

**Elementary Student/Parent Handbook
PreK - Grade 5
2019-2020**



Board of Education

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Nondiscrimination Statement

In compliance with federal law, the Surry County School system administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

Elementary Schools

Cedar Ridge Elementary

734 Flippin Road, Lowgap 27024
336/352-4320 336/352-4347 (Fax)

Copeland Elementary

948 Copeland School Road, Dobson 27017
336/374-2572 336/374-4700 (Fax)

Dobson Elementary

400 West Atkins Street, Dobson 27017
336/386-8913 336/386-4347 (Fax)

Flat Rock Elementary

1539 East Pine Street, Mount Airy 27030
336/786-2910 336/786-5058 (Fax)

Franklin Elementary

519 S. Franklin Road, Mount Airy 27030
336/786-2459 336/786-2835 (Fax)

Mountain Park Elementary

505 Mountain Park Road, State Road 28676
336/874-3933 336/874-7963 (Fax)

Pilot Mountain Elementary

218 Friends Street, Pilot Mountain 27041
336/444-8200 336/444-8205 (Fax)

Rockford Elementary

719 Rockford Road, Dobson 27017
336/374-6300 336/374-6302 (Fax)

Shoals Elementary

1800 Shoals Road, Pinnacle 27043
336/325-2518 336/325-2143 (Fax)

Westfield Elementary

273 Jessup Grove Church Road, Pilot Mountain 27041
336/351-2745 336/351-4467 (Fax)

White Plains Elementary

710 Cadle Ford Road, Mount Airy 27030
336/320-3434 336/320-3090 (Fax)

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This handbook serves as an important means of communication between students, parents/guardians, and school staff. Much information is contained here and may be referred to as needed throughout the year. You will find general rules and regulations, as well as local and state policies.

It is our goal that students achieve their maximum potential. This can be accomplished through cooperation, involvement, and utilizing community resources. Close cooperation between home and school is essential to promote the best interests of students. Parents/guardians are encouraged to call and visit schools and to attend scheduled meetings and conferences.

The faculty and staff look forward to seeing each of you and working with you in a cooperative effort to provide a positive environment where all students can learn. Please feel free to call the school if you have questions or concerns throughout the year.

Student Information

Administering Medication (Refer to SCSB Policy Code 6125)

School personnel are allowed to administer medications prescribed by a doctor upon written request of the student's parents or guardians. The medication used at school must be in its original container with the student's name, a doctor's note of signed authorization, the name of the drug, the dosage information, and physician's name printed on it.

- **If medication has to be administered by school personnel, a doctor must complete the SCS Request for Medication to be Given During School Hours form. This authorization must be provided with the prescribed medicine in its original container.** In addition, the student's parents/guardians must provide written directions with the student's name, the name of the medicine, time and method of administration, dosage, possible side effects and the termination date for administering the medicine. **Telephoned permission is not acceptable.**
- The parent/guardian is responsible for dropping off and picking up the medication. Students may not transport medication to or from school.
- A copy of the Surry County School Board of Education policy and **the form** on which to record the information will be provided to parents/guardians who request administration of medication in the schools.
- The school district retains the right to reject the request for administration of medicine. (See SCSB Policy Code 6125)
- Discontinued or unused medication will be disposed of at the end of the school year.
- This policy also applies to the administration of over-the-counter drugs.
- Medication orders must be updated at the beginning of each school year.

Age Requirements

Children may attend kindergarten if they are five years old on or before August 31 of the present school year. Valid birth certificates are required. Kindergarteners must also have completed their immunizations and have a physical examination by the **30th day of the school year**. Your child's birth certificate must be seen by the principal or principal's designee. The form for the required health assessment for the child is available at the school.

Youngsters who qualify for the Pre-Kindergarten Program may apply if they are four-years-old on or before August 31 of the present school year. Valid birth certificates, physicals, and immunizations records must be completed and reviewed by the principal or principal's designee, as required for kindergarten students.

Asbestos Notification

In the fall of 1988, in compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act (AHERA), the Surry County School System conducted inspections in each school building for identifying asbestos-containing building materials. The inspection findings and resulting asbestos management plans have been on file in each school administrative office since that time.

The EPA requires the school system to perform periodic surveillances of the asbestos materials every

six months. No significant changes in the asbestos materials were noted in the most recent survey. Every three years, the EPA requires the school system to have the asbestos materials re-inspected by an accredited Asbestos Inspector or Management Planner. The Management Planner then reviews the results of the re-inspection and recommends actions we should take to safely manage each of the identified asbestos materials in buildings.

All asbestos materials were found to be in satisfactory condition and the Surry County School System plans to manage materials in place as recommended by the accredited Management Planner.

The results of *The Periodic Surveillance and Re-inspections* are on file in the Management Plan in each school's administrative office. The public is welcome to view these during normal school hours. The Asbestos Program Manager, Robert K. Draughn, is available to answer any questions about asbestos at 336-386-8381.

Bullying/Cyberbullying

Parents, schools and mental health professionals have become increasingly aware that bullying, including cyberbullying, has negative emotional and social effects on the bully, the victim, and the school atmosphere. According to www.stopbullying.gov, bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Students who are bullied are likely to feel disconnected from school and may experience significant emotional problems both at school and at home. Students who are bullies are more likely to feel disconnected from school, engage in risky behaviors, and are more likely to drop out of school. Bystanders who witness bullying may also be reluctant to attend school as students may feel powerless or guilty for not acting to stop the bullying incident. These emotional impacts contribute to an overall school environment of fear and disrespect.

Parents can assist the school staff in creating a positive atmosphere by talking with your children about bullying. The following tips are taken from www.stopbullying.gov:

Help students understand bullying.

- Encourage students to speak to a trusted adult if they are bullied or see others being bullied. Encourage students to report bullying.
- Talk about how to stand up to students who bully. Saying "stop" directly and confidently or walking away can be successful strategies for dealing with bullying.
- Talk about strategies for staying safe, such as staying near adults or groups of other students.
- Help students who are bullied by showing kindness or getting help.

Keep the lines of communication open.

- What was one good thing that happened today? Any bad things?
- What are you good at? What do you like best about yourself?
- What does bullying mean to you?

- Check the school website.
- Read flyers and information sent home from the school.

Encourage students to do what they love.

- Help students take part in activities, interests and hobbies they like.

Model how to treat others with kindness and respect.

- Students learn from adults' actions.

By working together, parents, community members, and school staff can help to show students that there is no place in life for bullying. Additional information for parents can be found at www.stopbullying.gov. #seesomethingsaysomething

Child Custody/Court Orders

If parents of a student are separated or divorced, and custody has been granted to one parent through a North Carolina court order or North Carolina deed of separation, please advise the school and provide a copy of the North Carolina custody order/North Carolina court order. **It is the parents' responsibility to provide information to the school in North Carolina custody issues/North Carolina court orders as they occur during the year.** Parents should make every effort to settle child custody issues away from school. School officials will follow North Carolina custody orders/North Carolina court orders as written. In the absence of North Carolina custody orders/North Carolina court orders, each parent, as listed on the birth certificate has equal rights and access to the child.

Contact and Emergency Information

The following information is required to be on file in the school office:

- Parent(s) or guardian(s) name
- Complete current address
- Parent or guardian home and work phone numbers
- Emergency phone numbers of friends or relatives
- Physician's name and phone number
- Medical alert information
- Individuals who have consent to transport student (identification may be checked).

It is extremely important that this information be accurate and **kept up-to-date if changes occur.**

Fees

Students may, including but not limited to, if they choose, purchase a yearbook, school pictures, school insurance, lunch, and school supplies available at the school.

