

Ellenboro Elementary School

STUDENT & PARENT HANDBOOK



ROAR with Tiger Pride 2016-2017

P.O. Box 1419
813 Piney Mountain Church Road
Ellenboro, NC 28040
Phone 828/453-8185
Fax 828/453-0231
<http://ees.rcsnc.org>



William N. Bass, Principal
Paula C. Davis, Assistant Principal



Ellenboro Elementary School

Vision

Ellenboro Elementary School students will flourish in a global, technology-rich environment while becoming career and college ready.

Mission

Ellenboro Elementary School will prepare all students for lifelong learning in a global community by partnering with families and communities, providing rigorous academic and career preparation experiences, and promoting a safe and nurturing school environment.

Beliefs

We believe....

all students can and will learn

students are in a safe, caring environment

students will use technology to be globally competitive

the relationship between parents and the school impacts the success of the student

we should nurture our community as they support our school

our Tigers will ROAR!



Ellenboro Elementary School 2016-2017 School Calendar For Students

August 29	First Day for Students
Sept. 5	Labor Day Holiday, no school
Sept. 8	Ident-a-Kid
Sept. 20-24	Colfax Fair/Ellenboro School Carnival
Oct. 13-14	Teacher Workday, no school for students
Oct. 17	Report Cards
Nov. 11	Veteran's Day Holiday, no school
Nov. 23	Teacher Workday, no school for students
Nov. 23-25	Thanksgiving Holidays, no school for students
Dec. 6	Report Cards
Dec. 19 – Jan. 1	Christmas Break and New Year's Day holidays No school for students
Jan. 16	Martin Luther King Holiday, no school
Jan. 23	Teacher Workday, no school for students
Jan. 27	Report Cards
March 9-10	Teacher Workdays, no school for students
March 13	Report Cards
April 14	Teacher Workday, no school for students
April 17-21	Spring Break
May 4	Report Cards
May 29	Memorial Day Holiday, no school
June 9	Last day for students, Report Cards

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<http://ees.rcsnc.org>

or on
Facebook

For Information and News

Excessive days missed for inclement weather may be made up during spring break. Parents should always be cautious about scheduling activities on teacher workdays and annual leave days, including spring break as these days may be used to make up days missed.

Our ***SchoolMessenger*** system will notify you by phone for important information, events, and in the case of inclement weather delays or cancellations. Please be sure your phone number is correct in our system.

COMMUNICATION

School Messenger is a system that Rutherford County Schools and Ellenboro School uses to notify you by phone. This will be used in case of weather related closures or delays, and other announcements. This will be a recorded announcement and a message will be left on your voice mail/answering machine if you do not answer. Your correct phone number is important for this system. Please be sure your phone isn't blocked to this type call.

The **green communication folder** is another important way for home/school communication. Please be sure to look at your child's folder .

The **Tiger Tales** newsletter will be sent home in your child's report card each six weeks. It will have upcoming events and important dates. Make sure you look at it for information.

Check out our **facebook** page and visit our website at <http://ees.rcsnc.org> and also the Rutherford County Schools website at <http://rcsnc.org> to stay up to date on important information.

INFORMATION CHANGES

Please notify Mrs. Watts in the office and your child's teacher immediately if you have information changes such as address, phone numbers or emergency information. Please help us keep your child's records as up to date as possible.

SAFETY

Thank you for your help in the past in keeping Ellenboro School's students safe. Your child's safety is very important to us. Parents and school officials bare the majority of the responsibility when our student's safety is concerned.

Traffic Safety and Procedures

Our school has a long driveway. However, we have many parents who drop off and pick up their children. Our main driveway has three (3) lanes; two lanes in, one lane out. For morning drop off, all vehicles should use the right lane all the way to the circle. For afternoon pick up, two lanes in are designed for double stacking. This means you may exit Piney Mountain Church Road onto either of these lanes. As you approach the traffic circle, you will merge into one lane. Please follow the signs and be courteous to other drivers. You will be directed to stop your car in the circle to pick up your child. Your child will come to your car from the cafeteria. This is the only designated drop off and pick up point. You may not park and leave your car during arrival or dismissal time. If you plan to pick up your child at school, please request a dash card on "Meet Your Teacher Day." This procedure is designed for the safety of all children.

