

Millers Creek Elementary School

2017-18
Handbook

Please review this handbook with your children.

AHERA Notification Statement

Asbestos Hazard Emergency Response Act (AHERA) requires educational agencies to inform employees, parents and students regarding certain asbestos-related activities. These include the availability of management plans, inspections, periodic surveillance and response actions. The AHERA Management Plan is available for public inspection at each school office, the central administrative office and the maintenance department. Total inspections are conducted every three years and a periodic surveillance is conducted every six months. All response actions needed to maintain or control asbestos-containing materials are carried out by state-accredited personnel or properly trained maintenance personnel.

Attendance

Students are expected to be present and punctual for all classes throughout the year. When a student returns to school following an absence, parents/guardians or physician should send a note to the classroom teacher stating the reason for the absence within 3 days. If the student fails to bring a note, the absence will be marked unexcused. According to NC state statute, parents will be sent a letter when a student has three, six, and ten UNEXCUSED absences. If a student has more than ten total absences, a conference may be required with the school attendance committee. Office personnel, guidance counselors, the school social worker, or teachers will call parents when there are questions or concerns about a student's absences. Students and their parents are responsible for knowing the attendance policy. ****SEE NOTES AVAILABLE IN FRONT OF HANDBOOK.**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

The following list of circumstances is the only lawful reasons for school absence:

Excused Absences. The Wilkes County Board of Education shall excuse the temporary absence of a student upon showing of satisfactory evidence of one of the following bases:

1. Illness or injury
2. Quarantine
3. Medical or dental appointment
4. Court or administrative proceeding
5. Death in the immediate family
6. Religious observance.
7. Educational opportunity

(Refer to WCS Attendance Policy)

A student must be present at least ½ of the instructional day to be counted present. The importance of prompt and regular attendance cannot be too greatly emphasized. A good attendance record is related to high student achievement.

Tardies

Tardies are disruptive to the instructional day. A student is tardy if he/she is not in the classroom, seated and ready to begin morning work by **7:50a.m.** Tardies are noted on your child's record. Each instance when a student is late to school or checks out of school early, whether the student returns to school or not, is counted as a tardy. Tardies are coded as excused or unexcused based upon the same criteria as an excused absence. Three (3) unexcused tardies shall constitute one (1) unexcused absence. It is the responsibility of the parent/guardian to get the student to school on time and to make sure that he/she is not tardy. Students should arrive in their classrooms by 7:50 a.m. to avoid being tardy.

Cafeteria Behavior/Guidelines

- Students are to practice good manners in the cafeteria. Running, pushing, kicking, tripping, breaking in line, throwing food, tampering with other students' food, popping milk cartons, or other disruptive behaviors will not be tolerated and can lead to silent lunch and/or suspension.
- Students must talk in low voices. When several classes are gathered, even soft talk produces much noise.
- Students are to pick up all food and utensils as they go through the serving line. Students are to remain seated during meals. Feet are not to be on seats.
- Students are to use good table manners. This includes picking up and cleaning up all items dropped.
- Students who bring lunch from home are to remain with the group and follow the same procedures and regulations.

Federal and state law prohibits student use of carbonated beverages during regular lunch hours. Please do not allow your child to bring these beverages to school. According to federal law, no food or drink from other businesses is to be brought by parents, students, or staff into the cafeteria.

Wilkes County Schools will participate in the Community Eligibility Provision (CEP) for the 2016-17 school year. CEP is a new provision under the 2010 Healthy, Hunger-Free Kids Act that permits qualifying school systems to serve a free breakfast and free lunch to all students in attendance. Every student this year will be permitted to go through the reimbursable meal line and eat both breakfast and lunch free of charge. Every student will be required to pass through the point-of-sale (cashier) for each meal, and extra items, such as more milk, additional servings, or ala carte foods, will still require cash. The online prepay option will still be

available to allow parents to budget their student's ala carte purchases and avoid the need of sending cash to school.

