

# South Elementary School

8925 NC Hwy 86 South

(336) 694-1212



2022-2023

Student/Parent Handbook

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**Caswell County Schools  
Board of Education Members:**

Wayne Owen, Chairman  
Gladys Garland, Vice Chairman  
Mel Battle  
Vennie Beggarly  
Trudy Blackwell  
Donna Hudson  
Tracey Stanley

**Superintendent:**

Dr. Sandra Carter

**Caswell County Schools Mission Statement**

Schools, parents, and community working together to make a difference in our future.

**Caswell County's Elementary Curriculum:**

The Caswell County school system is committed to building strong academic, social, physical and emotional foundations. The goal of the elementary curriculum is to provide students with this foundation through a well-rounded educational program, using high quality instructional materials and strategies. Each grade level curriculum is aligned to the Common Core State Standards and the North Carolina Essential Standards. The curriculum reflects and encourages differentiated instructional practices, technology integration and application and active student engagement.



# SOUTH ELEMENTARY SCHOOL

8925 NC HWY 86 South  
Mebane, NC 27302  
(336) 694-1212 – Phone (336) 694-1249 – Fax



Elizabeth Thomas, Principal

July 5, 2022

## Dear Parents:

Welcome to South Elementary School and the 2022-23 School Year. I look forward to the start of the school year and the journey we are embarking on. I want to assure you that while times are uncertain, the expectations for our students will remain high. I am excited to begin the school year and want you to be assured that we want your child to succeed, we care for your child, and we want to protect the safety and health of all students and staff.

**We believe each child can succeed.** As we begin the school year, we will use appropriate and research based models of teaching and learning to ensure appropriate student growth. Our staff is working hard in a changing world to meet the needs of your child. While it may seem that change is happening faster than at any time in our lives, I assure you that we are dedicated to each student and will work hard to ensure that each child receives the best education possible.

**We care for each child.** As we continue to transition through the uncertainties that life brings us, it is our goal to provide a stable learning environment for your child. We will work to meet the social and emotional needs of your child. The school environment is warm and we hope to help each child develop in an appropriate manner socially and emotionally. Our teachers and support staff work hard to value every child and show them we care for them. Regardless of the educational setting, kindness, compassion and respect for others are expectations that will be modeled and required of all.

**In order for students to meet these expectations, we must work together to ensure the success of our students.** We encourage you to be supportive of the school community. Encourage your child to always do his or her best. Help them understand the importance of good character and being responsible. Advocate for your child. If your child has specific needs, please communicate with your child's teachers, school counselor or me so we can work together for your child's success. Teachers and staff will reach out to you as needed and we ask that you do likewise. Conferences with any staff member can be scheduled by contacting the school.

Once school begins, you will receive a copy of the **Caswell County Schools Code of Student Conduct** and the **South Elementary Student-Parent Handbook** as part of your child's information packet. More information on these documents will be shared with you soon. We will ask you to sign a document acknowledging receipt of both handbooks.

Changes may be necessary based upon safety policies and procedures recommended by **Governor's Executive Orders, NCDHHS, K-12 StrongSchoolsNC Toolkit, and the Caswell County Health Department.** All changes and updates will be communicated in a timely manner.

## You can get the latest information from South Elementary through the following modes of communication:

1. South Elementary Webpage: <https://www.caswell.k12.nc.us/Domain/9>
2. South Elementary Facebook Page

If you have any questions, please feel free to contact me by phone at (336) 694-1212 or via email at [elizabeth.thomas@caswell.k12.nc.us](mailto:elizabeth.thomas@caswell.k12.nc.us). I look forward to working with you this year. I believe the best is ahead for all of us and I am excited to work with you and your child this school year!

Sincerely,

*Elizabeth Thomas*

Elizabeth Thomas  
Principal

**SCHOOL VISION**

**Every Student  
Achieves  
Great  
Lifelong  
Experiences  
at **South Elementary****

**SCHOOL MISSION (SOARING)**

**Safe Environment With  
Opportunities to  
Achieve and Become  
Responsible  
Independent Learners who are  
Nurturing  
Global Citizens.**

**EAGLE PLEDGE:**

**Today, I will show EAGLE PRIDE.  
I will practice Self-control  
I will have an Otstanding attitude  
I will Acept others  
I will be Responsible and Respectful.  
Together, we will SOAR into a new day!**

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**School Information:**

<b>School Colors:</b>	Blue and Yellow	<b>Main Phone Number:</b>	(336) 694-1212
<b>School Mascot:</b>	Eagles	<b>Fax Number:</b>	(336) 694-1249
<b>School Hours: (Instruction begins)</b>	7:50-2:50 8:15	<b>Website:</b>	<a href="https://www.caswell.k12.nc.us/Domain/9">https://www.caswell.k12.nc.us/Domain/9</a>
<b>Principal:</b>	Elizabeth Thomas		
<b>Receptionist:</b>	Melissa Pullen		
<b>Data Manager:</b>	Teresa Crumpton		

# TITLE I - Parents Right-to-Know Letter

Dear Parent/Guardian,

At South Elementary, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in *No Child Left Behind*. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time you may request in writing:

- Whether the teacher has met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's teacher or paraprofessional, please contact the main office at 336-694-1212.

Sincerely,

*Elizabeth Thomas*

Elizabeth Thomas, Principal

## **South Elementary Title I School Parental Involvement Policy**

At South Elementary School, our desire is for every student to achieve great lifelong experiences at South Elementary (vision). In addition, we believe we are to provide a safe environment with opportunities for students to achieve and become responsible, independent learners who are nurturing global citizens (mission). These statements are our guiding principles and we believe that our school, along with parents, family members, and community members all play an important role in our students' successes.

South Elementary will host an annual meeting in the fall of each school year to inform parents and families about the Title I program requirements and their right to be involved. We will use our school sign, school website, monthly newsletters, monthly calendars, and Blackboard Connect telephone messages to attract parent interest, encourage participation, and keep parents informed.

### **Opportunities for Meetings**

All parents are encouraged to have conferences with their child's teacher throughout the school year. Flexible times are offered before, during, and after school hours to accommodate a variety of work schedules. In addition, the following events will occur to allow parents an opportunity to learn about their child's progress and things happening in the classroom and school.

- **Open House** – Open House will be held the week before school opens for students. Parents and students will have the opportunity to meet teachers, visit classrooms, and receive information specific to the grade level.
- **Curriculum Events** – During the school year, South Elementary will host various curriculum events, including at least one event focusing on literacy and one on math. Teachers will present to parents the grade level expectations and curriculum, including promotion standards and other information pertaining to expectations of South Elementary School. In addition, South Elementary will host a Digital Showcase Night which will be to learn how students have used technology to help learn the curriculum.
- **Report Card Conferences** – Report Card conferences will be held after the first and third report periods to share student progress and strategies for improvement, if needed, with parents.
- **PTO Meetings** – PTO meetings will be held in September, November/December, February, and April/May. These meetings will provide a forum for Title I issues.

### **Developing School-Parent Compacts that Indicate Shared Responsibilities for High Student Achievement and Academics**

Parent/Student/Teacher/Principal Compacts and survey feedback (Title I and school surveys) will be reviewed each school year for the upcoming school year. The review will be conducted by the School Improvement Team, which will include parent representatives. The compacts will be signed at the beginning of the school year which indicates where each stakeholder (parent, student, teacher, and principal) indicates and accepts responsibility for the student's learning and for making good educational choices.

## Sharing Information Regarding the Curriculum and Academic Assessments

In order to build the schools' and parents' capacity for strong parental involvement and to ensure effective involvement of parents to support this partnership, we will provide assistance to parents in understanding topics such as the following:

- the State's academic content standards;
- the State's student academic achievement standards;
- the State and local academic assessments; and
- how to monitor their child's progress.

## GENERAL INFORMATION

South Elementary will implement policies approved by the Caswell County Board of Education as noted in the Caswell County Schools Code of Conduct. The policies and procedures stated below are in compliance with School Board Policy and are meant to clarify and supplement policies mentioned in the Caswell County Schools Code of Conduct.

### ADMISSION TO SCHOOL

All students attending South Elementary School must maintain legal residence in the South Elementary School District or have been approved by the Caswell County Board of Education for special circumstances. *Legal residence* is defined as the full-time residence of the child's parent(s) or legal guardian(s). Inquiries or requests for change of district should be directed to the Superintendent of Caswell County Schools.

### ASSEMBLY PROGRAMS

Periodically, we will have special programs that will be attended by all students. During these programs, we have high expectations for our students in terms of performance and behavior. Failure to respond appropriately in the assembly can result in denying the student the privilege of participation.

Students will be recognized at the end of each nine-week period for perfect attendance, academic growth, exceptional behavior, outstanding character, and Honor Roll. Students will enter the multipurpose room in a quiet, orderly manner. Students will behave as a respectful audience. Parents are invited to attend; however, students must sit with their classmates.

### BEFORE AND AFTER SCHOOL CARE

Any student arriving at school before 7:45 AM or staying on campus without supervision after 3:05 PM will be sent to Before and After School Care and parents will be billed accordingly. Please keep in mind this program is a privilege. Continuous disruption may result in suspension or removal from the program. Before School Care begins at 7:00 a.m. and After School Care ends at 6:00 p.m. The charge is assessed on a weekly basis based on the number of school days in the week, not the number of days your child attends. Charges for the current school year are listed below:

Before School Care: \$3 per day/\$15 per week    After School Care: \$5 per day/\$25 per week

Drop-in: Students are allowed to "drop in" up to 5 times a month. The charge is \$3 for BSC per day and \$7.50 for ASC per day.



## CAFETERIA POLICY

All Caswell County elementary schools will be participating in the Community Eligibility Provision (CEP) this school year. Regardless of their meal status, **all students** will be eligible for **1 FREE breakfast and lunch** during the school year. Any extra food items must be paid for by the students at the time of purchase. Adults pay for items A la Carte.

## CAR CIRCLE / PARKING

Parents are asked to exercise caution when children are entering and leaving the building and when other vehicles are moving through the car circle. Please adhere to the established traffic flow patterns. Follow the directions of school personnel assigned to monitor traffic on campus. **Do not block the driveway/circle. If you plan on entering the building at any time during school hours please park in a designated parking spot.** If special events are occurring at school, visitors may also park in the staff parking lot, however **ALL visitors will enter the building through the front doors.**

## CHANGE OF ADDRESS/PHONE NUMBER

Please notify the main office of any change of address or phone number. The school will provide student information sheets at the request of the parent/guardian. Please help us to maintain accurate records so that you can be reached in the event of an emergency.

## CHANGES IN STUDENT'S DAILY TRANSPORTATION

All changes in the way students normally go home from school must be received in writing—either by a signed parent note or by fax—and approved by the principal. **Changes in transportation will not be accepted over the telephone.** All faxed requests must be received by 2:00 PM. ***If a written note or fax is not received and approved,*** the student will be transported home using normal transportation procedures. A phone call will only be approved by the principal in emergency situations.

## CONFERENCES WITH PRINCIPAL

Maintaining and building relationships with parents is important and vital to the success of all students. You are encouraged to schedule a conference with the principal when the need arises. Conferences with the principal should be arranged ahead of time when possible. This is to avoid conflicts with previously scheduled appointments for students and parents.

## CONFERENCES WITH TEACHERS

Teachers can generally schedule conferences with parents in the afternoon between 3:05 and 3:30 PM. As a courtesy to teachers, please arrange for a conference in advance and inform the office if the appointment cannot be kept. Parents are asked not to engage teachers in conferences during the instructional day unless arranged by the principal.

## CURRICULUM AND INSTRUCTION

South Elementary prides itself on insisting that students perform their school work to the best of their ability. Students who do not give their best effort often fail to meet expected academic standards. Studies have shown that children whose parents read to them or with them on a regular basis and spend quality time with them when working on homework have a greater chance of success within school. You can help your child achieve his/her potential by ensuring your child

completes homework, gets plenty of rest, limits screen time (TV, Video games, electronic devices), and receives good nutrition. (For Specific Grading Policies, please look under Grading Policy in the handbook).

