Forsythe – All Subjects	Shvone Lassiter
06	238	Diane Brothers – All Subjects	

Second Grade Team			
Room Number	Phone Ext.	Teacher	Subjects
100	245	Shirley Greene	All
102	246	Amy Roth	All

Third Grade Team			
Room Number	Phone Ext.	Teacher	Subject(s)
206	263	Chelsi Pauley	All
205	262	Mary Catherine Saunders	All

Fourth Grade Team			
Room Number	Phone Ext.	Teacher	Subject(s)
208	265	Iben Bogues	All
207	264	Ken Moors	All

Fifth Grade Team			
Room Number	Phone Ext.	Teacher	Subject(s)
107	247	Bethany Riddick	Math/ Language Arts/ Social Studies
106	248	James Hobbs	Science/Language arts/ Social Studies

Exceptional Children's Team			
Room Number	Phone Ext.	Staff	Assignment
204	261	Lauren Smith	EC Resource Teacher
109	240	Vacant	Speech and Language Therapist
209	267	Ronelle Howell	EC Instructional Teacher Assistant

Learning Resource Team			
Room Number	Phone Ext.	Staff	Assignment
203	258	Maci Denson	Guidance Counselor
032	230	Courtney Jones	Nurse

Connect Team			
Room Number	Phone Ext.	Teacher	Subject(s)
110	231	Katron Greene	Health and Physical Education Teacher
034	253	Vacant	Music Teacher
023	223/260	Mary Hobbs	Media Specialist
02	234	Trisha Lewis	Art Teacher
025	254	Wanda Hathaway	Technology

Custodial Team		
Room Number	Phone Ext.	Custodian
37	224	Susan StaMaria - Head Custodian
Red Wing	224	Yvonne Eason - Part Time Custodian
Red Wing	224	Gloria Knight - Part Time Custodian

Bus Drivers Team	
Shardi Beasley	Bus 97
Tim Jordan	Bus 02
Carla Clarke	Bus 89

Food Service Team		
Staff	Phone Ext.	Assignment
Lisa Copeland	225	Cafeteria Staff (Manager)
Faye Moore	225	Cafeteria Staff
Lorraine Wiggins	225	Cafeteria Staff
Nadine Faulkner	225	Cafeteria Staff

T. S. Cooper Elementary School

2024 – 2025

Information for Parents

1. **Please go to the Gates County website to register your child online.** While online you can update any contact information, emergency information, and sign off that you have gone over the handbook for the school with your child. The link can be found on our district webpage at <http://coserver.gates.k12.nc.us> <<http://coserver.gates.k12.nc.us>> . **If you have already registered a child, you can log in and update the information.** If you need assistance, call Lauren Hargett at 357-1710.

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 students must have a background check on file.**
3. You may purchase supplemental student insurance if you desire. You can find the information on this insurance on our website. 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 in the cafeteria each day unless school begins after 10:00 AM. Only lunch will be served on those days. 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 front office will loan them money for that day. **All debts must be paid before we will be able to loan them money again.** The front office 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.
6. Ice cream, snacks, and bottled water will be sold by 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. 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 1:30 PM. This saves a great deal of time and lessens confusion.

8. Students that have a temperature of 100.4 or higher will not be able to attend school and cannot return to school until 24 hours fever free without the use of a fever reducer.
9. **Students** must wait in the cafeteria until the 8:00 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.
10. Everyone 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. You must press the button on the metal box, located on the brick wall to the right of the front doors. State your name, and the reason for your visit in order to gain access into the building. These measures and others are a part of our Safe Schools Plan.
11. To ensure each student's safety, he/she must be signed out in the office before leaving school. Students will not be called down to the office to leave early after 2:45. After 2:45, students must wait until the 3:10 bell to be released. If a parent must enter the building: **All parents must enter and exit through the main entrance at the front of the building. All visitors, including those from other schools must register at the front office.** Parents are asked to remain in their vehicles in the afternoon during student pickup in order for us to dismiss students in a timely manner, therefore parents will need to wait in their vehicles in the pickup line. This is for the safety of your child/children.
12. 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.
13. 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.
14. 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.
15. 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 8:15 AM. Students must have reported to their classrooms by this time. **If a student is tardy for any reason, he/she and the parent must report to the office to sign in and pick up 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.
16. Good attendance is necessary to make sure that a student is successful. As parents, this is your 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 the School Resource Officer.

- 17. The bell for buses to unload will ring at 7:55 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.
- 18. 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.
- 19. Our PBIS Rewards, which are posted throughout the school, will be used this year to reward students who met the school expectations and follow the rules established for safe bus transportation.
- 20. 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."

- 21. **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. This is extremely important during the time of the pandemic. We need to have contact numbers that are accurate and contingency plans in place in case your child is ill or school needs to close unexpectedly due to weather. 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.**

22. 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 hee-lies (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.

23. Report cards (K – 5th grade) will be sent home after each nine weeks of instruction, Progress Reports will be given out after approximately four weeks of instruction for grades 1 - 5.
24. The Pledge to the Flag will be followed by a “Moment of Silence” each morning in each class. Each student will have 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.
25. **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!**
26. T. S. Cooper Elementary School is a Title I School.
27. 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.
28. 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.
29. 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.**
30. **Policy Code: 4318 Use of Wireless Communication Devices**

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Additionally, these devices should not be used during transition time or during non-instructional times, such as lunch breaks.

Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

Administrators will establish guidelines regarding the proper storage of these devices during times when their use is not authorized.

A. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

B. Consequences for Unauthorized Use

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent in accordance with the Schools Code of Conduct.

The disciplinary consequences for violations of this policy 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 violations of this policy.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (e.g. texting, emailing, "sexting," etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating,

transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and/or lifetime inclusion on sex offender registries.

C. Search of Wireless Communication Devices

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

D. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device.

Legal References: [G.S. 115C-36](#), [-390.2](#)

Cross References: Student Behavior Policies (policy 4300), Disruptive Behavior (policy 4315), Student Searches (policy 4342)

Adopted: June 28, 2011

Revised: July 15, 2024

31. If provided with a device and/or hotspot from Gates County Schools the parent/ guardian must sign a release form. This release form explains that parents are responsible for any repairs that need to be completed on the device over normal wear and tear. The parent/guardian will also be responsible for replacing the device if broken, lost, or stolen.
32. Students at T.S. Cooper elementary will no longer be allowed to use water bottles, canned, or bottled drinks during instructional time. They will still be permitted to bring water beverages to drink during lunch and use the water fountain throughout the instructional day as necessary for hydration.

Gates County Public Schools 2024-2025 School Calendar

July

4-----Independence Day Holiday

JULY 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			

January

1-----New Year Holiday
2-----Annual Leave
3-----Optional Workday
6-----1st day of 2nd Semester
20-----Martin Luther King Jr. Holiday

JANUARY 2025						
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

12-16-----Optional Workdays
19-21-----Mandatory Workdays
22-23-----Optional Workdays
26-----First Day of School

AUGUST 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

February

17-----Optional Workday
18-----Mandatory Workday

FEBRUARY 2025						
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	

September

2-----Labor Day

SEPTEMBER 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				

March

13-----End or 3rd Nine Weeks
14-----Optional Workday

MARCH 2025						
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

24-----End of Nine Weeks
25-----Optional Workday

OCTOBER 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		

April

17-18-----Optional Workdays
21-25-----Spring Break

APRIL 2025						
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

11-----Veterans Day
27-----Annual Leave
28-29-----Thanksgiving Holiday

NOVEMBER 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

May

26-----Memorial Day Holiday
30-----Last Day of School
30-----End of 4th Nine Weeks/Early Release

MAY 2025						
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

20-----Early Release
20-----End of the Nine Weeks
23-----Annual Leave
24-26-----Winter Break
27,30-31-----Annual Leave

DECEMBER 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			

June

2-3-----Mandatory Workdays
4-6-----Optional Workday

JUNE 2025						
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	

Approved – 2/12/24

T.S. Cooper Elementary School
2024-2025 Master Schedule

Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade
8:00- 8:20 Morning Work/Iready	8:00- 8:20 Morning Work/Iready	8:00- 8:15 Morning Work/Iready	8:00- 8:15 Morning Work/Iready	8:00- 8:15 Morning Work/Iready	8:00- 8:15 Morning Work/Iready
8:25- 8:50 Breakfast	8:25- 8:50 Breakfast	8:20- 10:50 Instruction	8:20- 10:20 Instruction	8:20-11:20 Instruction	8:20-11:50 Instruction
8:55 - 9:35 Instruction	8:55-9:40 Connect	10:55 - 11:20 Lunch	10:25 - 10:55 PAW	11:25- 11:55 PAW	11:55-12:20 Lunch
9:40 - 10:25 Connect	9:45- 10:45 Instruction	11:25-12:10 Connect	11:00-11:25 Lunch	12:00-12:25 Lunch	12:25 -12:55 PAW
10:30- 11:25 Instruction	10:50 - 11:20 PAW	12:15-1:55 Instruction	11:30-12:00 Recess	12:30 - 1:15 Connect	1:00 - 1:20 Recess
11:30-11:55 Lunch	11:25-11:50 Lunch	2:00 - 2:30 Paw	12:05-1:25 Instruction	1:20 - 2:30 Instruction	1:25- 2:10 Connect
12:00- 12:50 Instruction	11:55 -12:30 Instruction	2:35 - 3:05 Recess	2:15 - 3:00 Connect	2:35 - 3:05 Recess	2:15-3:05 Instruction
12:55- 1:25 PAW	12:35 - 1:05 Recess	3:10 Dismissal	3:10 Dismissal	3:10 Dismissal	3:10 Dismissal
1:30- 2:00 Recess	1:05 - 3:05 Instruction				
2:05 - 2:30 Rest Time	3:10 Dismissal				
2:35 - 3:05 Instruction/snack					
3:10 Dismissal					

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 a 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.

On the last day of school, all students will take their report card home.

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	October 24, 2024
Progress Reports Out	September 13, 2024 (High School) September 27, 2024 (Elementary and Middle Schools) October 4, 2024 (High School)
Grades Due	October 29, 2024
Report Card Distributed	November 1, 2024

2nd Nine Weeks

Reporting Term Ends	December 20, 2024
Progress Reports Out	November 15, 2024 (High School) November 26, 2024 (Elementary and Middle Schools) December 6, 2024 (High School)
Exams	December 16-20, 2024
Grades Due	January 3, 2025
Report Cards Distributed	January 10, 2025

3rd Nine Weeks

Reporting Term Ends	March 13, 2025
Progress Reports Out	January 24, 2025 (High School) February 7, 2025 (Elementary and Middle Schools) February 14, 2025 (High School)
Grades Due	March 18, 2025
Report Cards Distributed	March 21, 2025

4th Nine Weeks

Reporting Term Ends	May 30, 2025
Progress Reports Out	April 4, 2025 (High School) April 30, 2025 (Elementary and Middle Schools) May 9, 2025 (High School)
Exams	May 23-30, 2025
Report Cards Distributed	To be mailed home

GCHS

GRADUATION DATE: May 30, 2025
(Please do not schedule any other school events on this day.)

