

Welcome to the 2017-18 school year. Elementary school is an exciting time in your child's life. We want to make this time educational and fun. Parenting can be one of the most rewarding tasks there is. At Grandy Primary School, we want to assist you by making that experience even more beneficial in regards to your child's education. Parental involvement at Grandy Primary is a very important part of the total program. We have an active Parent Teacher Organization (PTO) and a fantastic group of volunteers that assist our teachers and help our students in many ways. Please consider being part of the Grandy PTO. We need you! We look forward to working with you and your child this school year.

This handbook outlines the policies and procedures of Grandy Primary School. If you still have questions please feel free to contact us.

Grandy Primary School Telephone (252)331-4838  
Grandy Primary School Fax- (252)338-5449  
Camden County Website - [www.ccsnc.org](http://www.ccsnc.org)

### GRANDY PRIMARY MISSION

At Grandy Primary our students will develop a love of learning, build a solid academic foundation, and prepare for their future.

### CAMDEN COUNTY SCHOOLS MISSION

The Camden County School System, in partnership with the home and community, will educate all to compete, flourish, and contribute in a changing global society.

### CAMDEN COUNTY SCHOOL BOARD

The Camden County Board of Education meetings are held on the second Thursday of every month or the fourth Thursday (if needed) except for December, which is the first Monday morning. Open sessions begin at 7:30 pm. and all meetings will be held at Camden High School Media Center.

### GRANDY PRIMARY School 2017-2018 ACTIVITIES

Open House/Meet the Teacher-Thursday, August 24, 2017 (3:00-6:30 p.m.)

September - Movie Night - Friday, September 29, 2017

October - Fall Fest - Saturday, October 21, 2017

November - Book Fair/Donut Sales TBA

December - Santa Shop December 4<sup>th</sup> - December 8th

January - Family Game Night TBA

February - Family Bingo Night TBA

March - Book Fair/Science Night/Donut Sales TBA

April - CHKD RUN

May - Dunk Mr. Lazar TBA

More to Come!!!

We also participate in the following programs to help raise money for our students and teachers:

Farm Fresh Receipts, Box Tops, Campbell Soup Labels, Recycled ink and cell phones.

We are always looking for opportunities for family nights out in the community.

# GRANDY PRIMARY STAFF FOR 2017-18

## ADMINISTRATION

Timothy Lazar  
Lisa Byrum

Principal  
Assistant Principal

## SUPPORT STAFF

Amy Banks  
Candice Beckner  
Sharon Dunavant  
Margie White

School Counselor  
Nurse  
Title I Program  
Title I Program

## OFFICE STAFF

Maria Brickhouse  
Marie Ivins

Data Manager  
School Treasurer

## KINDERGARTEN

Vickie Cox  
Abigail Ellis  
Rebecca Hassell  
Gwen Hooper  
Amanda Thornley  
Lisa Wentz

## FIRST GRADE

Anna Black  
Kim Hale  
Theresa Langton  
Glenna Markham  
Michelle Peede  
Amber O'Neal

## SECOND GRADE

Katlin Cartwright  
Renee Crider  
Penny Hurdle  
Connie Jones  
Molly Jones  
Jenny Parker

## THIRD GRADE

Deanne Bailey  
Susan Ferguson  
Carly Meads  
Deborah Penwell  
Kim Robinson  
Lisa Watson

## EXCEPTIONAL TEACHERS

Kathi Addaman  
Julie Brothers  
**TBA**  
Crystal Doran  
Melissa Harnly  
Denise Mitchell  
Crystal Richardson

Pre-K  
Speech  
Speech  
EC Teacher  
AIG Teacher  
EC Teacher  
EC Teacher

## SPECIALS TEACHERS

Nick Simmons  
Ashley Miller  
Preston Kuno  
Cody Eaves  
Debbie Rachid  
Hope Swinney

Music  
P.E.  
P.E.  
P.E.  
Media  
Art

## ASSISTANTS

Trina Barnes  
Cynthia Bogue  
MaryBeth Chesson  
Shlanda McCoy  
Amanda Conway  
Tiffany Wilson  
Denise Williams

Sheree Butts  
Tina Elliott  
Melinda Etheridge  
Pam Richardson  
Leslie White  
Crystal Wilson  
Melissa Perez

## CUSTODIANS

Debra McCoy (Head Custodian)    Vanessa Green    George Powell  
Rose Bogues    Don Forget    Shelia Elliott

## BUS DRIVERS

**83** -Carl Elliott **AM**  
-Barbara Young **PM**

**70**- Leslie White

**71** -Eddie Bonds **AM**  
-Carl Elliott **PM**

**73**- Cynthia Nguyen

**74**- Dot Pensyl **AM**  
**AM Monitor**-Alexis Taylor

**74**- Tiffany Wilson **PM**  
**PM Monitor**-Teresa Sawyer

**78**- Melinda Etheridge

**86**- Regina Gillikin

**77**- Lisa Harrell

**92**- Crystal Walker

**79**- Kim Colonna

**81**- O'dell Aydlett  
**AM/Mid/PM Monitor**-Mr. Aydlett

**93**- Cliffe McPherson

**85**- Amy Gillikin **AM**  
- Shelly Barnes **PM**

**BUS 84** - Mamie Jones-**AM**-GPS Kids who go to the High School

**PM**- GPS Kids who come from the Middle School

**BUS 90** -Ayers/Sawyer-**AM**-GPS Kids who go to the Middle School

**PM**-GPS Kids who come from the High School

**Director Of Transportation: Roger Morgan (252) 335-0831 ext.238**

## GENERAL INFORMATION

7:30-----Early drop off in cafeteria

(Please drop students off at the FRONT door.)

