

W.G. Pearson S.T.E.A.M.
Elementary School



2018-2019
Tiger Family Handbook

W.G. Pearson STEAM Elementary School

Mission, Motto, and PBIS Expectations

Welcome to W.G. Pearson STEAM Elementary School. WG Pearson Elementary prepares every student for a bright future, using Project Based Learning and the latest tools in educational technology. As a STEAM Magnet, we challenge students to achieve at high levels and support them as they undertake new learning activities. Our curriculum focus is Science, Technology, Engineering, Arts and Mathematics (STEAM), and our students use technology daily to master the NC Common Core curriculum through discovery-based learning.

W.G. Pearson's mission and vision provides direction both for our school as an organization and the individuals within it. They serve to define our purpose and provide a means by which we may fulfill that purpose. Together, they represent a collective commitment by all members of our community to serve our students' learning in the most effective manner possible.

MISSION

The W.G. Pearson School family consisting of students, staff, parents and community members will put student needs first and collaborate to ensure all students reach their maximum potential.

VISION

To become a community of lifelong learners and leaders in which all learners (students and adults) are proficient and continue to grow.

The Pearson Pledge

As Pearson Tiger

I Will.....

Be Safe at All times,

Be Respectful of my Classmates and Adults.

Be Responsible for my Own Actions.

Be a Good Listener and an Active Learner and Always do my Best.

Tigers together can Achieve ANYTHING!

We are Tigers, hear us GROWL!

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STUDENT ATTENDANCE, ARRIVAL, AND DISMISSAL

Attendance

Regular attendance is essential for a student's successful completion of assignments and promotion to the next grade.

A student who is absent from school shall within three days of returning to school furnish a written excuse from the student's parent/guardian, custodian, or doctor stating the dates and reason for the absences. After five consecutive or ten accumulated absences in a semester, the principal will require a written doctor's excuse for any additional absences attributed to illness.

Durham Public Schools encourages regular attendance and has implemented the following as a part of School Board Policy:

Parents/Guardians will be notified if a student has three, six, and ten unexcused absences. After ten unexcused absences, a parent/guardian will be in violation of the state compulsory attendance laws and next steps that may involve the court will be taken.

Students are expected to be in school except in cases of an emergency or for lawful excused absences. The following are considered reasons for excused absences:

- Illness or Injury
- Quarantine
- Death in Immediate Family
- Medical or Dental Appointments (with doctor's note)
- Court or Administrative Proceedings (with note from court)
- Religious Observance
- Educational Opportunity (requires prior principal approval)

Arrival

1. School begins at 7:45 a.m. The earliest that students are allowed in the building is 7:15 a.m.
2. **STUDENTS ARE NOT TO BE LEFT UNATTENDED OR UNSUPERVISED.** Do not leave students outside of the building without adult supervision.
3. Do not drop students off after 7:45 a.m. If a child is late parents must come to sign the student in.
4. When students arrive to school, they should report directly to their homerooms. There should be no visiting other classrooms before going to the homeroom. If it is necessary to leave the classroom during this time, students must be excused by the homeroom teacher.
5. **Students are counted tardy if they are not in their classroom at 7:45 a.m.**
6. Parents must sign in tardy students and sign out students who are leaving early.
7. Parents should avoid picking students up early because it reduces instructional time. When it becomes necessary for a student to leave school early, the student must be signed out at the office. The student will then be called to the office to be dismissed. Teachers will not dismiss students without permission from the office. If you know your child is going to leave early, send a note by the student. Please make all transportation arrangements for your child prior to sending student to school by calling the office or providing a written note to your child's teacher. In case of an emergency transportation/pick up change please notify the school office by 1:30 a.m. We do not want classes interrupted during the school day. **Students will not be called for early dismissal after 2:00 p.m. In order to pick up a student, you must show your state issued ID and your name must be listed as an approved person to pick up the student.**

Tardiness

Promptness to class is very important. Students are to be in their seats and ready to start work when the tardy bell sounds at 7:45 a.m. Students arriving late must be signed in at the office by an adult before going to class. Excessive and unexcused tardiness will be referred to the School Social Worker and are subject to the W.G. Pearson's Tardy Policy.

