

Whitnel Elementary School

2018-2019



Home of the Yellow Jackets
1425 Berkley Street, SW
Lenoir, NC 28645
Phone: 728-6423
Fax: 728-2204

Principal: Dr. Kim H. Case
Assistant Principal: Mr. Zach Morrow

THIS STUDENT HANDBOOK BELONGS TO:		
NAME	_____	
TEACHER	_____	GRADE _____

Whitnel Web Site: wes.caldwellschools.com
Visit us on Facebook at: Whitnel Elementary School

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A Note from the Desk of the Principal:

Whitnel Elementary is proud to be a **REDI** (Respectful, Equitable, Diverse and Inclusive) school. It is our greatest desire that we work as a school family to ensure that every child is known and cared for fully. We will strive to serve every student to the best of our abilities so that they are ready for a lifetime full of successes. Thank you, parents, for sharing your children with us.

Sincerely,
Dr. Kim H. Case

Daily Schedule

Time	Event
6:00 a.m.	Morning Wrap-Around Opens
7:40 a.m.	Car Rider Drop-off Begins
	Breakfast Begins
8:00 a.m.	Drop-off for Breakfast Ends
8:10 a.m.	Classroom Instruction Begins
	Parents must sign students in at the office.
2:50 p.m.	Classroom Instruction Ends
2:53 p.m.	Bus Riders Dismissed
2:55 p.m.	Car Riders/Walkers Dismissed (Pick-up at Cafeteria Exit)
3:10 p.m.	All Car Riders Must Be Picked Up
4:00 p.m.	School Office Closes
6:00 p.m.	Afternoon Wrap-Around Closes

Student Arrival & Dismissal Procedures

Mornings

Student Drop-off is in the traffic circle next to the cafeteria between 7:40 and 8:00 a.m. If your child must arrive before 7:40 a.m., you must make arrangements with Wrap-Around for supervision.

Students who arrive after 8:10 a.m. must be signed in at the main office by an adult and will be counted as tardy.

Parents should practice the “Kiss and Go” strategy with their children. After the first two weeks of school, parents are discouraged from walking students to classrooms or visiting teachers at morning drop-off.

In the mornings, students must be dropped off in the car line only. Drop off at the office or other front entrances is not permitted. Please do not use the bus parking lot or the Pre-K/Handicap lot to drop off K-5 regular education students, unless approved by Administration. These spaces are reserved for bus riders, Pre-K or handicapped students.

Breakfast:

Upon arrival to school, students should visit the cafeteria for breakfast. Breakfast (and lunch) is provided free of cost for all students.

Afternoons:

For the safety and security of our students, **car riders will exit the building at the cafeteria end of the main building. Parents should wait in the car line outside the building at the cafeteria entrance to pick up students during afternoon dismissal. Parents are not permitted to walk up to the cafeteria door.** *Students who walk to a destination off campus will dismiss at the front office.*

Use the following steps to pick up car riders:

1. **Parents should display the placard provided by the school on the car dashboard.**
2. Adults who are supervising afternoon pick-up will call for students to exit the building and enter cars in the car rider line located at the cafeteria side of the main building.
3. Afternoon Duty staff will load up to three cars at a time. **Students will only be loaded into cars at the designated car pick-up lines.**

School Bus Expectations

Riding the school bus is a privilege. ***Every student is expected to follow school expectations and bus safety rules on the bus and at the bus stop.*** Students are expected to walk to bus loading areas and to stand safely while waiting to load the bus. All students should look for and follow the driver's hand signals. ***Following the driver's instructions is essential for student safety.***

Failure to follow bus expectations will result in disciplinary action that may include: administrative warning, designated seating, bus suspension, in-school suspension, out-of-school suspension, and loss of bus riding privileges for the remainder of the school year or other appropriate consequences. ***Parents will be notified through a phone call or letter home if a disciplinary action is taken.***

Changes in Transportation

Please notify your child's teacher in writing of any changes in the way your child normally arrives or departs from school. The teacher will notify the office of this change.

Students must have a note signed by parents and approved by the office to change buses, bus stops or ride the bus home with another student. If a bus is at capacity, permission may be denied for a student to ride home with another student. If we are unable to accommodate your request, you will be notified during the day so that you can make other arrangements.

Unless it is an emergency, transportation changes will not be made after 2:30. Transportation changes take time to communicate. ***Last minute phone calls to the office can create transportation and security issues for students.*** If transportation changes are requested during the school day through a phone call, the caller must give the student's transportation change password to ensure that he/she has authority to make the change. *(The passcode is chosen by the parent at the beginning of the school year and recorded on the Student Information Sheet.)*

Wrap-Around Operating Hours *(Days are designated on the CCS Calendar):*

- ❖ ***Instructional Days*** - 6:00 a.m. to 8:00 a.m. and from 2:50 p.m. to 6:00 p.m.
- ❖ ***Planning, Optional Planning, and Annual Leave Days*** - 6:00 a.m. to 6:00 p.m.
- ❖ ***Early Release Days*** - 11:30 a.m. to 6:00 p.m.
- ❖ ***Holidays*** - Wrap-Around is closed.

