

Charles E. Boger Elementary School



Home of Blaze and the Boger Beacons

Parent/Student Handbook

Updated 7/2015

Charles E. Boger Elementary School

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Mission Statement

The mission of Charles E. Boger Elementary School, a caring community of learners, is to promote success for all through a welcoming, safe, and respectful environment that nurtures curiosity, promotes leadership and values effective processes so that our students, staff members and parents will feel valued, find joy in their work, and will walk together through the 21st century.

Boger Pledge

I promise to do my best, treat others with respect and be a responsible citizen of Boger Elementary School.

School Colors

Blue & Silver

School Mascot

We are the Boger Beacons. The lighthouse is our school emblem and Blaze is our school mascot. The lighthouse symbolizes our commitment to excellence so that other will take notice of our efforts and results as we lead others to excellence. We want to successfully guide our students through their school years just like the lighthouse beacons water vessels to a safe and successful landing.



Beacons for Success!

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Information for Kindergarten Only

Kindergarten Entrance Requirements

To enroll your child in public school kindergarten, she/he must be five years old on or before August 31.

Kindergarten Immunization Requirements

North Carolina laws require all children who are entering public or private school to present documented evidence that they have received the following required vaccines:

- 5 DPT/DT immunizations (If the 4th dose is after the child's 4th birthday, the 5th dose is not required.)
- 4 Oral Polio vaccine doses (If the 3rd dose is after the child's 4th birthday, the 4th dose is not required.)
- 1 Hib (Hemophilus Influenza B) (At least 1 Hib on/after the child's 1st birthday and before 5 years of age.)
This is not required after the age of 5.
- 2 MMR (Measles/Mumps/Rubella) doses (1st dose on or after the child's 1st birthday.)
- 3 Hepatitis B vaccines
- 2 Varicella (chickenpox)-(Two doses administered at least 28 days apart; one does on or after 12 months of age and before 19 months of age; and a second dose before entering school for the first time. (Updated July 2015))

Children are also required to have a health screening before entering Kindergarten.

**Please speak with the school nurse if you have questions about Kindergarten Immunization Requirements*

Staggered Entrance

Kindergarten children have a lot to learn in the first few weeks of school.

Where is the bathroom? How do I get my food from the cafeteria serving line? When do we go outside to play? Who do I ask if I need help? What kinds of things do I do in the classroom?

Teachers have a lot to learn, too. They learn about the children's strengths and needs and how to plan instruction that will insure growth. Kindergarteners will attend school on one staggered entry day, which was noted on the postcard that you should have received.

During these four staggered entry days, each Kindergarten child will come to school **once** with a very small group of other children from the same classroom to practice a daily routine, go to lunch, and learn a lot about being at school. Your child's first regular full day was also listed on the postcard you should have received.

If you have questions, please call the office before the first day of school or call your child's teacher.

Staggered Entry Days – first four days of school (students will attend only one of these days)

All Kindergarteners will attend –fifth day of school



Accountability

Parents	Students	School
Love your children Provide for needs Provide resources Support school efforts	Complete all assignments Display positive attitude Participate Follow behavior guidelines	Provide safe place Teach curriculum Assess Communicate

- To ensure success at the elementary level, students are expected to be on grade level in reading, math and writing before entering the next grade. State and county assessments are given to monitor student progress throughout the year.
- Conferences with your child's teacher are very important. Report cards are issued four times a year and additional information is sent home on a regular basis. Please sign all reports and return to school the next day. The first report card will be discussed during a scheduled conference.
- Grade placement is the legal responsibility of the principal who seeks input from teachers and parents. If your child is not on grade level, shows signs of immaturity, lacks readiness, or has missed over 10 days of school per semester, retention may be a possibility. Parent support is necessary for retention to be successful. We want each child to be successful.
- Accountability is ensured at all levels by the dedication and hard work of our staff members.

Attendance Guidelines

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the state between the ages of 7 (or younger if enrolled) and 16 years attend school. Parents/legal guardians have the responsibility for ensuring that students attend and remain at school daily.

- Your child must be at school for us to provide the educational services necessary for success. **The state requires 1,000 hours of instructional time delivered or 180 days.** Absences and tardies take away our opportunity to teach.
- All work missed due to absences, tardies, or early check-outs must be completed. Assignments can be picked up in the office after 3:15 **IF** you call to make arrangements with the teacher.
- If your child is absent, please call the school between 7:30 and 8:15 to let us know **AND** send a signed, written excuse the morning your child returns.
- Educational opportunities may prompt an excused (legal) absence **IF** approval is granted by the principal **BEFORE** the absence. (Please refer to the school calendar when making arrangements for family trips.) All work must be completed.
- **Family vacations are not excused by law.** If an educational opportunity occurs during a family vacation, consideration will be given for excusing part of the days if the destination is on educational merit.
- **No educational opportunity absences will be excused during the week of any testing.**
- Excessive absences may result in consideration for retention, requirement to submit a doctor's excuse, or a referral to the school social worker. Excessive unexcused absences will become a matter for the school social worker and/or District Attorney's office.