If a student owes money to the school for such things as lunch or damaged/lost books, it is the student's and his or her parents/guardians responsibility to take care of the charge. Failure to promptly pay one's debt will result in action by the school's administration.

Food Safety

According to SCSB Policy Code 6140, all foods brought from home, to be consumed by students, must be purchased from a commercial food service entity (grocery store), which is subject to regulations and inspections.

Exception: A student may bring food prepared at home for his/her personal consumption. Due to food allergies, no student should share any food whether purchased or prepared at home.

Gift Delivery to Students

For safety and educational reasons, the delivery of balloons, gifts, and/or flowers to students is **prohibited** for any occasion.

Guide to School Closings

The Surry County School Board plans to have school on a regular schedule every day that the roads are judged to be safe for bus travel. During hazardous weather conditions, the Superintendent will determine whether school will be delayed, cancelled, or dismissed early.

The Superintendent determines if school is delayed or closed with assistance from the Inclement Weather Team, the Surry County Department of Transportation (DOT), the Surry County Sheriff's Department, 911 Communications, National Weather Service, and other local agencies. The Inclement Weather Team begin road checks throughout the county by 4:00 a.m. Every effort is made to arrive at a decision by 6:00 a.m. in order to notify the public.

For school delays and closings check:

- Surry County Schools' website
- Automated phone message system
- Surry County Schools' Facebook page and Twitter
- Surry County Schools' mobile app
- Local Radio Stations: WPAQ, WSYD, WIFM, WTQR/WMAG
- Regional Television Stations: WXII, WGHP, WFMY, WXLV, Spectrum Cable News Channel 14

The superintendent may develop more limited bus routes for hazardous weather conditions in order to operate only on roads that are safe. To the extent possible, parents will be notified in advance of the bus routes which will be used in hazardous conditions. Those routes will be on file in the superintendent's office. (Refer to SCSB Policy Code 6321)

If no announcement of delay or cancellation of school is heard, you should assume school is scheduled as normal.

Breakfast may be served on a two-hour delay.

In some cases, school may have to be cancelled after students arrive. An automated phone message will be sent to all contact numbers for each individual student. Early release information will also be communicated through local radio stations/regional television stations and the Surry County Schools' webpage, Facebook page, Twitter, and mobile app.

Parents need to make arrangements *beforehand* concerning where a child is to go if school is dismissed early. Surry County Schools' Before/After School Child Care will be closed when school is delayed or closes early.

Because telephone lines are crucial at such times, parents and students are urged NOT to call schools, the school system central office, or stations to ask about school closings or delays. As soon as the decision is made, school system officials must get through to the media so it can be announced as quickly as possible. Calling the schools and the central administrative office only causes problems during an already difficult time. Make sure your child and the school knows your "emergency bad weather plan." In case of early dismissals due to inclement weather, schools are unable to make individual parent calls.

Homework

Homework is assigned to meet your child's educational needs. Parents and guardians are encouraged to read and talk with your child each night and to provide guidance only on assignments.

Immunization and Health Requirements for School Admission

The following immunization requirements must be met:

5 DT@P/DTP DOSES

If 4th dose is on/after 4th birthday, 5th dose is not required.

4 IVP/OPV

Four doses are required with the fourth dose on or after the fourth birthday before entering kindergarten.

Hib DOSE

Three or four doses - Not required after age 5.

MMR DOSES

2 Measles - 2 Mumps – 1 Rubella

First dose on/after 1st birthday, 2nd dose sometime after 30 days of the 1st dose and before entering school.

3 HEPATITIS B DOSES

For all children born on or after July 1, 1994. Last dose shall not be administered before 24 weeks of age (6 months).

2 VARICELLA DOSE

(2 doses administered at least 28 days apart)

One dose on or after 12 months of age. A second dose is required before entering school for the first time. Documentation of disease must be from a health care provider verifying history of varicella disease, approximate date or age of infection and health care provider signature.

2 MENINGOCOCCAL CONJUGATE VACCINE (MCV)

One dose for individuals is required entering the 7th grade or by 12 years of age, whichever comes first. Booster dose for individuals is required entering the 12th grade or 17 years of age beginning August 1, 2020. If the first dose is administered on or after the 16th birthday, the booster dose is not required.

TETANUS, DIPHTHERIA, AND PERTUSSIS (Whooping Cough) - Tdap

A booster dose of Tdap is required for individuals who have not previously received Tdap and who are entering 7th grade or by 12 years of age, whichever comes first.

SCHOOL ENTRY FROM 6TH TO 7TH GRADE

Simultaneous administration of Tdap and MCV vaccines is allowed at the 11-12 year old recommendation.

4 PNEUMOCOCCAL CONJUGATE (PCV13)

Three doses by age seven months and a booster dose at 12 through 15 months of age. Individuals who receive the first dose of pneumococcal conjugate vaccine on or after seven months of age and before 12 months of age are required to have two doses at least four weeks apart; and a booster dose at 12 through 15 months of age. Individuals who receive the first dose on or after 12 months of age and before 24 months of age are required to have two doses at least eight weeks apart to complete the series. Individuals who receive the first dose on or after 24 months of age and before five years are required to have one dose to complete the series.

No individual who has passed his or her fifth birthday shall be required to be vaccinated against pneumococcal disease. Individuals born before July 1, 2015 are not required to receive pneumococcal conjugate vaccine

Within 30 calendar days of the first day of school entry, ***all Pre-Kindergarten, kindergarten students and, all students entering public schools for the first time, regardless of grade level,*** must furnish to the principal a form that meets the requirements of state law indicating that the student has received a health assessment pursuant to G.S. 130A-440. A student who fails to meet this requirement will not be permitted to attend school until the required health assessment form has been presented.

Lice Administrative Rule (Administrative Rule #6)

Surry County School students with head lice shall not be allowed to return to class until all lice are removed. Absences beyond 2 days of the detection of head lice with a maximum of 4 days allowed per school year, will be considered unexcused without a doctor's note. With a doctor's note, students will be allowed to return to school.

Parties

Each class will be allowed no more than two parties a year. Birthday or other "personalized" parties will not be held during the school day. Refreshments must be store-bought and pre-packaged.

Personal Property to be Left at Home

Students may not bring such things as DVD players, i-Pods/iPads, electronic games and other electronic

tablets/readers, cell phones, collectible cards, playing cards, toys, stuffed animals, CDs, DVDs, and water toys, etc. to school unless authorized for educational use. Those items will be collected by school personnel and turned in to the school office. The school will not be responsible for any confiscated item not claimed within one week. No skateboards may be brought to school or used on school property **at any time**. Also, large sums of money should not be brought to school. Valuables of any kind should never be left unattended. **School time will not be used to investigate the loss of this type of property. Any personal item that disrupts the educational process will be confiscated immediately.**

Pest Management

The School Children's Health Act (G.S. 115C-12) requires notification when unscheduled or non-exempt pesticides are applied on school property. Only non-toxic, non-regulated treatments are used in the Surry County School System and are administered when students are not at school. In the case of need for an EPA regulated pesticide treatment, parents would be given a 72-hour notice of the after school hours pesticide application.