Check-In/Check-Out Procedures/Carline

When a student arrives on the school grounds, he/she should report immediately to their designated area. When reporting to school late, a parent/guardian should accompany the student to the office to check in. Once a student has arrived on the school campus, he/she may not leave the grounds without parental permission and permission from the principal or assistant principal.

Parents/legal guardians checking students out early must do so at the main office. The secretary or receptionist will assist parents/legal guardians in signing students out of school. Written permission is necessary for anyone other than parents/legal guardians to check out a student. Students checking out early, with someone other than parents/legal guardians, should bring a note to the office first thing in the morning, so the secretary/receptionist may verify any and all checkouts with the parents/legal guardians. A photo I.D. may be required. School hours are from 7:50a.m. until 3:05p.m. daily. Students are tardy after 7:50 a.m. or if they leave prior to 3:05p.m.. Students who are not present for a minimum of ½ day are counted absent for the day.

Students should **only** be checked out prior to 3:05p.m. in cases of doctor's appointments and emergencies. All other students who are car riders should be picked up in the carline. Car tags will be assigned to car riders and must be clearly displayed in the windshield. Cars without car tags will be asked to park and come inside for verification of ID. **Please do not park in the carline to check out your child. Park in a designated parking space.**

Custody issues

It is vital that any court orders pertaining to the custody of a child be on file at the school. If you have a court order pertaining to the custody of a child, please be sure that the child's teacher has been informed. A copy of the court order will be kept on file in the school office and/or in student records. These must be kept **current**, so if there are any changes, notify the school as soon as possible.

Dress and Grooming

In keeping with the Wilkes County Schools dress code, our students are expected to conform to good taste and non-disruptive type dress. All rooms are air-conditioned and students should dress accordingly. The school administration has the

responsibility and right to determine what is disruptive to the school environment. These decisions will be made in accordance to, but not limited to the following guidelines:

- Students may not wear articles of clothing which display or promote advertisements of alcoholic beverages, drugs, language and/or pictures offensive to other individuals or groups.
- The law requires shoes to be worn at all times. No baseball or football shoes or helmets, or headgear are permitted inside the school building. Students are not to bring and/or wear caps, hats, toboggans or bandanas, or any other item considered to be headgear inside any school building.
- Tennis shoes or sneakers will be required of all students participating in physical education classes.
- All shorts, pants and skirts should be a modest and non-distracting fit and appropriate for the student's physical development.
- Pajamas are not allowed.
- Additional dress requirements may be made of students who come to school with inappropriate clothing and/or appearances that are disruptive to the learning environment.
- Exposed undergarments are not permitted.
- Visitors should also adhere to our school's dress code requirements.
- All staff members are responsible for enforcing the dress code.

Emergency Drills

Emergency drill procedures are included in our school's safety plan. Procedures are established for fire drills, intruder alerts, evacuation, bomb threats, and severe weather. These procedures are explained to students and practiced with students periodically during the year. Students are expected to conduct themselves in an appropriate and responsible manner during all emergency drills. We hope never to have an actual emergency, but no "horseplay or kidding around" will be acceptable during emergency drills.

FERPA (Family Educational Rights and Privacy Act)

Parents have the right to inspect and review education records, to seek to amend education records, and to have some control over the disclosure of information from education records. Parents should submit their request in writing to the principal. (These rights transfer to the student when the student turns 18 or attends a postsecondary institution.) Directory information (not generally considered harmful

or an invasion of privacy) can be displayed by the school unless parents request it not be made public. Examples would include photographs, participation in clubs and sports. Directory information will not include student identification numbers or social security numbers.

Reference Board Policy 4700 Student Records and FERPA Act, 20 USC 1232g, h, 34 CFR pt. 99

Field Trips

Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the school. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Money may be requested from each student to help defray transportation or facility use costs. Some field trips may need a minimal number of parent chaperones, while others may not need any chaperones. **NO SCHOOL FIELD TRIP CAN INCLUDE A CHILD WHO IS NOT ENROLLED AS A STUDENT BECAUSE OF LIABILITY ISSUES.** The classroom teacher will inform parents when the field trip money is non-refundable. (In most cases, field trip money is non-refundable.)