Tardies	Actions
1-3	Verbal and/or written warning by school personnel (Level 1)
4-6	Verbal and written offer to connect parents with support services along with parent/teacher conference
7-9	Verbal and written letter for Unexcused Tardy Intervention Plan (School Level) (Level 3) and meeting with Administrator
10-15	Verbal and written letter for Unexcused Tardy Intervention Plan (School Level) (Level 4) and meeting with administrator to discuss consequences and next steps.
More than 15 tardies	Students with excessive tardies will be at risk of being retained.

Dismissal

- If there are any changes in transportation, parents should send a note to the teacher or office. Parents can also contact the office directly before 1:30 p.m. on that day. Please do not leave this information on the school's voicemail.
- School dismisses promptly at 2:15 p.m. Students will be dismissed to After School Care, Carpool, or Buses. Students are assigned a bus by the DPS transportation department. Bus passes can be obtained by our front office personnel.

Policies, Procedures, And Expectations For Carpool

The Carpool Area is staffed each morning from 7:15 a.m. - 7:45 a.m. and each afternoon from 2:15 p.m. - 2:30 p.m. In order to ensure the safety of each student who is transported to W.G. Pearson by car, the following procedures have been established:

- Each family utilizing the carpool line, regardless of frequency, will need a carpool plaque/card. The card, unique for each family, should be given to the person that is authorized to pick up the student.
- If more than one family is carpooling together, one decal can be assigned to the entire group.
- Students will not be released to individuals who do not have the plaque/card.

Arrival Procedures for Carpool Students

- Drivers will enter the driveway, proceed around the parking lot to the carpool area, and drop off students at the main entrance.
- Students should exit from the passenger side of the car only.
- Drivers should take direction from carpool staff members on duty.

Dismissal Procedures for Carpool Students

- Upon dismissal, students should proceed directly to the Carpool area located inside the school.
- Students are to sit quietly in the carpool area.
- A staff member will record and radio your number to the students' waiting area.
- Parents will need to remain in your car and stay along the curb.
- When a student's carpool number is called, the student should proceed to the carpool lane according to the direction of staff on duty.
- Drivers will enter the driveway and proceed around the driveway to the front of the building
- It is important that the crosswalk is not blocked during arrival nor dismissal.
- Carpool decals should be displayed in the passenger side front window. The number should remain displayed until the school parking lot is exited.
- Students will enter the vehicle from the passenger side only. Cars should be prepared to receive the student (cleared off seats, doors unlocked, etc.)
- Drivers should take direction from staff members on duty.
- If you do not have your plaque/card a staff member will ask you to park your car in a parking spot in either the visitors lot or staff parking lot. You will need to enter the building and have the front office staff verify your identity and that you or the adult picking up the student is documented as a person that can pick up the student.
- **Carpool students are to be picked up by 2:30 p.m.**
 - Students who are picked up consistently after 2:30 p.m. need to be enrolled in After School Care. Contact Durham Public Schools Community Education at (919) 560-3816 for more information about After School Care. With the exception of emergencies and documented medical appointments, the office will not dismiss students from classes between 2:00 p.m. and 2:15 p.m.

Carpool FAQ's

How far do I pull up?

You should pull all the way up to the loop at the front entrance and follow the direction of the staff working in carpool. The key is to keep the line moving forward and minimize spaces between cars in line. Do not block the cross walk to the front office.

When can I cut in line?

Never. To maintain safety and courtesy in our drop-off line, we need to maintain a single flow of traffic.

How can I help?