- **BEING ON TIME IS ESSENTIAL!** When students arrive after the tardy bell (8:15), they begin the day with missed assignments or incomplete work. We must be able to account for your child. If the “tardy sign” is displayed in the car zone, you **MUST** park your car and walk your child to the office. Sending your child alone leaves him/her unsupervised with no one expecting him/her. Please help us be safe. **Excessive tardiness will be referred to the school social worker.** Students must be in class when the bell rings at 8:15. Children need to be here by 8:00 to eat breakfast.
- Buses and cars arrive on our campus at the same time. All traffic signs must be obeyed. There are 10 parking spaces next to the handicapped parking spaces where it is safe to get out of the car and follow the sidewalk to the front entrance. **Everyone MUST watch for cars, children, and staff members. All traffic should proceed slowly. Children are to be dropped off and picked up ONLY on the curbside of the extreme right hand lane directly in front of the school.** There is NO supervision for children at other points.
- If an emergency causes you to need to pick up your child before the regular dismissal time, please do so **before 2:30** to allow enough time to move your car off campus before the buses and other cars begin to move. Early check-outs mean missed class time. Excessive use of early pick-up means that the child has not received the required 1,000 hours of instructional time.

Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the teacher on the day the student returns after an absence. (Absence excuses may also be submitted online at our school website). An absence may be excused for the following reasons:

1. Personal illness or injury which makes the student physically unable to attend school;
2. Isolation ordered by the State Board of Health;
3. Death in the immediate family;
4. Medical or dental appointment;
5. Participation under subpoena as a witness in a court proceeding;
6. Observance of an event required or suggested by the religion of the student or the student’s parents.
7. Participation in a valid educational opportunity, such as college visitation with prior approval from the principal/designee.
8. Local School Board Policy;
9. Absence related to deployment activities (children of military families)

At the elementary level, more than 10 absences a semester, or 20 absences a year, is considered excessive. Parents and teachers must form strong partnerships to support academic success and good attendance. CCS also takes additional steps to further promote the importance of arriving at school on time and remaining for the full instructional day.

Unexcused Absences

- Parents/Guardians routinely receive Connec-Ed calls/alerts regarding absences
- Parents/Guardians receive written notification when a student accumulates 6 unexcused absences
- Parents/Guardians will be invited to conference with the principal & school social worker at 10 unexcused absences
- Absences due to extended, ongoing illnesses will generally require a statement from a physician.
- Continued excessive absences may require additional resources to ensure the regular attendance of a student

Tardies/Early Check-Outs

An accumulation of ten (10) tardies and early check-outs, (or a combination of), per semester, will result in the following:

- Five (5) -Teacher contact with parent
- Seven (7) - Administrator/designee contact with parent; problem-solve
- Ten (10) - Student ineligible for Perfect Attendance recognition for the school year; begins make-up time; make-up time continues for each additional tardy/early check-out during the semester. Administrator has the discretion to impose additional consequences and refer for additional services. Early check-outs = administrative contact w/parent

Students who reach ten or more tardies/early check-outs (or a combination of) during 1st semester, will start over 2nd semester, however, ineligibility for Perfect Attendance recognition will carry over. If tardies/early check-outs resume 2nd semester, the administrator has the discretion to begin make-up time and impose additional consequences at any time prior to ten (10).

Tardies: A student is considered tardy when he/she is not in his/her seat when the tardy bell rings. Requests to verify residency will be considered when tardiness continues. Excessive tardies with or without a doctor's note may be subject to further inquiry by school personnel.

Early Check Outs: Parents are encouraged to schedule appointments outside of school hours. When your child is checked out early for appointments and other reasons, your child is missing instructional time. Excessive early checkouts with or without a doctor's note may be subject to further inquiry by the school personnel.

If children don't show up for school regularly they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers. By 6th grade, absenteeism is one of three signs that a student may drop out of high school. By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores. (attendancesworks.org)

Behavior

- Our school uses positive behavior intervention support (PBIS) when addressing student behavior. Our focus is on creating and sustaining school-wide, classroom and individual systems of support that improve the educational environment for all children by explicitly teaching behavioral expectations and then recognizing the positive behaviors shown by students. Interventions for misbehavior are given as warranted.
- Our school's three core values are being **Respectful**, **Responsible**, and **Safe**. Students are explicitly taught what it looks like to be **Respectful**, **Responsible**, and **Safe** everywhere in our school.
- Please review Boger's Behavior Matrix with your child and partner with the school to reinforce appropriate behavior. (See next page)
- **School Pledge:** I promise to do my best, treat others with respect, and be a responsible citizen of Boger Elementary School.
- Students have Beacon Badges where they earn signatures. Signatures are given to students when they are caught following the behavior expectations. Students must earn a total of 15 initials before moving on to the next level (Bronze, Silver, Gold). Rewards are given to each student upon passing a badge level. If a student loses a badge, the student loses all acquired signatures on that level. Students achieving GOLD start the cycle again, working again toward BRONZE and new rewards at each level. All students get a new Bronze card at the beginning of each quarter.

- **Quarterly Gold Celebrations:** Students that have passed their GOLD badge will be invited to a special celebration at the end of each quarter. Also, the student must have NO major office/bus discipline referrals within the quarter in order to attend. Students will earn a Golden Beacon Award for this accomplishment. Students also have the opportunity to earn the ALL Year Golden Beacon Award by meeting requirements and participating in the Gold celebration all four quarters.