## **CUSTODY ISSUES**

If there is no court order or separation agreement concerning the custody of a child, either parent or legal guardian has the same right to see the child at school or have the child released to him/her at the end of the school day. When we are presented with custody papers or restraining orders, we will exercise reasonable precaution in protecting the rights of a parent as assigned by the courts. We will make every effort to ensure the safety of each child and will involve law enforcement if necessary.

## **DAILY PLANNERS AND HOMEWORK FOLDERS**

The use of daily planners and homework folders help to develop organizational skills and responsibility is encouraged, and are important in the overall academic success of our students. Being responsible, planning ahead, and using time wisely are learned behaviors. Planners and folders will be a part of the student's daily routine. Appropriate use of planners and folders will be modeled. These planners and folders are the responsibility of the student and should be kept with them at all times.

## **DAILY SCHEDULE AND SCHOOL HOURS**

Once a student enters the school building, he/she becomes the responsibility of the school. Therefore, if a student arrives before 7:45 AM, he/she will be placed in Before School Care for a daily fee. If students are not picked up by 3:15 PM, they will be placed in After School Care for a daily fee. If students are not picked up by 6:00 PM from the After School Care program, Caswell County Social Services may be contacted. Parents are not allowed to walk students to classrooms.

### **Regular School Hours are as follows:**

7:00 AM	Before School Care opens
7:50 AM	Students may enter the cafeteria for breakfast
8:10 AM	Announcements; Parents will be asked to sign in as visitors or exit the building
8:15 AM	Tardy Bell; Instruction begins
2:50 PM	Car Riders dismissed
2:55 PM	Bus riders dismissed
6:00 PM	After School Care closes

[Please see the Policies regarding Tardiness and Leaving Early]

## **DAILY SNACKS**

At the total discretion of the teacher, students are allowed to bring a snack to school. This will continue to be our policy as long as students abide by specific teacher requests regarding types of snacks, times they may be eaten, and maintain good sanitary habits. Nutritious snacks such as cheese and crackers or fruit are encouraged. Students in the Pre-K program are supplied with snacks. Sodas are not allowed.

## **DELIVERIES OF FLOWERS AND BALLOONS**

No deliveries of flowers, balloons, and similar gift items will be accepted at South for students. Students are not permitted to bring gifts that include balloons and/or flowers. Flowers/balloons are not allowed on buses.

## **DISMISSAL PROCEDURES**

Student safety is our priority at all times, especially during afternoon dismissal. In order to maintain safety for all students, please remain in your car during car pick up.

**Car riders will dismiss beginning at 2:50 PM.** Students will follow instructions of staff members for dismissal.

**FOR PARENTS AND GUARDIANS PICKING UP CHILDREN DURING DISMISSAL:** Please wait in the designated car rider line. Do not park or exit your vehicle to pick up a student. When you get to the front of the car rider line, a staff member will ask you to pull down in front of a colored cone we will have placed outside. You will wait here and your child will be brought to you. **TO ENSURE STUDENT SAFETY, PLEASE DO NOT PASS OTHER CARS IN THE CAR RIDER LINE.** Please be patient as we safely load students into cars. Bus riders will be dismissed at 2:55 PM. In grades Kindergarten and First, teacher assistants will walk students to the buses. Second to fifth-grade teachers will escort students to the car rider area and then proceed to the bus lot.

In the afternoons, parents will not be allowed to check students out after 2:30 without a verified medical appointment.

### **EARLY CHECKOUTS:**

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours or on school holidays whenever possible. Parents must sign students out in the school office and must not go to the classroom.

### **Regular Procedures for Student Checkout:**

- Parents must park in a designated parking spot in the parking lot.
- No parking is allowed in front of the school.
- Parents and/or legal guardians must report to the designated entrance and follow the directions of staff members
- Parents and/or legal guardians must have a photo ID available in order to check a student out of school.
- Any person, other than the parent or legal guardian, who wishes to check out a student, must have written parental approval, and the person's name must be listed on the child's student data sheet.
- Telephone calls will not be accepted as a method of checkout.
- Students may not be picked up directly from the classroom.
- School officials will not allow students to be checked out after 2:30 without a verified medical appointment.

## **EMERGENCY CLOSINGS AND DELAYED OPENINGS**

At times changing weather conditions make it necessary to close schools or alter the normal daily schedule. On days of inclement weather (i.e. snow/ice) tune in to local radio or television stations and listen for announcements concerning the schedule for all Caswell County schools. The decision to close school or alter the normal time schedule is made by the Superintendent in consultation with the Caswell County Transportation Department, highway officials, and the weather bureau.

On such days, one of the plans described below will be followed.

**Schools Closed:** The decision to close schools is reached by 6:00 AM and transmitted to area radio and TV stations no later than 6:30 AM. You can expect to hear repeated reports during the early morning hours, beginning at 6:30 AM. When schools are closed, all extracurricular activities, field trips, After School Programs, and non-school activities will be canceled as well.

**Delayed Openings:** Schools may open on a delayed schedule depending on current weather conditions. If this decision is reached, it will be announced on local radio and TV stations beginning at 6:30 AM. Should the announcement say that Caswell County Schools will open one hour late or two hours late (depending on the severity of the weather conditions), we simply move the morning schedule forward one or two hours so that bus riders arrive at their bus stops one or two hours later than usual. On a one-hour delay, breakfast will be served. On a two-hour delay, breakfast will not be served.

**Early Closings:** Should worsening weather conditions during the day necessitate an early dismissal, the decision is usually reached by late morning, and school is closed immediately or one or two hours early (again depending on the severity of weather conditions). When schools close early, the announcement will be made on local radio and TV stations. We ask that you not call the school. If our lines are tied up, we may not be able to receive the call to dismiss.

**Day Care will not operate on days when schools are closed due to inclement weather.** Parents should leave any special instructions for handling children on days of early closing with the teachers and neighbors at the beginning of the year and not attempt to telephone instructions at the time of emergency. Forms are sent out at the beginning of the year. Please ensure that these are completed and returned.

## **EMERGENCY DRILLS**

Keeping all students and staff safe is our top priority. Fire, earthquake, tornado, evacuation, and crisis drill information and procedures are reviewed with each class at the beginning of the school year. Drills are conducted as required by law and when deemed necessary by the administration. During drills, it is vital that all students conduct themselves in a serious manner.

## **ENHANCEMENTS COURSES AND PROGRAM**

All students at South Elementary will participate in Art, Music, Technology, Media, Physical Education, and Guidance programs.

- **Art/Music:** Caswell County Schools provides a semester each for art and music. All students will have regularly scheduled art or music on a weekly basis.
- **Library/Media Program:** During visits to the media center, the students are read to and listen to quality literature, participate in readers' theater and storytelling, listen to and create music, check out books, view video footage, and participate in STEM and digital learning activities. They have book talk experiences, learn about authors and illustrators, and share a sampling of various genres.
  - Students may check out books from the media center at regularly scheduled times and during open check out with permission of the classroom teacher. Students who have overdue materials will not be allowed to check out books.
- **Physical Education:** Physical Education at South Elementary is aligned with the North Carolina Standard Course of Study and the National Standards for Physical Education. The following guidelines are implemented as part of the PE program.
  1. To fulfill the NC state requirement of 30 minutes of physical activity a day and to maintain student participation, a written statement from the doctor must be presented in order for a student to be excused from active participation in physical education class.
  2. Students are outdoors as often as possible to ensure proper skill execution and maximum student participation. Therefore, the "40-90" rule (40 degrees or below and 90 degrees or above) is used. Be sure to send a jacket or coat (with your child's name inside) on cold days.
  3. Appropriate shoes must be worn in PE class. Sneakers (closed toe) are preferred. Sandals, flip-flops, and high heels are inappropriate. If a student wears inappropriate shoes on more than two (2) occasions, points will be deducted from his or her PE grade.

- **Guidance and Counseling Program:** The Guidance and Counseling program at South addresses the academic, personal, career, and social developmental needs of all students. The counselor plays an active role in helping students learn problem-solving and coping skills. The program includes:
  1. Working with students individually and/or in small groups
  2. Teaching whole group Character Education classroom lessons
  3. Consulting with parents, teachers, administrator, and staff
  4. Contacting and consulting community agencies as needed

## **EXTRA-CURRICULAR ACTIVITIES**

Students will not be allowed to participate in activities such as Field Day, and other school-related events if they owe fees. Fees may be assessed for lost/damaged materials, field trip expenses, school pictures, and Before/After School Care. Before attending Field Day and associated activities, all current Caswell County School students must receive written permission from their parent/guardian and the principal of their current school before attending. The permission form must be sent and approved by the principal of the school five (5) days prior to the event.

## **LOST AND FOUND**

Parents are urged to tag all articles of clothing and personal belongings so lost items can be quickly identified and returned to the owner. All lost items are placed in the Lost and Found inside the Main Office. After a reasonable time period, unclaimed items are donated to charity. Children should report lost or found items to the office. Parents are welcome to come to the lost and found table to check for lost items.

## **PARENT/GUARDIAN PHOTO AND VIDEO RELEASE**

If the Parent/Guardian desires that the Caswell County School System NOT use, publish, etc. a video or photograph that includes an image of his/her child, the "CCS Publication/Video/Photo Release Opt Out Form" must be completed and submitted to the student's teacher. The form may be found in the appendix and in the Code of Conduct. A separate form must be completed for each child attending the School System. PLEASE TAKE NOTICE: Unless this Form is completed and submitted by a child's parent or guardian, then the Caswell County School System shall be expressly authorized and entitled, without limitation, to use and publish the image of a child attending the Caswell County Schools for internal and external promotional and informational purposes, and for school related activities of every kind in websites, newsletters, flyers, instructional videos, and other school related materials of every kind.

## **SCHOOL PARTIES**

One party is permitted during the school year. This party will be organized by the teacher and held between the hours of 1:45 and 2:30 PM. Other celebrations must receive approval from the principal. Birthday parties are not permitted at school. If a parent wishes to bring cupcakes or snacks on a student's birthday, it will be given out at the student's scheduled snack time and/or lunch time and **must be store bought with ingredients labeled.**

## **STUDENT ALLERGIES**

Parents are requested to keep the school informed regarding specific medical conditions of their children including allergies. Faculty and staff members need information about all known allergies including food and insect allergies. This is particularly important during lunch, recess, and on field trips.

## **STUDENT INSURANCE**

At the beginning of each school year, student insurance information will be made available to each parent. The purchase of student insurance is optional. If purchased, the insurance provides coverage for accidents that may occur to your child at school or in direct transit to and from school. Claim forms are available in the main office and must be signed by a school official prior to submitting a claim. Parents should keep a copy of the purchased policy information at home.

## **TELEPHONE CALLS**

Students will only be allowed to use the school telephone in case of an emergency during the school day. In the case of an illness, office personnel will make calls home. Forgetting homework, lunch money, or making transportation arrangements is not an emergency. Students will not be called to the office to receive a phone call; however, a parent may leave a message for a student in the case of an emergency.

## **TEXTBOOKS, TECHNOLOGY DEVICES AND OTHER INSTRUCTIONAL RESOURCES**

Textbooks, technology devices and other resources are purchased by the State and issued to the students according to the level of instruction. The child and his/her parents are responsible for the proper use and care of textbooks. Books must be returned at the end of the school year or upon transfer. If a book is lost or damaged, a fee will be charged. A second book cannot be issued to the student until the first book is found or paid for by the student.

## **VISITORS**

Parents are welcomed and encouraged to visit the school. In the interest of providing a safe, secure, and orderly environment, all persons entering South Elementary School must report to the school's main office upon arrival. This person must obtain permission from the principal or principal's designee, log in as a visitor, and receive a visitor's pass to proceed to other areas in the school. This is also for the protection of instructional time. If a parent wants to have a conference with a teacher, please make an appointment. All school personnel have been instructed to notify the office if they see visitors in the building without proper identification. All visitors are required to come by the office prior to visiting any area of the school. Parents who would like to visit their child's classroom should make an appointment with the principal. Remember, the teacher has a responsibility to all students during class time but is generally available for conferences after school.

