

Drexel Elementary School Student Handbook 2018-2019

School Mission Statement:

“Partnering with families to prepare hearts and active minds to celebrate success for lifelong learning.”



The faculty and staff of Drexel Elementary are committed to leading and inspiring students to reach their highest academic potential. We strive to meet the needs of every child to ensure their success in the 21st century. Communication between home and school are essential in this mission, as parents serve as a vital component throughout the school year in the learning process.

We look forward to working with you and your children this school year and know that working together we can help all of our students become “Wonderful Wolverines”! As always, please call if you ever have questions or concerns.

Keith Recker
Principal

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Morganton, NC 28655**

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www.burke.k12.nc.us/drexel/

ATTENDANCE

Regular attendance will help your child gain the most from the instructional program. Good attendance habits are established early in the formative years and carry throughout one's lifetime.

Parents and guardians are responsible for seeing that their children attend school each day it is in session, according to the **BURKE COUNTY SCHOOL BOARD POLICY** and the **COMPULSORY ATTENDANCE LAW (GS115C-378)**. There is strong evidence of a clear relationship between good attendance and school achievement. Absences from the school will be excused for the following reasons **only**:

1. Illness of the student.
2. Religious holidays approved by school system.
3. Death in the immediate family (up to 3 days).
4. Quarantine.

The school may request a doctor's statement for frequent or lengthy absences (8 unexcused absences) for illness. Unlawful absences will be coded as truant.

When a child returns to school after being absent, the parent or guardian is expected to send a note stating the reason for the absence. If the child will be absent for three days or more, please contact the school.

According to N.C. General Statutes and the Burke County School's attendance policies and laws, we are required to mail a letter home to students when they receive their **3rd, 6th, and 10th unexcused absence**. Any student missing more than 8 days total for the year will require any further absences to be approved by the principal, assistant principal, or a doctor's note.

We also request your efforts to minimize school tardies. All students who are tardy must report to the office before going to class. **All parents must walk their child(ren) into the building and sign them in if they are tardy.** If a student leaves before school is dismissed parents **MUST** come to the office to sign them out. If a student leaves school and then returns, **he/she must check back in at the office.** A student must be in class for 3.5 hours to be counted present for that day. Students with excessive tardies may be required to make up lost instructional time, as arranged by the principal.

We request that you not sign your child out early from school unless it is an emergency. Our instructional day begins at 8:00 AM and ends at 2:45 PM. If your child is tardy or checked out early they are missing valuable teaching time. For all checkouts after 2:30, we will ask for medical documentation. If you need to check your child out please have their appointment card with you for verification. We encourage you to schedule your child's doctor and dental appointments around school hours.

VISITORS

Visitors are welcome at Drexel Elementary School; however, all visitors are required to check in at the office and get a visitor's pass before going to any classroom or the lunchroom. Parents are expected to respect the teacher's duties to provide quality instruction from 8:00 AM until 2:45 PM. All classroom visits are to be prearranged by the administrator.

SCHOOL DAY

The school day for students begins at 8:00 AM and ends at 2:45 PM. Students may arrive as early as 7:30. Teachers and assistants will be on duty at that time to supervise the students. If students need to arrive before 7:30 or stay after 2:45, there is a before and after school day care program available. Applications for this service are available in the school office. Breakfast will be served from 7:30 to 7:55 each morning. Anyone dropping off or picking up students should park only in the provided marked spaces.

BREAKFAST

All students may eat a universal grab and go breakfast. As students arrive from the bus parking lot they will travel up the stairs, **not the ramp**, and come around to the gate where there will be a teacher in charge of handing out breakfast. You are then to report to your homeroom to eat. As students arrive from the car rider line they will come in the front doors by the gym where they will be met by a teacher with a grab and go breakfast. They will then report to their homeroom. If your child wishes to not eat breakfast they are not required to take one.

BELL SCHEDULE

Morning Bell Schedule:

7:30 a.m. – Students may be dropped off at school

7:55 a.m. – First Bell (Warning)

8:00 a.m. – Tardy Bell

Afternoon Bell Schedule:

2:45 p.m. – Dismiss ALL Buses

2:50 p.m. - Dismiss Car Riders/Walkers

2:55 p.m. – Dismiss Day Care

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

Please make every effort to see that your child has on file, in the office, a telephone number for emergency purposes. There are times when an emergency necessitates our having an exact current address and phone number. If any information on your child changes during the school year, you need to notify the school office.

All students living outside the Drexel Elementary School district **MUST** have an approved transfer form.

HOMEWORK

Assignments will often occur on an individual basis to promote good study habits. All students are required to read a minimum of 15-30 min. nightly. Parents are asked to provide a quiet time and place where students can work/study, and check to see if homework has been completed. Homework is not optional. Students are required to complete all assignments. Students not completing homework may receive after school detention, loss of free time/reward time, and/or an office referral.

INTERNET USE POLICY

All students must have an Acceptable Use Policy signed by a parent in order to be eligible to use the Internet at school. Violation of the Acceptable Use Policy could result in temporary or permanent loss of Internet privileges during the school day.

ACCELERATED READING PROGRAM

Accelerated Reader is a web based program where students log onto Renaissance Learning's Website and have access to over 100,000 Quizzes. Students will only be allowed to take quizzes at school. Parents will also be able to login to the website and monitor their child's progress from home. Parents may use their child's username and password to view their child's AR progress from home. Parents may also sign up to receive email notification when their child takes an AR test by logging on to the website below. Students will be given a quarterly AR goal to help motivate independent reading at home. Teachers will conference with students weekly concerning AR progress. Students who meet their goals will be recognized at our quarterly awards programs.

<https://hosted116.renlearn.com/42631/HomeConnect/Login.aspx>

DRESS CODE

Students should always wear clothing that is suitable for school and in good taste. No pajamas, spaghetti strap or halter tops will be allowed. All shorts and skorts must come to mid thigh. All dresses and skirts must be knee length or longer. Pants with holes above the knees or excessive in size are not allowed.

Please refer to the Burke County Public School Student Code of Conduct for further information concerning the student dress code.

PARENT - TEACHER CONFERENCES

We encourage each parent to be involved in our school. A parent may have a conference with a classroom teacher by contacting his/her child's teacher for an appointment at any time during the school year. Pre-K & Kindergarten will hold a minimum of three conferences per year. Grades 1-3 will hold a minimum of two conferences per year, and 4th and 5th will conduct a minimum of one conference each year. Teachers are required to have 100% parent attendance at all conference times. If you are unable to attend and would prefer that the teacher meet you at your home, please call us and we can make that arrangement.

PARENT VOLUNTEERS

We welcome the opportunity of having parent volunteers in our school. If you are interested in volunteering your time, please notify Dawn Dellinger, our school counselor. All volunteers at Drexel Elementary are required to have an approved volunteer application on file as mandated by Burke County School Board Policy. Please note that the Central Office must receive this form 30 days prior to the volunteer related activity in order to process the application in a timely basis. You must sign in and wear a badge to volunteer in the school. This information can be found in the office or on the Burke County web site: www.burke.k12.nc.us

STUDENT HEALTH CARE

The following procedures will be used to determine student sickness and parent notification:

1. FEVER- A child having an elevated fever at school will result in parent notification and will be sent home. Students must be fever free for 24 hours before returning to school.
2. RASH- A suspicious rash that could possibly be contagious will result in parent notification.
3. NAUSEA & VOMITING- Parent will be notified and asked to make arrangements to have the child picked up at school.
4. HEAD LICE – Any evidence of lice or nits in a child's hair will result in parent notification and the child will be sent home. Your child must be cleared by the office before being allowed to return to school. The first absence for lice will be excused and all days absent for lice afterwards will be unexcused.

MEDICATION POLICY

School personnel are prohibited by Board policy from administering **any** type of medication to students without proper authorization from parents and the child's doctor. Parents **MUST** supply the needed information when sending medication to schools. Forms are available in the school office.

SCHOOL NEWSLETTER

Our purpose is to keep parents aware and informed of events, dates, and happenings at school. In serving this purpose, we will provide a monthly calendar as well as a monthly lunch calendar. Additionally, grade level newsletters will be sent home monthly as well with information specific to that grade level.

All forms and calendar events including school report card, parent involvement policy, Title I plan, and School Improvement plan may be found on the Drexel Elementary website at <http://www.burke.k12.nc.us/drexel/> or the Burke County School's website at www.burke.k12.nc.us

We also encourage you to like our Facebook page! We will post informational items and showcase the happenings of our students on our Facebook page.

FIELD TRIP GUIDELINES FOR PARENTS AND STUDENTS

In an effort to make school field trips as safe and educational as possible, we ask that parents, volunteers, and teachers abide by the following guidelines for field trips. Please remember that most all school field trips are educational in nature and not an opportunity for a family trip. Volunteer applications are available on line at www.burke.k12.nc.us or at the school office.

- All parents attending the trip must be an approved volunteer and be willing to chaperone a group of students. No exceptions! Please be aware that some trips may not need parent chaperones and others may, but on a limited basis.
- Parents must pay the full price for a field trip. In some cases, adult ticket prices cost more and in an effort to keep student prices as low as possible, chaperones attending the trip will be required to pay the extra cost.
- Students must come to school the morning of the trip and ride the bus to the destination. Otherwise they will be counted absent and not allowed to participate with the class.
- Students must stay with the teacher or assigned chaperone during the entire trip.
- All students attending the trip must eat with the school. Parents are not allowed to purchase extra foods nor different foods for their child while on the trip. Children can pack their lunch from home but everything including packaging must be disposable.
- No other children may attend the trip regardless of age.
- School dress code for teachers will apply to all parent chaperones attending the trip. Jeans are permitted and shorts must come to mid thigh. No tank tops or spaghetti strap tops allowed and no shirts that expose the midriff area are allowed.
- Parents attending the field trip as a chaperone must be signed up by the cut off date established by the grade level or teacher going on the trip. This is so all tickets and meal arrangements can be made.
- No form of tobacco products are allowed at anytime.
- Children are allowed to ride home from the trip with their parent or guardian only. No exceptions.
- Any student riding home with the parent must wait until all students are seated on the bus and accounted for before signing your child out with his/her homeroom teacher.

SCHOOL TRAFFIC

We need your cooperation with traffic patterns at school to ensure that all children are dropped off and picked up safely. Please use Mountain View Drive and proceed to Westway Drive to access Alta Vista St. for the safety and flow of traffic, as cars approaching from side streets of Hollar and Woodman have an impact on this. We ask that parents load and unload students in the designated areas. Everyone picking up students must have the car tag (provided by the school) before a child will be allowed to leave campus. Please do not park and come and get your child from the car rider area. Staff need to monitor the adults that are picking up each child to ensure that they are only released to the adults authorized by each parent to pick up their children. The bus loading and unloading area is closed to all unauthorized traffic.

USE OF SCHOOL MATERIALS

Students should return all school provided materials (i.e., textbooks, library books, calculators, iPads and/or laptops, etc.) on their last day of attendance of each year. It will be necessary to pay for any

items that are not returned. Student debts will carry over to the next school year. Students with debts owed may be required to pay them before admittance to after-school, extra-curricular events.

CANCELLATIONS DUE TO BAD WEATHER

In the event of extreme weather conditions causing school to close early, announcements of school cancellations will be broadcast over local radio stations, a phone tree message will be sent, and posted on the Burke County School's website and the Burke County School's Facebook Page. You can assist the school by listening to the radio for this information rather than calling the school. There is also a Burke County Public Schools Weather Hotline number **433-8047**. Parents are asked to plan and discuss with their child the course he/she should take if school closes during the day. Parents should inform their child and his/her teacher where the student is to go and his/her mode of transportation. The information must be indicated on the child's registration and emergency form.

STUDENT BEHAVIOR

The administration, faculty, and staff believe that acceptable behavior on the part of all students is necessary to achieve the desired goals of optimal educational opportunity. Our goal is to develop a mutual respect between home and school with parents, students, and teachers.

Discipline is defined as well-ordered, directed behavior. Responsibilities in the positive development and maintenance of disciplined behavior are shared by parents, guardians, students, teachers, and principal.

We hope that all discipline measures used at Drexel Elementary will be used as a teaching tool to encourage better attitudes and behavior. With a close working relationship between school and home, major discipline problems can be avoided.

Students will be sent or taken home immediately for fighting, vandalism, defying a teacher, stopping the class from functioning, and/or having weapons of any kind.

DISCIPLINE POLICY

We expect all students to adhere to the following rules as outlined by Burke County's Student Code of Conduct:

1. Follow directions of all teachers and staff.
2. Be respectful and courteous.
3. Keep hands, feet, and objects to yourself.
4. No hats or caps worn in the building
5. Clothing that advertises or promotes DRUGS, ALCOHOL, OR TOBACCO, is prohibited as well as clothing with vulgar or obscene language or gestures.
6. Running in the hallways and on sidewalks is prohibited.
7. Toys, electronic games, CD players, all collectable cards are NOT to be brought to school.
8. The use of vulgar or obscene language is prohibited.

BUS RULES

1. Enter bus quietly.
2. Keep feet on the floor.
3. Keep hands to yourself.
4. Talk in a low voice and use appropriate language.
5. Remain in assigned seat at all times.
6. Absolutely no fighting.
7. No food, drink, candy, or gum allowed on buses.
8. Obey Bus Driver At All Times.
9. If the bus is equipped with seat belts, the lap and shoulder strap must be in place.

All school rules apply to behavior on the bus AND at bus stops.

Actions taken by Principal for Unsatisfactory Bus Conduct

- 1st Offense – Written Warning
- 2nd Offense – 3 Day Bus Suspension
- 3rd Offense – 5 Day Bus Suspension
- 4th Offense – 10 Day Bus Suspension
- 5th Offense – bus Suspension for the REMAINDER OF THE SCHOOL YEAR

*If the nature of the student's offense is of a serious nature, (i.e., fighting, vandalism, etc.), the principal may exercise the right to waive a "warning" and proceed immediately to the suspension alternatives.

Drexel Elementary Parent – Teacher Organization (PTO)

The Drexel Elementary PTO is a great way to get involved in your child's education.

The PTO helps raise funds for the school in order to provide some of / but are not limited to the following needs:

Technology for each Classroom
Teacher Appreciation/ National Education Week Luncheons
P.E. Equipment
Student Competitions
Educational Teaching Tools
Equipment for the Music Department
Campus Beautification Projects

Become a proud Wolverine ~ Join PTO

Monthly meetings held on the second Tuesday of each month at 6:00pm in the Media Center

Marsha Holleman - President
Lena Matthews - Vice President
Nicole Elliott - Teacher Representative

Donielle Rector - Teacher Representative
Keith Recker - Principal