BOGER'S BEHAVIOR MATRIX	Hallway/Walkway	Cafeteria	Playground	Bus	Classroom/Encore	Restrooms
Be Respectful	Level 0 Keep hands to self Keep halls clean	Level 0 for 5 minutes Level 1 for rest of lunch Use table manners	Play fairly Invite others to play Be a good friend	Level 1 voice Find your seat quickly Be a good friend	Follow adult directions Treat others the way you would like to be treated Use correct voice level	Flush after each use Keep bathroom clean Give everyone privacy
Be Responsible	Stay in line Go directly to your destination Wait at stop points	Be ready to pick your food Get supplies before sitting down Clean up your space	Report problems to teacher Listen to teachers Pick up equipment	Listen to adults Hold items on your lap Get on and off at your stop	Raise your hand before speaking Be prepared Be on task Complete work	Paper towels: K-2: 2 pushes 3-5: 3 pushes Level 0 Go straight back to class
Be Safe	Stay to the right Stop and look at intersections	Stay in line Follow traffic Watch where you're walking	Dress appropriately Follow structure rules Keep rocks, sticks and mulch on ground	Stay in your seat Keep all items/body parts inside the bus Keep backpack closed and out of aisle	Use materials properly Keep hands and objects to self Remain in your assigned area Move safely	Wash hands with soap Tell a teacher about problems Walk slowly in bathroom

- Students at Boger Elementary are expected to conduct themselves appropriately at all times by following our school's behavior expectations.
- There are some behaviors that are not appropriate at school and will not be tolerated. These behaviors include (but are not limited to) threats, bullying, stealing, hitting, biting, fighting, repeated disruptive behaviors, possessing weapons or controlled substances, etc. Students exhibiting these behaviors are brought directly to the administrators for action. These behaviors often result in a child being suspended from school.
- Bullying and harassment are strictly prohibited. The repeated pattern of intimidation may be real or threatened. There are 3 types of bullying: physical, emotional and relational. Bullying may include, but is not limited to, verbal taunts, name-calling, implied or stated threats, and exclusion from peer groups. Bullying can occur in person or through social networking sites, texting, blogging, and the Internet. Students who feel bullied, harassed or intimidated should report the concern to a teacher or administrator. Forms are available on the CCS website, as well as on the Boger Elementary School website and in the main office.

Cafeteria

Boger Elementary has an excellent cafeteria staff. They provide a friendly atmosphere and balanced meals for our students. We have a wonderful dining area where children enjoy a break from the regular work of the day.

- Breakfast: Students who wish to eat breakfast must go directly to the cafeteria. Students need to be **in the cafeteria by 8:00** in order to eat and get to class on time. (Students on late buses will have an opportunity to eat breakfast without a recorded tardy.) (Late car riders will not have time to eat breakfast.)
- Lunch: Classes are scheduled to be in the cafeteria for 25-30 minutes. Teachers require that lunch periods begin and end with no talking. This promotes good eating habits and an opportunity to clean up the area upon leaving. Menus are available electronically by clicking on the "Lunch Menu" link from the Parent tab on the Boger School webpage.
- Parents and other guests are welcome to join our classes for lunch. Please sign in at the office and wait in the foyer for the arrival of your child's class. **Let the teacher know in advance of your plans to come for lunch.** We have been asked to provide a count to the cafeteria. Only your child should join you for lunch so we can leave room for other guests. Do NOT give any child (other than your own) food of any kind. No one should share food from one tray/lunch box to another.
- **Fast food and the containers that identify them as such are not allowed in the cafeteria. The cafeteria is a non-profit organization and no business is to compete with them. Pizza boxes, take-out bags, cups with logos, etc. are not allowed.**
- Glass containers are not allowed.
- Carbonated beverages are usually not healthy and create problems in Thermos bottles.
- Milk is provided with lunch and breakfast. If your child requires that an alternate drink be provided, a physician's statement is required. If other drinks are preferred, a selection is available for purchase.
- Microwave ovens are not for student use. Teachers cannot heat food for students.
- Paying for breakfast and lunch: You may pay daily or send a larger sum to be placed on your child's account. Your child will scan or key his/her ID card and the amount charged is deducted from the balance. Please mark your calendar so you will know when to send additional money.
- You may deposit money in your child's account by logging on to www.lunchprepay.com. You may call our cafeteria manager at 704-784-5962 to check on the status of your child's lunch account.
- You MUST help your child understand what she/he may purchase. (Some children buy breakfast – even after eating at home. Some children buy extra servings, chips, drinks, etc. and their balances go down quickly.) If you have a question about your child's account, please call the Boger Cafeteria and ask for the manager at 704-784-5962.
- Application forms for free/reduced lunch are available online at www.lunchapplication.com. This is based on number of family members and income. THE FORM MUST BE COMPLETED EACH YEAR. This is a very confidential matter. NO ONE is aware of the different lunch accounts. All children swipe or key their ID cards/numbers. **Children MUST PAY until the application is approved.** Free and reduced breakfast and lunch are available.
- Our cafeteria cannot operate on credit. In emergencies, children will be allowed to charge a lunch/breakfast. However there is a 2-meal (\$5.00) limit on emergency charges. After the limit is reached, your child will be provided an alternate meal. Your child always has the option of bringing a bagged lunch from home.

