

Gamewell Elementary School Student Handbook

<http://ges.caldwellschools.com>

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Gamewell Elementary School

2904 Morganton Boulevard
Lenoir, North Carolina 28645-9640



August 2018

Dear Students and Parents:

It is our pleasure to welcome you to Gamewell Elementary School. We are confident that together, we are a school that is a great place for children to learn. Our commitment to the students and parents includes:

- Our school is a safe place. Our staff will do what is needed to make sure our students are physically and emotionally safe.
- Our school cares. Our staff will make sure that students know they are cared about, and that their teachers will take a genuine interest in them.
- Our school does what is needed to make sure students succeed. School is the work of children; their job is to be a student.

We ask that our students commit to coming to school ready to learn; giving their best effort every day. We believe that with continuous effort, students will grow. Growth will bring academic success, and academic success will unlock opportunities for our students.

We ask that our parents partner with us with good communication, and a resolve to send their children to school each day ready to learn. We believe that parents and teachers working together makes a powerful impression on our children.

We look forward to an exciting and productive school year.

Sincerely,
Adrienne Dula
Principal

Tracey Harris
Assistant Principal

Mission: *To build a solid academic foundation in a safe and caring environment.*

Vision: *Globally Prepared, Educationally Competitive, and Self-Sufficient Citizens of the 21st Century.*

ARRIVAL AND DEPARTURE

The safety of our students is of utmost importance when arriving or departing from our campus. The official school day for students begins at 7:50 A.M. and ends at 2:30 P.M. *Any student arriving after 7:50 will be counted tardy and must report with their parent to the office to receive a tardy slip to be admitted to class.*

Students should arrive at school no earlier than **7:20 A.M.** Students arriving before 7:20 A.M. will need to go to WrapAround. Students arriving by automobile should be discharged **IN THE FRONT OF THE SCHOOL BUILDING. ONLY THOSE WITH A PERMIT PROVIDED BY ADMINISTRATION MAY DROP OFF STUDENTS IN THE CIRCLE.** Once arriving at school, they should go directly to the classroom for free breakfast. Car-riders are dismissed between 2:30 – 2:35 P.M. Parents of car riders will be given a name card to be placed in the front windshield. **Please wait in your vehicle for students. Parents should not wait at the door or in the lobby. Car riders are not to be picked up in the rear of the building.** Buses loading and unloading in this area make it congested and dangerous for pedestrian traffic. Car riders must be picked up by **2:50 P.M.**

7:20	Report to classroom
7:50	Tardy Bell, Attendance, and Morning Announcements, FREE breakfast
10:40 - 12:30	LUNCH, FREE lunch for all
2:30	Dismissal of Buses
2:35	Dismissal of Car Riders

ATTENDANCE

Regular attendance is a necessity for two reasons: 1) It is required by state law. 2) It is essential to your child's success, enjoyment, and achievement in school work. Irregular attendance may lead to a loss of interest in school, poor and careless study habits, a lack of achievement, and possible failure. A student must be in attendance for at least half the school day (11:15 a.m.) to be counted present.

A student must bring a note from home following an absence. Without a note from home or the doctor's office, the absence is coded "unlawful". Students who have more than 10 tardies and/or early dismissals will not be eligible to receive perfect attendance certificates. Every student who has been absent shall meet with his/her teacher(s) to make up missed work. Parents of students who are out of district and who have more than five excused absences, or three unexcused absences, tardies, or early dismissals per semester may be contacted in writing by the principal or designee and advised that their out of district status may be in jeopardy if the problem is not corrected.

BULLYING

Students have the right to learn in a safe environment and not be intimidated or harassed. School bullying undermines the academic mission of a school, jeopardizes the safety of a school, and hostile and dangerous acts of harassment and abuse can victimize students. **Bullying will not be tolerated at our school, at any time.**

Caldwell County Schools will not allow or tolerate retaliation in any form against any individual that reports a valid complaint of bullying or is a corroborating witness. It is the duty of all teachers, including student teachers, substitute teachers, teacher assistants, and all school staff to maintain good order and discipline in their respective schools, report and intervene in all acts of bullying and provide other information about related behaviors, school safety and discipline problems. It is the expectation that all administrators will properly discipline offenders.

