

Welcome to...

Cash Elementary School



We are the Cash Cougars!

Student Handbook
2016-2017



ATTENDANCE

Attendance is very important. Research shows that the single greatest factor contributing to student achievement is attendance at school. The school day begins at 8:10am and ends at 2:40pm. **STUDENTS SHOULD BE IN THEIR SEATS AND READY TO WORK AT 8:10 A.M.**

ARRIVAL/DISMISSAL

The Winston-Salem/Forsyth County School Board adopted a policy which does not permit students to arrive at school more than thirty minutes before the class begins and does not allow them to remain at school more than fifteen minutes after school is over. This policy is an effort to free teachers from having to supervise students during their planning time, which is crucial to the instructional program. At Cash Elementary, this means that students should not arrive before 7:45 a.m. or remain after 2:55 p.m.

The WS/FC School Board policy states students cannot go to the classroom until fifteen minutes before school begins. Students who arrive at Cash between 7:45am and 7:55am will go to the school gymnasium. **We appreciate the parents' cooperation in adhering to this policy.**

RELEASE OF STUDENTS DURING THE SCHOOL DAY

All necessary precautions will be observed to ensure student safety and protection while at school. Therefore, parents and students must adhere to the following procedure:

1. Parents must write a note to the teacher to let them know if a student will be leaving. The note should state who will be picking up the student, as well as the time of pick-up. Transportation changes also must be made in writing.
2. **Picture identification (driver's license) is required before a student can be released.** Students will be released only to those adults on the authorization list and who have **valid identification.**
3. **No one, including parents,** is allowed to take students from a classroom to leave the building. Parents should come to the office. **Office personnel will call the classroom.**
4. A list of who can pick up students is kept on file in the office. This list includes parents/guardians and any adults that have been authorized by parents to pick up a student. A court order must be placed in the student's permanent folder if a parent/guardian is unauthorized to pick up the student.

LATE ARRIVALS AND EARLY CHECK OUTS

When students arrive at school late or leave early they miss out on the instructional program. These interruptions in the instructional day also interrupt the teaching and learning for other students in the class.

Students are tardy if they are not in the classroom ready to work at 8:10am. Students who are tardy **must be checked in at the main office by the parent.** The office will issue a tardy slip so the student can be admitted to class. If your child is well, he should be in class the entire day. **Students must remain in school for three hours and fifteen minutes to be counted present. The mid-day point of the school day is 11:25am.** Release of students during the school day is discouraged and should be kept to a minimum.

EARLY DISMISSAL DUE TO WEATHER

At times, it becomes necessary to close school early due to inclement weather. WS/FCS School officials, in cooperation with the local weather stations, make the decision to close school early. An announcement will be made on radio, television and the school system's web site. **Please do not call the school.**

EXCUSED/UNEXCUSED ABSENCES

One of the goals for our school system and Cash Elementary is to improve school attendance. Students must be in school during school hours. When they miss school, instruction is missed.

Parents/guardians should send a note to the teacher on the first day after each absence stating the reason for the absence. It must be coded excused or unexcused by school officials. A letter will be sent to the parents when a student has accumulated 3 unexcused absences. A letter will also be sent requesting a doctor's statement if there are excessive absences due to illness. Absences without a note are coded unexcused. Reasons for absences being excused are listed in the WS/FCS Student/Parent Handbook. NC State law requires the school to refer students with excessive absences and tardies to the school social worker.

MAKE-UP WORK

When your child is absent from school, one of the primary concerns you have is how much work he/she may be missing. While we appreciate all of the conscientious parents at Cash who call and request work to be sent home, please realize that every request made for assignments creates an additional burden on the classroom teacher. Normally, the teacher does not have time until after school is dismissed to assemble make-up work.

Make-up work may be requested for an absence of two or more consecutive days. If a parent calls the school by 9:00 a.m. of the second consecutive day absent, make-up work will be available in the office by 3:15 p.m.

There is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned by our teachers. In some cases, work may be made up after an absence, but it does not take the place of face-to-face instruction and class participation. We highly recommend scheduling vacations during holidays and doctor/dental appointments after school.

SAFETY



Your child's safety is very important to all of us at Cash Elementary. The following are some of the procedures now implemented:

1. **All persons must sign in at the front office and wear their ID badge while on campus.**
2. All outside doors, except the one directly in front of the office, will be locked after 8:30 a.m. All persons coming into the building must be buzzed in through the front entrance.
3. Parents/guardians must come to the office to sign a student out or to drop something off. Office personnel will call the classroom.
4. All substitute teachers will wear a nametag identifying themselves as a substitute for the day.
5. Students who must come into the building from a POD will have an accompanying buddy if the whole class is not coming into the building.
6. All staff members are responsible for monitoring all students. Custodians, clerical staff, teachers and administrators are always to be alert of persons on campus, behavior of students, and any possible problems. Students and parents are asked to respect the authority of these staff members.
7. Staff members and Safety Patrol members will help monitor the smooth flow of traffic in the building as school opens and closes each day.

CHANGE STUDENT'S PERSONAL INFORMATION

The school must be notified immediately when a change of address or a change of telephone number occurs so that school records are current. A proof of address (power bill, water bill, etc.) is required for the address to be changed by the office.

When a child's legal name is changed, a court order showing the change must be submitted to the school for necessary revision of the pupil's records.

VISITATION

You are always welcome to visit Cash. If you are interested in learning more about our instructional program, you may visit our classrooms and special programs. In order for your child's teacher to have an effective discussion with you, we request that you make arrangements with the teacher before visiting the classroom. We also ask that younger siblings are not present during a conference with your child's teacher.

In cases where custody of a child is not court ordered and substantiated by legal papers, the school is without authority to prevent either parent from having contact with the school child. If custody changes during the school year, please present the proper legal documents to the principal or assistant principal.

CELEBRATIONS



Student birthdays will be recognized daily on the morning announcements. We request that you not send treat bags to school on your child's birthday. You may provide a small healthy snack if you wish. Please check with your child's teacher ahead of time. Any party invitations for other students should be sent via US Mail and not be given out at school.

Please do not have flowers, balloons, etc. delivered to the school for birthdays, Valentine's Day, etc. The front office will not accept deliveries for students at school. These items cannot be taken in the classroom nor on a bus. With an increasing number of allergies associated with flowers, we ask that parents, friends and families have such special surprises delivered to the student's home.

Thank you for your cooperation in order to minimize disruptions to the instructional day.



DRESS CODE

We encourage all students to take pride in the way they dress in order to show they are from Cash Elementary School. Anything worn that interferes with the learning of other students is not allowed.

Students wearing “inappropriate” clothing will be asked to change clothes. The proper dress for school should be clean, neat, and comfortable.

WSFCS Policy P5131 prohibits 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;
- bare feet;
- flip flops should not be worn for safety reasons;
- short shorts or skirts;
- pants, slacks or jeans that sag below waist;
- hats, caps, or bandanas;
- underpants or bras showing or worn as outerwear;
- provocative, revealing attire that exposes cleavage; and
- any symbols, styles or attire frequently associated with gangs, intimidation, violence or violent groups about which students at a particular school have been notified.
- The use of lipstick, eye and facial cosmetics are discouraged at Cash.

Always remember that:

- You will need tennis shoes for PE class.
- Blue & gold are our school colors. Cash Spirit Day is every Friday. Students are encouraged to wear Cash shirts or blue and gold colors on Fridays.

FIELD TRIPS

Field trips may be planned by your child’s teacher during the school year to supplement and enrich the instructional program. There will be a transportation fee and possibly an admission charge. You will be notified of the cost prior to the trip. Payments for fieldtrips will be made by using the online payment system <http://osp.osmsinc.com/WSFCS/>. Inability to pay will not prohibit any student from participating in a field trip.

FIRE DRILLS

Fire drills are required each month so that everyone can practice leaving the building in an orderly fashion as rapidly as possible. Everybody is expected to exit the building during a drill.

HEALTH ROOM

1. Children are sent to the health room if they are too sick to remain in the classroom or if the teacher believes the child has a fever.
2. Students should not be sent to school if they are sick. When a child has a fever, he/she should not return to school until there has been no fever for 24 hours.
3. A medical “green” form from the Doctor is required to administer any medication to a student. Medication must be labeled with the child’s name and instructions for administering the medication clearly written on the container. The medication must be in the original container, not in a bag or bottle. One of the office staff must log in the medicine and administer the dosage. No medications should be left in the classroom.
4. Initial treatment is given to pupils with minor injuries when an accident occurs in school. Band aids and ice are the only First Aid treatments permissible. The school will attempt to notify parents/guardians when medical care may be indicated for an injury or illness.
5. Parents need to report to the office any communicable diseases that their children might have, i.e., chicken pox, strep throat, ring worm, head lice, impetigo, scabies, and shigella.

PARENT COMMUNICATION

The Parent Communication Program at Cash Elementary is a partnership program that allows parents and teachers to communicate. Teachers will send home a Wednesday packet each week throughout the school year. Parents should read materials sent home as well as review work samples placed in the packet. The packets should be signed and returned on Thursday. This is a two-way communication. Parents should communicate their needs and concerns on the Wednesday packet envelope. Parents should expect a progress report on weeks 3, 5, and 7 of each quarter with a report card after the 9th week.

BLACKBOARD CONNECT phone and email messages will be utilized to provide important updates and reminders for parents. Please keep your phone numbers up to date.

PARENT-TEACHER CONFERENCES

Parents should address classroom concerns with the teacher first. Parents are always encouraged to arrange a conference with teachers on an individual basis as needed. All concerns should be addressed to the immediate faculty member involved. Parents are

encouraged to call the school office or email a teacher to schedule a conference. Conferences, except for parent-teacher conference days, are generally scheduled before or after school. **Walk-in conferences are discouraged to protect instructional time.**

HOMEWORK

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Students will not be allowed to use the office phone to call home for items that they have forgotten, such as homework, lunch money, etc. Parents are encouraged to make all arrangements for the school day before the student leaves for school.

Grades K-2 can expect 0-30 minutes daily; grades 3-4 from 30-60 minutes daily; grade 5 can expect up to 90 minutes daily.

INSURANCE

Student accident insurance is available through Special Markets Insurance Consultants, Inc. Parents are encouraged to consider one or more of the insurance plans offered if your child is in need of insurance. Information may be obtained on the following website: www.k12specialmarkets.com and applications may be completed online.

MONEY AND VALUABLES

Students are responsible for their personal property. Students should leave personal property, including toys, games, cell phones, etc. at home. If a cell phone is brought to school, it must remain off and in the student's backpack. Students should not bring money or valuables to school, except to buy lunch. If money is required for other reasons, students and parents will be notified.

Coats, book bags, lunchboxes and other personal items should be labeled for all students. This avoids loss and confusion since many articles look alike. Student's lost articles are kept in the Lost and Found closet. Unclaimed items are donated to charity after each semester.

The school cannot assume responsibility for money or valuables either accidentally lost or taken by children.

LUNCH/BREAKFAST PROGRAM

Students may bring a bag lunch to eat or buy lunch in the cafeteria, which costs \$2.70 per lunch. Milk is included with lunch. Adult lunches are offered on a la carte basis. Breakfast may be purchased for \$1.90.

An application for the Free and Reduced Lunch program is to be completed each year. The application will be reviewed by the Child Nutrition Department and you will be notified, as soon as possible, whether your child qualified for the program.

PLAYGROUND



Playground activities are part of the regular school program and all students are expected to participate unless excused for health reasons. Students are encouraged to enjoy the playground equipment and to be careful at all times. Rough play is not allowed. Students are to be on the playground only when supervised by a teacher. Equipment will be provided by the school; please leave personal items at home.

BUSINESS PARTNERS

Our business partners are active in our school. Many participate in the "Study Buddy" program, and provide many other opportunities for students and staff. If you are interested in becoming a business partner with Cash Elementary, please contact the principal or assistant principal.

PTA

The Cash PTA is an active and involved group dedicated to the total welfare of children. The PTA offers parents the opportunity to become involved in activities at Cash. The Cash PTA is a member of the Winston-Salem/Forsyth County PTA Council, and the state and national PTA.

The PTA President for 2016-2017 is Kim Herman. PTA Board meetings are held during the first week of every month. PTA General meetings will be held periodically throughout the school year and are announced well in advance. The PTA newsletter is sent home monthly.

Each year parents are invited to join the PTA. A portion of the dues go to the national and state PTA. The remaining amount is kept for the operating budget of the Cash PTA. Joining the PTA during the membership drive is an excellent way to support our school. You can find more information about the PTA on our school website.

STUDENT ACTIVITIES

In addition to classroom activities, Cash offers a number of activities and programs in which students may be involved. Some of these include:

Field Day	Safety Patrol
Musical Presentations	Art Exhibits
Special Olympics	Girls On The Run

PTA Reflections Science Fair
Family Fun Night 100 Book Club
FunRun & other Fundraiser activities

CHARACTER EDUCATION

Seven character traits identified and adopted by the WS/FC Board of Education are taught and emphasized at Cash. The seven traits are:

RESPONSIBILITY

I take care of my belongings. I can be counted on to follow the rules. I can be trusted. I return my assignments on time.

RESPECT

I show respect for my peers by treating them the way I want to be treated. I show respect to school adults by obeying them and treating them nicely. I take care of school property.

SELF-DISCIPLINE

I can control my talking and my actions.

CARING

I show the people around me I like them by helping, sharing, and speaking nicely to them.

INTEGRITY

I tell the truth and do not take things that do not belong to me.

PERSEVERANCE

I do the best work I can do. I always keep trying.

COURAGE

I make good choices. I do what is right even when it is hard.

GUIDANCE AND COUNSELING SERVICES

School guidance counselors are available to speak with students, as well as parents, on a variety of student issues such as: making friends, coping with changes in the family, setting goals for student improvement, and solving conflicts. Students may refer themselves by putting a note in their office mailbox, or asking the classroom teacher for a meeting with them. Parents may also refer their children for individual or small group counseling. Our counselors address individual students' social and emotional development including coping with feelings, problem-solving, decision-making, getting along with others, and goal-setting. Parents may call our counselors to discuss test scores, adjustment difficulties, changing family situations, or community resources at 336-703-4174.

SCHOOL PROPERTY

We ask students and parents to keep our school beautiful by doing the following:

- Take care of books and materials assigned to you so you will not have to pay for lost or damaged school property. Fees are assessed at the end of the school year.
- Keep desks, classrooms, the school building, and grounds clean.

- School property should not be used as a facility for neighborhood pets.

DISCIPLINE

At Cash we believe that all students can and should behave appropriately while they are on school property. We will not tolerate student behavior that hinders the teaching and learning process. Therefore, we clearly define both school-wide expectations and individual classroom rules.

We are aware of the basic responsibility and influence of the home to teach manners and appropriate behavior. We ask parents to read and discuss with their children the following school-wide and classroom rules. We will also keep parents informed and involve them in finding solutions to problems that occur.

At Cash we will recognize an individual student's improvement and attainment of academic achievement, cooperation with teachers and peers, and effort in establishing good work habits and behavior. However, when a rule is broken, consequences will be enforced.

Cash Elementary Expectations

1. School-wide Expectations-

- **Students will come to school prepared with all materials, homework, and home-school communications for which they are responsible.**
- **Students will give their best effort while participating in their teachers' lessons and assignments.**
- **Cell phones are to be turned off and put away in backpacks during the school day. These are permissible, but are to be used for emergencies-only.**
- **Students will contribute to a distraction-free environment by practicing safe, respectful, and positive classroom behavior.**
- **No student will attempt to threaten or harm another individual, whether physically or emotionally, nor partake in any form of bullying.**
- **Students will respect the physical property of our school and of others.**
- **Students will refrain from using foul, inappropriate language.**
- **Students will refrain from any inappropriate/ unwanted touching of others.**

- No weapons, real or look-alike, or illegal substances are to be brought on school property.
 - Game systems such as Nintendo DS or any other electronic devices should not be brought to school.
 - No cell phones should be out or in use on the school bus.
2. **Hallway Expectations-**
- Students should walk throughout our hallways at “Level 0” (not talking) and follow their teacher’s directions.
 - All visitors, volunteers, etc., will sign-in with the office and wear an ID name-badge while at school. There are no exceptions to this policy.
3. **Cafeteria Expectations-**
- Students will remain quiet as they enter and exit the cafeteria.
 - Students will keep voice volume no louder than Level 1 (just above a whisper) while seated at their lunch tables.
 - Students will work together to clean their tables at the end of lunch
4. **Car Line Expectations-**
- Students will go directly to the car line and attentively await their ride.
 - Positive, school-wide behavior expectations must be followed at all times while waiting out at the car line.
 - Parents must provide an updated list of additional people who may pick up their child(ren) from school. We strongly prefer that any change of transportation requests are made in writing.
 - Parents shall remain alert at all times while their vehicle is moving. No children should be let out of vehicles in the parking lot unless the vehicle is parked and they are accompanied by their parent, guardian, etc.
5. **Bus Rider Expectations-**
- Students will sit quietly in their assigned bus line and await directions to walk out to the bus lot in a calm and orderly fashion.
 - Students will board and exit their buses safely, getting up only once arriving at school or their assigned bus stop.
 - Students will sit safely in their seats, facing forward, and keeping all body parts out of the aisle.
 - Avoid any behaviors that will distract the driver and cause danger/harm to any student riding the bus.

Student Conduct and Consequences

Our School-wide Discipline Plan consists of Level-1 and Level-2 behaviors. Below is an outline of these behaviors, as well as a summary of possible consequences that may be assigned as a result.

The terms Level-1 and Level-2 behavior are meant to indicate the severity of different types of behaviors that students sometimes unfortunately exhibit. Level-1 behaviors, when they occur infrequently, are typically those behaviors that will be handled directly by a child’s teacher. This may include consequences such as:

- Redirection/reflection;
- Verbal/written warnings,
- Parent communications/conferences;
- Writing a letter of apology/reflection;
- Walking the track at recess;
- Implementing a behavior contract;
- Time-out spent in another classroom

Level-2 behaviors are more serious in nature and will warrant an automatic referral to our school administration. According to WS/FCS Board of Education Code of Student Conduct (Policy 5131), these types of behaviors lead to more serious consequences which may include:

- Conference with an administrator
- Formal written warning/reprimand
- Time-out in our Reflection Room
- In-School Suspension
- Bus Suspension
- Out-of-School Suspension
- Notification of KPD/Law Enforcement

When students exhibit Level-1 behaviors, Teachers will work with the student to help them understand what their misbehavior was and how they can act more positive in moving forward. Continued Level-1 misbehaviors will be reported to parents using the Classroom Discipline Form (CDF).

Level-2 behaviors will be communicated to parents using a CDF and will be accompanied by a D-1 form that will be submitted to School Administration. In addition, when students continue to exhibit Level-1 behaviors (three (3) incidents within one week), a D-1 form will also be written.



TRANSPORTATION

The safety of all students is one of our top priorities. At the beginning of the year, parents will designate on the student information sheet whether or not the student will regularly ride a bus or ride home in a car. **Written permission from the parent is required in order to change the method of transportation.**

All students will be dismissed at the end of the school day by their teachers. Parents who arrive early to get their children should wait in front of the building or in their cars. Teachers will accompany students at dismissal to the appropriate destination, either bus area or car pick-up. Cars are not allowed in the bus loading area. After-school vans will use the staff parking lot on the side of the school

BUS RIDERS

Riding the bus is a privilege, which may be withdrawn for misbehavior, or for any other reason the principal or assistant principal deem necessary.

WS/FCS School Board Policy 3541 has requires all PreK, Kindergarten and 1st grade students who ride the school bus have a yellow tag on the book bag. PreK , Kindergarten and 1st grade students must have an escort at the bus stop to help them off the bus. If there is no escort, the student will be taken to the nearest school. Repeated offenses of not having an escort present at the bus stop may result in losing transportation privileges.

BUS CODE OF CONDUCT

The code of bus conduct is taken from the Winston-Salem/Forsyth County School Board Policy 5131.1. Please refer to the WS/FCS Student/Parent Handbook for more information.

Students who ride the bus are expected to:

- Be on time to your bus stop.
- Always obey and respect the bus driver.
- Board and exit the bus in an orderly manner.
- Remain seated at all times
- Talk quietly
- Keep feet out of the aisles.
- Avoid drinking and eating on the bus
- Keep arms, hands, head, etc. inside the bus.
- Cross the road **ONLY** when the **STOP** sign is out and **ONLY** in **FRONT** of the bus.
- Report problems immediately to the bus driver, principal, or assistant principal.

CAR RIDERS

Car riders will be taken to the front of the school for dismissal. Parents who arrive at Cash **before dismissal** should park in the visitors' parking lot in front of the school. Parents who arrive **at dismissal** may stay in their cars and pull up to the curb to get students. Cars should be driven to the curb, stopping at the designated area. Do not park in the exit lanes. **Students should not walk into the drive area or cross it to get to a car. Individual student drop-off or pick-up is NOT PERMITTED in the staff parking lot due to no adult supervision.**