**\*\*Please do not drop your child off before 7:30 am**

7:45-8:10-----Breakfast

7:45-----Students report to classrooms

8:10-----Classes begin

(Parents need to sign their child in after 8:10 a.m. Students are tardy after the 8:10 bell.)

3:00-----Car riders dismissed in front of the building.

(Please remain in your car. Students will be brought out to the front of the building.)

3:15-----Buses leave school

Parents-Please note that the building will not open until 7:30 a.m. Supervision for students is not available until that time. Students that arrive before 7:50 a.m. will have to report to the cafeteria. **(ALL students must be dropped off at the front door.)**

## ATTENDANCE

Camden County's attendance policy applies to all students enrolled in Kindergarten through Grade 12. Whenever a student is absent, the absence is unlawful until an adequate excuse signed by a parent/guardian, is presented. A note should be presented within 2 days after the student returns or the absence will be unlawful.

Categories for lawful absences are as follows: illness or injury, quarantine, death in the immediate family, medical or dental appointment, religious observations, educational, or military deployment opportunity. *Educational and military deployment opportunities must be approved by the principal PRIOR to the absence.*

***Our School Resource Officer will be contacted to investigate chronic attendance issues.***

Any student, kindergarten through Grade 12, who is absent for more than twenty (20) days, shall not be promoted to the next grade (special cases of prolonged illness, documented by a physician, will be considered by an advisory committee of the school).

If your child is going to be absent from school for more than two days or is suffering from an extended illness PLEASE notify the teacher and school nurse. Also, send in a parent note/doctor note to receive a legally excused absence. **It is critical to have proper documentation within 5 days of absence.**

## Perfect Attendance Award

Perfect attendance regulations state that a child must not be absent, and may only have two (2) **excused** tardies the entire school year to receive a **PERFECT ATTENDANCE AWARD**.

## Tardy and Truant Students

Students who come to school after 8:10 a.m. are tardy. Parents must sign their child in at the front office. Students who are tardy or do not attend school without parental or school consent will be considered truant. Truancy is a violation of both State and local law and is a serious offense. **Continued truancy may result in legal action and/or referral to Child Services.**

## BUS REGULATIONS

Bus transportation to and from school is a **privilege**, not a right. For students to enjoy this privilege, their behavior on the bus must contribute to the safe operation of the bus. The following procedures are to assure bus safety:

1. All students will ride the bus home unless the teacher has been notified of other arrangements. If you need to make any changes please notify the school **BEFORE 2:00 p.m.** to ensure your child arrives home as expected.
2. Only items approved as necessary for school are to be brought onto the bus. For safety reasons, science projects or glass containers cannot be transported on the bus. Please make arrangements to bring special school projects to school by private transportation.
3. Students are to sit in their assigned seats, facing front, keeping personal possessions, heads, arms, legs, and feet inside the bus and inside their assigned space.
4. Students must obey the driver's instructions, respect the person and property of others, and use decent language and gestures at all times.
5. No games, toys, or electronics are allowed on the bus. The school is **NOT** responsible for lost/stolen or broken items.

### Students Riding Other Buses

No student will be allowed to ride an unassigned bus for any reason unless the student presents a note, signed by the parent, to the office. The office will sign the note and make record of the change. The note should request permission for the child to ride the unassigned bus. The note is needed to ensure the correct transportation of your child. When making your request, please make sure you have the bus number, the drop off address, and the person your child will be riding with.

### Misconduct on a School Bus

Again, School transportation service is a **privilege**, not a right. Students at all times while riding a school bus or other school vehicles shall observe the directives of the school bus driver. The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or from school:

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity, or refusing to obey the driver's instructions.
3. Tampering with or willfully damaging school vehicles.
4. Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle.
5. Getting off at any unauthorized stop.
6. Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation, Horse Play.
7. Failing to observe established safety rules and regulations.
8. Willfully trespassing upon a school bus.
9. Playing with emergency equipment.
10. Parents are not allowed to board busses for any reason.

Legal Ref.:G.S. 14-132.2, 115c391

## **Bus Consequences**

We would like for the bus driver and parent to work together, as much as possible, to be proactive in resolving bus issues prior to being brought to administration.

The penalties for the violation of bus procedures are as follows:

**1<sup>st</sup> Offense** Verbal Warning (bus driver and/or administrator). Parental contact if needed

**2<sup>nd</sup> Offense** Up to 3 days Suspension of Riding Privileges

**3<sup>rd</sup> Offense** Up to 10 days Suspension of Riding Privileges

**4<sup>th</sup> Offense** Up to 20 days Suspension of Riding Privileges

**5<sup>th</sup> Offense** Suspension of Riding Privileges for the Year  
(Minimum of 60 days carries over to next year)

\*While these consequences are procedural, they may be dealt with on a case-by-case basis by the administration, as to the severity of the offense and consequence.

## **CAFETERIA**

All students are encouraged to eat in the cafeteria. Prices for school lunches for students will be \$2.70 per lunch.