## **WITHDRAWING A STUDENT**

Parents planning to withdraw their child from school should notify the teacher and the main office as soon as possible. Given proper notice, we can prepare the necessary paperwork, report cards, and withdraw forms for your child to carry to his/her new school. Official school records will be sent directly to the new school upon request.

## **WRITTEN MESSAGES AND NOTES**

Parents should send written messages and/or notes to the school or to your child's teacher to communicate the following:

1. Your child is to ride a different bus
2. Your child should not participate in physical education (a Doctor's Note is required)
3. Request for a conference with a teacher or the principal
4. Someone other than usual is to pick your child up from school
5. Your child has been absent from school (The reason for the absence must be stated)

## **POLICIES (A – Z)**

### **ATTENDANCE POLICY**

Students are expected to be in school daily. There is no substitute for the interaction between students and teachers in a classroom environment. Students who attend school regularly achieve higher grades, enjoy school more, and carry with them a responsible trait to the world of work.

#### **Acceptable excuses for absences are...**

1. Illness of the student (if over two days, may require a note from the doctor)
2. Required court appearance (documentation required);
3. Death in the student's immediate family;
4. Medical appointments;
5. Educational experiences pre-approved by the principal; and
6. Field trips and school authorized activities

#### **When a student is absent from school, please follow these procedures:**

1. The parent or legal guardian should call the school before 10:00 AM to report the absence. Expect a call from the school if we do not hear from you.
2. When the student returns to school, a written excuse from the parent or legal guardian is required within THREE DAYS of the absence. Written excuses will not be accepted after 3 days.
3. Make-up work should be completed within three days of the excused absence
4. Requests for make-up work should be made by contacting the teacher.

#### **Read the following carefully:**

1. The principal must notify the parent, guardian, or custodian of his/her child's excessive absences after the child has accumulated three unlawful absences in a school year. A letter will be mailed home as notification.
2. After not more than six unlawful absences, the principal must notify the parent, guardian, or custodian by mail that he or she may be in violation of the Compulsory Attendance Law. A conference will be scheduled by the guidance counselor or school social worker to meet with the parent/guardian concerning the unlawful absences.
3. After ten (10) accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. The Assistant Superintendent and the School Social Worker will be notified in writing by the principal of a student's excessive absences.
4. Students who miss more than twenty (20) days during a school year will be subject to retention.

#### **Compulsory Attendance Law**

The Compulsory Attendance Law (G.S. 115C-378) requires the principal to determine, after ten (10) accumulated unexcused absences in a school year, if the parent or legal guardian has made a good faith effort to comply with the law regarding attendance. If he determines that a good faith effort has not been made, then the principal notifies the district attorney's office and the director of social services.

## Tardiness

**Students arriving after 8:15 AM** are considered tardy. Students arriving late must be accompanied by a parent and report directly to the office before reporting to class. A parent/guardian must check in tardy students using the Check In computer. Parents are not allowed to walk students to class. **Instruction begins promptly at 8:15 AM each day. Students who are tardy are missing valuable instructional time that cannot be replaced.**

Please refer to the following table for the consequences associated with excessive, unexcused tardiness and excessive, unexcused early checkouts. Any combination of tardies and early checkouts will be counted towards the consequences.

0 – 2 Tardies/Early Checkouts	Verbal Warning
3 <sup>rd</sup> Tardy/Early Checkout	Parent notified by mail
6 <sup>th</sup> Tardy/Early Checkout	A second notification by mail
10 <sup>th</sup> Tardy/Early Checkout	Parent will be contacted by the guidance counselor to set up a conference; School Social Worker will be notified of excessive tardies/early checkouts
Every 3 instances after 10 <sup>th</sup>	Assistant Superintendent and School Social Worker will be notified in writing by the principal of excessive tardies/early checkouts.

This policy will be enforced per semester which means in January, when the second semester begins, unexcused tardies and/or early checkouts will start over.

A tardy and/or early checkout will be deemed as excused or unexcused in the same manner that absences are deemed lawful or unlawful (Refer to top of Attendance section)

## BUS TRANSPORTATION

Riding the bus is a privilege given by the state of North Carolina, which may be withdrawn for misbehavior. Bus assignments can be made only by the principal's office. Our bus drivers have been instructed to carry only regular riders. If a student needs to ride a different bus, the parent must send a note to school. **Changes in transportation will not be accepted over the telephone!!** A note must be sent or faxed (336-694-1249) to school by 2:00 p.m. If there is a special circumstance, a change may be approved by the principal/designee.

**Bus Rules:** The following regulations will help everyone understand what is expected of students to ensure their safety while on the bus and while waiting for the bus.

1. Students should always obey the instructions of the driver. The driver is in complete charge of the bus while it is on its route.
2. Students are only allowed to ride the bus they are assigned, without a note sent to school and approved. Bus assignments are decided upon by the transportation department.
3. Students should wait off of the traveled portion of the highway until the bus comes to a complete stop.



4. Students should be at the bus stop at least 5 to 10 minutes before the scheduled arrival of the school bus. **Buses are scheduled so drivers have been instructed to not wait.**
5. Students having to cross the road need to cross in front of the bus under the direction of the driver. Talk with your child about looking both ways before crossing the road.
6. Students should remain in the seat facing the front at all times. They should never move out of a seat while the bus is in motion.
7. Students should never throw objects on the bus or out of the windows. They should keep arms, hands, and other parts of the body inside the bus at all times.
8. Students are not permitted to eat or drink on buses.
9. Students should talk in a normal conversational voice to the person in the seat with them.
10. Students are not permitted to carry baseballs, bats, or toys on the bus.
11. Any behavior that distracts the driver is strictly prohibited.
12. Students suspended from a bus at South Elementary cannot ride another bus, even if that bus comes directly by the student's home. Students suspended from a bus are required to attend school and transportation must be provided by the parents.
13. Only school officials are authorized to get on or ride a school bus. Parents are not allowed to get on a school bus for any reason. This is considered trespassing.
14. Video cameras are placed on each bus for safety and security reasons. Only the principal is allowed to view the videos.

**Bus Discipline Policy – also see SECTION 24 in the Caswell County Schools Code of Student Conduct**

	<b><u>Violation</u></b>	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>
1	Disrespect towards driver	Warning	1-3 days bus suspension	3-5 days bus suspension
2	Not following driver's instructions	Warning	1-3 days bus suspension	3-5 days bus suspension
3	Use of inappropriate language.	Warning	1-3 days bus suspension	3-5 days bus suspension
4	Profanity towards bus driver	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
5	Assault on bus driver	Up to 10 days OSS/Law enforcement	Up to 10 days OSS/Law enforcement	Long-term OSS/Law enforcement
6	Threats toward driver/student	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
7	Disruptive behavior	Warning	1-3 days bus suspension	3-5 days bus suspension
8	Standing/Moving while bus is in motion	Warning	1-3 days bus suspension	3-5 days bus suspension
9	Use of an object in a threatening or dangerous manner	Up to 10 days OSS/Law enforcement	Up to 10 days OSS/Law enforcement	Long-term OSS/Law enforcement

10	Throwing objects on/off bus	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
11	Arms, head, etc. out of the window	Warning	1-3 days bus suspension	3-5 days bus suspension
12	Tampering with emergency exit	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
13	Candy/Food/Drink on bus	Warning	1-3 days bus suspension	3-5 days bus suspension
14	Damaging/Defacing bus	1-3 days bus suspension/Restitution/ Clean Up/Law enforcement if valued over \$75	3-5 days bus suspension/Restitution/ Clean Up/Law enforcement if valued over \$75	5-10 days bus suspension/Restitution/ Clean Up/Law enforcement if valued over \$75
15	Stealing	1-3 days bus suspension/Restitution/ Law enforcement if valued over \$75	3-5 days bus suspension/Restitution/ Law enforcement if valued over \$75	5-10 days bus suspension/Restitution/ Law enforcement if valued over \$75
16	Horseplaying	Warning	1-3 days bus suspension	3-5 days bus suspension
17	Fighting	1-3 days OSS	3-5 days OSS	5-10 days OSS
18	Assault on driver/student	Up to 10 days OSS/Long-term OSS/Law enforcement	Up to 10 days OSS/Long-term OSS/Law enforcement	Long-term OSS/Law enforcement
19	Assault involving a weapon	Long-term OSS/Law enforcement	Long-term OSS/Law enforcement	Long-term OSS/Law enforcement
20	Overly affectionate behavior	1-3 days bus suspension	3-5 days bus suspension	5-10 days bus suspension
21	Possession/Use of tobacco products	1 day OSS	2 days OSS	3-5 days OSS
22	Possession of electronic devices	Item confiscated/Returned to parent	Item confiscated/Returned to parent/1-3 days bus suspension	Item confiscated/Returned to parent/3-5 days bus suspension
23	Use of cell phone	Item confiscated/Returned to parent	Item confiscated/Returned to parent/1 day OSS	Item confiscated/Returned to parent/2 days OSS

24	Gambling/Possession of gambling items	Warning	1 day OSS	1-3 days OSS
25	Possession weapon (knife, razor, bullets, "look-alike" weapon)	Up to 10 days OSS/Law enforcement	Up to 10 days OSS/Law enforcement	Long-term OSS/Law enforcement
26	Possession/Distribution of inappropriate literature	Item confiscated/1-3 days OSS	Item confiscated/3-5 days OSS	Item confiscated/5-10 days OSS
27	Possession, use, or distribution of controlled substances and/or look-alike and/or drug paraphernalia	Up to 10 days OSS/Law enforcement	Up to 10 days OSS/Long-term OSS/Law enforcement	Long-term OSS/Law enforcement
28	Possession of gun or powerful explosive (air gun excluded)	Mandatory 365 days OSS from NC public schools		
29	Possession of an explosive device	Up to 10 days OSS/Law enforcement	Long-term OSS/Law enforcement	Long-term OSS/Law enforcement

**Severity Clause** – If a violation is deemed severe by the principal, harsher consequences may result. After the third offense for the same misbehavior, the principal will handle the situation on an individual basis. If a bus driver must return a student to school for any reason, a parent/guardian or an emergency contact listed on the student's emergency form will be contacted to pick up the student. If a student is brought back to school, the student will be sent to After School Care and parents will be billed accordingly if necessary.

**CELL PHONES – See SECTION 25(b) of the Caswell County Schools Code of Student Conduct**

Cell phones must be turned off and out of sight at school or on the bus based on Board policy. V

- 1<sup>st</sup> offense – Confiscation of electronic device and return to parent/guardian with administrative conference or to the student at the end of the school year
- 2<sup>nd</sup> offense – Up to 5 days suspension. Confiscation of device to be returned only to parent/guardian with administrative conference or to the student at the end of the school year.
- 3<sup>rd</sup> offense – Up to 10 days suspension. Confiscation of device to be returned only to parent/guardian with administrative conference or to the student at the end of the school year.

## **DISCIPLINE**

According to Board policy, there must exist a climate of discipline conducive to serious study and respect for oneself, other people, and property in order that a school can satisfactorily meet the needs of students. Each principal shall have the authority and be charged with the responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate behavior in accordance with Board policy.

It is our belief that all students have the right to a learning environment that is safe, drug free, and conducive to learning. To that end, we have established a set of rules and expectations for student conduct and behavior. The primary objectives are...

1. To provide standards and guidelines for student behavior
2. To assist each student in becoming a responsible, productive, and self-disciplined citizen; and
3. To maintain a safe and orderly environment in the classroom and all other areas of the school.

The rules and expectations apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity. Principal discretion will be used in all disciplinary matters.

**Please refer to the Caswell County Schools Code of Student Conduct for all student discipline policies and procedures, Sections 1 through 27.**

### **Office Discipline Referral**

When a student is sent to the office for a discipline related issue, the teacher completes an online Discipline Referral form. This form includes the setting, time and a description of the infraction. The administrator meets with the student and determines the consequences for the infraction..

