

NORTHWEST ELEMENTARY SCHOOL
400 Northwest Elementary Road
Lexington, NC 27295
Phone: (336) 764-0360
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Web Site: davidson.k12.nc.us/Northwest

Marivee K. Miles, Principal
Tracy Woychik, Assistant Principal

VISION STATEMENT

To create a peaceful environment where students can develop into life long learners and grow individually.

MISSION STATEMENT

Our mission is to learn and grow in a meaningful community.

2012-2013 School Calendar

August 27	First Day for Students
September 3	Labor Day Holiday
October 1	Early Release Day for Students -12:00
October 29	Student Holiday
November 9	Early Release Day For Students-12:00
November 12	Student Holiday
November 21-23	Thanksgiving Holidays
December 21 - January 1	Winter Break
January 17	Early Release Day for Students -12:00
January 18 - 22	Student Holiday
February 25	Student Holiday
March 27	Early Release Day For Students -12:00
March 28 – April 5	Student Holiday
May 27	Student Holiday
June 10	Last Day for Students – Early Release – 12:00

DAILY SCHEDULE

School Begins at 8:00 a.m.
School Dismisses at 2:30 p.m.

VISITORS

We welcome visitors to our school and are happy to have you with us. We ask that you report to the office, sign in and print off a visitor's pass. All visitors and volunteers are asked to wear a sticker pass for security reasons.

If you will be joining us for lunch, please send a note with your child or let us know by 9:00 a.m. in order for the cafeteria staff to prepare adequate food. Lunch visitors will eat with their child in the designated area in the cafeteria. If you arrive early, please wait in the foyer outside the office. Visitors are asked not to return to the classroom after lunch as this tends to disrupt the normal routine. According to Davidson County policy 7.11, students should purchase lunch in the cafeteria or bring a lunch from home. Food prepared at restaurants is prohibited. This policy is in keeping with federal guidelines.

In an effort to help students become adjusted to school routines, parents may not walk their children to class after September 7. This builds independence and responsibility. We ask parents not to make exceptions to this rule.

MORNING ARRIVAL

No child should arrive at school before 7:15 a.m. If you work and must arrive at your job early, please arrange for childcare so that you child will not be at school before 7:15 a.m. Students will wait quietly in the hallway outside of their classroom until 7:50 a.m. Students are to read during this time. Students may read their library books, a book from home or choose

a book from the book baskets in the hallway. There will be staff members monitoring the hallways during this time. Kindergarten students will wait in the media center with a staff monitor.

BREAKFAST

Car riders who eat breakfast should report to the cafeteria through the cafeteria door at the car rider line between 7:30 a.m. and 7:45 a.m. Car rider breakfast students should be in their classrooms by 7:55 a.m.

Bus riders who eat breakfast should go straight to the cafeteria through the school building once their bus has arrived. If a student's bus is late to school, bus riders will still be allowed to eat breakfast upon arrival. Bus rider breakfast students should be in their classrooms by 7:55 a.m.

TARDIES & LATE ARRIVALS

School begins promptly at 8:00 a.m. Tardy students are disruptive to the instructional process. Please make every effort to have your child to school on time. If your child arrives after the 8:00 a.m. bell, a parent or guardian must park their car and come in and sign your child in at the office. Failure to do this will result in an unexcused tardy.

EARLY DISMISSALS

Students leaving prior to 11:15 a.m. will be counted absent unless they return to school.

If it is necessary to pick your child up prior to 2:00 p.m. please use the following procedure:

1. Report to the office – not the classroom
2. If your child requires an early dismissal, please send a note to the teacher indicating the time and who will be picking up the child.
3. Photo ID is required and must be on the approved pick up list.
4. Sign the student out on the computer and give a reason for the early dismissal.

Due to safety concerns, no early dismissals will be accepted after 2:00 p.m. You will need to pick up your child through the car rider line. All students will be dismissed via bus or car rider line. No walking up to the car rider line or waiting in the entrance way between the office and gym is permitted.

TRANSPORTATION CHANGES

If it is necessary for your child to ride a different bus, get off at a different stop, be a car rider, or have any change in afternoon

transportation, we must have a written note from the parent/guardian. DO NOT CALL THE OFFICE TO REQUEST CHANGES. This is for the safety of your child. Fax or email the school if you have changes after your child leaves in the morning. Please contact the school to confirm your fax or e-mail was received. If your child fails to get off the bus, please contact the school. Encourage your child to tell the driver where his/her stop is and be sure the teacher knows if your child is to go to a sitter or daycare rather than to your home.

NORTHWEST ATTENDANCE

Regular attendance helps establish good work habits and builds responsibility for the future. Northwest Elementary prides itself in having a very high attendance percentage. If your child is absent from school, he/she must bring a note explaining the reason for the absence within 3 days of his/her return. If a note is not received within 3 days the absence will be coded as unexcused. A phone call in cases of prolonged illness is requested. Absences such as travel that afford an educational opportunity must be submitted in writing to the principal prior to the absence. If not approved prior to the absence, the absence will be considered unlawful. A prior approval form may be picked up in the office.

SCHOOL BOARD POLICY: 6.4 ATTENDANCE FOR ALL STUDENTS

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: "Every parent, guardian or other person in this state having charge or control of a child between the ages of seven (7) and sixteen (16) years (or) under age seven (7) who is enrolled in a public school in grades K-2... shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session..." (Public Schools Laws of N.C.: G.S. 115-C-378)

1. Attendance Records:

School officials will keep an accurate record of attendance, including accurate attendance records in each class under procedures developed and enforced by the State Board of Education and published annually in the *Student Attendance and Student Accounting* manual. A child shall be present at least one-half (1/2) of the school day in order to be recorded as present for that day.

2. School-Related Activities:

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention

of the Board of Education that classes missed are kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal.

The following school-related activities will not be counted as absences from either class or school:

- A. Field trips sponsored by the school
- B. School-initiated and scheduled activities
- C. Athletic events requiring early dismissal from school
- D. In-school suspension

Students will complete assignments missed for these reasons. The teacher will determine when work is to be made up. The student is responsible for finding out which assignments were missed and completing them within the specified time period.

3. Lawful Absences:

When an absence occurs due to any of the following circumstances, the absence shall be coded as lawful:

- A. When an illness or injury occurs which prevents the student from being physically able to attend school.
- B. When quarantine is ordered by the local health officer or the State Board of Health to isolate a student from the general population. DCS – Policy 6.4 Page 2 of 4 1/8/2009
- C. When there is a death in the immediate family (including but not limited to the grandparents, parents, brothers and sisters) of the student.
- D. When the absence is due to a medical or dental appointment, appropriate documentation is required. Appropriate medical documentation if presented by the student would include:
 - Dated doctor’s statement on letterhead
 - Diagnosis by physician - clarifying whether illness is a prolonged illness contributing to, or which could contribute to, a pattern of absences requiring a student to be out of school and further clarifying when student should be able to return to school.
 - Dated parent’s note stating clearly the reasoning for the student’s absence and/or referencing a previous written diagnosis rendered by a medical professional and submitted to the principal.
- E. When the student is a part of a court proceeding or administrative tribunal if the student is a party to the action

or under a subpoena as a witness (documentation verifying the student’s participation or required presence at such court proceeding or tribunal is required).

- F. When the student participates in a religious observance in accordance with local board policy and has prior approval of the principal/designee.
- G. When the student is involved in a valid educational opportunity. The absence and activity must have prior approval from the principal or designee.

4. Pattern of Absences: Referral and Waivers

When a pattern of absences exists (i.e., once a student reaches six (6) daily absences within a semester relating to illnesses), school officials should be alerted to the possibility of a disability and referral is made to the Student Assistance Team to gather multiple sources of data for the purpose of determining possible eligibility under Section 504 and/or IDEA. The Student Assistance Team would then share this data with the Principal, or his/her designee, for consideration should a waiver for such absence be requested. The student shall submit appropriate documentation as to the reason for the absence(s) within three (3) days of returning to school (see above for examples of required documentation). Failure to submit appropriate documentation will result in the absence being coded as unlawful.

5. Make-up Work for Lawful Absences:

DCS – Policy 6.4 Page 3 of 4 1/8/2009 Students are permitted to make up all work missed during an absence. All work must be made up within five (5) days following the student’s return to school unless the principal/designee determines that extenuating circumstances might support an extension of this time restriction. (See Section 6, this policy.)

6. Maximum Number of Absences:

There will be a maximum of sixteen (16) absences allowed for students participating in year-long programs (all elementary and middle schools) and eight (8) absences allowed for students participating in semester length programs (all high schools). Students who exceed these absence limits for any reason shall not receive grade/course credit or be promoted (if applicable) to the next grade level unless they:

- A. Are granted a waiver from the attendance policy by the principal for an absence(s) which falls outside the previously stated guidelines (See Section 7, this policy.)-or-
- B. Attend and successfully complete an extended day program to make-up

time missed during the school term in which the excessive absences occurred (semester for high schools and the year for elementary and middle schools). This time can only be made up within the available make-up program limitations.

- C. Make up time for elementary school students shall be at a rate of three hours for each day missed and the rate for middle school students shall be four hours for each day missed. The rate for high school students shall be one hour for each ninety-minute high school class missed.
- D. NCHSAA (North Carolina High School Athletic Association) regulations require absence make up to be on an hour for hour basis, i.e. high school attendance class period make up for athletic purposes will be at a rate of 90 minutes per class.

7. Waiver Procedures:

A student may apply to the principal for a waiver for lawful absences due to extenuating circumstances, examples of which may include a chronic medical condition for which previous documentation has been submitted, attendance in a court proceeding, etc. This request shall be submitted in writing (i.e.: a written letter) and may be submitted only after the student has reached twelve (12) absences for year-long courses/programs and six (6) absences for semester-long courses/programs. The principal/designee will review waiver requests on a monthly basis and provide immediate written notification to the parent of the decision.

Although the principal may appoint a waiver committee to review waiver requests and make recommendations for consideration, the principal/designee will make the final determination as to the appropriateness of the waiver request. The Principal, or his/her designee, would document the rationale for his /her decision as to waiving any such absences. Parent and student will be informed in writing of the final decision and rationale for waivers that are denied. DCS – Policy 6.4 Page 4 of 4 1/8/2009 Parent and student may appeal any such final decision pursuant to Section 1.6 of Davidson County Board of Education policy. The superintendent will provide the Board with an annual report on the number of attendance waivers approved by the school principals. The local school publishes a student handbook with detailed guidelines for handling attendance, make-up work and waiver appeals procedures. Questions concerning the attendance policy should be addressed to the appropriate administrative staff member at the student's school. Legal Reference: G.S. 115C-47, -84, -288(a), -378 to -383.

Adopted/Revised: April 15, 1999; June 5, 2000; September 9, 2000; August 5, 2002; September 2, 2003; October 3, 2005; November 7, 2005, October 6, 2008

STUDENT EMERGENCY INFORMATION CARD

Each child should return the Student Emergency Card, filled out. Please inform the school office and classroom teacher if your address, telephone number, etc., changes during the year.

SCHOOL FEES

Elementary students in the Davidson County Schools pay a \$7.00 school fee to help cover the costs of library books, instructional supplies/materials, physical education, and first aid supplies.

STUDENT AGENDAS

Student agendas are \$5.00. The agenda is used as the main communication tool between the school and home.

STUDENT INSURANCE

Accident insurance is offered. A brochure describing the coverage and the premium is sent home with each student. The application and the premium are to be mailed directly to the company by the parents.

CONDUCT CODE

We want Northwest Elementary School to be a place where our students feel safe, secure, and happy. We value the environment that enables students to learn. Some general regulations that will help bring this about are listed.

1. Listen and follow directions.
2. Do not be disruptive in the classroom.
3. Keep hands, feet, and objects to yourself.
4. Use appropriate language.
5. Walk and talk quietly in the school.
6. No trading or selling is to take place between students.

Your support of our efforts can only enhance the whole school experience.

PERSONAL PROPERTY

The school is not responsible for any loss of personal property. Personal belongings should be clearly marked with the student's name. The lost and found is located in the gym. (Every year several bags of lost clothing items are donated to charity because they are not identified or claimed.)

CHEWING GUM

Chewing gum is not allowed inside or outside the school building unless approved by the teacher.

ROLLING BOOK BAGS and HEELYS

Rolling book bags are not allowed at Northwest Elementary except for medical reasons because they present a safety hazard in the hallways, in classrooms, and on buses

Heelys with wheels are also not allowed at Northwest Elementary.

FLOWERS AND BALLOONS

Please do not send flowers or balloons to your children because they cannot be sent to the classroom or go home on the bus.

STUDENT USE OF PHONE

The school phone is for business purposes. Students can use the phone for emergencies only.

INCLEMENT WEATHER

A decision to delay or close school is made by Davidson County Central Office staff and will usually be announced by 6:30 a.m. Listen to your local television and radio announcements for news on school delays and closings. You can also find the announcement on the Davidson County Schools homepage – www.davidson.k12.nc.us NO ANNOUNCEMENT means that school is running on a normal schedule. A two hour delay means that school begins at 10:00 a.m. The school doors will open at 9:30 a.m.

CONCERNED ABOUT SOMETHING?

Any time you have a problem or a concern about something that has taken place at school, please contact the school. We welcome the opportunity to speak with you. Administrators can be reached at the school during the hours of 8:00 a.m. and 4:00 p.m. Teachers may be reached between 7:50 a.m. - 8:00 a.m. and 2:30 p.m. - 3:00 p.m. Our telephone number is (336)764-0360. You may also contact administration through e-mail. Our e-mail addresses are mmiles@davidson.k12.nc.us and twoychik@davidson.k12.nc.us

SCHOOL COUNSELING

At Northwest, we have a full-time and part-time school counselor on staff. During the school year, our counselor provides individual and small group counseling for all students on an as needed basis. Contact Ms. Mitchell at mmitchell@davidson.k12.nc.us.

HOMEWORK POLICY

Because the curriculum established by the North Carolina State Department of Education is rigorous, and students are expected to perform at proficiency levels in order to be promoted to the next grade, it is necessary for them to reinforce their daily class work with homework. In keeping with high expectations for

our school, all students (except kindergartners first semester) may have homework every weeknight. The following guidelines comprise the homework policy for Northwest Elementary.

Kindergarten	10 minutes
First Grade	10 minutes
Second Grade	20 minutes
Third Grade	30 minutes
Fourth Grade	40 minutes
Fifth Grade	50 minutes

DAVIDSON COUNTY SCHOOLS ACADEMIC ACCOUNTABILITY POLICY

Davidson County Schools has adopted an academic achievement policy for all students. Following is a brief summary of the main components of the policy. You will receive more detailed information from the school and from your child's teacher.

Promotion Standards for Students in Grades K-2

To be promoted in grades K-2, the student must meet teacher standards in reading, language arts, and mathematics, as well as the Davidson County Schools attendance standard.

Promotion Standards for Students in Grades 3-8

To be promoted in grades 3-8, the student must meet all three (3) of the following standards: the teacher standards, EOG test standards, and Davidson County School's attendance standards.

Elementary Schools Teacher Standards

Students are promoted upon achieving a yearly average of 70 or higher in reading, language arts, and math.

EOG Test Standards

Students in grades 3-8 must achieve at or above a Level III on the North Carolina End-of-Grade tests in reading and mathematics to be eligible for promotion. 3rd and 5th grade students who do not score Level III on their math and/or reading EOG's will have opportunities for remediation and retesting as well as Summer Acceleration.

DAVIDSON COUNTY SCHOOLS STUDENT DRESS AND APPEARANCE POLICY

The Davidson County Board of Education respects a student's right to choose his or her style of dress or appearance. However, students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements and expectations of a school-learning environment. If a student's dress or lack of cleanliness is such that it constitutes a threat to health or safety, the principal or principal's designee may require the student and student's parent or guardian to take appropriate action to remedy the situation. In addition, if a student's dress or

appearance is so unusual, inappropriate or lacking in cleanliness that it clearly disrupts other students, disrupts class or learning activities, or presents a safety issue, the student may be required to change his or her dress or appearance. The principal or the principal's designee shall handle student violations of this policy. The first violation of this policy will result in a warning and a parent contact. The second violation during the same school year may result in a short-term suspension from the school for up to ten (10) days. A third or subsequent violation during the school year may result in long-term suspension for the remainder of the school year. Principals will maintain guidelines to assist students in determining appropriate dress and appearance for school, copies of which will be made available to parents and students. Items listed below shall be included in all school guidelines and shall apply to all students. Reasonable accommodation will be made by the school principal or principal's designee for those students who, because of a sincerely held religious belief, cultural heritage, or medical reason, request a waiver of a particular guideline for dress or appearance. Reasonable accommodations shall be made by the principal to accommodate students involved in special duties, activities, or projects approved by the school. This would involve but not be limited to: athletics, vocational classes and projects, special events, or other activities that would allow for non-conforming dress on a school campus.

1. Inappropriate Dress or Appearance for Elementary Students (Grades K-5):

- A. Clothing or attachments that are disruptive to the teaching and learning process or are revealing, indecent, vulgar or obscene.
- B. Clothing which promotes alcoholic beverages or the use of controlled substances by words or symbols, or is of a disruptive nature.
- C. Clothing that contains profanity, nudity, depicts violence or is sexual in nature by words or symbols.
- D. Hats, sweatbands, bandannas, or sunglasses inside school buildings.
- E. Clothing that is sheer or mesh. Undergarments that are visible.
- F. Sagging pants which cause undergarments to be visible.
- G. Footwear that may present a hazard to health and safety.

CAFETERIA BEHAVIOR

A "red tag/green tag" behavior plan will be implemented in our cafeteria (not as a punishment), but in an effort to decrease the noise level of our crowded cafeteria. Classes are to be silent the first 10 minutes of their lunch period after the last student is

seated (red tag). At the end of the 10 minutes, the class will be able to talk quietly (green tag). This plan is intended to decrease the noise level in our crowded cafeteria and to allow the cafeteria staff to hear student numbers and orders. In addition, it is a good opportunity to enforce proper manners.

CHILD NUTRITION SERVICES

All students must have a lunch each day. According to Davidson County policy 7.11, students should purchase lunch in the cafeteria or bring a lunch from home. Food prepared at restaurants is prohibited. The Northwest School Cafeteria offers three meal selections each day for lunch: a hot lunch, a sandwich lunch, and a salad lunch. Computerized cash registers permit daily, weekly, monthly, etc., payment. Parents can send money to the cafeteria through their child, bring it into the cafeteria personally, or use the PayPal account accessed from the Northwest website. Menus are sent home on a monthly basis or can be viewed on-line. Please call the cafeteria manager, Pam Reich to discuss any questions or concerns. The phone number is 764-0047.

Breakfast and Lunch Prices

Supplemental items are available at extra cost.

Student Breakfast: \$1.25

Student Lunch: \$2.50

Adult Breakfast: \$1.75

Adult Lunch: \$3.25 (includes iced tea)

Free or reduced price lunch is available to those who qualify. Forms are mailed to your home during the summer or can be picked up in the school office at any time.

Charges

Meal and item charges are permitted as follows for ALL Davidson County School students:

For all elementary including but not limited to reduced meal benefit students, up to three breakfasts and three lunches may be charged (\$11.25).

After the student has incurred charges of \$11.25, the student will have a lunch meal choice of peanut butter and jelly sandwich, fresh fruit with white milk or cheese sandwich, fresh fruit with white milk and a breakfast meal choice of cereal, toast, fresh fruit and white milk. This will meet the reimbursable meal option.

When the student's meal charge reaches \$37.50, the account balance charge may then be turned over to a collection agency selected and approved by the Superintendent of the Davidson County Schools and the breakfast and lunch sandwich meal option will continue until the total outstanding charges are reduced below \$11.25.

NO supplemental sales items, such as milk, cookies, ice cream or potato chips, may be charged at any time.

NO supplemental items will be allowed for purchase until all outstanding charges are paid in full. Any money given to the cafeteria will be applied towards any outstanding charge balance.

Child Nutrition Services will call all parents every Wednesday for any meal charge and will call every day for charges over \$11.25.

If the student's charge balance exceeds \$75.00, at the discretion of the school principal and social worker, Davidson County Social Services (DSS) may be contacted in relation to potential student neglect.

Our Child Nutrition Department allows parents to prepay for meals and put money on their child's account at www.lunchprepay.com. This website also allows parents to get a detailed report of purchases made by their child.

Packed Lunches

Students who bring their lunch to school cannot bring sodas of any kind. No glass of any kind is permitted.

At the elementary, middle, and high school levels all foods and beverages made available on campus during the school day (including vending, a la carte, student stores, and parties) must be consistent with the current Dietary Guidelines for Americans. Meals and/or snacks are not to be used for punishment or reward. No outside restaurant food is to be brought in during the school day and consumed in the cafeteria.

FOOD POLICY

The Davidson County policy on food allows only food that is commercially prepared be brought to school. This would include prepackaged foods and foods which are purchased at a licensed bakery. No ice or water based products (tea, Kool-Aid, etc.) may be brought in from homes.

For student's birthdays, parents may order cupcakes from the cafeteria or choose one of the items from the list in the healthy snack section. We will dispense birthday "goodies" after the regular lunchtime as a supplement to lunch.

WELLNESS POLICY

The Davidson County Board of Education is committed to providing school environments that promote the health, physical well-being, and ability of students to learn. Since physical activity and healthy eating are vital components of a healthy lifestyle, it is important that students participate in physical education and nutrition education. Lessons students learn through these curricula may foster lifelong habits of choosing nutritious meals and snacks and lead students to incorporate regular physical activity into their routine.

Therefore, the Board directs the superintendent to ensure the development and implementation of a comprehensive plan to encourage physical activity and healthy eating that includes the following:

ILLNESS AND INJURY

Students should not be sent to school sick. Students should be without a fever for twenty-four hours before returning to school. If your child becomes ill while at school, you will be contacted and asked to pick up your child. The Davidson County Health Department recommends that if a child has a temperature of 100 degrees or greater, they should be picked up from school. If accidents occur, we will contact you for advice unless the injury is serious enough that emergency treatment is needed at once. In that case, you will be contacted and asked to meet us at the medical treatment center.

MEDICATION

If it becomes necessary for your child to take medicine during the school day, this must be indicated in writing on a Davidson County Schools Medication Form. Standards For Administering Medicines School employees are authorized to administer drugs or medication when all of the following conditions have been met:

The student's parent or legal custodian has made a written request that school personnel administer the drug or medication to the student and has given explicit written instructions describing the manner in which the drug or medication is to be administered. All prescription medication should be kept in the original Rx bottle with the student's name and dosage clearly displayed on the bottle;

A physician has prescribed the drug or medication for use by the student (for over-the-counter medications as well as medications available only by a physician's prescription);

A physician has certified that administration of the drug or medication to the student during the school day is necessary (for over-the-counter medications as well as medications available only by a physician's prescription); and

The employee administers the drug or medication pursuant to the written instructions provided by the student's parent or legal custodian.

All prescription and non-prescription medications must be in the original container and labeled with student's name and directions clearly marked.

All medications must be kept and administered in the office.

ALL PRESCRIPTION AND OVER-THE-COUNTER MEDICATION MUST BE BROUGHT TO SCHOOL BY A PARENT/GUARDIAN. STUDENTS ARE NEVER

ALLOWED TO POSSESS MEDICATION AT SCHOOL OR ON THE SCHOOL BUS.

All Medication Forms on file will be effective for the current school year. Medications not picked up by the end of the school year will be discarded.

BATHROOM ACCIDENTS

If a student has a bathroom accident during the day, a parent will be called to come and change/clean-up their child. TEACHERS AND OFFICE STAFF WILL NOT BE RESPONSIBLE FOR CLEANING UP OR CHANGING STUDENTS.

LICE

Occasionally, we have cases of head lice throughout the school year. Anyone- adult or child -can get head lice. It has nothing to do with cleanliness and does not reflect poorly on parenting or the home environment. However, in the event of lice cases at Northwest, we follow Davidson County School Board Policy Number 6.36 that states:

1. All students having head lice will be required to have removed all head lice, lice eggs, and egg cases following application of a pediculicide agent.
2. Students will be excluded from school and school activities until such treatment has been accomplished.
3. School principals will be responsible for facilitating and enforcing this policy in their schools.

Legal Reference: Adopted/Revised: December 1, 1997; April 15, 1999

BEE STING ALLERGIES

For your child's safety it is imperative that we have information regarding your child's allergic reaction to bee stings and/or other allergies. If you send medicine, the container must be labeled completely, including the child's name and instruction for dispensing the medication. A Davidson County Schools medication form must also be on file.

CAR RIDERS

Morning Drop Off

Car riders are to be delivered in the car rider area in the back of the school, and students are to enter the building at the car rider entrance. There is room for 7 - 9 cars to unload safely in the mornings at the same time. Therefore, if you are driving the lead car, please pull your car around to the end of the walkway at the cafeteria to facilitate an orderly and safe traffic flow. The last car to unload should be at the first basketball goal after passing the tractor shed. Car riders that are planning to eat breakfast should arrive to school by 7:45 a.m. and

enter through the outside cafeteria door at the car rider line.

Afternoon Pick Up

Car riders will be escorted in the afternoons by teachers and assistants to their car. The safety of your children is our first and foremost concern. Students will be called to their assigned station for pick up. Two signs will be sent home with your child's name on them. Please place the sign in the front or side window of your car when going through the afternoon car rider line to speed up dismissal. Please give the additional sign to anyone else that may be picking your child up in the afternoon.

SCHOOL BUS TRANSPORTATION

We know you share our concern for the safety of every student who rides a school bus. Please assist us by impressing upon your child the necessity of following rules and obeying the bus driver. It is important that you and your child understand our expectations and frequently review the following rules and regulations:

1. Obey the bus driver at all times.
2. Objects that may be harmful or distracting are not allowed on the bus. These include bats, balls, toys, electronic games/devices, cell phones, CD players, or any other items of a similar nature.
3. Be ready, on time, and at your assigned school bus stop each morning 10 minutes before the scheduled arrival time of the bus.
4. Students should talk quietly, not loudly, abusively or inappropriately.
5. Refrain from damaging the seats.
6. Students must keep hands, head, arms, etc., in bus, not out open windows.
7. When crossing a street at a bus stop, make sure the bus is stopped, the door is open, and the walk arm is out. Cross in front of the bus.
8. Eating and drinking are strictly prohibited on the buses.
9. Never stop to pick up anything you drop in front of the bus. Tell the driver.
10. No one is to throw objects on the bus or out the window.
11. Bus drivers are prohibited from blowing the horn to alert children that the bus has arrived.
12. Sit quietly in your assigned seat at all times.
13. Help keep the bus clean.

We, in the office, simplify these into four (4) easy rules that we encourage students to learn and practice:

1. Stay in your assigned seat.
2. Keep your hands to yourself.
3. Keep your voice down.
4. Use appropriate language.

Fighting, the use of profanity and refusing to obey the driver will result in taking away a student's riding privileges. Parents are to call the school if their child fails to get off the bus.

TRANSPORTATION CHANGES

If it is necessary for your child to ride a different bus, get off at a different stop, be a car rider, or have any change in afternoon transportation, we must have a written note from the parent/guardian.

Do not call the office to request changes. This is for the safety of your child. Fax or e-mail the school if you have changes after your child leaves in the morning. Please contact the school to confirm your fax or e-mail was received.

Students are not permitted to ride a different bus from which he/she is assigned, or get off at a different stop unless he/she brings a note. If a child is to go home with another child, both parties must send a note. If no note is received, the parent/guardian must send a fax or e-mail to the school prior to the transportation change. The note, fax, or e-mail should include: Student's name, the teacher's name, the date, bus number if known, destination (street address and name of resident), and the parent's signature. If a child tells us that he/she is supposed to ride a different bus and has no note from home, he/she will be placed on his/her regular bus that afternoon. No student will be allowed to walk home or be a car rider without documented notification from the parent/guardian.

Field Trips

Each grade level may choose to go on up to two educational field trips each year.

Due to safety and liability concerns, employees of Northwest Elementary School and/or the Davidson County School System will act as chaperones on field trips and will be responsible for handling any discipline issue or emergency situation that may arise. Parents are still invited to attend field trips when deemed appropriate by the grade level; however they must provide their own transportation. Also, when attending a class field trip we ask that you and your child stay with the teacher and the class so that your child will get the full benefit of the curriculum objectives being met through the field trip experience. We appreciate your involvement and interest in the education of your child.

From the Davidson County Health Department“ As part of our school health program your child may receive health screenings from the school nurse during the year. This may include vision checks, heights, and weights or specific health concerns that may be referred to the school nurse by the school staff. Your child may also receive a dental screening provided by the Public Health Dental Hygienist.

A form letter will be sent home to you to show results that are found from these screenings or referrals if any follow up is needed. If you do not want your child included in these screenings, please send a note to your child's teacher.”

BEHAVIOR EXPECTATIONS

At Northwest Elementary School our staff is committed to developing positive behavior in our students. For this reason, Northwest Elementary became a Positive Behavior and Intervention Support School (PBIS). The Northwest staff implemented school-wide behavior expectations in the classroom, hallway, cafeteria, restroom, playground, bus and car rider line. It is our hope that students will use Mustang PRIDE to become successful in monitoring their own behavior.

Northwest encourages positive behavior through Mustang PRIDE.

- Pause and think
- be Respectful
- I will be honest
- Do the right thing!
- & Encourage others!

TOBACCO

All Davidson County Schools will be Tobacco Free August 1, 2007. No student, staff member or school visitor will be permitted to use any form of tobacco product (smoking, chewing, dipping, etc.) at any time, including non-school hours, morning, afternoon, evening or summer, even if students are not in session.

Tobacco use is prohibited...

- ❖ In any building, facility, or vehicle owned, leased, rented or chartered by the Davidson County Schools, or
- ❖ On any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by the Davidson County Schools, or
- ❖ At any school-sponsored or school-related event on campus or off campus

There will be no more designated smoking areas on any property of the Davidson County Schools.

WEAPONS POLICY

A state law, effective December 1, 1993, declares it illegal for firearms, knives, and other items classified as weapons to be at school. Specifically, the law states it is a felony to have a firearm or explosive on educational property and a misdemeanor to possess any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switch blade knife, blackjack, metallic knuckles, razor and razor blades, and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips, and tools used solely for instruction in the preparation of food or for property maintenance. Students who possess, handle, or transmit firearms will be suspended for 365 days. We are asking that you take all precautions to ensure that your child does not bring any type of weapon to school. It is also illegal for parents and others to have on their person or in their car, knives, firearms, or weapons on school premises. A second new law requires the principal to report all violators to law enforcement officials.

BOMB THREATS

North Carolina General Statutes makes it illegal for anyone to issue a bomb threat to a school. The Davidson County School Board Policy specifically states:

A student shall not: Make a report by any means of communication to any person or group of persons, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, substance, or material designed to cause harmful or life-threatening illness or injury to another person. The penalty for such violation is as follows: The board of education or superintendent may suspend for up to 365 days any student who violates this rule, pursuant to N.C.G.S. 115-C-391.

BIRTHDAYS/CLASS PARTIES

Every child looks forward to holidays and birthdays. Please remember that we have over 550 students at Northwest and that educational time in the classroom is precious. If you wish to celebrate a special event by bringing food products for your child's class, please observe the following policy regarding foods and drinks brought to school.

1. Parents are encouraged to send in food that is consistent with the current dietary guidelines for all Americans. A list of healthy snack ideas is listed earlier in the student handbook.

2. Food must be commercially prepared rather than home prepared.

This would include prepackaged foods and foods which are purchased at a bakery and brought to school.

3. No ice or water based products (tea, Kool-aid, etc.) may be brought to school from a private water supply such as well or spring.

We will dispense birthday "goodies" after the regular lunchtime as a supplement to lunch. Classroom time will not be disrupted for birthdays. Also, please refrain from sending invitations to parties to your child's classroom unless all students in the classroom are invited. Invitations must then be given to the classroom teacher to be passed out to children as they leave at dismissal time. Addresses and phone numbers of employees and students are private and will not be provided to parents. The Davidson County School Board policy states there will be no more than two (2) class parties per year. Teachers and the administration will establish these.

Worthless Check Program

Worthless Checks received by Davidson County Schools will be turned over to the District Attorney's Office. The criminal process will be issued if needed, in order to collect restitution for the amount of the check. Penalty fees will be applied.

INTERNET USE

7.6 DAVIDSON COUNTY ACCEPTABLE COMPUTER AND INTERNET USE

The Davidson County School (DCS) system provides access to the Internet throughout the district via its wide area network. The Internet enables students and employees to explore thousands of databases, libraries, and bulletin boards while exchanging information with Internet users throughout the world. Valuable information can be gleaned from the Internet, but families are warned that some material may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The schools use Internet resources to meet educational goals. The district provides schools with filtering services to create a safer and more productive Internet for students. Teachers attempt to monitor and direct student activity; however, students may find ways to access other materials. Educators in DCS believe that the benefits of the Internet far exceed the disadvantages.

Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, DCS supports and respects each family's right to decide whether or not to grant permission for access. A permission form for Internet use must be signed by the student and parent or guardian before access is permitted.

Teachers make every attempt to monitor and set guidelines for Internet access, but students are ultimately responsible for appropriate behavior on the school's computer network, just as they are responsible for appropriate behavior on the school campus.

The following actions are specifically not permitted on school system equipment on or off school premises:

- a. Accessing, producing, posting, sending, or displaying material that is deemed offensive in nature is prohibited. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or suggestive language or images. Students and teachers may not bypass the district's filtering system to gain access to restricted sites.
- b. Engaging in any illegal, inappropriate or offensive activities or accessing material advocating illegal acts or violence is not allowed. This includes material related to pornography, hate literature, illegal gambling, illegal weapons, terrorist activities, or other illegal activities or activities or material that ridicules others on the basis of race, creed, religion, gender, disability, national origin, or sexual orientation.
- c. Using the Internet/email system to harass, insult, or attack others will not be permitted.
- d. Tampering with computers, computer systems, software, or computer networks is prohibited. Only district or school level media, technology personnel, or an individual designated by the Superintendent, should access computer network settings to include passwords, data, and IP addresses. Intentional propagation of viruses is prohibited.
- e. Plagiarizing or infringing copyrights of works found on the Internet is illegal.
- f. Intentionally wasting limited resources including disk space and printing supplies is not allowed.
- g. Using computers or the Internet/email system for commercial purposes or in support of "for profit" activities or other outside employment or business activity is prohibited.
- h. Using the system for political lobbying is prohibited.
- i. Posting personal or private information about oneself or other people on the Internet, such as name, address, and telephone number is not allowed.
- j. Attempting to gain unauthorized access to the school file servers and restricted network areas is prohibited.
- k. Downloading and installing software applications, shareware, and freeware without prior approval from Media and Technology staff is not permitted.
Examples could include but are not limited to screen savers, multimedia applications, Yahoo toolbar, and Web Shots.
- l. Unauthorized use of real-time Internet services such as chat rooms, instant messaging, social networking,

and blogging for non-instructional purposes is prohibited. Prior approval can be obtained from the district Media and Instructional Technology staff.
m. Down-streaming music and/or video for non-instructional purposes is prohibited during school hours by all users. These activities can degrade the performance of the overall functionality of the wide area network.