PTA

PTA, or Parent Teacher Association, serves as a network of families, students, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of family engagement in schools.

The fee to join our PTA is \$5.25 per year.

PTA Officers

Maelyn Ross - President
Mary Jo Goddard - Vice President
Samantha Stallings - Secretary
Theresa Farrell - Treasurer

PTA Meeting will be held at TS Cooper elementary School in the media center at 6:00p.m.. The PTA will meet following dates:

September 10, 2024
October 8, 2024
November 12, 2024
December 10, 2024
January 14, 2025
February 11, 2025
March 6, 2025
April 8, 2025
May 13, 2025

CAFETERIA/SCHOOL FOOD PROGRAM

The School Food Program seeks to improve child nutrition. Breakfast and lunch are served each school day.

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 and classrooms.

Due to Covid-19 all meals will be eaten in the student's classroom in order to maintain social distancing for all students.

*Parents are encouraged to put all money 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

Kindergarten - 8:25 - 8:50
First Grade - Fifth Grade - 8:00 - 8:15

LUNCH SCHEDULE

KINDERGARTEN

11:30 - 11:55

V. Overbey

K. Ballard

FIRST GRADE

11:25 - 11:50

D. Brothers

D. Forsythe

SECOND GRADE

10:55 - 11:20

S. Greene

A. Roth

THIRD GRADE

11:00 - 11:25

M. Saunder

C. Pauley

FOURTH GRADE

12:00 - 12:25

K. Moors

I. Bagues

FIFTH GRADE

11:55 - 12:20

J. Hobbs

B. Riddick

GATES COUNTY PUBLIC SCHOOLS
SCHOOL



MEAL PRICES FOR 2024-2025

	BREAKFAST		LUNCH	
	FULL PAY/	REDUCED	FULL PAY/	REDUCED
ELEMENTARY	\$1.75	\$.00	\$2.75	\$.40

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.

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, excused or unexcused, may be subject to review by the attendance school based committee for possible retention. 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 teacher will notify parents after 3 absences. The guidance counselor will notify the parent at 6 absences and a letter will be sent home for an attendance committee meeting after 10 absences 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 students 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 officials, 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 or 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 **8:15 am** are tardy. **You must come with your child to the office to sign an entry slip, before your child may be admitted to class. Tardies interrupt the learning environment and cause your child to miss vital instruction.** 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. **Students will not be called up to the front office to leave early after 2:45 pm.**

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 a delayed 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 need all changes in transportation to 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, including masks, must not be disruptive to the teaching-learning process, revealing, vulgar, or obscene. This dress code also applies to remote learning.
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. Clothing will not be allowed that reveals underwear, cleavage, or bare skin underneath the pants/shorts/skirts/shirts. An additional shirt must be worn underneath shirts with cutout sleeves or extra large armholes that expose bare skin.
5. Skirts and dresses must be no higher than 3 inches (both in the front and back) above the top of the knee.
6. Shirts or blouses may not be a tank top or have spaghetti straps for male or female students unless covered by an acceptable outer garment.
7. Shirts and blouses must cover the waist, midriff and go past the waistline.
8. Students wearing leggings or other form fitting pants must be wearing a shirt or top that provides sufficient coverage of their backside.
9. Sagging pants that reveal undergarments are not allowed.
10. Shorts should be properly hemmed.
11. Shorts that have a split on the sides are not acceptable for school wear.
12. Shorts may be no higher than mid-thigh.
13. Hats, sweatbands, hoods, Satin Skull Caps, "durags", or sunglasses will not be worn inside the school building.
14. Footwear is required at all times on school grounds. No heelies (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 Monday through Friday, at T. S. Cooper Elementary School during limited hours. . First responders are available at all times to provide medical care when school is in session. Sometimes 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 100.4 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 lesions 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. Sylvia Boone, 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. Courtney Jones (252)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 "Request for Medication Administration in School" 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. If the school nurse is absent, 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,

Courtney Jones, RN, BSN
School Nurse

Mrs. Lovie Roscoe
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

Students may self-administer and self-carry medication at school. (Check one) yes no. Students have 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. Parents/guardians 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

Students 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 may 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 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 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.

TSC Title I Parent and Family Engagement Policy

T. S. Cooper Elementary recognizes the value of family engagement in a child's academic success and believes that the education of children is an ongoing cooperative partnership between the home and the school. Parents and other family members are their children's first teachers; therefore, the continued involvement of parents and family members in the educational process is most important in fostering and improving educational achievement. T. S. Cooper Elementary strives to support parents and provide parents and family members with meaningful opportunities to become involved in the programs offered by our school. At T. S. Cooper Elementary, we encourage parents and family members to participate in the design and implementation of the programs and activities in order to increase the effectiveness of the school system's Title I program in helping students meet state and local achievement standards.

