

Yadkinville School Rules & Procedures

School Day

The school day for students is from 8:00 a.m. to 2:35 p.m. A child must attend school for a minimum of three (3.25) hours to be counted present. Yadkin County School Board Policy states that students should not arrive at school before 7:30 a.m. Students arriving before 7:45 a.m. must report to the Multi-purpose Room or gym.

Tardies, Departures & Absences

Yadkinville Elementary School places a high priority on attendance. If students are not at school they can't learn. Research shows excessive absences drastically interfere with the learning process of all students. The Yadkin County attendance policy is as follows:

1. Each student requires an excuse note from a parent or guardian or a doctor's note within two (2) days of the student's return to school. This note should contain the date, reason for absence and signature of parent.
2. After five (5) written parental excuses, it is board policy to require a doctor's note.
3. Any students with 3 unexcused absences will receive notification from the school.
4. Any student with 6 or more unexcused absences will be referred to the school social worker.
5. The parent or guardian of any student with 10 or more unexcused absences is considered in violation of the Compulsory Attendance Law and may be prosecuted.
6. According to the NC State Board of Education, the following are reasons for an excused absence: illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, religious observances or educational opportunity.
7. Any student that arrives after 8:00 am is considered tardy and must come by the office to sign in. When a child has been tardy three times, a letter will be sent home explaining the importance of being at school on time. After five tardies a conference will be scheduled with the parent, teacher and principal.
8. Students who leave school during the day must be signed out of school in the office by a parent/guardian or another adult authorized by the parent/guardian. Parents/guardians may authorize others to pick up students on the Emergency Sheet.

Student Emergency Sheets

Student Emergency Sheets are used to contact parents/guardians in case there is an emergency with a student at school. It is important that all information is updated and correct so there is no delay in contacting parents/guardians in case of an emergency. Please call the school office or your child's teacher if you have a change of address or phone number, job, or need to add or delete an emergency contact.

Dispensing of Medication

School personnel are not allowed to give medication to students without an Authorization of Medication form completed and signed by a physician and parent. These forms are available in the school office. Medications must be in a container labeled by the doctor or pharmacy.

Dress Code

To create an optimum learning environment please follow these guidelines:

- No bare mid-riffs
- Shorts must be mid-thigh and loose fitting
- No tank tops, halter tops, or spaghetti straps
- No clothing that advertises any type of drug/alcohol or that suggest racial or ethnic slurs.
- No spray-on hair dyes (i.e., purple, blue, green, etc.)
- No piercing other than the ear lobe
- Sagging clothing, clothing that does not cover private body parts, and holes in clothing above the mid-thigh are inconsistent with the dress code.

- Pants/shorts should be worn at the waistline and underwear should not be exposed.
- No clothing or other article may be worn or displayed which may indicate membership in a gang.

Dental Screenings/Assessments

As part of the regular school preventive dental health program provided by the NC Oral Health Section, Division of Public Health, the Public Health Dental Hygienist or Dentist will conduct dental screenings for children in kindergarten and 5th grades during the school year. Students in other grades may be screened for special promotions and upon request. Gloves, masks, flashlights, and a new tongue depressor will be used for each child. The screening serves as an educational, positive dental experience and provides information to help improve Children's Dental Health programs. Children who see a dentist regularly will also benefit from the screening for the educational opportunity. A form letter will be sent home indicating your child's results from the screening. If you do not want your child included in the dental screening, please send a note to your child's teacher indicating such. Public Health Dental Hygienist contact information: (336) 751-7704 or (336) 679-4203.

Student Fees

An instructional program enrichment fee of \$ 10.00 per student assists with the purchase of materials for students and teachers to use in the classroom and library. Students who are eligible for the free or reduced price lunch program may have special fees waived upon request. All K-8 students are assessed a computer lab fee of \$2.00 to support school technology.

Student Conduct and Discipline

All students shall comply with all rules and regulations governing behavior and conduct. Violation of policies and rules set by the Yadkin County Board of Education may result in disciplinary action including suspension of the student from the Yadkin County Public School System. This code of student conduct shall apply to:

- Any student in any school building or on any school premises before, during or after school hours
- Any student on any bus or other vehicle in which the student is being transported as part of any school activity as well as at any bus stop
- Any student during any school functions, activities or events.
- Any student at anytime when he is subject to the authority of school personnel
- Any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools

Schools must have guidelines for students to ensure a safe learning environment. The following behaviors prohibited at Yadkinville School:

- Use/possession of firearms, weapons, explosives or facsimiles of these
- Use/possession/sale of illegal drugs
- Fighting/assault
- Being disrespectful, rude, disobedient to school personnel
- Using inappropriate, vulgar, or obscene language
- Stealing or possessing items not belonging to you
- Blackmailing, threatening or intimidating any person
- Possessing or using tobacco products, lighters, and/or matches
- Possession of laser lights, pagers, cell phones, radios, tape players, electronic games and other electronic devices of a non-instructional nature
- Running/scuffling/horse playing/kicking
- Failing to tell the truth
- Vandalizing/defacing property (parents will be financially liable)
- Displaying of affection (hand-holding, kissing, etc.)
- Wearing hats inside the building