Positive Behavior Intervention and Support

The Surry County School District's Positive Behavioral Intervention and Support (PBIS) Initiative is part of the North Carolina State Improvement Program funded through IDEA. All Surry County schools initiated the program during the 2009-2010 school year. Positive Behavioral Intervention and Support programs are a way to impact the learning environments in the schools in order to support high student performance and to reduce behavioral problems. Schools are working to integrate their Safe Schools Plans, Character Education efforts and strategies, and discipline efforts in order to make schools caring and safe communities for learning. Whole school Positive Behavioral Intervention and Support is a systematic approach that establishes and reinforces clear behavioral expectations. It is a team-based system involving the entire school staff using a systems approach. There is an emphasis on continuous, data-based improvement, individualized to each school. PBIS is also an instructional approach that focuses on systematically teaching social behavior using effective instructional methodology.

Each student has a right to attend public school and must accept the consequences for his/her actions. Each is responsible for knowing all rules, regulations, and policies which affect him/her. Students share with school personnel the responsibility of maintaining order at school through compliance with all lawful directions of the principals, teachers, substitute teachers, teaching assistants, and other personnel authorized to give direction.

Elementary school rules prohibit the following:

- disruptive behavior, profanity, open defiance of authority, willful disobedience;
- fighting, stealing, gambling;
- disrespect shown to any school personnel;
- damaging or defacing school property;
- the use or possession of tobacco or tobacco-like products, alcoholic beverages, or illegal use of drugs in any form (Refer to SCSB Policy Codes 4320 and 4325);
- threats or physical harm to students or staff;
- knives, guns, or any instrument that reasonably looks like a weapon or could be used as a

- weapon (Refer to SCSB Policy Code 4333);
- inappropriate behavior on trips or during school activities;
- inappropriate use of technology.

Any violation of these rules could result in suspension from school from one to ten days or more, depending on the infraction and may require reporting to appropriate law enforcement personnel. The type of punishment is determined by the offense and the past behavior record of the student according to the SCS Student Code of Conduct. (Refer to SCSB Policy Codes 4351 - 4370) PBIS offers positive rewards for responsible behavior.

All Surry County Schools elementary students are expected to follow the code of conduct and other responsible behaviors:

- Students are not permitted to chew gum or bring toys or electronic devices, etc. unless authorized.
- Hats will not be worn inside school buildings unless authorized.
- Students are expected not to run inside any school building, with the exception of the gym.
- Students are expected to be attentive and courteous at all times.
- Students will refrain from entering school utility rooms, staff workrooms, or lounges.
- Students are not permitted to sell items on school grounds. It is the student's responsibility to follow all school-related rules.

Prohibited Substances

The Surry County School System recognizes that students often need education, assistance, and support because of drug use/abuse. Drug education will be a part of the curriculum at all grade levels. In addition, all students will be required to adhere to the Drugs and Alcohol SCSB Policy Code 4325.

The possession, use, sale, exchange, or distribution of any prohibited substance at school will not be tolerated. "Possession" includes in a locker, book-bag, desk, vehicle, or on a student's person at school or any school-related activity. (Refer to SCSB Policy Code 4325)

As required by SCSB Policy Code 4335, Criminal Behavior, the principal must report to the appropriate law enforcement agency any student who has used or possessed the substances prohibited by this policy. In addition, school sanctions are outlined in the SCS Student Code of Conduct.

School Day

- The school day is from 8:00 a.m. to 3:00 p.m. School staff is on duty at 7:45 a.m. when buses unload. Therefore, the school will only be responsible for car riders in designated areas at designated times.
- **A child must be in attendance one-half of the school day to be counted present.** Eleven-thirty (11:30 a.m.) is considered the half-day point. (See SCSB Policy Code 4400)
- **It is extremely important for your child to be on time every day and stay all day.** Children who are tardy or leave school early miss part of the instructional day which has an impact on what they learn. ***Students are tardy at 8:00 a.m. and are encouraged to stay at school all day.*** In accordance with Surry County Board of Education policy, unexcused tardies or early dismissals will be considered in promotion and retention decisions.

- Students should leave the campus immediately upon school dismissal unless they are enrolled in an after-school daycare program or participating in a school activity. They should leave immediately upon completion of that activity. Parents who come into the building to pick up children after school should wait for them in the school's lobby or other designated area.

Student Dress Code

Personal grooming indicates respect for oneself as well as for others and contributes to a positive educational atmosphere. State regulations require students to wear shoes at school. Students who wear apparel which is distracting to the learning process may be asked to leave school to change and will be considered as unexcused from any classes they miss. As a Surry County student, you should dress neatly and appropriately for school functions. Students are expected to dress in a manner that is appropriate to the educational environment of the school. The following attire is considered inappropriate for elementary school students:

- Clothing or adornment that is disruptive to the teaching/learning process or hazardous to the health and safety of students and/or school personnel.
- Clothing that contains profanity, nudity, violence, or offensive language.
- Clothing that promotes the use of tobacco, drugs, or alcohol.
- Clothing that is mesh or sheer.
- Shirts and blouses that do not cover the midriff.
- Underwear that is visible.
- Footwear that may present a hazard to health and safety.
- Hats, sweatbands, bandannas, or sunglasses inside the school building.

As part of Surry County's Safe School initiative, there will be a **no hat/head covering rule** in effect. Students will not be allowed to wear hats or caps in the buildings during the school day. Students who fail to observe this rule or dress in a manner which is distracting to the learning process will face disciplinary action. Dress code will follow SCSB Policy Code 4316 and Administration Rule #4. Specific information is available at each school.

Telephones

Students will not make telephone calls during the school day except in cases of emergency. Students will not be called from class to the phone except in cases of real emergency. Cell phones are not permitted.

Textbooks

Students who attend North Carolina public schools are issued textbooks free of charge. This means the students have borrowed the books for use during the year. Therefore, it is the student's responsibility to take care of them. If a book is damaged, the student who is issued the book will pay for the damage. In case a book is stolen or lost, the student is required to pay for the book.

Tip Line

The Tip Line is accessed by clicking on the icon located on the homepage of each school website and the Surry County Schools district website.

Use the Tip Line to report a personal crisis, report a safety risk or other infractions, and send kudos to

teachers, principals, or other school personnel.

Student Attendance

(Refer to SCSB Policy Code 4400)

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. According to N.C.G.S. 115C-378, regular attendance is mandatory: the State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. A student must be present at least one half of the school instructional day in order to be recorded present for that day.

Attendance Records

School officials will keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

Early Dismissal of a Student from School

- Parents and guardians are discouraged from picking children up from school early, unless it is absolutely necessary.
- The parent or guardian must pick the child up in the office.
- If someone other than the parent or guardian is sent to pick the child up, a *dated written note* stating that person's name and the time he or she will arrive for the child is required. In the interest of safety, requests will not be taken over the phone. Parents or guardians must provide the same written permission if a child is to ride a different bus, go home with someone, stay after school, or leave with anyone other than the parent or legal guardian.
- Students must be signed out on the appropriate form in the school office. Children may not be picked up at their classrooms.
- In accordance with SCSB Policy Code 4400, for K-8 students, four (4) unexcused tardies and/or early dismissals shall equal one day's absence for promotion and retention purposes.

Excessive Absences

- Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.
- Students who accumulate ten days of excused or unexcused absences may be required to bring a doctor's excuse for any further absence from school.
- If the doctor's excuse is not provided, the absence will be recorded as unexcused. Exceptions may be granted by the principal.
- **For Grades K-8:** Students who are absent 21 or more days may be retained in their present grade or will fail the course, as determined appropriate by the principal. In accordance with Surry County Board of Education policy, unexcused tardies or early dismissals will be considered in promotion and retention decisions.

- For an exception to be granted, the student must apply to the school attendance committee appointed by the principal. Appeal of the decision shall be made to the principal. Appeal of a principal's decision may be made to the superintendent or his/her designee.