A. Definition of Parent and Family Engagement

For the purposes of this policy, the term "parent and family engagement" means the participation of parents, guardians and other family members in regular, two-way and meaningful communication involving student learning and other school activities, including ensuring the following:

- Parents and family members play an integral role in assisting their child's learning
- Parents and family members are encouraged to be actively involved in their child's education at school
- Parents are full partners in their child's education and parents and family members are included, as appropriate, in decision making and on advisory committees to assist in the education of their child
- The school system utilizes activities to support parent and family engagement in the Title I programs

B. Purpose and Operation of Title I Program

The Title I program is a federally supported program that offers assistance to educationally and economically disadvantaged children to ensure they receive an equitable, high-quality, well-rounded education and meet the school's challenging academic standards. The Title I program provides instructional activities and supportive services to eligible students over and above those provided by the regular school program. T. S. Cooper is a Qualified Title I school that operates school-wide programs or targeted assistance programs based upon federal eligibility criteria. School-wide programs will provide comprehensive support to offer improved opportunities for all students in the school to meet T. S. Cooper's academic standards. Targeted assistance programs will provide services to eligible students most in need of assistance in the school, as determined by objective criteria established by the superintendent or designee. Eligibility criteria may include standardized test scores, teacher judgment and results of preschool screening and home-school surveys. Both school-wide and targeted assistance programs shall be based on effective means of improving student achievement and shall include evidence-based strategies to support parent and family engagement.

C. Annual Meeting and Program Evaluation

Each year, T. S. Cooper invites parents of students participating in Title I programs to a meeting to explain parental rights, discuss programs and activities to be provided with Title I funds and solicit input on the Title I program and this policy. In addition, T. S. Cooper will provide parents and family members an annual opportunity to evaluate the content and effectiveness of the Title I programs and the parent and family engagement policies and plans. Information collected from these proceedings will be used to revise Title I programs and parent and family engagement plans.

D. Parent and Family Engagement Efforts

T. S. Cooper believes that the involvement of Title I parents and family members in the design and implementation of the Title I program will increase the effectiveness of the program and contribute significantly to the success of the children. T. S. Cooper Elementary personnel shall strive to conduct outreach to parents and family members and involve them in activities throughout the school year. T. S. Cooper shall develop and distribute annually to parents and family members a handbook which describes:

- sharing responsibility for student academic achievement
- building the capacity of school staff and parents for involvement
- increasing accessibility for participation of all parents and family members of children participating in Title I programs, including parents and family members who have limited English proficiency, who have disabilities or who are migratory.

T. S. Cooper has a parent as a member of our School Improvement Team who is involved in the planning and improvement of Title I activities. T. S. Cooper shares with parents and guardians information on T. S. Cooper's academic performance as a school.

As a Title I school T. S. Cooper shall do the following:

- involve parents and family members in the joint development of the Title I program and school support and improvement plan
- coordinate and integrate parent and family engagement strategies in the Title I program to the extent feasible and appropriate with parental engagement strategies
- strive to eliminate barriers to parental participation by assisting parents who have disabilities and parents who are economically disadvantaged, have limited English proficiency, are migratory, or have other backgrounds or characteristics that may affect participation
- provide outreach and assistance to parents and family members of children who are participating in Title I programs in understanding the state's testing standards, the assessments used, Title I requirements and all national, state and local standards and expectations through such efforts as community-based meetings, posting information on school websites, sending information home, newsletters, workshops and newspaper articles
- design a parent–student–school staff compact that sets out respective responsibilities in striving to raise student achievement and explains how an effective home/school partnership will be developed and maintained
- ensure that teachers, with the assistance of parents, specialized instructional support personnel, principals and other staff are educated in the value of parents as partners in the educational process and understand how to work with, communicate with and reach out to parents as equal partners in education
- distribute to parents information on expected student proficiency levels for their child and the school's academic performance, and provide materials and training to help parents monitor their child's progress
- strengthen the partnership with agencies, businesses and programs that operate in the community, especially those with expertise in effectively engaging parents and family members in education
- ensure that parents are involved in the T. S. Cooper's Title I activities
- provide such other reasonable support for Title I parental involvement activities as requested by parents.

E. Notice Requirements

As a Title I school, T. S. Cooper Elementary will provide notice of the following information as required by law. The notice must be in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. Each year the principal or designee shall provide notice of the following to parents of English learners identified for participation in a Title I, Part A or Title III funded language-instruction educational program:

- reasons for the child's identification
- child's level of English proficiency and how such level was assessed
- methods of instruction
- how the program will help the child
- exit requirements for the program
- how the language instruction educational program (LEP) meets the objectives of the child's individualized educational program (IEP) if the child has a disability
- any other information deemed necessary to effectively inform the parent of the program and parental rights regarding enrollment, removal and selection of a program for English learners
- notice of regular meetings for the purpose of formulating and responding to recommendations from parents.

F. System Report Card

Each year, T. S. Cooper Elementary will place on the school's website, for all parents, our school's report card containing information about the school system and each school, including, but not limited to:

- student achievement
- graduation rates
- performance on other school quality and/or student success indicators
- progress of students toward meeting long-term goals established by the state
- student performance on measures of school climate and safety
- rate of enrollment in post-secondary education as information becomes available

T. S. Cooper's performance on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole, as well as, the percentage and number of students who are:

(1) assessed, (2) assessed using alternate assessments, (3) involved in preschool and accelerated coursework programs, and (4) English learners achieving proficiency. In addition, (a) per-pupil expenditures of federal, (b) state and local funds and (c) teacher qualifications.