Gifts for Students

Because of the time factor, possible mix-ups, and problems on the bus, the school office encourages you not to send balloons and flowers to students at school. Balloons and glass vases are not permitted on buses; therefore, students will need to transport these gifts home by car.

Healthful Living Notification

All students must participate in Healthful Living Education classes in grades Kindergarten through 9th grade (G.S.115C-81[e]). The nature of Health Education often includes the discussion of sensitive topics. In these situations, health teachers, school nurses and school counselors are trained for appropriate and accurate content as well as proper teaching methods.

A parent may request that his/her child be excluded from certain health topics due to religious/personal beliefs by contacting the school principal in writing. These students will be given an alternative health assignment during that time.

Health Procedures

Any serious injury or illness will be reported to parents. If a child becomes ill or is injured at school, he/she should tell the teacher who may send the child to the

office. The following procedures will be followed:

- Parents will be notified that the student is ill/injured if the condition is serious enough for the parent to come after the child.
- In cases of illnesses or injuries requiring emergency medical attention, the student may be taken directly to the hospital and parents will be notified immediately.

Parents have the following obligations:

- If a student has a fever, vomiting, or diarrhea, he/she should stay at home and not attend school.
- When a student returns to school, the parent/guardian must send a note within 3 days explaining why the student was absent or a doctor's statement if the student visited the doctor. (See Wilkes County Schools Attendance Policy)

Health Screening

The health of your child is important to you and to Wilkes County Schools. Throughout the school year screening programs are organized to identify health needs. The screenings are performed by nurses, speech language pathologists, dental hygienists, volunteers and other trained school personnel. This is a valuable health service to our students. Parents are notified in writing when any health problem appears to need further evaluation by medical doctors, dentists, eye doctors or other health care providers. This referral form needs to be returned to the school after medical treatment is received. Screenings may include the following areas:

- Vision
- Hearing
- Height and Weight
- Blood Pressure and
- Dental Screening
- BMI Screening

Any parent/legal guardian who does not wish to have his/her child participate in this screening program should notify the school principal in writing at the beginning of the school year.

Homework

Homework will be assigned according to the Homework Policy 3135 adopted by the Wilkes County Board of Education. All homework assigned will be used to supplement and strengthen the student's regular class work. Students will be held responsible for turning in homework completed and on the date it was due. A student who has been absent from school should request homework assignments from the teacher.

Immunizations

State law requires that up-to-date immunization records **MUST** be on file in the school office within 30 days of entering/enrolling in the school.

4 DPT's – 3 doses by age 1 year and 1 booster dose on or after the 4th birthday.

3 Polio – 2 doses by age two years and 1 booster due on or after 4th birthday.

2 Measles – Mumps – Rubella

1 HIB – between the ages of 15 months and 5 years of age.

Tdap – Before entering grade 6

Lost and Found

Students who lose articles at school should check the “lost and found” area to see if these items have been turned in. Students who find articles should turn them in to the office. We suggest that items of clothing should have the student’s name in them. Lost and found items which are not claimed in a reasonable period of time will be donated to charity.

Medication

The school’s policy of giving medications to students by any school personnel is very strict. If your child must have medication of any type, including over the counter medicine, given during school hours, parent/guardian has the following choices:

- The parent/guardian may come to school and give the medication to the student at the appropriate time.
- The parent/guardian may get a medication form from the school and have your doctor indicate on the form the drug, dose, time to be given, and be sure that the doctor signs the form.
- The parent/guardian may discuss with your doctor an alternative schedule of medication so that it can be given outside of school hours.

Positive Behavior Interventions and Support (PBIS): Information for Parents

What is PBIS?

Positive behavior interventions and support is a system that is developed by a school for improving student behavior. It is used:

- with all students
- across all environments in school (classroom, lunchroom, restroom, all school grounds)
- to help schools to create effective learning environments

Why does a school choose to use PBIS?

Schools that implement school-wide positive behavior interventions and support are schools that are interested in:

1. Identifying and teaching expected student behaviors.
2. Finding ways to reinforce and reward those behaviors.
3. Enforcing consistent meaningful consequences when violations occur.