- n. Using computers and/or Internet sites for non-instructional games is prohibited.
- o. Creating, copying, transmitting, or retransmitting chain letters or other unauthorized mass mailings regardless of subject matter is prohibited.
- p. Using outside email systems not approved for curriculum purposes is prohibited. Gaggie is the only approved email service for DCS Students. Student email accounts for special projects can be requested through the district Media and Instructional Technology Department.
- q. The installation of software on a school computer by anyone other than school or district technology or media personnel is prohibited.
- r. Access to the internet for non-instructional purposes during class time is prohibited.
- s. Use of personal technology equipment, to include laptops, wireless devices, personal digital assistants (PDA) and workstations within the school system is expressly prohibited without prior written consent of the Davidson County Schools Technology Department.

Use of the Internet is a privilege, not a right. Inappropriate use of the Internet may result in disciplinary or legal action and Davidson County Schools reserves the right to monitor any student or employee's use of the Internet.

Legal Reference: PL 106-554
Adopted/Revised: 1/2/96; 9/2/97; 3/1/99; 4/2/01;
6/24/02; 3/7/05; 10/3/05;
9/6/2006; 12/03/2008

HIRING EMPLOYMENT AND STUDENT PLACEMENT PRACTICES

The Davidson County Schools do not engage in any employment practices that discriminate against any employee or applicant for employment based on sex or disability. The Davidson County Schools do not engage in any employment or placement practices that discriminate on the basis of race, color, or national origin if such discrimination tends to result in segregation, exclusion, or discrimination against students.

Anyone who feels his/her rights as a citizen, student, or employee have been violated in relation to the above statements should contact: Davidson County Schools, P.O. Box 2057 Lexington, NC 27293-3057.

AHERA (Asbestos Hazard Emergency Response Act) Notification

As mandated by federal regulations, public schools were to have each of their school buildings inspected for asbestos, and a plan of managing asbestos that was detected was to be filed with the North Carolina Department of Human Resources, Division of Health Services, Raleigh, NC by May 9, 1989. Davidson County Schools complied with this mandate.

The Davidson County Board of County Commissioners hired a certified and accredited firm to conduct inspections of public school buildings. A thorough inspection of all schools has been completed and a written plan for the management of any detected asbestos is in place. Those management plans are on file at each school and the administrative office.

Necessary measures have been taken to repair or remove any damaged asbestos, and the management plans outline the ongoing maintenance program at each location.

It is also required that at least once every six months after a management plan is in effect, each LEA shall conduct periodic surveillance in each building that it owns, record any changes in the condition of the materials, and make those records a part of the management plan. Those requirements have been met by the Davidson County Schools.

It is further required that every three years after a management plan is in effect, each LEA shall conduct a thorough re-inspection of every building for the presence of asbestos. Those requirements have also been met by the Davidson County Schools.

Title IX and Student Grievances

The Davidson County Board of Education believes all students and staff working in our schools will not be treated unfairly because they are a woman or a man, because of what they may look like, or personal beliefs they may have. They should not be frightened with threats, teased or made fun of. This includes unwanted sexual behavior where someone might make them feel uncomfortable based upon the fact they are male or female. Every individual should be able to work in a safe, organized and encouraging learning/working environment. The Board is committed to ensuring that all students and staff are empowered and given equal opportunity in all academic and employment activities. Unfair treatment on the basis of race, color, the country they were born in, sex, pregnancy, religion, whether or not they have served in the military, age or disability will not be tolerated. The Board does not allow revenge against a student or staff member who feels they have been treated unfairly and decide to pursue or voice their rights according to this law. It also does not allow

revenge against anyone who witnesses or experiences one of the above issues and chooses to report it to the administration. This law is taken very seriously in our school system, and when someone chooses not to follow it, appropriate action, up to and including suspension (for students) and termination of employment (for staff), may be taken.

Title IX coordinator: Dr. Tony Peele, Assistant Superintendent for Human Resources
Section 504/ADA coordinator: Lorrie Varner
Davidson County Schools ~ P.O. Box 2057, Lexington, NC 27293 ~ Telephone: 336-249-8181

Davidson County Schools Policy Links: [DCS Board Policy 1.7 Prohibition Against Discrimination, Harassment Including Sexual Harassment And Bullying](#)
[DCS Board Policy 4.13 Employee Grievance Procedure](#) [DCS Board Policy 4.19 Sexual Harassment](#) [DCS Board Policy 6.39 Student And Parent Grievance Procedure](#)

FREQUENTLY ASKED QUESTIONS ABOUT SEX DISCRIMINATION:

<http://www.ed.gov/about/offices/list/ocr/qa-sex.html>

Requirements Under Title IX U.S. Department of Education, Office of Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/aboutocr.html>

About OCR

<http://www.hhs.gov/ocr/civilrights/resources/specialtopics/tanf/crrequirementsix.html>

OCR State Contacts And Information

<http://www.ed.gov/about/contacts/state/index.html?sr=c=in>

ANY CHANGES TO THIS HANDBOOK WILL BE SENT HOME AS AN ADDENDUM THROUGHOUT THE YEAR.

The Staff and Administration at Northwest Elementary is dedicated to making your child's elementary experience a great one!