G. Teacher Qualifications

At the beginning of each year, the Central Office shall notify parents of students who are participating in Title I programs of the right to request certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child and that such information will be provided in a timely manner. T. S. Cooper Elementary shall provide timely notice informing parents that their student has been assigned to, or has been taught for at least four consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level or subject area in which the teacher has been assigned.

H. Student's Academic Growth and Achievement

T. S. Cooper Elementary will provide, to each parent of a student who is participating in a Title I program, information on the level of achievement and academic growth, if applicable and available, of the student on each of the state's academic assessments.

I. Parental Rights and Opportunities for Involvement

Each year, T. S. Cooper Elementary shall provide notice to parents of the school's written parent and family engagement policy, parents' right to be involved in their child's school and opportunities for parents and family members to be involved in the school. Each year, T. S. Cooper Elementary shall provide notice to parents of their right to request information regarding student participation in state-required assessments.

J. Website Distribution of Information

Each year, T. S. Cooper Elementary will place on our school website:

- the report card described in subsection above
- information on each assessment required by the state organized by grade level.
 - information must include:
 - subject matter assessed
 - purpose for which the assessment is designed and used
 - source of the requirement for the assessment
 - amount of time students will spend taking the assessments and the schedule of the assessments, if available

This policy is in compliance with the Gates County School Policy 1320/3560.

This is our new district policy effective 7/15/2024

Policy Code: 4318 Use of Wireless Communication Devices

The board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Additionally, these devices should not be used during transition time or during non-instructional times, such as lunch breaks.

Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

Administrators will establish guidelines regarding the proper storage of these devices during times when their use is not authorized.

A. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other wireless communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

B. Consequences for Unauthorized Use

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent in accordance with the Schools Code of Conduct.

The disciplinary consequences for violations of this policy 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 violations of this policy.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (e.g. texting, emailing, “sexting,” etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and/or lifetime inclusion on sex offender registries.

C. Search of Wireless Communication Devices

In accordance with policy 4342, Student Searches, a student’s wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

D. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device.

Legal References: [G.S. 115C-36](#), [-390.2](#)

Cross References: Student Behavior Policies (policy 4300), Disruptive Behavior (policy 4315), Student Searches (policy 4342)

Adopted: June 28, 2011

Revised: July 15, 2024

MANAGEMENT OF STUDENT BEHAVIOR

It is the intent of TS Cooper Elementary to provide a learning environment for all students that is safe, orderly, and inviting. In order to create such an environment, Student Behavior Policies are established by the local School Board (Series 4300) and communicated through the Gates County School Student Policy and Information Manual. Gates County High School has implemented a continuous improvement model known as PBIS (Positive Behavior Intervention Support) that applies positive behavior interventions and systems that will reinforce clearly defined expectations. Below is the PBIS matrix for our school. Throughout the school year, our administration and staff will provide opportunities to reward appropriate behaviors and teach new behavior and skills where needed. In addition, the school has established a student behavior plan to support state and district policies. These guidelines will be used in situations when corrective action is necessary to maintain an orderly environment in which students can learn, accept consequences, and develop self-discipline.

The school's student behavior plan is applicable before, during, or after school hours when a student is on any school premises managed by the school (including the Community Center), on a school-sponsored activity, school transportation (including waiting at any bus stop), or under the direction of school personnel. Students shall comply with the directions of administrators or their designee, teachers, substitute teachers, student teachers, teacher assistants, bus drivers, and all other school personnel who are authorized to give such directions during any period of time when they are subject to the authority of such school personnel. Administrators and other school officials are authorized to involve law enforcement in serious violations in any category and are required to involve law enforcement in cases of certain alleged criminal acts as set forth in G.S. 115C-288(g). In such cases, school officials shall cooperate fully with the law enforcement agency and internal disciplinary proceedings shall take place independently from the criminal investigation and prosecution.

The student behavior plan is meant to be a guide that is supportive of positive behavior and provides constructive measures for correcting and managing student behavior in a way that repeated misbehavior and suspensions are avoided. The plan may be changed at the discretion of the principal or their designee, if warranted, based upon the investigation of the incident and/or severity of the situation. Students and parents may appeal any consequence imposed by a school administrator per the procedure outlined in the student behavior plan and the county's Student Policy and Information Manual. The following information should assist parents and students in understanding how behavior policies will be specifically implemented.

Classroom Management Plan:

Each teacher will develop and distribute to students a classroom management plan that outlines behavior and academic expectations. The teacher, using strategies that include conferencing, warnings, phone calls to parents, and removal from the classroom for short time periods, will handle minor classroom disruptions. Classroom rules will be posted.

Removal from Classroom Short Term:

The classroom teacher may send students who are disturbing class or creating an environment that threatens the safety and/or welfare of other students to ISS during a class period. This time is provided to allow the student to reflect on their behavior and prohibit the situation from escalating to something more serious. This alternative is used in situations where the behavior being exhibited is not typical for the student and other classroom management strategies have not been successful. In most cases, removal from class does not result in a referral; however, if the situation warrants, a referral may also be

submitted to administration. Students will be given written documentation to be given to the ISS personnel. Records will be kept regarding the frequency and reasons a student is removed from the classroom. The teacher will notify parents each time a student is referred to ISS. Cumulative removals from a class or across multiple classrooms throughout a semester may result in further consequences if behavior is not corrected.