## **PBIS**

South is a PBIS school. PBIS stands for Positive Behavioral Interventions and Support. PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

We have adopted a unified set of classroom rules. Similar to Caswell County Schools Code of Student Conduct, these rules define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during the first few days of school. Our unified classroom expectations and rules, found in every classroom and non-classroom setting in the school, are summarized in our EAGLE PLEDGE, which is recited daily and is stated below:

- "Today, I will show EAGLE PRIDE. I will practice **S**ELF-CONTROL. I will have an **O**UTSTANDING ATTITUDE. I will **A**CEPT OTHERS. I will be **R**ESPONSIBLE and RESPECTFUL. Together, we will **S**OAR into a new day!"

These rules and expectations are to be followed throughout the school including the classrooms, hallways, bathrooms, cafeteria, playground, bus and car rider area.

*Please see the PBIS Matrix located in the appendix. These are posted throughout the school and in every classroom.*

**General Student Rules and Expectations**

1. Be respectful and courteous to all adults and students
2. Students are not allowed to put their hands, feet, or other objects on another student for any reason. Fighting will not be tolerated. It endangers all students and adults. This includes play fighting.
3. Bullying in any form will not be tolerated.
4. Profanity is not permitted at school or on the bus.
5. Candy and gum are prohibited.
6. No student will buy items or sell items to other students.
7. The hallway is a quiet zone.
8. Students are not allowed to bring cell phones, iPods (and similar devices), portable gaming devices, collectible cards, or other items to school that will distract/disrupt the learning environment. The school is not responsible for any of these items if they are stolen or damaged.
9. Defacing or damaging school property is prohibited. School property is defined as chromebooks, textbooks, library books, walls, desks, walkways, bathroom fixtures, or any object belonging to the school.
10. Horseplay (pushing, running, spraying water, etc.) is prohibited at school, on the bus, and in the restrooms. Enter and leave the restroom in an orderly fashion. No more than three (3) students are permitted in the restroom at a time.
11. On the playground, students are not to enter any wooded areas or areas determined as “off limits” by the teachers. Also, do not throw rocks, sticks, mulch, glass, or any objects that may harm another student.
12. A student shall not possess, use, transmit, or be under the influence of alcohol, a controlled substance or a counterfeit (look-alike) drug on school property. School property is defined as the school building and grounds, off school grounds at a school sponsored activity, in route to and from school, and the bus stop.

**Definitions of Consequences**

<b><u>Consequence</u></b>	<b><u>Definition</u></b>
Behavior Contract	Written agreement between parent/guardian, student, and school for student’s improved behavior with potential consequences for additional offenses.
Counseling	Referral to school guidance counselor
Long-term suspension from bus	Any disciplinary action whereby a student is removed from transportation by the school system for more than 10 days
Long-term suspension from school	Any disciplinary action whereby a student is not permitted to attend school for more than ten days.
Parent conference	A meeting between school personnel and the parent/guardian of a student
Parent contact	Notification by school personnel to parent or guardian by telephone or in writing

Student reprimand	Verbal correction by teacher, administrator, or other school official
Suspension from bus 1-10 days	Any disciplinary action whereby a student is removed from transportation by the school system for 10 or fewer days
Suspension from school 1-10 days	Any disciplinary action whereby a student is not permitted to attend school for ten or fewer days
Withdrawal of privileges	Removal from any privilege, including extracurricular activities

**DISCRIMINATION AND BULLYING (See the Caswell County Schools Code of Student Conduct Section 15)**

**DRESS CODE**

- Clothing must be age appropriate, not disruptive to the teaching-learning process, and cannot be provocative, revealing, indecent, vulgar, or obscene. The principal or principal’s designee will determine this.
- Hats, sweatbands, bandannas, or sunglasses will not be worn inside the school building.
- There shall be no jewelry affixed to a student’s nose, tongue, lips, or cheeks.
- Abnormal hair color will not be allowed (i.e., sprayed or dyed blue, green, orange, etc.).
- Clothing must be worn appropriately (nothing inside-out, backwards, unfastened bib overalls, belts must be buckled and worn at the waist line, etc.).
- Clothing will not be allowed which promotes alcoholic beverages, tobacco, the use of controlled substances, depicts or promotes violence, or is of a disruptive nature.
- Clothing will not be allowed that is intentionally shredded or torn.
- Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants are not allowed. The principal or his designee will determine this.
- Clothing is not to be sheer or mesh and cannot have excessive holes.
- Proper footwear is required. Shoes that have laces must be laced, tied and fit.
- Undergarments are not to be visible.
- The hem of skirts/shorts and dresses must be no higher than 3 inches above the top of the kneecap.
- No sagging pants are allowed. Pants are to be worn at waist.
- Shirts and blouses may not be tank top or have spaghetti straps, one strap or no straps. Shirts and blouses must cover the waist, no exposed midriff. Discretion will be used for very young students.
- Those clothing articles, accessories that are identified as being related to a group or gang who provokes others to act violently or be intimidated by fear of violence or are potentially dangerous shall not be worn on campus or at any school activity.

**FIELD DAY**

We encourage parents who are approved volunteers to attend and assist with Field Day activities. Students who attend other schools in the district are not allowed to attend or participate in Field Day activities.

## FIELD TRIPS

The trip must be an extension of classroom activities and related to the curricula, or to a special event that would be an educational experience for students. These trips are for the student and for the enrichment of the curriculum. Parents will be invited to attend as chaperones; however, there may be times when parental involvement will not be permissible. Other siblings or children are not allowed to attend with the school group. This includes children who are not school age.

Before each trip, parents will receive a letter of explanation about the trip and a permission slip for both student and parent to sign and return to school. The parent's signature on a permission slip is required before a student may go on the field trip. By signing the permission slip, the parent is agreeing to the guidelines set forth for the trip as well as giving permission for his/her child to participate. Field trip money is not refundable due to admission being prepaid and the cost of riding the buses.

The school does not have special health insurance for injuries sustained on field trips. If you purchase insurance through the school, or if your family has a personal health insurance plan, its coverage is maintained on field trips.

### General Overview

1. The trip must be relevant to the educational objectives of the grade level or course.
2. The health and safety of every student/adult is attended to during the trip.
3. Written parental permission for each student participating in a field trip must be filed at the school before the trip takes place, including emergency contact information.
4. All students for whom the trip was intended must have equal access to participate in the trip and are expected to participate with the group unless the school deems exclusion is necessary or unless the trip is optional, in which case alternative educational settings will be provided at school.
5. Students may not be denied a field trip solely on the basis of inability to pay the required fee. Each case will be dealt with on an individual basis at the discretion of the principal.

## GRADING SYSTEM

All grading practices will follow the established Caswell County grading scale for elementary students. Grades should reflect the degree to which a student achieves the objectives and skills set forth by the North Carolina Department of Instruction and Caswell County Schools. Students will receive report cards at the end of each nine-week marking period.

### Kindergarten – First Grade

Kindergarten and first grade students will receive standards based report cards. On these standards-based report cards, reading and math will be divided into a list of skills and knowledge that students are responsible for learning. Each nine weeks, students will receive a mark for each skill or standard the student is responsible for learning.

<b>Progress</b>	<b>Grade</b>
Exceeds standard expectations	E
Mastered standard expectations	M
Progressing towards standard mastery	P
Limited progress towards standard mastery	L

## Second – Fifth Grade

<b>Progress</b>	<b>Grade</b>	<b>Numeric Scale</b>
Excellent	A	93-100
Above Average	B	85-92
Average	C	77-84
Below Average	D	70-76
Failing	F	0-69
Work Incomplete	I	

**Eagle Team:** The purpose of the South Elementary Eagle Team is to recognize students who practice good citizenship and good conduct. Students will make the Eagle Team each grading period if they receive an “O” in conduct for the reporting period. These students will receive a special treat at the end of each grading period.

### **GRIEVANCE POLICY FOR PARENTS**

If parents have a concern about something that happens in the classroom, please follow these steps:

1. Talk to your child’s teacher about the problem first.
2. Talk to the principal if not satisfied after talking with the teacher.

The grievance procedure may be used for any situation occurring within the operation or normal procedures of the school which causes a student, parent, guardian to believe the student has been wronged, except in the case of a long-term suspension or expulsion where the provisions of the Code of Student Conduct shall apply. A student, parent, or guardian may initiate the procedure when they believe that a violation, misapplication, or misappropriation of Board policy, or state or federal law or regulation, has occurred.

Step I: Principal Conference

Step II: Superintendent Review

Step III: Appeal to the Board of Education

*See the Caswell County Schools Code of Student Conduct – Student Grievances for further information.*

### **HOMEWORK**

Homework is essential to each student’s academic growth and should be designed to be an extension and reinforcement of the skills taught at school. It should be meaningful and connected to the skills presented in class and allow students to work independently while taking responsibility for completion. Homework should be recorded in homework folders and student planners.



Recommended time allotments (for the average student) for the completion of homework are as follows:

- Kindergarten through third grade – 20 to 30 minutes
- Fourth and fifth grade – 25 to 45 minutes

## **MEDICATION**

School personnel cannot administer medication to students unless a physician (or other practitioner authorized to prescribe medication) prescribes the medications. The medical form “Authorization to Administer Medication” (given by the school) must be completed and signed by the doctor. If medication is necessary during school hours, designated personnel or the school nurse will abide by the school board policy on administering medication to students.

This policy also includes all over the counter medications such as cough medicine or *Tylenol, etc...* Please note that students cannot keep prescription medication, or other over the counter medications in their possession. However, some medications such as inhalers or emergency injections can be self-administered and kept by the student with written medical provider permission **documented on the Medication Authorization Form that is completed by the physician, parent, student and nurse.** The Caswell County Board of Education and School Nurses assume no responsibility for students who self-medicate.

Students who distribute medication will be subject to disciplinary action.

### **Caswell County School Board Policy #422: Administering Medication:**

It is the policy of the Caswell County Schools to discourage the practice of students taking medication during the school day. School personnel are not to administer medication to students except when medications are prescribed by a physician or other practitioner authorized to prescribe medication. If a physician/practitioner determines that medication administration is necessary during school hours, school personnel will abide by the following policy:

#### **Responsibilities of Parents/Guardians**

1. To obtain from the school and complete a form authorizing administration of medication to their child. This form will contain the following:
  - a. Student’s name
  - b. Name of medication
  - c. Time and directions for administration
  - d. Dosage and route of administration
  - e. Possible side effects
  - f. Signature of physician or practitioner prescribing the medication
  - g. Signature of parent/guardian
2. To obtain from the pharmacist a separate container for school with the following labeling
  - a. Student’s full name
  - b. Name and dosage of medication
  - c. Time and directions for administration
  - d. Prescriber’s name
  - e. Date
3. To bring limited quantities of their child’s medication to school personally
4. To inform the school administration of any change in the medication or its administration by providing a note from the prescriber

## **Responsibilities of the Student:**

1. Know and follow the regulations of the medication policy
2. Avoid sharing medication with other students

Students are not allowed to bring prescribed or over the counter medications on the bus or to school. This includes *Tylenol* or other medications for colds. Please do not put the school administrator in the position of having to discipline your child due to this policy.

## **NOTIFICATION OF PESTICIDE USE**

Our school system may find it necessary to use pesticides to control pests at your school or other school system sites. North Carolina state law gives you the right to be notified annually of our school system's pesticide application schedule, and 72 hours in advance of pesticide applications made outside that schedule, but the latter only if you request notification ahead of time. Please contact the school if you need additional information.

Exceptions: Certain relatively low-risk pesticides are exempted from these notification requirements, including antimicrobial cleansers, disinfectants, self-contained baits and crack-and-crevice treatments, and any pesticide products classified by the US Environmental Protection Agency (EPA) as belonging to the US EPA's Toxicity Class IV, "relatively nontoxic." Your right to be notified extends to all non-exempt pesticide applications at your school or other non-school (office building, garage, workshop, etc.), both indoor and outdoor pesticide applications, and including applications that take place over summer recess, holidays, weekends, or after school hours.