PBIS is a planned way to meet the behavioral needs of students in a school. Parents are important in the success of PBIS, and many choose to use a similar system at home. PBIS consists of three steps:

Step 1: Identify and Teach Expected Behavior

- Identify expectations across all environments, particularly those areas where data supports there are improvements needed.
- Provide examples of what behaviors are expected, including for the cafeteria, bus, and social areas such as the gym or playground/ball field.
- Post the expectations throughout the building.

Teaching the behavioral expectations means that the school PBIS team must identify what the expectations are in different locations across the school day. The team will develop a teaching matrix of the behaviors expected. They will be different in different environments.

Step 2 Positively Reinforce and Reward Expected Behaviors

When students meet school-wide expectations, school staff will note their success with positive reinforcement. This might include praise, punch cards, coupons, or another system that can be used for student incentives. It might include weekly drawings for rewards, special privileges, or recognition during student assemblies. All staff (principal, teachers, lunchroom staff, bus drivers, librarians, janitor, etc.) would use the system.

Step 3 Enforce Meaningful Consequences for Violations

In addition to teaching and rewarding positive behaviors, the school will identify a consistent way to respond to problem behavior when it occurs. This will help everyone to know what behaviors violate the expectations. Problem behaviors typically fall under the categories of minor or major problems.

- Minor behaviors are dealt with by building staff or the classroom teacher
- Major violations are managed by administrative staff.

Levels of School-Wide Support

Schools that use PBIS create and maintain supports to meet the needs of all students. These supports are based on the understanding that specific behaviors need to be taught, not just expected. However, even with PBIS in place, about 5-10% of students will need additional support to be successful. A continuum of support is described below.

1. Universal systems of support (school-wide behavior support): Behavioral support is provided for ALL students throughout the school. These supports might include:

- Social skills instruction
- Positive discipline that is proactive
- Behavior expectations that are taught
- Active supervision and monitoring
- Positive reinforcement
- Fair and corrective discipline
- Parent collaboration

2. Small group systems of support: This level of support provides additional help for 10-15% of students who need more support. Interventions are more intensive and are for a smaller number of students. They are often provided in small groups, and include:

- Social skills groups
- Conflict resolution
- Self-management programs
- Adult mentors (checking in)
- Small group instruction

3. Targeted systems of support (focused on the individual child): Intensive, individual supports for a few students with problem behaviors. These supports are used when universal and group/classroom supports are not effective in teaching behavioral skills in all settings. About 5% of students need this more intensive level of support. It might include:

- Individual academic support
- Intensive social skills instruction
- Functional behavior assessments (FBA)
- Behavior intervention plans (BIP)
- Supervision and monitoring
- Interagency collaboration
- Intensive collaboration with family
- Intensive family-based interventions, when appropriate

Family Involvement in PBIS

Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a student has challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with special needs. Positive behavioral interventions and support is a school-wide approach to helping all students learn to self-manage behaviors. However, parent involvement is really important in all aspects of PBIS. When parents are involved, outcomes for children are better.

Personal Valuables & Prohibited Items

Do not bring large sums of money or valuable items such as jewelry to school. Every effort will be made to teach honesty and protect your property. **The school will not be responsible for any lost or stolen items and will not make efforts to recover these items.**

The following items are not permitted at school:

1. **Guns or Knives:** It is a violation of state and federal laws to carry guns, knives, or other concealed weapons on school grounds.
2. **Fireworks:** State and federal laws prohibit the selling or use of fireworks on school property.
3. **Skateboards:** For safety reasons, and insurance liabilities, skateboard, wheeled skates, or sneaker skates are not permitted at school.
4. **Radios, boom boxes, electronic or battery powered game devices, CD/MP3 players, laser pointers, cameras and other electronic devices deemed inappropriate by school** personnel are not permitted on school grounds except on special occasions designated by the school, such as field trips, festivals, reward days, etc.
5. **Rolling book bags** are not permitted.
6. **Chewing gum** may not be chewed at school.
7. **Cell phones** may not be seen or heard during school hours (see WCS policy 4304)

Report Cards

Report cards will be issued every nine weeks. Please sign report cards and return them to school the next day. Look at the report cards carefully, noting not only the progress grade, but also the level upon which your child is working.