- Violating classroom rules
- Leaving class/school without permission
- Skipping class/out of class without permission
- Failure to attend classes after reporting to school, being present on school grounds or riding a school bus
- Gambling
- Falsification of parental permission, excuses of school records (forgery)

Disciplinary Procedures

Disciplinary procedures by a teacher for inappropriate behavior by students may include but are not limited to:

- Warning/counseling
- Contacting parents/parent conferences
- Classroom detention
- After school detention
- Extra assignments
- Referring students to administrators

Disciplinary procedures by an administrator for inappropriate behavior may include but are not limited to:

- Warning/counseling
- After school detention
- Parent Conferences
- Work assignments (additional class work, policing school grounds, etc.)
- In-school suspension
- Out-of-school suspension
- Long term suspension

Suspension

Any student placed in I.S.S. or suspended from school cannot participate in any after school activities. All students placed in I.S.S. or suspended, must meet with the guidance counselor to discuss the way to prevent the behavior that caused their suspension. Parents are required to come for a conference with an administrator anytime a student is suspended out of school.

Bus Discipline Plan

The most vulnerable portion of the school day is the time your child spends on the bus traveling to and from school. The only supervision they have on the bus comes from the driver; thus the drivers need an orderly environment so they can concentrate on operating the bus. To help ensure bus safety the following Bus Discipline Plan will be used at Yadkinville School.

Rules:

- Remain seated and keep voices quiet
- Keep head, arms, and feet inside the bus
- Do not eat, or drink on the school bus
- Do not pile books, musical instruments, or lunch boxes in the aisle – personal items should be kept on the lap, not on the seat
- Do not throw objects in the bus or out the windows
- Do not use indecent or profane language - be respectful to the driver
- Fighting on the bus will not be tolerated
- Never mark, cut, or deface a bus in any way
- Do not tamper with the emergency door or any part of the bus

Consequences:

- 1st report Counseled by administrator, notice sent home
- 2nd report Barred from riding bus for one (1) week
- 3rd report Barred from riding bus for two (2) weeks
- 4th report Recommendation to the Superintendent that the student be denied the privilege of riding the bus for the remainder of the school year

It becomes the responsibility of the parents to provide the necessary transportation to and from school when a student does not behave on the bus.

Civil Rights

In compliance with federal law, including the provisions of Title IX, Section 504, and Title II of the Education Amendments of 1972, N.C. Public School administers all state-operated educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries should be addressed to: Kathy Hughes, Title IX Director (679-2051) or Teresa Logan, 504 Coordinator (679-2051).

2009-2010 Cafeteria Prices:

Lunch:		Breakfast:	
K-6	\$ 1.75	K-8	\$ 1.00
7-8	\$ 2.00	Adult	\$ 1.35
Adult	\$ 2.75		

Lunchroom

We are very proud of our school lunch program. Our cafeteria personnel are well qualified and take extra care to ensure quality in the meals served at school. School board policy states that no carbonated beverages should be consumed in the lunchroom. If your child brings lunch from home you may send a non-carbonated drink or your child may purchase one in the lunchroom.

Children are expected to be quiet and polite while going to the cafeteria, while eating, and coming from the cafeteria. They should leave their eating area clean. Lunch money will be given to the cashiers for recording in the computer in the lunchroom. Each student will be assigned a lunch number and must tell the cashier their name and number as they go through the line.

If a student does not have lunch money then he/she may charge for a meal. Students may not charge to purchase extra food or drink items. Students are expected to pay the money back as soon as possible. No more than three (3) days of lunch money will be charged until previous charges are paid. If a student is unable to charge because of non-payment of charges the cafeteria will provide an alternate meal.

Due to the volume of uncollectible checks that the district receives, School Food Services has contracted with the Federal Automated Recovery System (FARS) for the electronic collection of checks returned for insufficient funds (NSF). The district will gladly accept your checks. However, in the event that your check is returned, your account will be debited electronically for the face amount and fees allowed by the state of North Carolina.

All checks that are currently past due will also be recovered through this process if not paid in full by the start of school. Please include your full name, address, and phone number on the check. If you have questions about the School Food Service program, please call Kathy Sommers at 679-2051.

Applications for free and reduced benefits must be approved each year. Only children who had approved applications on file at the end of the last school year are eligible to receive free or reduced meals during the

opening days of school while new applications are being processed. Applications should be completed and returned to school as quickly as possible. The cashier will collect lunch money from students each day or students may have as much as \$ 99.00 on account in the lunchroom.

