

Old Richmond Elementary School

6315 Tobacoville Road
Tobacoville, NC 27050

Office 336-703-4287

Fax 336-924-2442

Cafeteria 336-703-4286



**2022-2023
Student Handbook**

Table of Contents

Page

I. Welcome	3
II. School Information	5
• School Day	
• Arrival/ Dismissal	
• Dismissal Due to Weather Conditions	
III. School Attendance	6-7
• Absences	
• Make Up Work	
• Excused and Unexcused Absences	
IV. School Transportation and Traffic	8-10
• One Day Change in Transportation	
• School Board Policy 3541	
• Safety Walking to and From School	
• Car Riders	
• School Bus Safety and Conduct	
V. Behavior Standards and Discipline Procedures	10-18
• PBIS	
• Class and School Expectations	
• Weapons policy	
• Property Searches	
• Inappropriate Behaviors	
• Prohibited Items	
• Interventions and Parental Support	
• Civility Policy	
VI. General School / Policies and Procedures	18-23
• Communication and Academics / Homework	
• Parent Teacher Conferences	
• Lost and Found	
• Emergency Procedures / Safety	
• Dress Code	
• Lunch Program	
• Visitation / Volunteers	
• Field Trips	
• Moving and Address Changes	
VII. School Programs	23-24
VIII. School Health Information	24-25
IX. Imprints Insert	26
X. 2022-2023 School Calendar	Inside Back Cover

.

OLD RICHMOND ELEMENTARY SCHOOL

***6315 Tobacoville Road
Tobacoville, North Carolina 27050
(336)703-4287***

Dear Old Richmond Family,

Welcome to the 2022-2023 school year! We are glad you are part of the Old Richmond Family. Education is a joint venture between the school and home; we encourage you to become involved in your child's education. Our faculty and staff are dedicated professionals genuinely caring for children. Together, we can help each child become a successful learner.

We want you to feel welcome at Old Richmond. If your schedule allows, please come to eat lunch with your child! Also, if you have time, please consider volunteering at Old Richmond. Our school volunteers are a valued part of the educational experience. Old Richmond's PTA is very active and vital to the educational process. I hope you will consider joining the PTA which supports ORE so generously. All potential volunteers must go through the electronic screening process and be approved before volunteering.

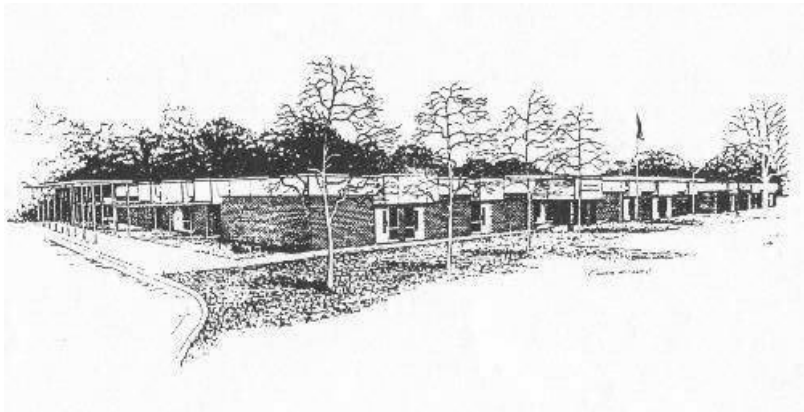
Please keep in close contact with your child's teacher. In addition to scheduled conferences, you may call, send a note, or use e-mail to communicate with your child's teachers. You may want to visit the school's web <http://wsfcs.k12.nc.us/ores>. Look for progress reports and Wednesday packets with updates on student progress.

In the attached handbook, you will find pertinent information about school policies and procedures. Please take time to read it and discuss it with your child. You are an integral part of your child's education. Your attitude toward education will influence your child more than anything else.

Please feel free to contact me at any time with questions or concerns. Again, welcome to the 2022-2023 school year. Together, we will try to make it your child's best!

Sincerely,

Brian W. Brookshire
Principal



OLD RICHMOND ELEMENTARY SCHOOL
Environmental School
2021-2022

Mission: Old Richmond Elementary School faculty and staff will cooperate with the home and community to provide educational experiences so that all children have the opportunity to become academically proficient and responsible citizens, continuous learners, and productive workers, with the knowledge and skills necessary to function effectively and cooperatively in a global society.

Vision: Our vision is to establish a learning partnership of home, school, and community to foster personal and academic excellence.

School Mascot: Wildcat

School Colors: Red and Royal Blue



Principal: Brian Brookshire
Assistant Principal: Terrence Suber

Lead Secretary:
NC Wise Data Manager:
Instructional Facilitator:
Guidance Counselor:

Cheryll Leming
Nancy Frye
Mitzi Sheppard
Christina Orgnon

PTA

President:
Vice President:
Secretary:
Treasurer:
Volunteer Coordinator:

Leigh Marsh
Carla Montgomery
Nikki Roberts
Shawwna Plemmons
Alexia Mitchell

Everyone is encouraged to become a member of the PTA. Dues are \$10.00.

II. SCHOOL INFORMATION

Schedule

6:30 am- 8:30 am	Before School Imprints Program in the Cafeteria
8:15 am	Early arrivals may enter school and meet in the gym
8:30 am- 8:45 am	Breakfast program
8:30 am	Students report to class
8:45 am- 3:15 pm	Instructional Day
3:15 pm- 6:00 pm	After School Imprints Program

Arrivals/Dismissals from School

Arrivals:

Students at ORE may not arrive before 8:15 am nor remain after 3:30 pm (unless enrolled in the Imprints program).

Students reporting to school between 8:15 am and 8:30 am will report to the media center.

Parents should drop off and pick up their child at the cafeteria ramp. Parents are asked to refrain from loitering in the school building or seeking impromptu meetings with teachers in the mornings when dropping off students.

Tardies:

Students arriving after 8:45 am must stop by the office accompanied by a parent. The parent must sign the tardy roll so the student will not be counted absent. The student will be given an admit slip from the office staff to report to class. Students who accumulate ten unexcused tardies for being late to school will be given one unexcused absence. Excessive tardies will result in a letter from the principal. Students who arrive late miss important instructional time.

Departures:

In accordance with School Board Policy, please schedule dental and doctor appointments outside of school hours whenever possible. Attendance at school must be at least half the day to be counted present. At ORE, that means the student must stay until at least 12 noon. Please follow these procedures when signing out a student early:

- Send in a signed note to the teacher from the parent/guardian stating who will be picking up the student, reason for departure, hour of departure, and expected hour of return.
- No one, including parents, is allowed to take students directly from a classroom to leave the building. Parents/guardians should come to the office, and office personnel will call the classroom.
- A list including names of all authorized adults to pick up students is kept on file in the office. Students will only be released to adults on the authorization list who have valid photo identification. A court order must be placed in the student's cumulative folder if a parent/guardian is unauthorized to pick up the student.
- At the beginning of the year, parents will designate on the student information sheet whether the student will regularly ride a bus or ride home in a car. During the year, the student will be expected to use that designated method of transportation unless the parent/guardian sends signed, written permission for a student to go home in a different manner. To change transportation arrangements, please send a note to the teacher.

Closing of School for Inclement Weather/Emergency Situations

During extremely bad weather or emergency situations, it may be necessary for schools to close early. When a decision is made in the late afternoon or early morning that schools will not open for the day, it must be relayed quickly to all students and parents.

In order to accomplish this task efficiently and with maximum coverage, your cooperation is requested by following these procedures:

1. Listen to one of the following radio or television stations in the late afternoon or early morning for the decision on school opening. Do not telephone school officials.

AM Radio Stations

WSJS dial 60 Winston-Salem

Television Stations

WFMY Channel 2 Greensboro

WGHP Channel 8 High Point

WXII Channel 12 Winston-Salem

2. The absence of any announcement means that the schools will operate as usual.
3. Please get the information by radio, television, or by telephoning a neighbor. Weather closings will also be posted on our school system website at <http://wsfcs.k12.nc.us>. The school system will also attempt to send an automated message with the closing or delaying of school information to your home phone number.