Child care services are also not provided during the week of July the Fourth and during one week of the Christmas holiday. Contact the Wrap-Around Department (CCS website) for more information.

HOME-SCHOOL COMMUNICATIONS

CCS Policy 1310/4002: *Parental Involvement* encourages parent involvement in the school environment by requiring that systems for two-way communication are in place between the home and school. *Returning informational forms to the school in a timely manner is important for maintaining effective two-way communication and benefits the safety, well-being and academic success of your child.*

CCS Policy 1320/3560 defines the requirements for parent involvement in Title 1 schools. The 2018-19 Whitnel Elementary School Parent and Family Engagement Policy follows.

Whitnel Elementary School Parent and Family Engagement Policy 2018-19

A strong partnership between students, parents, and school is necessary to maximize student achievement. This policy outlines how parents may become involved in our school and with their child's education.

- Parents are invited to an annual public meeting early in the school year to learn about our Title I Program. Title I provides federal funds to supplement the educational program at Whitnel in the form of personnel salaries, instructional supplies and materials, professional development, and parental involvement activities.
- Parents/Student/Teacher conferences are held throughout the year to discuss student progress and learning goals. A round of conferences is scheduled for the fall and spring semesters, in addition to other times as needed.
- Parents are involved in planning and review of the Title I Plan and in school improvement planning. Parent input is received through surveys, open meetings, School Improvement Team, and individual conferences.
- Parents are provided written information about the Common Core Standards and promotion standards for each grade level.
- Parents are provided surveys to gather information about current programs to help assess their effectiveness.
- Parents are provided the "Student-Parent-School Compact" to further build educational partnerships for our students.
- Parents are provided various informational meetings (e.g. reading nights) and materials to help them work more effectively with their children.
- Parents are encouraged to volunteer to help in classrooms and with a variety of school functions. Our Volunteer Coordinator can help link parents to volunteer opportunities.

- Parents are encouraged to participate in a number of special events throughout the year, including student work expositions, festivals, PTO open meetings, reading and math nights, and school beautification days.
- School personnel communicate through Daily Communication Journals, Progress Reports, Report Cards, Parent Conferences, and teacher made web pages to build strong parent-school partnerships.

Revised: August 1, 2018 Reviewed: August 14, 2018 Approved: August 14, 2018

Child-Family Team (CFST) Support Services

The services of a Child-Family Support Team (CFST), which includes the School Counselor, School Social Worker and School Nurse are available to students and their families when needed. Often, a member of the CFST will contact the parent or guardian to discuss concerns or student needs, such as attendance, discipline, custody arrangements and/or health/medical issues.

Student Information Sheets

Student Information Sheets are distributed during beginning of the year orientation and are collected by the teacher the first school day. **It is important that you notify the school immediately of changes in your address, telephone number, or person to contact in emergencies.** *In the event your child becomes ill or is injured at school, the school must have an up-to-date emergency contact names and working telephone numbers.*

Permission to Pick Up Students and School Visitation

Persons signing in, signing out, and visiting students, will be asked to use the computerized check-in station in the office. This station will generate a photo I.D. sticker. *School visitors should be prepared to show picture I.D.* **Visitors are asked to wear the “Visitors” badge visibly while they are in the building.**

Child Custody Issues

Current child custody letters and court orders must be on file in the school office. Your child’s teacher, the school counselor or social worker and Administration should be informed of your expectations regarding custody arrangements. It is best not to make the school the place to carry out parental visitation rights.

The most recent, court-issued custody order is the final authority on parental/custodial rights and must be followed by the school. Should controversy arise about custody arrangements between parents or guardians, law enforcement will be contacted to assist with the interpretation of custody documents.

Telephone Use & Student Messages

Students will not be allowed to use the phone without approval of the teacher. This includes use of personal cell phones. Instruction will not be interrupted to give messages to students.

Telephone calls to make transportation changes should be made before 2:00. Transportation changes takes time to communicate. Last minute phone calls to the office can create transportation and security issues for students.

Parent-School Contacts & Conferences

Please contact the school whenever the need arises. Administration may be contacted directly through email or phone. Office staff will also give messages to Administration. Teachers may be contacted by note, e-mail, or telephone. During the instructional day, the office will take messages for teachers. Calls will not be forwarded during instructional time.

Throughout the school year, teachers will request conferences with parents to discuss their child's progress. Drop-in conferences by parents are not permitted due to the need for teachers to adhere to the instructional schedule. **Please call to arrange a conference time with your child's teacher prior to coming to the school.**

Student Communication Logs

All students will receive information to bring home in a folder or notebook designated by their teacher. These Communication Logs should be checked by parents each evening. Any papers to be signed should be completed and sent to back to school with the student the next day. If students are not bringing home communication logs, parents should contact their child's teacher immediately.