Please plan ahead. Have your students ready to leave your vehicle as soon as you come to a stop--bags packed, seatbelt unfastened, food finished, and be ready for a quick kiss/hug. Allow enough time to move through the drop-off line safely. Please be alert coming through our Carpool area. Please refrain from using your cell phone while in motion on school grounds. Please drive slowly.

Early Dismissal or Weather Closing

When road conditions worsen during the school day or school is closed for bad weather, Durham Public School's Central Office calls all schools and news media. This gives our school an opportunity to get bus drivers in as early as possible. Our priority is to get all students home safely. Please keep the inclement weather data up to date. Make sure the school has your most current phone numbers. We need to know what to do with your child on such days. Thank you for your cooperation on this matter. **Durham Public Schools will notify the media as early as possible as well as post a message on Cable TV Channel 4, the districts twitter page is normally the first place it is posted.**

The following sources will provide the most current information about school closing/delayed opening/early dismissal due to inclement weather:

- The DPS Website – www.dpsnc.net
- The DPS Twitter account - @DurhamPublicSch
- The DPS Parent Hotline – (919) 560-9129
- The DPS Information Channel – Channel 4
- The following radio and TV stations: WTVD, WRAL, FOX, WPTF/WQDR, WDNC/WDCG, WCHL, WTIK, WDUR/WFXC, WRDU, WZZU, WTRG, WSRC, WNND, WKFT/WQOK, WPCM, WUNC, WRTP, WFTK, WYLT/WKIX, WFXC, WLFL, and WQOK.
- In addition, each family will receive a telephone message.
- Parents may also opt-in to receive e-mail notifications from DPS:
<http://www.dpsnc.net/news/newsletters/newsletter-sign-up>

In the event of a delay, buses will operate on a delayed schedule. As a result breakfast will be served.

In the event of an early dismissal, students and parents should be clear about what students are to do and inform the teacher or the front office before 1:30 p.m. the transportation home for their child. If the teacher or front office does not receive notification before 1:30 p.m., the student will go home using the transportation they would take on a normal school day.

Saturday Snow Makeup Days

In the event we must make-up a school day due to inclement weather, our operating hours will be the same hours as a regular school day (7:45 a.m.-2:15 p.m.). The buses will run a regular scheduled route and students may enter the building at 7:15 a.m. Students will be marked absent if they arrive after 7:45 a.m. and if checked out before 10:30 a.m.

Inclement Weather Outdoor Recess

As per DPS policy, students will be given at least 30 minutes of physical activity each day. Outdoor recess will only be cancelled under the following conditions:

- Temperature below 40°F: students should remain indoors, or must be dressed appropriately for very cold weather
- Temperature above 90°F: based upon government-issued Air Quality Index (AQI) alerts (<http://www.airnow.gov/>), we exercise appropriate caution under “Code Orange” conditions, and restrict outdoor activities under “Code Red” conditions.
- Rain, snow, or other precipitation during scheduled recess

Early Release Dates

On the following dates, school will be dismissed at 12:15—September 19, October 17, December 5, February 13, March 13 and April 3, and May 8. Please ensure that you have made arrangements for your child for early release dates.

BULLYING/ HARASSMENT

Students are expected to comply with the behavior standards established by the DPS Board Policies and the Student Code of Conduct. Reports of bullying/harassment will be taken seriously. Board Policies 4411 and 5126 provide details for reporting and addressing bullying/harassment.

Bullying & Harassment Policy 4411 / 5126

- Legal References: Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.; Title IX of the Education Amendment of 1972, 20 U.S.C. § 1681 et seq.; Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.; G.S. 126-16; Cross Reference: Board Policy 4410/5125-Sexual Harassment; Board Policy 5215 – Reporting Information to External Agencies; Board Policy 4301 – Student Code of Conduct.
- **Adopted: December 17, 2009**