III. SCHOOL ATTENDANCE

Absences

Students should attend school regularly and miss a day only if it is absolutely necessary. If a student accumulates 3 unexcused absences in a school year, the principal will notify the parents/guardians of the child's excessive absences by telephone or mail. If a student accumulates 10 unexcused absences in a school year, the principal shall notify the district attorney in a letter, along with copies of all letters that have been sent to the student's parent/guardian, and a copy of the report prepared by the school social worker on the investigation of the absences.

Make-Up Work Due to Absences

Students having absences are expected to make up work. The exact nature of the make-up work is at the teacher's discretion; it may or may not be exactly the same as the work the student missed, but it will be of a similar nature. It is the responsibility of the student and/or parent to request make-up work. The number of days allowed for completion of make-up work shall be equal to the number of days the student was absent.

Please consider the following when requesting make-up work for the students prior to an absence from school for illness:

- Teachers have a minimal amount of planning time during the school day.
- Make-up assignments may vary from work that students complete in class.
- Our staff does want to accommodate your request for the benefit of the child. We need a minimum of a day to prepare make-up assignments; these assignments may be picked up in the main office during the next school day. Arrangements for this work can be made by calling the school and informing the secretary of the need. Assignments for students who take family vacations during the school year should be turned in to the teacher as soon as the child returns to school.
- Students who have been suspended for ten days or less are responsible for making up exams and other required course work they missed.

North Carolina G. S. 115C-378 requires that "the parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school policy."

The principal shall require notification from the parent before determining that an absence is lawful. To maintain accurate records of student attendance, written notification within three days of the absence is preferred. An absence for which no notification from the parent is received shall be considered as being an unlawful absence.

Attendance

NORTH CAROLINA COMPULSORY ATTENDANCE REQUIREMENTS

Chapter 115C of the General Statutes of North Carolina: Article 26, Part 1, 115C-378 "Children between seven and 16 required to attend."

"Every parent, guardian or other person in this State having charge or control of a child between the ages of seven and 16 years shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. No person shall encourage, entice or counsel any such child to be unlawfully absent from school."

In addition, every parent, guardian or other person having control of a child under age 7 who is enrolled in a public school in grades kindergarten through two shall cause such child to attend school continuously for a period equal to the time which the public school is in session unless the child has withdrawn from school. (G.S. 115C-378). All students are expected to be in attendance every day throughout the 180-day school term unless temporarily excused by school officials due to sickness or other unavoidable causes not constituting unlawful absence as defined by the State Board of Education.

To be considered in attendance, a student must be present in the school for at least one-half of the school day or at a place other than the school with the approval of the appropriate school official to attend an authorized school activity. These activities include field trips, athletic contests, student conventions, music festivals or similar activities.



Excused Absences:

The State Board of Education has established the conditions that shall constitute valid reasons for lawful absences:

- Illness or injury prevents the student from being physically able to attend school.
- The local health officer or the State Board of Health orders the isolation of the student.
- The student is absent due to the death of a member of the immediate family.
- The student has a medical or dental appointment, etc. (unless there are unusual circumstances, we do not expect a student to be absent an entire day for a medical or dental appointment. Please try to schedule appointments outside of school hours.)
- The student is a party to or is under subpoena as a witness in the proceedings of a court of administrative tribunal.
- The student has obtained prior approval by the principal to be absent due to the observance of an event required or suggested by the religion of the student or the student's parents.
- The student obtains prior approval to take advantage of a valid educational opportunity. Parents should notify the Mr. Brookshire at **least two weeks** before the trip to obtain an approval request form for educational leave. Once completed and submitted to Mr. Brookshire, he will communicate with the parents letting them know if the requested trip will be considered an approved trip or denied. If a request is approved students will be given make-up assignments and a project to complete.

Unexcused Absences:

Any absence, other than those listed as excused, is unexcused. Examples of unexcused absences are:

- Visiting Relatives
- Educational Opportunity not related to the NC Standard Course of Study
- Missing the school bus
- Not knowing that school is in session
- Business Trips
- Oversleeping
- Illness of family member rather than the student
- Traffic problems
- Vacations

School administrators are required to notify parents as absences accumulate. Parents will receive computer-generated letters at the 3rd, 6th, and 10th unexcused absence. Please contact the school office to correct any error in your child's record.

A student assigned to in-school suspension is considered "present". A student who is suspended from school is lawfully absent.

When the child returns to school, he/she must give a written excuse to the teacher upon entering homeroom. This written note, signed by the parent/guardian, should include the child's name, date(s) and the reason for the absence. Failure to do this is a direct violation of NC Statute 115-166 and will result in filing the absence as unexcused and in reporting the absence to the proper authorities.



IV. SCHOOL TRANSPORTATION AND TRAFFIC

One-Day Change in Transportation

We assume that children will travel home in the same manner every day. However, sometimes you may need to change how your child is getting home from school. Please send a dated and signed note with your child requesting the change. Your child will be asked to give this note to his/her teacher upon arrival at school. The teacher will forward the note to the administration to make the necessary arrangements. **Teachers have been instructed to disregard any changes unless they are in writing from the parent/guardian. If we do not have a written request, we will not honor it.** If in an emergency situation you need to change your child's transportation home we may take a phone call if we receive it before 2:00 PM, otherwise we can not ensure the message gets to the teacher in a timely manner. **Avoid making transportation changes by phone, and do not call after 2:00 pm. Only true emergencies should be handled by phone.** Following this procedure would greatly assist our office staff and would help ensure student safety. It is also better for the child because it cuts down on the stress and confusion for the child about how he/she is getting home. Finally, it reduces last minute changes at the end of the day when things can become hectic.

Safety Walking to and from School

We are very concerned about the safety of the students walking to and from school. Recognizing that once they leave the school property there is little, if any, supervision. It then becomes a joint responsibility between the school and parents. Please discuss safety precautions with your child. The following information should also be included in your discussion:

- a. Sidewalks should be used where possible.
- b. Streets should never be used as sidewalks.
- c. Streets should be crossed only at crosswalks, and then very carefully.
- d. Never accept rides by strangers.
- e. Report any suspicious strangers to your parents.
- f. Objects should not be thrown at each other, vehicles, or houses.
- g. Fighting is not allowed.
- h. Courtesy should be given to all people at all times.



Car Rider Safety

- All parents are asked to follow the established traffic pattern when transporting students by car. Parents should remain with their cars in the line. If you need to enter the building, please park in a designated parking area.
- Car riders will be "dropped off" and "picked up" from the parking lot near the cafeteria end of the building. **Do not plan to "drop off" or "pick up" your child from another area.** The bus lot is reserved for buses. **Please do not use the circle drive or parking area in front of the building to drop off or pick up students.** This area must be kept open for office personnel, emergency and delivery vehicles and visitors.
- Avoid signing your child out of the office early as we value each instructional minute of the school day.
- **Please avoid congregating in front of the office before dismissal.**
- **Park only in a designated parking space – parking on the grass is not permitted.**
- **We are a smoke-free campus. Smoking is not permitted on school grounds.**
- Please do not use a cell phone or send text messages when picking up your child. This can take your attention away from the children who are waiting on the ramp.
- Students should be in the gym by 3:15 pm daily. This procedure has been established to ensure the safety of all children.
- If your child arrives after 8:45 am, the parent/guardian should come in to the building and sign him or her in at the school

office.



Standards of Behavior for School Bus Safety

While WS/FCS provides school bus transportation for most students, it does not provide transportation for all students, nor does the system provide supervision of students as they walk to and from bus stops and wait at bus stops. It is the responsibility of students, as they walk to and from school or bus stops, to look both ways before crossing streets, and, in general, to be responsible for their personal safety. Parents may assist their children by escorting young children to and from school or the bus stop until the students learn how to walk safely. Parents are also encouraged to organize community watch programs to provide adult supervision of students as they walk to and from school or bus stops and as students wait at bus stops.

