

**WSES STUDENT/PARENT HANDBOOK  
2023 - 2024**



***Achieving Excellence Together***

**WALKER-SPIVEY ELEMENTARY SCHOOL**

**500 Fisher Street  
Fayetteville, NC 28301  
Office Phone: 910-483-5656  
FAX: 910-483-3076**

Walker-Spivey Elementary School  
500 Fisher Street  
Fayetteville, North Carolina 28301  
Phone: (910) 483-5656  
Fax: (910)483-3076

Rachael Robinson, Principal

Latonica McDonald, Assistant Principal

## **WELCOME WALKER-SPIVEY ELEMENTARY PANTHERS**

**The faculty, staff, and administration of Walker-Spivey Elementary welcome you to our school family. We are proud of our school and the community that we serve and are committed to providing a quality education in a positive atmosphere for life-long learners by fostering a safe school environment that is challenging and nurturing for all students.**

**This handbook is designed to answer questions you may have and to assist with understanding protocols at our school. It reviews school procedures and policies that will help us provide a safe and effective learning environment for all students. We encourage you to keep this document accessible throughout the school year as a reference. If you have any questions, please do not hesitate to contact the office as we partner for a successful school year.**

**We urge each parent/ guardian to support our school by supporting your scholar through participation in our parent volunteer program, parent-teacher organization, fundraising endeavors, and all other aspects of your child's education.**

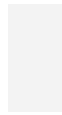
**We are “Achieving Excellence Together” at Walker-Spivey Elementary School!**

**Respectfully,**

**Rachael Robinson  
Principal**

# TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>	<u>Section</u>	<u>Page</u>
<a href="#"><u>MISSION, BELIEFS &amp; MOTTO</u></a>	4	<a href="#"><u>AWARDS PROGRAMS</u></a>	16
<a href="#"><u>STATEMENT OF PURPOSE/ GENERAL PROVISIONS</u></a>	5	<a href="#"><u>DRESS CODE</u></a>	17
<a href="#"><u>PARENT RIGHT TO KNOW</u></a>	6	<a href="#"><u>BACKPACKS</u></a>	18
<a href="#"><u>SCHOOL CALENDAR</u></a>	7	<a href="#"><u>NON-EDUCATIONAL ITEMS</u></a>	18
<a href="#"><u>SCHOOL ADMISSION POLICY</u></a>	8	<a href="#"><u>SELLING OF GOODS</u></a>	18
<a href="#"><u>PARENT/GUARDIAN CONTACT INFORMATION</u></a>	8	<a href="#"><u>FIELD TRIPS</u></a>	18
<a href="#"><u>ATTENDANCE</u></a>	8	<a href="#"><u>LOST &amp; FOUND</u></a>	19
<a href="#"><u>ARRIVAL</u></a>	9	<a href="#"><u>SAFETY DRILLS</u></a>	19
<a href="#"><u>TARDIES</u></a>	9	<a href="#"><u>CELEBRATIONS/PARTIES</u></a>	19
<a href="#"><u>EARLY CHECKOUT</u></a>	9	<a href="#"><u>CAFETERIA POLICIES</u></a>	19
<a href="#"><u>AFTER SCHOOL DISMISSAL</u></a>	10	<a href="#"><u>MEDICATION</u></a>	19
<a href="#"><u>DAILY SCHEDULE</u></a>	10	<a href="#"><u>ILLNESS OR INJURY AT SCHOOL</u></a>	20
<a href="#"><u>INCLEMENT WEATHER</u></a>	10	<a href="#"><u>PARENTAL INVOLVEMENT</u></a>	20
<a href="#"><u>WITHDRAWALS &amp; TRANSFERS</u></a>	11	<a href="#"><u>VOLUNTEERS</u></a>	20
<a href="#"><u>IMMUNIZATIONS</u></a>	11	<a href="#"><u>VISITORS</u></a>	20
<a href="#"><u>BUSES &amp; TRANSPORTATION</u></a>	12	<a href="#"><u>PARENT/TEACHER CONFERENCES/COMMUNICATION</u></a>	21
<a href="#"><u>BUS RULES</u></a>	12	<a href="#"><u>SCHOOL TELEPHONE USAGE</u></a>	21
<a href="#"><u>SCHOOL CODE OF CONDUCT</u></a>	14	<a href="#"><u>STUDENT TEXTBOOKS</u></a>	21
<a href="#"><u>SCHOOL EXPECTATIONS</u></a>	15	<a href="#"><u>POLICIES</u></a>	22
<a href="#"><u>BEHAVIOR REINFORCEMENT /CONSEQUENCE</u></a>	16		



## **MISSION**

Walker Spivey Elementary School is committed to providing a safe, positive, and rigorous learning environment to prepare lifelong learners to reach their maximum potential.

## **BELIEFS**

We believe that every child can learn and this is the chief priority of our school.

We believe each student is a valued individual with unique physical, social, emotional and intellectual needs, which are encouraged in the pursuit of his or her dreams and aspirations.

We believe that students learn best when they have appropriate opportunities for success and resources that promote high expectations.

We believe in fostering a safe and physically comfortable environment, which promotes student learning.

