

Middlesex Elementary School

Nash County Public School's Vision is: "Preparing **ALL** students for bright and prosperous futures...by **Deliberately & Intentionally** providing **Rigorous & Relevant** instruction in every classroom, every day.



Middlesex Elementary's Mission:

“MES will maintain highly rigorous instruction to support growth for 100% of students.”

Middlesex Elementary School
13081 W Hanes Ave
Middlesex, NC 27557
Phone: 252-462-2815

Name: _____

Address: _____

Phone: _____

Teacher: _____ **Grade:** _____

The Nash County Public School system does not discriminate against any person on the basis of race, sex, color, religion, national origin, citizenship status, age, or handicap in any of its education or employment programs or activities.

El system Escolar Publico de Nash County no discrimina contra ninguna persona por raza, sexo, color, religion, u orifen nacional, o ciudadania, o discapacidad para su participacion en caualquiera de los programas educativos, de empleo o actividades.

From the Principal

Greetings Middlesex Elementary School parents and students! We are excited about the many possibilities this year may bring. The Middlesex staff is committed to delivering quality, rigorous instruction in an innovative and engaging manner. We want each child to be challenged and to experience academic success. To make this possible, we need your help. We encourage you to be an active part of your child's education by communicating regularly with teachers, participating in school activities, and working with your child at home on school assignments. We can make this a great educational experience for your child as we work together towards a common goal...educating your child.

Agenda Planners

Every student is issued an agenda. This is an organizer that helps students understand expectations, create timelines, set goals, monitor progress, and track their own success. The agenda allows students to record their daily homework assignments, teachers to write notes to the parents, and parents to write notes to the teachers. **Parents are to check and sign the agenda daily.** This ensures homework assignments are completed and notices of school activities are received.

Arrival/Departure

Car riders will use the front driveway in the mornings and afternoons to drop off and pick up students. Bus riders will use the bus lot in the back for morning arrivals and for afternoon dismissal. As a safety precaution, we ask that cars not park in the line of traffic or in the grassy areas. If you arrive at school and need extra time with your child in the car, please pull into a parking space or up to the mailbox. Also, please be careful while driving on school property and proceed slowly with caution. School personnel are on duty from 7:20-7:55 in the morning and 3:00 – 3:30 pm for car riders. When students arrive on campus they should report directly to the cafeteria. **Staff is not available to supervise students who are dropped off early or picked up late. Therefore, it is imperative that all students be dropped off and picked up on time.**

Attendance

Good attendance is necessary to obtain academic excellence. Students and their parents must accept responsibility for regular school attendance. State law requires all pupils under the age of sixteen to be in school each day it is in session. **Students absent for a whole day must bring a note signed by the parent explaining the reason for the absence. This note should not be written in the agenda.** An excused absence is illness, a death in the immediate family, religious holidays, doctor or dentist appointment, trips cleared in advance by an administrator, and any other absence considered necessary or beneficial by the administration. Missing the bus and truancy are two examples of reasons for an unexcused absence. Making up missed schoolwork is the responsibility of the student. The student must see the teacher(s) for missed assignments. The teacher will work with him/her in setting up a timetable to submit the missed assignments. If not submitted, missed assignments will be reflected in the child's grades.

Tardiness

It is important that all students are on time for school. Parents will be notified if tardiness becomes a problem. If tardiness continues, the student will be referred to the school social worker. Students are considered tardy if they check in late or check out early. Students dropped off after 7:55 **MUST** be walked into the school by a parent or guardian to be checked in. **NO** checkout after 2:30pm.

Behavior

One of the important lessons education teaches is self-discipline. It is the key to good conduct and proper consideration of others. MES students will comply with NCPS Code of Conduct. The Code of Conduct can be found in the Student/Parent Handbook. Students are expected to follow Middlesex Elementary's school-wide rules at all times. As part of Middlesex's Positive Behavior Intervention Support (PBIS) program, the entire school practices a consistent behavior and expectation system, including:

- Students are expected to travel from one area to another quietly and in a single-file line.

- “Give me 5”. Using this school-wide signal, the adult will hold a hand in the air and say “Give me 5”. At this point everyone should stop talking, put their hand in the air and wait for instructions.
- CHAMPS is a classroom/school-wide classroom management system that teaches students classroom and school expectations using a positive approach.
 - o C- Conversation
 - o H-Help
 - o A- Activity
 - o M- Movement
 - o P- Participation
 - o S- Success

Bus Riders

Bus transportation to and from school is provided for all students. Riding the bus is a privilege, not a right. School bus safety is reviewed with your child at the beginning of the school year. Students must follow all bus rules and the Student Code of Conduct. Students shall observe the directives of the school bus driver at all times while riding a school bus. **Students who misbehave on the bus could be denied transportation privileges.** It is NCPS’ policy that students are not allowed to ride a bus other than the bus to which they are assigned. Students will not be allowed to ride home with other students. Please inform your child about any changes in how they will get to and from school and send the teacher a written notification in your child’s agenda or via Rooms on the NCPS App. **Parents are expected to accompany students to and from the bus stop each day.** The NCPS policy states that students will be brought back to school in the afternoons if there is no one at the bus stop to meet them.

Change of Address/Phone Number

It is the parent’s responsibility to make sure that the school always has your most current contact information. Any address changes will require two proofs of residence per NCPS policy. Under NCPS Board Policy, children must attend the school within the district that they reside unless the child has been approved to attend a school in another district.

Checking Out

Any student leaving school during the day must be checked out through the office by his/her parent(s). **Students should not be checked out from the office 30 minutes prior to dismissal, unless it is an emergency. Emergency requests will need to be cleared by an administrator. No student will be allowed to leave school with anyone other than a parent unless the parent makes the request in writing.**

Textbooks/ Library Books

All textbooks, library books, or other school materials are loaned to students for their use during the school year. Library books are checked out weekly. Students are allowed to check out books only if they have returned the books from the previous week. Textbooks and library books are to be kept clean and handled with care. Be sure the student's name is written on the inside cover of the textbook in case it is misplaced. **Students are required to pay for lost, stolen or damaged books.**

Medication Policy

According to state law (S.S.115c.307) and school board policy, prescription or over-the-counter medication cannot be administered by school personnel without a completed medication form. This requirement includes over-the-counter medications such as Tylenol, cold medications, short-term medications such as antibiotics, and medications that are used on an as needed basis. The medication must be brought to school by a parent/guardian in a childproof, pharmacy or store labeled bottle with current instructions for administration. Medication forms must be updated at the beginning of each school year.

Parental Involvement Policy

It is our belief, supported by research, that a strong emphasis on parental involvement plays a significant role in improving student achievement. Therefore, regularly scheduled parent involvement opportunities will be planned throughout the year, with a focus on all academic areas. At least one parent involvement opportunity will involve the discussion/disclosure of our school’s Title I Plan and budget. In addition, parents are encouraged to call their child’s teacher, send notes, schedule

conferences, and to visit the school as often as possible. Parents are encouraged to become more involved with homework and school activities.

Parties, Treats and Birthdays

Parties and celebrations will be conducted at the discretion of the classroom teacher and/or administrator. **Flowers and balloons are not allowed to be delivered to students at school and balloons can not be transported on buses.** In accordance with district policy, treats must be store-bought and cannot be homemade. In addition, foods brought into our school must not compete with our school's lunch program.

Report Cards

Students will receive an assessment report (report card) every nine weeks via their school email address.

Student Accountability

State accountability standards require parents to visit and/or communicate with their child's school by the end of the first school month, have a conference with the teacher(s) and receive information regarding student expectations. Parents, students and teachers sign an agreement to be a partner in their child's education

Student Integrity

Any student who engages in or attempts to engage in plagiarism or falsification will be subject to disciplinary action: This includes:

- Cheating
- Plagiarism
- Falsification (includes verbal or written)
- Violation of software copyright laws ●
- Violation of computer access
- Inappropriate use of student passwords or e-mail

Telephones

The school telephones are for official school business. Students will not be called to the phone during class time. **A parent calling the teacher during instructional time will not be transferred to the classroom. It is very important that instructional time be protected. When teachers receive calls during the school day it takes away**

from the instruction that should be occurring in the classroom. Therefore, the office will take the message and get it to the teacher.