Policy 3541: Kindergarten and first-grade students: It is the duty and responsibility of parents or their designee to provide supervision at the bus stop of kindergarten and first-grade students who are served by school transportation. Any student who serves as a designee must be in the fourth grade or older. In the event no one is present at the bus stop in the afternoon to pick up the child, the parent will be contacted immediately by telephone and advised to pick up the child at the school nearest the bus stop.

Bus Rider Policy 3541: There is no longer a fee for pre-K through 1st grade bus riders who are returned to the schools. Those **parental responsibilities will be enforced through progressive bus suspensions**, as set out in Policy 3541 that has been included below:

1. You will be contacted immediately by telephone and advised to pick-up the child;
2. The child will be taken to the next school on the route or nearest school that is open, as appropriate. Transportation will notify both schools. Within one hour, the Administrator of the student's home school will be contacted to assist in getting in touch with the parents/guardians and getting the student home. If no one can be reached, law enforcement or the Department of Social Services may be contacted.
3. When an adult arrives at the school to pick up a student, they will be given a letter reminding them of the policy to be at the stop. After the third failure to provide supervision at the bus stop, the school principal will have a conference with the parent emphasizing safety concerns of failing to be at bus stop.
4. After the fourth failure to provide supervision at the bus stop, the student will not be permitted to ride the bus home on the afternoon of the next school day, and an authorized adult will have to pick up the student at his or her home school;
5. After the fifth failure to provide supervision at the bus stop, the student will not be permitted to ride the bus home on the next two (2) school days, and an authorized adult will have to pick up the student at his or her home school. A letter from the General Counsel of the Board of Education will be sent to the student's parent warning that any further violation of this policy could result in suspension from afternoon transportation.
6. After the sixth or subsequent failure to provide supervision at the bus stop, the school may suspend the student from afternoon transportation. This suspension must be communicated to the parent orally before the suspension begins, and notice must also be sent home to the parent via certified mail. The suspension may be appealed according to [Board Policy 5145](#), Student and Parent Grievance Procedure. If the student is classified as an exceptional child ("EC"), the principal will conference with the parent and the appropriate case/program manager before implementing a bus suspension to ensure that denial of afternoon bus services does not constitute denial of a Free Appropriate Public Education ("FAPE").

Riding the bus is not a right. It is a privilege, which may be withdrawn for misconduct, or for any reason the principal or assistant principal feels necessary. It will be emphasized that, upon receipt of a second bus conduct notice (bus ticket), the student could be suspended from the bus for three to five days. The parent will be notified. A serious offense, regardless of the order in which it is committed, may require immediate suspension from the bus.

Code of Bus Conduct

The code of bus conduct is taken from the WSFC School Board Policy 5131.1. Please refer to the Parents' handbook for more information.

Students who ride the bus are expected to:

- Arrive at the bus stop on time. Don't expect the driver to blow the horn or wait for you. You must be at the designated stop.
- Always obey and respect the driver

- Board and exit the bus in an orderly manner.
- Remain seated at all times unless entering or exiting the bus.
- Talk quietly only to those students sitting nearby.
- Keep all body parts out of the aisles.
- Do not eat food or chew gum on the bus.
- Leave all drinks off of the bus.
- Keep arms, hands, head, etc. inside the bus.
- Cross the road only when the stop sign is out and only cross in front of the bus.
- Report problems immediately to the bus driver, principal or assistant principal. Do not take matters into your own hands.

Reminders for the bus:

- The only adult authorized to ride a school bus is the driver. The principal must approve any exceptions.
- Any behavior which may distract the driver is to be avoided because it endangers everyone. Do not talk loudly, push, misbehave, etc.
- Upon dismissal from their classrooms, students are to report to their assigned buses in an orderly manner.
- Students may ride only the bus to which they are assigned unless a change is authorized by the principal and/or assistant principal. Requests for temporary changes in bus assignments must be in writing and signed in the office.
- There must be no defacing or damaging of school property. Parent/guardian will be charged for repair costs.
- All pupils should remain away from main roads or highways and unauthorized private property while waiting for their buses.
- Students who misbehave on the bus may be suspended from riding the bus.

V. BEHAVIOR STANDARDS AND DISCIPLINE PROCEDURES

General Conduct- Positive Behavior Intervention Support (PBIS)

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought and student safety in mind. We use Positive Behavior Intervention and Support (PBIS) guidelines. The Old Richmond Positive Behavior Intervention and Support (PBIS) team has worked hard to implement Wildcat PRIDE. This is a school-wide discipline and incentive plan. Positive Behavior Intervention and Support, part of the North Carolina State Improvement Project, is an effective and proactive process for improving social competence and academic achievement for all students.

School rules apply on the school grounds, going to and from school, and at any event where our school is represented regardless of location. Students who are able to keep the few simple rules that are established will be the ones who will enjoy school and will be considered good school citizens.

All students are expected to follow the Wildcat PRIDE for all settings:

Wildcat PRIDE Core Values

Politeness

Respect

Integrity

Discipline

Excellence

Pride During Arrival

1. Students will make sure they have all belongings (book bag, coat, lunchbox) ready, so you can exit the car quickly when your car pulls up to the drop off line.
2. Students may begin entering the building at 8:15 am.
3. Exit to the right side of your car closest to the building

4. Enter the building silently (level 0).
5. If you are eating breakfast at school, go to the cafeteria, eat your breakfast quietly and wait to be dismissed to your classroom at 8:30am.
6. If you are not eating breakfast at school go to the gym and sit in your grade level line.
7. Sit on your bottom. Keep your volume to a level 1 voice. The only item you may have out is a book to read silently on your own.
8. Keep your hands to yourself.
9. At 8:29 am, kindergarten students line up at the back hallway door and first graders line up at the front hallway door.
10. When the bell rings, a fifth grade student will lead each group to class.
11. All other students will be dismissed by grade level to go to class (5th then 4th to the back hallway; 1st then 2nd then 3rd to the front hallway).
12. Students should not stop to visit with other teachers or walk their siblings to class
13. At 8:45 all students go to the office for tardy slips, even if they need breakfast; after tardy slip is given they can go to breakfast.

Pride in an Assembly

1. Follow hallway procedures to assembly
2. Follow your class into the assembly with Voice Volume 0
3. Sit in assigned grade level sections
4. Sit on your bottom
5. Sit with legs crossed
6. Leave no gaps between you and your neighbor
7. Face forward
8. Keep your hands to yourself, in your lap
9. Once seated, until the program starts, use Voice Volume 1
10. During the program, use Voice Volume 0, unless participation is allowed by leader of the assembly
11. Show appreciation at the assembly by clapping at the right times
12. When performance is over, stay seated until your teacher signals you to stand
13. While exiting assembly, use Voice Volume 0
14. Follow your class out the appropriate door, using Voice Volume 0
15. Follow appropriate hallway procedures to your classroom

Pride on the Bus

1. Board bus and greet the bus driver in a Voice Volume 1
2. Sit in your assigned seat and slide toward the window making room for seatmates; Voice Volume 0
3. Remove backpacks and put on laps and keep backpacks closed; Voice Volume 0
4. Face Forward/Voice Volume 0
5. Stay Properly Seated/Voice Volume 0
6. Keep hands and feet to yourself/Voice Volume 0
7. Follow driver's instructions pertaining to Voice Volume (0 or 1); speak only to people in your seat
8. Gather all belongings as bus approaches your stop
9. When bus comes to a complete stop, rise and move into the aisle toward the door
10. Smile and thank your driver for transporting you safely in a Voice Volume 2
11. Exit the bus safely

Pride in the Cafeteria

1. Enter the cafeteria through the door on the side marked ENTER at Voice Volume 0
2. Follow the blue line to designated lunch line #1 and red line to designated lunch line #2
3. Children with lunch boxes may proceed to the table and begin eating
4. The first three students may enter the serving area silently
 - ❖ At the first paw print get your milk
 - ❖ At the second paw print, place your order in a Voice Volume 2 and say "please" and "thank you" to the cafeteria workers
 - ❖ At the third paw print, enter your number
 - ❖ At the fourth paw print, check out with the cashier, pay, and get your silverware and any condiments needed
5. Follow designated path to your seating area
6. Sit facing your table with your bottom on the bench and both feet on the floor
7. Eat only your food and do not share your food with others
8. Use good table manners; use a fork or spoon for eating and a straw only for drinking