Breakfast will be offered each morning. The cost for breakfast for students will be \$1.35. Snacks, ice cream and additional items may be purchased at an additional cost.

Adult Lunches will be available ala carte, Adult Salad \$3.50, Adult Entrée \$2.10, Adult Veg/Fruit \$.75, Milk \$.75.

- Please visit our website, <http://ccsnc.org/> to find the link under the information tab for, k12PaymentCenter - Camden County's Payment System for School Meals.

## **Food Restrictions**

Commercially prepared food may not be brought by students or delivered to students. For safety reasons, glass containers are prohibited at school.

Baked items from home may not be shared with other students. Only store brought items can be used during school parties and other events.

## **Charges and Account Information**

Camden County Schools Meal Charge Policy  
Effective July 1, 2017

Students who are required to pay for meals are expected to provide payment in a timely manner. The board recognizes, however, that students occasionally may forget or lose their meal money. In the event that a student is unable to pay for a meal on a particular day, the

student may charge a reimbursable meal. A student carrying a negative balance of \$ 12.50 in a meal account will not be permitted to accrue additional charges until the negative balance drops below \$ 12.50. Instead the student will be served a designated alternate meal provided at no cost to the student. Appropriate modifications to the alternative meal will be made when required by the student's documented special dietary needs. To safeguard the dignity and confidentiality of students in the serving line, reasonable efforts will be used whenever possible to avoid calling attention to a student's inability to pay.

The child nutrition director and principal shall work jointly to prevent meal charges from accumulating and shall make every effort to collect all funds due to the child nutrition program on a regular basis and before the end of the school term. Notices of low or negative balances in a child's meal account will be sent to parents and the principal at regular intervals during the school year. If a parent regularly fails to provide meal money and does not qualify for free meal benefits, the child nutrition director shall inform the principal, who shall determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges. Parents are expected to pay all meal charges in full by the last day of each school year. Negative balances on student accounts will be carried forward to the following school year. However, the superintendent shall ensure that federal child nutrition funds are not used to offset the cost of unpaid meals and that the CNP is reimbursed for bad debt resulting from uncollected student meal charges prior to September 30 each year.

Camden County Schools is pleased to offer K12PaymentCenter to parents to fund student breakfast & lunch accounts, check account balances, review purchases and set up automatic email reminders. To sign up or login go to <https://www.k12paymentcenter.com/Default.aspx>. For information on how to use the K12PaymentCenter web site, please refer to the K12PaymentCenter Parent User Manual.

### Lunch Forms

Free or reduced lunch forms are available in the office. Children who qualify for free meals do not pay for breakfast or lunch. Reduced breakfast is 30 cents and reduced lunch is 40 cents.

### COMMUNICATION

Website: [ccsnc.org](http://ccsnc.org)

Facebook Page: GPS PTO

### Bear Tracks

Your child will receive a copy of the Bear Tracks which is also available on our school website, <http://gps.ccsnc.org/information/bear-tracks-newsletter/>. Important information and reminders are included to keep you up-to-date on school events.

### APPS

Many teachers use electronic forms of communication; REMIND, Dojo, etc. Please be sure to sign up for this with your child's teacher to keep up to date with classroom happenings.

### **Bright Arrow Alert**

Camden County Schools use the Bright Arrows Alert System to keep parents informed throughout the year. Information regarding school closings, inclement weather, and important school events will be provided through this system.

If you do not receive a call during inclement weather, please listen to the radio or watch the listed TV channels when inclement weather occurs to learn if school has been cancelled or delayed.

WERX 102.5, WCNC 1240 AM, WGTN Channel 27, WRSF 105.7, Beach 104, WTKR Channel 3, WVEC Channel 13, WAVY Channel 10, and Channel 7

### **Conferences**

Countywide parent conferences are scheduled twice a year. In addition, teachers may request a conference at other times during the year. All parents will receive information and a scheduled conference time prior to these dates. If you need to meet with a teacher at any time during the school year, please set up an appointment.

### **Court Documentation**

If you have court documentation with restrictions, please make sure the office has up to date documentation. If both parents are on the Birth Certificate, they each have equal rights unless restrictions are made by a judge.

### **DISCIPLINE**

The 1997 Safe School legislation required each school system and individual school to address school safety. As a part of this safety plan, Grandy Primary School developed a School Discipline Plan. The following pages of this handbook include the Camden County Board of Education Policies regarding student behavior and Grandy Primary's School Discipline Plan.

Please read and discuss them with your child. For optimal learning, school must be safe, secure, and orderly. A climate of respect and appropriate personal conduct are a priority for all students and all school personnel. Parents, students, and staff must work as a team to ensure a positive, safe, learning environment. Thank you for your help in providing the best educational experience possible for your child.

### **Grandy Primary School Discipline Procedures**

Our school diligently seeks to provide an atmosphere that positively promotes learning for all students. Education is the primary purpose for a public school. Behavior that violates the rules of student conduct established in Board Policy and behavior that distracts from a student's ability to profit from instruction or infringes upon rights of others at school warrants disciplinary action. The intent of any disciplinary action is to bring about a positive change in the student's behavior.

Any successful school discipline plan must have the support of parents. Therefore, we ask that you support our efforts to provide an environment that is free of behaviors that distract from teaching and learning.