4411/5126 – BULLYING & HARASSMENT

- It is the priority of the Durham Public Schools Board of Education to provide every student and employee in the school system with a safe and orderly learning environment. To this end, the Board specifically prohibits harassing or bullying behavior at all levels: between students, between employees and students, between peers or coworkers, between supervisors and subordinates, or between non-employees/volunteers and employees and/or students. This policy is in addition to Policy 4410/5125 – Sexual Harassment.
- Students are expected to comply with the behavior standards established by Board Policy and the Student Code of Conduct. Employees are expected to comply with Board Policy and school system regulations. Volunteers and visitors on school property also are expected to comply with Board Policy and established school rules and procedures.
- The Board specifically prohibits reprisal or retaliation against any individual who makes a complaint or reports an incident of harassing or bullying behavior or who participates in an investigation or grievance proceeding initiated under this policy. Reprisal or retaliation against any individual who reports an act of harassment or bullying may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including long-term suspension or expulsion in certain cases for students.

Definition of Harassment and Bullying

As used in this policy, bullying or harassing behavior is any repeated, systematic pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication on school property; at any school sponsored function; on a school bus; or as otherwise stated in Board Policy 4301 – Student Code of Conduct, and that:

- a. Places a student or school employee in actual and reasonable fear of harm to his or her person or

Disciplinary Action

1. The actions taken in response to evidence of bullying or harassing behavior should be reasonably calculated to end any bullying or harassing, eliminate a hostile environment if one has been created, and prevent harassment from occurring again. In addition to taking disciplinary action as necessary, the principal or other school official shall take appropriate remedial action to address the conduct fully.
2. Violations of this policy shall be considered misconduct and will result in disciplinary action up to and including long-term suspension or expulsion in the case of students and disciplinary action up to and including dismissal in the case of employees.
3. This policy may not be construed to allow school officials to punish student expression or speech based on an undifferentiated fear or apprehension of disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.
4. Nothing in this policy precludes the school system from taking disciplinary action against a student or employee where the evidence does not establish harassment but the conduct otherwise fails to satisfy the school system's high expectations for appropriate conduct.

Regulations and Procedures

The Superintendent shall develop regulations and procedures for implementation of this policy.

SECLUSION AND RESTRAINT

W.G. Pearson STEAM Elementary School adheres to the N.C. Stat. 11C-391.0 regarding the permissible use of seclusion and restraints. Selected members of our staff have been trained in specific techniques that can be used to address situations that present unsafe conditions.

LEGISLATION § 115C-391.1. Permissible use of seclusion and restraint.

- (a) It is the policy of the State of North Carolina to:
 - (1) Promote safety and prevent harm to all students, staff, and visitors in the public schools.
 - (2) Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.
 - (3) Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.
 - (4) Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
 - (5) Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.
- (b) The following definitions apply in this section:
 - (1) "Assistive technology device" means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability.

- (2) "Aversive procedure" means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:
 - a. Significant physical harm, such as tissue damage, physical illness, or death.
 - b. Serious, foreseeable long-term psychological impairment.
 - c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blindfolding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting facilities.
 - (3) "Behavioral intervention" means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.
 - (4) "IEP" means a student's Individualized Education Plan.
 - (5) "Isolation" means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.
 - (6) "Law enforcement officer" means a sworn law enforcement officer with the power to arrest.
 - (7) "Mechanical restraint" means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.
 - (8) "Physical restraint" means the use of physical force to restrict the free movement of all or a portion of a student's body.
 - (9) "School personnel" means:
 - a. Employees of a local board of education.
 - b. Any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students.
 - c. Any person working on school grounds or at a school function for another agency providing educational or related services to students.
 - (10) "Seclusion" means the confinement of a student alone in an enclosed space from which the student is:
 - a. Physically prevented from leaving by locking hardware or other means.
 - b. Not capable of leaving due to physical or intellectual incapacity.
 - (11) "Time-out" means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.
- (c) Physical Restraint:
- (1) Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances:
 - a. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
 - b. As reasonably needed to maintain order or prevent or break up a fight.
 - c. As reasonably needed for self-defense.
 - d. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior.
 - e. As reasonably needed to escort a student safely from one area to another.
 - f. If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan.