- If your child owes lunch money, he/she will not be allowed to purchase additional items at lunch such as desserts, fruit drinks and other snacks.
- Once your child takes an unwrapped item, his/her account will be charged. The charge is made to the school – not the cafeteria. Your child may be getting extra items/meals without your knowledge.
- Prices for breakfast and lunch (listed in the **Cabarrus County Schools Parent Information** booklet) are for students who pay full price, a reduced price (guidelines set by federal government) and adults. The Child Nutrition Program will also offer specialty products at various prices.

Calendar

For the most current CCS School Academic Calendar, visit www.cabarrus.k12.nc.us. Under “Useful Links,” select “additional calendars”. Due to weather-related changes or legislative changes, this is your most accurate source of information. You are encouraged to use the school calendar for planning vacations to avoid unnecessary absences for your child. The report card calendar is also available from the same site. Report cards will be issued four times, near the end of each quarter. Progress reports will be issued four times, during the middle of each quarter.

Car Riders

Please see the Arrival/Dismissal Traffic Flow Map on p 21.

Please help us keep traffic moving and help us to keep our students safe by adhering to the following:

Morning Car Drop Off

- Students may exit cars at **7:45** when a staff member reports for car duty. **Please do not allow students to exit cars before a staff member arrives.**
- Drive slowly and follow the flow of traffic.
- Do not drop students off in the cafeteria parking area or bus parking lot.
- Do not park and drop students off unless they are being escorted to the building by an adult.
- The crosswalk is closed due to moving traffic between 7:45 a.m.-8:20 a.m. For your safety and the safety of your child(ren), please refrain from using the crosswalk during this time.
- If you need to park and come into the building or walk your child in, please park in the parking spaces above the handicapped spaces and walk down along the sidewalk.
- Please observe handicapped parking spaces. Parking in handicapped spaces when you do not have a handicapped sticker does not set a good example for your child or our students.
- The first car unloading needs to pull all the way up to the mailbox and all cars following need to pull up and unload. Do not leave spaces or gaps in the unloading area. Please unload between the mailbox and the student drop off sign.
- With the zigzagging traffic in the parking lot--If no spaces are available above the handicapped spaces and if you must park in the parking lot, please supervise your child carefully as he/she is walking out between cars and traffic to maintain safety.
- Please be sure your child is ready to exit the car—book bags ready, hugs and kisses taken care of, etc.

Afternoon Car Pick Up

- Please have identification sign visible and/or be prepared to show identification if necessary. Persons without identification sign and/or proper identification will be asked to come into the office for verification before the student is released.
- Follow zigzag traffic flow.
- Remain in your vehicle in the car rider line.
- For safety reasons, please do not walk up to the sidewalk to pick up your child(ren). **Parents walking up to pick up your child(ren) will be asked to go to the office to sign student out.**
- Please do not park in cafeteria parking lot.

Cell Phones

The primary focus of the school is safety – so that all children can learn. If parents desire their children to carry cell phones, the following rules must be observed. (1) Cell phones can be neither seen nor heard nor used during the school day / on school property. This includes the bus. (2) Cell phones must be concealed at all times and turned off. (3) Failure to comply will result in the parent being called to come to school to pick up the cell phone. (Certain types of drills prohibit the use of cell phones – such as bomb threat drills. The use of cell phones in such events could cause a greater problem.)

Communication

It is very important that we keep all lines of communication open. These are ways you can help:

- Keep information accurate and current. If you move or change phone numbers, let us know immediately. We also need current information concerning your place of employment so we can reach you in the event of illness or accident.
- A child can have only one domicile. This is the child's home. It is the place where the child sleeps and spends the majority of their time. Even if two parents have custody, only one home can be considered the domicile. We must have accurate information about this. All parents are asked to submit proof of residence. This must be proof that you own or rent the property listed as your domicile. This can be a copy of a contract, rent or lease agreement, or real estate tax statement or mortgage statement.
- Parents stay informed of school events and their child's school activities by reading and signing notes, report cards, folders and class agendas. Please sign and return these promptly. Teachers send newsletters home on a regular basis and maintain websites that provide valuable information.
- A parent-teacher conference is required at the end of the first quarter. **Other conferences will be requested as needed and you may arrange for conferences at any time.**
- Attendance at Curriculum Night, Open House, and PTO meetings also help you to stay informed and help you be a part of your child's school experience. These are not appropriate times for individual conferences.
- We maintain an open-door policy. Administrators at the school are always open to making an appointment with you to discuss your needs and the needs of your child. We make every effort to be available on the day of the request.
- Notice: If anyone needs a reasonable accommodation or requires any written materials to be printed in an alternate format, please contact an administrator at least 48 hours before the event.

Custodial Parents

In situations where parents do not share the same home, the school must release a child to either parent unless legal documents have been presented to the principal showing custody. This applies even if a child is living with only one parent. IF you have custody of your child and do not wish for him/her to be taken from school by his /her other parent, you must present your legal document(s) to the principal. **PLEASE REVIEW YOUR LEGAL DOCUMENT(S) ON FILE IN THE OFFICE AT THE BEGINNING OF EACH SCHOOL TERM TO BE SURE THEY REFLECT THE MOST RECENT COURT DECISION.** In the event of a disagreement, please hold all meetings and discussions off campus. If there is conflict on campus, local law enforcement officials will be called.

Dress Code

Respect and safety are two reasons to consider the type of clothing worn to school. The following guidelines will help you and your child make good choices.

- Consider the requirements of daily physical education activities when choosing clothing.
- Lace-up shoes are preferred. Tennis/athletic shoes are required on PE day.
- Shoes must be worn at all times.
 - “Flip-flops” and roller shoes (heelies) are not permitted. Garden shoes are discouraged unless they fit closely enough to not cause tripping.
 - Shoes with back straps provide for safer walking, playing and stair climbing.
- Clothing should be in good taste.
 - The bottom edge of shorts, skirts and dresses should reach extended fingertips.
 - Shirts with straps less than the width of the nametag, low necklines or revealing midriffs are not to be worn.
 - Jeans should not be slashed or frayed (cut off) and belts should be worn when needed.
 - No clothing should have logos or symbols that are offensive or that promote illegal products or questionable meanings. See-through items, underwear as outerwear are not appropriate.
 - No hats or sunglasses are allowed in the building.
- Book bags should not promote unsafe situations, illegal products or offensive ideas.
 - **Key chains and other items are not to dangle from book bags.** This is a safety issue.
 - Book bags with wheels pose safety issues. Students should not use this type of book bag at school. The stairs for third, fourth and fifth graders prohibit their safe use and students in primary grades do not have heavy books to carry. Walking in line and evacuating the building are hindered by the rolling bags.

Fees

Our School Board approved a \$10.00 student fee for each student. Parents have the option of paying the entire amount at the beginning of the year or you may pay in two \$5.00 installments at the beginning of each semester (August and January). Students have access to additional opportunities made possible through the PTO, fundraisers and donations. Please support these efforts. However, North Carolina law declares parents/guardians liable for damage fees for the loss or abuse of textbooks and library books, calculators and other supplemental resources.

Field Trips

Field trips are extensions of the regular program. Therefore, all children will participate unless there are unusual circumstances such as persistent misconduct or failure to participate in the regular academic program. In these cases, parents may be asked to accompany the child on the trip or the child may be excluded from the trip and assigned to an alternate setting at the school. **Chaperones must have a clear background check before the trip.** Siblings should not be a part of the field trip. Children are expected to begin and end the day with their classes/teacher. (All parent chaperones will be asked to pay field trip fees.)

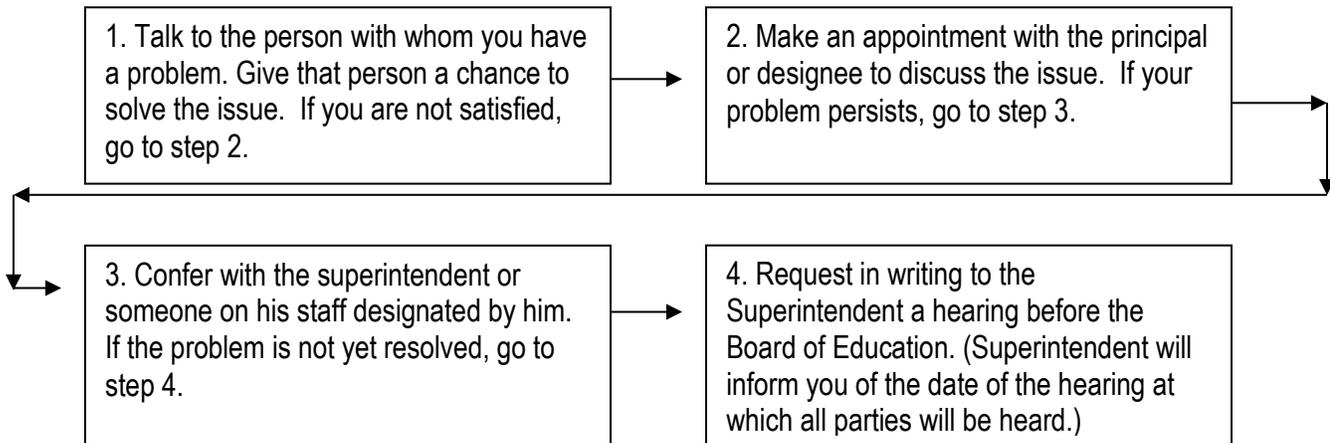
Grades

Report card grades are assigned by classroom teachers. They are based on many factors including recorded grades, class participation, products, completion of assignments, performance on tasks and tests, etc. Our K-2 report card is more performance based and indicates progress toward grade level benchmarks. Grades 3,4 and 5 assign letter grades on a seven-point scale (93-100=A; 85-92=B; 77-84=C; 70-76=D; 69-below=F). Please refer to the codes on the report cards or arrange for a conference with the teacher for a full explanation of the grading system in each classroom /grade level.

Every effort will be made to avoid a grade of "0." These grades are difficult to overcome for the nine- week marking period. Each grade level will determine a make-up policy giving a reasonable amount of time for the make-up work to be completed.