### **Procedures for all Grandy Primary Students:**

1. Follow the directions by all school personnel.
2. Come to school prepared each day, (pencil, paper, books, homework, etc.)
3. Keep hands, feet, and objects to yourself.
4. Do not disrupt the education of others.
5. Be courteous and respectful in your words and actions to others.
6. Prepare for your future every day.

Every teacher has a classroom behavior plan. This plan outlines positive appropriate behavior for your child. The plan also outlines consequences to help ensure that student learning is not disrupted. Teachers will communicate the classroom expectations to you and your child. In addition, they will communicate your child's behavior daily/weekly. Please discuss appropriate behavior with your child.

Behavior that violates the rules of student conduct established in Board Policy and behavior that detracts from a student's ability to profit from instruction or that infringes upon the rights of others at school may warrant further disciplinary action.

### **Behaviors that can result in immediate referral to the office or suspension from school:**

- Fighting
- Biting
- Horseplay
- Tantrums
- Physical Harm to Others
- Profanity
- Cheating
- Verbal Abuse
- Disrespect to Adults
- Chronic Disruptive Behaviors
- Leaving Classroom without Permission
- Threats
- Throwing Objects
- Stealing
- Inappropriate Dress
- Destruction of School Property
- Bullying
- Bringing inappropriate items to school
- Possession of a weapon or dangerous instrument
- Any other severe disruptive/dangerous behavior

\*\*The principal and assistant principal will handle discipline cases on an individual basis and in compliance with the discipline procedures outlined below. Final consequence(s) will be determined by administration on an individual basis. Any behavior that warrants suspension will be deemed severe if the student has repeatedly ignored school rules and consequences.

## Consequences

It is our goal that students learn appropriate behavior from their mistakes. It is important that students at this age learn right from wrong. We believe consequences should fit the action. The following are examples, but not limited to, the consequences that may be implemented from administration:

- Time Out in another classroom
- Time Out in the office
- Loss of privileges
- Silent lunch
- Make restitution
- Parent phone call
- Parent teacher conference
- Administrative Conference with the parent
- Note home
- Organized recess
- Referral to Student Assistant Team (SAT)
- Individualized Behavior Plan (BIP)
- Extended parent observations in the school setting
- In School Suspension (ISS)
- After School Detention
- Out of School Suspension (OSS)

\* As you look at the list of consequences above, suspension is our last resort. Please support our efforts and strategies in keeping kids in a positive learning environment.

## GRANDY PRIMARY SCHOOL NON-DISCIPLINE GRIEVANCE PROCEDURES

Grandy Primary School is committed to the principle of due process and to finding orderly, equitable solutions to problems affecting our students and parents.

It is essential to the resolution of grievances that all parties be given the opportunity to state and express opinions without fear or repercussion. Every effort shall be made by all parties to resolve grievances at the lowest level.

### Procedures:

**A:** Informal-If a student or parent believes they have just cause to file a grievance; the matter should first be discussed between the involved parties in an attempt to resolve the issue(s).

**B:** Formal-If the matter is not resolved to the satisfaction of the aggrieved person(s) through informal discussion the matter should be discussed with the Principal or designee with both parties present. It is the responsibility of the person(s) filing the grievance to contact the Principal within 5 calendar days of the facts giving rise to it. After the Principal receives notification of a grievance, it shall be his/her responsibility to contact and arrange a meeting with both parties present in an effort to resolve the issue(s). If the matter(s) cannot be resolved at the school level, then the Camden County Board of Education grievance procedures should be followed as outlined in the policy handbook.

## DRESS CODE

General student appearance affects the educational setting during the school day. The judgment of the staff and administration determines if something may disrupt the classroom environment. The following are guidelines of school attire:

1. Hats and other headgear such as sweatbands, hoods of jackets, and bandanas are not to be worn in the school building at any time.
2. Headphones, cell phones, or other electronic equipment are not allowed.
3. Sunglasses are not allowed in the building without proper medical documentation on file with the nurse.
4. Hair must be clean, well groomed, worn so that it doesn't distract instruction and learning. Unnatural, temporary hair coloring is not allowed.
5. Belts, jewelry and other accessories should be worn as intended. No chains may be worn on wallets.
6. Any clothing with suggestive, violent, or offensive messages, logos or graphics is unacceptable.
7. Any clothing advertising or depicting drugs, alcohol or illegal activities or substances are unacceptable.
8. Bare midriffs and see-through clothing are not acceptable.
9. Undergarments must be covered by clothing at all times.
10. Halters tops, tube tops, and tank tops and off the shoulder tops are not acceptable. Tank tops are defined as tops cut low around the neck and underarm areas. Straps on sleeveless tops should be approximately 1 inch in width and not show undergarment straps.
11. Shorts, skirts and dresses must be worn below fingertip of the ring finger of extended arm against the leg. Spandex type shorts and cut offs are not permitted.
12. Pants must be worn appropriately at the waist. Sagging, oversized, or tight fitting pants are not permissible.

Clothing, accessories, or other that brings attention to oneself and disrupts the learning environment will be considered inappropriate.

\*Principal or designee will review each case of questionable dress on a case-by-case basis.

## EMERGENCY DRILLS

As required by law, fire drills will occur monthly. In coordination with Emergency Management, Tornado drills will occur at designated times during the school year. In coordination with Camden County School System and Camden County Sheriff's Department, Critical Incident drills will occur at designated times during the school year. For the safety of all students, students cannot talk during these drills and must obey staff members' instructions.