K-3 Standards Based Grading

- 4- Exceeds grade level expectations
- 3- Meets grade level expectations
- 2- Approaches grade level expectations
- 1- Does not meet expectations

4-8 Grading Scale

- A (superior) 90-100
- B (above average) 80-89
- C (average) 70-79
- D (below average) 60-69
- F (unsatisfactory) 59-50

Your child receives a grade according to his/her ability. If you have questions as to how a grade was determined, please ask your child's teacher for clarification. Conferences with teachers are encouraged, and they may be scheduled as needed. We ask that you schedule a conference during a time when the teacher is not involved in instruction or supervision of student.

The School Children's Health Act

The School Children's Health Act requires all North Carolina school districts to notify parents and guardians of pesticides that they expect will be applied during the upcoming year. We want to notify you that the following pesticides will be used at your child's school this year.

<u>Name of Pesticide Product</u>	<u>Active Ingredient(s)</u>
DuPont Advion Ant Gel	Indoxacarb (S-Enantiomer)
Prescrip. Treatment Cy-Kick CS	Cyfluthrin
Talstar Professional Insecticide	Bifenthrin
MaxForce Roach Bait Gel	Fipronil
Conrac All Weather Blox	Bromadiolone

Wilkes County Schools is implementing an Integrated Pest Management (IPM) program. This can help reduce or even eliminate the risks of pesticides by using simple, low-cost methods. With proper training, planning and effective communication among affected parties, IPM can prevent pest problems, reduce the need for pesticide application and greatly improve quality of the school environment. If you have any questions, please contact Bergie Speaks, Maintenance Director, at (336) 667-2021 extension 24.

School Parties

The Wilkes County Board of Education permits two classroom parties per year during the school day, and these must be taken during the last hour of the day. This policy does not allow us to permit birthday parties for individual children except for pre-k students.

Any items brought by parents for snacks should be individually sealed and wrapped. **No homemade** items can be brought into the school for snacks. Please do not bring snacks except at the scheduled classroom break time and coordinate the day with the classroom teacher. **Balloons, flowers, etc. cannot go home with students on the bus.**

We will have birthday celebrations coordinated by PTO Room Parents. Please do not plan on having an individual classroom party for your child.

Statement of Non-Discrimination

In compliance with federal laws, Wilkes County Schools administers all locally operated educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, marital

status, pregnancy, military service, disability, or gender, except where exception is appropriate and allowed by law. Questions or concerns should be directed to:

Dr. Westley Wood Director of Human Resources
Tracee McManus, Director of Exceptional Children
Dr. Joe Bullis, Director of Title I and ESL Programs
Todd Williams, Director of CTE Programs
April Marr, Director of Student Services and Section 504
Eric Barker, Director of Transportation

Student Insurance Program

Membership in a group accident insurance program will be made available to students each year. In arranging for this insurance, the Wilkes County Board of Education will make every reasonable attempt to identify a company offering comprehensive insurance at economical rates. Information on the plan will be made available through the schools.

Purchase of this insurance will constitute an agreement between the student and/or parent and the insurance company, not with the school district. The school district does not assume any contractual responsibility for expenses not covered by insurance.

TITLE I PARENTAL INVOLVEMENT POLICY WILKES COUNTY SCHOOLS

General Policy Statement

Millers Creek Elementary School recognizes that parental involvement in their children's education increases student success and strengthens parent-school communications. Federal regulations require the involvement of parents in Title I, Migrant and ESL programs.

Parental Involvement Goals

Millers Creek Elementary School will, in coordination with parents of participating PreK-5 children, develop programs, activities and procedures, which have the following goals:

- A. To inform parents in a timely manner about program(s) for which their children qualify to be served and instructional objectives of the program(s). Information sessions for parents may include Back-to-School Night, Parenting meetings, PTO Open House, Fun Times, etc.