Grievance Procedures

When there is a disagreement, clear communication and open discussion will serve all parties well. Please follow the procedure established by Cabarrus County Schools.



Health Concerns

- Drug Abuse Resistance Education is provided through the fifth grade classes by our School Resource Officer in conjunction with local law enforcement agencies.
- The School Nurse is responsible for other health activities of the school.
- Medication is managed through the office of the school nurse. You must have forms completed by your child's physician before medicine can be given at school. The medicine must also be in its original container. Please call the school nurse if you have questions about medicine being given to your child (including over the counter medications such as Tylenol, over the counter cough medicine, etc). Please do not send in a book bag or on the bus.
- Children bringing cough drops, insect repellent, lotions for skin conditions, etc. to school must come to the nurse's office with a note from parents. In general, younger children are not advised to self-medicate. Because these things can be a disruption in class, continued use will require a doctor's note. Please limit use at school since children often "share" with others.
- Although inhalers, various medicines and cough drops may stay with a child in certain cases for self-medicating, the school nurse must have a record of them and monitor their use.
- A Dental Health Team will complete screenings and make referrals as well as offer education in preventive measures.
- Lice are common when so many children share classroom spaces.
 - Screenings will occur at the beginning of the year and after the winter break.
 - Other spot screenings will occur as needed.
 - When live lice are found, the student is sent home for treatment as advised by the nurse. Nits should be removed.
 - Students should help protect themselves and others by not sharing hats, coats, combs, etc. and keeping their book bags clean.

- Up to two days of absence will be excused. (First day is for detection and treatment and second day is for removing nits and treating the environment.)
- Repeated occurrences will be referred to the school social worker.

Non-Discrimination

It is the policy of Boger Elementary School not to discriminate against any qualified disabled person, solely by reason of his/her disability, in admission or access to, or treatment in, any program or activity sponsored by this school. Inquiries regarding compliance with this policy should be directed to principal. We have designated programs with specialized teachers to meet the needs of children who qualify. All teachers differentiate instructional strategies to meet the needs of all learners.

Parties

- Refreshments for special days are allowed at Boger Elementary. Teachers will coordinate these events with grade parents.
- Birthday celebrations for individual students are not permitted due to the infringement on instructional time. A special snack may be provided for the class **at the teacher's discretion and with the teacher's approval** after the last lunch is served.
- Balloons, flowers, gifts etc. should not be delivered to students at school. No item will be delivered to students in class and they cannot be transported on the bus.
- **Birthday (and other) party announcements and/or invitations may not be distributed to anyone at school (including Kids Plus and other school functions).**
- The school (including any staff member) cannot provide names, addresses, or phone numbers to students or parents.
- The School Improvement Team has determined that each class may have two celebrations yearly and can be coordinated by the teacher and approved classroom volunteers. Celebrations must not exceed 45 minutes in length in order to avoid encumbering instructional time.
- For health reasons the School Board has adopted a food policy. **All foods provided for students must be pre-packaged and labeled. No foods may contain peanuts or peanut products.** These items may come from a supermarket, bakery or caterer. Homemade items are not allowed for student consumption. This is a precaution to ensure that students are protected from unnecessary health concerns. The contents label will also provide information to help us protect children with certain allergies. Allowances are made for PTO functions where the students' parents are in attendance and can monitor what is offered and taken.

Pictures

Individual pictures of each student will be taken in the fall and class group pictures will be made in the spring. We reserve the right to make a decision about individual spring pictures each year. The date and prices of pictures will be announced in advance. Memory books (yearbooks) will be sold in the spring as well.

Safety

Student and staff safety is our first concern. We have several procedures in place to ensure the safety of everyone on our campus.

- Safety procedures are in place for tornado, fire, lockdown and evacuation. These drills are practiced during the school year. In the event of crisis, law enforcement officials will direct you to a place where your child can be signed out. Hopefully, we will never use these procedures. **If implemented, however, accounting for each student will be necessary and although the process will not allow immediate pick-up, it will provide safety for everyone.** Please remain calm and allow community safety experts to do their jobs.
- No one should enter the school building during the day without being admitted by school personnel. This is a countywide safety measure.
- Sign in and sign out procedures are in place and enforced. Identification must be provided.
- All adults are to wear identification badges or stickers while on campus. Students are provided with a badge but replacements must be purchased for \$3.00. Parents will be billed when a new nametag is needed.
- Playground rules are taught and close supervision is provided. There is no supervision after school. Please do not allow children to return to school grounds without adult supervision.
- The staff asks that parents and members of the community express any safety concerns in writing to the principal.
- “No student shall manufacture, distribute, dispense, possess or use any alcoholic beverage, drug or drug paraphernalia on school property.” Weapons of any type, size, description, etc. are also forbidden. By definition, a manicure tool with a knife blade IS a weapon. If a weapon is found, a police report is required.

School Bus Rules & Guidelines

School bus rules and guidelines are for the safety of our students and bus drivers. School provided transportation is a privilege, not a right. Students riding the bus must observe the following:

Be Safe at all times:

1. Remain seated, facing forward in your assigned seat.
2. No eating or drinking.
3. Keep your body and all other objects to yourself and inside the bus.
4. Use appropriate noise levels.