## GRADING AND ACCOUNTABILITY

2<sup>nd</sup> and 3<sup>rd</sup> grade parents are encouraged to follow their child's academic progress by accessing PowerSchool. Letters will be sent home with your child's login information and instructions on how to use it.

### Student Accountability

The local student accountability policy approved by the Camden County Board of Education states three (3) standards that must be met in order to be promoted in grades K-5.

Students must meet academic, attendance and testing standards in order to be promoted to the next grade level.

### **Progress Reports**

September 27<sup>th</sup>, 2017  
December 6<sup>th</sup>, 2017  
February 21<sup>st</sup>, 2018  
May 9<sup>th</sup>, 2018

### **Report Cards**

November 7<sup>th</sup>, 2017  
January 24<sup>th</sup>, 2018  
April 11<sup>th</sup>, 2018  
June 8<sup>th</sup>, 2018

### **Report Cards**

Reports cards are a reflection of your child's performance and identify his/her strengths and weaknesses. Grandy Primary School operates on a nine-week reporting system. Progress Reports are sent home in the middle of each nine weeks. Parents are encouraged to go over their child's report card carefully and schedule conference to discuss academic progress and/or concerns. The following pages outline the grading system for by grade level:

### **Kindergarten Grading Scale**

**S-** Consistently meets expectations  
**N-** Exhibits inconsistent performance  
**U-** Not meeting expectations  
**BLANK:** Skill not introduced or evaluated

### **First, Second, and Third Grade Grading Scale:**

**A (93%-100%)** - Produces outstanding work at grade level  
**B (85%-92%)** - Produces good work at grade level  
**C (77%-84%)** - Produces average work at grade level  
**D (70%-76%)** - Produces inconsistent work  
**F (69% or Below)**- Produces work significantly below grade level

### **3D Reading Expectations**

Students are required to be at or above their proficiency level by the end of the year benchmark in Reading 3D.

### **Kindergarten**

**Level B or Below:** Far Below Proficient  
**Level C:** Below Proficient  
**Level D:** Proficient- (North Carolina mandates students to be reading at a Level D at the end of kindergarten.)  
**Level E or Above:** Above Proficient

### **First Grade**

**Level G or Below:** Far Below Proficient  
**Level H to I:** Below Proficient  
**Level J to K:** Proficient- (North Carolina mandates that students are reading at a Level J at the end of first grade.)  
**Level L or Above:** Above Proficient

## Second Grade

**Level K or Below:** Far Below Proficient

**Level L:** Below Proficient

**Level M to N:** (Proficient- North Carolina mandates that students are reading at a Level M at the end of second grade.)

**Level O or Above:** Above Proficient

## Third Grade

**Level M or Below:** Far Below Proficient

**Level N to O:** Below Proficient

**Level P to Q:** (Proficient- North Carolina mandates that students are reading at a Level P at the end of third grade.)

**Level R or Above:** Above Proficient

In first, second and third grade, the first semester grade is the average of the 1<sup>st</sup> and 2<sup>nd</sup> nine weeks. The second semester grade is the average of the 3<sup>rd</sup> and 4<sup>th</sup> nine weeks. The final grade is the average of the first and second semester grades.

## Criteria for Promotion:

- Student Performance based on School Board Policy.
- Student Performance on State Standards and Benchmarks
- Attendance-students must be in attendance for 160 days or more
- Maturity-physically/emotional/social
- Chronological/mental age
- Teacher judgment
- Student Assistant Team (SAT) recommendations
- IEP Goals

## Other Important Information

A student may only be retained once in grade span K-3 except in the event the student fails the End-of-Grade test in 3<sup>rd</sup> grade.

The North Carolina Read to Achieve Initiative requires all third graders who are not proficient on the End-of-Grade Reading Test to partake in the following process unless they have a Good Cause Exemption:

>The student must take the Read to Achieve Reading Test. If they are proficient they are promoted to fourth grade.

>If the student does not score proficient on the Read to Achieve Test they will be administered a retest of the End of Grade Reading Test. If your child is not proficient on the re-test, your son or daughter will be invited to a summer reading camp to help them improve their reading skills. Students will also continue to work on their State portfolio. (A complete portfolio is a good cause exemption.) This camp is at no charge to you.

At the end of summer reading camp, your child's reading will be retested with another Read to Achieve Test. If he or she tests proficient, your child will be eligible to be promoted to fourth grade. If your child does not score proficient at the end of summer reading camp, he or she will be **placed in fourth grade** classes the following year with a third-grade retention label. Ninety minutes of uninterrupted reading instruction will be provided daily in these classes. Your child will be eligible to retake the Third Grade Reading End of Grade Test reading test in late October to achieve a mid-year promotion and have the third-grade retention label removed. Your child will remain in the same fourth grade class for the entire school year and continue to receive the uninterrupted reading instruction throughout 4<sup>th</sup> grade to support ongoing improvement in reading skills.

## **HEALTH POLICIES AND PROCEDURES**

In our health program at Grandy Primary School the following guidelines have been established.

1. If a child is hurt at school, first aid will be administered and the parent will be contacted.
2. Every attempt will be made to contact a parent when a child is sick.
3. If a parent knows that he/she will not be at work or at home on a given day, please inform your child or send a note to the teacher where you may be reached in case of an emergency.
4. If your child is sick or has been sick and is not able to participate in physical education, please send a note to your child's teacher.