- g. As reasonably needed to prevent imminent destruction to school or another person's property.
 - (2) Except as set forth in subdivision (1) of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited.
 - (3) Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
 - (4) Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.
- (d) Mechanical Restraint:
- (1) Mechanical restraint of students by school personnel is permissible only in the following circumstances:
 - a. When properly used as an assistive technology device included in the student's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider.
 - b. When using seat belts or other safety restraints to secure students during transportation.
 - c. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
 - d. As reasonably needed for self-defense.
 - e. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present
 - (2) Except as set forth in subdivision (1) of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited.
 - (3) Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.
- (e) Seclusion:
- (1) Seclusion of students by school personnel may be used in the following circumstances:
 - a. As reasonably needed to respond to a person in control of a weapon or other dangerous object.
 - b. As reasonably needed to maintain order or prevent or break up a fight.
 - c. As reasonably needed for self-defense.
 - d. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property.
 - e. When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and
 - 1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times.
 - 2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan.
 - 3. The space in which the student is confined has been approved for such use by the local education agency.
 - 4. The space is appropriately lighted.
 - 5. The space is appropriately ventilated and heated or cooled.
 - 6. The space is free of objects that unreasonably expose the student or others to harm.
 - (2) Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted.

- (3) Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
- (4) Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.
- (f) Isolation. – Isolation is permitted as a behavior management technique provided that:
 - (1) The space used for isolation is appropriately lighted, ventilated, and heated or cooled.
 - (2) The duration of the isolation is reasonable in light of the purpose of the isolation.
 - (3) The student is reasonably monitored while in isolation.
 - (4) The isolation space is free of objects that unreasonably expose the student or others to harm.
- (g) Time-Out. – Nothing in this section is intended to prohibit or regulate the use of time-out as defined in this section.
- (h) Aversive Procedures. – The use of aversive procedures as defined in this section is prohibited in public schools.
- (i) Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390 or modifies the rules and procedures governing discipline under G.S. 115C-391(a).
- (j) Notice, Reporting, and Documentation.
 - (1) Notice of procedures. – Each local board of education shall provide copies of this section and all local board policies developed to implement this section to school personnel and parents or guardians at the beginning of each school year.
 - (2) Notice of specified incidents:
 - a. School personnel shall promptly notify the principal or principal's designee of:
 - 1. Any use of aversive procedures.
 - 2. Any prohibited use of mechanical restraint.
 - 3. Any use of physical restraint resulting in observable physical injury to a student.
 - 4. Any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan.
 - b. When a principal or principal's designee has personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident.
 - (3) As used in subdivision (2) of this subsection, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but in no event later than the end of following workday.
 - (4) The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include:
 - a. The date, time of day, location, duration, and description of the incident and interventions.
 - b. The events or events that led up to the incident.
 - c. The nature and extent of any injury to the student.
 - d. The name of a school employee the parent or guardian can contact regarding the incident.
 - (5) No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.

- (k) Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of teacher education or their agents or employees or to create a criminal offense. (2005-205, s. 2; 2006-264, s. 58.)

TRANSPORTATION

School bus transportation is a privilege; a student can be suspended for inappropriate behaviors. Students are to ride the bus to which they are assigned. Emergency requests to ride a different bus must be submitted to the office in writing for approval. Students will be allowed to exit the bus only at home, school, and locations which have been appropriately requested by parents and approved by the school or the DPS Transportation Department.

ALL requests for transportation changes should be made PRIOR to 1:30 p.m.

Policies, Procedures, And Expectations For Bus Riders

To ensure the safety of every student who rides a school or activity bus it is necessary to impress upon students the importance of following the rules and obeying the bus driver. Review these rules and responsibilities with your student.

