

# Costner Elementary



## Growing the Leader in Me!

Student Handbook 2022-2023

353 Old NC 277 Loop Rd.

Dallas, NC 28034

704-922-3522

**Jada Owenby**  
Principal

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Assistant Principal

"If you apply even one of the 7 Habits today, you can see immediate results; but it's a lifetime adventure—a life promise." —Stephen Covey

## THE SCHOOL DAY

7:30am.....Tardy bell rings/instruction begins  
2:15pm.....K-2 bus dismissal  
2:20pm.....3<sup>rd</sup>-5<sup>th</sup> bus dismissal  
2:25pm.....car rider dismissal

## ARRIVAL

Students may be dropped off at school between 7:10AM — 7:30AM. All students are expected to be at Costner and in their classrooms by 7:30AM. Students who arrive after 7:30AM **MUST** be accompanied to the office by an adult for computerized sign in.

## DISMISSAL

Students must be picked up at their assigned location between 2:30PM and 2:45PM each afternoon. Individuals picking up in the car rider line must have a school issued pickup tag displayed in the vehicle. Vehicles without pickup tags must be verified and may be asked to pull into the parking lot. Parents must contact the office if there is an emergency and a different person or individual without a card is picking up. Be prepared to show your ID. Students should NOT be checked out after 2:00PM as we are preparing students for dismissal. Students cannot be picked up from the office during dismissal. If parents come to the front office during dismissal time, their child will be called to the office after dismissal is complete. Students must be picked up by 2:45PM each day. Students picked up after 2:45PM, will need to be picked up in the front office and parents will be required to sign students out with identification.

## BUSES

Students who live more than 1.5 miles from Costner are eligible to ride the school bus. Parents must sign a bus permission slip at the beginning of the year that outlines the expectations and procedures for riding the bus. Operating a school bus is very dangerous. Student who choose to ignore the bus driver's directions are endangering the safety of themselves and others. Those students will risk having their bus riding privileges suspended and/or revoked if behaviors continue.

## ABSENCES / TARDIES

Parents are urged to see that their children come to school every day, on time and ready to learn. A student must be in school until 11:30 AM to be counted present for the day. Parents must come to the office to sign students out. Students must be signed out using the computerized system, which requires a government issued photo ID. You **MUST** have the photo ID in order to sign students out. Early checkouts will be considered unexcused without official documentation. All absences are unexcused without a written note. Notes must be sent within 3 days of the absence. In case of illness or emergency, please make sure your child's teacher has current phone numbers so that you can be reached at any time.

## WITHDRAWAL OF STUDENTS

Parents should notify the school at least two (2) days in advance of a student's withdrawal. All textbooks, library books and school devices must be returned before withdrawing the student. Lunch payments and other debts must be paid before withdrawing the student. A withdrawal form must be completed and signed by the parent / guardian before withdrawal is processed.

## TRANSFERS

Students must attend the school in the district where they live. Our school social worker monitors attendance and residence requirements. The social worker makes home visits as deemed necessary. Transfers are made & approved through GCS Student Assignment office

## VOLUNTEERS, MENTORS, & TUTORS

Gaston County Schools requires anyone who desires to serve as a mentor, volunteer, or field trip chaperone to complete an application process that includes a criminal background check and be approved by the principal. We have a tremendous need for parent volunteers and encourage you to complete this process and give your time to help our teachers and students. We want all parents to have the opportunity to be involved however they can with their personal schedule and / or talents.

## IMMUNIZATIONS & BIRTH CERTIFICATE

All children are required by law to be fully immunized before they enter the public schools. Children that have not been fully immunized will be sent home until the parent satisfies the law requirements. The following immunizations are required for every student:

- 5 DTP (diphtheria, tetanus, pertussis) The fourth is a booster shot which must be given on or after the fourth birthday. The fifth shot is not required unless it was given before the child's fourth birthday.
- 4 OPV (oral polio vaccine) the third dose must be given on or after the fourth birthday. If dose is given before the fourth birthday, a fourth dose is required.
- 2 MMR (Measles, Mumps, Rubella) vaccines on or after the first birthday and the second dose before entering kindergarten.
- 1 HIB (Hemophilus Influenza B Vaccine) on or after 15 months of age and before age 5. Not required after age 5.

A legal copy of the birth certificate must be on file in your child's cumulative record in Scribbles. No student will be permitted to stay in school longer than 30 days if this record is not on file.