Bullying behavior is any **pattern** of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that: places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or, creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For elementary students, consequences will range from an initial warning/in-school disciplinary action up to five days out-of-school suspension. Repeat violations may result in long-term suspension.

BUS TRANSPORTATION AND CONDUCT

Students are responsible for their behavior on the school bus because their behavior could impact the safe operation of the bus. Students are expected to follow all safety rules. Any behavior that may distract the driver and endangers the safety of students will be handled quickly with possible suspension. If a student needs to ride a different bus other than the one he/she is assigned to, they must have a note from the parent. The principal or assistant principal must then sign the note.

- Follow driver directions; Always help to keep the bus clean
- Remain seated at all times; Be quiet with no loud noises and no inappropriate language
- Food, drink, and toys are not permitted on the bus
- Keep hands, feet, arms, and personal belongings to yourself

CELL PHONE AND PERSONAL DEVICE USAGE

To enhance technology in the schools, students may “Bring Your Own Technology” (B.Y.O.T). To encourage B.Y.O.T., Caldwell County Schools will allow use of personally owned devices on our guest network and school grounds for students. At all times such use shall adhere to Board policies 3225/4312/7320, Technology Responsible Use, and 3226/4205, Internet Safety. GES shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought on school system premises or for any charges to a student or staff member that may be incurred during approved school-related use. Students that bring devices to school do so at their own risk. **Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission.** The distribution of any unauthorized media may result in discipline including, but not limited to, suspension, criminal charges, and expulsion.

CONFERENCES WITH TEACHERS

We encourage conferences concerning your child’s progress. Parents who desire a conference should write a note/email to the teacher. The teacher will then contact the parent to schedule a day and time. Conferences must be scheduled before or after school to prevent interruption of the school day.

EARLY DISMISSAL/CHANGE IN TRANSPORTATION

If a student needs to leave school before the end of the school day, a parent or designee must come to the office to sign for the release of the child. The office will call the child from the classroom. We ask parents to wait for their child in the office or lobby area. Please do not go to the classrooms. We follow this procedure for the safety of our students. In order for your child to achieve his or her fullest potential, it is important for them to remain the entire school day. We strongly discourage taking students out of school early unless it is an emergency.

If your child will be going home by a different means of transportation other than the usual, we must have a note from parents explaining the change. Without proper notification, a student will not be allowed to go home a different way than what is on file. **The office cannot accept changes for buses or car pick-ups by phone.**

FIELD TRIPS

During the school year each class is permitted to take at least one educational field trip. It is a privilege for students to participate in off-campus activities. For students who cannot behave appropriately at school, a decision may be made that your child will not go with his/her class on a trip. Each grade level will provide information on guidelines for participation in these activities. While away from school, students are expected to behave appropriately and can be disciplined for misbehavior after returning. If students are unable to attend a field trip for any reason, no refunds will be issued.

FLORAL DELIVERIES

Floral deliveries to students are not allowed at any time during the school day.

HEAD LICE CONTROL

The Caldwell County Board of Education’s policy on pediculosis (head lice) seeks to prevent and control infestation of head lice while maintaining confidentiality of each student and without disrupting the educational process of those involved. Students will not be isolated from the classroom nor shall they be required to miss educational time due to nits, consistent with recommendations of the American Academy of Pediatrics and the National Association of School Nurses. When a child is found to have head lice, the parents, guardians, or custodians shall be notified either by phone or in writing. Students may return to school upon completion of treatment. Parents, guardians, and custodians shall make every effort to remove all nits and provide proof of treatment. Students will not be admitted to school with live lice.

HEARING SCREENINGS

Mass Speech/Language screenings are no longer being conducted in Caldwell County; however, individual screenings will be performed upon teacher referral, given parental permission, or upon parental request. Mass hearing screenings will be conducted on all 1st, 3rd, and 5th graders. Parents who do not wish to have their child’s hearing screened should indicate this in writing to the school’s Speech Pathologist within the first two weeks of the school year. Hearing screenings are available for children in other grades upon referral to the Speech Pathologist, given parental permission.

HOMEWORK

Learning does not end at school. Teachers will assign homework that is directly related to activities in the classroom. Homework will serve as reinforcement and practice of information and skills introduced in the classroom. Students should set aside at least 30 minutes of quiet time to read and do homework. This is also an excellent opportunity for you to work with your child and to see the quality of work he/she can accomplish.