Incident Referrals:

At times when student behavior has not been corrected through classroom management strategies or when there are incidents that warrant further investigation to ensure a respectful, safe, and orderly learning environment, an incident referral can be submitted to administration. Upon receiving an incident referral, administration will meet with the student and any other parties that it deems necessary to investigate the situation in a timely manner. An incident referral will provide basic information regarding the date, time, place and a description of the student's actions, as well as the resulting consequences, following the investigation. The parent will normally be provided with a hardcopy of the referral upon request. The referring teacher will receive an electronic copy of the referral upon completion. In situations where a student receives ISS and/or OSS for a full day or longer an attempt will be made to contact the parent/guardian verbally.

Reflections:

Reflection is assigned by the administration for class periods or full days depending on the consequences for the student's behavior. Reflection is served during the regular school day. Written notification will be provided through a copy of the referral outlining the behavior and resulting consequence. Effort will also be made, by administration, to contact parents by phone regarding reflection that is assigned for a full day or longer. Students are supervised by a school employee and are expected to spend time working on assignments and adhering to the reflection classroom management plan. If a student refuses to work during the reflection time period, they will be referred to administration, and if after conferencing, a student still refuses to comply, the student will receive OSS. The time assigned for reflection must be completed prior to a student returning to the classroom. Students may not choose to serve OSS rather than serving the assigned reflection. If a student is referred to reflection for a full day(s), they may not attend school-sponsored events after school (athletics, trips, club activities, etc.).

Out-of-School Suspension (OSS):

OSS is assigned by the administration for situations in which behavior is deemed to be severely disruptive, harmful to the student and/or others, in violation of North Carolina Criminal Statutes, or a pattern of repetitive violations. In addition to an incident referral, every effort will be made to immediately contact parents by phone to advise them of the situation, and make transportation arrangements. OSS is defined as short-term (up to 10 days) or long-term (suspensions in excess of 10 days). Students who are placed on OSS cannot participate in any school-sponsored events or be present on any Gates County school property (including the Community Center) during the time of suspension. A Discipline Review must be scheduled for all suspensions of 10 days or greater, prior to the student's return to school.

Discipline Review:

In addition to individual conversations held with students and parents by classroom teachers and administration, parents are encouraged to contact school personnel if they have concerns regarding

classroom management plans or consequences for student misconduct. It is the desire of the school administration that most situations can be resolved at the local school level by working together.

A Discipline Review Committee will be established at the school level and is composed of an administrator (who did not handle the referral), a counselor and/or social worker, and a classroom teacher (not the referring teacher). The student, student's parent, classroom teacher, and administrator who were involved with the referral and any other pertinent witness may be called to present information at the discipline review but none of these parties will be present during the discussion and decision-making process. The purpose of the discipline review will be to determine if the student behavior management plan and district policy were correctly implemented in the student's situation. In situations where the committee's decision is to recommend placement in the alternative setting, long-term suspension (suspensions greater than 10 days), a 365 day suspension, or expulsion, the committee will make a recommendation to the administration regarding the referral and consequences, and as appropriate, will be submitted to the Superintendent per district policy.

A parent can request a Discipline Review Committee for any extreme referral resulting in OSS. A Discipline Review Committee is mandatory for any suspension of 10 days or more. A mandatory discipline review must be held before the student returns to school, however, a student's OSS will not be postponed pending the review. The Student Policy and Information Manual outlines the appeal process available for parents.

Exceptional Children/Students with Disabilities:

Consequences and actions for misbehavior for students identified as exceptional children according to the North Carolina guidelines will conform to *Policies Governing Services for Children with Disabilities*. Any consequence (ISS or OSS) resulting in a student being removed from their designated instructional area will be communicated to the student's case manager and/or the director of the exceptional children's program to ensure that the student still receives mandated services.

Behavior and Resulting Consequence:

The following is a list of behavior policy violations and a guideline for consequences. The administration will take into consideration the severity/frequency of the student's misbehavior when applying the consequence. Following an investigation, the consequence may be changed at the administration's discretion. All incident referrals that receive a consequence will become a part of the student's disciplinary record for the current school year. For the purpose of the TSC Behavior Management Plan, repetitive is defined as three (3) occurrences. Three (3) minor consequences for the same behavior will result in a Major consequence. Three (3) major consequences for the same behavior will result in an Extreme consequence.

Behavior Response Matrix

<p>Minor <i>Consequence – Administrative Conference, parent contact, then 1 to 3 days Silent Lunch. If this continues the consequence will be to the administrator’s discretion.</i></p>		
<p>Inappropriate Location on or off campus - student is not in designated area based on their daily schedule or do not have permission from school personnel to be in an area; this includes being off campus during lunch</p>	<p>Disruption - horseplay, loud voices, etc. either in classroom, hallways, cafeteria, etc. that is not of an aggressive nature</p>	<p>Spitting/Biting</p>
<p>Inappropriate Language – inadvertent use of profane language overheard but not directed towards a student or staff member</p>	<p>Dress Code – after student has failed to comply with attempts to adhere to policy (<i>students who violate dress code will be asked to remain in ISS until a change of clothes can be provided then they will be allowed to return to class; upon the third violation, ASD will be assigned</i>)</p>	<p>Cheating/Plagiarism – 1st incident will be submitted as a referral and result in counseling. Student receives a zero and the classroom teacher contacts the parent. Extracurricular bylaws and guidelines will be followed</p>
<p>Inappropriate display of affection – kissing, prolonged hugging</p>	<p>Use of wireless communication devices - during lunch, recess, in bathrooms, hallway, and in the classroom without permission from a teacher, office staff or administrator. *In addition to the above consequence, the device will be confiscated and the parent will be required to pick up the students device.</p>	