We believe in actively and regularly assessing student learning by providing a variety of opportunities for them to demonstrate achievement of expectations.

We believe in the commitment to continuous improvement in order to maintain an environment in which our students will become confident, self-directed, lifelong learners who are ready to participate in a global marketplace.

We believe students learn best when they are actively engaged in the learning process.

We believe in fostering a climate of collaboration and communication among the teachers, administrators, parents, students, and community members in our efforts to advance the school's mission.

We believe in providing a meaningful and practical learning environment in which students can apply their essential knowledge and gain a strong foundation in learning.

## **MOTTO**

“Achieving Excellence Together”

## **SCHOOL COLORS**

Carolina Blue and Black

## **MASCOT**

Panther

## **STATEMENT OF PURPOSE**

Parents and students are encouraged to read this handbook carefully. Walker Spivey Elementary School rules and expectations are under the jurisdiction of, and in agreement with, the Cumberland County Board of Education adopted policies and guidelines. In addition to the information included in this handbook, county policies and rules are included with the registration material. If you have questions or concerns, please call the office for clarification. (910-483-5656).

## **GENERAL PROVISIONS**

Students are expected to be present and on time whether instruction is face to face or online. They are expected to be prepared for schoolwork by having such tools as paper, pencil, notebooks, etc. Proper attitudes and cooperation are essential to learning. Students are expected to complete all assigned tasks and make up any work not completed.

All students will comply with all rules governing behavior and conduct. Unless otherwise specified, the *CCS Code of Conduct* shall apply to all students in the system before, during and after school hours. School rules shall apply while at school, in any school building, on any school premise, and on any school-owned vehicle or other school approved vehicle used to transport students to and from school or school activity, event, or function and during any period of time when students are subject to the authority of school personnel. This Policy applies to all students except as otherwise provided for in the IDEA, Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act. Procedures on implementing requirements for students with disabilities are found in Procedures and Guidelines for Exceptional Children's Program and Section 504/ADA Handbook.

## PARENT RIGHT TO KNOW STATEMENT

# PARENTS RIGHT TO KNOW STATEMENT

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, CCS is notifying every family of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers and/or teacher assistants.

This information regarding the professional qualifications of your child's classroom teachers and teacher assistants includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by teacher assistants and, if so, their qualifications.

If you would like to request the qualifications of your child's teacher and/or teacher assistant please contact the CCS Title I Office at 910-678-2637.

In addition, your child's school will notify you at any time your child has been taught for 4 or more consecutive weeks by a teacher not meeting state professional qualifications.

## DECLARACION DEL DERECHO A SABER DE LOS PADRES

De acuerdo con la Sección 1111 (h) (6) de ESEA, DERECHO A SABER DE LOS PADRES, CCS está notificando a cada familia de un estudiante en una escuela de Título I que usted tiene el derecho y puede solicitar información sobre las calificaciones profesionales de su hijo. maestros de aula y / o asistentes de maestros.

Esta información con respecto a las calificaciones profesionales de los maestros y asistentes de maestros de su hijo incluye, como mínimo, lo siguiente:

1. Si el maestro ha cumplido con los criterios estatales de calificación y licencia para los niveles de grado y las materias en las que el maestro brinda instrucción.
2. Si el maestro está enseñando bajo un estado de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios estatales de calificación o licencia.
3. El título de licenciatura del maestro y cualquier otra certificación de posgrado o título que posea el maestro, y el campo de disciplina de la certificación o título.
4. Si el niño recibe servicios de asistentes de maestros y, de ser así, sus calificaciones.

Si desea solicitar las calificaciones del maestro de su hijo y / o asistente de maestro, comuníquese con la Oficina de Título I de CCS al 910-678-2637.

Además, la escuela de su hijo le notificará en cualquier momento en que un maestro que no cumpla con las calificaciones profesionales estatales le haya enseñado a su hijo durante 4 o más semanas consecutivas.

## [2023-2024 Calendar](#) (live link to CCS calendar online)

### August

24- Open House 5-6 pm  
28- First day for students

### September

September 4- Labor Day- No school  
September 12- Lunch with Love Ones Day Grades Pre-K,K &4th  
September 13- Lunch with Love Ones Day Grades 1st & 3rd  
September 14- Lunch with Love Ones Day Grades 2nd & 5th  
September 14-Curriculum night (Title I)  
September 22-Progress Reports Go Home  
September 25- SIT Meeting

### October

October 4- National Walk to School Day  
October 18- End of 1st Grading Period  
October 23-24 Student Holiday  
October 23- SIT Meeting  
October 25- Report Cards Go Home  
October 26- RTA/Curriculum Night/Fall Festival

### November

November 3- Awards Day  
November 6-10- Fall Parent Conference  
November 7- Student Holiday  
November 10- No School/Holiday Veteran's Day  
November 17-Progress Reports Go Home  
November 22- Teacher Workday  
November 23-24- No school- Thanksgiving Holiday  
November 27- SIT meeting

### December

December 18- SIT Meeting  
December 19- End of 2nd 9 weeks  
December 19- Early Release for students(End of 2nd Quarter)  
December 20 -January 3 (Winter Holiday) – No School