- B. To improve the effectiveness of communication with parents as equal partners and build ties between parents and the school. Consultation with parents may include use of a consultant, input from Parent Advisory meetings throughout the year, Parent-Teacher conferences, etc.
- C. To implement a variety of approaches to improving parental involvement. These approaches may include parenting meetings, advisory meetings, field trips, conferences, lunch with their child, newsletters, calendars, volunteering, etc.
- D. To establish a partnership between the school and parents by providing assistance in understanding program standards and student achievement standards. Assistance in understanding standards may include Gateway information, grading scale information, etc.
- E. To offer encouragement and opportunity for literacy training for parents throughout the year based on assessed needs or parental requests. Determining parental needs may include parent survey information to determine needs, etc.
- F. To involve parents in the planning, review, and improvement of programs, including the school parental involvement policy and the joint development of the school-wide program(s). This involvement may include:
 - 1. Participation in the School Improvement Plan;
 - 2. Review of curriculum in use at the school;
 - 3. Review of academic assessments and proficiency levels;
 - 4. Opportunities for parents to participate in decisions relating to the education of their children;
 - 5. Opportunities for parents of participating children to comment on the plan and/or any program if they believe it is not satisfactory;
 - 6. Hold a minimum of four (4) parenting meetings with topics of meetings based on needs assessments, discipline, achievement, AYP (Adequate Yearly Progress), quarterly assessments, motivation, study habits, curriculum, etc.; and
 - 7. Etc.
- G. To notify parents in writing at the beginning of each school year that they may receive information about teachers' qualifications. Parents may ask for and receive the following:
 - 1. The School Report Card from the Department of Public Instruction;

- 2. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject matter he or she teaches;
- 3. Whether qualification and licensing criteria have been waived to permit the teacher to teach on an emergency or other provisional basis;
- 4. The teacher's college major, any graduate certification or degrees the teacher has, and the field of discipline of those certificates or degrees; and
- 5. Whether teacher assistants or similar paraprofessionals provide services to the parents' children and, if they do, their qualifications.

Mechanisms, Procedures, Activities and Use of Funds

- A. Millers Creek Elementary School will implement parental involvement programs and distribute a written parental involvement policy to parents of all children PreK-5 who participate in Title I programs. Parents may be involved in reviewing and planning by working on Parental Involvement Policy, returning acknowledgment that they received the Parental Involvement Policy, utilizing quarterly meetings to provide parental input, etc.
- B. Millers Creek Elementary School will convene an annual meeting, at a convenient time, to which all parents of participating children PreK-5 shall be invited and encouraged to attend, to inform parents of their school's Title I participation, requirements and parental rights. The school will offer a flexible number of meetings to meet the schedules of parents. Meeting opportunities may include PTO meeting, grade level meetings with parents, Back-to-School Night(s), Open House, scheduling both AM and PM meetings, Fun Times, individual conferences, etc.
- C. Millers Creek Elementary School will schedule meetings and conferences at a variety of times and may conduct in-home conferences to maximize parental involvement and participation for PreK-5. Meeting and conference information may include schedules of both AM and PM meetings and/or conferences, meeting sign-in sheets, conference documentation, home visits documentation, etc.
- D. Millers Creek Elementary School will jointly develop with parents a school-parent compact; will coordinate parent involvement programs and activities with other county programs including community-based organizations and businesses; will utilize the Parent Advisory Committee to provide advice on all matters related to parental

involvement; will inform parents of the Parent Resource Center, its purpose and contents; and will provide other reasonable support for parental involvement activities as parents may request. These programs, activities and procedures may include:

1. **School-Parent Compacts;**
2. **Working with Smart Start, Social Services, Health Department, RESA, Wilkes Community College, More at Four, Head Start, Kiwanis, and other agencies and organizations to strengthen communication and collaboration;**
3. **Parent Advisory minutes;**
4. **Resource centers and training programs;**
5. **Use of parents as classroom volunteers; and**
6. **Etc.**

- E. Millers Creek Elementary School will furnish materials and training to help parents work with their children to improve student achievement. Parental involvement PreK-5 may be fostered by providing materials and training during quarterly parenting meetings, offering Make and Take Parenting Night, Fun Times, etc.
- F. Millers Creek Elementary School will pay reasonable expenses associated with parental involvement activities and training. These expenses may include refreshments/meals for parents, childcare during parenting sessions, purchasing needed materials for parenting sessions, etc.

Accessibility Requirement

Millers Creek Elementary School will communicate with parents, to the extent possible, in a language they understand and provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. Communication may include translating needed information, utilizing an interpreter during parenting sessions, etc.

Individual School Implementation

Millers Creek Elementary School will give all parents the school's Parental Involvement Policy and PreK will also receive the Operational and Personnel Handbook. Distributing this policy and handbook will help parents to better understand how they can contribute to their children's education. Methods to distribute the policy and handbook may include:

1. Send policy home with students and have parents acknowledge receipt;
2. Give policy to teachers to distribute during Parent-Teacher Conferences;

3. Distribute policy at school registration and Fun Times;
4. Keep sign-in sheets for school meetings involving parents when distributing policy;
5. Provide copies of policy for parents at PTO meetings; and
6. Etc.

Annual Evaluation

The LEA and NC DPI shall review Millers Creek Elementary School's parental involvement policy and practices to determine if the policies and practices meet the requirements of NCLB.

*Parent – The definition of a parent includes a legal guardian or a person such as a grandparent or stepparent who lives with the child or someone “who is legally responsible for the child's welfare.”

**Parent Advisory – Parents on this committee must be representative of your student population, specifically including parents of Title I students not employed by the school system

Transportation

Changes in transportation are best worked out in the morning prior to a child coming to school, however we know that sometimes changes occur.

****SEE NOTES AVAILABLE IN THE MAIN OFFICE.**

All transportation changes should be reported to the office by 2:00 p.m. to guarantee delivery.

School bus safety is one of our major concerns. The following rules are for the protection of all students who ride a bus. Riding a bus is a privilege; therefore, it is important that the rules are followed so those students may retain this privilege. Please read the following rules carefully so that you and your child will know what is expected. Students should follow these rules:

- Be on time at the bus stop.
- Stay back from the roadway when waiting for a bus.
- Remain at the bus stop until the bus has come to a complete stop and the bus stop sign is extended.
- Look in both directions before crossing the road.
- Go quickly to your assigned seat and remain in that seat until disembarking.
- Avoid loud talking, playing, and scuffling on the bus.
- Keep hands, head, and feet inside the bus at all times.
- Refrain from throwing objects both inside and outside the bus.
- Refrain from cell phone use on the bus.

Students who violate school bus rules will be disciplined accordingly. **Throwing items, hitting/fighting, and gross insubordination to the driver will result in an immediate suspension from riding a bus.** Safe transportation of students is a

serious matter and parents are expected to know, cooperate, and communicate with their child's bus driver.

Students are not to ride a bus other than their assigned bus or get off at any stop other than their designated stop. Students who go home with each other must have written permission from **both households**. Permission will be granted only if there is space available. All notes from parents and/or guardians must be signed by the principal or principal's designee. **Frequent changes to transportation confuse children. Try to be consistent in your transportation arrangements.**

Bus drivers will not leave any child unattended that is 3rd grade or younger at a bus stop. They can be escorted by an older sibling or other older student. If nobody is present when the bus stops, the driver will bring them back to school, and the parent will be called to pick them up. **If this is a repeated problem, the student will be suspended from the bus by the principal for 5 days, which will require the parent to pick them up.**

Tobacco Policy

Our campus is Tobacco Free.....every day, by everyone. Please refer to Wilkes County School's policy 7251.

Visitors and Volunteers

We are very pleased to have guests at Millers Creek Elementary, particularly parents who wish to visit the school for sincere educational purposes. However, in order for us to monitor who has access to our children, it is necessary that ALL visitors and parents come to the front office upon arrival to receive a pass before entering the main school building during a regular school day. **Conferences before school and after school must be scheduled with the classroom teacher.** If you contact the school, the teacher will be glad to return your call or send a note to verify a specific date and time.

We encourage our parents and community members to volunteer at our school. Our **Watch DOGS Program** is for dads and father figures who would like to participate in their child's school day and increase the sense of security on our campus. Our PTO is also very active and is always looking for parents who wish to help with school events. Please notify the office if you are interested in volunteering. All volunteers are required to have a background check on file with Wilkes County Schools.

Weather Policy

When snow or other severe weather conditions occur, it will sometimes be necessary to cancel school, delay the opening of school, or dismiss classes early. The Wilkes County Schools Central Office will make an announcement of cancellations, delays, or dismissals as soon as a decision is made. Announcements will be made through the School Messenger System. In addition you may listen to a local radio or television station or check Wilkes County School's website at www.wilkes.k12.nc.us for information. If no announcement is made, school will open or dismiss as usual. **Please do not call the school for information since telephone lines must be kept open for emergencies and other vital public service announcements when the weather is bad.**

To avoid disruptions in your schedule, please complete the student inclement weather plan and make plans early in the year for your child care arrangements in case snow, ice, or other severe weather closes school. It is very important to keep this plan up to date. If circumstances change it is the parent/legal guardian's responsibility to let the school know of these changes.

Wilkes County School Student and Parent Grievance Policy

It is the policy of the Wilkes County Board of Education that each student, regardless of age, race, sex, religion, color, creed, national origin, or handicapping condition, shall have the right to present for resolution all complaints of problems arising from the student role and shall be encouraged to do so without fear of recrimination.

The Board of Education requires that every effort should be made to insure that each student shall receive fair and impartial treatment. To that end, the Board hereby adopts grievance procedures that are intended to facilitate the handling of all student/teacher/principal complaints and resolution of problems.

The complete Grievance Policy and Procedure can be viewed on the Wilkes County Schools website at www.wilkes.k12.nc.us.

YMCA After School Care

After School daycare is available for students in Kindergarten through grade 5 daily from 3:05-6:00pm.. Please contact the YMCA directly if you are interested in your child participating in after school daycare. Their number is 336-838-3991.

The School Children's Health Act

The School Children's Health Act requires all North Carolina school districts to notify parents and guardians of pesticides that they expect will be applied during the upcoming year. We want to notify you that the following pesticides will be used at your child's school this year.

Name of Pesticide Product

PT 565 Plus XLO Formula 2
Advance Granular Ant Bait
Equil Adonis 2F Insecticide
Advance Termite Bait II
Dupont Advion Ant Gel
Dupont Advion Roach Gel Bait
Dupont Advion Ant Bait
Alpine Pressurized Insecticide
Alpine Dust Insecticide
Alpine Flea Insecticide
Alpine Roach Bait Piston Can
Alpine WSG
Contrac All-Weather Blox
Fenvastar EcoCap
Final All-Weather Blox
Liqua-Tox II
Maxforce Roach Bait Gel
Phantom Termiticide/Insecticide
Purge III Insecticide
Suspend Polyzone
Temprid SC Insecticide
Termidor 80 WG Termiticide/Insecticide
WASP Freeze Insecticide

Active Ingredient(s)

Piperonylbutoxide
Abamectin B1
Imidacloprid
Benzamide
Indoxacarb (S-Enantiomer)
Indoxacarb
Indoxacar
Dinotefuran
Diatomaceous Earth
Dinotefuran, Pyriproxyfen
Dinotefuran
Dinotefuran
Bromadiolone
Esfenvalerate
Brodifacoum
Sodium Diphacinone
Fipronil
Chlorfenapyr
Difluoroethane
Deltamethrin
Imadacloprid, Beta-Cyfluthrin
Fipronil
D-Trans Allethrin, Phenothrin

Wilkes County Schools has implemented an Integrated Pest Management (IPM) program. This can help reduce or even eliminate the risks of pesticides by using simple, low-cost methods. With proper training, planning and effective communication among affected parties, IPM can prevent pest problems, reduce the need for pesticide application and greatly improve quality of the school environment. If you have any questions, please contact Bergie Speaks, Maintenance Director, at (336) 651- 4009.