Duties and Responsibilities of Bus Riders

- Promptly obey the bus driver.
- Refrain from dangerous objects such as knives, chains, sticks, rocks, pets, etc. are not allowed on the school bus. Bringing such items on the bus can result in the loss of bus privileges.
- In the morning, be at your designated stop at the appropriate time. The driver will not be able to wait for tardy students. It is recommended that students arrive at least 15 minutes prior to your scheduled bus pickup time.
- Help keep the bus clean, sanitary, and orderly. Do not damage or abuse the cushions or other equipment. Parents will be required to pay for damages.
- In case of an emergency, ask the driver to stop the bus.
- Do not use drugs, alcohol, tobacco, or profane language on the bus. Students are not permitted to use recording devices and radios on the bus.
- Eating is not permitted on the school bus.
- To report issues with buses that are late or that do not show at all, please contact DPS's Division of Transportation at (919)560-BUSS (2877). Please note that transportation has stated that a bus could arrive or drop off students up to 15 minutes before or 15 minutes after the scheduled time.

Parents:

- Parents are not allowed to board the bus to address a student for any reason. Report all concerns about behavior of other students to the Principal. Consequences to the parent may follow if a student is addressed or if a parent board the bus without permission.

School Bus Safety Expectations

- No cars are permitted on the bus parking lot.
- Stay off the road while waiting for the bus.
- The bus driver is not allowed to pick up students from unauthorized stops

- Should your student miss the pickup time, alternative transportation to school will need to be determined by the parent/guardian.
- The driver is authorized to assign seats and students are required to sit in those seats.
- Wait until the bus has come to a complete stop before you board.
- Leave the bus only with the consent of the driver.
- Except in case of emergency, enter or leave the bus only by the front door
- Keep your head and hands inside the bus.
- When crossing a street at a bus stop:
 - Make sure the bus is stopped, the door is open, and the stop signal is out.
 - Cross in front of the bus within sight and hearing of the driver.
 - Look both ways and do not run across the street.

Under General Statute 115C-245, the principal or assistant principal may take away a student's riding privileges for the following infractions:

- Fighting, smoking, drinking, using or possessing drugs, using profanity, or refusing to obey the driver
- Entering or leaving the bus without permission of the driver
- Refusing to be seated or not allowing others to be seated
- Using the emergency exit when there is no emergency
- Not leaving the bus at the right time or place
- Delaying the bus schedule
- Distracting the bus driver
- Participating in any inappropriate behavior while riding the bus

In case of misconduct, the driver will talk with the student and give an office referral to the principal or assistant principal. The principal or assistant principal will also talk with the student and make verbal and/or written contact with the parent/guardian. All office referrals will be sent home for parent signature. If a student is suspended from the bus, the parent will be responsible for the student's transportation to and from school.

CUSTODY CONCERNS AND NON-PARENT

PICK UP OF STUDENTS

In situations where the custody of a child is in doubt or is in conflict with the wishes of one or both parents, the school may be placed in an awkward position. All parents featured on the school's copy of the child's birth certificate have the legal right to pick up a child at school at any time unless specifically forbidden to do so by the courts. The school does not wish to become involved in conflicts of this kind. However, when we are presented custody papers or restraining orders, we will exercise reasonable precaution to protect the rights of a child as determined by the courts.

The school is unable to prevent a parent who is listed on the birth certificate from picking up a student unless we have a copy of a signed court order that states otherwise. A student may be picked up from school by a parent or by individuals designated on the emergency card. Any other person must be verified. If there is an issue with custody of a student and the school needs to be notified, please provide the appropriate legal

documentation. When picking up a student, a person should be prepared to show a driver's license or state issued identification card.

If a student has been transported to an off-site location by the school for a field trip, performance or other activity, they will need to return to the school and be picked up at the school. This is for the child's safety since staff members will not have access to documentation or files that verify a person's identity and approval for pickup. In rare or emergency situations, the principal or assistant principal can authorize an off-site pickup.