<p>Major <i>Consequence – First offense, Administrative conference, then 1 to 3 days during the class period or full day of Reflection up to 3 days (Referrals accumulated by school year)</i></p>		
<p>Failure to Follow Classroom or School Rules and Policies -</p>	<p>Abusive Language - repetitive use of insulting, harassing,</p>	<p>Property Damage - resulting from student misbehavior or</p>

<p>Repetitive failure to comply with directions or requests to follow classroom or school rules that impact the academic goals of T.S. Cooper or the need to keep order</p>	<p>profane language, or gestures overheard/ seen but not directed towards a student or staff member. Includes race, ethnicity, sexual orientation, nationality, or religion</p>	<p>negligence (may include restitution for damages)</p>
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<p><u>Major</u> <i>Consequence – First offense, Administrative conference, then 1 to 3 days class period or full day Reflection up to 3 days (Referrals accumulated by school year)</i></p>		
<p>Misrepresentation/ Forgery - providing false information to school personnel verbally or by forging notes or other documents that interferes with a behavior management investigation or academic integrity.</p>	<p>Disruption Endangering the safety and welfare of self and others - arguing, yelling, and refusing to cooperate in such a manner that it causes a disruption to the learning environment or disturbance that affects the ability to maintain order of other students during any school activity or location <i>(nonaggressive physical contact could occur – bumping or attempts to protect oneself)</i></p>	<p>Instigating others to participate in inappropriate behaviors (not including physical contact).</p>
	<p>Bullying – intimidation through verbal and/or cyber attacks during or after school time <i>(these communications are not conducting sexual or physical threats but are disruptive to student learning) **</i></p>	

Extreme

Consequences – Reflection or OSS as outlined below *(Referrals accumulated by school year)*

<p>Noncompliance or insubordination with administration’s requests (including refusal to comply with electronic device policy) following counseling and attempts to remediate</p> <p>First Offense -1 Full day of Reflection Second Offense - 3 days of reflection Third Offense - 1 day OSS</p>	<p>Aggressive or threatening physical behavior (may or may not constitute physical contact) towards other students</p> <p>First Offense -1 Reflection Second Offense - 2 days OSS Third Offense - 3 days OSS</p>	<p>Aggressive or threatening physical behavior towards school personnel*</p> <p>First Offense - 1 Day OSS Second Offense - 2 days OSS Third Offense - 3 days OSS</p>
<p>Harassment/ Communication of a threat of either a physical or sexual nature (verbal and/or written) towards a student*</p> <p>1 day OSS – 1st offense 2 days OSS – 2nd offense 3 days OSS - 3rd offense</p>	<p>Harassment/ Communication of a threat of either a physical or sexual nature (verbal and/or written) towards school personnel*</p> <p>1 day OSS – 1st offense 2 days OSS – 2nd offense 3 days OSS - 3rd offense</p>	<p>Harassment/ Sexual Harassment/ Aggressive Acts of Intolerance -- includes race, ethnicity, sexual orientation, nationality, and/or religion (may or may not involve physical acts towards a student)**</p> <p>1 to 3 days OSS or Administrative Discretion</p>
<p>Fighting and/or instigating a fight*</p> <p>1 day OSS – 1st offense 2 days OSS – 2nd offense 3 days OSS - 3rd offense</p>	<p>Assault against a student or school personnel*</p> <p>2 day OSS with mandatory Discipline Review</p>	<p>Bullying of a physical nature and/or repetitive intimidation and or Extortion (personal property, money, and/or information) **</p> <p>1 day OSS – 1st offense 2 days OSS – 2nd offense 3 days OSS - 3rd offense</p>

Extreme

Consequences – OSS as outlined below *(Referrals accumulated by school year)*

<p>Abusive Language - insulting, harassing, profane language and/or gestures directed specifically towards a student</p> <p>1 day OSS – 1st offense 2 days OSS - 2nd offense 3 days OSS - 3rd offense Next offense - Administrative discretion</p>	<p>Abusive Language - insulting, harassing, profane language and/or gestures directed specifically towards school personnel</p> <p>3 days OSS - 1st offense 4 days OSS - 2nd offense 5 days OSS - 3rd offense Next offense - Administrative discretion</p>	<p>Extensive Property Damage of a vandalism nature or negligence will include restitution for damages*</p> <p>2 days Reflection - 1st offense 1 day OSS - 2nd offense 3 days OSS - 3rd offense Next offense - Administration offense</p>
<p>Use/Possession of Tobacco, E-Cigarettes, Tobacco Products, lighter and/or other paraphernalia*</p> <p>3 days OSS - 1st offense 5 days OSS - 2nd offense 10 days OSS - 3rd offense</p>	<p>Use or Possession of Drugs and/or Alcohol/could also constitute a violation of North Carolina Criminal Statute* <i>and/or other paraphernalia.</i> **</p> <p>5 day OSS with mandatory Discipline Review</p>	<p>Unlawful Entry/Theft and/or Burglary*</p> <p>1 day Reflection - 1st offense 2 days OSS – 2nd offense 4 days OSS - 3rd offense</p>
<p>Inappropriate (consensual) sexual behavior or contact.</p> <p>3 days OSS - 1st offense Next offense - Administrative Discretion</p>	<p>Gambling (dice, cards, or any other activity which results in the exchange of money or products)</p> <p>1 to 3 days OSS</p>	<p>Arson, Possession of Explosive or Incendiary Devices, Possession of Mace/Pepper Spray*</p> <p>10 day OSS w/mandatory Discipline Review</p>