## CAFETERIA

Breakfast is served until 7:30AM each morning. Students must arrive by 7:25AM in order to go to the cafeteria and pick up breakfast. Student breakfast and lunch should be limited to the cafeteria food or lunch packed at home. Students should not bring lunch from a fast food restaurant. Parents should NOT bring, send, or deliver outside food or fast food.

Meal Prices:	Breakfast	Lunch
Student	\$1.40 (\$0.00)	\$2.90 (\$0.40)
Adult	\$2.00	\$4.00

\*The price in parentheses () are for reduced pay meals.

Students who do not have money may charge a meal if their account has not exceeded \$14.50. Students who do not have money and who have exceeded the charge limit may receive a complimentary alternate meal upon request. Checks, Cash, or Money Orders can be accepted in the school cafeterias. Parents may utilize Family Portal Link <https://family.titank12.com/AEPULG> to pay with their credit or debit card.

## Free and Reduced Meal Application

Paper applications are available at the school office, the school cafeteria, and at School Nutrition Center in Lowell. Online applications are available on the Gaston County Schools website. Links can be found on the School Nutrition department tab. Only one application is required per household.

If your child has a diagnosed medical condition that requires modifications to their school meals, you may request a special diet through school nutrition. Diet order forms are available from the cafeteria manager.

## SPECIAL CELEBRATIONS

The classroom teacher will coordinate with the room parent and with other parents for special celebrations. The classroom is NOT an appropriate venue to distribute personal birthday invitations. Celebrations should be limited to small individually wrapped snacks for each student. NO balloons, flowers, or gifts.

## REPORTING ACADEMIC PROGRESS

Each week teachers will share important data to update on your child's progress. Please review, sign appropriate paperwork if needed, and contact the teacher if you have any questions. At the midpoint of each grading period an interim report will be sent home. Report cards will be sent home at the end of each 9 week grading period (see school calendar for dates).

Instructional levels for math and reading are coded at the learner's ability level. Carefully study all communications from the teacher.

Gaston County Schools is transitioning to focus on Standards Based Learning / Standards Based Grading. Grades, Interims, and Report Cards will look different and will utilize both Schoology and PowerSchool. Teachers will communicate with parents frequently about student progress through data notebooks and other venues. If you have questions about SBL / SBG please share your concerns with the classroom teacher. PowerSchool and Schoology access instructions for parents are available in the office.

## **HOMEWORK POLICY**

Your child will have homework during the school week. Please make sure homework is completed. Students may be given a homework folder. Homework may be distributed to students through the Schoology platform. Classroom teachers will share helpful hints for parents to help students with Schoology.

## **PROMOTION POLICY**

Promotion policies of students attending Gaston County Schools are set by the Gaston County Board of Education and North Carolina Law. Students must perform at grade level to pass. Teachers will notify parents of academic problems as soon as detected and will work with parents and the Whole Child team to develop a plan of action. Students will have multiple opportunities to demonstrate academic skills through interventions, progress monitoring, continuous assessments, portfolios and formal testing. Decisions involving promotion or retention are based upon what is best for the individual student and will be made by the parent, teacher and Whole Child intervention team. By law the principal reserves final judgment in promotion and retention decisions.

## **ASSESSMENTS**

Students will test at the end of each grading period to track their mastery of learning objectives required by the North Carolina Standards. Teachers will report progress and work closely with children who do not meet their learning goals. Students not performing on grade level will have a tier plan developed by the teacher, parent and Whole Child team to address individual academic deficiencies.

- Students in grades K-3 will be assessed in mClass reading throughout the school year.
- Students in grades K-5 will be assessed in iReady for reading and math throughout the school year.
- Students in grade 2 will take the CoGat assessment at the end of the year.
- Students in grade 3 will take the BOG at the beginning of the year.
- Students in grades 3-5 will be assessed in reading and math, and science for 5th grade through the NC End-of-Grade (EOG) assessment at the end of the year.

## **END OF GRADE TESTING PROGRAM**

The state testing program requires that students in grades 3 - 5 score at grade level on the reading and math EOG tests before they can be promoted to the next grade level.

3<sup>rd</sup> Grade students must take the BOG at the beginning of their 3<sup>rd</sup> grade year and are subject to the NC Read to Achieve legislation which has special requirements in order to be promoted to 4<sup>th</sup> Grade. Requirements include special documentation of the student's growth and participation in a summer reading camp for students who do not pass the 3<sup>rd</sup> grade reading EOG. Parents will be contacted and a plan of action will be developed for students not meeting these requirements.