Family/Educational Trips

Students who have good attendance and the permission of the principal may be excused up to five days per school year for a family trip(s). Before a student may be excused from school for a family trip, written arrangements must be made by the parents or guardians with the principal *five days prior to* the trip. Qualified students who leave school for an extended trip will be coded in the following manner: excused the first five days and all additional absences are unexcused. The student is responsible for obtaining and completing all class work. Absence during End-of-Grade testing should be avoided at all costs.

Lawful Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the teacher on the day the student returns after an absence. An absence may be excused for the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian
 - (a) is an active duty member of the uniformed services as defined by SCSB Policy Code 4050, Children of Military Families, and
 - (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

Extended illnesses generally require a statement from a physician.

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work. (See also SCSB Policy Code 4351) Students receiving long-term suspensions may be offered Alternative Education Services on a case-by-case basis as determined by the superintendent. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

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 be 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:

1. Field trips sponsored by the school
2. School-initiated and scheduled activities
3. In-school suspension
4. Other activities approved by the principal

Assignments missed for these reasons will be completed by students. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

Tardiness

All attendance records at each of the Surry County Schools are kept on a computerized statewide system.

- A parent must sign the child in at the school office after 8:00 a.m. ***This is recorded as a tardy.*** An excuse will be written from the school office for admittance to class. The only exception is a late bus arrival. Students on that bus can report directly to their classrooms.
- In accordance with SCSB Policy Code 4400, for K-8 students, four (4) unexcused tardies and/or early dismissals shall equal one day's absence for promotion and retention purposes.

Written Excuses Required

Students must have a written excuse from a parent/guardian for any and all absences from school. This note must be given to the teacher **no later than two days** after the child returns to school following an absence, or the absence will be reported as unlawful. This is required of all parents. (Refer to GS 115C-379)

Academic Information

Comprehensive Health Education Program (Refer to SCSB Policy Code 3540)

The Surry County Board of Education is committed to a sound, comprehensive health education program that provides students with accurate information and encourages them to be responsible for their own health and behavior. The board recognizes the primary role of parents in providing for the health and well-being of their children and seeks to involve parents as provided in this policy. The comprehensive health education program provided by the school system will meet the requirements of state law and the objectives established by the State Board of Education. The board may, in its discretion, expand on the subject areas to be included in the program and on the instructional objectives to be met.

Parent Conferences/Teacher Conferences

All elementary schools have a planned parent/teacher conference after the first grading period. Progress reports will be sent home quarterly. Please call your child's teacher to set up other conferences as needed.

Read to Achieve

The Read to Achieve Program is a part of the Excellent Public Schools Act which became law in July of 2012 and applies to all elementary schools. Through the implementation of this program, it is "the goal of the State to ensure that every student read at or above grade level by the end of third grade and continue to progress in reading proficiency so that he or she can read, comprehend, integrate, and apply complex texts needed for secondary education and career success." Please see below for additional specifics and resources regarding this program and the implementation of the program in Surry County.

K-3 students are assessed in reading three times per year - in August/September, December, and April/May. The assessments provide information to your child's teacher on the strengths and areas of growth for your child. The assessments measure phonics, phonemic awareness, fluency, vocabulary, and comprehension skills. The assessments provide valuable information to your child's teacher that assist the teacher in planning instructional experiences specific to the needs of your child. Following each of these assessment periods, parents receive a Home Connect letter that provides information on the assessment as well as activities that can be completed at home.

If your child is in third grade, your child will take the North Carolina End of Grade (EOG) Reading test. If your child is not proficient on the EOG Reading test and did not demonstrate proficiency on other benchmark assessments, then he or she will have the opportunity to take the Read to Achieve test. If your child does not demonstrate proficiency on the Read to Achieve test or qualify for an exemption, then your child may attend a district-sponsored summer reading camp. This reading camp will be provided free of charge.

For specific questions related to the Read to Achieve Act, please contact your child's principal or the elementary education office at 336-386-8211.

Report Cards and Grading

Report cards are issued at the end of each of the nine week grading periods in grades K-8. Measurement of academic growth and development are based on periodic assessment using various methods and strategies. Parents must note by signature that they have reviewed their child's report card.

K-2 Grading Scale:

- Above Standards (AS) consistently demonstrates advanced understanding and uses various strategies above/beyond the proficiency level for grade level standards
- Meets Standards (MS) consistently demonstrates understanding and uses various strategies for grade level standards
- Progressing (P) inconsistent in demonstrating understanding and uses limited strategies for grade level standards
- Not Yet (NY) limited performance and understanding

3-5 Grading Scale:

- | | |
|---------------------------|-----------------------|
| A = 90-100 (excellent) | S = Satisfactory |
| B = 80-89 (above average) | N = Needs Improvement |
| C = 70-79 (average) | U = Unsatisfactory |

D = 60-69 (below average)
F = 59 and below (unsatisfactory)

Conduct Grades

Learning self-control and discipline is an important part of education. Parents are encouraged to cooperate fully with school personnel to help their children learn this important life lesson.

Efforts/Behaviors scores will count no more than 10% of the student's grade.

Efforts/Behaviors include:

- Student participation in class activities and discussions
- Student assignments completed and turned in on time
- Student works to reach group goal(s)
- Student follows classroom rules and procedures

Student Promotion and Accountability

SCSB Policy Code 3420 deals with student promotion and accountability. Please read this Surry County Board of Education policy carefully. This policy can be found online on the SCS website or in the school office. Please direct questions to your child's teacher or to the principal.

Testing

Assessments are a key factor in determining how much a child has progressed during the year. Students must be in attendance.

Elementary Testing Program Assessments:

1. BOG – Grade 3
2. CogAT
3. Science EOG – Grade 5
4. Possible field tests, National Assessment of Educational Progress
5. Reading and Mathematics EOG – Grades 3-5
6. Reading 3D – Grades K-3
7. Quarterly Benchmarks

School Services

EL/Migrant Intake Center

Surry County Schools operates an intake/resource center that assists families of English learners (EL) with school enrollment. The center is located on the campus of Rockford Elementary School, 719 Rockford Road, Dobson and is open from 1:00 p.m. – 4:00 p.m., Monday-Friday. For more information please call **336-356-2370**.

The following students must report to the Intake Center for enrollment:

- first time enrollees in United States' schools

- Limited English Proficient (LEP) or EL students transferring from another LEA
- returning LEP or EL students previously enrolled in Surry County Schools

Note: Transfers within the county may complete the transfer enrollment process at the school site unless translation services are needed. Please notify the Intake Center of transfers completed on-site.

Insurance – Health and Dental

Student accident insurance is available under the Student Protection Plan. It is offered as a service to students and is strictly voluntary. The school receives no compensation from the program. Coverage may be obtained for the school day (which includes coverage during the child care program while on school grounds) or for around-the-clock. Information may be obtained from www.hsri.com/K12_Enrollment/Main/default.asp, but it is the parents' responsibility to complete and mail any forms. These policies have limits and may not pay total bills.

Pictures

Surry County elementary schools usually arrange for students' pictures to be taken in the fall and in the spring. Contact personnel in your school office for the guidelines on prepayment and proofs, etc., if necessary.

PowerSchool/Haiku (Learning Management System)

Parents are encouraged to monitor student progress through Surry County Schools' learning management system. Parents of students in Surry County Schools have a unique username and password that allows parents to monitor progress of each of their children with one single sign-on. Parents/Guardians must come to school to receive their username and password for an account.

School Nutrition Services

School Nutrition Services provide nutritious breakfasts, lunches and snacks in all SCS Elementary Schools. Meals and snacks comply with USDA Standards and the Dietary Guidelines for Americans. Items served are reduced in sodium, sugar, trans-fat and total fat. Weekly offerings include dark green and red/ orange vegetables, legumes, whole grain rich foods and 1% or fat-free milk. Students may choose from a variety of menu options, however each meal must include a fruit or vegetable. Extra items such as bottled water, juice, or entrée options may be purchased but they cannot be charged. The Fruits and Veggies Plus! program encourages students to choose extra fruit and vegetables as part of their lunch – free of charge.

Students who choose to bring meals from home must eat them in the cafeteria. **School guidelines do not permit restaurant food or soft drinks in the cafeteria.**

Monthly menus are posted on the SCS School Nutrition webpage under "Menus." Parents may also visit www.surryschoolmeals.com. Students who have special dietary needs (not preferences) and/or allergies should complete a *Medical Statement for Students with Special Nutritional Needs* form and return it to the School Nutrition Manager. Forms can be found on the SCS School Nutrition webpage. Please note that medical statements must be updated **annually**. Please contact the School Nutrition Central Office for additional information at 336/386-8866.

Families may apply for free and reduced price meals online at www.lunchapplication.com. The link can

also be found on the SCS website homepage. Parents and guardians will need their student's 9-11 digit student identification number to complete the application. Paper applications are also available in the school office and the cafeteria. Students may also be eligible for meal benefits through Direct Certification. If your family receives a letter stating that your child is preapproved for meal benefits, you do not need to apply. **Free and reduced meal benefits must be updated annually. Apply for meal benefits during the first few days of school!**

School Meal Payments

The cafeteria uses a computerized payment system. This system makes it easy and convenient to prepay meals. Meals can be prepaid by the week, month or even the entire year. Each student has an account with their own personal identification number (PIN). Checks should be made payable to Surry County Schools School Nutrition (SCSSN). The cafeteria cannot cash checks or give change back from checks. Please do not include field trip money, book fair money or any other school fee along with lunch or breakfast money. Checks should include the student's name, PIN or account number to ensure proper credit. If paying in cash, please place in an envelope with the student's name, PIN and amount of payment. Families may also make payments online using a credit or debit card by visiting www.k12paymentcenter.com. Online payment makes it convenient to pay for school meals and a single transaction can be divided among your children. Parents can also review student purchases and monitor account balances by using www.k12paymentcenter.com.

The Surry County School System uses a third party check recovery service (CHECKredi) for checks returned for insufficient funds. In the event your check is returned due to insufficient funds, your bank account will be debited electronically for the face amount of the check plus a \$30.00 insufficient fund fee. Parents should contact *CHECKredi* representatives at 800/742-2925 with questions regarding NSF checks.

Money in student accounts rolls over from year to year, and from school to school. Account money may not be withdrawn unless the student is leaving the Surry County School District. Parents may request a refund by letter or in person from the School Nutrition Manager if there is a need to withdraw money from the student's account. Parents of students leaving SCS have up to **30 days** to request a refund of money on account or have it transferred to another SCS student. Contact the School Nutrition Services office at 336/386-8211 for assistance.

Prices

Breakfast

Free for students in all elementary schools

Adult \$2.00 or a la carte

Lunch \$2.40

Reduced Lunch \$.40

Adult Lunch \$4.00 or a la carte

A la Carte/Snacks Various Prices

Charges

Students who forget their breakfast or lunch money may charge meals only in the cafeteria. Payment must be made in the cafeteria the following day. Charge letters will be sent home with students each week. Extras such as water, juice, desserts and snacks may not be charged. **Excessive charges are not**

acceptable. Remember: Free and reduced priced meal applications are always available should your family need assistance.

The SCS School Nutrition Services Program is an equal opportunity employer and provider.

School Safety

Safety plans and procedures for dealing with emergencies are in place in each school. Students participate regularly in fire drills, tornado drills, and lockdown procedures. Procedures for dealing with bomb threats, medical problems, and other emergencies have been established. Administrators take all necessary measures to insure the safety of all staff and students. A copy of the School Improvement Plan that includes the Safe School Plan is available for review. These documents can be found on the school's website.

Surry County Schools Educational Foundation

The Surry County Schools Educational Foundation is a 501(c)(3) organization created in 2011 to improve the educational level in our county, enhancing our ability to further education for competition in the global market. The Foundation supports all nineteen schools in the district by providing funding for enhanced-learning opportunities inside and outside of the classroom, including arts and science field trip transportation, teacher professional development, classroom grants, and school academic club and competitive team needs. Since 2011, the Foundation has provided over \$180,000 to the schools collectively.

For more information, please contact Ashley Mills, 336/386-8211, follow the Foundation on social media, and visit www.scsfoundation.org.

Transportation

North Carolina and the Surry County Board of Education provide bus transportation for students in the Surry County public schools. The drivers have been trained and instructed in the safe, efficient operation of the bus. Guidelines have been distributed to drivers concerning their responsibilities. School bus drivers are in complete charge of all passengers on their buses (refer to SCSB Policy Code 6305).

Authority to Suspend Pupils from Riding a Bus

North Carolina provides each student in the public schools the privilege of riding a bus to and from school. According to state law, G.S. 115C-245, the principal shall require school bus passengers to observe good conduct on a school bus. **The privilege of riding a school bus may be revoked if and when the child's bus behavior becomes a problem. The principal may suspend, at his or her discretion, passengers from riding on a bus for:**

- delaying the bus schedule
- fighting, smoking, using profanity, possession of cigarettes or lighting devices, possession of drugs or alcohol, or for refusing to obey instructions of school authorities or school bus driver
- refusing to meet the bus on time at designated stops
- unauthorized leaving the bus when it is in route to school or home
- tampering with or doing damage to bus or other personal property while on the bus
- failure to remain seated, unnecessary noise, hanging out of a window, discourteous or

annoying behavior, or for taking objects aboard the bus which are injurious or objectionable in nature

- playing, throwing objects, or otherwise distracting the driver's attention while bus is in operation
- other behavior which negatively relates to the safety, well-being, and respect for all (Refer to SCSB Policy Code 6305)

Loading and Unloading Area for Buses

Buses load and unload students in a designated, clearly marked area at school. For the safety of all, cars may not drive in this space when picking up or dropping off a student. Use the area designated for cars.

Meeting the bus, passengers should:

- Be on time. Students must be at the designated stop when the bus arrives.
- Pay attention! Take ear buds out! Don't talk or text!
- If you hear the horn, look and find safety!
- Be aware it is not possible to stop at each house. The distance between stops is governed by the state and will be no less than two tenths of a mile.
- Wait their turn while getting on or off the bus.
- Get on the bus and observe regular classroom conduct.
- Take assigned seat.
- Do not disturb or distract the driver.
- Keep all parts of the body completely inside of the bus.
- Remain seated while the bus is moving.
- Keep bus clean and uncluttered.
- Refrain from the use of profane or other indecent language and refrain from smoking.
- Never damage or deface the bus.
- Do not bring toys, electronic devices, weapons or other distracting or harmful items on the bus.
- Only ride their assigned bus unless they have permission from the principal. Remember, notes from parents or guardians are required before a student is permitted to ride another bus. (Refer to SCSB Policy Code 6321)
- Do not take balloons or flowers on a bus to help insure a safe environment.