INSURANCE

School insurance will be offered to our students. Coverage, company, and rates will be available when school starts.

LUNCH

Students at Gamewell Elementary will receive FREE lunch. We have visitor tables reserved in the lobby for visitors to enjoy lunch with his/her student. Visitors must sign in to eat with a student.

MEDIA CENTER

The Media Center operates on a flexible schedule, which allows students to exchange library books at any time. Students' books are checked out for a two-week period, but may be returned as soon as they finish reading them by getting a book exchange pass from their classroom teacher. Students are encouraged to read and return books frequently throughout the school year. If a library book is lost or damaged, students are responsible for the replacement cost. If a lost book is found within the school year after payment has been made, a refund will be issued. Students may come to the media center once per day to exchange books.

ORDERLY AND CIVIL CONDUCT

The Caldwell County Board of Education is committed to maintaining orderly educational and administrative processes to keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds. Caldwell County Schools' staff members will treat parents and other members of the public with respect and expect the same in return.

The Board expects mutual respect, civility, and orderly conduct among system employees, parents, and the general public. While persons have a right to freedom of expression, the Board intends to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our staff and students. The Board encourages employees to present themselves as positive role models to students and discourages all present on school/district grounds from engaging in hostile, aggressive, or threatening actions. The Board seeks cooperation from the entire community in this endeavor.

All persons, except students entering a school building during the school day, shall report to the school office before proceeding to any other part of the building. Persons visiting or participating in any school function or using school property, equipment, or facility shall comply with all local, state, and federal laws and Caldwell County Board of Education policies. Such persons shall be respectful of property and persons.

When possible, a person whose conduct is deteriorating, or is in the process of violating the provisions of board policy should be provided a written copy of this policy. This policy should be referenced in Parent-Student Handbooks provided to students annually. Incidents described above should be reported immediately to the Superintendent and the School-Community Relations Director.

PARENT INVOLVEMENT POLICY

Gamewell Elementary is committed to creating a partnership with our students' families. We have created a Parent Involvement Policy to provide a guideline for developing this partnership and as a school we will provide the following:

- An annual Open House where parents will meet teachers, learn about the Title 1 program requirements, and be given opportunities to become involved in their child's education.
- Additional meetings throughout the year to provide assistance to parents in understanding the State's academic assessments. Meetings will also focus on how parents and teachers can work together to monitor the child's progress in order to improve student achievement.
- Materials and specific training to help parents work with their children.
- Meetings scheduled at different times during the day to better accommodate parents' schedules.
- At least two scheduled parent conferences where the progress of the student will be discussed and explained, as well as the expectations for the grade level, school curriculum, academic assessment, state's academic content and achievement standards, and any other concerns that the teacher or parent may have.
- Quarterly newsletters, weekly and often times daily notes informing parents of activities and programs along with the outside school sign providing advance notice of upcoming events. Blackboard Connect will be utilized for phone and email correspondence.
- A School-Parent Accountability Pledge to outline how parents; school staff and students share the responsibility for improvement of learning.
- A minimum of two school meetings during the school year where parents will have an opportunity to help review, plan for and make suggestions to improve the Title 1 program, as well as the Parent Involvement Policy, and the School-Parent Accountability Pledge.
- A survey for all parents to express opinions about the current Title 1 Program as well as to list ideas and suggestions for improvement and topics for meetings to meet the needs of the parents.

PTO/VOLUNTEER OPPORTUNITIES

PTO meetings will be scheduled on Tuesdays of designated months. Please make every effort to attend these meetings. The PTO membership fee is \$1.00 and is collected during the first semester. PTO officers and Volunteer Coordinators for the 2016-2017 school year:

- President –
- Vice-President –
- Secretary–
- Treasurer –

If you are interested in volunteering, there are many opportunities available. Please contact the office at 758-1193 for details.

PHYSICAL EDUCATION

All students are expected to participate in physical education unless a doctor’s excuse or a note from a parent is presented. Clothing and shoes must be appropriate for physical activities.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Positive Behavioral Interventions and Supports (PBIS) is a school wide system of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environment. GES will focus on the following behavioral expectations that are positively stated and easy to remember. We have created a matrix of what the behavioral expectations look like, sound like, and feel like in all areas of our school.