## **PROMOTING STUDENT NUTRITION—HEALTHY SCHOOL ENVIRONMENT**

Caswell County Schools recognizes the importance of nutrition to student physical health, growth, and development. Healthful, balanced food choices provide well-nourished students the opportunity to actively participate in the educational experience. Healthier life-style choices and balanced food choices benefit each student, their classmates, the school environment, and the community as a whole. No soft drinks are allowed in the cafeteria. No sharing of food among students is allowed in the cafeteria.

In an effort to promote student wellness:

- Caswell County Schools does not allow "fast food" promotion and packaging during student dining experiences.
- If a meal from a fast food establishment is provided from home for student breakfast, lunch, or snack, it is the policy of Caswell County Schools that the food not be packaged in restaurant wrappers and/or containers.

## **PROMOTION AND RETENTION POLICY**

### **Promotion Standards CCS Policy Code: 3420 Student Promotion and Accountability**

#### **A. Purpose**

The board believes that students should progress to the next level of study only after they are proficient in their knowledge and application of the current curriculum level. To the extent reasonably possible, students should be given as much time or as little time as they need to be proficient at a particular level of study. Students will be promoted to the next level of study as described in this policy.

#### **B. Student Promotion Standards**

The superintendent shall develop promotion processes consistent with the standards established in this section for determining a student's readiness to progress to the next level of study and any additional requirements of state law and the State Board of Education.

Principals shall ensure that the promotion standards are used by teachers and school administrators in assessing each student's readiness to progress to the next level of study. Principals have the ultimate authority to promote or retain students based upon the standards approved by the board and any applicable standards set by the State Board of Education.

To reduce the number of students who do not meet promotion standards, the board directs school administrators and teachers to address the needs of students who are not making adequate academic progress as required by policy 3405, Students at Risk of Academic Failure.

The board establishes the following promotion standards:

**1. Promotion Standards for Grades K-5**

a. Students must demonstrate mastery of basic skills in reading, writing, and mathematics to exit the elementary grades (K-5). Grade level proficiency in these skills will be measured as follows:

**b. Kindergarten**

At the end of kindergarten, a student is expected to demonstrate proficiency on at least 12 out of 15 major math skills from the NC Math objectives, and achieve four out of five of the English Language Arts grade level objectives and expectations listed below to be considered for promotion to the first grade:

1. Read and demonstrate an understanding of word analysis and text appropriate for the end of kindergarten based on the NC DPI Literacy Standards and Assessments
2. Recognize upper and lowercase letters (52)
3. Demonstrate an understanding of letter sounds by identifying all basic letter sounds (26)
4. Score at or above proficiency level on a Kindergarten Writing Assessment, representing spoken language with temporary and/or conventional spelling, as defined by local or state standards
5. Recognize 80 out of the 97 words on the Kindergarten High Frequency Word List

**c. First Grade**

At the end of first grade, a student is expected to demonstrate proficiency on at least 13 out of 16 major math skills from the NC Math objectives, and achieve three out of four of the English Language Arts grade level objectives and expectations listed below to be considered for promotion to the second grade:

1. Read text appropriate for the end of first grade based on the NC DPI Literacy Standards and Assessments
2. Demonstrate an understanding of phonics and word analysis appropriate for first grade using NC DPI Literacy Standards and Assessments
3. Score at or above proficiency level on a First Grade Writing Assessment, representing spoken language with temporary and/or conventional spelling, as defined by local or state standard
4. Recognize 180 out of the 225 words on the First Grade High Frequency Word List

**d. Second Grade**

At the end of second grade, a student is expected to demonstrate proficiency on 8 out of 10 major math skills from the NC Math objectives, and achieve three out of four of the English Language Arts grade level objectives and expectations listed below to be considered for promotion to the third grade:

1. Read text appropriate for the end of second grade based on the NC DPI Literacy Standards and Assessments
2. Demonstrate an understanding of phonics and word analysis appropriate for second grade using the NC DPI Literacy Standards and Assessments
3. Score at or above proficiency level on a Second Grade Writing Assessment, representing spoken or language as defined by local or state standards
4. Recognize at least 400 out of 500 words on the Second Grade High Frequency Word List

**e. Third Grade**

At the end of third grade, a student must demonstrate grade level proficiency in reading and mathematics as defined by state and local standards and assessments (scoring a Level III or above on the state End of Grade tests in reading, math, and/or scoring at set proficiency levels in other state and local approved

alternate assessments). A student is also expected to achieve 2 of the 3 standards listed below in order to be considered for promotion to the fourth grade.

1. Have a yearly average of 70 or above in math
2. Have a yearly average of 70 or above in reading
3. Score at or above proficiency level on a third grade writing assessment as defined by State or local standards

**f. Fourth Grade**

At the end of fourth grade, a student must demonstrate grade level proficiency in reading and math as defined by state and local standards and assessments (scoring a Level III or above on the state End of Grade tests in reading, math, and/or scoring at set proficiency levels in other state and local approved alternative assessments). A student is also expected to achieve 2 of the 3 standards listed below in order to be considered for promotion to the fifth grade.

1. Have a yearly average of 70 or above in math
2. Have a yearly average of 70 or above in reading
3. Score at or above proficiency level on a fourth grade writing assessment as defined by state or local standards

**g. Fifth Grade**

At the end of fifth grade, a student must demonstrate grade level proficiency in reading, math, and science as defined by state and local standards and assessments (scoring a Level III or above on the state End of Grade tests in reading, math, science, and/or scoring at set proficiency levels in other state and local approved alternate assessments). A student is also expected to achieve 2 of the 3 standards listed below in order to be considered for promotion to the sixth grade.

1. Have a yearly average of 70 or above in math
2. Have a yearly average of 70 or above in reading
3. Score at or above proficiency level on a fifth grade writing assessment as defined by state or local standards

**Reporting Student Progress**

Student work that is brought home is an indicator of a student's progress. If you have questions concerning your child's progress, please do not hesitate to call the school to set up a conference with your child's teacher. Open communication between home and school is a necessity for your child to receive an optimum educational experience.

Interim Reports: Interim reports are sent home during the middle of each nine week grading period. If problems are identified, parents will be notified sooner and more frequently. This does not limit teachers to sending home information/notices on a more regular basis.

Report Cards: Report cards are issued each nine weeks and are the only "official" reports given to parents.

**Interim Dates**

Thursday, September 29, 2022

Monday, December 5, 2022

Monday, February 27, 2023

Monday, May 8, 2023

## Report Cards

Student report cards will be issued to students and parents based on the Caswell County 2022-2023 Academic Calendar.

### Issue Dates – Dates subject to change

Monday, November 7, 2022

Thursday, January 26, 2023

Wednesday, April 5, 2023

Friday, June 16, 2023 (Final report card will be mailed.)

## SCHOOL NURSE

Caswell County offers School Health Services, which includes school nursing. These services are essential for the health and well-being of our students. Nurses manage care and provide services to support and sustain school attendance and academic achievement.

The school nurses and dental hygienist will conduct health screenings selectively during the school year. The health screen will include the following: height, weight, body mass index, vision, dental, and blood pressure as needed. Parents/Guardians will receive any information regarding results and need for referrals. If the parent/guardian chooses not to participate, please send a letter of refusal to the school nurse.

## SELLING/DISTRIBUTION OF MATERIALS

The administration must grant permission before any posters may be placed anywhere on campus or before any printed materials (newspapers, advertisements, etc.) may be distributed to staff or students. Only school groups may sell items or engage in any fundraising activity and may do so only with the approval of administration. ([Reference Board of Education Policy #330](#)). Students may not sell items for non-school groups on campus.

## STUDENT RECORDS

Confidentiality is required by law for access to student records and medical information. For this reason, certain areas of the building are restricted to employees only. Only parents or legal guardians and professionals serving students' academic and medical needs have access to students' records. Parents have certain rights regarding your child's records based on the Family Educational Rights and Privacy Act (FERPA).

Parents or legal guardians desiring to view their child's cumulative records are required to notify the principal and appropriate forms will need to be completed. In order to review your child's records, please contact the school one day prior to reviewing the records so arrangements can be made. Others seeking access must have written permission from the parent on a form obtained from the school.

If you do not want South Elementary to use your child's name in public listings, please notify the school in writing. The public listings will be used only for school functions/activities which include the yearbook, listing your child's birthday and accomplishments on the school monitors/bulletin boards, PTSSO programs, Honor Roll recognition, and other school programs.

## TRANSFER OF RECORDS

We realize that during the school year, some of our families may leave the community. Please give your child's teacher and principal as much advance notice as possible. All books and equipment must be returned before leaving. Your child's records will be forwarded to the new school upon receipt of a written request from that school. A parent or legal guardian must sign the request.

## USE OF TOBACCO PRODUCTS ON SCHOOL GROUNDS – Refer to CCS Code of Student Conduct Section 10

As mandated by state law (115C-4070) the Caswell County Board of Education directs that there be no tobacco use by anyone in school facilities, on school facilities, on school campuses, and in or on any other school property owned or operated by the local school administration unit. The policy further prohibits the use of all tobacco products by persons attending a school-sponsored event at a location not listed above when in the presence of students or school personnel or in an area where smoking is otherwise prohibited by law. This policy includes E-Cigarettes.

## VOLUNTEERS / GUEST SPEAKERS / COMMUNITY RESOURCES

Caswell County Schools Board of Education Policy 792

Caswell County Schools is aware of the value of community involvement through the use of volunteers in the school system and the important role that volunteers play in making our schools a success. In order to assure a safe environment for our students, individuals must be approved by the school system before being allowed to serve.

All volunteers will be asked to complete an application and volunteer profile. Individuals can be approved at two different levels; the level of volunteer screening will increase as a volunteer's contact with students increases and the degree of staff supervision decreases. Volunteer applications are available in the front office.

There are two levels:

**Level I** – only requires the signature of the school principal and is intended for activities that do not involve supervision of students, such as resource speaker, clerical work, outdoor projects, classroom assistant, copying and making materials, fundraisers, athletic concessions, field day volunteer, school fair, test proctor, etc.

**Level II** – requires a criminal records background check and the Superintendent's approval. This level is intended for individuals who may be involved in supervising students, such as tutors, mentors, field trip chaperones, dance chaperones, volunteer coaches, book fair coordinator and/or media assistant, reading a book with an individual student or group of students without supervision of teacher, club sponsors, etc.

Approved volunteer status is valid for two school years. All volunteers approved for the 2019-20 school year **MUST** complete/update their volunteer profile and complete a background check, contingent on the volunteer level, by **October 30, 2022**. All volunteers approved during the **2021-2022 school year are valid**.

Any new volunteers for the 2022-2023 school year or upcoming must complete the appropriate documents and must be approved before volunteering with students. **No volunteer packets for approval will be accepted or approved after March 31, 2023.**

**District Expectations:**

- Principal must coordinate and oversee the volunteer program, including reasonable supervision of all volunteers by school system employee(s) and participate in one school site orientation;
- Principal will have an opportunity to approve person(s) volunteering in the school;
- Adequate screening, including a criminal background check, which is valid for a period of three calendar years, of all Level II volunteers shall be completed before a volunteer is assigned a task in a school;
- Volunteers must sign in the school office upon arrival to the school and sign out when leaving the school. A log of volunteers and their respective duties will be maintained at each school and shared regularly with the Personnel Department.
- Volunteers are required to have a criminal background check to accompany students on field trips;
- Volunteers are not to transport students or their families in private vehicles;
- Volunteers are expected to respect and maintain the confidentiality of information about students, staff, other parents, and the school community;
- All volunteer coaches must have a criminal background check prior to coaching;
- Volunteers must be professionally dressed and exhibit professional conduct;
- Superintendent and/or principal reserves the right to not approve a volunteer for services or to terminate a volunteer at any time.