9. Speak at a Voice Volume 1 and only to people closest to you
10. If your color turns to red, then no talking is allowed
11. If you need assistance, raise your hand and wait for an adult to help you
12. Remain in your seat until you are dismissed from your table with your teacher's signal
13. When the signal is given, lunch is over and all eating stops
14. Stand behind your seat and pick up all trash in your area, with a Voice Volume 0
15. Wait for your teacher to bring the trashcan to your table
16. Place your tray and all trash in the trashcan gently and say thank you to your teacher
17. If you have recyclable materials, place them in the proper bins before lining up
18. Walk silently to your colored line and face forward
19. Wait for your teacher to lead you out of the cafeteria

Pride During Dismissal

1. All students must be in classrooms by 3:10
2. All students must be packed to leave by 3:13
3. All car riders are dismissed to the gym at the first bell using Voice Volume 0, single file and walk to the right
4. All other students leave class when bus number is announced and walk to bus using Voice Volume 0, single file and walk to the right
5. Car rider students sit in the gym in assigned areas on their bottoms, legs crossed, using Voice Volume 0
6. When called, students in gym stand using Voice Volume 0 and follow the directions of adults
7. When called, students walk to the door and wait under shelter to be sent to their car using Voice Volume 0

Pride in the Hallway

1. Use Volume 0 for feet, hands, and voice in the hallways
 - ❖ Voice Volume 1 when answering an adult
 - ❖ Use a silent wave when greeting others
2. Walk single file with hands in control, facing forward
3. Maintain one step of personal space in line
4. Keep to the right when walking down hallway and through doorways
5. Stop at all stop signs and yield to other classes
6. Respect our halls by keeping hands off wall, tables, and displays
7. Respect and listen to all adults at all times
8. Carry a hall pass when not with your class
9. Follow hallway rules when with class or by yourself

Pride on the K-2 Playground

1. Walk calmly and quietly (Level 0) to designated play area
2. Dress appropriately for playground activities
3. Stay in the parameters of the playground
4. Take turns and use good sportsmanship
5. Keep hands, feet, and objects to yourself
6. Keep sticks, rocks, flowers, bugs, leaves etc. in their natural habitat
7. Include others in activities
8. Line up promptly and correctly in the same area daily
9. Students will use equipment appropriately
 - ❖ **Slide** –walk up stairs; slide down slide feet first
 - ❖ **Monkey Bars** – stay off of the top of the bars; climb only under the bars
 - ❖ **Cage/Spider Web** – sit on top of cage or climb using both hands
 - ❖ **Poles** – slide down the poles; climb up the ladder or steps
 - ❖ **See-Saws**- both hands on handle; facing forward; move forward at an appropriate speed; while one person exits the see-saw, the partner should keep the see-saw steady
10. K-2 students will choose equipment other than the zip-line

Pride on the 3-5 Playground

1. Follow hallway procedure to exit building with Voice Volume 0
2. Line up on sidewalks until entire class is ready
3. Move to selected play area as directed by teacher
4. Use a Voice Volume of 3 at the Grassy Areas/Blacktop
5. Use equipment appropriately according to the playground rules

- **Slide** – slide down slide; walk up stairs
 - **Monkey Bars** (straight and curve) – stay off the top of the bars; climbing only under the bars
 - **Cage/Spider Web** – sit on top of cage or hang underneath
 - **Parallel Bars** – sit or swing only (no standing on bars)
 - **Poles** – slide down pole or climb up pole
 - **Pull Up Bar** – one person to sit on seat while pulling on bar
6. Only 2 students on each piece of equipment (except cage) at one time (can use rotation for students to go through the equipment)
 7. Leave all wood chips, dirt, gravel, rock, sand, trees, etc. in its natural habitat (environment will not be disturbed, no hanging on tree branches)
 8. Leave baskets @ basketball court at set level
 9. Leave the basketball nets alone
 10. Refrain from climbing on basketball poles
 11. Walk, jog, or run-on track looking in the direction that they are going (no congregation on track)
 12. Students can congregate on field to catch up with friends
 13. Remain on the inside of the track (unless with adult; don't go toward houses)
 14. Stay within sight of teachers at all times.
 15. Line up in a single line @ designated space/area when teacher calls for dismissal
 16. Proceed into building calmly and quietly, holding equipment appropriately
 17. Wear appropriate clothing, shoes, etc. on playground
 18. Use Voice Volume 3 on the playground
 19. Do not disturb P.E. classes on playground
 20. Leave all homework and class work in the classroom
 21. Leave all food/drinks in the classroom
 22. Collect all belongings before returning to the building

Pride in the Restroom

1. Voice Volume 0 in the hallway while waiting and in the restroom
2. Only take necessary items into the restroom
3. Students who don't need to use the restroom will follow teacher's direction
4. Restroom monitor checks before and after class uses the restroom
5. One person per stall; boys stand at urinal
6. Allow for privacy of others
7. Leave stall door open when finished and leave stall clean
8. Put toilet paper in toilet and flush one time
9. Use one pump of soap (dime size) for washing hands
10. Use two pulls or 3 turns of paper toweling and dry hands thoroughly
11. Place all trash in garbage cans
12. Tell an adult if the restroom needs supplies
13. Line up or return to your classroom with hall pass
14. Students with a hall pass will be permitted to pass a class that is using the restroom

Classroom and School Expectations

North Carolina G.S. 115C-307 states that "it shall be the duty of all teachers...to maintain good order and discipline in their respective schools." It is understood that teachers have the authority and responsibility to use reasonable methods to maintain classroom control without having to refer students to the school principal. Common sense classroom and assertive discipline rules, such as requiring students to bring adopted textbooks to class regularly, or to have students to raise their hand to be recognized before speaking out in class, are appropriate. Students are expected to follow these rules; if a question arises, a student may appeal to the teacher, principal, etc., as outlined in Part L of this section of the Code of Conduct. The principal shall have the authority to establish school-wide regulations.

The principal shall use his/her discretion and best judgment in determining the need and type of disciplinary action for violation of school regulations. He/she shall retain the power and authority to use the type of discipline which may yield positive results for the student. The Board believes that professional judgment, devoid of anger or negative emotions on the part of the staff member, shall be used when determining the appropriate disciplinary action to be taken. In general, the concept of fitting the punishment to the seriousness of the violation shall apply at all levels. The frequency of misbehavior and the student's prior discipline record may be considered when determining disciplinary action.

Bringing a weapon on campus or on the bus is against the LAW!

N.C. State Law clearly states that anyone (student or adult) possessing firearms, powerful explosives, or bombs on a school campus will be charged with a felony punishable by up to five years imprisonment. Children may be suspended for 10 days for possession of any of the following: blackjack, leaded cane, metallic knuckles, slung shot or slingshot, fireworks, bullets, cherry bombs, poppers (or other explosives), pocketknife, pen knife, Swiss Army knife (with blade less than 2.5 inches), "look-alike" weapons such as plastic guns, water pistols, rubber knives, or any similar weapon. Bringing a weapon on school property could also result in expulsion from school and/or involvement from the Winston-Salem Police. Please refer to the Guidelines for Student Discipline.

Personal Property Searches

School officials have the right to search a student, including a student's car, pockets and bookbag, if they have a reasonable suspicion that he or she is concealing evidence of misconduct. School officials may also search a student's locker or desk at any time since they are the property of the school, and the students are allowed to use them to store only those things which may lawfully be brought to school. When a principal has reasonable suspicion to believe that a student possesses a dangerous, illegal, or stolen item on his person, the principal shall request the student to produce the suspected material. Law enforcement officials and/or parents may be contacted if the student refuses or denies possession. Under certain circumstances, police dogs may be used to screen student lockers for drugs, and metal detectors may be used to screen students for weapons.