### January

January 4- Students Return from Winter Break  
January 10- Report Cards Go Home  
January 12- Awards Day  
January 15- MLK Holiday – No School  
January 22- SIT meeting

### February

February 6-Progress Reports Go Home  
February 5-9 - Spring Parent Conferences  
February 19-20- Student Holiday/Teacher Workday  
February 26- SIT meeting

### March

March 4-8 - Read Across America Week  
March 12- End of Third Quarter Grading  
March 14- Spring Concert and Curriculum Night  
March 18- Student Holiday  
March 19- Report Cards Go Home  
March 22- Awards Day  
March 25- SIT meeting

### April

April 1-5- Spring Break  
April 22-SIT meeting  
April 24 -Progress Reports Go Home  
April 26- Field Day

### May

May 20- SIT meeting  
May 22- Kindergarten Awards 8am, 1st and 2nd (9:30)  
May 23-Fifth Grade Awards 8am, 3rd and 4th (9:30)  
May 24- Last student day- 2 hour early release  
May 24- End of 4th Quarter Final report cards sent home.

## **SCHOOL ADMISSION POLICY**

To be eligible to attend Walker-Spivey Elementary School, the child, or his parent/ guardian, or person having lawful control of the child shall reside in the attendance area or have been approved to attend by the Superintendent of Schools through the student assignment office.

## **PARENT/GUARDIAN CONTACT INFORMATION**

Please make sure that you supply the school with **current contact information for both the parent/guardians and any individual on the student's contact sheet**. This includes working home, cell and work phone numbers and addresses when possible. There are many times that the school may need to get in contact with someone for a student, such as in the case of illness or injury, emergencies, late pick-ups, conferencing, etc. **It is the parent/guardian's responsibility to make sure that all contact information is kept up-to- date**. As numbers and addresses change please make sure the school is made aware.

## **ATTENDANCE**

Attendance at school for children in North Carolina between the ages of 7 and 16 is mandatory. The following constitute valid/lawful absences from school, as long as satisfactory evidence of the excuse is provided:

- illness or injury
- quarantine
- court or administrative proceeding
- bona fide religious observations, or
- educational opportunity (the Educational Opportunity form must be completed and approved by the principal prior to the absence).

**Parent notes should include the date of the absence, the specific reason for the absence, and the signature of the parent.** Excessive absences are detrimental to student success. A doctor's note is required when a student accumulates over 10 excused absences. If the teacher does not receive a written note within 3 days of the student returning to school for the child's absence, the absence will be coded unlawful. All other excuses, including vacations and leave periods, are unexcused/unlawful absences. After an accumulation of 3 unlawful absences, a letter of notification will be sent to parents. If you receive a letter, please be advised that you may be in violation of the compulsory attendance law. The school social worker will be notified and you may be prosecuted if these absences cannot be justified. We would, of course, like to avoid such actions by soliciting your cooperation in helping your child maintain regular school attendance. Students will receive recognition for perfect attendance each grading period only if the student is present every day, have no tardies, or early checkouts.



## **ARRIVAL**

**Please do not drop off children at the school entrance before 7:15 a.m.** as there will be no adult supervision for them and we cannot ensure their safety. We are not responsible for students before 7:15 am. Arrivals after the 7:35 a.m. bell are required to report to the main office for a late slip. Students are to be dropped off at the doors closest to the cafeteria. When dropping students off, please enter the second driveway, the one directly in front of the main-office, and loop around towards the cafeteria. Please stay on the right-hand side of the drive to allow for buses to get through closest to the school. Breakfast is served from 7:15-7:45 am each day. **Breakfast will not be served after 7:45 a.m.**

## **TARDIES**

The **tardy bell rings at 7:35 a.m.** You must sign your child in if you arrive at or after the tardy bell. **If a child is tardy, a parent or legal guardian must come into the office, sign your child in, and obtain a pass** to class for your child. Students should report directly to his/her homeroom class upon receiving his/her late slip. The adult accompanying these students must sign the late log. Your child is considered tardy if he/she arrives at or after the 7:35 a.m. tardy bell. We stress the importance of being on time and ready to begin the day. An official letter of notification and warning will be sent home after 3, 6, and 10 unlawful tardies. Students picked up late, tardies, and early checkouts cannot exceed three in a nine-week grading period to qualify for perfect attendance recognition. Special incentives are provided for students that maintain superior attendance.

## **EARLY CHECK-OUT**

Students leaving school before the regular dismissal time must be checked-out through the office by the person picking them up. Office personnel will notify the assigned teacher for student dismissal from class. To be counted present for the day, the check-out time must be after 11:15 a.m. There will be **no check-out after 1:30 p.m.** **Only parent/guardian(s) may pick a child up from school**, unless written permission is given by the parent/guardian (this is School Board policy). Office personnel will confirm the identity of all individuals checking a student out from school and will verify any written notes. This will ensure that all students are safe and accounted for. If you know that your student will need to leave school early please write a note to the teacher so that we can have the child ready to go when needed.