Be Respectful at all times:

5. Follow the school bus driver and/or monitor directions the first time given.
6. Be respectful with words and actions.

Be Responsible at all times:

7. Ride only on your assigned bus; get on and off at your assigned stop.
8. Maintain the cleanliness and appearance of the bus. Do not damage the bus in any way.
9. Elementary students must keep personal devices off and put away.

Student Assignment

Students are assigned to classrooms by a team of people who have the learning needs of the students in mind. Requests for specific teachers will not be considered. Changes in student placement are rarely considered and only in extreme circumstances. These practices help ensure that our classes are balanced and that everyone receives quality instruction. If you feel your child needs special consideration for classroom placement, you are welcome to write a letter to the principal indicating the type of classroom environment best suited to your child's educational needs. Letters must be received at least two weeks before the new school year begins.

Solicitation

Students are not allowed to sell items or collect money at school for any outside organizations. Our school keeps its own fund raising activities to a minimum.

Technology Policies

Policy Code: 4318 Use of Electronic Devices

The board recognizes that electronic devices have become important tools for communication and instruction. Therefore, students are permitted wireless devices on school property as long as such devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by local school rules or school personnel. Wireless devices include, but are not limited to, cellular phones, paging devices, two-way radios, electronic readers, electronic tablets, laptops, iPods and similar devices.

A. AUTHORIZED USE

Administrators may authorize individual students to use electronic devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize students to use the devices for instructional purposes provided that they supervise the students during such use.

Though generally use is permitted during non-instructional hours, use of electronic devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using electronic devices for the duration of such programming.

B. CONSEQUENCES FOR UNAUTHORIZED USE

School employees may immediately confiscate any electronic device that is on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated electronic devices will be returned only to the student's parent or guardian.

The disciplinary consequences for violations of this policy shall be consistent with Section D of Policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Student Code of Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

The following factors should be considered when determining appropriate consequences: whether the electronic device was used: (1) to reproduce images of tests, obtain unauthorized access to school information or assist

students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to take inappropriate photographs or audio/video recordings; (3) to bully or harass other students; (4) to send illicit text messages; (4) to communicate during a school emergency except to contact emergency response personnel; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

C. SEARCH OF ELECTRONIC DEVICES

In accordance with Policy 4342, Student Searches, a student's electronic device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school administrator has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Student Code of Conduct, or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

D. LIABILITY

Students are personally and solely responsible for the security of their electronic devices. The school system is not responsible for the theft, loss or damage of any personal electronic device.

Legal References: G.S. 115C-36, -390.21

Cross References: Student Behavior Policies (Policy 4300), Disruptive Behavior (Policy 4315), Student Searches (Policy 4342)

Adopted: May 11, 2009

Revised: October 10, 2011

Policy Code: 4313 Student Use Of Social Networking Sites, Blogging And The Internet

INTRODUCTION

The Board respects the right of students to use social networking sites (e.g., MySpace, Facebook), personal Web sites, Weblogs, Wikis and other web tools (collectively "Internet Postings") as a medium of self-expression. However, inappropriate Internet Postings by students can cause substantial disruptions to the school environment. Accordingly, the Board requires that students observe the following guidelines for Internet Postings, regardless of the location of the internet access.

PROHIBITED BEHAVIORS

1. Students shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics in Internet Postings that could cause a substantial disruption to the school environment.
2. Students shall not use language, pictures or graphics promoting violence or gang activity in Internet Postings.
3. Students shall not use Internet Postings to libel or defame the Board, School System, school employees, or other students.
4. Students shall not use Internet Postings to harass, bully, or intimidate employees or other students. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, age or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, physically injure or damage the property of another student or employees.

5. Students shall not post pictures of school system employees without obtaining written permission. Students shall not falsely represent themselves as an employee of the school system.

CONSEQUENCES

A student will be disciplined for creating and/or distributing written or electronic material, including Internet Postings that causes substantial disruption to school operations and/or interferes with the rights of other students or staff members. Violation of this policy will result in disciplinary action, up to and including long-term suspension, 365 days suspension or expulsion.

Legal Reference: 14-277.1, 14-190.1

Cross References: School Plan for Managing Student Behavior (policy 4302), Integrity and Civility (policy 4310), Anti-Gang Policy (policy 4317), Long-Term Suspension, 365 Days Suspension, Expulsion (policy 4353)

Adopted: July 14, 2008

Telephone Use

Students will be allowed to make calls based on the level of need determined by staff members. Instructional time must be protected. Each staff member has a voice mailbox. You may leave a voice message if you call during the instructional day. However, some messages are not retrieved until the following day. For this reason, do not leave transportation changes in a teacher's voice mail or send transportation changes in an email. **Send written notes about changes in transportation or other urgent needs. We will not take transportation changes over the phone due to safety concerns. If you have an extreme emergency, you must call and speak to an administrator. Your transportation request may or may not be granted based on circumstances and in order to maintain student safety.**

Testing and Assessment

Our students in kindergarten through 5th grade are evaluated at various times during the year to determine their strengths and needs, especially in the core academic areas: reading, mathematics, and writing. Teachers use a variety of instructional instruments to accomplish this. Our students participate in various benchmark testing and assessments throughout the school year. Students in grades 3-5 also are involved in state mandated End of Grade tests.