All guest speakers, presenters, or community resources/programs must be approved by the principal prior to scheduling the presentation. Once approved, these individuals will follow the established procedures for school visitors, including dress code.

**2022-2023 SCHOOL HEALTH PROGRAM**

Caswell County offers school health services, which includes school nursing. These services are essential for the health and well-being of our students. Nurses manage care and provide services to support and sustain school attendance and academic achievement.

A ***Student Data and Health Information*** form should be maintained in the office or health room.

**Injuries at School**

The teacher or other staff member responsible for the student at the time an injury occurs must complete an injury report with a copy to be sent home with the student.

With injuries needing immediate attention, parents will be notified by school personnel for the following but may not be limited to:

- Injury where there is swelling, severe pain, or a question of a broken bone. Injury where there is significant bleeding or if bleeding does not stop in a short period of time
- Dental injury
- Eye injury
- Head injury
- Animal/Human bites
- Burns
- Poisoning

## Dietary Considerations

- Students with special dietary needs should contact your school nurse or the school's nutrition director to obtain the required specialized dietary form. This form must be completed and signed by your child's physician.
- In an effort to promote student wellness, Caswell County Schools does not allow "fast-food" promotion and packaging during student meals. If a meal from a fast food establishment is provided from home for a student's meal/snack, it is the policy of Caswell County Schools that the food not be packaged in restaurant wrappers and/or containers.

## Allergies/Anaphylaxis

- All known allergies need to be reported on the **Data and Student Health Form**
- Parents of students with known life threatening allergies and/or history of anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis emergencies in the school (ex: Allergy Action Plan, completed medication forms, and medications as ordered).
- Per North Carolina law, should anyone on school grounds have an anaphylactic reaction to an **UNKNOWN** allergen, emergency Epinephrine is available and can be administered by trained school personnel.

## Health Concerns/Illness

- If your child is sick, **DO NOT** send the child to school until they are completely recovered.
- If your child becomes ill at school, we will contact you immediately as we cannot keep sick children at school, exposing other children to their illness. Please make sure you update your contact information so that we may contact you.
- If a parent cannot be reached, emergency contacts listed on the **Data and Student Health Form** will be contacted as needed for pick up. Please do not list an emergency contact that does not have their own transportation.
- Any student with a fever of **100.4 or greater** will be sent home (no exceptions). Students must be fever-free for 24 hours without the benefit of medications before returning to school.
- If a student has persistent nausea, vomiting, and/or diarrhea, they need to be picked up **and remain out for at least 24 hours**.
- Parents of children with identified chronic health conditions should contact the school nurse. The nurse will develop a plan of care for the child with input from the parents, school personnel, and the student's physician. This includes students with asthma, seizures, and allergies.
- Students with diagnosed diabetes must have a diabetic care plan in place at the beginning of the school year. Diabetic students will be sent home if blood sugar level is 400 or more or as directed by the individual care plan.
- Certain conditions such as head lice, ringworm, conjunctivitis, scabies, etc. may require medical documentation of treatment.

## COVID-19

- **What is it?** COVID-19 is a contagious respiratory illness caused by a new coronavirus (called SARS-CoV-2). Infection with the COVID-19 can result in illness ranging from mild to severe and in some cases produce life-threatening complications.
- **What are the symptoms?** Symptoms include: fever/chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, headache, congested or runny nose,



nausea or vomiting, diarrhea

- While symptoms in children are similar to adults, children may have milder symptoms. Reported symptoms in children include cold-like symptoms such as fever (100.4 or higher), runny nose, and cough.
- **How is it spread?** The virus is thought to spread mainly from person to person between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- **Vaccine Information:** Approved vaccines are available through your medical provider or the local health department

**Note: Caswell County Schools will now be referencing the Center for Disease Control's (CDC) Operational Guidance for K-12 Schools for information regarding COVID-19 in school settings.**

### Head Lice

- School staff have the right to inspect heads of students at any time to check for lice and/or nits.
- If a student is screened and found to have lice, parents of the student will be notified and instructions given regarding medical interventions.
- If the student with lice has siblings in the school system, they will also be checked prior to contacting the parents by phone and/or letter explaining what needs to be done.
- It **is not** necessary for an entire classroom to be checked if a case of lice is found; it is only necessary for those children exhibiting symptoms of lice to be screened.
- If live lice are found, the parent/guardian will be instructed on treatment guidelines and the student can remain at school.
- Two school days after a child has been found to have live lice and or nits, the school nurse or designated personnel should rescreen the children for the presence of live lice.
  - If only nits are seen on the hair strands, the student should be rescreened in 7-10 days. If live lice are found, the school nurse will contact the parent/guardian at the end of the school day to discuss further treatment options. The parent/guardian may be requested to consult a health care provider for treatment options and a note from a health care provider may be required.
- A letter to all class members **WILL NOT** be sent. It is up to the Health Director to determine if a letter home is necessary.
- Absences related to treatment for head lice should not be excused.

### Ringworm (tinea corporis)

- The school nurse will screen students suspected with ringworm infection and refer questionable cases to the Caswell County Health Department or the students usual medical provider.
- Screening may also be done to classroom contacts of the student identified as having a ringworm infection. Nurses will notify the parent/guardian of the presence of ringworm and give instructions regarding needed interventions.
- The child should keep the ringworm lesion covered until rechecked and cleared by the school nurse in 5-7 school days.
  - If the ringworm infection is still active when rechecked by the school nurse the parent/guardian will be contacted at the end of the school day to discuss treatment options. The parent/guardian may be requested to consult a health care provider for treatment options and a note from a health care provider may be required.
- Absences related to treatment for ringworm should not be excused.

## Health Screenings

- Health screens will be conducted by the school nurse, hearing specialist, and dental hygienist selectively during the school year.
- Health screening could include height, weight, body mass index, vision, dental, hearing, and/or blood pressure.
- Information regarding results and any need for a referral will be sent to the parent/guardian.
- Should you choose for your child not to participate, please send a letter of refusal to the school nurse.

## Immunizations/**School Entry** Health Requirements

- The North Carolina State Immunization Law places the responsibility on the parents to provide immunization records for their children within 30 calendar days after enrolling in a NC public school.
- Any new enrollee (K-12<sup>th</sup> grade) coming into the NC School System for the first time must have the **North Carolina Health Assessment Transmittal Form** turned in by the 30<sup>th</sup> calendar day from school enrollment or they will be suspended. The form must be completed by a licensed medical provider **and the physical must have been performed** within the past 12 months of the first day of school.

## Medications at School: CCS Medication Administration Policy #422

- It is the policy of CCS to discourage the administration of medications during the school day.
- If medications are to be administered during the school day a **Medication Authorization Form** must be completed by the student's medical provider and parent/guardian. This form must be completed annually. This pertains to ALL MEDICATIONS including: prescription medication and over the counter (Tylenol, Benadryl, Ibuprofen, cough drops, sunscreen, lotions, etc.).
- **ALL MEDICATIONS ARE TO BE BROUGHT TO SCHOOL BY THE PARENT/GUARDIAN WITH THE MEDICATION AUTHORIZATION FORM COMPLETED! \*\*\*NO EXCEPTIONS\*\*\*** Do not put the school administrator in the position of having to discipline your child due to this policy.
- Asthma inhalers, emergency epinephrine, and insulin can be self-carried by the student if the **Self-Carry Section of the Medication Form** is completed by the medical provider, parent/guardian, student, and school nurse.
- All medications will be dispensed by the school nurse or an authorized staff member and kept in a secured location.
- All medication and health forms can be found at the school or on the Caswell County Schools website under the Health Section. Copies of the medication forms are attached to this handbook as well.
- Notice will be given for medication pick up at the end of the school year. All medications not picked up will be destroyed.

## Garrett's Law

Garrett's law was enacted in 2004. It mandates schools provide parents and guardians with information about meningococcal meningitis and influenza and the vaccines that protect against these diseases. The law was expanded in 2007 to mandate that information also be provided about human papillomavirus (HPV) and the vaccines available to protect against HPV. The following materials are attached to support this law:

*Meningococcal Disease Fact Sheet*

*The Flu Fact Sheet*

*HPV-Get Vaccinated Sheet*

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# Meningococcal Disease

## What is meningococcal disease? What causes it?

Meningococcal disease is a serious, potentially fatal illness caused by bacteria. There are three types of invasive meningococcal disease:

- ❖ **Meningitis** – an infection of the fluid surrounding the brain and spinal cord
- ❖ **Bacteremia** – an infection of the blood stream
- ❖ **Pneumonia** – an infection of the lungs

## How is the disease spread?

Meningococcal disease is contagious. The disease is spread through air droplets and direct contact with infected persons. It can be spread through coughing, sneezing, kissing, or shared items like a drinking glass, utensils or cigarettes.

## What are the symptoms?

Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. Some people also develop a rash mainly on their arms and legs.

## How many people contract or die from meningococcal disease?

About 3,000 people get meningococcal disease each year in the United States. Approximately 10 percent to 15 percent of people who get the disease die from it, and many others are affected for life. About 20 percent of those who survive suffer long-term effects that can include brain damage, seizures or limb amputations.

## Who is at risk?

Anyone can get meningococcal disease. It is most common in infants less than one year of age and people with certain medical conditions, such as lack of a spleen. College freshmen who live in dormitories have an increased risk of getting meningococcal disease.

## Can meningococcal disease be prevented?

Yes. Although meningococcal disease is serious and potentially life threatening, up to 83 percent of the cases in adolescents and young adults are potentially vaccine preventable. The meningococcal vaccine has been demonstrated to be safe, and offers protection against four of the five most common types of meningococcal infection.

## What do health officials recommend?

Health officials recommend routine vaccination at age 11 or 12 years, with a booster dose at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one-time booster dose should be administered, preferably at age 16 through 17 years. Persons who receive their first dose of meningococcal vaccine at or after age 16 years do not need a booster dose.

## What are the N.C. requirements for school entry?

Beginning July 1, 2015 North Carolina requires all students entering 7<sup>th</sup> grade or 12 years of age, whichever comes first, to have one dose of meningococcal vaccine. A booster dose of meningococcal vaccine will be required for students entering 12<sup>th</sup> grade or 17 years of age, whichever comes first, beginning August, 2020. If the first dose of vaccine was administered on or after the 16<sup>th</sup> birthday the booster dose will not be required.

*cont. on back*



# What Parents Need to Know About

# The Flu

## About the Flu:

Influenza (commonly called “the flu”) is caused by the influenza virus, which infects the respiratory tract (nose, throat, lungs). It can cause mild to severe illness, and at times can lead to death. In the United States, it is estimated that 10 percent to 20 percent of people get the flu each year: an average of 200,000 people are hospitalized for flu-related complications and 36,000 Americans die each year from complications of the flu.

Five hundred out of 100,000 children with high-risk conditions (such as heart disease or asthma) and 100 out of 100,000 otherwise healthy children aged 0 to 4 years who are infected with the flu will be hospitalized for complications each season.

## Symptoms of Flu:

Symptoms of flu include fever (usually high), headache, tiredness (can be extreme), dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children than adults.

## Who is at Greatest Risk?

Children at greatest risk for being seriously harmed by flu include those who live in long-term care facilities or have the following medical conditions:

- heart disease;
- lung disease, including asthma;
- kidney disease;
- metabolic disease, including diabetes;
- anemia or other blood disorder;
- weakened immune systems (including HIV infection); and
- condition causing them to receive long-term aspirin therapy (and therefore a higher chance of developing Reye syndrome if infected with the flu).

In addition, healthy children ages 6 to 23 months are also encouraged to get the vaccine because the flu can lead to higher rates of hospitalization.

## About the Flu Vaccine:

The flu vaccine prevents the flu, a common and highly contagious infection that can cause serious illness, and even death, in young children, older adults, and certain vulnerable people of all ages. Flu immunization is encouraged because the flu can lead to other problems including pneumonia, inflammation of the heart, and inflammation of the lungs. Healthy children younger than five years of age are more likely than adults to be hospitalized for complications from the flu.

