

**PARENT/STUDENT HANDBOOK
2018-2019**

Carr Elementary School



**307 South Pine Street
Dallas, North Carolina 28034
Office: (704) 922-3636 • Fax: (704) 922-7992**

Dear Carr Students and Families,

Welcome to **Carr Elementary School**. We look forward to an exciting and successful school year. This handbook contains useful information which can be referenced throughout the year. The contents have been developed using North Carolina General Statutes and Gaston County Board of Education policies. These rules and procedures are intended to foster a strong relationship between the school, students, and parents and with safety as our utmost concern for your child. Please read and share this information with your child. It is going to be a great year!

Best regards,
Rebekah Duncan, Principal

Our Vision:

The vision of Carr Elementary is to prepare our students for success tomorrow.

Our Mission:

Through outstanding employees and community leaders, Carr Elementary will partner with parents to provide a safe and positive environment for our students.

***Serving Dallas Since 1957
Celebrating the Past,
Building our Future!***

STUDENT MOVEMENT/BEHAVIOR ON SCHOOL CAMPUS

1. Students enter and leave the building quietly and orderly.
2. Students should not touch doors, walls, or disturb other classrooms when moving through the building.
3. Students walk to the right side of the hallway and follow the blue squares for a line (unless teacher directs otherwise for dismissal or safety reasons).
4. Students must have teacher permission to go to the hall restrooms. Students are asked to flush commodes/urinals and to put trash in the trash cans.
5. Students are expected to take care of school property and art/information displays. Students who write on furniture and walls, damage school equipment and teaching materials, and litter the campus will be held responsible for damage.
6. Students are to respect other students' and staff member's property, privacy, and storage areas. **STUDENTS ARE NOT ALLOWED TO BRING PERSONAL ITEMS, SUCH AS TOYS, SPORT/TRADING CARDS, VIDEO GAMES, CANDY, GUM, ETC. TO SCHOOL.**

CELL PHONES MUST BE OFF AND IN BOOK BAG DURING THE INSTRUCTIONAL DAY. (If out without teacher permission, the phone will be confiscated until a parent picks the phone up).

INCLEMENT WEATHER

During extremely bad weather, it sometimes becomes necessary for a decision to be made concerning the delay or closing of school. When a decision is made in the early morning to delay or close school or dismiss early, it must be relayed quickly to all students or parents. In order to accomplish this task efficiently and with maximum coverage, school officials ask that students and parents cooperate by listening to one of the area radio or television stations.

If school is dismissed early due to inclement weather, we ask that you do not call the school to keep open lines available for staff to contact parent/or designated emergency contact. Students are dismissed according to the time designated by the Superintendent. Buses will run their regular routes. Please be sure to share up-to-date telephone contact information with the school office.

HOMEWORK

Homework is important because it develops responsibility and allows a student to apply skills taught during class. The amount of homework a student is given increases as he/she progresses through the grades and according to the student's ability. It is our expectation that every child will read at home for at least 30 minutes. **All students in grades 3-5 will receive student folder. They will be expected to have this folder every day and to bring it home with assignments recorded. Parents are asked to sign folders and communication forms each day.** Please also check your child's homework daily.

GASTON COUNTY SCHOOLS RESPONSIBLE USE POLICY

All students must abide by & sign the Responsible Use Policy agreement for use of technology devices and the internet. Students may not misuse, access, or communicate obscene materials. Violation may result in loss of access, as well as, other disciplinary actions.

BRING YOUR OWN DEVICE

Students in third, fourth, and fifth grade may bring their own tablet, Smartphone, Kindle, iPad, or iPod to use for classroom instructional purposes.

REPORT CARDS

Progress report cards are issued at the end of each nine weeks grading period. Please review the report card and return it to school.

Report Card Dates:

November 1, 2018

January 24, 2019

March 28, 2019

June 12, 2019 (parents may pick up or they will be mailed after this date)

CAFETERIA

All students attending Carr Elementary will receive free breakfast and lunch for the 2018-19 school year. There is no need to complete the form.