Instructions for Dash Card Use

You must display an official Ellenboro School Dash Card to be allowed to pick your child up.

Vehicles without dash cards may be asked to park for further verification. Please follow all car rider guidelines so that all students will be safe.

Arrival Time: 8:30 a.m. Students should be in their classroom.

Regular drop off time begins at 7:30 a.m.

Dismissal Time: 3:15 p.m. announcements/all students exit

Please be on time for car rider pick up. **All students who have not been picked up by 3:45 p.m. will wait in the office and parents must come in. Please do not call and ask us to send them out. The safety of your child is our main concern.**

ABSENCES

Ellenboro School is governed by the State of North Carolina Public School Law and the Rutherford County Board of Education. The compulsory Attendance Law requires students to be in attendance from age 7 – 16 years old. Student attendance will be a major factor in determining promotion to the next grade level. **(See Rutherford County Schools Policies for Grades K – 5 for complete attendance laws.)**

IMPORTANT TRANSPORTATION INFORMATION

A written request must be provided:

- if a student is going to ride a different bus
- if a student is going to ride the same bus and get off at a different location
- if a student is going to be a car rider instead of a bus rider or bus rider instead of car rider
- if a student is going to ride home in a different car

All information should be listed on the request with your signature and phone number. We expect written permission for your child to change his/her way of going home except in emergency situations. **A student WILL NOT be allowed to make a change in afternoon transportation without written parent permission. *Please understand that phone calls during the day to change transportation are stressful for your child, are not conducive to child safety, and also takes away from the school day and should not be made except in an emergency.***

EARLY CHECK OUT/CAR RIDERS

If you need to pick up your child early, please send a note to the teacher stating this. We will call your child to the office when you arrive. This will minimize time lost in the classroom. You must report to the office to sign your child out for early dismissal.

Our Student Information Sheet now includes a list of people who may pick up your child. No one else will be allowed to pick up your child without written consent (include your phone number on written consent, so that we can call you to verify, if we feel it is necessary.) A picture ID may be required. We will not allow any student to be picked up by anyone other than parents or legal guardians or people listed on the form, without written consent by you.

Because of the congestion on the main driveway during dismissal time, ***please do not check your child out after 2:30 p.m.*** Please check your child out early enough to avoid the congestion between 2:30 and 3:15. If the congestion causes you to be late for your child's appointment, there will be nothing we can do. ***Please try to make appointments so as not to interrupt your child's school day.***

Please do not come into the office to check your child out at the end of the day. Your child has classes until 3:00 p.m. and it is important for them to remain in their class until then. Coming in to pick them up to avoid the car rider line is not an option.

All students who have not been picked up by 3:45 p.m. will wait in the hallway and parents must come in. Please do not call and ask us to send them out. The safety of your child is our main concern.

In the case of absence, tardiness, or being checked out early, the responsibility for making up missed work is the students'.

BUS TRANSPORTATION

The primary purpose of school buses is to transport students from home to school and return safely. To accomplish this purpose, a discipline plan is used on the buses. The plan includes rules and consequences. (See Guidelines For Student Behavior)

Students who ride a bus will load and unload in the bus parking lot of the school. The bus parking lot is designated for loading and unloading buses. No vehicles are allowed in the bus parking lot at any time.

*(exceptions for Kindergarten parents at the beginning of the school year and for Pre-K parents)

TARDIES

Parents, when you oversleep it seems that you stay behind that whole day. Please have your child in school so that they are ***in their classroom by 8:30 a.m.*** Teachers start the day with students at that time. If your child misses out on that day's overview, they will feel as though they're behind that whole day. Give your child the best opportunity to be successful by getting them to school on time. ***If your child is tardy, please park and walk your child into the office and check-in upon arrival.*** Students must get a tardy slip.