*****Special Parent Note*****

Please regularly check your child's bookbag, coat, and pants pockets to make sure they do not mistakenly bring prohibited or unnecessary items to school. This will help prevent items such as collectibles, pocket knives, matches, lighters, fireworks, medications, toys, expensive jewelry, tobacco, sharp objects, cosmetics, or extra money from being brought to school. **Students who bring prohibited items to school may be subject to disciplinary actions by Administration.**

Lost and Found

Please put your child's name on all coats, bookbags, and other personal items. This will help identify lost property. Found items are placed on a rack in a designated area by a member of the CFST. Periodically, unclaimed items are cleaned and given to a local non-profit agency.

Floral Deliveries

Floral deliveries (including balloons and similar arrangements) to students are not allowed at any time during the school day. This policy includes deliveries from florists or deliveries by parents or others.

School Pictures and Yearbooks

Student individual pictures will be taken in the fall and spring each year. Fall Pictures are scheduled for October. Class/Club Pictures will be taken in February, and individual Spring Pictures will be taken in April. Yearbooks will be available for sale in the late April or early May and may be purchased online for a reduced cost throughout the school year.

Policy Code: 3227/7322 Web Page Development

The safety of students and employees shall be considered when constructing school web pages. To protect the safety of students and employees, the following precautions shall be taken:

- a. home addresses or telephone numbers will not be listed;

- b. student e-mail addresses will not be listed;
- c. photographs of students and student work will be used only with appropriate parental permission and/or as approved for release as directory information under policy 4700, Student Records, and will include only the student's first name, with no other information about the student.

Policy Code: 4700 Student Records

All student records shall 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. It is the policy of the Caldwell County Board of Education that parents or guardians have access to their child's school records upon request.

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 shall 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA 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; and
9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

Release of Directory Information

Permission of the parent or eligible student is not required for the release of information that is designated as directory information by the Board, provided that the parent or eligible student has been given proper notice and an opportunity to opt out. (See policy 1310/4002, Parental Involvement.)

- a. The Board designates the following student record information as directory information:

(1) name; (2) address; (3) telephone listing; (4) electronic mail address; (5) photograph; (6) date and place of birth; (7) participation in officially recognized activities and sports; (8) weight and height of members of athletic teams; (9) dates of attendance; (10) grade level; (11) diplomas (including endorsements earned), industry credentials/certifications, and awards received; and (12) most recent previous school or education institution attended by the student.

Some examples of directory information use may include:

- The yearbook;
- Honor rolls or recognition lists;
- Graduation programs; and
- Sports activity sheets.

School Improvement Team (SIT) Meetings

Policy Code: 2320 Compliance with the Open Meetings Law

The Caldwell County Board of Education affirms the public policy of this State that hearings, deliberations, and actions of public bodies be conducted openly.

School Improvement Team (SIT) meetings are open to the public. All meetings begin at 3:15 unless otherwise noted. Scheduled SIT meetings for 2018-19 are:

- September 10, 2018
- September 26, 2018
- October 24, 2018
- November 28, 2018 (Tuesday)
- December 10, 2018
- January 14, 2019
- February 13, 2019
- March 13, 2019
- April 10, 2019
- May 8, 2019
- June 10, 2019

Specially-called meetings may be added to the calendar as needed and will be posted on the Whitnel webpage.

Transfer Requests

Transfer request forms are available at the school office or the Education Center. CCS Board policies govern the transfer request process. (Policy Code: 4150 School Assignment)

ATTENDANCE

Tardies or Early Dismissals

Students should arrive at school by 8:00 to be able to be on time for instruction. Classroom instruction begins at 8:10 each morning. If you bring your child to school after 8:10, an adult must sign them in at the main desk in the office.

Absences

Children are most successful when they attend school regularly. North Carolina General Statute 115C-378 requires parents and guardians to cause children to come to school. Excessive unlawful absences are a violation of the Compulsory Attendance Law and may result in a court referral.

For an absence to be marked as excused, parents should provide, in writing, a valid/lawful reason for the absence.

Parents may do this by:

1. Sending a written note to your child's teacher on the day they return to school.
2. Sending an email to your child's teacher with a cc to the school's Data Manager at scraig@caldwellschools.com.
3. Providing a doctor's note to the school. Doctor's notes can be faxed to the school at 828-728-2204.

Students are expected to remain at school for the full school day. Except in an emergency, students should not be picked up prior to 2:50. For doctor or dental appointments that cannot be scheduled after school, please write a note to the teacher giving the time he/she will be leaving. **All sign-outs between 2:30 and 2:50 will require a doctor's note or authorization by the Administration.**

You will need to sign your child out through the office. **Only persons on the list approved by the parent or guardian will be allowed to sign out students. Additions to that list should be provided in writing from the parent or guardian or in person in the school office.** Teachers and office staff have been instructed to thoroughly verify that all students are released to authorized adults.

Note:

Tardies and early dismissals will also be considered when attendance awards are given. **Students with ten or more tardies and/or early dismissals will not be eligible to receive perfect attendance certificates.**

DEFINITION of EXCUSED (Lawful) ABSENCES

The school principal or designee has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. Below are valid/lawful excuses for temporary nonattendance of a student at school.

1. **Illness or Injury**: When the absence results from illness or injury, which prevents the student from being physically able to attend school.
2. **Quarantine**: When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family**: When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to: grandparents, parents, brothers, and sisters.
4. **Medical or Dental Appointments**: When the absence results from a medical or dental appointment of a student.