## AFTER SCHOOL DISMISSAL

Individuals and daycare providers picking up students should be parked at school, no later than 2:10 p.m. **All vehicles should enter through the second drive, closest to the main office, and loop around to the cafeteria. Parents should refer to the map sent home at the beginning of the year. Staff members will bring children to vehicles as they arrive. Only adults that are on the student's check-out form may pick a child up from school, unless written permission is given by the parent/guardian. Staff will verify any written notes. This will ensure that all students are safe and accounted for.** For safety reasons, all pickup vehicles should leave campus as soon as possible. Buses will leave campus no later than 2:20 p.m.

## DAILY SCHEDULE

7:15 a.m.	Doors open for students
7:15 a.m. – 7:45 a.m.	Breakfast
7:30 a.m.	Warning Bell
7:35 a.m.	Tardy Bell
2:10 p.m.	Dismissal Bell

*\*Note: Late Students: Students arriving after 7:45 a.m. will not be served breakfast.*

## SCHOOL DELAYS DUE TO INCLEMENT WEATHER

In the event of inclement weather or an emergency, all students will be released at a time designated by the Board of Education. The dismissal time will be announced repeatedly on all radio stations and area TV stations. A telephone message will also be sent to the primary phone number you have provided the school. **Please make sure our school has correct phone numbers.** School-wide and community-wide communication will be phoned to you, especially in the event of an emergency.

In the case of a change in school schedule due to weather:

- The buses will run regular routes. If you cannot be home, please arrange for childcare with a friend or family member. Please discuss this possibility with your child(ren) to better prepare them in case this situation occurs.
- The established early dismissal time for all schools is two hours earlier than regular dismissal time.
- Make up days for inclement weather will be announced as the need arises.
- Breakfast **will not** be served if a two-hour delay is announced. Please ensure your child eats breakfast at home.
- Lunch **will be** served.
- Students must be at the bus stop 10 minutes prior to the established pick-up time.

## WITHDRAWING AND TRANSFERRING STUDENTS

1. **Notify the school office and the classroom teacher several days in advance of the intent to transfer.**
2. All books or other items belonging to the school must be turned in or reimbursement made prior to withdrawing the student. When the data manager confirms fees are paid, the transfer paperwork will be released.
3. The withdrawal form must be signed by the teacher, librarian, cafeteria manager and principal to obtain clearance in order to send records to the new school. We will not interrupt instructional time for an employee to complete his/her portion of the form. We request at least a 24-hour notice so that the withdrawal form can be completed and that confirmation of fees is paid in full.
4. On the day of withdrawal, the parent must come to the school and pick up the transfer form.
5. Any student that leaves school before the end of the term and does not enroll at their new location will be marked absent and are subject to North Carolina laws regarding attendance. A home visit will be conducted by our social worker. Grades will reflect any work missed during the absences of the final days. The principal must clear students who do not complete the school year. Report cards will not be released before the end of the day on the last day of school.

## IMMUNIZATIONS

Please ensure proper immunizations before your child begins school. This will prevent unnecessary absences, as students will not be allowed to attend without required immunizations.

North Carolina General Statute # 130A-1569 (a) requires the parent or legal guardian to furnish proof of the following immunizations:

- 5 doses DTP\*/Dtap- Five doses: no pertussis on or after age 7; series complete if 4th dose is on/after the fourth birthday; 3 doses Td requires if series began on or after the 7th birthday.
- 4 doses Oral Polio\*/IPV – Four doses of vaccine; Series complete if 3rd dose is given on or after the 4th birthday, no polio on or after age 18.
- 2 MMR (measles, mumps, rubella)- Measles: Two doses at least 30 days apart, first dose on or after 12 months of age, second dose before K-1 entry, two doses required if child entered K-1 on or after 07/01/1994. Mumps/Rubella: One dose on or after 12 months of age.
- 3 Hepatitis –B- three doses series required for K-1 entry, if born on or after 07/01/1994
- 1-2 HIB\*- HIB is not given if the child is 5 years or older; 4 (or three if PedvaxHib) doses in primary series; Series complete at least 1 dose given on or after 07/01/1994.
- 1 dose Varicella given on or after 12 months of age if born on or after 04/01/01.

If proper evidence has not been presented in a timely manner that the required immunizations have been completed, we have no choice but to dismiss your child until evidence is shown. The dismissal will be sent to you, the Health Department, Cumberland County Schools Healthful Living Department, and a copy will be kept on file in your child's record.

Please contact the Healthful Living Office at 910-678-2406 with questions.

## **SCHOOL BUS TRANSPORTATION**

In an effort to ensure the safety and well-being of each student who rides a bus, and to avoid confusion later on, the Bus Discipline Policy has been established and outlines rules and expectations so that each student may have a safe bus ride to and from school. **Pre-K and kindergarten students must be met at the bus stop by a parent or responsible adult. A waiver must be signed in order for a 1st grade or 2nd grade student to walk home unattended from the designated bus stop.** This waiver will be sent home the first day of school or inside the registration packet.