The vaccine protects between 45 percent and 90 percent of healthy children from getting the flu. Studies have shown that the older and healthier children are when they get a flu shot, the more likely they will be protected. Flu vaccination has also been shown to decrease middle ear infections among young children by about 30 percent.

## When is the Best Time to Immunize Against the Flu?

The peak season for the flu in the United States is November through April. The ideal time for children to get a flu shot is in October — especially for children under nine years of age who, if they have never had a flu shot before, need a second dose at least one month after their first flu shot, preferably before December.

## Vaccine Reactions

The majority of children who receive the vaccine (about 80 percent) will have no side effects. Of those children who have a side effect, most will have only a mild local reaction.

- Mild reactions include soreness or redness where the shot was given.
- Children may have fever, chills, or a general sense of feeling unwell that lasts for one to two days.
- Aspirin-free pain reliever can be used to reduce fever and soreness.

In very rare cases (far less than 1 out of 10,000), vaccinated children can have a serious allergic reaction.

- Children who have an allergy to eggs (which are used in making the vaccine) or any component of the flu vaccine are at greater risk for a serious allergic reaction.

**Your child's chance of being harmed by the flu is far greater than the chance of being harmed by the vaccine. Immunizations are one of the most important ways parents can protect their children against serious diseases.**

## Can My Child Still Get the Flu if He/She Has Been Given the Vaccine?

Yes. Since no vaccine is 100 percent effective, there will always be some immunized people who get the disease. Also, the flu virus changes every year, so there is no way to know exactly which strains of the flu must be in the vaccine to provide complete immunity. The vaccine protects between 45 percent and 90 percent of healthy children from getting the flu, depending on how closely the vaccine strain matches the strain circulating in the community. If a child or adult gets the flu after having received the vaccine, it is usually a much milder case of the disease.

## Can My Child Get the Flu from the Flu Shot?

No. The flu vaccine that is licensed and currently available in the United States is made of killed flu viruses and cannot cause infection. Because the flu shot is given in the fall and winter when other common viruses are causing flu-like symptoms, some people will develop illnesses in the weeks after receiving a flu shot. These illnesses are generally not caused by the flu, but rather by an infection from another virus.

## What Are Some Good Health Habits to Follow?

The following steps may help prevent the spread of respiratory illnesses like flu:

- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Wash your hands to protect you from germs.
- Avoid touching your eyes, nose or mouth.

## Who Can I Talk to About Getting My Child Vaccinated Against the Flu?

Talk to your pediatrician or physician about getting your child immunized against the flu this year. Parents can also talk to someone in their local health department's immunization program about getting the vaccine as well.

Remember, the best time to immunize against the flu is in the fall, particularly in October or November.

However, it is not too late to get vaccinated in December or later.

## Other Resources

- [www.immunizenc.com](http://www.immunizenc.com) | Immunization Branch, N.C. Department of Health and Human Services
- [www.cdc.gov/flu](http://www.cdc.gov/flu) | Centers for Disease Control and Prevention Flu Home Page
- [www.immunizationinfo.org](http://www.immunizationinfo.org) | National Network for Immunization Information

# (HPV) - Get Vaccinated!

## *What is HPV?*

HPV (human papillomavirus) is a common virus that is spread from one person to another by skin-to-skin contact in the genital area. HPV can be spread even if there is no sexual intercourse.

Human papillomavirus is the name of a group of viruses that includes more than 100 different strains or types. More than 30 of these viruses are sexually transmitted, and they can infect the genital area of men and women. Some types of HPV can cause cervical cancer in women. Other types of HPV can cause genital warts.

Many sexually active people (at least 50 percent) get HPV at some time in their lives, although most never know it because HPV usually has no symptoms and goes away on its own. However, while a person is infected with HPV, they can spread the virus to other sex partners. HPV is most common in young women and men who are in their late teens and early 20s.

## *How do you get HPV?*

HPV is spread through any type of sexual activity and can infect any person who is sexually active. Both males and females can get it and pass it on to their sex partners without even realizing it.

## *What are the signs and symptoms of HPV infection?*

The virus lives in the body and usually causes no symptoms. Some people will develop visible growths or bumps in the genital area (genital warts), but most men and women who have HPV do not know they are infected.

## *How is HPV related to cancer?*

Some types of HPV can infect a woman's cervix (lower part of womb) and cause the cells to change. Most of the time, HPV goes away on its own. When HPV is gone, the cervix cells go back to normal. But sometimes, HPV does not go away. Instead, it stays in the body and continues to change the cells on a woman's cervix. These cervical cell changes (also called cervical dysplasia) can lead to cancer over time, if they are not treated. HPV can also cause other types of cancer, such as vulvar, vaginal, penile, anal, and oropharyngeal (cancers of the back of throat including base of tongue and tonsils).



## *How can my child be protected from getting HPV?*

The only sure protection from HPV is lifelong abstinence or a monogamous relationship with an uninfected partner. However, vaccines are now available that can protect females and males (ages 9 to 26) from some of the major types of HPV.

## *Does the HPV vaccine prevent all types of human papillomavirus?*

No, but the HPV vaccine can prevent most cases of cervical cancer and/or most genital warts. There are currently two HPV vaccines in the United States:

- The quadrivalent HPV vaccine (Gardasil) – which protects against the four types of HPV that cause most cervical and anal cancers and genital warts. This vaccine is available for males and females.
- The bivalent HPV vaccine (Cervarix) – which protects against the types of HPV that cause most cervical cancers. This vaccine is only available for females at this time.

## *Who should get the HPV vaccine?*

Both of the HPV vaccines licensed are safe and effective for females ages 9 through 26 years. CDC recommends that the following individuals receive the HPV vaccine:

- Routine vaccination is recommended for 11 and 12 year old girls and boys. The vaccines can also be started as early as age 9.
- The vaccine is also recommended for males and females 13-26 years of age who did not receive it when they were younger.

### *Why is HPV vaccine recommended for such young girls and boys?*

For the HPV vaccine to work best, it is very important to get all three doses (shots) before being exposed to HPV. Someone can be infected with HPV the very first time they have sexual contact with another person. It is also possible to get HPV even if sexual contact only happens one time. Ideally, males and females should get the vaccine before they even consider becoming sexually active.

### *How is the vaccine given?*

The vaccine is given as a series of three shots over six months. The best protection is achieved after all three shots are given.

### *Is the vaccine safe and effective?*

Yes. Studies show that the vaccine is extremely safe. The most common side effects are redness and soreness where the shot was given. Recipients should also be aware of reports of fainting directly after receiving the vaccine. The CDC recommends patients wait 15 to 30 minutes after receiving the vaccine before leaving the office. Studies have also found the vaccine to be almost 100 percent effective in preventing diseases (such as cervical cancer and genital warts) caused by the HPV types covered by the vaccine.

### *Do men and women who have received the HPV vaccine still need to worry about sexually transmitted infections?*

Yes. When vaccinated girls are older, they will still need to get regular Pap tests since the vaccine does not protect against all types of HPV that cause cervical cancer nor does it protect against other sexually transmitted infections.



### *How much does the vaccine cost?*

The vaccine can be very expensive, around \$390 for all three injections. However, if your child is insured, the insurance may cover the costs. If your child is 18 years of age or younger and meets one of the following qualifications, he or she is eligible to receive the vaccine from the state at no cost:

- Is eligible for Medicaid,
- Has no health insurance,
- Is Native American or Alaskan Native, or
- Has health insurance, but it does not cover any of the vaccine cost.

### *What if my child is uninsured? How can I get help paying for vaccine administration fees and other health care services my child needs?*

Your child may be eligible for Health Check/ Medicaid or NC Health Choice – free or low cost health insurance for children and teens. Even children in a family of four with working parents may qualify. Both programs offer a rich package of benefits. If you are uninsured, apply through your local department of social services to find out if you qualify. To learn more about these child health insurance programs, go to [www.NCHealthyStart.org](http://www.NCHealthyStart.org).

### *What can I do?*

If you would like to have your child vaccinated, please contact your doctor, health care provider or local health department to schedule an appointment.

Contact your insurance company to determine if they will cover the cost of the vaccine. If you are uninsured, apply through your local department of social services to find out if you qualify for Health Check / NC Health Choice insurance.

For more information about HPV, please contact the Centers for Disease Control and Prevention (CDC) at:

- 1-800-232-4636 (1-800-CDC-INFO);
- [www.cdc.gov/std/hpv](http://www.cdc.gov/std/hpv) and [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines);

or visit the NC Immunization Branch's website at [www.immunize.nc.gov](http://www.immunize.nc.gov).



State of North Carolina  
Department of Health and Human Services [www.ncdhhs.gov](http://www.ncdhhs.gov)  
N.C. DHHS is an equal opportunity employer and provider. 8/12



Teacher \_\_\_\_\_ Grade \_\_\_\_\_



**Authorization for Medication Administration**

Whenever possible, medication should be administered at home. If a medication is to be administered at school, an authorization form must be signed by a health care provider licensed to prescribe medications and by the parent/guardian. Prescription medication must be in the most current pharmacy labeled container. Over the counter medications must be provided in the original container and in limited quantities. Only one medication per form is permitted, and a new form must be completed each school year and anytime the dose or instructions change. Medications are not to be transported by students (unless approved by the school nurse to self-carry) and must be checked in by an adult.

**Medication Order: Licensed Medical Provider Use Only**

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ School: \_\_\_\_\_  
 Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Route: \_\_\_\_\_ Frequency: \_\_\_\_\_  
 Purpose of Medication: \_\_\_\_\_ School Year: \_\_\_\_\_  
 Possible Side Effects/ Adverse Reactions: \_\_\_\_\_

**Self Administration of Medication(s): Licensed Medical Provider Use Only**

Asthma inhalers, epinephrine auto injectors, and diabetes medication(s) and supplies may be carried and self-administered according to North Carolina General Statutes with a signature from the student's licensed medical provider.

\_\_\_\_\_ (Initials of Medical Provider) I agree that this student demonstrates the knowledge and skills necessary to self-medicate. (Limited to asthma inhalers, epinephrine auto injectors, and diabetes supplies and medications)

**Licensed Medical Provider Signature and Verification**

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinic Stamp	<p><b>Parent/Guardian Signature and Release of Liability</b></p> <p>I request that my child (named above) receive this medication as instructed above. I understand it is my responsibility to provide the medication to the school in the appropriately labeled container. I give my permission for the school nurse to contact my child's medical provider regarding the medication and his/her medical condition if necessary. I hereby release the Caswell County Board of Education and its agents from any liability related to administration of this medication to my child.</p> <p>Parent/Guardian Signature: _____          Date: _____ Telephone: _____</p>
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Reviewed: \_\_\_\_\_ (School Nurse) Date: \_\_\_\_\_

Approved: \_\_\_\_\_ (Principal) Date: \_\_\_\_\_

**Medication Check-In & Sign-Out Log**

Date	Medication	Amt. Rec'd	Received by (signature)	Received from (signature)

**Medication Disposal/Destruction Log (If not picked up)**

Date	Medication	Amount	Signature of RN	Signature of RN





## Caswell County Schools Academic Calendar 2022-2023

Approved by BOE  
May 23, 2022

*"Engaging all students in learning that will foster academic excellence, responsible citizenship, and life-long learning."*

### July 2022

### January 2023

		S	M	T	W	TH	F	S			S	M	T	W	TH	F	S		
4-Jul	Independence Day Holiday	3	H	5	6	7	8	9	1	2	1	2	3	4	5	6	7	Martin Luther King Jr. Holiday	16-Jan
	12 month Staff Only	10	11	12	13	14	15	16	8	9	10	11	12	13	14	End of Grading Period	18-Jan		
		17	18	19	20	21	22	23	15	H	17	★18	RWD	OWD	21	Required Teacher Workday	19-Jan		
		24	25	26	27	28	29	30	22	23	24	25	RC	27	28	Optional Teacher Workday	20-Jan		
		31							29	30	31					Semester 2 Begins	23-Jan		
																	Report Cards Issued	26-Jan	