5. **Court or Administrative Proceedings**: When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. **Religious Observance**: When the student is absent due to a religious observance in accordance with local school board policy.
7. **Educational Opportunity**: When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. **Approval for such an absence must be granted prior to the absence.** The form for approval of an Educational Opportunity should be requested through your child's teacher, from the Child-Family-Support Team (CFST) or from office staff.
8. The school principal may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of the school day.

Definition of UNEXCUSED ABSENCES:

Absences for reasons other than those listed above will be deemed unexcused. **Unexcused absences include, but are not limited to missing the bus, oversleeping, car trouble, or babysitting.** Schools may develop specific consequences related to such absences.

Absences caused by infestation of lice generally will be coded as unlawful if the absence lasts more than one day beyond the identification of the problem or if more than three infestations occur during the school year.

A doctor's excuse may be required when a student has more than five absences during a semester. Board of Education policy and state law require that letters be sent for 3, 6, and 10 unexcused absences and that a referral be made to the School Social Worker. Continued unexcused absences may result in court referral.

Make Up Work

Students are expected to complete assignments missed due to absence/tardiness/early dismissal from school. Please contact the teacher for missed assignments. **Two days per one day absent are allowed for students to complete assignments.**

Early Release Days

Two days on the 2018-19 CCS School Calendar are designated by as Early Release Days. Students will be released at 11:50 on: October 26 and March 15 due to staff training.

Expect bus riders to arrive home about 3 hours earlier on Early Release Days. Car riders should be picked up no later than 12:00. We will serve breakfast and lunch before dismissal. In addition to their regular morning hours, Wraparound will be open from noon till 6:00 p.m. on these days.

Severe Weather Procedures

Our Blackboard Connect rapid voice message system will call and text phone numbers that are on file with the school regarding school closings, delays and early dismissals.

School closings are also announced on the Caldwell County Schools webpage at <https://www.caldwellschools.com> and by the local media. Local media includes television stations: CBS, ABC, and NBC, and radio stations: WKVS-103.3, WKGX-1080, WJRI-1340, WYCV-900AM.

On days of inclement weather, school bus routes may be limited.

Please do not call the school for information about early dismissals due to severe weather.

Student transportation arrangements, in the event of early dismissal due to weather, should be written by parents on the Student Information Sheets that are filled out upon enrollment and at the beginning of each school year. Parents are asked to update these forms any time information on this sheet changes.

The Wrap-Around Program **will not** operate for students if school is dismissed early. Parents are asked to pick children up without undue delay during severe weather.

Wrap-Around Procedures for Delayed Opening/Early Dismissal/Cancellation of School

Wrap-Around will make every effort to operate on the regular morning schedule. If road conditions do not permit opening at 6:00 a.m., operational hours will be announced on the same television and radio stations used to announce the delay of school.

When a decision is made to close school and dismiss students early due to extreme weather, Wrap-Around will not operate.

Crisis Management Plan

School safety is a top priority for school Administration, faculty and staff. The district's Crisis Management Plan addresses major crises, such as bad weather, armed intruder on campus, chemical spill, etc., that could possibly occur at any school and defines the steps that should be taken to ensure the safety of all children. Law enforcement and emergency agencies work closely with school Administration to prevent injury or threatening situations. Schools are required to conduct lockdown drills every other month in an effort to be prepared for an emergency. Each month a fire safety drill is also conducted. Detailed escape routes are posted inside the door of each classroom. Students and staff are expected to take all drills seriously and to practice the drill as if it were a real event.

For more information about CCS District Safety plans, contact Libby Brown in the Community Services Office at 728-8407.

Student Health

Existing Health Conditions/ Student Medical Plans

Each year you should inform your child's teacher(s) about any existing health conditions such as allergies, asthma, diabetes, or other severe reactions by completing a Medical Information Form.

Never assume that the school knows of such conditions.

To ensure that a student's needs are met a medical plan may be created. The School Nurse will coordinate a meeting between the parent and school personnel to discuss the medical plan.

Medications

A signed medication consent form must be on file at the school before prescription or over-the-counter medications can be administered. The consent form must be signed by the parent and health care provider.

All over-the-counter medications must be in the original containers. Medication prescribed by a doctor must be brought to school in a properly labeled container from the pharmacy with dispensing instructions.

Students are not permitted to bring medications to and from school. *Medications should be brought to the school by a parent and turned over to a staff member in the office. Medication will be counted by school staff and verified by the parent when it is received at the school.*

A log sheet documenting the Administration of medication by school personnel is maintained at the school.

Bus drivers ARE NOT ALLOWED to transport medication to school.

Students MAY NOT KEEP prescription or over-the-counter medications in their possession.

Contagious Diseases

School personnel or the school nurse may check any student suspected of having contagious diseases. If a student is found to be contagious, the parent will be notified and the student must be signed out of school immediately. Generally, a student with a fever higher than 100 degrees is considered contagious. A note from the Health Department or doctor may be required before a student who has had a contagious disease may return to school.