## **BUS RULES**

**School transportation service is a privilege; it is not a right.** While riding a school bus, students must obey the directives of the school bus driver for the safety of all riders. Failure to adhere to established rules of conduct, will lead to suspension from the bus and/or school. The following conduct is specifically prohibited:

1. Delaying the bus schedule. **Adults are not permitted to board a school bus.**
2. Fighting, smoking, using profanity or refusing to obey the driver's instructions.
3. Tampering with or willfully damaging the school bus or equipment.
4. Possessing or using drugs or intoxicating beverages.
5. Boarding or getting off at an unauthorized stop.
6. Distracting the driver's attention by *participating in* disruptive behavior.
7. Failing to observe established safety rules and regulations.
8. Willfully trespassing upon a school bus.
9. Violating any other rule of the Student Code of Conduct while on the school bus, at the bus stop, or on any other school vehicle.
10. Any object that is considered a weapon according to the CCS CODE OF CONDUCT.
11. No eating on the bus.
12. No non-instructional items (toys, food, etc.) on the bus.
13. CCS issued devices need to remain in the child's book bag throughout the bus route.

The Assistant Principal or Principal will handle any inappropriate behaviors demonstrated by students that have been reported by the bus driver. **(Upon the fourth offense, the student may be removed from the bus for the remainder of the year.)**

## **ASSIGNED BUSES**

School buses pick students up at neighborhood entrances and street corners. **Bus stops in front of homes are not permitted unless approved by the Cumberland County Schools Transportation Office.** All students living more than 1 mile from our school may ride a school bus. Most buses are new and equipped with the latest safety features. Please discuss bus safety with your student(s.)

## **WALKERS**

Students walking to school should select the safest and most direct route. Students will need to use a crosswalk. In most cases, staff members will be present to help escort students off of school property safely in the afternoon, but staff are not responsible for students after they cross Fisher Street.

## **CAR RIDERS**

Students living within a mile of Walker-Spivey Elementary School are considered car riders. All other students with the exception of “out of district” students are asked to ride the school bus or day care transportation due to limited space on our campus for vehicles. ALL car riders must be dropped off on campus using the car rider line. Please do not drop students at the road, marquee, or staff parking lot to include the rec center.

## **DAYCARE TRANSPORTATION**

Parents must provide the classroom teacher with information as to:

1. Name of Daycare
2. Telephone Number
3. Address
4. Identify who will pick up the student(s)

**Anytime there is a change in daycare transportation the parent or guardian must notify the teacher or school in writing (please include a working phone number in the note).** Teachers will provide you with the necessary paperwork.

## **CHANGE IN TRANSPORTATION**

**Parents are urged to leave students in school for the full school day.** It is the parent/guardian’s responsibility to inform the school and classroom teacher **in writing via handwritten message, email or class dojo by 1:00 pm** if there is to be a change in the regular mode of transportation from school for a child. We **cannot** accept the child’s word that there has been a change in the mode of transportation on a given day. Unless notified in writing, we will send your child home in the regular established manner. **We cannot make transportation changes over the telephone.** Any change in bus transportation must have approval of the principal/AP.

## **SCHOOL CODE OF CONDUCT**

Each student is provided a copy of the Cumberland County Schools "Student Code of Conduct". Students are responsible for knowing the rules of our school and - while on school grounds - adhering to all of those rules. Students come to school to learn and grow as young citizens. Any behavior that impacts the safety and learning of others will not be tolerated. Please review the "Student Code of Conduct" booklet with your child. The faculty and staff at Walker-Spivey Elementary School fully support and implement the rules and policies contained therein on a consistent basis.

## **MAKE-UP WORK FOR SUSPENDED STUDENTS**

If a student is suspended from school, he/she may be assigned work during the suspension. Work must be made up within five days. An opportunity to make any missed assignments and/or tests will be offered.

## **VOICE LEVELS**

The following **Voice Levels** have been put into place to ensure that all stakeholders understand appropriate noise levels throughout the school.

**Level 0** – No Noise - For the hallways, restrooms and independent work.

**Level 1** – Whisper/Spy Voice - For conferences, the lunch room and working with a partner.

**Level 2** – Soft Voice - For Group work.

**Level 3** – Teacher Voice – For class discussions and answering questions.

**Level 4** – Outside Voice - To be used outside only.


In order to help maintain stability and discipline within the school, teachers will continually work to teach, model, and reinforce appropriate behaviors. We will strive to provide positive feedback to students when they make good choices.

## SCHOOL EXPECTATIONS

All students must follow the rules of the school as outlined in the Cumberland County Schools “Student Code of Conduct”. Each teacher will have his/her own individual classroom management plan and procedures. Repeated violations of the classroom plan may result in a referral to administration.

The school-wide matrix below has been put in place so that **everyone in the building understands and supports the expectations of students.** At Walker-Spivey Elementary School, students always **P.A.W.S Pride, Acceptance, Work Cooperatively, and Safety.**

**Walker Spivey Elementary PBIS Expectation Matrix**

	Classroom	Hallway	Bathroom	Playground	Cafeteria	Bus	Assemblies	Emergency Situations
Pride	<ul style="list-style-type: none"> <li>Take pride in your work and work space.</li> <li>Do your best work.</li> <li>Be prepared.</li> </ul>	<ul style="list-style-type: none"> <li>Keep hallways clean.</li> <li>Represent WSES well.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Protect and care for equipment</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself.</li> <li>Voice level of 0 while in line and when eating.</li> <li>Voice level 1 after you are done eating.</li> </ul>	<ul style="list-style-type: none"> <li>Keep the bus clean.</li> <li>No eating or drinking.</li> </ul>	<ul style="list-style-type: none"> <li>Represent WSES well.</li> <li>Sit properly.</li> </ul>	<ul style="list-style-type: none"> <li>Take all situations seriously, even when it is a practice.</li> </ul>
Acceptance	<ul style="list-style-type: none"> <li>Be respectful of others</li> <li>Follow adults' directions the first time.</li> </ul>	<ul style="list-style-type: none"> <li>Be respectful of student work, displays and learning environments</li> </ul>	<ul style="list-style-type: none"> <li>Respect the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>Include others</li> </ul>	<ul style="list-style-type: none"> <li>Use good table manners</li> </ul>	<ul style="list-style-type: none"> <li>Respect your seat mates.</li> <li>Follow the driver's directions.</li> </ul>	<ul style="list-style-type: none"> <li>Actively listen to learn</li> </ul>	<ul style="list-style-type: none"> <li>Follow adults' directions the first time.</li> </ul>
Work Cooperatively	<ul style="list-style-type: none"> <li>Wait your turn to share.</li> <li>Actively listen</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 0</li> <li>Use quiet feet</li> </ul>	<ul style="list-style-type: none"> <li>Don't be wasteful.</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Be fair</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn in line</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn to load and unload the bus.</li> </ul>	<ul style="list-style-type: none"> <li>Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Actively listen</li> </ul>
Safety	<ul style="list-style-type: none"> <li>Use materials in the way they are intended</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Traveling position</li> </ul>	<ul style="list-style-type: none"> <li>Use facilities appropriately</li> <li>Report problems to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>Use facilities appropriately</li> <li>Stay in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>Stay in assigned area</li> <li>Don't talk with food in your mouth</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your assigned seat.</li> <li>Keep hands, feet and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Follow adults' directions the first time.</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 0</li> <li>Follow the procedures for the given scenario</li> </ul>

## **BEHAVIOR REINFORCEMENT**

Since lifelong learning depends in part on learning to make responsible choices, the staff at Walker-Spivey has developed a discipline plan which gives every student guidance in making good choices about their behavior and thus an opportunity to learn in a positive, nurturing environment.

Walker-Spivey Elementary is a PBIS school. PBIS stands for Positive Behavior Interventions and Support. That means that we place a high focus on the positive behaviors our students show.

To reward these positive behaviors, we have put in place a reward system using Class Dojo. Panther PAWS are given to students who have great behavior and positive attitudes. The Panther PAWS earn students specific incentives.

PBIS also involves a system for negative behavior. We have created a consequence continuum in which students are given opportunities to correct minor behaviors before a major referral is filed. Each time a minor infraction is documented, your child's teacher will notify you via a note or phone call. This keeps you informed and up to date on the behaviors occurring in the classroom.

## **CONSEQUENCES**

Students who are unable to adhere to county and school rules will face disciplinary action as outlined in the Cumberland County Schools Student Code of Conduct. Although teachers will review this book during the first weeks of school, **it is the responsibility of all parents/guardians to review this booklet with their student(s).** Students who are found to have broken school rules will face disciplinary actions according to the Cumberland County Schools Student Code of Conduct. During the period that a student is suspended, he/she is prohibited from entering the grounds of any school in the Cumberland County Public School System and from attending any school-related function without expressed permission of the building principal. All disciplinary action will be determined by school administration.

## **AWARD PROGRAMS**

Students are allowed to receive special recognition each nine weeks through our Awards Day Program. Parents are encouraged to attend and participate in the ceremonies with their children. The time and date of these ceremonies will be communicated throughout the year.



## **DRESS CODE -**

### **Policy Code: 4316 Student Dress Code**

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that will be conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school, including a uniform dress code approved by the board;
2. is substantially disruptive;
3. is provocative or obscene;
4. endangers the health or safety of the student or others;
5. promotes products or activities that are illegal for use by minors or
6. is destructive to school property.

A student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Failure to comply will result in the student being removed from school until his or her appearance or clothing meets school system policy or rules. The student's parent or guardian will be notified prior to any such removal.

### **GUIDELINES**

- Students need to wear a belt if their pants have belt loops, no sagging
- Shorts, skirts, etc. must be at the knee or below.
- Hats/Hoodies are not allowed to be worn inside the building
- Students are not to wear sandals, flips-flops, or high heels to school.

### **SYSTEMWIDE GUIDELINES FOR APPLICATION AND CONTENT OF STUDENT DRESS CODES**

*Regulation Code: 4316-R4*

The student dress code is to be applied fairly and consistently without regard to race, gender, or other inherent traits or characteristics. Principals or their designees shall make reasonable accommodations for religious, educational, medical, or disability-related reasons and for cultural celebrations.

The policy does not apply to school-sanctioned uniforms and costumes approved for athletes, choral, band, dance, or dramatic performances. Except as specifically noted in the policy based on an exception or accommodation, the policy applies at all times when students are present on school property or in attendance at official, school-sponsored events.