Crossing the Street to Board the School Bus

- Stay on your side of the road, 12 feet away from traffic.
- Wait for the bus to stop and the stop arm to extend. The driver will be holding his/her left palm up for you to wait for traffic to stop.
- Stop and look for traffic both ways, then check again. When it is OK the driver will give you a "thumbs up" and then point in the direction you will walk to cross the street.
- Look for moving traffic both ways as you walk directly across the road.
- Cross 12 feet in front of the bus in full view of your driver. Be careful in the danger zone and board the bus without delay.

Crossing the Street when Exiting the School Bus

- Look for traffic in all directions, especially to your right, before you step off the bus. Cars sometimes pass on the right side. When OK...
- Walk away from the right front of the bus in full view of your driver, going past the extended bus crossing arm. Then stop and ...
- Wait, your bus driver will be holding his/her right palm up for you to wait until all traffic is stopped.
- Stop when it is OK to cross, the driver will give you a “thumbs up” and then point in the direction you will walk to cross the street.
- Look for moving traffic as you promptly cross and move 12 feet off the road.

Video surveillance cameras and GPS systems are installed on some school buses as an added safety measure.

School Bus Routing (GS 115C-240(a))

The superintendent shall plan bus routes in a way designed to conserve fuel and to use buses efficiently. A route may not deviate from a general path of direction for a distance of less than one-half mile and then return to the original path except for groups of 10 or more pupils, unescorted pupils in grades K-3 or special education pupils.

North Carolina state law prohibits entering school buses; all concerns should be addressed with the principal or designee.

Yearbook

The school yearbook is usually reserved in the fall and is distributed before the last day of school.

Visitors and Volunteers

Visitors are welcome in our schools. Everyone, *including parents/guardians and volunteers*, should report to the school office first to help insure the safety of students. Parents/Guardians are especially encouraged to come to volunteer, attend PTO meetings, parent awareness sessions, and to eat breakfast or lunch with their children. **All visitors should be prepared to show a photo ID and wear a visitor's badge at all times during the visit.**

- Conferences with teachers or administrators should be arranged in advance. Teacher conferences should be scheduled during the teacher's planning time or after school.
- Pre-school age children must remain in the company of the parent while visiting.
- Students from other schools may not visit children at our schools, ride the buses, nor stay in the SCS Before/After School Childcare or any other before/after school childcare program.
- After the first full week of school, parents will not walk students to class with the exception of PreK students.
- Parents, business partners, and other community volunteers are vital to the successful educational program. We encourage adults to consider being a tutor, a mentor, lunch buddy, speaker, project judge, or help with clerical work.

Please call the school if you would like to volunteer. **Remember that other non-school aged children may not accompany the volunteer to school.**

The Surry County Board of Education encourages schools to develop and maintain a strong volunteer program that provides varied opportunities for parents and members of the community to be active partners in the support of the instructional program and school climate. All volunteers must complete a *Volunteer Request for Criminal Background Check* form. Volunteers may apply at levels 1, 2, 3, or 4 or volunteer coach or driver. Anytime a volunteer changes levels a new form must be completed and approved before a change in level can occur. Please contact the school's principal to obtain a volunteer form if interested. (See SCSB Policy Code 5015-P)

PTOs

Our schools have very active parent-teacher groups. Please become a member and show support for your school by attending meetings and PTO-sponsored school events and activities by volunteering to work on committees. You must show you value school for your children to fully realize its importance.

Parent Responsibilities

To help schools maintain a safe and orderly learning environment, parents are requested to be responsible partners with the school system.

1. All school visitors during the school day must report immediately to the administrative office at the school. (See SCSB Policy Code 5020)
2. All school visitors are expected to comply with all school rules and school board policies. (See SCSB Policy Code 5020)
3. Persons who are subject to SCSB Policy Code 5022, Registered Sex Offenders, must comply with the provisions of that policy.
4. Adults, not employed by Surry County Schools, may not board a yellow school bus. (See GS 14-132.2)
5. All school visitors must comply with acceptable and prohibited uses of technology. (See SCSB Policy Code 10000)
6. Parents are encouraged to monitor student progress through the Surry County Schools' learning management system.

All Surry County Board of Education policies may be accessed online at www.surry.k12.nc.us or in the school office.

Student Code of Conduct

All decisions related to student behavior are guided by the Surry County Board of Education's educational objective to teach responsibility and respect for cultural and ideological differences and by the board's commitment to create safe, orderly and inviting schools. Student behavior policies are provided in order to establish: (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior or drug/alcohol policy violations; and (4) required procedures for addressing misbehavior. (Refer to SCSB Policy 4300 – Student Behavior Policies)

A range of consequences have been developed to assist principals, assistant principals and school officials in determining appropriate disciplinary consequences for student behavior. Conduct in violation of board policies, rules of the local school, and federal or state law will result in disciplinary consequences. It is important for parents and students to understand that a range of consequences may be available. School administrators may choose from the range of consequences based on mitigating and aggravating factors unless specific consequences are required by law.

The following policies of the Surry County Board of Education govern student behavior include, but are not limited to:

- 1500 – Safe, Orderly and Inviting Environment
- 1510/4200/7270 – School Safety
- 1710/4021/7230 – Prohibition Against Discrimination, Harassment and Bullying
- 4115 – Behavior Standards for Transfer Students
- 4260 – Student Sex Offenders
- 4300 – Student Behavior Policies
- 4301 – Authority of School Personnel
- 4302 – School Plan for Management of Student Behavior
- 4305/3470 – Alternative Learning Programs/Schools
- 4307 – Disciplinary Action for Exceptional Children/Students with Disabilities
- 4310 – Integrity and Civility
- 4315 – Disruptive Behavior
- 4316 – Student Dress Codes
- 4320 – Tobacco Products
- 4325 – Drugs and Alcohol
- 4328 – Gang Activity
- 4330 – Theft, Trespass, and Damage to Property
- 4331 – Assaults, Threats, and Harassment
- 4333 – Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety
- 4335 – Criminal Behavior
- 4340 – School Level Investigations
- 4341 – Parental Involvement in Student Behavior Issues
- 4342 – Student Searches
- 4345 – Student Discipline Records
- 4351 – Short-Term Suspension
- 4352 – Removal of Student During the Day
- 4353 – Long-Term Suspension, 365 Day Suspension, Expulsion

4400 - Attendance

Students with Disabilities will be disciplined with the guidelines and procedures set forth in the IDEA and Article 9, Chapter 115C of N.C.G.S., and the implementing regulations of each, shall be followed.

Additional consequences may apply to students Under the Lose Control/Lose your License Legislation.

If a student is expelled, suspended for more than 10 consecutive days, or assigned to an alternative educational setting for more than 10 consecutive days, his/her driver license or permit will be suspended for one year for any of the following offenses.

1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property or at a school activity off campus.
2. The bringing, possession, or use on school property or at a school activity off campus of a weapon or firearm that resulted in disciplinary action under N.C.G.S. §115C-391(d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
3. The physical assault on a teacher or other school personnel on school property or at a school activity off campus.

Students in ISS or OSS from school are not eligible for extra-curricular activities, including athletics, on the day of the assignment. Under NCHSAA Policy, a high school student who is convicted of, pleads guilty or no contest to a crime classified as a felony or is adjudicated a delinquent for an offense that would be a felony if committed by an adult is not eligible to participate in interscholastic athletics through the end of the student's high school career. In a like manner, a middle school student will be declared ineligible through the end of his/her middle school career. If the student is charged with a felony but is convicted of, pleads guilty or no contest to a misdemeanor, the student will be suspended from extra-class activities and athletics for up to 90 school days or the remainder of the athletic season depending on the severity of the crime.

Middle and/or High School students who accumulate more than 10 days of short term suspension may be referred for alternative educational services to the Alternative Learning Center or Alternative Learning Program at their home school. Students may be assigned by the Principal with review by the Assistant Superintendent for Student Services. Students assigned to the ALC or Alternative Learning Program should be considered for readmission to the regular school program upon satisfactory completion of school work and assignments.

Any weapon, prohibited substance or other property students are not allowed to possess may be confiscated by school officials. Unless the disposition of the property is otherwise provided for by law or board policy, it shall be returned to the student's parent or guardian within a reasonable time no later than the last day of the school year.

A student is subject to the same discipline consequences as the violator, if he/she knowingly advises, induces, encourages, aids or assists another student to commit an offense OR shares in the purpose of the act (to commit the offense) and aids or is in a position to aid the other student when the offense is committed.

First Level Violations

Range of Consequences:

- In-school Suspension/After School Detention/Saturday School/Bus Suspension/Reprimand/Community or School Service/OSS for 1 Day
- Repeated Violations are subject to OSS up to 2 days
 - Academic misconduct, Grades K – 8, cheating/plagiarism, use of cellular telephone, digital camera or text messaging to cheat; and student shall receive disciplinary consequences and an alternate assignment
 - Communication devices, cellular telephones or pagers displayed, in use, or in possession of during regular school hours without prior permission except as noted in SCSB Policy Code 10200
 - Disrespectful Conduct to teachers and staff
 - Dress code violations (SCSB Policy Code 4316)
 - Inappropriate public displays of affection after a warning
 - Littering and loitering on school property
 - Making false statements to teachers and school officials
 - Profane, obscene, lewd, vulgar or indecent speech, drawings, symbols or gestures
 - Smoking, use, display or possession of tobacco products, electronic cigarettes, and vapor devices, first and second offense (SCSB Policy Code 4320)
 - Skateboarding, roller skating or in-line skating on school property
 - Tardy to class or school, skipping classes, leaving class or school without permission, being in an unauthorized area of the school building
 - Failure or refusal to stay after school
 - Use or possession of electronic devices such as MP3/4players, radios, iPods, tape/CD/DVD players, digital cameras, laser pens, or similar devices without permission (SCSB Policy Code 10200)
 - Violation of local school or classroom rules
 - Violation of bus rules not involving other violations of policy (i.e. fighting)

Second Level Violations

Range of Consequences:

- Grades K-5: Zero to Three (3) Days Suspension, In School Suspension/Alternative Learning Center Assignment
- Grades 6-12: One to Three (3) Days Suspension, In School Suspension/Alternative Learning Center Assignment
 - Academic Misconduct (students shall receive a disciplinary consequences and an alternate assignment)
 - Grades K – 8, 2nd Offense, cheating/plagiarism, use of a cellular telephone, digital camera or text messaging to cheat
 - Grades 9 – 12, 1st offense, cheating/plagiarism, use of a cellular telephone, digital camera or text messaging to cheat
 - Cellular telephones & digital cameras used to take photographs or videos of people for an improper purpose
 - Counterfeit currency Use or possession
 - Disrespectful conduct toward teachers and staff, 2nd and subsequent offense

- Gambling
- Gang Activity, 1st Offense (SCSB Policy Code 4328)
- Failure to follow the lawful directions of school officials
- Forgery
- Inappropriate touching or unwelcome physical contact with another student that is not an assault, an attack or an attempt to injure; horse play
- Pornography and Obscenity – Possessing, viewing or distributing pornographic or obscene materials in whatever form, sexting (SCSB Policy Code 10200)
- Profane, obscene, lewd, vulgar or indecent speech, drawings, symbols or gestures to a teacher or other school personnel
- Smoking, use, display or possession of tobacco products, electronic cigarettes, and vapor devices, third and subsequent offenses (SCSB Policy Code 4320)
- Trespassing

Third Level Violations

Range of Consequences:

- Grades K -5 Up to Five (5) Days Out-of-School Suspension
- Grades 6 -12, Two (2) to Five (5) Days Out-of-school Suspension
- Alternative Learning Center (ALC) Assignment
 - Abuse of OTC medications (excluding those containing ephedrine and pseudoephedrine) (SCSB Policy 4325)
 - Academic Misconduct, Grades 9 – 12, 2nd offense
 - Assault – students: hitting, kicking, or pushing another student (or similar misbehavior) which does not cause a serious injury.
 - Bullying/Cyber Bullying
 - Disorderly conduct
 - Downloading to or otherwise /placing upon a school computer any software of computer program enabling the student and/or others to load content or programs to school computers which would otherwise be prohibited by policy or which otherwise violate (SCSB Policy Code 10200)
 - Fighting, 1st offense, that does not cause serious bodily injury
 - Gang Activity, 2nd Offense (SCSB Policy Code 4328)
 - Inciting or instigating a fight, 1st offense
 - Inappropriate touching or unwelcome physical contact that is not an assault, an attack or an attempt to injure the staff member
 - Making or publishing false statements on the internet, by fax or any other means that defame the character or reputation of a school employee or student by accusing school personnel or students of criminal or immoral acts and which statements are intended to injure, harass and/or harm an individual
 - Making or publishing statements on the internet or through any social media that disrupt the educational environment.
 - Possession/Use of a Prescription or Over-the-Counter Drug, not a Controlled Substance, without a prescription
 - Possession of Fireworks, bullets, or any similar explosive
 - Possession of any instrument that reasonably looks like a weapon or could be used as a weapon

- Possession of Pocket knife, pen knife, or Swiss army knife (with a blade of 2.5” or less) so long as the blade has not been opened and exposed
- Selling stolen items at school
- Sexual misconduct – Consensual
- Theft of money or property (\$250 or less) (SCSB Policy Code 4330)
- Using profane, obscene, lewd, vulgar or indecent speech, drawings, symbols, gestures, fighting or abusive words to threaten, harass, or annoy a student
- Vandalism
- Verbal Harassment - Harassment of another student on the basis of race, religion, ethnic origin, sex, gender or disability
- Verbal or written threat to teacher, staff or volunteer, NOT a threat to kill or seriously injure, including threats made over the internet

Fourth Level Violations

Range of Consequences:

- Alternative Educational Services
- Grades K-5 minimum: Two (2) to Ten (10) Days Suspension
- Grades 6-12 minimum: Two (2) to Ten (10) Days Suspension
- Report to Law Enforcement
 - Affray involving more than two people
 - Aggravated Assault
 - Alcohol Possession or use – 1st offense (SCSB Policy Code 4325)
 - Assault with serious injury
 - Assault on non-student without serious injury
 - A student under 13 who physically assaults a teacher or other school personnel, no serious injury
 - Breaking or entering into school buildings, buses or secured areas within a school building
 - Burning of personal property/starting a fire excluding arson or burning a building
 - Extortion
 - Fighting, 2nd offense
 - Gang Activity, 3rd offense (SCSB Policy Code 4328)
 - Inciting or instigating a fight, 2nd offense; inciting or instigating an affray
 - Indecent exposure
 - Over-the-counter medication (excluding those with ephedrine or pseudoephedrine) abuse, 2nd Offense (SCSB Policy Code 4325)
 - Possession of the following weapons (SCSB Policy Code 4333):
 - Slingshot, blackjack, leaded cane or metallic knuckles or similar weapon;
 - Pocket knife, pen knife, Swiss army knife (with a blade less than 2.5 inches), provided the blade has been opened and exposed.
 - Possession/Use of a Prescription or Over-the Counter Drug, not a Controlled Substance, without a prescription, 2nd Offense (SCSB Policy Code 4325)