Family Educational Rights and Privacy Act (FERPA) Summary

The Family Education Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student's educational records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Parents of eligible students have the right to inspect and review the student's records maintained by the school.

Parents have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent then has the right to a formal hearing. After hearing, if school still decides not to amend the record the parent has the right to place a statement with the record stating his or her view about the information.

Generally schools must have written permission from the parent in order to release any information from a student education record. However FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with education interest;
- Other schools to which a student is transferred;
- Specified officials for audit purposes;
- Organizations conducting certain studies on behalf of the school;
- Accrediting Organizations;
- Comply with judicial order or subpoena;
- Appropriate officials in case of health and safety; and
- State and local authorities, within a juvenile justice system, pursuant to state law.

School may disclose without consent, "directory" information, which is information that is generally not considered harmful such as a student's name, address, telephone number, date and place of birth, honors and awards, dates of attendance, sports activities, photograph, grade level, field of study and weight and height of athletic teams. Outside organizations may include, but not limited to, companies that manufacture yearbooks or class rings. In addition federal law requires local education agencies to provide military recruiters, upon request, directory information-unless parents have advised the school that they do not want their student's information disclosed.

If you do not want Yadkin County Schools to disclose directory information from your child's record, you must notify the school in writing by completing a school form in the respective school business office within 30 days of the start of school.

100% Tobacco-Free Policy

Yadkin County is now a 100% Tobacco-Free System according to the state legislature. A 100% Tobacco-Free school has a policy that prohibits the use of tobacco products by anyone, including students, staff, and visitors, on school grounds or at school events at all times. This tobacco-free zone includes school premises, school vehicles, and school events, both indoors and outdoors, and both on and off school property.

Gifts for Students

Because of the time factors, possible mix-ups, and problems on the bus, the school office does not accept delivery of balloons, flowers, or gifts to students.

August 18-24	Teacher Workdays
August 25	1 st Student Day
September 7	Labor Day Holiday
October 1	Early Release Day
October 2	Teacher Workday
October 30	End of 1 st quarter grading period
November 9	Early Release Day
November 10	Teacher Workday
November 11	Veterans' Day Holiday
November 25	Teacher Workday
November 26-27	Thanksgiving Holiday
December 18	Early Release at 1:00
December 21 – January 1	Winter Break
January 18	Dr. Martin Luther King Jr Holiday/End of 2 nd quarter grading period
January 22	End of 2 nd quarter grading period
January 25-26	Teacher Workdays
February 9	Early Release Day
March 4	End of 3 rd quarter grading period
April 1	Teacher Workday
April 2 - 7	Spring Break y
May 6	Early Release Day
May 31	Memorial Day Holiday
June 10	End of 4 th quarter grading period/Last Student Day
June 11-14	Teacher Workdays

Make up days will be in the following order: April 7, April 6, May 31, March 5. Elementary and Middle School Parent Conferences: Nov. 10. High School Parent Conferences: Oct. 1 and Mar. 4.

Important Dates:

Parent Night Dates

August 27, 2009
 December 3, 2009
 February 11, 2009
 April 15, 2009

PTA Meetings and Spanish Meetings

September 21 and 24, 2009
 December 14 and 17, 2009
 February 22 and 25, 2010
 April 26 and 29, 2009

Student Led Conferences

November 2-6, 2009
 Month of May, 2010

Annual Mouth Rinse Information for Parents:

The fluoride mouth rinse program offered by your child's school and the N.C. Oral Health Section will continue at school this year. The use of fluoride is the best way to prevent cavities. Fluoride mouth rinse has been thoroughly tested and is safe.

Your child may safely rinse with fluoride even if he or she is getting fluoride from your community. The fluoride applied directly to the teeth at the dentist's office may also benefit your child.

The permission form you signed when your child entered school will be kept in your child's permanent record. Your child should rinse once each week if you have given permission. If you want to change the permission form, please send a signed written note to school asking for a change. With your help and support, our children will have better oral health. We're working towards NC Children Cavity-Free Forever!

Parent Notification of Dental Screenings/Assessments:

As part of the regular school preventive dental health program provided by the NC Oral Health Section, Division of Public Health, the Public Health Dental Hygienist for Yadkin County will conduct dental screenings for children in Kindergarten and Fifth grades during the current school year. Students in other grades may be screened for special promotions and upon request. Gloves, mask, flashlight, and a new tongue depressor will be used for each child. The screening serves as an educational, positive dental experience and provides information to help improve Children's Dental Health programs. Children who see a dentist regularly will also benefit from the screening for the educational opportunity. A form letter will be sent home to show your child's results. If you

do not want your child included in the dental screening, please send a note to your child's teacher. Please contact the Public Health Dental Hygienist at 336-751-7704 ext. 4207 or 336-679-4203 ext. 7599, if you have questions.