The following behavior is not in the best interest of the school and cannot be allowed:

- a. Fighting or inciting to fight
- b. Constant failure to prepare assignments
- c. Open defiance of teacher, school authorities, or other school employees
- d. Threats, profanity, name-calling, or other verbally threatening action toward student or adult
- e. Bringing knives, sharp instruments, dangerous objects, or "look-alike weapons" (toys) to school
- f. Possession of tobacco or intoxicant
- g. Gambling
- h. Selling items
- i. Repeated violation of rules
- j. Truancy, tardiness, and absenteeism
- k. Not task-oriented
- l. Threats, harassment

Fighting

Students shall not hit, kick, punch, fight, pull hair, intentionally harm, or threaten to harm another person. The N.C. statute (14-33) concerning a simple affray prohibits such behavior on a school campus, school-sponsored transportation, or at a school-sponsored event.

Physical Assault or Cause of Personal Injury

Students shall not assault, or cause, or attempt to cause, physical injury to, or intentionally behave in such a manner as could reasonably cause physical injury, to any student or school employee on or off campus, on school-sponsored transportation, or any school-sponsored event, including out-of-state trips or work-experience supervision.

Threatening or Abusive Actions (Intimidation)

Students shall not bring material or take part in actions which are disruptive of educational processes, direct toward any school employee, or any other student, or any other person on campus, on school-sponsored transportation, classroom activities, or at any school-sponsored event, any language, sign, or act which would constitute a threat of force or violence, or which is abusive to an individual.

Destruction of Property

Students shall not intentionally vandalize, scratch, mark, or damage the property of the school or any person at the school. A payment schedule for restitution for damages will be given to the student's parents.

Stealing

Students shall not take the property of another person or the school without permission. Theft, larceny, robbery, and extortion are forbidden.

Prohibited Items

The learning atmosphere can be interrupted by the use of electronic devices. These items are temptations for theft and are disruptive to the learning environment. All radios, tape players, tape recorders, and electronic games are to be left at home unless they are to be used in class. Teacher permission must be obtained, and the item must be left in the teacher's possession for the day, if approved for school use.

Toys, electronic games, skateboards, playing or trading cards, etc., are not appropriate for school or on the bus and should be left at home.

Without prior approval, electronic devices are subject to confiscation. Once items have been confiscated, the parents will have to come to school to claim the items, or the students may secure the items at the end of the school year.

Tobacco Free School

School policy prohibits the use of tobacco products on campus everywhere, by everyone, at all times. Thank you for your cooperation.

Sale of Items

The unauthorized buying, selling, trading, or swapping of any items among students is prohibited by School Board policy.

Bookbags

Rolling bookbags are not permitted. They pose a safety problem for others in the hallways. Most students use a bookbag to transport books and assignments. In elementary school, students do not take home more than 2 or 3 books. Students should clean their bookbags frequently.

Interventions

When behavior is unacceptable, it must be changed. Effective discipline is the permanent changing of behavior from inappropriate to appropriate. Attempts will be made to modify or extinguish a behavior before it becomes disruptive or causes off-task behavior. Types of interventions that may be used in the classroom are:

1. Proximity (closeness to the child)
2. Signal (calling attention to what is going on)
3. Routines (helping the children know what is expected of them)
4. Teacher/Student Conferences: The teacher attempts to find the cause of the unacceptable behavior and the student verbalizes how this behavior can be modified. The teacher helps the student describe how he/she can change the undesirable behavior.
5. Teacher/Parent Conference: This conference may be by telephone or in person. This depends upon the severity of the problem. The teacher explains to the parent what has been done to modify the behavior, what consequences have and will be given, and what will be done in the future to modify the problem.
6. Student Behavioral Contract: This may be done in conjunction with other interventions. A set of expectations are identified. Specific behaviors are noted, along with a set time limit (2 weeks, 4 weeks, etc.) and consequences in the event the contract is broken (office visit, parent meeting, parent telephone call, etc.) The teacher, parent, and the student will work together to formulate the contract.
7. Office Visit: For the breaking of a contract or for immediate action. All possible documentation would be sent to the office with the student. Consequences would be dictated by documentation and according to the needs of the student.
8. Referral to Student Services Committee: Students who experience severe or profound behavior will be referred to the School Assistance Team or Teacher Assistance Group/Family Support. A member of the team will contact parents to schedule a conference.

Parents' Responsibilities

The behavior of the student is the parents' responsibility. We expect parents to work with the school staff to obtain proper student behavior. We believe that it is in the best interest of the child for the parent and the school to work together to:

- Help solve student problems that may develop during the course of the school year,
- Discuss classroom issues that affect student learning, and
- Require perseverance and responsibility in completing tasks.

If a student is referred to the office for a disciplinary action, a notice will be sent home to parents/guardians. We ask that you:

- Review and discuss the contents of the document with your child
- Reiterate expectations and appropriate standards of behavior

- Sign and return the information to the school office the next school day, and
- Call the office (703-4287) to arrange a conference if you have questions

If a child continuously disrupts the learning climate at school, parents will be asked to confer with the teachers and administration.

CIVILITY POLICY

Policy 1170
February 2010

I. Conduct of Parents, Other Visitors and Employees. It is the intent of the Winston-Salem/Forsyth County Board of Education to promote mutual respect, civility and orderly conduct between and among WS/FCS employees, volunteers, parents and the public. It is not the intent of the Board of Education to deprive any person of freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board of Education encourages positive communication and discourages volatile, hostile, threatening, profane or aggressive communications or actions.

A. Expected level of behavior.

1. WS/FCS employees shall treat each other, students, volunteers, parents and members of the public with courtesy and respect.
2. Parents and visitors shall treat students, teachers, volunteers, administrators and WS/FCS employees with courtesy and respect.

B. Unacceptable Behavior.

1. **Spectator Misconduct.** Any person, including an adult, attending a school sponsored extra-class or extracurricular event or activity, such as an interscholastic athletic contest, who behaves in an inappropriate, disorderly or unsportsmanlike manner during the event or activity may be ejected from the event by the Principal, Assistant Principal, school athletic director, or any law enforcement officer.¹
2. **Disorderly Conduct.** Disorderly conduct includes, but is not necessarily limited to, behavior interfering with or threatening to interfere with the operation of a classroom or school, an employee's office or office area, areas of a school or facility whether open or closed to parents/guardians and the general public. Disorderly conduct is a public disturbance intentionally caused by any person who:
 - a. Engages in fighting or other violent conduct or in conduct creating the threat of imminent fighting or other violence; or
 - b. Makes or uses any utterance, gesture, display or abusive language which is intended and plainly likely to provoke violent retaliation and thereby cause a breach of the peace; or
 - c. Takes possession of, exercises control over, or seizes any WS/FCS owned, leased or operated building or facility without the specific authority of the Principal or Superintendent or an authorized representative; or
 - d. Refuses to vacate any WS/FCS owned, leased or operated building or facility in obedience to the Superintendent, the Principal, an Assistant Superintendent, department director or manager, an Assistant Principal or a School Resource Officer or other law enforcement officer.
 - e. Engages in any sitting, kneeling, lying down, or inclining so as to obstruct the ingress or egress of any person entitled to the use of any WS/FCS owned, leased or operated building or facility in its normal and intended use; or
 - f. Congregates, assembles, forms groups or formations (whether organized or not), blocks, or in any manner otherwise interferes with the operation or functioning of any WS/FCS owned, leased or operated building or facility so as to interfere with its customary or normal use; or

¹ Formerly Policy 1250, Spectator Disorderly Conduct.