Breakfast and lunch are served daily. Please do not send soft drinks with your child or bring fast food items to school. Drinks should be in thermos or plastic/cardboard containers (no food or drinks in glass containers). A la carte items can be purchased. Parents/Students cannot purchase a la carte items for other students. Students, parents, and visitors do *not* have access to refrigeration or microwaves to heat food due to safety reasons. Parents are invited to eat lunch with your child. A special seating area is designated in the cafeteria for parents and their child, to maintain our lunch schedule. Parents/visitors are *not* allowed to invite other students to the designated seating area to join their child(ren).

Lunch Prices for 2018-2019

Breakfast

Adults (staff and visitors)

\$1.50

Lunch

Adults (staff and visitors)

\$3.75

Holiday Meals:

Thanksgiving Meal, November 14, 2018 (Grades K, 4, and 5)

Christmas Meal, December 12, 2018 (Grades 1, 2, and 3)

Easter Meal, April 17, 2019

*****The Adult Price for all Holiday Meals is \$4.00 per person.**

Parents, we need your help!

Please, partner with us to help your child have his or her most successful year yet. Below are the most important things you can do with your child:

- Provide a quiet place for your child to read and do homework each day.
- Make sure your child brings a book home from school each day and reads for at least 30 minutes per day. If your child is in Kindergarten or First Grade, please read to or with your child for at least 30 minutes each day.
- As you are reading with your child each day, ask questions about the story, the main characters, the setting of the story, and the problem or solution of the story
- For K-2 students, practice sight words, letters, and sounds daily
- For 3-5 students, practice multiplication facts daily
- Ask the teacher if you have questions or concerns
- Come to PTO events, join the PTO, attend Family Fun Nights and Parent-Teacher Conferences
- We need classroom volunteers and mentors for our students. Please contact the principal if you are interested in this opportunity.

PARENTS are the MOST IMPORTANT members of our TEAM

SCHOOL CAMPUS

All Gaston County Schools are designated as “Tobacco Free” environments. **No tobacco products are allowed in the building or on school grounds.** Please do not smoke while on any part of the school campus.

SCHOOL INSURANCE

Basic school accident insurance is available for school time coverage, and for 24-hour coverage. Insurance is optional. Dental coverage is also available. Checks or money orders are made payable to the company and mailed directly to the company by the parent. **No money will be collected by the school.**

SCHOOL TELEPHONE

Students are permitted to use the school telephone for emergencies. In the event of illness or injury, school staff will call parents. Please be sure the school always has your most current contact information. Students will not be called from class to speak to parents on the telephone.

STUDENT CELEBRATIONS

Celebration of student birthdays or other events in the classroom is at the discretion of the teacher. If you would like to provide a special treat for the class, please contact the teacher ahead of time to arrange the date, time, and to receive an accurate student count. No celebrations may occur before 1:30 pm. **Only APPROVED Gaston County Volunteers may visit the classroom for a celebration.** Instructional time will be considered when requests are made. Balloons, flowers, and other gifts cannot be delivered to school, as these items create distractions and cannot be taken home on the school bus.

SNACKS

To ensure safety and sanitation, all food served to students must be obtained from a commercial food service entity subject to local rules, regulations, and inspections. Parents are encouraged to comply with the Smart Snacks in Schools policy. **Food items brought to be shared with the class must be purchased and cannot be homemade.** Carr is unable to provide freezer space for frozen snacks or treats. Please bring these snacks at the time they are to be served.

VISITORS

All visitors must have a valid ID and check in the office with the computer. No persons will be allowed within the school without a valid ID. Visitors will receive a sticker badge which must be **worn at all times** while in the school. When leaving, check out in the office and discard your badge.

VOLUNTEERS

All volunteers must sign in the office computer and wear a volunteer badge. GCS policy requires all volunteers to fill out an online application, complete a background/sex offender registry check, and sign a GCS Code of Conduct. Parents wishing to accompany their child on field trips **must** complete the Gaston County Schools Volunteer Application and the Volunteer Orientation Session prior to final volunteer approval being granted. We welcome volunteers; however, to ensure the safety and privacy of our students, it is important that all volunteers comply with the Gaston County School Board policies governing volunteers. **Volunteers for field trips must be approved by the school principal.** Every field trip will not need volunteers and some may need only a limited number of volunteers..

