

North Canton Elementary



Parent/Student Handbook

Jill Mann- Principal

Arrival of Students Students who are car riders or walkers may arrive beginning at 7:30 am. The building will not be open until 7:30 am. Please do not drop your child off prior to 7:30 am due to safety. Please arrive no later than 7:55 in order to be on time to class.

Attendance - Classes begin promptly at 8:00. For safety, a student who arrives at school after 7:55 **must be brought to the office by a parent**. If a child has a morning appointment, students who check-in at school before 11:30 will be counted present. The attendance policies 4400 and 3300 states that students are allowed to be absent no more than 15 days for the entire school year. This includes excused and unexcused absences. All medical conditions are included in this 15 day total. This policy also states that students who exceed 15 absences, or who are absent more than 8 percent (8%) of the days enrolled in a school year "shall not be promoted to the next grade except by a determination of the principal/designee upon review of the student's record." This policy goes on to state "after school remediation and/or summer school may be required for a student with more than the maximum number of absences per year to be promoted. **Summer school will be at the parent's expense and parents will provide transportation.**"

Unexcused Absences-North Carolina law requires that children attend school. Remember **if the teacher does not receive a note explaining an absence, it is marked unexcused/unlawful absence**. This note needs to be sent to the teacher within two days of returning to school. The only reasons for an excused absence are: illness, quarantine, death in family, medical appointments, court proceedings, religious observances, and educational opportunities. Educational opportunities must be approved by the principal before the absence.

School Closing or Early Dismissal- Generally, the decision to close Haywood County Schools is made by 6:00 AM. We ask that you tune to the local radio stations or watch WLOS News 13 for school cancellations. Announcements regarding changes in the school schedule are posted on the Haywood County Schools website at <http://www.haywood.k12.nc.us> . **You will also receive a phone call from the automated Blackboard Connect phone system if there is a change to the regular school schedule. DO NOT CALL the schools or Central Office.** If we have a two-hour delay in opening school, buses will run their regular runs two hours later. If no announcement is

made, assume that school is on a regular schedule. Weather conditions sometimes worsen during the day after children have arrived at school. It is very important that your child's teacher knows how your child is to go home if school is dismissed early. Please be sure to fill out the inclement weather plan page. This procedure should be something other than the child or teacher having to call you.

Emergencies- At the beginning of each year, parents/guardians are asked to complete a Student Information Sheet that includes contact information. It is necessary that we have a way to get in touch with you or have an emergency number at all times in case your child gets sick or has an accident. **If your phone is disconnected or the number changes, notify the teacher and the office immediately.** There should always be a current working number on file so you can be reached. If you are going to be away from your phone for an extended period of time, please call or send a note to let the school know how you can be reached. Your primary contact number is used for the Blackboard Connect phone system unless requested otherwise.

Custody/Records- Students can be released to either biological parent of the child and either can have access to their child's records by coming to the school office, unless legal papers are provided stating otherwise. In cases of joint custody, the most current official court papers provided by the guardians will be followed. It is the responsibility of the guardians to provide all legal papers to the school.

Medication- School Board policy states: A physician must certify that the administration of the drug or medication to the student during the school day is necessary (for over-the-counter medications as well as medications available only by a physician's prescription). This means any over the counter creams, cough drops etc. Medication cannot be administered at school unless we have on file a Doctor's note. The medication must be in a bottle with the pharmacist's original label and detailed instructions. Over-the-counter medications must be in the original container. All medication must be brought to the office **by a parent** or guardian where it is kept and distributed.

A child should be kept home under the following conditions:

- Temperature 100.4 or higher
- Rash with fever or behavior change until seen by a doctor
- Diarrhea that cannot be contained or has blood/mucus
- Vomiting within 24 hours
- Pink eye with redness, swelling, or yellow discharge- Individuals may return to school with physician or Health Department approval; minimum of 24 hours after the beginning of antibiotic treatment.
- Strep throat, until 24 hours after medication has been started.
- Head lice: Students may return the day after treatment but **parents must bring student to the office to be checked until they are declared NIT FREE.** No nits can be found by school staff in order for them to stay at school. **Students may not ride the bus the morning after treatment and until they are declared nit free.**
- Chicken Pox, until the sixth day after onset of rash or sooner, if all sores are dried and crusted- Individuals who have been vaccinated with Varicella vaccine and break out in a full rash are subject to the above guidelines also.

Transportation- We encourage students to ride the bus! Students are expected to be respectful to the driver and their peers at all times. Riding the bus is a privilege in NC.

Bus Rules – It is important that you go over these rules with your child!

1. Students must mind the bus driver and follow his or her directions.
2. Be at the bus stop on time. The bus will not wait for you.
3. Sit on your bottom facing the front of the bus. Bottom to bottom. Back to back.
4. Remain seated and in a seat belt while the bus is in motion.
5. Do not put hands, arms, objects, or anything else through the bus windows.
6. Never throw anything.
7. NO food, gum, radios, toys, video games, electronics, cell phones etc. on the bus.
8. Talk in normal tones. Loud or vulgar language is prohibited.
9. Keep the bus clean and keep objects and feet out of the aisle.
10. If you have to cross the street, walk in front of the stopped bus upon driver hand signal. Do not stop until you have safely crossed the street.

Be courteous to the driver and other pupils. Any fighting or hurting of others will not be tolerated. This will be an automatic suspension from riding the bus. If someone is hurting you, tell the driver and/or your teacher. **STUDENTS WHO DISOBEY BUS RULES WILL NOT BE ALLOWED TO RIDE THE BUS.** Bus drivers will be using a ticket system for reporting incidents to the administrator. If a child receives a ticket, the parent or guardian will receive a phone call and will be asked to sign the ticket and return it the next day. **All other offenses will be handled as follows:**

1st offense: Parent notification, a verbal warning, ticket #1

2nd offense: Parent notification, and up to five days suspension from the bus, ticket #2

3rd offense: Parent notification, and up to 10 days suspension from the bus, ticket #3

4th offense: Parent notification, and off the bus for the remainder of the year, ticket #4

If your child hits, fights or puts their hands on another student in an inappropriate way, they will automatically be suspended from the bus.

11. All buses transporting North Canton students are equipped with cameras that are in use at all times.

12. Seats may be assigned at any time for the entire bus.

No checkouts will be permitted after 2:30 PM to avoid confusion in the office area during dismissal time and heavy traffic congestion. We will not change procedures for how a student goes home without a written note from the parent/guardian. **Do not call the office to change procedures for going home.** This is for the safety of all students. If it must be changed, please

come to the school before 1:00. **We will not take any changes in the afternoon after 2:30 pm. Teachers are not allowed to let students leave their classroom until the office calls them.**

Students will not be allowed to leave with anyone other than the parent/guardian or those you specify as being allowed to pick your child up unless we have a written note. You or others who pick your child up in the car line must have a hang tag from the office with the student's name. If you do not have a hang tag, you will need to go into the office to show your ID and get a tag.

School Rules and Discipline- Students who disrupt the classroom and do not follow the classroom rules will have consequences established by the teacher. You will be informed of these. If a student continues to disobey the classroom rules after you have been informed and had a chance to help solve the problem, the child will be sent to the office for consequences. Consequences may include: time out in the office or another classroom (in school suspension), loss of free time, silent lunch, after school detention, restitution, suspension from school for the day or for several days.

1. **Students' Responsibility-** All students are expected to follow the rules and regulations of the Board of Education, the school administration, and the staff. Students are required to be courteous, polite, and to contribute to a good school climate.

2. **Parents' Responsibility-** Discipline is the primary responsibility of the parents. It is the parents' obligation, by teaching and example, to develop in the student, good behavior habits as well as proper attitudes toward school. To ensure student success, parents should visit the school and check with school officials concerning their child's progress.