- g. Disrupts, disturbs or interferes with the teaching of students at any school or other WS/FCS owned, leased or operated location where teaching of students is occurring or engages in conduct which disturbs the peace, order or discipline at any WS/FCS owned, leased or operated school, building or facility or on the grounds adjacent thereto; or
 - h. Engages in conduct which disturbs the peace, order, or discipline on any public-school bus or public-school activity bus.
3. **Disorderly/Disrespectful Language.** Using lewd, vulgar, or indecent language, shouting, swearing, cursing or display of temper.
4. **Assaults/Threats.** Assaulting or threatening to do bodily or physical harm to a teacher, school administrator, school employee, student or volunteer, regardless of whether the behavior constitutes or may constitute a criminal violation. Pursuant to N.C.G.S. § 14-33, it is a Class A1 misdemeanor to assault a school employee or school volunteer when the employee or volunteer is discharging or attempting to discharge his or her duties as an employee or volunteer, or to assault a school employee or school volunteer as a result of the discharge or attempt to discharge that individual's duties as a school employee or school volunteer. For purposes of this Policy, the following definitions shall apply:
- a. "Duties" means:
 - i. All activities on school property.
 - ii. All activities, wherever occurring, during a school authorized event or the accompanying of students to or from that event; and
 - iii. All activities relating to the operation of school transportation.
 - b. "Employee" or "volunteer" means:
 - i. An employee of the Board of Education.
 - ii. An independent contractor or an employee of an independent contractor of the Board of Education, if the contractor carries out the duties customarily performed by employees of the school; and
 - iii. An adult who volunteers his or her services or presence at any school activity and is under the supervision of a person listed in Section I.B.4.b.i and Section I.B.4.b.ii.
5. **Willfully trespassing upon, damaging, or impeding the progress of a public school bus or public school activity bus.²**
- a. No person shall unlawfully and willfully demolish, destroy, deface, injure, burn or damage any public-school bus or public-school activity bus.
 - b. No person shall enter a public-school bus or public-school activity bus after being forbidden to do so by the authorized school bus driver in charge thereof, or the Principal of the school to which the public school bus or public school activity bus is assigned.
 - c. No occupant of a public-school bus or public-school activity bus shall refuse to leave the bus upon demand of the authorized driver in charge thereof, or upon demand of the Principal of the school to which the bus is assigned.
 - d. No person shall unlawfully and willfully stop, impede, delay, or detain any public-school bus or public school activity bus being operated for public school purposes.
 - e. Subsections b. and c. of this section shall not apply to a child less than twelve (12) years of age or authorized professional school personnel.

² N.C.G.S. § 14-132.2.

6. **Vandalism.** Damaging or destroying property owned, leased or operated by a school or the WS/FCS.
 7. **Alcohol and/or drug possession or use.** Possessing or being under the influence of any alcoholic beverage or illegal controlled substance.³
 8. **Possession of a weapon as defined by N.C.G.S. § 14-269.2.**
 9. Any other behavior disrupting or threatening to disrupt the orderly operation of a school, classroom or any other WS/FCS owned, leased or operated building or facility.
 10. Abusive, threatening or obscene e-mail or voice mail messages, sent via facsimile, or other electronic or written medium.
- C. **Parent Recourse.** Any parent believing, he/she was subject to behavior in violation of this Policy by any WS/FCS employee or volunteer should bring such behavior to the attention of the Principal, the employee's immediate supervisor, or the appropriate Assistant Superintendent.
- D. **Authority of School Personnel.**
1. **Termination of Meeting or Telephone Conversation.** If any employee, volunteer, or member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation.
 2. **Removal from School Premises.** Any individual who engages in Unacceptable Behavior as defined in this Policy may be directed to leave the school or WS/FCS owned, leased or operated building or facility by the Principal or Assistant Principal, any Assistant Superintendent, the Superintendent, a School Resource Officer or other law enforcement officer, or the WS/FCS Director of Security. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary.
 3. **Limitations on Access to School Premises.** Any non-employee who engages in Unacceptable Behavior as defined in this Policy may be prohibited by a Principal, an Assistant Superintendent or the Superintendent or his designee from being present on the premises of a school or other building or facility owned, leased or operated by the WS/FCS.
 4. **Exclusion from Extra-Curricular Activities.** A Principal, the Superintendent or the appropriate Assistant Superintendent may exclude from or deny permission to attend any school extra-class, extra-curricular and/or athletic events any person who engages in Unacceptable Behavior as defined in this Policy.

Adopted: January 2002
 Revised: October 2003; February 2010

VI. GENERAL SCHOOL POLICIES/PROCEDURES

Communication

At ORE we feel that communication between teachers and parent/guardians is key for the student's success. Important information will be sent home each Wednesday in Take-Home Envelopes. Parents of students in third, fourth, and fifth grade can check their student's grades using the PowerParent online program at anytime using a computer. This program requires a user id and password. Please contact the school or office if you need a user id and password. Students will receive progress reports and

³ Formerly part of Policy 1250, Spectator Disorderly Conduct.

report cards each quarter. Individual conferences may be scheduled at a mutually convenient time for parents and teachers. Because of planning and teaching, teachers cannot hold unscheduled conferences.

Grading

The school year is divided into four grading periods of approximately forty-five days in each period. At the end of each period, a teacher workday (no school for students) will provide teachers an opportunity to complete report cards. Report cards are sent home a few days later.

Throughout the quarter, teachers will communicate with parents through papers going home, notes, checklists, and telephone calls. **However, if you have any questions throughout the year, please do not hesitate to contact us to schedule a conference. When concerns arise, contact the teacher to schedule a conference.**

Homework

Homework is an integral part of learning. It can strengthen skills, develop independent discipline, and show areas which need individual attention. Parents are responsible for supporting the teacher's efforts by ensuring that children complete homework assignments. Students are responsible for completing all homework; failure to do homework may result in lower grades. Parents and students should plan to provide time daily for homework.

You can help your child with homework by:

- Providing a good place for homework with a table or desk with enough light for reading.
- Setting aside a regular time for homework.
- Serving as a consultant about problems, but do not do your child's homework.
- Asking the teacher if you do not understand why the homework was assigned or what it should accomplish.
- Ensuring that your child is responsible and accountable for homework completion. Do not accept excuses for non-completion of tasks.
- Limiting social activities if homework continues to be a problem.
- Contacting your child's teacher if your child is experiencing great difficulty in completing and understanding tasks.

The amount of time to complete homework will vary from day to day. School system guidelines for teachers suggest:

- up to 30 minutes for homework in grades K - 2
- 30 to 60 minutes in grades 3 - 4
- 45 to 75 minutes in grade 5.

Contact your child's teacher if your child is experiencing great difficulty in completing and understanding tasks. **Teachers assign homework Monday through Thursday of each week.**

Parent Teacher Conferences

Parents are encouraged to arrange parent teacher conferences. Contact the office at 703-4287 to make an appointment **when there is a concern.** Teachers are available before and after school to conference with parents. Please do not expect an impromptu conference; teachers have various teaching, planning, and supervision duties throughout the day.

Please follow this protocol if you have a concern: FIRST, contact the teacher to discuss the issue. If it cannot be resolved with a phone call, schedule a conference with the teacher. SECOND, if the conference does not resolve the issue, contact an administrator for a conference to discuss your concern.

Honor Roll

The Honor Roll provides a way to recognize students who perform very well academically. Students who make all A's and B's (3-5 grades) AND have no conduct grade below satisfactory each quarter are included. The Honor Roll students are recognized over the intercom. They are also listed in the school newsletter.

Student Records

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Science Fair

Students will receive information concerning the Science Fair. Fifth graders are required to do a science fair project, and we encourage all students to participate in this learning experience. Winners of the school Science Fair qualify for the Winston-Salem/Forsyth County Science Fair.

Textbooks

State-approved textbooks are provided free-of-charge for each subject or class; students are required to use these books carefully. If a student is issued a damaged book the student should report this to the teacher. Any student failing to return a book issued by the school shall lose the right to free textbooks until the book is returned or paid for by the parent or guardian.

Parties

Each class is permitted two parties per year. These are to be scheduled with the classroom teacher and room parent. Birthdays may be recognized, with the teacher's permission, with refreshments (such as cupcakes, cookies) at lunch. We request that parents, students, and other persons not deliver such items as flowers, balloons, etc. to students at school. Balloons and flowers are not allowed in classrooms or on school buses.

Posters

No publication, handbill, poster, or announcement may be distributed, sold, posted, or announced in a school building or on school grounds without prior approval of the principal or his/her designee.

Telephone

The telephones at school are for business and emergency use only. Students will be allowed to use the telephone only in cases of emergencies. If a child is ill, an adult will place a call to the parent. Students should not use the phone because of a forgotten lunch or for matters that can wait until after the school day.

Lost and Found

Please label your child's belongings. When an item is found that is labeled, the office will return it to that child's classroom. Unlabeled clothing items are placed in the central lobby in the "Lost and Found" tub. At the end of each quarter, all lost and found items are taken to Goodwill.

Fire Drills

Fire drills are held monthly. Students will practice exiting the building by a safe and quick route. Fire drills are serious practices. Drills help us learn what to do in case we have a real fire. Teachers will direct the students during the drills.

Lockdown Drills

We will hold four lockdown drills during the year, resulting in one drill per quarter.



Safety

Safety is very important at ORE. Below are some of the safety procedures followed:

- All outside doors, except the one in front of the office, will be locked after 8:45 am. All persons coming into the building must use the front entrance.
- All persons will register by logging in on the office computer and getting the appropriate nametag to wear while in the building. Please do not be offended if a staff member asks you to display your name tag; this is for the safety of our children.
- Parents/guardians must come to the office to sign a student out or to drop something off. Office personnel will call the classroom.
- Adults who come to pick up children may be asked to show proof of identification before signing the student out of school. This is for your child's protection.
- All substitute teachers will wear a nametag identifying them as a substitute.
- Students who come into the building from a mobile unit will have another student or teacher with them.
- All staff members are responsible for monitoring all students. Custodians, clerical staff, teachers and administrators should be alert to persons on campus, behavior of students, and possible problems. Students and visitors are to respect the authority of staff members.

- Safety Patrol members will help to monitor the smooth flow of traffic in the building as school opens.

Student Dress Code

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. If a student’s dress or lack of cleanliness is detrimental to his or her health or safety, the principal may require the student and the student’s parents or guardians to take appropriate action to remedy this situation. In addition, if a student’s dress or appearance is so unusual, inappropriate, or lacking in cleanliness, that it clearly and substantially disrupts class or learning activities, the student may be required to change his/her dress or appearance. Examples of prohibited dress or appearance include, but are not limited to, the following:

- **Clothing that contains advertisements for tobacco, alcohol, or drugs; pictures or graphics of nudity; words that are profane, lewd, vulgar, or indecent**
- **Halter or bare midriff tops, or bare midriffs**
- **Spaghetti straps or tank tops**
- **Strapless shirts or tube tops**
- **Bare feet and flip-flops are prohibited**
- **Short shorts or skirts**
- **Pants, slacks, or jeans that sag below waist**
- **Hats, caps, or bandanas (unless the headwear is based on a sincerely held religious belief or practice)**
- **Underwear showing or worn as outerwear**
- **Provocative, revealing attire that exposes cleavage**

Any symbols, styles or attire frequently associated with gangs, intimidation, violence or violent groups are not allowed at Old Richmond Elementary. This includes wrestling t-shirts and clothing displaying skulls. Please send your child to school in appropriate shoes that offer protection. **Flip-flops, high-heel or dressy shoes are not appropriate for school activities.** Each year students in these types of footwear suffer from accidents during physical activities. Also, shoes that contain roller wheels are not allowed on campus. Please send your child to school in a shoe that offers comfort and protection so he/she may participate safely in physical education and/or recess activities. Also, hats and sunglasses should not be worn in the building.

Cafeteria Meals

The District participates in the National School Lunch Program and offers free and reduced-price lunches based on a student's financial need. Information can be obtained in the office for this federal program.

Student Lunch.....	\$2.80
Breakfast.....	\$1.90
Reduced Lunch.....	\$.40
Reduced Breakfast.....	\$.30
Adult Lunch.....	A la carte

Prepaid Meal Plan

We encourage students and parents to participate in the pre-paid meal plan. Parents can pre-pay the cafeteria cashier or pay at www.cafeprepay.com.

Please send students with easy-to-open lunch items and plastic forks or spoons. Fruit cans and tough drink containers are difficult for children to open. **(No soft drinks, please)** Also, please avoid lunchables for very young children that require adult assistance.

Please encourage students who buy lunches to remember condiments as they go through the line. We rely on your help in promoting student responsibility. Once students sit down, they are not allowed to return to get condiments.

If you are joining your child for lunch, please be on time. Children are very anxious otherwise; they only have 30 minutes in which to eat. Please remember to log in on the computer and wear a name tag before joining your child for lunch.

Money

At school, money is very important for lunch, and occasionally for other things. Please do not allow your child to bring large amounts of money to school. Students should keep their lunch money with them at all times. If a student forgets his/her lunch money, he/she will tell the cashier in the cafeteria. According to Board Policy # AR3542.1, the cafeteria is not allowed to “charge” lunches. If a student forgets lunch money, the student will get a voucher lunch. The voucher lunch consists of 2 vegetables, a roll, and milk for a 50-cent charge. Parents repay the 50 cents the next school day.

Visiting Our School

At Old Richmond, we strive to establish an inviting environment where visitors feel welcome. We have visitation procedures which must be followed to assure the safety of our children. All parents/guardians and visitors must log in on the office computer and obtain a visitor's pass which must be worn at all times. We strive to balance requests for classroom visitations with our commitment to provide instructional time without interruptions; therefore, limited access to classrooms may exist. Requests for classroom observations must be coordinated with the appropriate classroom teacher(s) and scheduled by the principal or assistant principal. Vacationing friends or relatives of school age will not be allowed to attend school with students. Because adults should be positive role models, everyone in the building should stop and listen to the morning announcements and pause during the Moment of Silence. Parents, please avoid congregating in the office and/or lobby area. These areas of the school are often very busy and become congested easily.

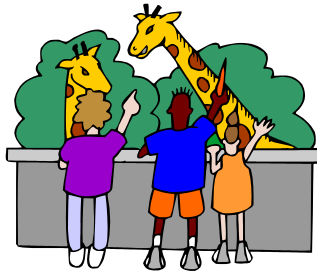
Volunteers

Parents and community members are encouraged to volunteer in the library, as room parents, and classroom helpers. School activities, parties, and field trips are for Old Richmond Elementary School enrolled students only. Adults are welcome to help with these special events at the teacher's request. Volunteers are requested to sign in upon entering the building to receive Volunteer Tags and to record volunteer hours. Hours spent at home volunteering should also be recorded.

Field Trips

The Winston-Salem/Forsyth County Board of Education and the teaching staff at ORE School believe field trips are an instructional tool for exposing students to curriculum by extending educational experiences beyond the classroom. During the course of the school year, our teachers plan field trips integrating learning objectives. Before a child can participate in a field trip, a permission slip must be on file. Your child will bring a permission slip to you from his/her teacher. Please return this form to the teacher as soon as possible. ***Field trip monies must be for the exact amount, and refunds will not be given due to an absence or discipline issue.***

All students are expected to take part in field trips. School administrators will determine individual participation in cases where a student's behavior poses a risk to the safety of the individual or group.



Moving – Address and Phone Changes

Please notify the office of changes in an address or phone numbers. We need current information on file for contacting parents/guardians. We must have a phone number in the event of an emergency or sickness.

When your permanent address changes, the office must have some written verification of the change of address. When you are moving within the zone, your child can stay at ORE. Please notify the office 2 weeks in advance to get a bus stop. If you are moving outside the zone, you can stay at ORE as long as you can provide transportation. If you are moving outside of Forsyth Co., please notify the office of the last date that your child will be at school. The new school will request your child's school records from us once you have registered.

Withdrawal from School

Parents, legal guardians, or legal custodians should accompany students when withdrawing from school. If this is not possible, written authorization must be secured from the parent, legal guardian, or legal custodian. The procedure for withdrawal is as follows:

- Notify the school office that your child should be withdrawn on a certain date
- Return all school textbooks, library books, school property, and make sure all fees/fines are paid.
- If you have moved within Forsyth County, and your child will be attending a Forsyth County school, we will send your child's original records once we have been notified by the receiving school that your child is physically attending their school.

If you have moved out of Forsyth County, we require a written request for records from the new school your child will be

attending in order to send copies of your child's school records. Please give the new school ORE's mailing address (6315 Tobaccoville Rd., Tobaccoville, NC 27050) and our fax # 336.924.2442, and ask them to send this request as soon as possible. We will send copies of your child's records once this request is received.

VII. SCHOOL PROGRAMS

Special Services/Programs at Old Richmond Elementary School



Environmental Sciences

Students experience the connection between themselves and their environment. The students become responsible stewards of resources, and use skills learned in the curriculum in real-life situations.

- Outdoor science classroom
- Hands-On Learning Activities
- Emphasis on Science Processing Skills
- Wildlife Habitat Preservation
- Integration of Science with Math, Communication Skills, Computer Technology, and the Arts
- Parent/Community/Business Partnership

Schoolwide Emphasis on Reading and Writing

- Ninety-minute reading period daily
- heterogeneously grouped classes with small flexible grouping within class
- Emphasis on phonics
- Highly structured curriculum
- Cooperative learning
- Assessment every 8 weeks
- Appropriate pacing and challenge for all students
- Trained tutors
- Strong parental involvement

Counseling

The school counselor is able to help students with personal concerns. Our counselor is familiar with community resources and may direct students and parents to other sources of information and assistance. Students who wish to discuss academic or personal concerns with the school counselor should sign up for an appointment with the counselor in the office.

Academically Gifted Resource/Enrichment Program

Services are provided to students who have been identified as academically gifted in grades 3, 4 and 5.

Speech/Language Program

Therapeutic speech/language services are available at ORE. A certified speech/language pathologist provides evaluations and therapy services for eligible students.

Learning Disabled Resource

The learning disabilities resource program serves students whose educational needs can largely be met in the regular classroom, but who qualify for services of a resource teacher based on specific psychological and educational tests. Generally, the classroom teacher, after contacting the parents, initiates a referral to the School Assistance Team who determines if testing should be pursued. Concerned parents may schedule a conference with their child's teacher to discuss concerns and request a referral for screening.

English as a Second Language

The English as a Second Language (ESL) Program serves students in grade 1-5 who have difficulty speaking, reading, or writing in English because it is not their primary language. Students are assigned to regular classes and also receive daily

instruction in English as a Second Language with an ESL teacher.

Music

Music is a vital element in the school program. It correlates with classroom studies and enhances school programs. The children sing, dance, play instruments, and begin simple music theory.

Physical Education Program

Physical Education in the elementary schools is a developmental program. The specialist meets weekly with each class. Activities include movement education, educational games, fitness, gymnastics, and dance.

Art Program

The art program encourages and enables children to feel secure in their individual creative abilities. Art builds confidence and serves as a link for children in understanding other subjects.

Media Technology

Students are provided experiences with technology and introduced to a variety of multi-media resources.

Computer Lab

Students will go to the computer lab once every other week for instruction. Every classroom also has one or more computers with Internet access.



VIII. HEALTH INFORMATION

Public School Health Nurse

The school nurse provides the following: dental, visual, hearing, and scoliosis screening; medical and dental referral; consultation; health education and health records. The school nurse will be at Old Richmond Elementary School one day a week. Regular first aid will be administered by the office staff.

Medication

The school realizes that there will be times when students must take medication at school. A HS-10 form must accompany the medication, which is taken immediately to the nurse's office in a properly labeled container with a pharmacy label. All non-prescription medication must be in its original container with the original label and student's name affixed to the container. We will not accept any medication in unlabeled bottles, baggies, etc., as they do not meet the above code.

The HS-10 form must include the following: date, student's name, name of medication, dosage, time medication is to be administered, and signature of the parent or legal guardian. The school staff cannot give non-prescription drugs "as needed". The time(s) of dosage must be designated in writing by the parent or by a doctor's written order. Parents are encouraged to keep their schedule for dispensing medication to a minimum. Changes in medication dosage require a new prescription-labeled bottle and a new HS-10 form.

For medications to be discontinued, the office must receive a note on the day the medication is being discontinued. For ALL medications to be sent home, the office must have a note to that effect on the day the medicine is to be sent home. We prefer that medications be delivered to the school and picked up by a parent. We will not be responsible for medicine being taken home by the child. Medication will be given to students to take home at 3:10 p.m. on the day it is to be returned home.

Otherwise, the medication will be retained in the school office.

ALL MEDICATIONS WILL BE SENT HOME THE LAST DAY OF THE SCHOOL YEAR.

Please notify the school of any unusual health problems – diabetes, epilepsy, etc.

Emergencies

When an accident or illness occurs, every effort will be made to contact a parent/guardian. The form entitled "Permission to Secure Medical Care" will be given to parents/guardians so we will have the necessary permission and information to take care of each student in an extreme emergency.

Student Illness or Injury Policy

Please notify the school if your child has a communicable condition (chickenpox, mumps, measles, infectious hepatitis, impetigo, scabies, lice, etc.) Keep the child home if he/she has a fever (100 degrees or over); diarrhea; red, draining eyes; or an

undiagnosed rash. Parents should keep a child home until he/she is free of fever for 24 hours.

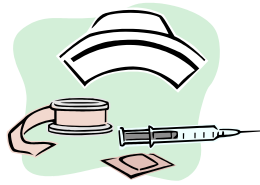
If a student becomes injured or ill at school, every effort will be made to contact the parent. The parent will make arrangements for the student to be taken home or to a physician.

The following policy shall apply in the event of student injury or illness:

- Students shall immediately receive emergency first aid and/or medical attention. If a student who is under the jurisdiction of the school board sustains injuries that require him/her being moved to a doctor's office or hospital, reasonable efforts shall be made to contact the parents or guardian. The board cannot assume responsibility for the cost of treatment or transportation of the student as a result of illness or injury.

Head Lice Notification

In the event you suspect your child may have head lice, please notify the school office immediately. The office handles this on an individual basis. The school health nurse will be notified of any confirmed case, and parents will be contacted and will receive instructions on how to treat the condition. The school system has a no nit policy meaning children may not return to schools until all nits have been removed.



Because we care (Letter from the School Nurse):

We coordinate with the Winston-Salem Forsyth County Health Department in protecting children from certain symptoms of communicable diseases. If your child has any of these symptoms, please keep him/her home, or make appropriate childcare arrangements.

- APPEARANCE, BEHAVIOR - unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school. (Please make sure that there are no other mitigating factors such as the student is difficult to wake following a return from a trip, or the result of organized play activities.)
- EYES - thick mucus or pus draining from the eye, or pinkeye (conjunctivitis)
- FEVER - temperature of 100 degrees Fahrenheit or higher
- GREENISH NOSE DISCHARGE, AND/OR CHRONIC COUGH - should be seen by a health care provider. These conditions may be contagious and require treatment.
- SORE THROAT - especially with fever, or swollen glands in the neck
- DIARRHEA - 3 or more watery stools in a 24-hour period, especially if the child acts or looks ill
- VOMITING - vomiting 2 or more times within the past 24 hours
- RASH - body rash, especially with fever or itching. Heat rashes and allergic reactions are not contagious.
- EAR INFECTIONS WITHOUT FEVER - do not need to be excluded, but the child needs to get medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- LICE, SCABIES - children may not return to school until they have been treated and are free of lice and nits. Children with scabies can be admitted after treatment.

IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, IT WILL BE NECESSARY TO PICK HIM/HER UP FROM SCHOOL.

- Bringing a child to school with any of the above symptoms puts other children and staff at risk of getting sick.
- If all parents keep their sick children at home, we will have stronger, healthier, and happier children.
- While we regret any inconvenience this may cause, in the long run, this means fewer lost workdays and less illness for parents, too.