- Distribution of a Prescription or Over-the-Counter Drug or Medication that is not a Controlled Substance (SCSB Policy Code 4325)
- Possession, use, or under the influences of any substance listed in SCSB Policy Code 4325 – 1st offense
- Sexual harassment – physical
- Theft of money or property between \$250 and \$1,000 (SCSB Policy Code 4330)
- Use or explosion of fireworks
- Use (or intended use) of mace, pepper spray or similar weapon to harm a student or a staff member
- Use or intent to use any weapon that is not capable of causing a serious injury to threaten or to harm another student or a staff member
- Verbal or written threats to kill or seriously injure a student, teacher, school employee or volunteer

Fifth Level Violations

Range of Consequences:

- Grades K-5 minimum: Two (2) to Ten (10) Days Suspension
- Grades 6-12 minimum: Ten (10) Days Suspension
- Alternative Educational Program Placement
- Long Term Suspension
- Report to Law Enforcement
 - Assault involving use of a weapon
 - Any student under age 13 who physically assaults and seriously injures a teacher or school personnel
 - Any student 13 years of age but not 14 who physically assaults and seriously injures a teacher or other school personnel;
 - Any student 13 years of age or older who physically assaults a teacher or other adult; an intentional physical attack that does not cause a serious injury
 - Any student 13 years of age or older who physically assaults another student if the assault is witnessed by school personnel.
 - Any student 13 years of age or older who physically assaults and seriously injures another student
 - Bomb threat (SCSB Policy Code 4333)
 - Communicating threats (see NC General Statute 14-277.1)
 - False fire alarm
 - Gang Activity, 4th & Subsequent Offenses (SCSB Policy Code 4328)
 - Making False 911 Call
 - Possession and use of any instrument that reasonably looks like a weapon or could be used as a weapon (SCSB Policy Code 4333)
 - Possession of any air rifle, air pistol, BB gun, pellet gun, stun-gun, starter pistol, zip gun, paintball gun or any similar weapon (SCSB Policy Code 4333)
 - Possession of any type of knife, except pocket knives, pen knives or Swiss army knives with a blade less than 2.5 inches; instructional supplies, and tools (SCSB Policy Code 4333)

- Possession of any powerful explosive (SCSB Policy Code 4333)
- Possession, use, or under the influences of any substance listed in SCSB Policy Code 4325 –2nd offense
- Selling, distributing or transmitting any substances listed in SCSB Policy Code 4325
- Terrorist threats (SCSB Policy 4333)
- Theft of money or property over \$1000 (SCSB Policy 4330)

Sixth Level Violations

Range of Consequences:

- Alternative Educational Services
- Long Term Suspension
- Expulsion – Unlimited Exclusion From School
- Report to Law Enforcement
 - Any student 14 years of age or older whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.
 - Any student 14 years of age or older who commits or is charged with a felony and whose continued presence in school constitutes a clear threat to the safety of other students or employees.
 - Armed Robbery
 - Arson
 - Assault with a deadly weapon
 - Assault and serious injury to teacher or other school personnel
 - Hazing
 - Homicide or manslaughter
 - Kidnapping
 - Rape and Other sex offenses
 - Sexual Assaults
 - Taking Indecent Liberties with a minor
 - Robbery

Misconduct off campus - If any of the above acts occur off campus, a student is subject to the same disciplinary actions if the victim is a student or school employee and there is a reasonable basis to believe that the continued presence of the student demonstrates a clear threat to the safety of the victims or others in the school environment.

Seventh Level Violations

- Possession of a firearm – Refer to SCSB Policy Code 4333
As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The superintendent shall not impose a 365-day suspension if the superintendent determines that the student (1) took or received the firearm or destructive device from another person

at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

- Student Sex Offenders – Refer to SCSB Policy Code 4260

Updated 8-9-18

Every Student Succeeds Act

Dear Parent:

Our school system works under the Every Student Succeeds Act, and the provisions for the “parents right-to-know.” This law applies to all schools that receive federal Title I funds. Title I states that “all teachers and paraprofessionals working in a program supported with funds under this part [Title I] meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.” Beginning teachers are initially licensed and as such, meet applicable State licensure requirements. Section 1112(e)(B) requires Title I schools to notify parents when the student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Section 1112(e)(1)(A): In adherence to the legislation, parents may request information regarding the professional qualifications of their child’s classroom teachers. If a teaching assistant or tutor works routinely with the child, the parent may also request information regarding his/her qualifications. To obtain such information at any time throughout the year regarding the professionals that teach your child, please send a written request to the principal at your child’s school. Within a reasonable time, school officials will provide the requested information.

It is the intent of educators in the Surry County Schools to continue to provide quality instruction. Thank you for your daily involvement in your child’s education. We look forward to a new year of partnership with you as we work together to further your child’s education.

Sincerely,

A handwritten signature in black ink that reads "Travis L. Reeves". The signature is written in a cursive style with a horizontal line at the end.

Travis L. Reeves, Ed.D. Superintendent

Leadership Framework Attributes

Leading Self

Self-Aware	Can describe what makes them who they are.
Accountable	Takes responsibility for their actions.
Resilient	Keeps trying if they fail at an important goal.
Integrity	Stands up for what they believe in.

Leading With Others

Collaborative	Cooperates with other effectively.
Communicative	Expresses ideas clearly and effectively (including giving and receiving feedback).
Active Listener	Listens carefully to what others have to say.
Considerate	Thinks about how their actions make other people feel.
Respectful	Treats other people the way they want to be treated.
Accepting	Respects the view of others.

Changing Your World

Visionary	Inspires others to follow their vision.
Motivating	Unites a group of people to work together towards a common goal.
Encouraging	Encourages others to take on leadership roles.
Confident	Steps up and takes charge when it is needed.

Student _____ Date _____

This document will remain in your child’s permanent record and your permission will be effective during the 2019-2020 school year. If you wish to withdraw permission at any time or if you have questions about these activities, contact the school principal.

I. Release of Information for School Purposes

A. Release of Information to the News Media. I hereby authorize and grant officials of the Surry County Schools (SCS) the unlimited right to utilize and/or reproduce photographs, likenesses, the voice, or written articles of or including my child in any legal manner for internal or external promotional/informational activities of the SCS. I also agree to allow my child to be interviewed and/or photographed by representatives of the external news media in relation to any and all coverage of the SCS in which he or she is involved. I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated materials.

B. Release of Name and Photograph or Other Likeness. I hereby grant permission for my child’s name and photograph to be placed in the yearbook and on school website. I also grant permission for my child’s name to be published in the media for honor roll purposes.

C. Permission to Enter Student Artwork in School Sponsored Contests. I hereby grant permission for my child’s artwork to be entered in school sponsored contests. I understand that the SCS reserves the right to make a displayable copy and/or use in future school system publications.

Parent Signature _____ Date _____

II. Health Screening

As part of our ongoing efforts to identify student needs, the following services are provided to students in the SCS as needed:

vision, hearing, speech and language, body composition, dental, and health/first aid care.

These services are provided at no cost to you. You will be notified if your child needs additional health services. Please indicate your willingness for your child to participate in this screening program by signing below.

Parent Signature _____ Date _____

III. Acknowledgement of Receipt of Student Handbook and SCS Policies

I have received and read the 2019-2020 edition of the Surry County Schools Elementary Student/Parent Handbook. I acknowledge that I know that all SCS policies are available on the SCS website. I further understand that a copy of any policy requested will be provided.

Parent Signature _____ Date _____