Immunizations

North Carolina State law requires that a child receive the following immunizations before entering school for the first time:

- 5 - DPT SHOTS.** (If 4th dose is on/after 4th birthday, 5th dose is not required.)
- 4 - POLIO VACCINE DOSES.** (If 3rd dose is on/after 4th birthday, 4th dose is not required.)
- 3-4 - Hib DOSES.** Not required after age 5.)
- 2 - MMR DOSES.** (1st dose on or after 1st birthday. 2nd dose before enrolling in school.)
- 2 - Varicella (chicken pox) DOSES**
- 3 - Hep B DOSES**

A student will be suspended from school if there is a failure to meet the established deadline for failure to comply with this law.

Student Accidents /Injuries

If a student is injured at school, teachers should contact the parents to inform them of the accident/injury. Accidents/injuries that involve head injuries, result in absence from school, or require follow-up with medical practitioner will be reported to the CCS Education Center.

Screenings

Mass Speech/Language screenings are no longer conducted in Caldwell County Schools. However, individual screenings will be performed upon teacher referral with parent consent or upon parent request. Mass hearing screenings will be conducted for 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.

Student Accident Insurance

A voluntary student accident insurance is administered by The Young Group. Applications for this insurance are available at the school or enroll online at www.k12studentinsurance.com.

Parents who choose to purchase the student insurance should send the form and money to: The Young Group, 256 West Millbrook Road; Raleigh, NC 27609, within 14 days from the start of school. This will guarantee coverage for the student from the first day of school. Otherwise, coverage will be effective the date the application and check or money order is received by The Young Group. The Young Group will generate a master list of all insured students to the school by October 1, 2018. If you need to verify coverage for a student prior to this time, you can contact The Young Group at 1-888-574-6288.

Rates for the 2017-2018 school year are as follows:

	Plan 1	Plan 2	Plan 3	Plan 4
School Time*	\$35.00	\$18.00	\$11.00	\$10.00
24 Hour*	\$160.00	\$88.00	\$55.00	\$50.00
Dental - Accident	\$8.00	\$8.00	\$8.00	\$8.00

Integrated Pest Management

The Caldwell County School system utilizes an Integrated Pest Management (IPM) approach for controlling insects, rodents, and other pests. Parents have the right to be notified in advance of specific pesticide applications made at the school. (Policy 9205, Pest Management)

STUDENT EXPECTATIONS

Whitnel Elementary Student Conduct

Our school community strongly believes that it is the shared responsibility of the home and school to create an atmosphere where all students are safe and are able to learn. The Student-Parent-School Compact, which was developed in collaboration with PTO members, lists each stakeholder's responsibility in creating this environment. Students, parents, teachers and administration are required to sign this form.

When there are common expectations for students from their home and their school, students are more likely to develop the skills needed to be productive at school and as community citizens. Five overarching statements guide behavior expectations for Whitnel students. These expectations are:

- ❖ **Be Kind.**
- ❖ **Be Present.**
- ❖ **Be Safe.**
- ❖ **Be Healthy.**
- ❖ **Be Yourself.**

Our **REDI Expectation Matrix** explains the actions that students should take to meet these school expectations in seven areas of our school. Teachers develop specific procedures for their students based on these expectations and teach them to their students.

BE...	Classroom	Hallways
Kind	<ul style="list-style-type: none"> ● Keep hands and feet to yourself. ● Have respectful conversations. 	<ul style="list-style-type: none"> ● Keep hands and feet to yourself. ● Use quiet voices.
Present	<ul style="list-style-type: none"> ● Be on time. ● Focus on the task given. 	<ul style="list-style-type: none"> ● Follow directions from your leader.
Healthy	<ul style="list-style-type: none"> ● Organize your space. ● Be in control of your emotions and actions. 	<ul style="list-style-type: none"> ● Watch where you walk.
Safe	<ul style="list-style-type: none"> ● Make good choices. ● Follow directions from leaders. 	<ul style="list-style-type: none"> ● Walk everywhere. ● Keep doors secure.
Yourself	<ul style="list-style-type: none"> ● Give your best effort. ● Be creative. ● Be brave. 	<ul style="list-style-type: none"> ● Travel directly to your destination. ● Know where you are going.

BE...	Cafeteria	Restroom
Kind	<ul style="list-style-type: none"> ● Be patient in line. ● Be helpful to your neighbor. 	<ul style="list-style-type: none"> ● Wash with soap and water.
Present	<ul style="list-style-type: none"> ● Focus on eating first. ● Get all your food and utensils the first time. 	<ul style="list-style-type: none"> ● Ask to use the restroom.
Healthy	<ul style="list-style-type: none"> ● Clean up after yourself. 	<ul style="list-style-type: none"> ● Flush the toilet.

	<ul style="list-style-type: none"> ● Make healthy choices. 	
Safe	<ul style="list-style-type: none"> ● Remain seated. ● Follow directions from leaders. 	<ul style="list-style-type: none"> ● Go quickly and quietly to and from the restroom.
Yourself	<ul style="list-style-type: none"> ● Have quiet conversations. ● Use good manners. 	<ul style="list-style-type: none"> ● Leave the restroom clean.