Settings Expectations	Bathroom	Hall	Classroom	Cafeteria	Playground	Bus
Do your best	Use the bathroom quickly.	Use quiet voices, hands, and feet.	Try your hardest.	Have lunch number ready and use a quiet voice.	Resolve problems in a friendly manner.	Be on time.
Obey safety rules	Wash your hands.	Walk in a single file line.	Keep hands, feet, objects, and comments to yourself.	Walk and stand in a single file line.	Keep rocks on the ground and walk on the gravel area.	Stay seated keeping hands and feet to yourself.
Give Respect	Keep hands, feet, objects, and comments to yourself.	Keep hands and feet to yourself.	Treat others as you would want to be treated.	Keep hands, feet, food, and other objects to yourself.	Use kind words.	Talk to the person in your seat and use your quiet voice.
Show Responsibility	Use only the soap and paper towels you need and put them in the trash can. Flush toilet.	Look ahead.	Be prepared and pay attention.	Clean up after yourself and use your manners.	Take turns and take care of the playground equipment.	Leave food, drinks at home and use electronics responsibly.

RECOGNITION OF STUDENTS

Students are recognized throughout the year for good work and cooperative behavior. We feel that all efforts to encourage positive participation in school results in better performance.

The following activities are our special recognition activities:

- Super Students of the Month, Awards Day (annually), Positive Behavior Tickets, Perfect Attendance, Birthday Recognition and Honor Roll.
- Honor Roll is to recognize and encourage quality student performance in grades 3-5. Educational goals include academics and behavior; therefore, both are reflected on the honor rolls.
- **A Honor Roll** is recognized when there are no grades less than **A**, no grade of Unsatisfactory for a subject, no grade of D, F, or Unsatisfactory on conduct in any area.
- **B Honor Roll** is recognized when there are no grades less than **B**, no grade of Unsatisfactory for a subject, no grade of D, F, or Unsatisfactory on conduct in any area.

REPORT CARDS

Grades K-2 - Letter grades will not be used in grades K-2. Early academic success is crucial for students, especially in the early grades. Therefore, parents of K-2 students will receive a report card each grading period that details student progress. Teachers will schedule personal conferences with parents as needed. Progress will be identified by the following achievement levels:

- 4 = Consistently exceeds grade level expectations
- 3 = Consistently meets grade level expectations
- 2 = Performing below grade level – showing growth
- 1 = Performing below grade level – having difficulty

Grades 3-5 - Reading, Written Composition, Spelling, Math, Social Studies, and Science/Health will be graded A-F. Conduct for these classes will also be graded A-F. Other required courses taught separately (Physical Education, Music, Visual Art) will be graded using S+, S, N, and U. Conduct for these classes will also be graded using S+, S, N, and U.

A = 90-100	B = 80-89	C=70-79	D=60-69	F=59 and below
S = Satisfactory		N = Needs Improvement		U = Unsatisfactory

Report cards will be issued each nine weeks. During each 9-week grading period, mid-term reports indicating a child's progress will be sent to parents. Parents should sign and return both the mid-term report and the report card. Students should return them promptly to their teacher.

SCHOOL SAFETY

School safety is top priority for school administrators, teachers, and staff. Gamewell Elementary has a Crisis Management Plan that addresses major crises, such as bad weather, armed intruder on campus, chemical spill, etc. and defines the steps that should be taken to ensure the safety of all children. Law enforcement and emergency agencies work closely with school administrators to prevent or prepare for these incidents that would threaten the safety of students. As our culture and environment continue to change, crisis response is modified to meet the most current demands in society. If you would like more information concerning our school safety plan, please feel free to contact the school at 828-758-1193.

SCHOOL VISITORS

To provide a safe, secure, and orderly environment on all Caldwell County School Campuses, all persons except students entering a school building during the school day, **must** report to the school office before proceeding to any other part of the building. Therefore, **all visitors must sign in and get a visitor's pass upon arrival in the school office**. Please respect the time your child and his/her teacher have together, by causing as few disruptions as possible.