Valuables

- Students should not bring extra money or other valuables to school. For younger students when money is sent for fees, lunch, fieldtrips, etc., **please enclose in an envelope with the child's name and purpose for the money.**
- Toys and other possessions should not be brought to school unless the teacher has made a specific assignment. (See *Cell Phones* section.)
- Parents/guardians are liable for damage fees for the loss or abuse of laptops, ipads, electronic tablets, computers, textbooks, library books, calculators, and other supplemental resources.
- We maintain a lost and found collection. Please search there from time to time to retrieve forgotten treasures. The Lost and Found collection will be donated to a local charity at the end of each report card period. We will return to the student any items with his/her name.
- All personal items should be labeled with your child's name.

Visitors and Volunteers

Our school is part of our community. We welcome your visit. **Everyone must register in the office before going to a classroom with a picture ID.** Arrangements must be made in advance if you wish to visit or volunteer in a classroom. Visitors are discouraged from visiting classrooms after 8:15 in an effort to protect the instructional day. Students from other schools are not allowed to visit classes or the playground during the school day without their parents/guardians.

School volunteers are vital to the work of our teachers. Please call the PTO officer in charge of the volunteer program or call your child's teacher or the school office if you would like to volunteer. As you volunteer for tutoring, classroom assistance or field trips, please remember that your vigilance for our school children is vital and preschoolers may need more attention than your volunteer tasks will allow. **Preschoolers disrupt the learning process since they are not ready to be quiet and still on request and should not attend with parents who are in the role of student supervision. Routine volunteers and those chaperoning field trips must have a clear background check before serving.**

Weather

Go to www.cabarrus.k12.nc.us for current information on school closings. When inclement weather occurs, the following options may be implemented.

- School opens as usual.
- School opening is delayed 1 or 2 hours.
- School may close before the regular dismissal time.
- Schools are closed.

There are some things you can do to help.

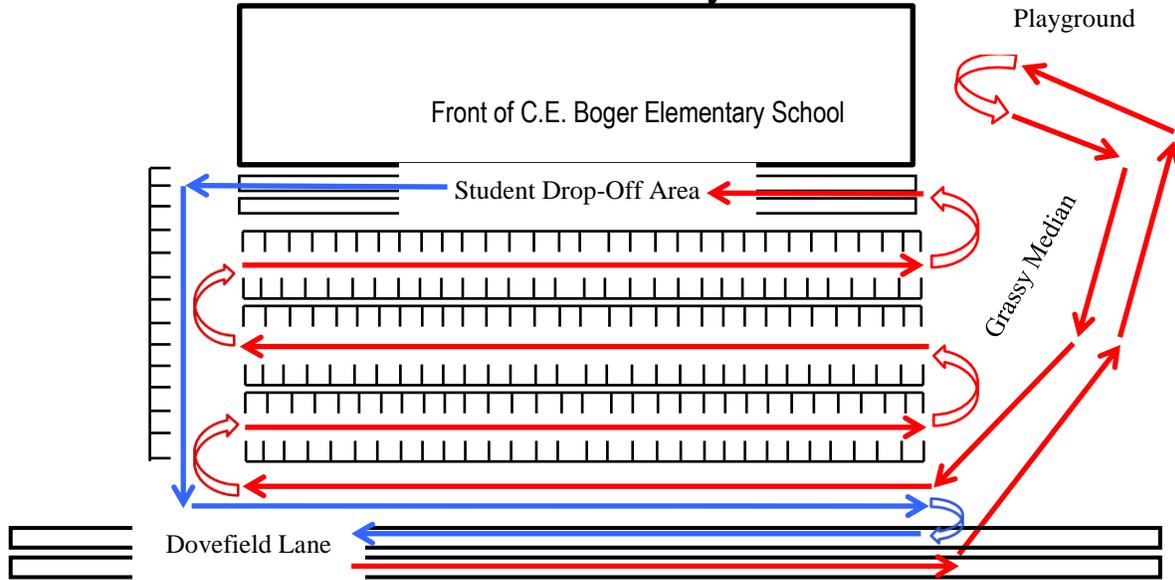
- Please call 704-784-6197, visit the website or listen for announcements on radio and television. Channel 9 is usually quick to post the information as well as Cable Channel 21 (see the scroll bar at the bottom of the screen). If weather events occur during the school day, please listen for news statements. **DO NOT** call the school. The lines need to be open for emergencies.
- **Fill out the information forms carefully.** It is imperative that your child and your child's teacher know where your child is to go if school dismisses early. Teachers are responsible for supervising children and cannot make phone calls until most children have been picked up. Teachers also need to get home for their own safety – so it is very important for you to pick up your student on time or be sure he/she knows what to do. **We MUST have a phone number where you can be reached.**
- Students who go to Kids Plus on other days will report to the Kids Plus site until pick up is arranged.

Arrival/Dismissal Traffic Flow

Red Arrows=Enter

Blue Arrows=Exit

Procedure for Heavy Traffic:



Procedure for Light Traffic:

