



W. Blaine Beam Intermediate Parent/Student Handbook 2019 - 2020

School's Purpose

W. Blaine Beam Intermediate strives to maintain high expectations and cooperative relationships that create global learners equipped to meet 21st century challenges.

W.B. Beam and Gaston County schools acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. W.B. Beam or Gaston County Schools will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities. For more information on this matter please see Gaston County Schools Board Policy, Code 4040/7210/7220. A copy of this policy can be found on Gaston County Schools Home web site, www.gaston.k12.nc.us.

**Welcome everyone to another exciting school year at Beam Intermediate School.
This handbook contains useful information for both students and parents.
Please read over the information and keep this as a reference during the year.
We hope that this year will be your most successful school year yet!**

Todd Dellinger, Principal

ADMISSION TO SCHOOL

A student must maintain a legal residence in the Beam Intermediate attendance area or have approval from the Office of Student Assignment. The State of North Carolina requires that certain immunizations be given to every child in order to attend school. A grace period of 30 days following enrollment is allowed. The following immunizations are required: DPT – 5 doses, Polio – 4 doses, HIB – 1 dose, MMR – 2 doses

ARRIVALS AND DEPARTURES

Mornings: Students should be dropped off at the entrance of the building each morning by 7:50. If your child plans to eat breakfast at school, they need to arrive by 7:30. **There will be no supervision available for students who are dropped off before 7:15.** Make sure your child is ready to get out of the car when you stop. Parking in this area is not permitted. Students in grades 4 and 5 are capable of walking themselves to class alone. This encourages independence.

Afternoons: Wait in your car in the carpool line. You will be given a number to hang from your rearview mirror. We will dismiss students by that number to your car. You must have the original number to pick up your student. Students will wait in the classroom building until you arrive. Students should be picked up at 2:30.

If your child is brought to school after the tardy bell at 7:50 AM or before the dismissal bell at 2:30 PM, **you must escort your child to/from the office to sign in/out.** Send a note in the morning if you plan to pick up your child early. **Checkouts between 2:00-2:30 should be limited to emergencies.** Anyone checking out students early must present a valid picture ID. Under Gaston County Schools Visitor Management System, these types of identification will be scanned and filed. Pictures will be taken of those who sign students into school, or check students out early.

ATTENDANCE

The instructional day begins at 7:50 AM and ends at 2:30 PM. The school year is 180 days. Students must be in attendance at least 168 days. Only 12 absences, including excused and unexcused absences, are permitted each school year. Each school shall have a promotion/retention committee that must review information on students who have exceeded twelve absences and will make a recommendation to the principal. Following any absence(s), a student is required to present a written document from the parent or guardian stating the reason for the absence. All absences will be coded unexcused in the computer until a written note is received from the parent or guardian. **Written documentation must be presented within TWO school days after the student returns to school; otherwise, the absence(s) will be recorded as unexcused. Request forms for educational opportunities to be considered for excused absences, may be found in the office.**

ASBESTOS STATEMENT

Every school is required to file an asbestos management plan with Gaston County Schools. A copy of the plan is located in the office for your review.

DRESS CODE - Gaston County Schools Policy

The principal may require that a student change his/her dress or appearance for failure to comply with the Gaston County Schools' dress code. The code is addressed in the Student Code of Conduct. Tank tops are not permitted. All other straps must be two inches or more in width.

SCHOOL SAFETY

School safety is one of our primary goals at Beam Intermediate. Procedures are in place to keep all buildings secure, and to ensure the safety of all students and staff members. Schools are required by law to conduct monthly fire drills. In addition to that, we will conduct periodic lockdown and tornado drills. Teachers will review procedures with students in advance for all types of drills. Random metal detection, using hand held wands, may be used when students enter the building or at special events. (GCS Policy Code 4305)

TOBACCO FREE POLICY

The Gaston County School Board recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees and visitors. Therefore, the use of any tobacco product is prohibited on school grounds.

BUS AND STUDENT TRANSPORTATION

All students must have a bus form signed prior to riding the bus. Parents should review the rules for bus discipline on this form and have the child return it to school. Safety is our utmost concern. Students behaving in an unsafe or disruptive manner on the bus could lose their privilege to ride. Riding the bus is a privilege not a right. Questions related to bus discipline should be directed to the principal. All buses are unloaded and loaded on First Street. **If you must change your child's method of transportation, send a note or call the office before 12:00 PM.** If your child must ride a bus other than his/her regularly assigned bus, the child must bring a note with a telephone number to verify the change. Changes are subject to space and must be signed by the principal. Questions related to bus stop locations should be directed to Mr. Dellinger.

GOING HOME WITH A FRIEND

No student will be permitted to leave campus with a friend without written permission from a parent; especially when transportation on a school bus is needed. **A note from both parents acknowledging the plans is required.** Bus transportation is subject to space and must be assigned by the principal or the principal's designee.

EARLY DISMISSAL DUE TO INCLEMENT WEATHER

In the event of inclement weather, the GCS App, ParentLink Messages, radio and television will broadcast closings. Make sure your child knows what to do and where to go if school closes early. Contact information must be kept current with the classroom teacher and office.

PESTICIDES

Pest treatment is provided once a month throughout the school year. This takes place on the first workday of each month.

CAFETERIA EXPECTATIONS AND OPERATION

Students may make only one trip through the line. Students should remain seated, talk quietly, use good table manners and leave their area clean. The Healthy 10 is observed at the beginning of each lunch period. Free/Reduced applications are available from your child's teacher. Free/Reduced applicants must submit a new application each year before the first 10 calendar days of the new school year to receive uninterrupted free/reduced meals. Only one application should be made per family. If your situation changes throughout the school year, you may complete another form and submit it to School Nutrition. Meals can be paid for daily, weekly or monthly. Payment is made to the cafeteria cashier from 7:45-8:15. If you wish to join your child for lunch, feel free to do so by signing in at the office.

Cafeteria prices are as follows:

- a) Breakfast
 - i) Students (all grade levels) \$1.20
 - ii) Reduced price students (all grade levels) \$0.00
 - iii) Adults (staff and visitors) \$1.50
- b) Lunch
 - i) Students (grades K – 5) \$2.70
 - ii) Students (grades 6 – 12) \$2.80
 - iii) Reduced price students (all grade levels) \$0.40
 - iv) Adults (staff and visitors) \$3.75 (Holiday Meals will be \$4.00)

Charged Meals (from Gaston County School Nutrition policy)

- A. Students who do not have money may charge a meal if their account has not exceeded the following limits:
 - Elementary (K – 5) \$13.50
- B. Elementary and middle school students who do not have money and who have exceeded the charge limit may receive a complimentary alternate meal upon request
- C. Students who have applied for free or reduced price meal benefits are responsible for all charges incurred before their Free and Reduced Meal Applications have been processed and approved at the School Nutrition Center
- D. A la carte items may not be charged
- E. Students who have exceeded the charge limits, \$13.50 in elementary schools, may not purchase a la carte items

CELEBRATIONS

If you wish to send a snack for your child's birthday, you must first get approval from your child's teacher. The GCS Board of Education endorses the School Health Advisory recommendation that: "To ensure safety and sanitation, all foods served to students in the school must be obtained from a commercial food service entity which is subject to local rules, regulations, and inspections." Snacks will be given out after all lunches have been served. We are unable to accept flowers, balloons, etc. delivered to children at school. Please do not send party invitations to be distributed unless you are inviting each student in your child's class. We discourage the use of soft drinks during the school day.

PARENT INVOLVEMENT/PARENT TEACHER ORGANIZATION

Parents are represented on the School Improvement Team and Parent Advisory Committee. Feel free to contact these individuals if you have questions or concerns. Our PTO always needs active committee members. Parents are always welcome at Beam Intermediate. If you have any questions and/or concerns about volunteering within our school please talk with Mr. Dellinger and/or Mr. Reep. The W. Blaine Beam Intermediate PTO is an active part of the school community. Watch your school newsletter for PTO updates and ways to get involved, or contact the school (704-836-9114). Volunteers are always welcome! According to NC G.S. 95-28.3 parents have the right to take four hours of unpaid leave in order to volunteer in their child's school.

COMMUNICATIONS

Effective communication is essential to any organization. Teachers and Families communication will take place through:

- Falcon Sheets – weekly, and class newsletters - periodically Parents are encouraged to sign the sheet weekly.
- Progress reports – every 4.5 weeks Parents should sign and comment as needed.
- Phone calls/notes home – as needed Calls initiated by teachers and parents
- Parent/Teacher conferences – 2X per year and as needed K-12 Parent Conference Day
- Connect Ed – voice message system Daily for attendance notification/as needed for special notices
- Beam Intermediate Web page Routine updates and links to individual classroom pages
- Channel 21 and GCS Website School district information continually updated

We also ask that conferences with school personnel be scheduled. It is our goal to give each parent our full attention when a situation arises. The first contact should be the teacher. In the event that you have addressed the situation and are dissatisfied, schedule an appointment with the principal at 704-836-9114.

VISITORS

We welcome your visits to our school. Every effort should be made to prevent/minimize interruptions to the instructional program. Upon arrival in the school office, visitors will be required to sign in using our Visitor Management System. A driver's license or ID is required. Our system will print a visitor's badge for you. All visitors to Gaston County Schools are subject to metal detection. Please observe the following courtesies while visiting your child's classroom: a) avoid talking to your child or the teacher while instruction is in progress, and b) respect the privacy of children's work and teacher materials. Teachers are available for conferences during their planning time or after school. Younger children should not accompany you during classroom visits or conferences. Parents are welcome to have lunch with their child; however, this is not an appropriate time for a parent-teacher conference.

VOLUNTEERS

Beam Intermediate is very fortunate to have a group of volunteers who serve our students in a wide range of activities. Gaston County Schools has implemented a new volunteer screening process. The purpose of this process is to ensure the safety of students in the school environment. To become a volunteer at Beam Intermediate, you must go online to www.gaston.k12.nc.us and click on the community link. You will then click on the volunteer application. Once you complete the application and it has been approved, you will go through a volunteer orientation to complete the screening. We treasure our volunteers and encourage anyone who is interested in investing their time to contact us for information. Please take an active role in your school community.

PERSONAL ITEMS

Please mark all personal items with your child's name, especially garments such as coats and sweaters.

PICTURES AND YEARBOOK

Picture and yearbook information will be sent home with students. Connect Ed calls will also go out to remind you of picture dates and yearbook deadlines. Carolina Photography will take individual and group pictures on the following dates:

Dates are as follows: Oct.9– prepaid pictures, Nov. 20 – make up pictures, Jan. 8 – class and group pictures, March 9 – Spring picture day

STUDENT AND PARENT GRIEVANCE PROCEDURE

In some cases there may be situations when parents and students need to file a grievance against a decision made by the school or an employee of the school. This process is explained in great detail in Gaston County Schools Board Policy, Code 4030. A copy of this policy can be found on the Gaston County Schools Home web site, www.gaston.k12.nc.us.