## **TECHNOLOGY**

Each child should have their own personal headphones (earbuds) to use. Each child will be assigned a school device to use. Students are responsible for proper care and usage of their assigned devices and chargers. Parents will be given a technology agreement at the beginning of the school year that indicates potential charges if the device and/or charger is damaged or lost.

## **CELL PHONES**

Students will not be permitted to use cell phones while at school. Cell phones are to be kept in the student's bookbag and turned off. Violation of the above guidelines may result in cell phones being taken for parents to pick up at the main office.

## **DISCIPLINE PLAN**

Costner Elementary follows the Gaston County School's Code of Conduct for discipline. Parents will be contacted by the teacher and/or administration for repeated behaviors or disruptive behaviors.

## **MEDICATION, ILLNESS AND INJURY**

All medicine given at school must be prescribed by the doctor. If the medicine is to be given at school, medicine must be brought by an adult to the school in the container with the current prescription label. Parents must complete and submit the Authorization of Medication form signed by the child's physician. All medication must be brought to school by the parent / guardian and given to the school nurse or front office staff with the proper

paperwork. Students must NOT transport any medication or be in possession of any medication while at school.

If a student is injured or becomes ill at school, he/she is to report to the teacher and ask to come to the office. If necessary, we will contact the parents. It is necessary and very helpful if the school can have on file a home telephone number or the number where someone can be reached at all times.

## **INSURANCE**

School accident insurance is provided for those who choose to purchase a policy. There are three types of plans with A/B options to cover the time of the school day or 24 hour coverage. Information is sent home on the first day of school. Parents send checks directly to the insurance company and not to the school.

## **HEAD LICE**

Parents are contacted if a case of head lice is found. Treatment is expected and proof by the returning box label to the school when returning the next morning. Periodic classroom checks are conducted.

## **TELEPHONE**

Students are permitted to use the school's telephone if they have a good reason and written permission from the teacher. The school's telephone is a business phone, for school business. Any communication with a student should be handled through the office. Please limit messages to be given to students to EMERGENCY calls. After the third emergency, parents must speak directly with the principal. Please make prior arrangements with your child concerning transportation so that your child does not have to call to find out how he/she is getting home. If there is a change in transportation for your child, please write a note to the teacher. Without a note, students will be sent home his/her normal way.

## **SMOKE/DRUG FREE ENVIRONMENT**

No tobacco products may be used by any student or adult while on the campus including while in your personal vehicle. Make sure you do not have a lit cigar or cigarette while delivering or picking up students. No illegal drug use will be tolerated.

## **DRESS CODE**

No hats or other head coverings while in the building, this include hoodies. No clothing that displays sexually or racially explicit words or drawings, profanity, alcohol, drugs, weapons or gang symbols. No style of clothing or the manner in which it is worn may expose undergarments or create a distraction or disturbance in the educational setting. Tennis shoes are suggested for safe play on playgrounds and during physical education classes.

## **SCHOOL SAFETY DRILL / SAFETY PLAN**

Maintaining a safe environment and being prepared to meet an emergency situation continues to be an important process. The school has developed written plans to address natural disasters (fire/tornado/bad weather), intruders or threatening individuals and crisis situations involving death. In the event of a lock down, the Gaston County Police will be in charge of all actions and the school community is expected to follow their instructions. Cameras are used to survey our grounds and the inside of our buildings. All persons who enter the school are subject to metal detection. Random metal detection with a wand will be practiced.

## **VISITORS & ID BADGES**

Visitors must sign in at the front office with their ID. Parents must show their ID in the camera at the entrance to our building to pick up students. All guests within the school building must wear a visitors ID badge at all times and will be expected to follow all school safety guidelines should a safety issue arise. All staff within the school building must wear a Gaston County Schools ID badge at all times.

## **ASBESTOS IDENTIFICATION**

Our school has areas containing asbestos. Semi-annually an inspection is made to provide adequate maintenance of those areas. At the present time, it has been determined that these areas are not friable and pose no immediate danger to any occupants of the building. The law requires that this information is reported.

## **PARENT TEACHER ORGANIZATION (PTO)**

The school and community serve as partners in the education of our students. We encourage you to join the organization and contribute to the betterment of all our children.