TITLE I SCHOOL

Carr Elementary receives federal funding to help students who are or might be in danger of falling behind academically. Funding is based upon the number of low-income students. Parents may request the following information about their child’s teacher: professional qualifications, degrees held and certifications in the area that they are teaching to ensure the teacher is “Highly Qualified”. All Carr staff members are “Highly Qualified” at this time.

DISCIPLINE

One of our school objectives is to help every student develop good citizenship and proper conduct. We strive to help students develop self-respect and respect for others and to learn to accept responsibility for his/her actions. Our school wide discipline plan is based upon the Student Behavior Guidelines for Elementary Education established by the Gaston County Board of Education. Any student behavior which interferes with or disrupts the educational process or endangers the health or safety of the student, classmates, or school personnel are grounds for disciplinary action, as outlined in the Student Behavior Guidelines. Our school operates a Behavior Lab for students who require disciplinary action. The students are supervised by a Behavior Lab Specialist. The use of the Behavior Lab provides students the opportunity to continue their required school work. Parents will be notified if their child is placed in the Behavior Lab. We ask for your support of our school discipline plan and recommend you review the GCS Student Behavior Guidelines with your child.

STUDENT ATTENDANCE

Good attendance is a requirement for positive learning results. Frequent absences, tardies, or early check-outs disrupt your child’s learning. It is the responsibility of the parent to see that their child(ren) attend school according to Article 26, 115C-378 of the NC General Statutes, “All students under the age of 16 are required to attend school”. When a child has been absent, the parent must inform the teacher by **written note** stating the reason for the absence. Failure to send a note will result in the absence being coded unlawful or unexcused. Although we appreciate a phone call, a written note is required.

Excused Absences:

1. Illness or Injury
2. Death in Immediate Family
3. Medical or Dental Appointment
4. Court or Administrative Proceedings
5. Religious Observance
6. Educational Opportunity – approval by the Principal must be obtained in advance

STUDENT SCHOOL DAY

Front Doors Open/Car Rider Drop Off Begins.....7:20 a.m.
 Beginning of Instructional Day.....8:00 a.m.
 Dismissal begins2:30 p.m.

Students who do not ride the bus are allowed to go to the classrooms after 7:20 a.m.

*****Parents will be permitted to walk their 1st-5th grade child(ren) to class through Friday, August 31. Kindergarten parents may walk their Kindergarten child(ren) to class through Friday, September 7. Only PreK parents may walk their child to class after Friday, September 7.**

PARENT-TEACHER CONFERENCES

Before class begins at 8am, teachers have duties or need to make preparations for the instructional day. If you need to speak with the teacher, please call them, send an email, or schedule an appointment. Parents will not be allowed to visit classrooms in to talk to teachers without a scheduled appointment. Gaston County Schools also provides two designated Parent-Teacher Conference dates in the yearly school calendar. Thank you for your help!

TARDIES AND EARLY CHECK-OUTS

If your child arrives after the tardy bell (8:00 a.m.) parent **must** come to the office to sign the student in using the computer system by selecting the "tardy" button and providing a reason for tardiness. If a child comes alone, the office will call you to return to school to sign your child in. Leaving school early is discouraged unless the child is sick, has a scheduled medical/dental appointment, or family emergency. The instructional day ends at 2:30 p.m.

If your child needs to be checked out early, a **parent/legal guardian** must come to the office and use the computer system to sign the child out. Grandparents, step-parents, or other family members who do not have legal guardianship will not be able to sign a student out without a note sent to the classroom teacher with the student or an email from the parent/legal guardian to **Officer Moore at shmoore@gaston.k12.nc.us**. Please have a valid photo ID, as the computer program scans the photo ID of the person checking the child out. The office will notify the classroom teacher to dismiss the child. Any tardies or early check-outs due to doctor/dental appointment require documentation to be coded as excused.

*****Please do not come AFTER 2:00 P.M.** to check your child out of school without proof of a medical appointment. Parents of students who are repeatedly checked out early will be required to meet with the School Social Worker and Principal.