BE...	Media	Playground
Kind	<ul style="list-style-type: none"> ● Respect the learning environment. ● Treat all media materials with care. ● Keep resources organized. 	<ul style="list-style-type: none"> ● Keep hands to yourself. ● Include others in games.
Present	<ul style="list-style-type: none"> ● Choose books wisely. ● Return books on time. ● Focus on the task given. 	<ul style="list-style-type: none"> ● Follow directions from your leader ● Be alert.
Healthy	<ul style="list-style-type: none"> ● Read often. ● Think about what you read. ● Use what you learn. 	<ul style="list-style-type: none"> ● Be active. ● Use your time to move.
Safe	<ul style="list-style-type: none"> ● Move calmly and quietly. ● Use resources as intended. ● Be safe online. 	<ul style="list-style-type: none"> ● Use equipment appropriately. ● Make safe choices. ● Keep rocks and sticks on the ground.
Yourself	<ul style="list-style-type: none"> ● Choose books that you enjoy. ● Choose books that help you grow. 	<ul style="list-style-type: none"> ● Use your imagination. ● Work as a team. ● Keep up with your stuff.

BE...	Transportation (Bus and Car)
Kind	<ul style="list-style-type: none"> ● Be respectful in your words and actions. ● Keep hands and feet to yourself.
Present	<ul style="list-style-type: none"> ● Be prepared for your stop. ● Follow directions from your leader.
Healthy	<ul style="list-style-type: none"> ● Talk quietly to others in your assigned seat.
Safe	<ul style="list-style-type: none"> ● Keep your bookbag closed and items secure.

	<ul style="list-style-type: none"> ● Remain in your assigned seat with your legs and feet in front of you.
Yourself	<ul style="list-style-type: none"> ● Know where you go. ● Carry only school approved items on the bus or into the school.

Policy 4309: Code of Student Conduct

The Caldwell County Board of Education's Student Code of Conduct serves to notify students and their parents of expected behaviors, to provide a description of conduct subject to disciplinary action and to define the range of possible disciplinary consequences for misconduct.

The cooperation and support of parents with the school expectations and procedures will eliminate most behavior problems that might occur. If there are significant concerns about a student's behavior, the teacher, CFST or school administration will contact parents/guardians so that they may use this opportunity to assist with the child's discipline.

Potential consequences for disruptive and inappropriate behavior include but are not limited to the following:

- Student warning
- Time out in office, classroom, or in another classroom
- Loss of privileges
- Parent notes/conferences
- Restitution
- Out-of-school Suspension
- Long-term suspension or expulsion

More information regarding the creation of a safe, orderly and inviting environment can be found in the Caldwell County Board of Education Policy Manual. The Policy Manual is located at: https://boardpolicyonline.com/bl/?b=caldwell_county.

Student Dress

Proper student dress helps set the tone for an effective learning environment. Weather, safety, and the learning activities of the day should be considered when choosing what to wear. Parents should be aware that some styles of clothing be inappropriate in the school environment for older students but are acceptable for younger students.

The following items are not appropriate for any student:

- Excessively revealing or tight clothing, including short shorts, midriff shirts, strapless shirts, spaghetti-strings, backless shirts, muscle shirts with large arm holes
- Clothing depicting/advertising alcohol, tobacco, or offensive material
- Pajamas, costumes or face paint, unless worn for an approved school event
- Hats/caps inside the building, unless worn for an approved school event
- Unnatural hair coloring that causes distractions from learning, unless worn for an approved school event

Pants, shorts and shirts are to be worn appropriately. Skirts and shorts must fit properly and be at a decent length. Shoes without backs (flip flops, sandals, heels) are not recommended and may not be worn to PE class.

If a teacher believes that a student's clothing is unacceptable in the learning environment, CFST or Administration will be consulted. Items that are deemed to be inappropriate or create a disruption to the learning environment will not be permitted. Students who are inappropriately dressed will be asked to change. A parent will be contacted to bring a change of clothing.

Valuables at School

Large amounts of money or other valuables should not be brought to school. School personnel try to prevent losses but are not responsible for a student's personal property.

Anything not needed for class should be left at home. Skateboards, collectible cards or coins, knives, matches, lighters, fireworks and toys are not to be brought to school. Such items may be taken from students and kept in the office until a parent comes to school to claim them.

Portable Electronic Equipment at School

Cell phones, music players, and handheld electronic games are not to be used, handled, or out in view during the school day unless authorized by School Administration. These devices are not to be used during outside play or exercise at any time. Unless students are given approval by school staff, it is expected that students will not handle or use these devices while in the hallways, during breakfast or lunch, or while waiting for their cars.

School staff will advise students of this rule and instruct them to put away electronic devices if they are used, handled, or in view during restricted times. Repeated incidents or incidents that cause significant disruption to the learning environment may result in the teacher taking the device. Students may be allowed to retrieve at the end of the day, or parents/guardians may be asked to pick up the item from school.

CCS Board Policy 3228/4313/7321 *Responsible Use of Personally Owned Devices* governs the use of electronic equipment at school. Per Board policy, use of personally owned devices must adhere to Board policies: 3225/4312/7320 - *Technology Responsible Use*, and 3226/4205 - *Internet Safety*.

Classroom teachers must discuss the *Technology Responsible Use* policy with students. Students and parents are required to sign the *Technology Responsible Use* agreement. Forms should be returned to school in a timely manner.

Classroom Snacks/Beverages/Food from Outside the Cafeteria

Your child's teacher will inform you of how snacks may be handled in their class. Carbonated beverages (sodas) should not be sent to the school for snacks or lunch. **Food purchased at restaurants or fast food establishments cannot be brought in for students to eat in the school's cafeteria.**

Curriculum and Instruction

Grading and Reporting Student Grades

Grading and reporting of student grades will comply with Board of Education Policies Policy Code: 3400 Evaluation of Student Progress.

Mid-term reports are sent home each grading period. Report cards are sent home on dates designated and publicized by the Superintendent's office (usually on or before the tenth calendar day following the end of the grading period).

Progress reports and report cards should be sign and promptly return the report card to your child's teacher. Parents may request a follow-up conference to discuss student progress at any time. Parent/teacher conferences will be scheduled by teachers several times throughout the school year.

Grades

Grades 3 - 8: Progress in reading, language arts, math, social studies, and science will use the 10 point grading scale for grades 3 through 8.

A - 90 to 100 percent B - 80 to 89 percent C - 70 to 79 percent
D - 60 to 69 percent F - 59 percent and below

Grades K - 2: Early academic success is crucial, and students' progress in these grades is based on skill mastery. Letter grades will not be used.

Progress in literacy, mathematics, and writing will be identified by the following achievement levels in grades K through 2:

- 4 - Consistently exceeding grade-level expectations.
- 3 - Consistently meeting grade-level expectations.
- 2 - Performing below grade level expectations but demonstrating growth.
- 1 - Performing below grade-level expectations and having considerable difficulty.

Grades K - 5: Progress in other curriculum areas, conduct, social development, and physical development will be identified by the following achievement levels in grades K through 5:

- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory

Mid-term reports are sent home each grading period. Report cards are sent home on or before the tenth calendar day following the end of the grading period.

Honor Rolls (Policy Code: 3440)

The purpose of honor rolls is to recognize and encourage quality student performance. Because education goals include academics and behavior, both are reflected in the honor rolls.

In grades 3 through 12, the following criteria shall apply:

- A Honor Roll — No grade less than A; no grade of Unsatisfactory

B Honor Roll — No grade less than B; no grade of Unsatisfactory

Perfect Attendance Awards

Students with ten or more tardies and/or early dismissals will not be eligible to receive perfect attendance certificates.

Homework (Policy Code: 3135)

The Caldwell County Board of Education recognizes the importance of homework in supplementing classroom instruction and furthering the goals of the educational program. Homework reinforces learning and fosters independence, responsibility, and self-direction.

If your child consistently has difficulty with completing homework, or you are not clear about homework expectations, please contact your child's teacher.

Reading at Home

Taking time every day to read together is critical to your child's reading growth. You can make a direct positive impact on reading achievement by taking time to read to and with your child. Children that read more become better readers. Students that read well have the most school success.

Field Trips (Policy 3320)

Field trips are important to students' educational experience and are connected to the NC Standard Course of Study. Learning activities prior to and after the trip will be prepared by teachers.

To attend field trips, signed permission from home is required for all students. A blanket field trip permission may be signed at the beginning of the school year for trips inside Caldwell County. However, teachers will notify parents about the details of all field trips, whether traveling in or out of county.

No student will be denied participation in field trips because of financial need. Parents should inform the school if a field trip is a financial hardship. If a student is unable to attend a pre-paid trip, please be aware that the transportation portion of the cost cannot be refunded since transportation costs are figured on a per student basis.

Students are expected to follow all school rules while on field trips and at school events. Poor student conduct at school may limit student participation in field trips and school events. If a student is suspended out of school during the time of the trip or event, the student may not participate in the field trip or school event.

Parents should consult with their child's teacher before making plans to attend any field trip.

Some trips are opened to all parents; some are open to a limited number of volunteer parent chaperones; and some trips are not open to any additional guests (parents or otherwise).

School and Community Relations

Parent-Teacher Organization (PTO)

The purpose of the Whitnel Elementary School PTO is to establish communication between parents, teachers and the community. Furthermore, The Whitnel Elementary School PTO will work to

increase parental, teacher, and community involvement in endeavors that build a positive educational environment for Whitnel Elementary School students.

All parents are invited to become members of the Whitnel Elementary School PTO. Parent assistance is needed with school events and fundraising activities. PTO funding supports a variety of improvements to our school campus that cannot be funded without parent support.

PTO meetings will be held throughout the year. Dates for these meetings and other communications from the PTO will be sent home during the school year.

Please email or contact any member of the PTO Executive Board if you would like to join the PTO at wespto@caldwellschools.com.

2018 – 19 PTO Executive Board Members

President	Michelle Greene
VP	Open
Treasurer	Brittiney Campbell
Secretary	Kim Barlow
Volunteer Coordinator	Tabitha Hendrix
Teacher Reps	Mackenzie Bradshaw: K-2 Doris Lindley: 3-5
Faculty Reps	Lorrie Phillips Sherry Craig
SIT Rep	Open

Visitors and Volunteers

Parents are encouraged to volunteer their time and talents. We frequently need assistance in the classrooms, on field trips, with PTO projects, and with school beautification. **Parents and other community members who are willing to volunteer should be approved through Volunteer Tracker.**

Volunteers who wish to serve at the Tier 3 level are required to complete a criminal background check. Approval from the Principal must be obtained before applying as a Tier 3 volunteer. A charge for the criminal background check will be billed to the volunteer if prior approval was not given by the Principal.

Volunteer Tracker can be found on the CCS webpage at: <https://www.caldwellschools.com/Page/596>.

Drug free School Zone/Weapons on Campus

- The possession or use of tobacco products (including electronic cigarettes), alcohol, and illegal drugs on school grounds is prohibited. (See policies 5026/7250, Smoking and Tobacco Products, and 5025, Prohibition of Alcoholic Beverages, for more information.)
- The possession or use of weapons or explosives carried openly or concealed is prohibited unless specifically permitted by law and board policy. (See policy 5027/7275, Weapons and Explosives Prohibited.)

Other Programs and Services

Cafeteria Services

For 2017-18, **breakfast and lunch will be free for all Whitnel Elementary students**. Items in addition to the regular meals may be purchased by students and adults at a la carte prices.

Money can be placed in your child's account by sending cash or checks or paying online. Make checks payable to Whitnel Elementary Cafeteria. Your child's student number is needed to ensure correct account access. Your child's teacher, the school office, or the cafeteria can assist you in obtaining this number.

If you choose to send cash or checks, please put it in an envelope with the child's full name, cafeteria account number, and amount of cash or check on the outside. If you would like to pay online, go to www.lunchprepay.com

Parents may go to the Child Nutrition website and look for the Balance Notification link to sign up for their child's cafeteria balance to be emailed to them on a weekly basis. An email account and the student number is needed to set up this service.

Returned check fees are collected by a third party and are charged a \$25 collection fee. If a bad check is written, contact Checkredi by calling 1-866-433-7334.

CCS menus are printed in the News-Topic and also posted on the Caldwell County Schools Child Nutrition website. Print copies are available upon request in the school cafeteria.

Expectations for student behavior in our cafeteria can be found on the School Expectation Matrix.

Pre-K Program

Whitnel Elementary School has two NCPK classes in the 18-19 school year. The NCPK Office (828-726-3920) or a NCPK teacher at Whitnel can be contacted for more information about enrollment in this program.

Wrap-Around Child Care Program

The Whitnel Wrap-Around site has been designated as a 5-Star Child Care Program by the state of North Carolina. Registration forms and fee schedules are available in the office or from the Wrap-Around Director. Please carefully read the information about contracted child care days.

BackPack Program

The BackPack Program is designed to reduce childhood hunger by bridging the gap between the school day and the weekend or school holiday. Bags of healthy food is sent home with children who

meets the qualifications for this program. We are grateful to the local churches who sponsor this program for our students.

If your family is interested in participating in the BackPack Program, you may contact our Child-Family Support Team, a classroom teacher or the school office for more information.

AIG Program

Caldwell County Schools provide Academically/Intellectually Gifted services for students meeting eligibility criteria. Classroom teachers can assist you with contacting our AIG Specialist for more information.

Clubs

Whitnel Elementary offers a variety of club opportunities for students. Students may be able to participate in: Battle of the Books, Clogging, Piano, Chess, Running and Science clubs. Club offerings are based on student interest and the availability of staff sponsors.

Media Center Services

Our school provides books, magazines, newspapers and reference materials in the Media Center for students to use. It is the student's responsibility to make sure that books are returned on time so that others may use them. Parents will be asked to pay for lost or damaged books and materials that are checked out to their children.

Vending Sales

Drink and snack vending machines are not available for student purchases.

Nondiscrimination

Programs, activities and facilities of the Caldwell County School System are available to all on a nondiscriminatory basis, without regard to race, color, creed, religion, sex, age, handicap, or national origin. The school system is an equal access Equal Opportunity Employer. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the Associate Superintendent of Human Resources, Dr. Bill Griffin, Title IX Coordinator, Caldwell County Schools, 1914 Hickory Blvd. SW, Lenoir, NC 28645; 828-728-8407.

Caldwell County Schools

AHERA

Asbestos Management Plan: Annual Notification (August 20, 2018)

This notification is issued in accordance with the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763.93. The individual facility management plans of the Caldwell County School System are updated semi-annually by 6-month periodic surveillance inspections and tri-annually by 3-year inspections.

The AHERA management plans for each facility may be reviewed at the Caldwell County Schools Administration Office located at 1914 Hickory Boulevard in Lenoir, or at each facility office.

For additional information, contact:

Mark Wheeler
Asbestos LEA Designee/Management Planner
Caldwell Schools Maintenance
214 Clark Drive

Lenoir, NC 28645
828-758-7324