<p><u>Extreme</u> Consequences – OSS as outlined below (<i>Referrals accumulated by school year</i>)</p>		
<p>Possession of a Firearm* Possession of a Dangerous Weapon or Instrument other than a Firearm*</p>	<p>Inappropriate use of wireless device including reproducing images of tests, obtaining unauthorized access to school information or assisting students in any aspect of their instructional program in a manner that violates</p>	<p>Inappropriate social networking of a threatening or bullying nature or repeated offenses after previous consequences. Social networking which takes places after school hours will be</p>

<p>10 day OSS/w mandatory Discipline Review</p>	<p>any school board policy, administrative regulation or school rule, bullying or harassing other students, sending illicit text messages, taking and/or sending illicit photographs,</p> <p>Taking disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (e.g. texting, emailing, "sexting," etc.)</p> <p>1 to 3 days OSS – 1st offense 5 to 10 days OSS – 2nd and 3rd offense</p>	<p>addressed if it is disruptive to the school learning environment or student/ staff safety**</p> <p>1 to 3 days OSS – 1st offense 5 to 10 days OSS – 2nd and 3rd offense</p>
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Bus Behavior Management

In order for students to be transported safely to and from school, it is critical that students demonstrate appropriate behavior. Any misbehavior which distracts the driver is serious as it endangers the student and others. Bus drivers have the responsibility to correct misbehavior through strategies such as seating charts, bus conduct rules, and in extreme cases, immediate removal or assistance from law enforcement. When a problem arises, the parents will be contacted and encouraged to cooperate with the bus driver to resolve the problem. The following bus rules and regulations have been established:

General Bus Rules & Regulations

- * Follow the driver’s directions.
- * Refrain from making loud, distracting noises.
- * Respect the driver, the bus, and each other.
- * Remove earbuds and headphones when crossing the road to enter and exit the bus.
- * Remain in assigned seats.
- * Keep hands, feet, and other objects to themselves.

Students wishing to ride another bus, or needing to get off at another bus stop going to or from school, must submit a note to the office, prior to first hour, to ensure consideration. The front office must receive a note from the parent and may call a parent to verify the authenticity of the date, as it deems necessary. Because of the limited capacity on buses and in cases where a student’s bus behavior is not satisfactory, requests to ride a different bus may not always be honored.

ANY BUS SUSPENSION INCLUDES ALL BUSES IN THE SCHOOL SYSTEM.

BUS VIOLATIONS AND RESULTING CONSEQUENCES

<u>Level I Violation</u>	<u>Level I Consequences</u>
<ul style="list-style-type: none"> ● Disrespectful/ Defiant behavior toward driver ● Talking too loudly ● Spitting/ Spitballs ● Inappropriate Behavior ● Bullying, harassment, name calling ● Unauthorized eating and/ or drinking ● Throwing items on the bus or out of the bus window ● Distracting the driver's attention while the bus is moving. ● Failure to keep the bus clean/ littering ● Use of profanity/ Unacceptable language ● Tampering with the possessions of others ● Annoying other students ● Failure to remain in seat 	<p>First Offense: Parent contact and/or bus level consequence Possible 1-3 day suspension depending on the severity of the situation</p> <p>Second Offense: 3-5 day bus suspension</p> <p>Third Offense: 5-10 day bus suspension</p> <p>Fourth Offense: Fourth and any other offenses will be handled at the discretion of a school administrator</p>
<u>Level II Violations</u>	<u>Level II Consequences</u>
<ul style="list-style-type: none"> ● Damaging/ Tampering with bus ● Fighting/ Aggressive behavior ● Profanity directed toward driver/ student ● Endangering the safety of others ● Threatening the driver ● Possession or use of controlled substances ● Striking Driver ● Possession of a weapon 	<p>Bus suspension time will be determined at the discretion of a school administrator. Guidelines for school code conduct will be followed. Out of school suspension is possible for this level of violation.</p>

T.S. COOPER WILDCATS PBIS 2023 -2024



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. We look forward to continuing our expectations and reward system.

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.

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.)

Let's "Paws" to Remember



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

Play at the Community Center Playground
15 minutes extra recess for your entire class
Dance to favorite music in the classroom***
Eat lunch with Mrs. Buxton in her office

**T. S. Cooper Elementary School
2024 - 2025**

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 to study in my home with a writing surface.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Attend PTA meetings, when possible.
- Monitor students for completion of work and behavior
- Create a quiet space for students with a writing surface for doing work
- Ensure students are turning in assignments
- Talk to your child about social distancing when he/she is at school
- Practice wearing a mask (provide medical documentation if a child is not able to wear a mask)
- Do not send your child to school if he/she is sick (no matter what)
- Please do not disrupt the learning environment such as trying to be part of the lesson or talk to the teacher during the lesson time

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.
- Conform to the rules of student conduct.
- Log in on time everyday
- Dress "school" appropriately
- Complete assignments on time and turn them in
- Maintain positive behavior
- Maintain social distancing at school
- Wear a mask properly at school
- Wash your hands at school