### **Administration of Medication in School**

Many children with chronic disabilities or illnesses are able to attend school because of the effectiveness of their prescribed medication. Any student who is required to take prescribed medication during regular school hours should do so in compliance with the Camden County Schools regulations. These regulations shall include the following.

1. A physician shall provide written orders with the name of the drug, dose, time interval when the medication is to be taken, and diagnosis or reason the medicine is needed to the nurse.
2. The parent or guardian shall provide a written request to the nurse that the Camden County Schools comply with the physician's order.
3. Medication must be brought to school in its original container. Medication is not allowed to be sent with students on the bus.
4. When the student does not regularly take his or her own medication, or if the parent or physicians request that school personnel administer the medication, provision shall be made for the medication to be kept in a locked cabinet. Designated personnel must be available to administer the medication at agreed upon times, and arrangements shall be made for alternate personnel to perform the task in case of absence. The person administering the medication must keep a written record.
5. When the child is usually responsible for taking his/her own medication, he/she may do so in school without supervision by school personnel, provided the physician and parent have provided the required authorizations. The school administration will cooperate with the physician, parent and child. In such instances, it is understood that the school bears no responsibility for safeguarding the medication or assuring that it is taken, and the parent shall provide a written statement relieving the school of such responsibility.

6. No over-the-counter - (nonprescription) medication including, but not limited to, aspirin, acetaminophen, ibuprofen, cough drops, medicated ointments/creams and/or other cold remedies, shall be dispensed or administered by any school personnel without a written directive from the attending physician. In order for designated personnel to administer those medications according to the physician's directive, they must be brought to school in the original manufacturer's container. Medication is NOT to be sent with the student on the bus.

### **Infectious Diseases and Attendance**

To help prevent the spread of germs, a child attending a school program should be free of infectious diseases. When symptoms of infectious diseases develop, it is imperative that the possibility of infection is recognized and alternative childcare be arranged. **In order to accomplish this and safeguard every child, any child with any of the following symptoms is not permitted to attend school during the episode and must be symptom free for 24 FULL hours (i.e. no school the day after incident) past the latest sick episode. Please understand that the spread of illness, infection and outbreaks can be life threatening to some children, but are also preventable if you help us by following the regulations below:**

- Temperature of 100.4 degrees or higher
- Vomiting/ Diarrhea
- Pink-Eye (redness, itching or discharge from the eye)
- Lethargy or unusual behavior
- Rash/ Infected skin or sores
- Excessive coughing - unable to participate in class
- Severe head pain to the point of being unable to function in class
- Rapid or altered breathing
- Any other issue the School Health Professional believes to be infectious.

Please do not give your child medication such as Motrin, Tylenol, Pepto Bismol, to hide symptoms so they can come to school. They will still be infectious, even with medication.

**The School Nurse MUST follow these policies and procedures as directed by the Superintendent of Camden County Schools and North Carolina Department of Public Instruction Health Division, as well as guidelines set forth by the Center For Disease Control.**

### **Notification**

We have many students with severe illness and health issues. **Please notify the school nurse at 331-4838 ext.230** if your child has any contagious health problems that can easily be spread or is home recovering from a contagious illness. Some example may be strep throat, chicken pox, MRSA, rashes, FLU, Mono, Norovirus (Stomach Bug), lice, etc.

### **Sick Students**

Please have a plan in place if your child gets sick during school hours. It is important that all sick students be picked-up in a timely manner. Make sure all emergency contacts are updated.

### Health Conditions/Allergies

Any child who has a confirmed allergy, inhaler and/or nebulizer or other health condition requiring emergency treatment must present emergency medication (Epi-pin, Insulin, DISTAT, etc.) and an Emergency Medical Plan from a doctor to the School Nurse on or before the first day of school.

### Immunization Certificate

North Carolina law requires all students in a public school in the state to have a Certificate of Adequate Immunization. This form may be obtained at the Health Department or the child's personal physician. A student may be temporarily enrolled for up to thirty days without such certificate. A certificate must be presented within 30 calendar days of enrollment or the student will be withdrawn from school as required by North Carolina law.

### Changes to Previous Vaccine Requirements as of July 1, 2015

**Polio vaccine** - the booster (4<sup>th</sup>) is required on or after the 4<sup>th</sup> birthday and before entering school for the first time.

**Varicella vaccine** - 2 doses administered at least 28 days apart

- One dose is required on or after 12 months of age and before 19 months.
- A second dose is required before entering school for the first time.
- Documentation of disease must be from a physician, nurse practitioner, or physician's assistant verifying history of varicella disease. Documentation must include the name of the individual with history of disease, approximate date or age of infection and a healthcare provider signature.

Materials about the immunization requirements for school entry are available at:

[www.immunize.nc.gov](http://www.immunize.nc.gov)

**NC Health Assessment:** The North Carolina health assessment report (The Blue Form) must be returned within 30 calendar days of enrollment to avoid exclusion from school, and must include a hearing and vision screening. Parents of every student enrolling for the first time (Kindergarten) and every new student enrolling from any State other than North Carolina, must present a completed health form from the doctor or the student will be withdrawn from school as required by North Carolina law.

### Student Insurance

Parents may purchase school accident insurance for their children. School-time and twenty-four hour coverage is available. Students will be given an information sheet, explaining the program, to take home to their parents. Parents who wish to purchase the coverage need to complete the form and mail it along with their premium payment directly to the company. The school does not collect insurance money.