WHEN YOU VISIT THE SCHOOL

Always report to the office when you enter the school. Our visitor pass procedure has been implemented to help keep all students safe. Wearing a visitor's pass is required at all times while on campus. Please do not come to the office to pick your child up at the end of the day. You will be expected to follow guidelines for car riders. Please follow guidelines for all procedures to help us keep all children safe.

If designated visitor parking in the traffic circle is full, you may park in the faculty parking lot if you are here for a visit.

SICK OR INJURED AT SCHOOL

If your child becomes sick or injured while at school, we will make every effort to take care of them. The Student Information Sheet is very important under these circumstances because you have provided us with up-to-date information on who to call. If the situation demands immediate attention and we cannot make contact with anyone, we will call 911 for Rutherford County E.M.S.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

Ellenboro Elementary School is implementing a Multi-Tiered System of Support (MTSS) in all K-5 classrooms. MTSS is a framework for providing instruction to students on the level they need in order to be successful, both academically and behaviorally.

All students participate in Tiger Time, where they receive 30 minutes of reading interventions and 30 minutes of math interventions each day, and on the level most appropriate for them. For struggling students, Tiger Time allows for early intervention using strategies and processes that are research-based. For all other students, Tiger Time provides time for extension and enrichment of the core curriculum.

Parents are an important part of Tiger Time. Regardless of the student's level of need, parents are invited to talk with their children's teachers about the progress they are making in the classroom and in Tiger Time. In addition, it is very important that students be present during Tiger Time so that they do not miss valuable intervention time.

Positive Behavior Intervention and Support is a process that focuses on prevention and instruction of behavior using a positive approach. Several years ago we began Team Tiger and will continue this again to improve attendance. Students will be recognized for perfect attendance with no tardies or early checkouts every six weeks. Those who achieve this goal every six weeks will be recognized at the end of the school year.

In addition to Team Tiger, we have focused on improving behavior in the cafeteria, bathrooms, and we have rules for the classrooms, hallway, buses, and playground. The last page of this handbook provides the rules matrix that our school implemented. It is expected that all students, faculty and staff of Ellenboro Elementary follow this matrix. Students observed showing ROAR in any part of the school may be given a Pride Paw.

GUIDELINES FOR STUDENT BEHAVIOR

Our goal is designed to provide a happy, safe environment based on mutual respect and to foster the development of lifetime learners. This atmosphere will also allow children the maximum opportunity to learn.

In an effort to accomplish this goal, we use Positive Behavior Intervention and Support strategies school-wide. The program is fair, firm and consistent. Our goal at Ellenboro School is to provide a learning environment that is free from disruptions due to unacceptable behavior. Effective discipline programs work best when the parents and school work together. Your support is of great importance. Each child is held responsible for their own behavior.

The entire faculty and staff at Ellenboro School have the total child in mind. Children at Ellenboro School are expected to follow directions of any staff member when they are in their presence

END OF GRADE TESTING AND ACCOUNTABILITY

In grades K – 2, teachers assess students at several points during the school year. By the end of the school year these students must achieve 75% of the goals the state has identified. If a K-2 student has not achieved 75% of the goals, that student will be retained in their current grade.

In grades 3 – 5, teachers administer the state end-of-grade tests in May. In order to be promoted to the next grade, a student must pass these tests.

The key component to student learning and achievement in class is the accountability that school officials, teachers, parents, and students share. Neither segment alone can improve student performance. It takes teachers, parents, and students working together to improve performance. For this reason, your child's teacher will be arranging a time for you to come to school and discuss, then sign an accountability contract. This is usually done on "Meet Your Teacher Day."

REPORT CARDS

Report Cards will be issued each six weeks, depending on the Board of Education schedule. 3-5 teachers will issue Interim Reports, either written or verbally, half way through the six week period. We encourage you to schedule a conference with your child's teacher if you have a question concerning grades. Keep in mind, grades are not given, they are earned.

HOMEWORK

No one reaches his/her potential without practicing their skills. Just as the people in professional sports have to constantly practice, students have to practice to acquire the academic skills necessary to lead a rewarding life. For students, this practice is called homework. With all the demands of the state, homework is increasingly important. Please allow time in your child's day for homework. Milk and cookies are important, after that comes a time for homework. If your child has over 30 – 40 minutes of homework, it probably means they left something undone the day before. Please call your child's teacher and schedule a conference in this situation.

It is also recommended that your child read or be read to for at least 30 minutes each day.

LICE/NO NIT POLICY

The Rutherford County Board of Education has adopted a no nit policy for students with head lice. There is no shame in having head lice. Lice can be completely eliminated in the home by following proper removal procedures. Please contact our school nurse if your child has a consistent problem with head lice. Children will be sent home for lice and/or nits.

SCHOOL INSURANCE

Accident insurance is available for purchase. Your child will bring insurance information home at the first of the school year. If you do not receive this information, please call the school office and we will be glad to send information to you.

SCHOOL PICTURES

We will be using *Carolina Photography, Inc.* to do our school pictures in the fall and spring. We will be using a prepay program, meaning that you will need to pay for photo packages on picture day. All students will have their pictures taken in the fall for the yearbook. Information will be sent home when dates are set.

NUTRITION SERVICES

Breakfast and lunch are served daily. Breakfast starts at 7:45 a.m. and ends at 8:25 a.m. Lunch is served from 11:15 a.m. – 1:05 p.m.

For the 2016-2017 school year, all students will receive free breakfast and lunch. Please consider making sure your child gets to school in time to eat breakfast. It's free and a great way to start the day!

Adult lunches are charged per item.

BRINGING FOOD INTO THE SCHOOL FOR PARTIES

The State of North Carolina has issued guidelines against bringing home baked goods into the school due to problems associated with E-coli bacteria and food allergies. *If you wish to bring food items into the classroom for birthday parties, and other special occasions, we ask that you purchase all food items from a commercial kitchen such as grocery store, bakery, or deli. The nutrition information and ingredients are also posted on commercially prepared food. Students may not consume party foods, etc., before the cafeteria finishes serving, at 1:05 p.m.*

SCHOOL CLOSINGS

The decision to close school due to bad weather is made by the superintendent. Every effort is made to make this decision as early as possible. You may learn of this decision by listening to local radio or television. Please do not call the school. The SchoolMessenger system will be used to notify you. Be sure to fill in the inclement weather portion of the information sheet. This gives teachers specific instructions about how your child is to get home in the event school is dismissed early.

SELLING OR TRADING AT SCHOOL

Selling at school is prohibited by state law, unless the sale is sanctioned by the school or P.T.O. "I'll trade you my cell phone for your iPod." This kind of arrangement is sure to cause a squabble, if not between the students, between the parents of those students. Trading things is prohibited at school.

BRINGING THINGS FROM HOME

Unless in response to an assignment by the student's teacher, students are discouraged from bringing things from home. In the past, some students have brought valuable merchandise or family keepsakes to school. If we learn of this, school officials will call you to make sure you are aware of the situation. *Shoes with wheels are not allowed at school.*

VOLUNTEERS

We are fortunate at Ellenboro School to have a number of fine volunteers. These people, who unselfishly give their time to us, are a tremendous help to our students and teachers. If you are interested in volunteering some of your time, please contact your child's teacher.

All volunteers will be required to register at the school office. A background check will be necessary each year that you volunteer. You will need to fill out a Volunteer Background Check form giving the Board of Education permission to run this background check.

ADMINISTRATIVE DISCIPLINE PROCEDURES

When a student reaches a certain point on a teacher's classroom discipline plan or is sent to the office for a severe disruption, the principal or assistant principal will assist the teacher with discipline. When sent to the office, the following consequences occur:

First Office Visit – Conference with principal and/or assistant principal

Second Office Visit – Conference with principal and/or assistant principal and parent notification

Third Office Visit – Conference with principal and/or assistant principal, out of school suspension, or an individual plan designed by the principal and/or assistant principal, teacher and parents

-These alternatives will be decided, based on the best interest of the child and the school environment.

BUS RIDERS/RULES AND CONSEQUENCES

RULES 1. Remain in your seat. 2. Keep hands, feet, and objects to yourself. 3. Do not extend hands or arms out of the window. 4. Loud talking that disturbs driver or others is not allowed. 5. Do not bring toys or prohibited items on bus. 6. Disrespect to bus driver will not be tolerated.

CONSEQUENCES **First** reported incident by bus driver – office visit and bus discipline letter to be signed by parents. **Second** – parent contact, assigned seat and office visit. **Third** – Two days off bus and parent contact. **Fourth** – Five days off bus and parent contact. **Fifth** – Ten days off bus and parent contact. Any bus incident reported beyond five will lead to permanent dismissal off the school bus. Any severe act or misconduct is an immediate suspension.

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William N. Bass, Principal
Paula C. Davis, Assistant Principal

813 Piney Mountain Church Road
P.O. Box 1419
Ellenboro, NC 28040
Phone 828/453-8185
Fax 828/453-0231

Dear Parent/Guardian,

At Ellenboro Elementary School we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal guidelines related to teacher qualifications as part of the Elementary and Secondary Education Assistance Act of 1965 (ESEA). These rules allow you to learn more about your child's teachers' training and credentials. Upon request, we are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at 828/453-8185.

Sincerely,

Bill Bass

	School-Wide	Classrooms	Restrooms	Hallways	Cafeteria	Bus	Playground
Respect	Listen to all adults	<p>Follow directions the first time given</p> <p>Use a quiet voice</p> <p>Listen to others when they speak</p>	<p>Use a quiet voice</p> <p>Respect the privacy of yourself and others</p> <p>Keep your hands, feet and other objects to yourself</p>	<p>Use a quiet voice</p> <p>Hands, feet and other objects to self</p> <p>Enjoy bulletin boards and displays with eyes only</p>	<p>Use a quiet voice</p> <p>Show good manners</p> <p>Keep your lunch items in your area</p>	<p>Respect other people's property</p> <p>Use a quiet voice</p> <p>Keep hands, feet and other objects to yourself</p>	<p>Enter and exit the building in an orderly fashion</p> <p>Leave things outside where they belong</p> <p>Follow directions from any teacher</p>
Organization	Have materials ready at school	<p>Have materials you need for class</p> <p>Keep your work area clean</p>	<p>Wait quietly for your turn</p> <p>Line up in assigned area</p> <p>Dispose of bathroom materials correctly</p>	<p>Walk with a steady pace</p> <p>Stay in a straight line and keep up with your class</p>	<p>Get everything you need when you go through the line</p> <p>Have food and paper separated</p> <p>Leave the table, seat and floor clean</p>	<p>Keep all items in your bookbag</p> <p>Watch for your stop</p>	<p>Pay attention and line up when signaled by teacher</p> <p>Wait your turn patiently</p>
Attitude	Come in ready to learn	<p>Help and encourage others</p> <p>Use positive words</p> <p>Share</p>	<p>Be considerate of others by not leaving a mess</p> <p>Wait patiently for others to finish</p> <p>Use a quiet voice</p>	<p>Smile and be courteous to people you meet in the hall</p> <p>Follow all directions in line</p>	<p>Wait patiently in line and while emptying your tray</p> <p>Be polite by saying "please" and "thank you"</p> <p>Talk quietly to neighbors at your table</p>	<p>Use polite and appropriate language</p> <p>Obey bus driver's instructions</p>	<p>Be nice to all students</p> <p>Play safely and include all students</p> <p>Display good sportsmanship</p>
Responsibility	Follow the school dress code	<p>Keep up with materials you need for class</p> <p>Stay on task</p>	<p>Flush and wash your hands</p> <p>Use only what you need</p> <p>Report problems to an adult</p>	<p>Be responsible for yourself, not others</p> <p>Keep hallways clean</p> <p>Be a good example for others</p>	<p>When you're finished with food and drink, leave it alone</p> <p>Have everything you need for lunch</p> <p>Stay seated until dismissed</p>	<p>Put trash in the trash can</p> <p>Be at your stop on time</p> <p>Remain seated, facing forward</p>	<p>Report problems and injuries to the nearest adult</p> <p>Use equipment properly</p> <p>Stay in areas designated by your teacher</p>