### August 2022

### February 2023

		S	M	T	W	TH	F	S			S	M	T	W	TH	F	S		
18-Aug	Optional Teacher Workday		1	2	3	4	5	6						1	2	3	4		
19-Aug	Optional Teacher Workday	7	8	9	10	11	12	13	5	6	7	8	9	10	11				
8/22 - 8/26	Required Teacher Workdays	14	15	16	17	OWD	OWD	20	12	13	14	ER	16	17	18	Student Early Release 12:30	15-Feb		
		21	RWD	RWD	RWD	RWD	RWD	27	19	20	21	RWD	23	24	25	Required Teacher Workday	22-Feb		
29-Aug	Day 1 School for Students	28	29	30	31				26	Interim	28					Interim Grade Reports	27-Feb		

### September 2022

### March 2023

		S	M	T	W	TH	F	S			S	M	T	W	TH	F	S		
5-Sep	Labor Day Holiday	4	H	6	7	8	9	10						1	2	3	4		
		11	12	13	14	15	16	17	5	6	7	8	9	10	11				
		18	19	20	21	22	23	24	12	13	14	ER	16	17	18	Student Early Release 12:30	15-Mar		
29-Sep	Interim Grade Reports	25	26	27	28	Interim	30		19	20	★21	RWD	23	24	25	Required Teacher Workday	22-Mar		
									26	27	28	29	30	31	End of Grading Period	28-Mar			

### October 2022

### April 2023

		S	M	T	W	TH	F	S			S	M	T	W	TH	F	S		
							1	2									1	Report Cards Issued	5-Apr
		2	3	4	5	6	7	8	2	3	4	RC	6	H	8	Good Friday Holiday	7-Apr		
		9	10	11	12	13	14	15	9	AL	AL	AL	AL	AL	15	<b>Spring Break / No School</b>	4/10 - 4/14		
19-Oct	Required Teacher Workday	16	17	18	RWD	★20	21	22	16	17	18	19	20	21	22				
26-Oct	Student Early Release 12:30	23	24	25	ER	★27	28	29	23	24	25	26	27	28	29				
27-Oct	End Of Grading Period	30	31						30										

### November 2022

### May 2023

		S	M	T	W	TH	F	S			S	M	T	W	TH	F	S		
7-Nov	Report Cards Issued			1	2	3	4	5				1	2	RWD	4	5	6	Required Teacher Workday	3-May
11-Nov	Veterans Day Holiday	6	RC	8	9	10	H	12	7	Interim	9	10	11	12	13	Interim Grade Reports	8-May		
23-Nov	Optional Teacher Workday	13	14	15	16	17	18	19	14	15	16	17	18	19	20				
11/24, 11/25	Thanksgiving Holidays	20	21	22	OWD	H	H	26	21	22	23	24	25	26	27				
		27	28	29	30				28	H	30	31				Memorial Day Holiday	29-May		

### December 2022

### June 2023

		S	M	T	W	TH	F	S			S	M	T	W	TH	F	S		
5-Dec	Interim Grade Reports						1	2							1	2	3	Last Day School Students	9-Jun
12/19-12/30	Holiday Break / No School																	Student Early Release 12:30	9-Jun
19-Dec	Optional Teacher Workday	4	Interim	6	7	8	9	10	4	5	6	7	8	ER	10	High School Graduation	10-Jun		
12/20 - 12/21	Annual Leave Days	11	12	13	14	15	16	17	11	RWD	OWD	OWD	15	RC mailed	17	Required Teacher Workday	12-Jun		
12/28 - 12/30	Annual Leave Days	18	OWD	AL	AL	H	H	24	18	19	20	21	22	23	24	Optional Teacher Workday	13-Jun		
12/22 - 12/27	Holidays	25	H	H	AL	AL	AL	31	25	26	27	28	29	30		Optional Teacher Workday	14-Jun		
																	Report Cards Mailed	16-Jun	

#### Inclement Weather Plan

Calendar is subject to change due to weather conditions or other disruptions. In instances of calendar disruptions, calendar revisions will be made. To make up for missed instructional time, calendar revisions may include a plan to add additional minutes and/or make-up days.

Additional workday dates for state required training are  
October 19, 2022; February 22, 2023; March 22, 2023; and May 3, 2023








#### Calendar Legend

H	Semester Begins / Semester Ends	ER
AL	Student Early Release Day 12:30	*Interim
OWD	Interim Reports issued-Dates Subject to Change	RC
RWD	Report Cards Issued- Dates Subject to Change	ER_PC
RC	Early Release w/Parent Teacher Conferences	
★		

# SOUTH ELEMENTARY

## SOAR (PBIS) BEHAVIOR MATRIX

Voice Level: 0- No, 1- Whisper, 2- Partner, 3- Table Talk, 4- Outside

	Classroom Voice Level- 1	Cafeteria Voice Level- 3	Hallway Voice Level- 0	Bathroom Voice Level- 1	Playground Voice Level- 4	Bus Voice Level- 2
						
<b>We will be</b>  <b>SAFE</b>	<b>We will:</b>  Keep our hands, feet, and objects to ourselves.  Use materials and equipment properly.	<b>We will:</b>  Keep our hands, feet, and objects to ourselves.  Sit in our chairs correctly.	<b>We will:</b>  Keep our hands, feet, and objects to ourselves.  Face the future.  Walk.	<b>We will:</b>  Keep our hands, feet, and objects to ourselves.  Keep it clean.  Flush, Throw Away	<b>We will:</b>  Keep our hands, feet, and objects to ourselves.  Use materials and equipment properly.	<b>We will:</b>  Keep our hands, feet, and objects to ourselves and inside the bus.  Remain out of the aisle.
<b>We will be</b>  <b>Orderly &amp; On Time</b>	<b>We will:</b>  Follow directions.  Be a problem solver.	<b>We will:</b>  Eat first, talk second.  Make only one trip through the line.  Clean up after ourselves.	<b>We will:</b>  Walk on the right side of the hallway.  Take the direct route.	<b>We will:</b>  Wash our hands.  Have a pass when not with the class.  Enter and remain quiet while in bathroom.	<b>We will:</b>  Stay in the assigned area.	<b>We will:</b>  Enter and exit in an orderly fashion.  Sit seat to seat, back to back, and feet to floor at all times when the bus is in motion.
<b>We will be held</b>  <b>Accountable</b>	<b>We will:</b>  Produce quality work.  Participate with a positive attitude.	<b>We will:</b>  Make healthy food choices.  Use table manners while eating.	<b>We will:</b>  Have a pass when not with the class.	<b>We will:</b>  Conserve paper towels/soap and put them in the trash can.	<b>We will:</b>  Demonstrate good sportsmanship.  Include everyone.	<b>We will:</b>  Keep items in book bag.  Responsible for personal items.
<b>We will be</b>  <b>Respectful</b>	<b>We will:</b>  Have materials ready.  Work well with others.	<b>We will:</b>  Use appropriate language.  Say "Please" and "Thank You".  Wait patiently.	<b>We will:</b>  Keep our hands off the wall.  Keep the halls clean.  Maintain personal space.	<b>We will:</b>  Respect others' privacy.  Report problems.	<b>We will:</b>  Play fairly.  Use appropriate language.  Wait our turn.	<b>We will:</b>  Follow the driver's directions.  Respond to others positively.



## CCS Publication/Video/Photo Release Opt Out Form

This Form is to be completed and submitted to the student's teacher if the Parent/Guardian desires that the Caswell County School System **NOT** use, publish, etc. a video or photograph that includes an image of his/her child. A separate form must be completed for each child attending the School System.

PLEASE TAKE NOTICE: Unless this Form is completed and submitted by a child's parent or guardian, then the Caswell County School System shall be expressly authorized and entitled, without limitation, to use and publish the image of a child attending the Caswell County Schools for internal and external promotional and informational purposes, and for school related activities of every kind in websites, newsletters, flyers, instructional videos, and other school related materials of every kind.

### **CASWELL COUNTY SCHOOLS IS NOT TO USE OR PUBLISH A VIDEO DEPICTING, OR PHOTOGRAPHIC IMAGE OF, MY CHILD**

The undersigned does hereby acknowledge and affirm that he/she is the parent or legal guardian of the child/student named below, and in order to protect the privacy of my child, I do hereby expressly state that the Caswell County School System is **NOT** to use or publish a video depicting, or photographic image of, my child for internal or external promotional and informational purposes, or for school related activities of any kind in any websites, newsletters, flyers, instructional videos, or other school related materials.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Child's/Student's Printed Full Name School Child/Student Attends

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Printed Full Name

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Printed Full Name

## Title I Parent Compact & Student Accountability Agreement

We know that learning is a process that entails a combination of effort, interest, and motivation. Consequently, we are committed to promoting your child's progress in school and we pledge to do our best to encourage his/her achievement. This is an agreement to work in partnership so as to achieve our mutual goals.

### As a student, I will...

- Follow the Student Code of Conduct (school rules/guidelines).
- Discuss what I am learning with my parents.
- Show respect for myself, peers, and adults.
- Attend school regularly and be on time.
- Ask questions when I do not understand.
- Complete all of my assignments on time.
- Participate in intervention opportunities outside and/or inside the school environment as needed to master the required content.

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

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

### As a parent/guardian, I will...

- Provide ample, quiet study time at home.
- Talk to my child about his/her school activities every day.
- Make certain my child attends school regularly for the entire instructional day, is well-rested and on time.
- Reinforce the Student Code of Conduct (school rules/guidelines).
- Monitor my child's homework.
- Encourage my child to read.
- Read, sign, and return my child's progress reports.
- Communicate regularly with my child's teacher.
- Attend parent conferences/meetings as requested.
- Make certain my child participates in intervention opportunities inside and/or outside the school environment as needed to master the required content.

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

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

### As a classroom teacher, I will...

- Explain my academic/disciplinary expectations, instructional goals, and grading system to my students and parents.
- Teach the required content.
- Provide a challenging, caring learning environment.
- Communicate frequently and consistently with parents through conferences, electronically, progress reports, report cards, and by telephone.
- Employ various teaching methods and teaching practices that best address students' needs.
- Assist in providing intervention and acceleration opportunities for the student as needed.
- Recognize the cultural differences of my students and treat all with dignity and respect.

Teacher Signature: \_\_\_\_\_

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

### As principal/administrator, I will...

- Communicate to students, parents, staff, and community the school's mission, learning standards, and academic/disciplinary expectations.
- Create an inviting, safe, and orderly learning environment for students, parents, and teachers.
- Reinforce the partnership between parent, student, staff, and community.
- Acts as the instructional leader by supporting teachers in their classrooms.
- Provide appropriate in-service and training for teachers and parents.
- Provide opportunities for students to participate in school activities.
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction in a way that does not overwhelm the student.

Principal Signature: Elizabeth Thomas

Date: **8/29/2022**

**Please sign the copy provided and return to your child's teacher by September 2, 2022.**



# SOUTH ELEMENTARY SCHOOL



8925 NC HWY 86 South  
Mebane, NC 27302  
(336) 694-1212 – Phone (336) 694-1249 – Fax

Elizabeth Thomas, Principal

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## Confirmation of Receipt of the Caswell County Schools & South Elementary Student/Parent Handbooks

Please sign below to acknowledge receipt of the South Elementary Handbook and the Caswell County Schools Code of Conduct. You may also access the documents on the South Elementary School website.

**Student Name:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

(Please Print)

The signature below indicates that I, as a parent or guardian of a student at South Elementary School have received the South Elementary School Student/Parent Handbook and the Caswell County Code of Student Conduct either through link or paper copy, and annual notifications. **The parent signature also indicates that the handbooks have been read and/or discussed with the students and that both parents and students understand the contents of both sets of policies. Some policies and procedures are changed each year so it is important that you read the handbook in order to be sure that you have the updated information. The handbook can also be viewed on our school’s website, <https://www.caswell.k12.nc.us/Domain/9> . If you have questions please contact your child’s teacher.**

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Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_