### IDENTIFICATION OF STUDENT CLOTHING, LUNCHBOXES, NOTEBOOK, ETC.

Please write your child's name on his/her book bag, lunchbox, sweater, coats, caps, and other belongings. A lost or misplaced article can be returned when it is left on the school bus, playground, lunchroom, or library if the owner can be identified. The lost and found is in the front lobby of the school. All articles not picked up in lost & found will be taken to a local thrift store.



## **INTERNET USE**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The benefits to students of learning to use this "network of networks" include access to information resources from a vast number of governmental agencies and educational institutions as well as telecommunications with individuals and groups around the world. Camden County Schools' goal in providing this service to teachers and students is to enhance and support the curriculum. Camden County Schools cannot control the content of this information, some of which may be controversial or inappropriate. Schools will take reasonable precautions to monitor use of the Internet and will withdraw privileges from users who do not follow rules governing its use in its school system. Users who do not follow the rules may also be subject to disciplinary and/or appropriate legal action.

### **Rules and Regulations**

1. Faculty and student use of the Internet must be in support of the educational goals and objectives of Camden County Schools.
2. Users of the Internet will respect all copyright, trademark, and licensing laws and agreements.
3. Internet access will not be used for commercial purposes.
4. Users will neither transmit nor receive offensive or obscene messages or materials that violate any law or regulation.
5. Internet access will not be used for political or campaign purposes.
6. Users will not engage in any activity, which congests or disrupts network traffic.
7. Users must abide by network etiquette rules including: Using appropriate language without profanities or obscenities or rude or abusive language.
  - Not revealing your last name, personal address, phone number, or those of anyone else.
  - Treating all communications and information on the network as private property.
8. Users must not share passwords or attempt to violate the security of any part of the Internet.
9. User must indicate a general area of research and will not go to unauthorized locations or pages.
10. The Internet will not be used to support any illegal activities. Messages relating to these types of activities are reported to the proper authorities.
11. Vandalism and theft will result in loss of user privileges in addition to any possible legal penalties.
12. No right of privacy exists in any communication on the Internet. The school system may monitor all communications and intercept e-mail messages as a part of ensuring compliance with board policy and applicable laws and regulations.
13. Teachers will make reasonable efforts to supervise a student's use of the Internet during instructional time.
14. Students will only be allowed to use the Internet after the student and the student's Parent or guardians have signed the Student/User Agreement (C.3.4. FORM).

*Camden County Board of Education, Camden, NC 27921 Adopted: August 13, 1996 Revised: November 9, 2000 & May 8, 2003*

## **PEST CONTROL**

The board is committed to maintaining a safe educational environment while also protecting the physical conditions of school facilities. To this end, the board will utilize Integrated Pest Management (IPM) Programs or incorporate IPM procedures into the maintenance program conducted by the school system. Pesticides shall not be used based solely on a schedule. School personnel in charge of pest management shall consider how and when pesticides need to be used to achieve the pest management goals.

## **STUDENT SCHEDULES**

This year, Grandy Primary School will be operating on a 6-day schedule. In order to ensure that all students have the opportunity to attend all special classes, we are moving away from a Monday through Friday schedule. The benefit of this schedule is that homeroom teachers do not have to split their classes up and can attend specials as a homeroom. Due to the smaller class size, special teachers will be able to continue teaching the NC State standards through the special classes. This schedule also increases learning time in the classroom with less pull out time.

The schedule will not follow the days of the week (Monday-Friday) but rather Days A-F (Day A, Day B, Day C, Day D, Day E and Day F). Since this is a rotation schedule, it is important to keep up with the days your child has Physical Education (PE) so that they can wear the appropriate shoes. The rotation days will be communicated through Bear Tracks and teacher communications/newsletters.

We will follow each day in the rotation; A-F. The days will then repeat. If we miss a day of school (holiday, inclement weather, etc.) the very next day we return to school we will have the next day in the rotation. (Example: If Tuesday is Day B, and it snows on Wednesday, when we come back to school on Thursday it is Day C).

## **SCHOOL FEE**

School Supply Fee is \$7.00. Parents are asked to please pay this fee as soon as possible. Fees are used for supplemental tools such as Time for Kids, Extra Web-Site resources, and other items specifically requested by each grade level.

## **TOBACCO FREE ZONE**

Grandy Primary School is a smoke free environment. Please do not smoke/chew or vape when you are on school grounds or in the County Park.

## **VISITORS / PICK-UP DROP OF PROCEDURES**

If you come to school for any reason, you are to enter in the main entrance and proceed directly to the office for a pass **At All Times**. You must sign in and out so that we can ensure we know who is on campus at all times. This includes morning drop off and eating breakfast or lunch with your child. Anyone without a pass will be asked to report to the office. If you need to conference with a teacher or you would like to observe a class please schedule an appropriate time with the teacher. We have adopted this procedure for your child's safety and welfare.

### Morning Visitors (7:45-8:10)

To ensure that students follow morning procedures and teachers have the opportunity to begin the day smoothly we are asking that you use the time from 7:45-8:10 for student drop off only. This is not a time for teacher conferences, to assist your child with classroom morning work, or unpack your child's belongings.