REPORT CARDS

Report cards are issued every nine weeks. Interim reports are issued 4.5 weeks between report cards. Numerical grades and letter grades are given using the grade scale as follows:

A	=	90-100	Excellent
B	=	80-89	Above Average
C	=	70-79	Average
D	=	60-69	Passing
F	=	0-59	No Credit

STUDENT CONDUCT

Everyone wants a safe and orderly school. We have three general school rules that support the Gaston County Schools Student Code of Conduct. They are:

1. **Respect people**
2. **Respect property**
3. **Take responsibility for ourselves.**

The Behavior Lab at Beam Intermediate provides systematic and positive support for monitoring, controlling, and teaching replacement behaviors for inappropriate behavior. To make this system work effectively, everyone involved must assume responsibility. Parents will be contacted if it becomes necessary to progress beyond school interventions. In some very rare emergency situations the use of seclusion and restraint may be required to protect the well being of the students. The examples and rules for these conditions are spelled out in Gaston County Schools Board Policy, Code 4304.

STUDENT RECORDS

In compliance with the Family Educational Rights and Privacy Act (FERPA) and Gaston County Schools Board Policy Code 3470, parents and students have specific rights to student records. These rights are spelled out for you in the Gaston County Schools Board Policy, Code 3470. A copy of this policy can be found on Gaston County Schools Home web site, www.gaston.k12.nc.us.

HOMEWORK/HONOR ROLL

Homework is assigned for two common purposes: (1) practice and (2) preparation and elaboration. A general guideline is that students should have 30 minutes of homework plus 20 minutes of reading each night for 4th graders, and 25 minutes of reading each night for 5th graders. Please remember to set up a consistent, organized place for your child to complete homework each night. Homework is a way of extending the school day and providing students with opportunities to refine and extend their knowledge. Students will be recognized for receiving all A's or A's/B's each year. Students must have satisfactory conduct to qualify for the honor roll. Satisfactory homework, class work and work habits are also considered.

TESTING/PROMOTION STANDARDS

Students in 4th and 5th grade will be given End of Grade tests based on the Common Core and Essential Standards during the month of May.

HEALTH ROOM AND MEDICATION/INSURANCE/STUDENT WELLNESS

We have a health room located in the office area; however, we are only serviced with a school nurse on an "on call" basis. When a child becomes sick at school, we need for a parent or guardian to pick up the child immediately. If a parent cannot be reached and an emergency room visit is required, 911 will be called.

All prescription medication must be in a pharmacy container accompanied by the proper form (see secretary for correct form). Non-prescription medication is not allowed at school. Prescription medication will be administered and documented by the classroom teacher. Student insurance is available. Enrollment envelopes will be sent home with students during the first week of school.

W.B. Beam and Gaston County Schools recognizes the importance of students maintaining physical health and proper nutrition in order to take advantage of educational opportunities. GCS further recognizes that student wellness and proper nutrition are related to a student's physical well-being, growth, development and readiness to learn. W.B. Beam and Gaston County Schools is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activity as part of the total learning experience. For more information on this matter please see Gaston County Schools Board Policy, Code 3530. A copy of this policy can be found on Gaston County Schools Home web site, www.gaston.k12.nc.us.

FIELD DAY/FIELD TRIPS

Field Days for all students will be directed by the physical education teacher in cooperation with parent volunteers. Teachers will plan field trips during the school year to support their instructional program, and you will be notified in advance. All children must have written permission to go on trips. Transportation is provided by school buses or chartered buses. Private cars are not used for transporting students.

Parents who attend as chaperones should plan to drive their own vehicle. Please visit the volunteer section if you would like to assist with field trips.

GUIDANCE

Our Guidance Counselor works with individuals, small groups and classes to help children develop an understanding of themselves and others. Mr. Reep is available to any student, parent or teacher who has a concern or problem.

EXCEPTIONAL CHILDREN SERVICES

A referral to the EC program may be initiated by a staff member based on a student's progression through a Multi-Tiered System of Support (MTSS) plan. If placement is made, an IEP (individualized education plan) will be developed and implemented for the child. The IEP is updated yearly at a scheduled conference.

ACCEPTABLE USE POLICY

All students are expected to obey the rules and regulations of GCS policy #3230 concerning internet and computer use at school.

**WE ARE W.B. Beam Intermediate!
Soaring to Excellence....One Falcon at a Time!**