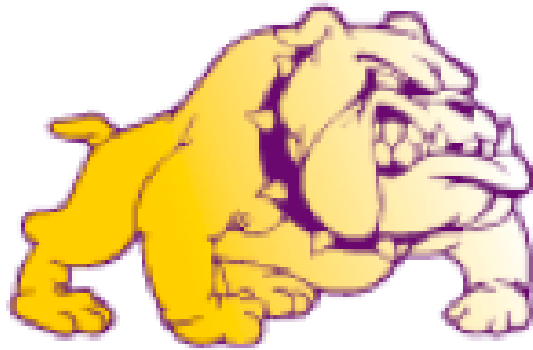


Butner-Stem Elementary School



Student-Parent Handbook 2024-2025

Dr. Charmain Day-Heggie, Principal
daycl@gcs.k12.nc.us

Mrs. Shana Harris, Assistant Principal
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Mrs. Tameeka Williams-Burchette, Counselor
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Mrs. Sherri Debolt, Bookkeeper
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Ms. Maria Tapia, Receptionist
tapiam@gcs.k12.nc.us

Butner-Stem Elementary School
201 East D Street
Butner, North Carolina 27509

(919) 575-6947 - Phone

(919) 575-6130 - Fax

<https://bses.gcs.k12.nc.us/>

Office Hours: 7:00-4:00

Twitter: @butnerstem

Facebook: @bsesbulldogs

VISION: BSES will collaborate with all stakeholders to provide students with the fundamental reading, writing, and mathematics skills along with critical thinking and problem-solving skills that incorporate STEAM to ensure that students are prepared for future success.

MISION: BSES is a safe learning environment where all students are nurtured academically and socially and given the necessary tools to grow so students are prepared with the needed skills to be successful beyond middle school.

Butner-Stem Elementary School Calendar 2024-2025



August 5-August 9~ Teacher Workdays
August 12~First Day of School
September 2~Holiday-Labor Day
September 11~Progress Reports
September 13~Teacher Workday
September 30~Fall Scholastic Book Fair
September TBA ~World's Finest Chocolate
Fundraiser Kick-Off
October 8~Fall Pictures (required)
October 14~2nd Quarter Begins
October 16~Title I Reading Parent Night
October 17 & 18~Teacher Workdays
October 24~Parent Teacher Conferences;
Report Cards
October 25~Workday~Conferences; Report
Cards
November 5~Teacher Workday
November 11~Holiday~Veteran's Day
November 12~Fall Picture Make-ups
November 18~Progress Reports
November 27~Teacher Workday
November 28 & 29~Thanksgiving Holiday
December~Winter Program (TBA)
December 19 & 20~Early Release
December 23- Winter Break Begins
January 3 & 4th~ Teacher Workdays
January 7th~3rd Quarter Begins

January 20~ Holiday~Martin L. King Holiday
January 23~Title I Math Parent Night
January 30~Parent Teacher Conferences;
Report Cards
January 31~Workday~Conferences; Report
Cards
February 12~Progress Reports
February 17~Teacher Workday
February 27~Winter Scholastic Book Fair
February TBA~World's Finest Chocolate
Fundraiser Kick-Off
March 12~ Spring Pictures
March 13~Title I Parent Science Night
March 14~Teacher Workday
March 17~4th Quarter Begins
March 27~Report Cards
March 31-April 4~Spring Break
April~Spring Concert (TBA)
April 18~Holiday-Good Friday
April 21~Teacher Workday
April 23~Progress Reports
April 28~Spring Scholastic Book Fair
April/May~ Field Day TBA
May 2~Teacher Workday
May 22~Early Release
May 23~Last Day of School~Early Release



Admission to School

All students attending Butner-Stem Elementary School must maintain legal residence in the Butner-Stem Elementary School District or be approved in writing by the Granville County Board of Education for School of Choice, or other 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 Granville County Public Schools.

Arrival and Dismissal

Arrival

Supervision will be provided for students beginning at **7:20 a.m.** Students may not exit from cars or buses before that time.

Bus Riders

Bus riders will enter the building through the front doors of the school. Students who eat breakfast at school should report directly to the cafeteria through the side door. Bus riders who do not eat breakfast at school will report directly to class.

Car Riders

Car riders may be dropped off in the carpool ("Kiss and Go") line. Students will be permitted to enter the building at **7:20 a.m.** Students can not be walked to the building. **ALL car riders must go through the Kiss and Go line. NO students may be walked to the front doors.**

Kiss and Go car riders should be dropped off at the main entrance of the building only. Parents should drive up to one of the open numbers to unload their child(ren), wait their turn, and stay in line even if they need to park or leave the area. The carpool line is not designed for parking. Please handle all other business at another time, i.e. signing papers, giving lunch money, and finishing breakfast. **All students must exit on the passenger side of the car. Parents should remain in the car while in the car rider line.**

Car riders who eat breakfast at school should report directly to the cafeteria. Car riders who do not eat breakfast at school should report directly to class.

Dismissal

Bus riders will be dismissed at **2:50 p.m.** each day. Teachers will walk students to the buses by grade level. No student will be taken out of the bus rider line or taken off the bus without written permission from a parent/guardian provided at the beginning of the school day. Phone calls to the office to change how a child is going home will not be accepted after **2:05 pm** (with the exception of an emergency, and only if office staff verifies the person making the call).



There will be **NO** Park and Go during dismissal. **All car riders must be picked up in the carpool line.** Students will remain inside the building until a staff member calls their names.

Car Rider Procedures:

- All vehicles will enter from East D Street.
- Upon entering, vehicles will take an immediate left, following the signs to drive around to the back of the BSES property, taking a slight right turn through the teachers' parking lot, and another slight left turn to the front of the building. Drivers will be making a backwards "S."
- Green cones, located on the sidewalk, will be numbered one to seven.
- Six members of our staff will stand at the cones.
- Parents/Guardians will place identifying tags on the dashboard of their vehicles. If a tag is not visible, then a parent/guardian must park in a designated parking space. (Any person who is picking up a child – parent, guardian, grandparent, babysitter – must have an identifying tag.)
- Two members of our faculty and staff will stand in the parking lot calling the names of the students using a two-way radio.
- As students' names are called to walk to a cone, teachers will release students from inside the building to go to a faculty or staff member standing at the cone.
- The faculty or staff member will load the student(s) into the vehicle. Parents/Guardians will not get out of the vehicles to receive students. The faculty or staff member will load the student/students into the vehicle.
- All vehicles will exit through the gravel lot onto Morgan-Thompson Road that leads to East E Street.

Walkers (students who walk home from school) will be dismissed at **2:55 p.m.** Students will only be allowed to walk home with prior approval from the principal. Parents who wish to have their students walk home must meet with the principal in person in advance.

After School Program

The Community Schools' Department of the Granville County Public Schools System provides before and after school care for students. Butner-Stem Elementary only offers after school care, and fees apply. To apply for- the program, pick up an application from the main office or visit the Granville County Public Schools website, <https://www.gcs.k12.nc.us/departments/after-school-programs> , to register electronically.

The Afterschool Program does not operate when school is closed for inclement weather. In the event school is closed early due to inclement weather, the Afterschool Program will not operate. Parents who enroll their child(ren) in the Afterschool Program should make prior arrangements for their child(ren) to ride the bus home or for their child(ren) to be picked up immediately following:



Attendance

Regular attendance is essential for student achievement and success. State law requires school attendance for all children between the ages of seven (7) and sixteen (16). Parents must ensure that students attend school on time and remain in school daily. **Early checkout is as detrimental to the educational experience as absenteeism and tardiness.** It is extremely important for parents and students to closely monitor and document all school absences. School hours are **7:45 a.m. – 2:55 p.m.**

Granville County Board of Education Policy 4400 states:

“Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses. The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two (2) days for truancy. After the sixth (6th) unlawful absence, the principal or designee shall notify the parent in writing that he/she may be in violation of the Compulsory Attendance Law. After 10 accumulated unlawful absences, the principal or designee shall confer with the students and parent to determine whether the parent has made a ‘good faith effort’ to comply with compulsory attendance requirements. At the principal’s discretion, the district attorney will be notified or a complaint will be filed with the juvenile intake counselor if the student is between the ages of seven (7) or younger if enrolled, and sixteen (16). Accumulation of absences in excess of 16 days for the school year, whether lawful or unlawful, constitutes a valid reason for retention for students in grades K-8; however, the principal may grant exceptions in situations involving hardship.”

Excused Absences

An absence may be lawfully excused for the following reasons:

- Illness or injury (extended or excessive illness requires a doctor’s note)
- Isolation ordered by the State Board of Health or the Granville County Health Department
- Death in the immediate family
- Medical, dental, or other appointment with a health care provider with documentation from the provider
- Court or administrative proceedings
- Religious observances
- Participation in a valid educational opportunity, such as travel with prior approval, as documented on the “Request for Excused Absence for Educational Reasons” form

Following an absence from school, students must present a note from a parent/guardian to the classroom teacher **within 3 days of the absence.** The note must include:

- Date(s) absent
- Reason for absence(s)



- Parent/Guardian signature
- Home, work, and/or cell phone numbers of parent/guardian

Notes should be submitted when the student returns to school. Failure to comply will result in the absence being classified as unexcused until a note explaining the reason for the absence is received.

3 Absences Counselor notified; Counselor, Principal and/or Attendance Officer contacts Parent/Guardian.

6 Absences 1st letter mailed home; Conference with Counselor, Parent and Principal. Current Proof of Residency Required.

10 Absences 2nd letter mailed home; Parent Conference at school with Principal and Attendance Officer; Current Proof of Residency Required; Doctor's note explaining reasons for absences is required.

Unexcused Absences

3 Absences Counselor notified; Counselor, Principal and/or Attendance Officer contacts Parent/Guardian.

6 Absences 6-day letter – Counselor and/or Principal contacts Parent.

10 Absences 10-day letter, referral to Attendance Officer for a possible home visit, required proof of residence that must be current – within 2 months. A petition to the District Attorney may be filed.

16 Absences Parent(s)/Guardian(s) must attend a retention appeal meeting at school at the end of the school year with the Principal and Attendance Officer.

For More detailed information, refer to the Granville County Public Schools Board of Education policy regarding attendance at <http://www.gcs.k12.nc.us> and click on the School Board link.

Tardiness

Regular and punctual school attendance is one of the most critical factors in a student's academic success. All students who arrive after **7:45 a.m.** are considered tardy. **Parents are required to come into the building, sign the child in school, and obtain a tardy slip before the student goes to class.** Students who are tardy will not be eligible for perfect attendance recognition. Granville County Board of Education Policy 4400 states, **“Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.”** Students who arrive on a late bus will not be considered tardy.

Students who miss more than half of an instructional day will be counted absent for the day. For example, students who leave school before **11:30 a.m.** will be counted absent for the



day, and students who arrive at school after **11:30 a.m.** will be counted absent for the day. To qualify for a Perfect Attendance Award for the year, a student must be present every day.

Early Departure/Check-out

If a student must be checked out early, the parent/guardian must come to the office, sign his/her child out, and wait for the office staff to call the child to the office.

Parents/Guardians may not go directly to the classroom to pick up students. Teachers have been instructed not to release children from the classroom until they are told to do so by office staff. Anyone who the office staff does not personally recognize as being the parent/guardian of a student will be required to show picture identification before being allowed to pick up the student. Parent/Guardian written permission is required for a student to leave school grounds with anyone other than the parents or guardians. Students who return to school after checking out should check back in at the main office before going to class. **If a student is checked out early 3 times in a school year, he/she will not be recognized for Perfect Attendance.**

No student may be picked up after 2:20 pm unless the student has a doctor's appointment or there is a family emergency. This time is reserved for preparing to release all students. Frequent checkouts during this time may require a doctor's note.

Cafeteria Policies and Meal Prices

Breakfast is served from **7:20 a.m. – 7:40 a.m.** daily. Breakfast hours will be extended in the event of a late bus to ensure all bus riders are given the opportunity to eat breakfast. Students are expected to pay for all meals on time. A student who accrues charges in the cafeteria will be given a peanut butter sandwich (or alternative if a peanut allergy exists) until his/her account is paid in full. Students will not be allowed to purchase snacks in the cafeteria without parent permission. Please limit treat purchases to two times weekly.

Time spent in the cafeteria presents an opportunity for social interaction and relaxation along with the chance for students to "refuel" to carry out afternoon learning experiences. ***However, because constant movement and activity take place in the cafeteria, the assistance, cooperation, and support of all staff and students are required to ensure that it is a safe and orderly environment.***

Behavior Expectations in the Cafeteria

- Students are to enter in a single file line without talking.
- Students are to remain silent in the line so that the cafeteria workers can hear students when ordering food.
- Students are to use words instead of pointing to their selections.
- Students are to practice good manners by saying, "please," and, "thank you."
- Students in grades K-3 are to observe silence during the first five minutes at the lunch table to ensure that all students eat.
- Students will use an inside voice – talk to the person directly beside you and across from you. (This means that students do not turn around to the next table and talk.)



- Students will keep hands, feet, and all objects to themselves.
- Individual students will receive two warnings about voice level or behavior. The third warning will result in silent lunch for the rest of the lunch period. A separate table is designated as the silent lunch table.
- Disruptive students will be sent to the office for disciplinary action.

Granville County Schools Meal Prices

Breakfast & lunch will be free for all students this school year!

Snacks

Please provide healthy snacks such as fruit, 100% fruit juice, cheese, veggies, graham crackers, or other nutritious foods for students to bring to school. All students will be provided an opportunity to have a snack during their schedule. Teachers will include a break for snack or a working snack at some point during the school day. **Students are encouraged to bring a water bottle and snack daily.**

Classroom Parties

The Granville County Board of Education admonishes schools to keep parties to a minimum during the school year. At no time may schools interrupt instruction for birthday parties. If a parent/guardian brings cupcakes for a child's birthday, the parent/guardian should bring the cupcakes to the office to be consumed by students during lunchtime so that instructional time is not lost. **Reminder: Any food brought to school for consumption by students must be store-bought.**

Communication

Students should not use personal cell phones to make calls or send text messages during the school day. Please refrain from texting or calling your child during the school day. Instead, contact the office, and staff members will relay messages at appropriate times. The office telephone is a business phone and should only be used by students in emergency situations. Please make arrangements ahead of time for how your child will get home in case of inclement weather.

Students will be picked up and allowed to depart only at their designated bus stops. A parent's/guardian's written request is required for a student to ride home on a different bus. **The student must present the request to his/her classroom teacher by 9:00 a.m.** The teacher will present the request to the assistant principal or principal for approval. After checking with the bus driver about the availability of a seat for an additional rider, parents will be notified if their request has or has not been approved. Phone calls to the office to change how a child is going home will not be accepted after **2:10 p.m.** (with the exception of an emergency, and only if office staff verifies the person making the call).



Butner-Stem Elementary has multiple methods of communicating with parents/guardians throughout the year. All grade levels will send home a monthly newsletter each month. These letters will also be shared on Class Dojo. The school will place calls and emails home through the Blackboard Connect system to update parents on issues and events at the school. Please make sure your phone number and email address are current in our system in order for you to receive these messages. Daily and weekly communications will also be shared via **Class Dojo**. You can also follow us on Twitter **@butnerstem** and on Facebook **@bsesbulldogs**.

Community Support and Volunteers

Our school values volunteers and their contributions to enhance the programs and services provided for students. Volunteers are important members of our school community and help our professional staff sustain effective learning environments, enrich the education and experiences of students, and build critical partnerships to increase achievement for all students. The volunteer policy applies to all volunteers (old and new), family members, and community members. This also applies to guest speakers, who must be pre-approved by the principal.

Volunteer Instructions

Step 1: Register using our Volunteer Tracker System, then fill out the GCPS Volunteer Application.

<https://appgarden6.app-garden.com/VolTrackNC390.nsf>

Step 2: Read and become familiar with the [Volunteer Handbook](#) found on the Granville County Public Schools website.

Once the application is reviewed and training has been verified, volunteers may be placed according to identified needs in order to perform tasks that support our established goals.

Goals of the GCPS Volunteer Program:

- Expand parental involvement and engagement strategies to meet the unique needs of all families in the school communities.
- Acknowledge parents and community members as important partners in the education of all students.
- Strengthen the relationship between schools, parents/guardians, and community stakeholders through meaningful service opportunities.
- Support teachers and staff with the implementation of curriculum and school programs.
- Utilize the knowledge and skills of volunteers to promote student achievement.
- Offer direct support to students needing additional assistance with assigned tasks.
- Assist school staff and students with extracurricular activities, afterschool programs, and fundraising opportunities.
- Provide supervision and direction for students while participating in off-campus learning experiences (field trips).



Types of Volunteer Activities:

- Classroom Assistant - assisting teachers and students with classrooms activities
- Academic Tutoring
- PTO Council
- Parent Advisory Council
- Music and Sports Booster Programs
- Field-trip Chaperones
- After School Activities
- Student Mentoring
- Career Awareness - speaking to students about career pathways and opportunities
- Clerical/Office/Library

Parent and Family Engagement

Parent and family engagement is very important to us at Butner-Stem Elementary. Click to view a copy of our Parent and Family Engagement Policy in English and Spanish:

[☰ Parent Family Engagement 2024-25](#) [☰ Spanish Parent Family Engagement 2024-25](#)

Parent and family input is incredibly important to us. There will be multiple surveys shared throughout the year and events that can be found on our calendar at the top of this document.

Thank you for being such an integral part of our Butner-Stem family.

What It Means to Be a Title I School

Title I is the largest federally funded educational program. A Title I school is a school receiving federal funds for students. The basic principle of Title I is that schools with large concentrations of low-income students receive supplemental funds to meet students' educational goals.

Being a Title I school means receiving federal funding (Title I dollars) to supplement the school's existing programs. These dollars are used for the following:

- Identifying students experiencing academic difficulties and providing timely assistance to help students meet the state's challenging content standards.
- Purchasing supplemental staff/programs/materials/supplies
- Conducting parent and family engagement meetings/trainings/activities
- Recruiting/Hiring/Retaining Highly-Qualified Teachers



Custody Issues and Court Orders

If you have a court order regarding your child, notify the principal and present current official documentation. If this official documentation is not current in our files, then we cannot enforce the court orders.

Emergency Contact Information

Notify the school office and your child's teacher if your address, telephone number, or place of employment changes. It is very important that we have accurate student information so that we can contact you immediately if there is an injury, serious injury, or other emergency. Please provide several numbers where we can contact you in case of an emergency.

Field Trips

Only students who are members of the class for which a field trip is planned will be permitted to participate in the field trip; students will not be allowed to attend a field trip organized for a different class. Siblings of students will not be allowed on the field trip. Any parent/guardian who transports another child (sibling, family member, friend) to the field trip location will not be allowed to act as a chaperone on the trip. He/she will only be allowed to accompany his/her individual student. All students participating in a field trip are required to travel on the transportation provided by the school. No exceptions will be granted. If a parent would like to take a student home from a field trip, appropriate documentation must be completed with the homeroom teacher/sign out sheet.

Volunteers and parents who wish to chaperone on a field trip must have a current background check on file with Granville County Public Schools and be approved by the principal. This form is available on the GCPS website.

Fines and Fees

All fees, including before and after school daycare, lost or damaged book fines, and breakfast and lunch costs, must be paid on time. Failure to do so may result in your child being excluded from the daycare program, suspension of library book check-out privileges, excluded from field trips, excluded from field day, and/or necessitating your child bringing a lunch from home.

Health Policies

Communicable Disease Prevention and Control

Students are excluded from school in cases of communicable disease. When a student is suspected of having one of the following diseases, it is the responsibility of the parent to take the child to his/her health care provider for verification and treatment before he/she can return to school.

- Chicken Pox: Students are excluded from school until all blisters have formed scabs.
- Ringworm: Student is excluded from school until treatment is started.



- Scabies: Students are excluded from school until one treatment with prescription medication is completed.
- Pink Eye: Students are excluded from school until 24 hours after appropriate treatment has started.
- Impetigo: Students are excluded from school until appropriate treatment has started.
- Fifth's Disease: Children with Fifth's Disease should not be excluded from school since they are not contagious once the rash occurs.
 - Note: Pregnant women in contact with an infected child between three days and two weeks before the rash should speak with their doctor.

Fever

Although variations occur, an elevation of the body's temperature is generally considered fever and a possible sign of illness. Therefore, a parent/guardian should be contacted to take a student home if a student complains of illness and has a fever. A fever is when a person's body temperature is higher than normal. For most people, normal is roughly 98.6° Fahrenheit (37° Celsius).

“Low-grade” means that the temperature is slightly elevated — between 98.7°F and 100.4F.

Students, faculty or staff with influenza-like illness (fever > 100 degrees, with cough) should keep away from others as much as possible, stay home, and not attend school or go into the community (except to seek medical care or for other necessities) for at least 24 hours after the fever is gone without the use of fever reducing medication.

Students should not be sent to school until they have been fever free for 24 hours. Parents of students who are ill at school, or who have a temperature, will be called to pick the student up immediately. This will enable the student to receive treatment as soon as possible to prevent him/her from getting worse, and to keep the student from exposing others to the illness.

Immunization Policy

According to North Carolina public law, all students must be fully immunized before they enter school. New students entering Granville County Public Schools have 30 days to present their immunization records to school personnel, or they will be excluded from school. A student presently enrolled in the Granville County Public Schools must have a completed immunization record or be scheduled to complete it. If this is not the case, then the student will be excluded from school.

Fifth grade students must receive a booster dose of Tdap (tetanus, diphtheria, pertussis) vaccine before entering the 6th grade or by age 12.

Each incoming student should have the following:

- 5 doses of DTP (Diphtheria, Tetanus, Pertussis), DTaP, DT – The last dose needs to be on or after the fourth birthday.
- 4 doses of polio – If the third dose is on or after the fourth birthday, three doses will be accepted.



- 2 doses of MMR (Measles, Mumps, Rubella) – First dose must be on or after the first birthday; and the second dose, before enrolling in school.
- 1-4 doses of HIB – Not required after age 5.
- 3 Hepatitis doses – If born on or after July 1, 1994.
- 1 Varicella – If born on or after April 1, 2001.

Lice

Anyone, regardless of socioeconomic status, can get head lice. Head lice are passed from person to person by direct contact or on shared objects (combs, towels, etc.). Dogs, cats, and other pets do not play a role in the spread of human lice. Students who exhibit symptoms of lice will be brought to the office to be checked in a well-lit, private location. If no live bugs or nits are found, the student will be sent back to class. If live bugs or nits are found, the following procedures will be followed.

Live Bugs are Found

- Parents will be called and provided the opportunity to pick the student up in order to start treatment. If a parent cannot be reached, the student may return to the classroom. Another attempt will be made to contact the parent. (The ONLY reason the student would be provided the option of going home is to start immediate treatment to provide relief to the student.)
- When the parent arrives to pick up the student, we will provide the parent with the Informational Head Lice Checklist. If we are unable to reach a parent and the child returns to class, we will send the Informational Head Lice Checklist home with the student in a sealed envelope.

No Live Bugs are Found but Nits (Eggs) are Found:

- Staff will send the student back to class with the Informational Head Lice Checklist with the notification option at the bottom of the form checked. This form will be sent home in a sealed envelope.
- Staff will notify the parent that nits were found and need to be removed from the hair in order to keep them from hatching.

Medication

School personnel will not administer any medication (prescribed or over-the-counter) under any circumstances without authorization in writing by a healthcare provider. Those individuals administering medicine must complete training each year. At no time will the school supply medication for students (e.g. Tylenol). Medication must be supplied by the parent and kept in a locked cabinet. All medication bottles shall be properly labeled with the student's name, medication name, dosage, administration procedure, administration time, and physician's name for prescribed medication. The school office must have a School Medication Form completed by the physician and signed by a parent on file before any medication can be administered. Forms can be obtained in the school office or online at the Granville County Public Schools Website.

Children are not allowed to transport medication themselves. Parents must bring medication to the school office and leave it with the secretary or an administrator. Children



are not allowed to have any type of medication in their possession, including cough drops, antacids, or throat lozenges. These are considered controlled substances.

At the beginning of each school year, it is the parent's responsibility to inform the child's teacher and principal when his/her student has medical conditions that require special measures or activity restrictions at school. The school nurse is available for health consultation, but is not present at school on a daily basis.

If you have any questions or concerns, our school nurse is here to help.

Student Insurance

Parents may purchase student insurance. Twenty-four hour and school-time coverage are offered with various premium options. Dental Accident Insurance is also available. Parents who plan to purchase this insurance for their child must pay the premium at the beginning of the school year. Funds can then be remitted to the insurance carrier so that coverage begins promptly.

Lost and Found

The lost and found items are located in the front hallway. All found items should be turned in to the office. Items may be claimed during regular school hours. After 30 days, unclaimed items will be donated to a charitable organization.

Media Center

The Media Center is open for students to check books out daily. Students must return the books that they have checked out before they may check out additional books. Students are to treat all books and audio-visual materials with care. **Parents must pay for any lost or damaged books and materials to reinstate their child's borrowing privileges.**

Academics & Grading

Progress reports are sent home once every nine weeks in the middle of the reporting period. Report cards are sent home at the end of each nine weeks. Parents are encouraged to read these reports carefully.

Grades in elementary school courses will be awarded using the following grading system. In grades K-2, students in grades K-2 are assessed using a standards-based grading system. For the core content areas, students will receive one of the following:

- Level 4 - Highly Proficient: Consistently extending grade level proficiency expectations
- Level 3 - Proficient: Consistently meeting grade level proficiency expectations
- Level 2 - Approaching Grade Level: Inconsistently meeting proficiency expectations
- Level 1 - Well Below Grade Level: Not/Rarely meeting proficiency expectations



Students in non-core areas (i.e., music, art, PE) will be assessed on both content and participation with either a Satisfactory (S) or Needs Improvement (N).

In grades 3-5 for core subject areas (ELA, math, science, social studies)

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- <59 = F

The following letter-based scale will be used for non-core area subjects (i.e. music, art, physical education, etc.) Satisfactory (S); Needs Improvement (N)

Progress Report and Report Card/Parent-Teacher Conferences Dates:

September 11th- Progress Report #1
October 24th & 25th-1st Qt. Report Cards/Parent Teacher Conferences
November 18th- Progress Report #2
January 30th & January 31st- 2nd Qt. Report Cards/Parent Teacher Conferences
February 12th- Progress Report #3
March 27th-3rd Quarter Report Cards/Parent Teacher Conferences
April 23rd- Progress Reports

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled throughout the school year. They provide an opportunity for you to meet with your child's teacher(s) to discuss his/her academic achievement. If you wish to have a conference with your child's teacher at any other time, please make an appointment at least 24 hours in advance. Conferences must be scheduled either before or after school to avoid interrupting instructional time.

Your child will benefit most when the home and school maintain open lines of communication. Please leave a message at the main office for your child's teacher if you have concerns about what is happening at school. You may also contact the teacher by email. Teachers have been instructed to respond to parent/guardian messages within 24 hours, unless they receive the communication on a weekend. If they receive communication on the weekend, they have been instructed to respond upon returning to school. If an emergency arises, please contact the principal or assistant principal to intervene until a Parent-Teacher Conference can be scheduled.

Parents are not to go directly to the classroom to talk with a teacher during the day. This includes during morning arrival and afternoon dismissal. We will do everything we can to create a positive learning environment for everyone at all times.



Homework

Granville County Board of Education has adopted the following resolution on homework:

“We believe that homework is an essential part of the education process. The assigning and evaluation of homework is the instructional responsibility of the individual teacher. The satisfactory completion of the assignments is the responsibility of the student. It is the responsibility of the parent to lend support to the student and the teacher in carrying out the instructional activity. Teachers are expected to give lesson assignments each night. Time needed to complete the assignments will vary according to the grade level and ability of the students.”

Butner-Stem Elementary believes that homework helps students become responsible, self-directed learners, and improves student achievement. Please ensure your student(s) complete homework assignments daily.

Reading is part of homework every night. Make sure your child reads at least 20 minutes per night. Reading aloud to your child is also encouraged.

Makeup & Late Work

When a student returns from an absence, the parent and student should contact the teacher immediately about making up any missed work. Each grade level will establish their own policy on late work. This will be shared with parents at the beginning of the school year.

Testing

Students in grades K – 5 will be assessed in reading, mathematics, and writing throughout the school year. A variety of assessments provide valuable information to teachers about students’ progress and needs. K – 5 students are assessed with a program called i-Ready that identifies current reading and math levels and offers suggestions for intervention instruction. Students in grades 3-5 are administered NC End-of-Grade Tests. Fifth graders also take the NC End-of-Grade Science Test. The NC Department of Public Instruction determines when EOG tests are administered. Usually these are administered during the last week of May and the first week of June. A testing calendar will be published once those dates have been determined. Please try to schedule vacation times after End of Grade testing is over.

In addition to the state mandated testing, Granville County Public Schools has developed quarterly assessments for students in all grades to obtain information about how well students are learning the curriculum.

The data gathered from all of these assessments helps teachers plan lessons to reinforce or enhance reading, mathematics, and writing skills. Individual student’s scores on the state



and county-developed assessments and his/her classroom performance will be used to make promotion/retention decisions.

Parent Teacher Organization (PTO)

We encourage a proud, active Parent-Teacher Organization (PTO) to support Butner-Stem Elementary School. All parents are invited and encouraged to join the PTO and get involved in its activities. PTO will meet on the second Tuesday of each month.

Physical Activity (Recess)

Elementary students are required by North Carolina State Law to participate in an average of 30 minutes of physical activity daily. This means that regular classroom teachers must provide this on days that students do not participate in P.E. class with a certified teacher. The physical activity can be walking, jumping rope, and/or playing games. Teachers are also encouraged to take “Brain Breaks” – short, structured physical activity breaks in the classroom – during the instructional day to promote student engagement. Students will not be assigned physical activity or walking as punishment. Students may lose free choice of physical activity as a consequence of behavior. **Students should wear appropriate clothing and shoes on scheduled P.E. days.**

Social-Emotional Learning

Social-Emotional Learning is an important component of teaching to the whole child to ensure they will be successful in all aspects of life. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. Social-Emotional Learning will focus on five competencies in order for students to reach these outcomes; Self-Awareness, Self-Management, Social Awareness, Relationship Skills, and Responsible Decision Making.

Positive Behavior Intervention System (PBIS)

Butner-Stem Elementary School is a safe environment where all students are nurtured, met where they are, and given the tools to grow to ensure every student leaves prepared for middle school. Our mission is to partner with parents and community members to provide students with the foundational critical thinking, mathematics, reading, writing, science, and social skills to prepare them for middle school success.

Our high expectations for our students reach beyond academics. We expect our students to learn and demonstrate positive behaviors that will allow them to be successful. Our school discipline plan reinforces our expectations: **Positive Attitude, Actively Listen and Learn, Willing to Give, and Safe School (PAWS)**. These expectations are taught, modeled, practiced, and reinforced. Students who meet these expectations receive rewards in the form of PAW Pats (K-2), Class Dojo Points (3-5), Bones (PK-5), and PAWS socials (K-5). Students who do not meet these expectations earn consequences as outlined in the school discipline plan.



We are going to need support from parents and community members as we help our students make wise choices. Please discuss the PAWS behaviors with your child. Ask him/her if he/she has earned any PAWS Pats/Bucks or Bones and how he/she earned them. Also, help your child to understand the consequences he/she will face if he/she does not meet BSES expectations.

Expectations	Hallway	Cafeteria	Playground	Bathrooms	Bus
Positive Attitude (P)	-Voices off -Hold doors for others	-Use good manners -Enter and leave quietly	-Play fair -Use kind words	-Voices off -Wait your turn	-Enter and exit the bus with voices off
Actively Listen & Learn (A)	-Follow teacher's instructions -Go directly to where you are asked to go	-Follow red line rule -Listen to adults	-Follow adult's directions -Use acceptable voice level -Ask for help	-Use bathroom for its purpose -Leave as soon as you finish	-Follow the bus driver's directions -Use a quiet voice when talking
Willing to Give (W)	-Accept your place in line -Respect personal space	-Talk to the students seated next to you -Respect personal space	-Include others -Help others -Share the equipment -Take turns	-Respect privacy of others -Accept your place in line	-Share your seat -Respect personal space
Safe School (S)	-Walk on right -Stay in line -Hands to self	-Get all supplies the first time in line -Clean your area	-Use equipment in the proper way -Keep rocks on the ground	-Flush -Wash hands -Put paper towels in trash can	-Walk to your bus -Stay seated -Keep the aisle clear



Butner-Stem Elementary Discipline Plan

Level I Offenses (PAWS):

Some examples include but are not limited to the following:

Excessive talking (A)

Teasing (P)

Not following classroom expectations (A)

Inappropriate behavior in the hallway or cafeteria (PAWS)

Not reporting to the appropriate place in a timely manner (A)

Eye rolling (P)

Mocking (P)

Inappropriate bathroom behavior (May be a level 2 or 3 depending upon severity.) (PAWS)

Inappropriate language (May be a level 2 or 3 depending upon severity.) (P)

Dress code violations (Must be corrected immediately.) (S)

Level I Offense Consequences: (Consequences for Level 1 offenses restart each day.)

1st offense Verbal Warning

2nd offense Verbal Warning & Parent contact

3rd offense Parent contact (building-level consequence)/Behavior Plan

4th offense or more Parent contact (building-level consequence) or OSS

Students who repeatedly exhibit Level 1 behaviors over the course of 2 weeks will be referred to the Multi-Tiered System of Support (MTSS) process for a Tier 2 Behavior Intervention Plan.

Students who do not complete work will be required to do so during lunch. They will sit at the silent lunch table until the work is completed. Incomplete or missing work is not acceptable for students at Butner-Stem Elementary School.

Level II Offenses (PAWS):

Some examples include but are not limited to the following:

Inappropriate behavior in Refocus (A)

Talking during silent lunch (PA)

Inappropriate language (May be a level 2 or 3 depending upon severity.) (P)

Inappropriate bathroom behavior (May be a level 2 or 3 depending upon severity.) (PAWS)

Cheating (PA)

Refusing to complete work (A)

Defiant behavior (PA)

Throwing an object (May be a level 2 or 3 depending upon severity.) (PAWS)

Hitting (May be a level 2 or 3 depending upon severity.) (PAWS)

Lying (P)

Taunting (PW)

Leaving the classroom without permission (AS)

Being in an unassigned area (AS)

Stealing (May be a level 2 or 3 depending upon severity.) (PWS)

Inappropriate use of technology (May be a level 2 or 3 depending upon severity.) (AS)



Level II Offense Consequences:

1 st offense	Parent contact (building-level consequence)
2 nd offense	Parent contact (building-level consequence)
3 rd offense	Parent contact (building-level consequence)/Behavior Plan
4 th offense or more	2nd Chance Academy/OSS

All subsequent Level 2 offenses will be treated as Level 3 offenses. After 4 weeks on a Tier 2 Behavior Intervention Plan, a student who continues to demonstrate Level 2 behaviors will be referred for a Tier 3 Behavior Intervention Plan.

Level III Offenses (PAWS):

Some examples include but are not limited to the following:

- Fighting (PS)
- Inappropriate touching (May be a level 3 or 4 depending upon severity.) (WS)
- Extreme disruption (examples: leaving the classroom defiantly, aggressive behavior toward self or others, verbal outbursts that stop instruction, etc.) (PAWS)
- Extreme disrespect (examples: yelling or cursing at teacher or other students, willful defiance such as refusing to report to the office, etc.) (PAWS)
- Harassment (May be level 3 or 4 depending upon severity.) (PWS)
- Inappropriate language (P)
- Inappropriate bathroom behavior (PAWS)
- Throwing an object (PWS)
- Hitting (May be a level 2 or 3 depending upon severity.) (PWS)
- Communicating threats (PWS)
- Property damage (Will come with a financial consequence.) (PS)
- Stealing (May be a level 2 or 3 depending upon severity.) (PAWS)
- Cyber bullying (PWS)
- Inappropriate Use of Technology (May be a level 2 or 3 depending upon severity.) (PAWS)

Note: Fighting is a serious offense and warrants serious consequences. In the event of a fight, the administration assumes that all parties involved in a fight are equally responsible unless evidence from their investigation indicates otherwise. Offenders can be subject to criminal prosecution.

All offenses = Administrative Referral; Administrator Assigned Consequence of ISS or OSS Depending Upon Severity and Number of Offenses with Parent Contact and Possible MTSS Referral

Level III Offense Consequences:

1 st offense	OSS for 1 - 3 days (depending on severity)
2 nd offense	OSS pending 5 days 2nd Chance Academy
3 rd offense	OSS pending 5-10 days 2nd Chance Academy
4 th offense or more	OSS



****Depending on the nature of the incident, a Level 3 offense can result in a 5 to 10 day suspension with a recommendation for long-term suspension.***

Level IV Offenses:

Some examples include but are not limited to the following:

Bullying or Harassment - Depending Upon the Severity or Repetition, This Can be a Level I, II, III, or IV Offense (GCPS Policy 1710/4021/7230)

Possession or Use of Narcotics, Alcohol, or Drugs (GCPS Board Policy 4325)

Cause or Attempt to Injure a School Employee (GCPS Board Policy 4331)

Assault, Attack, or Attempt to Injure Another Student by Two or More Students (GCPS Board Policy 4331)

Threaten to Extort Money, Property, or Services from a Student or Threaten a School Employee (GCPS Board Policy 4331)

Disruption of School by Threat, Fear, or Force (GCPS Board Policy 4315)

Theft and Intentional Damage or Attempted Damage to School Property or Private Property Under School Jurisdiction (GCPS Board Policy 4331)

Possession of a Weapon (GCPS Board Policy 4333)

Note: The Anti Bullying Association defines bullying as the repetitive, unwanted or intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace. Keywords: repetitive-intentional or unwanted, imbalance of power

Consequences for Level 4 Offenses can range from 10 Days OSS to a recommendation for Long-Term Suspension. Depending on the severity of the offense students can be suspended for 365 Days and be subject to criminal prosecution.

1st offense OSS for 5 - 10 days

****Depending on the nature of the incident, a Level 4 offense can result in a 5 to 10 day suspension with a recommendation for long-term suspension. An incident can also require a referral to the mental health and student services department.***

Level V Offenses (Violates all PAWS expectations.):

Assault Involving Use of a Weapon (GCPS Board Policy 4333)

Possession of a Gun, Other Firearm, or Dangerous Instrument (GCPS Board Policy 4333)

Level V Consequences:

Can range from suspension for the remainder of the school year to a 365 day suspension. These students will be subject to criminal prosecution.

Consequences for Inappropriate Behavior on the Bus

1st Incident = Verbal Warning from bus driver

2nd Incident = Bus Report to administrator; Parents/Guardians called



3rd Incident = Three-day bus suspension; Parents called

4th Incident = Five-day bus suspension; Parent conference with administrator

5th Incident = Ten-day bus suspension; Parent Conference with administrator

6th Incident = Loss of bus privileges for the rest of the school year including field trips;
Parent conference with administrator

The following behaviors will result in an automatic bus suspension and may result in a suspension from school:

- Fighting
- Use of profanity
- Making threatening remarks
- Disrespectful behavior toward driver
- Damaging a school bus
- Possession of weapons, drugs, or alcohol
- Tampering with safety equipment
- Interfering with safe operation of the bus

Bus Policies and Procedures

Riding a school bus is a privilege, not a right. This privilege will be revoked for disregard of our policies and procedures.

- Be at the bus stop at least 10 minutes early. Buses cannot wait for students.
- Always stay off of roadways while waiting for the bus.
- Let the bus stop completely before approaching the door to get on or off the bus.
- Wait for the bus driver's permission to leave the bus. Once you get off the bus, do not stop to pick up something you drop. Do not run back to get on the bus again.
- Always enter and leave the bus by the front door, except in cases of emergency.
- Only cross the road in front of the bus once the bus' stop sign and gate are extended.
- No eating, drinking, or chewing gum allowed.
- Keep all belongings inside of your book bag.
- Leave toys and electronics, i.e. Game Boys, MP3 players, etc., at home.
- Large objects may not be transported on a bus, i.e. projects.
- Remember that bus stops are extensions of the school. School and bus rules apply at bus stops, too.

Cell Phones and Personal Electronics (AS):

We recognize that many of our students have cell phones and other personal electronic devices to be able to communicate with their parents and peers. Our goal is to protect instructional time during the school day. In order to do so, students are not allowed to use cell phones or other electronic devices during the school day. If you need to communicate with your child during the school day, please call the main office, and our staff will relay a message to him/her. Students are expected to keep all personal electronics in their backpack at all times. If personal electronics are seen by a staff member, these items will be confiscated and stored in the school office until a parent or guardian can pick them up. The school is not responsible for lost, damaged, or stolen personal electronics.



Dress Code (PS):

Student dress and grooming are the responsibility of the parents and students. It is expected that students wear appropriate dress that would enhance personal and school pride. Students may wear appropriate seasonal clothing, including shorts. The school is concerned whenever there is a question regarding health, safety, or disruption of the decorum of the school. The administration and faculty shall have the authority to rule on the appropriateness and/or acceptability of any item or clothing. The key rule to follow is very simple: Students should not wear anything that brings excessive attention to oneself. The following

- Sagging pants are not permitted. Students who refuse to comply will be sent to an administrator and be required to tuck in their shirt and wear a belt for the remainder of the school year.
- All garments must cover the torso, buttocks, and undergarments at all times.
- Shoes must be worn at all times. **No bedroom slippers, flip-flops, or sandals without a secure back.**
- No pajamas are allowed.
- Bandanas are not permitted.
- Jewelry, belts, bracelets, or other types of accessories that pose a threat to the safety of the student or students will not be allowed.
- Hats or head coverings are not to be worn inside the building, except for reasonable accommodations made for a sincerely held religious belief. These items will be confiscated.
- No apparel with symbols, messages, letters, or initials that the administration or faculty considers offensive or associated with intimidation and violence will be allowed. (Alcohol, Tobacco, Drugs, Profanity, etc.)
- Tight fitting pants, including leggings, are permitted when worn under another item of clothing that is fingertip length.
- Ripped pants that show skin above the knee are not permitted unless leggings are worn underneath.

Other inappropriate clothing items include:

- Inside out clothes, transparent, or translucent clothes,
- Suspenders or belts unfastened and hanging,
- Mini skirts and shorts that are not fingertip length, and
- Clothes worn in a manner other than what they were originally intended.

The school dress code applies to school hours, as well as all school related activities (i.e. field trips, P.E. classes, dances, etc.). Students not complying with the dress code can and will be asked by any member of the faculty or administration to either change to appropriate clothing, if available at school; call home so that appropriate clothing can be brought to school; or go home to obtain suitable apparel. This time out of class will be considered unexcused. Documented repeat offenders will face other disciplinary action.



Severe Weather and Emergency Drills

In case of snow, sleet, or other hazardous weather conditions, announcements regarding school closings and delays will be made on local radio and television stations. Granville County Public Schools will also send automated calls to notify parents when inclement weather causes a change in the regular school day. Parents may also check the Granville County Public Schools' website at www.gcs.k12.nc.us.

The Afterschool Program does not operate when school is closed for inclement weather. In the event school is closed early due to inclement weather, the Afterschool Program will not operate. Parents must make prior arrangements for students to ride the bus home or get picked up immediately following dismissal.

Emergency Drills

School officials are required to conduct fire, tornado, and lockdown drills throughout the school year. The purpose of these drills is to ensure safe evacuation in the case of an emergency. Students are to refrain from talking during emergency drills. Note: During an actual lockdown or lockdown drill, no one will be permitted to enter or leave the building until the lockdown is over.



Frequently Asked Questions

- 1. May I call school to let you know my child will be absent from school?**
Yes. Please call (919) 575-6947 to let someone in the office know of your child's absence. You can also notify your child's teacher on Class Dojo. Also, send a note with your child to school upon his/her return stating the reason for the absence.
- 2. Where can I pick up homework for my child if I made a request?**
Homework will be shared on teacher's Class Dojo page and Google Classroom. Assignments will be available in the office after 3:30 p.m., if a request has been made to the teacher.
- 3. How can I reach school officials in emergency situations after school hours?**
Contact Dr. Day-Heggie via Class Dojo or email.
- 4. Where can I find the required forms for medication?**
Forms are available in the office and must be signed by a physician and a parent.
- 5. Where can I make payments to my child's lunch account?**
 - You may send cash or checks to school with your child to pay the cashier as he/she goes through the lunch line.
 - You may go to <https://linqconnect.com/main> to pay for your child's lunch by credit or debit card.
- 6. What does STEAM stand for?**
STEAM traditionally stands for Science, Technology, Engineering, Arts and Mathematics. These academic areas will be reinforced in the Specials course at BSES.
- 7. Can I have lunch with my child at school?**
No, we are not permitting family members to have lunch with their child(ren).
- 8. How can I view the BSES Report Card?**
Link to School's Report Card - Here's the link to the main site, navigate to your school to get your link: <https://ncreports.ondemand.sas.com/src/?county=Granville>
- 9. How can I access the GCPS District Student & Parent Handbook?**
[Student/Parent Handbook 24-25](#)