## **BACKPACK AND PURSE POLICY**

Students will not be permitted to use a backpack, fanny pack, or any other types of carrying bags during the school day. They are permitted to use backpacks to carry books and supplies to and from school but are not permitted to carry them between classes.

At the end of the school year, in order to ensure a safe and orderly close-out procedure, the Administration reserves the right to limit backpacks from being allowed to be brought to school.

## **NON-EDUCATIONAL ITEMS AT SCHOOL**

Students are prohibited from bringing items such as electronic games, iPods, sunglasses, candy, cell phones, shoes with wheels, trading cards and/or other questionable items unless given prior authorization. These items will be confiscated and placed in an administrative office. Students will be informed that their parents must pick up the items in question.

## **SELLING OF GOODS AND ARTICLES**

Students are prohibited from selling items that are not sponsored by the school. Items and money will be collected by the school. The items and money will not be returned to the student(s).

## **FIELD TRIPS**

Students are required to have a written permission form signed by his/her parent or guardian before going on any school-sponsored trip. The permission form must be returned (3) days prior to the trip. **Phone calls from parents or guardians will not be accepted as permission to attend field trips.** Failure to comply may result in your child not attending the school-sponsored trip.

Field trips are for students. Additional adult chaperones to monitor students may be needed. Chaperone safety duties will always include supervising small groups of students on the bus, in restrooms and at the field trip destinations. Only Walker-Spivey Elementary students are permitted to attend field trips. If you are asked to chaperone, please do not bring children that are not Walker-Spivey Elementary students or students that are not designated to attend the trip. Chaperones are invited by the teacher to assist and can follow the school bus or charter bus depending on the makeup of the field trip. **For your child's safety and the safety of all students, we ask that you do not caravan behind, in front of or around school buses or charter buses during a field trip. The location will be shared prior to the trip so the chaperone may meet the student there.** Fees include entry to locations and transportation. The fee is shared among all students and chaperones therefore **refunds are not permitted.**

## **LOST AND FOUND**

Any personal belongings found on school grounds should be turned in to the office to be put in the lost and found box. Any student missing personal belongings should check for them in the lost and found box. The school cannot be responsible for money, books, clothing, etc. left unattended. Items that have not been claimed after a reasonable amount of time will be turned over to a charitable organization.

## **SAFETY DRILLS**

A variety of safety drills are conducted throughout the year. The State Law requires fire drills at regular intervals. Tornado drills and school lockdowns will be held periodically. It is essential that everyone obeys orders promptly and follows prescribed procedures immediately.

## **CELEBRATIONS/PARTIES**

All students' birthdays will be recognized through our school announcements on a daily basis. Cupcakes or snacks are allowed to celebrate your child's birthday at school. **ALL SNACKS MUST BE STORE BOUGHT and brought to the front office or in by the student. ARRANGEMENTS FOR CELEBRATIONS MUST BE MADE WITH THE TEACHER AND CAN BE NO LONGER THAN 15 MINUTES. ALL CELEBRATIONS MUST OCCUR AFTER THE STUDENT'S ASSIGNED LUNCH TIME and parents are not permitted to attend.**

## **CAFETERIA POLICIES**

The cafeteria is an extension of the classroom and should encourage students to practice good citizenship. Good manners and proper home training should be displayed at all times. Violators of established rules will receive redirection when needed.

Due to Child Nutrition Guidelines students are not allowed to bring canned or bottle soda or food from outside restaurants or stores into the cafeteria. All food purchased in the cafeteria must be eaten in the cafeteria. Outside food sources are not allowed in the cafeteria. Please see Celebrations/Parties on page 19 for more specific information. Please consult Child Nutrition at (910) 678-2502 with any questions.

## **MEDICATION**

**Medication is prohibited from being transported to and/or from school by students.** It is against the law to administer medicine to a student unless a doctor's letter of authorization is on file. Students should not carry any over-the-counter or prescription drugs in their possession. If students are using prescribed medication, the parent or guardian of the student must transport the medication and is required to complete the proper forms provided by the office. This includes a signed doctor's statement authorizing the medication. A log will be kept of the administration of medication at school. School staff members are not permitted, by law, to administer non-prescription medication at school. These over the counter medications must be given at home or by the parent/guardian.

Medications for students may be given in school if proper documentation is completed by the parent and the physician. **Students may NOT transport medication or keep medication on their person unless the Emergency Self Authorization Form is submitted and back up medication is provided to the school.** Only emergency type

medications may be carried by students. Parents must bring medication to school, check-in and sign out medication with the medication clerk. The school has three medication clerks, and a public health school nurse, who is present one day each week. The public health school nurse is available for phone triage as needed. The school district retains the right to reject a request for administration of medication.

### **ILLNESS OR INJURY AT SCHOOL**

If your child becomes ill or injured at school the teacher, nurse, or other school personnel will contact the parents/guardian as soon as possible. Please provide your correct telephone number(s) for the home and add any emergency numbers of relatives or friends to assist in notifying you as soon as possible. If an incident occurs, you will receive an incident form after the principal signs it.

### **VOLUNTEERS/PARENTAL INVOLVEMENT**

Walker Spivey Elementary School welcomes volunteers as needed or requested. In order to serve our school volunteers in a more efficient manner, the Fulcrum Volunteer Management System has been implemented. The link for registration is: [www.ccsvolunteers.com](http://www.ccsvolunteers.com).