Academic Standards- The three A's are highly valued at North Canton Elementary School: Attendance, Attitude, and Achievement. Excellent attendance, which **includes not being tardy and minimal** checkouts, is very important. The staff of North Canton holds high academic standards for all students. In order for us to help students be successful, the student must:

1. Be prepared! Have pencils, paper, books, and library books.
2. Accept responsibility for completing work, handing it in, and obeying school rules.
3. Use time wisely.
4. Listen carefully to directions and to class discussions.
5. Be polite and cooperative.
6. Organize work at the end of the day.
7. Make up missed work if you are absent.
8. Have parent look at and sign agenda books nightly and/or read daily Remind homework message.

NO CELL PHONES OR TOYS are allowed at school. If a toy is allowed on a special day, you will be informed by your child's teacher. CELL PHONES and other electronic devices are not allowed because we can not control their content. If your child brings these items, we will take them and you can pick them up at your convenience.

It is very important that parents keep teachers informed of things that can affect the child's school work such as death or sickness in the family, and any fears or concerns about school that are expressed at home. Contact your child's teacher to schedule parent conferences. Parent-teacher communication is vital to your child's success and we hope to have at least two conferences each year. Look over and sign your child's agenda book nightly and/or read daily Remind homework message.

Report Cards & Progress Reports- Report cards will be sent home at the end of each 9 weeks in first through fifth grades. Progress reports are sent home at the 4 1/2 week point of each grading period. It is important to remember that grades still have time to be brought up if they are low but it is equally important to remember that the remaining 4 1/2 weeks of a grading period are also crucial in maintaining the grades received at mid-term. Please make sure report cards and progress reports are signed and returned the next day. **Please contact your child's teacher with concerns that you may have regarding grades, performance or other issues.**

Student Dress- Students are encouraged to dress in comfortable clothes that are not offensive to others. Students should not wear clothing that causes inappropriate attention or disrupts the learning environment. This includes short shorts, pants or shirts that expose underwear, midriff or tops that expose the back, or undergarment straps and clothes with inappropriate language or content. Dresses, skirts (including their slits) and shorts need to be no shorter than 2 credit card lengths from the top of the knee. Hats can only be worn in the building if there is special permission. If clothing is not appropriate, we will call you to bring your child more clothes.

Lost and Found- Please mark your child's name on personal belongings such as clothes, books, and supplies. Items not claimed from the lost and found by the end of each month will be donated to a charity.

School Breakfast/Lunch Program- A well balanced, self-served breakfast and lunch is offered each day. Free breakfast and free lunch will be provided to every student. Students can choose a hot meal, bagged lunch, or salad. Snacks may not be charged. If your child packs a lunch or brings their own snack, carbonated drinks are not allowed. **We do not allow store bought/restaurant food to be brought in for your child's lunch unless you are providing for the entire class such as a party. For parties, we will make arrangements with the cafeteria in advance. No homemade items may be distributed to students other than your own.**

Checks- Each person writing a check to a school or the School District should write the check on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school or the School District, he or she agrees that, if the check is returned it may be represented electronically on the same account, and that the fee established by law, now \$50, will be charged.

Student Services- A school social worker is available to your family and guidance services can be provided through teacher referral or parent request. Some students will qualify for Haywood County Special Services: speech therapy, occupational therapy, physical therapy, or resource

classes. Additional help in reading is available through our Schoolwide Title I program. The following screenings are provided: Vision screening for all students in grades 1-5, hearing screening for all students in grades K-5.

Exceptional Children's Program- The Exceptional Children's Program provides specially designed instruction to ensure that all children with disabilities, age 3-21, have available to them a free appropriate public education. The program emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment and independent living. Services may include specialized educational instruction, speech/language therapy, occupational therapy, physical therapy, hearing impaired services, visually impaired services, and transportation. The EC Program is looking for any children ages 3-21 with special needs that are not identified or may not be receiving the help they need. You can assist us in finding these students by calling Brandi Stephenson, Director of EC Program at 828-456-2400.

After School Care- After School Care is available from 3:00-6:00 pm. Monday-Friday. On early dismissal days After School care will be open for three hours. You can get an application from the school office or from the After School Care Director. There is a \$50 charge per week for K-5 students. Southwestern Child Development does subsidize some families with this expense. See the director if you are interested in filling out an application. **We will not allow any charges to accrue for After School Care. You must pay for after school care each Monday for the following week. No one will be allowed to have balances. If you are unable to do this, it will be necessary for you to make other childcare arrangements until your account is cleared.**

Field Trips- Field trips are taken throughout the school year in order to enrich our curriculum. You will be informed in advance of all trips. **If your child is unable to attend the field trip we will not be able to refund the money. Once teachers have made reservations for a trip they are required to pay for the number of students they anticipate attending and we do not receive reimbursement.** Insurance regulations allow only students of Haywood County Schools and employees to ride the buses.

Computers/Technology- All classrooms have a computer that is wired for Internet use. All students in Haywood County will have access to the internet and use computers unless you choose to opt your student out. If you choose to do so, please contact the office. Haywood County Schools has an extensive screening program to keep inappropriate material out of the classrooms, and teachers will closely monitor the appropriate use of the Internet. If students are inappropriately using a computer they will lose the internet privilege. Students are assigned personal devices. If this device becomes damaged it is the parent/guardian responsibility to pay for repairs.

Physical Education- If your child is unable to participate in PE class, please notify the teacher in writing about your child's limitations. Students unable to participate in PE for three or more days will need a doctor's statement. **Students need to wear tennis shoes that are comfortable and safe for running.** If your child does not have safe shoes, he or she may not be allowed to participate.

Media Center- The primary objective of the school library media program is to enrich and support the instructional program of the school. All students have the opportunity to use the library each week. It is each student's responsibility to return books each week on, or before, the

due date. A note will be sent home notifying parents of replacement fees for damaged or lost books.

Use of Student Photos- From time to time pictures of students are taken in the school setting and used by media/newspaper in a general nature for promotion of certain programs/activities. If you do not wish to have your child's image or work used in a public setting, please indicate this on the student information sheet. If you take pictures while at a school event and children are in the picture, get permission from the parent before publishing on social media.

PTA Membership- North Canton Elementary School is a great school due to the commitment to excellence shared by our staff, faculty, parents and students. We hope you will join our PTA team. Information about PTA membership is sent home at the beginning of each school year and is available in the school office. Our PTA has made a tremendous impact on our school, providing many needed materials, working on the playground, and supporting our instructional program in a variety of ways.

Volunteers North Canton Elementary has an active "hands-on" support organization through our volunteer program. Each year we recruit for our Reading Buddies Volunteer Program in which we ask for help with listening to students read. We also need volunteers to work in the individual classrooms. Please sign up as a volunteer. Each time you come to volunteer in the classroom or for other projects, sign in at the office and get a volunteer badge. Together we can ensure an exciting and challenging year for our children.

Pest Control- Board policy 9205- As part of Haywood County Schools' long-term maintenance program, pest control will be administered monthly on all buildings and grounds. Normally scheduled pest control administration will occur the first full week of each month. Occasionally, unscheduled dispensation of pest control is needed. Notice of non-scheduled pesticide use will be made 72 hours in advance, to the extent possible. All pest control methods used in Haywood County are approved by state and federal agencies to insure safety.

If you have questions about policies, here are some people at our school who may be able to help:

After School Care: Joanna Goodson

Exceptional Children's Services: Melinda Smith, Danielle Ramsey, Michele Burris, Jessica Igwe

Cafeteria: Mickey Limbo

Guidance/Counseling: Lindsay Moore

School Social Worker: Michelle Mull

Volunteering: Courtney Myers

Please sign this page and return.

Thanks for your support!

NCE STUDENT-PARENT HANDBOOK

I have read and discussed the handbook with my child.

Child's name

Teacher's Name

Parent's Name

Parent's Signature

Date _____