### Visitor Parking

There is a marked area for visitor parking in front of the cafeteria. Additional visitor parking is located in the gravel parking lot in front of the modular. Please **do not** park in the staff parking lot located closest to the park. **Parking in the fire lane is illegal.**

### Lobby Guard

For the safety and security of our children we are using Lobby Guard in the front office. All visitors and volunteers are required to sign in using this program. Your Driver's License will be scanned and a visitor pass with your picture will be printed.

### Morning Car Riders Drop Off Procedures

All student drop offs must be made at the front lobby doors. Students and parents will not be allowed to enter through any other doors. For the safety and security of our children please do not attempt to drop off students at the cafeteria or behind the school building.

### Escorting Students/Independence Day

Beginning September 18<sup>th</sup>, we are requiring parents to say goodbye to their children at the front door or in the front lobby. (We are encouraging parents to use the drop off lane in front of the school.) This will help us better monitor the activity in the hallways and identify un-authorized individuals in the building. Please work with us as we take the necessary steps to ensure your child's safety.

- *We will be providing a three-week window for parents to escort their child to class in the morning. We understand how starting the year off can be emotional for all those involved. Amy Banks, our School Counselor, will be available for any child who is still having a difficult time walking to class independently.*

### Afternoon Pick-Ups

Students are released for pick-up at 3:00 p.m. We have two lanes of traffic. The first lane closest to the curb (right lane) is for 1<sup>st</sup> & 3<sup>rd</sup> grade students. They will be picked up at the cafeteria door. The second lane (left lane) is for K & 2<sup>nd</sup> grade students to be picked up at the front lobby door. If you have children to be picked up at both doors please use the right lane. A staff member will guide you from the left to the right lane as soon as possible. Please allow the staff on duty to do their job to ensure safety for all those involved.

### STUDENTS LEAVING SCHOOL EARLY

No student shall be allowed to leave school early unless his/her parent, legal guardian, or individual (who has a written note signed by the parent or guardian giving permission to check the child out of school) comes to the office and signs the child out of school. Teachers cannot release a child until the office has notified them.

### **Early Pick-Up Procedures**

If you plan to pick your child up early please do so **BEFORE 2:30pm**. Students will not be released to parents after 2:30 pm unless there are extreme emergencies. (Frequent emergencies will be reported to the administration). We are making every attempt to keep the traffic line out front clear and also decrease the amount of activity in the front office at the end of the day. Please work with us as we take the necessary steps to better monitor the building at the end of the school day.

### **Pick Up Changes**

The office is requesting that parents provide written notification of all pickups and bus changes the morning of the change. If we do not have a note the child will return home in the usual manner. If changes need to be made by phone we are requesting that you notify the school **BEFORE 2:00 pm**. To ensure that every child gets home safely we are asking you not to make any changes after 2:00 pm unless it is an extreme emergency. Frequent changes and phone calls will be reported to principal or designee for investigation.

### **DISCRIMINATION UNLAWFUL HARASSMENT AND BULLYING**

Camden County Schools believe that all employees and students should be free of unlawful discrimination, harassment, and bullying as a part of a safe, orderly, caring and inviting working and learning environment. We are committed to nondiscrimination in all its educational and employment activities. The board policy expressly prohibits unlawful discrimination, harassment or bullying, including on the basis of race, color, national origin, sex, pregnancy, religion, or disability.

Students and parents are encouraged to submit any complaints of discrimination, harassment or bullying through the complaint procedure established in policy Chapter G Section 2.3, Prohibition Against Discrimination and Unlawful Harassment.

Camden County Schools prohibits reprisal or retaliation against any person who reports any act of discrimination, harassment or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal, after consideration of the nature and circumstances of the act, in accordance with applicable federal, state or local laws, policies and regulations.

### **NOTICE OF COMPLIANCE TITLE IX AND 504 OF THE EDUCATION AMENDMENT OF 1972**

Title IX of the Amendments of 1972 states: "No person in the United States shall, on basis of sex, race, religion, national origin or handicapping condition be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program activity." Questions concerning the policies and procedures of the Camden County Board of Education to assure compliance with Title IX and 504 should be directed to:

Director of Special Programs, 174 North 343 Camden, North Carolina 27921 (252) 335-0831.

### **CIVIL RIGHTS**

Grandy Primary School is committed to the principle of equal opportunity. It is the policy of this school not to discriminate on the basis of race, sex, color, national origin, religion, or handicaps with regards to its students and employees. Such discrimination is also prohibited by federal law.

## NOTICE TO PARENTS AND STUDENTS

To all parents of students currently attending the Camden County School System and all students currently attending the system who have reached the age 18: The Family Education Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students or students have both the right to correct inaccuracies in the record. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by parents or student. The Camden County School System has adopted a written policy governing the rights of parents and students under FERPA. Copies of this policy may be found in the Superintendent's office and in the principal's office in each school within the system.

The Camden County School System classifies the following as directory information: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance, degrees and rewards received, and the most recent previous school attended by the student. School officials may release this information to any person without consent of the parents or student. Any parent or eligible student who objects to the release of any or all of this information without his/her consent must notify, in writing, the principal of the school where the records are kept by January 15<sup>th</sup> of this year. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by January 15<sup>th</sup> of this school year, the information will be classified as directory information until the beginning of the next year.

Complaints about failure of the Camden County School System to comply with the Family Educational Rights and Privacy may be made, in writing to:

*Family Policy Compliance Office Department of Education 600 Independence Ave., S.W.  
Washington, DC 20202-4605*