AFTERNOON DISMISSAL/STUDENT SAFETY

The school needs to know how your child goes home from school every day. If your child needs to use a different mode of transportation or to be picked up after school by a different person, you will need to provide the teacher a written note giving permission for the transportation change. If it is a temporary change, please specify how many days the transportation change is in place before returning to the normal transportation used at dismissal. Bus transportation changes require prior approval from the assistant principal.

CAR RIDERS

In the morning, turns from Carpenter or Pine Streets are not allowed. All car riders use the Pine Street entrance. After 8:00 a.m., parents must park and sign their child(ren) in at the office using the computer program. Please do not let your child out of your vehicle in any area besides the front circle.

DISMISSAL AREAS:

Car riders – Double Riders go to the cafeteria
Single Riders go to the gym

*****No vehicles are allowed behind the gym during dismissal and no cars should enter the front circle prior to 2:15 for dismissal**

Students will not be dismissed to a car that does not have a car rider tag. Parents without a tag will be required to park and check the student out in the office in order to verify their identity for the safety of the student.

DO NOT PARK OR LEAVE YOUR VEHICLE IN THE UNLOADING AND LOADING AREA IN THE FRONT CIRCLE, AS IT IS A FIRE CODE VIOLATION TO BLOCK THE FIRE LANE WITH UNATTENDED VEHICLES.

WALKERS/BIKE RIDERS

Students who walk or ride bikes to and from school are to observe all safety rules and obey the directions at the crosswalks. Please plan the safest route to travel each day with your child and stress the importance of not stopping en route to their destination. Bike racks are located at the multipurpose room entrance. All bikes must be parked in the racks during the school day and **MUST BE PUSHED WHILE ON SCHOOL GROUNDS**. The school is not responsible for any damage or theft that might occur during the day. Remember wearing a helmet is required by law for elementary age children.

BUS RIDERS

Riding the bus is a *privilege*. Improper behavior on the bus may result in loss of this privilege. Due to insurance and safety provisions, only assigned bus riders will be permitted to ride the bus. **Students cannot ride a bus unless assigned by the Assistant Principal, Mr. Plecnik. Students may not switch bus loads or stops without the consent of the assistant principal and a written request in advance of the change from a child's parent.** Parents are expected to review the rules with their child(ren) and to sign the Gaston County Schools Bus Rules and return to the assistant principal at the beginning of the school year.

Consequences for improper behavior on the school bus will generally be as follows:

Consequence #1	Verbal Warning (non-violent)
Consequence #2	1-day bus suspension
Consequence #3	2-day bus suspension & change in seating
Consequence #4	3-day bus suspension
Consequence #5	5-day bus suspension & mandatory parent meeting
Consequence #6	10-day bus suspension
Consequence #7	Bus riding privileges suspended for remainder of year

**Any hitting, fighting, vandalism, or other severe infractions may result in immediate suspension from the school bus (no verbal warning) and may result in school discipline (Behavior Lab or OSS).*

MEDICATION POLICY

Authorized school employees may administer medication to students when all of the following conditions are met. **These conditions apply to all medications, including those available over-the-counter without a prescription.**

- Parental Consent: The student's parent must make a signed, written request that authorizes school personnel to administer the medication to the student.
- Medication Authorization/Order: A health care practitioner must prescribe the medication for use by the student and provide explicit written instructions for administering the medication.
- Certification of Necessity: The student's health care practitioner must certify that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in school.
- Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with directions for how and when the medicine is to be given. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name and with directions for how and when the medicine is to be given.
- Proper Administration: The employee must administer the medication pursuant to the healthcare practitioner's written instructions provided to the school by the student's parent, and in accordance with professional standards. The board of education and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

STUDENT APPEARANCE

We encourage your child to dress in comfortable clothing best suited for school activities.

*****Students are required to wear tennis shoes or rubber soled shoes for their safety during physical education activities. Please do not send your child to school in flip flops. Our students will go outside for recess each day.**

Please label clothing, such as: coats. Children may remove them during instructional time and they could get lost. Students are not allowed to wear caps/hats inside the building. Shoes with cleats or retractable skates are not allowed. Please refer to the Student Behavior Guidelines for Elementary Education for the types of clothing which are appropriate for school. Parents will be asked to bring a change of clothes if this policy is violated.