SCHOOLS/STUDENT DIRECTORY INFORMATION

Under Federal Family Educational Rights and Privacy Act, public schools may release certain "Directory Information" about students so that their awards, honors, participation, etc. can be noted to the media and others. However, before Directory Information may be released, the school must inform parents that such a release may be authorized unless the parent or student over age 18 requests that the Directory Information be withheld.

Gamewell Elementary may release Directory Information about students including name, address, telephone listing, date and place of birth, participation in school activities, height, weight, class rank or athletic team members, dates of attendance, degrees and awards received and school last attended. Such information will be available for release unless the parent or student over age 18 requests that such information be withheld. Parents or eligible students have the right to object to the release of directory information or challenge the accuracy of the information by informing the school principal in writing. If dissatisfied with the principal's decision, the parent or eligible student may appeal to the Superintendent.

SICKNESS OR INJURY

Should your child become sick or injured at school, you will be called to come for him or her. The school does not provide students with any medication of any kind. Gamewell Elementary will follow medication procedures as mandated by North Carolina General Statute 115C-3751. Please call your child's school nurse, Michelle Adams for any questions. Students should not be in possession of prescription or over-the-counter medications while at school.

STUDENT DISCIPLINE AND CONDUCT

Elementary school students in the Caldwell County School System are expected to behave in a manner that will reflect favorably on themselves and their schools during school hours and at any out of school activity. Such behavior will promote a safe, orderly learning environment for all students. It is the shared responsibility of the home and school to develop self-discipline skills within students appropriate to their age. While the exercise of individual rights and liberties within schools is encouraged and protected, it is also recognized those rights and liberties are muted by the need of the system to provide a quality education to all.

Any behavior, which causes deterioration in the safety, moral or learning environment of the school, or infringes materially on the rights of others will not be tolerated and may subject the student to corrective measures. Such measures shall be determined on the basis of the facts presented in each instance of misconduct by appropriate school officials under the guidance of applicable Board policies, statutes and school rules. The primary responsibility for classroom discipline rests with the teacher and incidents should be handled within the classroom whenever possible. Reasonable force may be used to control behavior or to remove a person from a scene when it becomes necessary. School Board policy 4309 can be read in its entirety at www.sc.caldwellschool.com.

Consequences result when choices made by students violate the school rules. The goal of consequences is to change the inappropriate behavior and encourage better choices. The Caldwell County School Board provides the consequences listed below to serve as guidelines for staff using reasonable discretion and appropriate due process for students who violate board policy or school regulations. Potential consequences include, but are not restricted to the following: student warning, removal of privileges, parent notice, time out in office or classroom, referral to student support services, after-school detention, parent conference, restitution, in-school suspension, out-of-school suspension, long-term suspension or expulsion. Our goal is to modify, correct and improve student behavior. We want all students to take responsibility for their actions. Offenses of a serious nature could result in severe and immediate consequences. In some cases, law enforcement may be notified.

STUDENT DRESS CODE

Dress and personal appearance of students greatly affect their academic performance and their interaction with other students. Gamewell Elementary requests that parents outfit their children in clothing that is conducive to learning. Clothing should fit appropriately and not expose too much of the body. Shorts, dresses, and skirts should be at the end of the fingertips, when the student's arms are extended and relaxed to the side. No headgear, hats, hoods, bandanas, or sunglasses are to be worn inside or on buses.

Clothing and accessories that contain obscene, threatening, or suggestive writing/pictures are not permitted. The display of alcoholic beverages, drugs, or tobacco products is prohibited. Unnatural hair colors that cause a distraction or disturbance to the learning environment are prohibited. Shoes must be worn at school at all times. Shoes should be safe and comfortable. Tennis shoes are encouraged to allow students safe participation in daily activities and may be required for specific activities such as Physical Education. Parents are encouraged to place student's name on labels inside all coats and jackets.

TESTING

All students in grades K-5 are involved in the annual testing program provided through the county or state. Students in grades 3-5 are given Reading and Math EOG tests at the end of the year. The testing program is aligned to the curriculum and challenges students to write, think, and calculate. Fifth grade students will take the Science EOG at the end of the school year. K-2 students will complete literacy and math assessments throughout the school year. Assessments and student portfolios will be used to determine whether students meet guidelines for promotion. mClass and TRC data are utilized to guide instruction.