Current volunteers will also need to register on this site. In addition, a volunteer logbook is maintained in the front office so please remember to sign in and out. **For the safety of all individuals on campus, background checks are required before you are able to volunteer.**

### **VISITORS**

All visitors are required to sign in and out of the front office when coming on campus. This includes parents/guardians, community members, and county workers. Visitors are to report to the main office through the doors on the left hand side of the building. All exterior doors are locked, so you will be required to use the buzzer system to gain access to the building. Once you enter the building please report to the main office to sign in and get a pass and/or badge. **Parents/guardians will not be allowed to go down to the classroom during instructional time.** (see below).

## **PARENT/TEACHER COMMUNICATION**

Communication between the home and school is critical to the success of every student. As the saying goes, “It takes a village to raise a child” and we firmly believe that only if the home and school work together will students be successful. With this in mind, we encourage consistent communication between the home and school. Parents/Guardians are encouraged to stay in contact with teachers through **ClassDojo**, student agendas, notes, emails and conferences. **Please be sure to join ClassDojo on your cellphone or smart device, so you don’t miss important communications between school and home.** Parent phone calls **will not** be sent down to the classroom during the school day unless requested by the teacher. Along with this, parents will not be allowed to hold conferences with teachers during instructional time. This protects the instruction of your student and every other student in the classroom. Messages for teachers during the school day will be placed in the teacher’s mailbox and he/she will communicate with you as soon as possible. Giving out personal phone numbers is not required of teachers.

## **APPOINTMENTS FOR A CONFERENCE**

Parents may see the principal, assistant principal, or any staff member by making an appointment. Please call the school office, **send a message through Clasdojo or teacher email** to schedule a suitable time and date. This allows all parties to plan their daily schedules and to set aside an uninterrupted conference time.

## **PARENT TEACHER CONFERENCES/COMMUNICATION**

Two weeks during the school year, as noted in the yearly calendar, are designated as Parent-Teacher Conference Weeks. During these times teachers will be scheduling conferences with all students. Additional conferences, as requested by the teacher or parent/guardian, will be set-up during non-instructional times. This would include during teacher planning periods and after school. Holding conferences before or during school is not permitted because it interferes with instructional time. Parents should call the school and make an appointment to speak with any teacher instructing their child(ren). **Walk-in conferences or classroom visitations are not permitted during instructional time.**

## **SCHOOL TELEPHONE USAGE**

School telephones are not for students except in the case of illness or in an extreme emergency. Students’ personal cell phones, if seen or heard, will be confiscated and the parent/guardian will be required to retrieve them from the main office.

## **STUDENT TEXTBOOKS**

Homeroom teachers will assign books. Books are to be kept neat and clean. Lost or damaged books must be paid for before a new one can be issued to the student. The student assigned is responsible for the textbooks until it is returned to the teacher at the end of the school year. The fee for a lost book is determined by the condition it is returned to the teacher.

## **GRIEVANCE PROCEDURE-TITLE IX**

*The school principal is the person designated to hear complaints and grievances at Walker-Spivey Elementary.* Students who believe that they have been mistreated because of sex discrimination in the public school may appeal to the person designated in each school as the one responsible for hearing said complaints. If after appealing to this designated official the student is dissatisfied; he/she may submit a request in writing to the Superintendent for a review of the case. The Superintendent or his designated representative will arrange a conference with the student and make a decision regarding the grievance. If the decision rendered by the Superintendent is unsatisfactory to the student, the student shall within ten days give written notice to the Superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render its decision within thirty days of receipt of the grievance. Students who believe they have been discriminated against on the basis of a disability in the public school should first appeal to the person designated in each school as the one responsible for hearing said grievances. If after appealing to the designated official the student is dissatisfied; he/she may submit the request in writing to the ADA/Section 504 Coordinator for a review of the case. The ADA/Section 504 Coordinator or designee will arrange a conference with the student and render a written decision within ten (10) days of the hearing. If the decision rendered by the ADA/Section 504 Coordinator is unsatisfactory to the student, the student may, within ten (10) days, give written notice to the Superintendent and request a review on the record of the ADA/Section 504. The Superintendent shall render his decision within ten (10) days of receipt of the grievance. If the decision rendered by the Superintendent is unsatisfactory to the student, the student shall, within ten (10) days, give written notice to the Superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render its decision within thirty days of receipt of grievance.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of students' records. Under this law, parents of students or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the student. Copies of this policy may be found in the office of the Superintendent and in the Principal's office of each school within the Cumberland County School System. Complaints about failures of school personnel to comply with the Family Education Rights and Privacy Act may be made, in writing to FERPA Office, Federal Building No. 10, 600 Independence Avenue SW, Washington, DC 20202.

## **NON-DISCRIMINATION STATEMENT**

It is the policy of the Cumberland County School System inclusive of Walker Spivey Elementary School of Math and Natural Science not to discriminate on the basis of race, ethnicity, origin, sex, or handicap in its educational programs, activities, or employment policies as required by Title IX of 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA).