

**NORTH  
CANTON  
ELEMENTARY**



**STUDENT-PARENT  
HANDBOOK  
2016-17**

## North Canton Elementary Policies and Procedures

### Arrival of Students

All students are to report to the gym if they arrive before 8:00. Students who are car riders or walkers are allowed to arrive beginning at 7:30 am. The building will not be open until 7:30 am. Please do not drop your child off prior to 7:30 am due to safety. The tardy bell will ring at 8:00.

### Morning Care

We offer morning care Monday-Friday from 6:30 to 7:30 am. The cost is \$1.00 per day. **In order for students to stay, they must pay in advance or on the day they stay. Students may not charge.** Students may be dropped off at the latchkey room any time between 6:30-7:30. **Please do not come before 6:30 am.** There will **NOT** be morning care on 2 or 3 hour delays.

### Attendance

Classes begin promptly at 8:00. A student who arrives after 8:00 **must be brought to the office by a parent to receive an admit pass.** If a child has a morning appointment, students who check-in at school before 11:30 will be counted present.

We will not change procedures for how a student goes home without a written note from the parent/guardian. Please do not call the office to change procedures for going home unless it is an absolute emergency. **We will not take any changes in the afternoon after 1:00 pm. Please make arrangements prior to this time.** **Teachers are not allowed to let students leave their classroom until the office calls them.** Students will not be allowed to leave with anyone other than the parent/guardian or those you specify as being allowed to pick your child up unless we have a written note. We may ask for ID.

The attendance policy 4400 and 3300 states that students are allowed to be absent no more than **15 days** for the entire school year. This includes excused and unexcused absences. All medical conditions are included in this 15 day total. This policy also states that students who exceed 15 absences, or who are absent more than 8 percent (8%) of the days enrolled in a school year "shall not be promoted to the next grade except by a determination of the principal/designee upon review of the student's record." This policy goes ahead to state "after school remediation and/or summer school may be required for a student with more than the maximum number of absences per year to be promoted. Summer school will be at the parent's expense and parents will provide transportation."

### Unexcused Absences

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

### School Closing or Early Dismissal

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

Weather conditions sometimes worsen during the day after children have arrived at school. It is very important that your child's teacher know how your child is to go home if school is dismissed early. Please be sure to send a plan of what your child is to do on early dismissal days. This procedure should be something other than the child or teacher having to call you.

### Emergencies

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

### Custody/Records

Students can be released to either biological parent of the child and either can have access to their child's records by coming to the school office, unless legal papers are provided stating otherwise. No one can see a child's records without a parent's consent other than school or state officials who have a "legitimate education interest" and a need to see the records. In cases of joint custody, the most current official court papers provided by the guardians will be followed. It is the responsibility of the guardians to provide all legal papers to the school. Directory information such as address and phone number of your child may be provided to room mothers in the classroom unless you give us written notice not to give out the information. You can request that corrections be made to the student's education records by contacting the principal.

### Medication

Medication can not be administered at school unless we have on file a signed consent form authorizing the teacher or office staff to dispense the medicine provided by the parent. The medication must be in a bottle with the pharmacist's original label and detailed instructions. Over-the-counter medications must be in the original container. All medication should be brought to the office **by a parent** or guardian where it is kept and distributed. **School Board policy states that non-prescription medicine will not be given without an "over-the-counter" form signed by the parent. These forms are available in the office. We discourage the use of cough drops due to the danger of choking.**

A child should be kept home under the following conditions:

- Temperature 100.0 or higher
- Rash with fever or behavior change until seen by a doctor
- Diarrhea that cannot be contained or has blood/mucus
- Vomiting two or more times in previous 24 hours
- Pink eye with redness, swelling, or yellow discharge- Individuals may return to school with physician or Health Department approval; minimum of 24 hours after the beginning of antibiotic treatment.
- Strep throat, until 24 hours after medication has been started
- Head lice, until morning after first treatment, and declared NIT FREE by a school representative
- Scabies, until after treatment completed
- Chicken Pox, until the sixth day after onset of rash or sooner, if all sores are dried and crusted- Individuals who have been vaccinated with Varicella vaccine and break out in a full rash are subject to the above guidelines also.

### Transportation

We encourage students to ride the bus! Students are expected to be respectful to the driver and their peers at all times on the bus. Riding the bus is a privilege, not a right. Safety is our first concern. **It is very important that your child bring a note from home if there is any change from the normal way he or she**

**goes home.** We ask that you let your child know **before** coming to school what their daily transportation mode will be. There must be a written note signed by the parent indicating a change in how a child goes home. Changes by phone are for emergencies only, and increase children's anxiety in school when it becomes routine. **No checkouts will be permitted after 2:30 PM to avoid confusion in the office area during dismissal time and heavy traffic congestion.**

### **Bus Rules - It is important that you go over these rules with your child!**

1. Students must mind the bus driver and follow his or her directions.
2. Be at the bus stop on time. The bus will not wait for you.
3. Sit facing the front of the bus.
4. Remain seated while the bus is in motion.
5. Do not put hands, arms, objects, or anything else through the bus windows.
6. Never throw anything while on the bus.
7. Do not bring food, gum, radios, toys, video games, etc. on the bus.
8. Talk in normal tones. Loud or vulgar language is prohibited.
9. Keep the bus clean and keep things out of the aisle.
10. If you have to cross the street, walk in front of the stopped bus. Do not stop until you have safely crossed the street.
11. Be courteous to the driver and other pupils. Any fighting or hurting of others will not be tolerated. If someone is hurting you, tell the driver and/or your teacher. **STUDENTS WHO DISOBEY BUS RULES WILL NOT BE ALLOWED TO RIDE THE BUS.** Bus drivers will be using a green and yellow ticket system for reporting incidents to the administrator. If a child receives a ticket, the parent or guardian will receive a phone call from the administration and will be asked to sign the ticket and return it the next day to the office. **After a ticket has been given, there could be a one or more day(s) suspension.** Severe disruption such as fighting or use of vulgar language can result in immediate suspension.
12. All buses transporting North Canton Students are equipped with recording equipment that can be in use at any time.
13. Seats may be assigned at any time for the entire bus.

### **School Rules and Discipline**

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

1. **Students' Responsibility-** All students are expected to follow the rules and regulations of the Board of Education, the school administration, and the staff. Students are required to be courteous, polite, and to contribute to a good school climate.
2. **Parents' Responsibility-** Discipline is the primary responsibility of the parents. It is the parents' obligation, by teaching and example, to develop in the student, good behavior habits as well as proper attitudes toward the school. To insure student success, parents should visit the school and check with school officials concerning their child's progress.

### **Academic Standards**

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

1. Be prepared! Have pencils, paper, books, and library books.
2. Accept responsibility for completing work, handing it in on time, and obeying school rules.

3. Use time wisely at school.
4. Listen carefully to directions and to class discussions.
5. Be polite and cooperative with the all members of the staff.
6. Organize work at the end of the day.
7. Make up missed work if you are absent.

Homework is an important part of school and should be expected Monday through Thursday. The purpose of homework is to practice skills learned at school and to promote a positive work ethic.

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

### **Report Cards & Progress Reports**

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

### **Student Dress**

Students are encouraged to dress in comfortable clothes that are not offensive to others. Students should refrain from wearing clothes that cause inappropriate attention or which disrupt the learning environment. This includes short shorts, pants or shirts that expose underwear, midriff or tops that expose the back, or tops with narrow straps that expose undergarment straps; clothes with inappropriate language or content. Dresses and skirts (including their slits) and shorts need to be no shorter than 6  $\frac{3}{4}$ " from the top of the knee (2 credit card lengths). Clothing needs to be worn that is age appropriate. Hair must be pulled back so that normal eye-to-eye contact can be made. Hats can only be worn in the building if there is special permission. Students who wear hats during cold weather need to remove them as they enter the building.

### **Lost and Found**

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

### **School Breakfast/Lunch Program**

A well balanced, self-served breakfast and lunch is offered each day. Free breakfast will be provided to every student. Students can choose a hot meal or a bagged lunch on Monday and Friday and salad on Tues. Wed. and Thursday. Meals can be paid for in advance weekly, monthly, or yearly. Charging lunch is discouraged and should be paid the next day if at all possible. Notices will be sent home to those who owe and payment is expected at the end of the week. Excessive charging in the amount of \$10 or more will result in a notice requiring payment from HAYWOOD COUNTY SCHOOLS and action could be taken to collect overdue fees. Snacks may not be charged and are limited. If your child packs a lunch or brings their own snack, carbonated drinks are not allowed. **We do not allow fast food such as McDonald's to be brought in for your child's lunch unless you are providing for the entire class such as for a party then we would have the party in the classroom.**  
**PRICES ARE SUBJECT TO CHANGE.**

	<b>Cost of Lunch</b>
	K-5 Students: Free
	Adult: \$3.75 or a la carte

### **Nexcheck**

Checks are welcome. Your check is welcome at all Haywood County Schools and must have a current phone number on it. We cannot accept counter checks. The Haywood County Schools recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, Haywood County Schools has contracted with Nexcheck, LLC, for collection of returned checks.

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

If the check and fee are not collected electronically, then Nexcheck will contact the check writer by mail and by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) or over the phone (800-639-2435) using a credit card, debit card or electronic check.

### **Student Services**

A school social worker is available to your family and guidance services can be provided through teacher referral or parent request. Some students will qualify for Haywood County Special Services: speech therapy, occupational therapy, physical therapy, or resource classes. Additional help in reading is available through our Schoolwide Title I program. The following screenings are provided:

Vision screening for all students in grades 1-5

Hearing screening for all students in grades K-5

### **Exceptional Children's Program**

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

### **After School Care**

After School Care is available from 3:00-6:00 pm. Monday-Friday. You can get an application from the school office or from the After School Care Director. There is a \$40 charge per week or \$8 per day for K-5 students. A Pre-K student is \$10 per day or \$50 per week. Southwestern Child Development does subsidize some families with this expense. See the director if you are interested in filling out an application. We will not allow any charges to accrue for After School Care. **You must pay for after school care each Friday for the week of your child staying. No one will be allowed to have balances. If you are unable to do this, it will be necessary for you to make other childcare arrangements until your account is cleared.**

### Field Trips

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

### Computers/Technology

All classes are assigned a period in the Computer Lab each week. All classrooms have a computer that is wired for Internet use. All students in Haywood County will have access to the internet and use computers unless you choose to opt your student out. If you choose to do so, please contact the office. Haywood County Schools have an extensive screening program to keep inappropriate material out of the classrooms, and teachers will closely monitor the appropriate use of the Internet. No student names, pictures, work, etc. will be published without parent consent.

### Physical Education

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

### Media Center

The primary objective of the school library media program is to enrich and support the instructional program of the school. All students have the opportunity to use the library each week either individually or in small or large groups. It is each student's responsibility to return books each week on or before the due date. A note will be sent home notifying parents of replacement fees for damaged or lost books. This note will be sent if a book is not returned within two weeks.

### Use of Student Photos

From time to time pictures of students are taken in the school setting and used by media in a general nature for promotion of certain programs/activities. If you do not wish to have your child's image or work used in a public setting, please indicate this on the student information sheet.

### PTA Membership

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

### Volunteers

North Canton Elementary has an active "hands-on" support organization through our volunteer program. Each year we recruit for our Clerical Volunteer Program in which we ask for help with:

- Laminate materials
- Making Letters and Shapes using Die Cuts (Letter Machine, etc.)
- Cutting out letters and other materials
- Making things for Bulletin Boards (teachers provide pictures to copy)
- Making materials for art projects
- Binding books
- Counting materials
- Other activities as needed by teachers and staff

We also need volunteers to work in the individual classrooms and to volunteer to tutor students. Please select your area of interest and sign on as a volunteer. Each time you come to volunteer in the classroom or for other projects, sign at the office and get a volunteer badge. Together we can insure an exciting, challenging year for our children

## WHO TO CALL FOR SCHOOL INFORMATION...

School Office	Steve Turley, Payroll/ Receptionist	646-3444
After School Care	Emily Green                      Ext. 4447	646-3444
Attendance/Records	Laurel Bates, Book Keeper/Data Manager	646-3444
Testing/Curriculum	Angela Duckett, Lead Teacher	646-3444
Counseling	Lindsay Foster, Guidance Counselor	646-3444
Food Services	Mickie Limbo	646-3444
Library	Valerie Guyer, Media Specialist	646-3444
Nurse (M/W)	TBA, Health Nurse	646-3444
	Haywood Co. Health Department	452-6675
School Policy	Belinda Trantham, Principal	646-3444
Family/School Relations	Michele Mull, Social Worker	646-3444
School Psychologist	Melinda Rogers	646-3444
Volunteers	Angela Duckett	646-3444

In the event of an emergency and you can not reach the school by telephone, North Canton's fax number is 648-6668.

Please sign and return the slip below ASAP. Thanks for your support!

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**I have read the student handbook and discussed it with my child/children.**

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_