CAFETERIA

Lunchtime is a special time of the school day. Each class sits in an assigned section in the cafeteria. To reduce noise and promote eating, we have PBIS expectations and incentives for the cafeteria. These procedures are to be followed by students and visitors.

At our school breakfast and lunch are free to all students. Additional snacks or treats are available for purchase in the lunch line. A bag lunch from home is acceptable. The cafeteria does serve a nutritious lunch each day. The school's website will post the lunch menu as provided to us by child nutrition. Please note that changes to the menu can occur on any day.

SCHOOL WELLNESS POLICY

Birthday celebrations: In addition to the information outlined in the school wellness policy below, our school will only have one birthday celebration per month for each classroom. Items must be store bought only. Please work with the teacher when planning the monthly celebrations for each class. Please know it is optional for classrooms and teachers to participate in monthly birthday celebrations.

Thank you ,
Mrs. Boykin

Policy 3021

SCHOOL WELLNESS

Purpose

Durham Public Schools (DPS) is committed to providing school environments that promote and protect children's health, well-being, and ability to learn. Students who are fit, healthy, and ready to learn are better able to achieve their academic potential. The Board also is concerned about the prevalence of childhood obesity and consequent health implications. In the short-term, overweight children may exhibit compromised health, with effects on school attendance and academic performance. Long-term, overweight

children have a higher risk for developing chronic diseases as adults. Healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. Thus, DPS is committed to supporting healthy eating, nutrition education and physical activity.

The purpose of this policy is to set forth goals for our schools to provide children and adolescents with an environment that encourages the development of the whole child who is supported, challenged, engaged, safe, and healthy. Goals will be provided in the following categories:

- School Health Advisory Council
- Nutrition Education
- School Nutrition Operations
- Nutrition Guidelines for All Foods on Campus
- Food Safety/Food Security
- Eating Environment
- Physical Activity and Education
- Employee Wellness
- Implementation, Monitoring and Reporting

3021.1 School Health Advisory Council

Durham Public Schools will use the new expansion updated Center for Disease Control and Prevention's Coordinated School Health approach to comprehensive school wellness. The new model, Whole School, Whole Community, Whole Child, includes ten areas of school health: (1) physical environment; (2) physical education and activity; (3) health education; (4) employee wellness; (5) health services; (6) counseling, psychological & social services; (7) nutrition environment & services; and (8) community involvement; (9) social and emotional climate, and (10) family engagement.

The Superintendent, Wellness Coordinator, or District designee will establish a School Health Advisory Council (SHAC) that shall be composed of, at a minimum, a school board member, a school administrator, a school food authority representative, a parent or guardian, a student, a local health department representative, a member of the public, the Wellness Coordinator or district representative, a school nurse, a physical education teacher, and a representative from each of the areas of the Whole School, Whole Community Whole Child model. The members of SHAC shall collaborate and coordinate resources to drive school health objectives, periodically review and suggest updates to the Wellness Policy, make recommendations to the Superintendent and the Board of Education regarding issues related to healthy students, and annually prepare all district, state, and federal reports required of SHACs.

3021.2 Nutrition Education

Nutrition education is necessary for students to understand what constitutes healthy eating and to adopt lifelong healthy eating behaviors. Nutrition education should be integrated into Health Education and/or other subjects at each grade level to provide students with the knowledge and skills necessary to promote and protect their health. To be effective, nutrition education for children should be appropriate for the students' ages, reflect their cultures, and provide opportunities for them to practice nutrition skills and have fun. Nutrition education will meet at a minimum the Bronze standards of the USDA's Healthier US School Challenge (HUSSC).

3021.3 School Nutrition Operations

The purpose of the National Breakfast Program and National School Lunch Program, operated by DPS School Nutrition Services, is to safeguard the health of our community's children. In order to achieve this purpose, School Nutrition Services must provide students adequate and high quality nutrition during the school day, which will help them learn good nutrition practices and how those contribute to their health – and indirectly to their learning. Menus will comply with all current federal, state and local regulations and

will meet at a minimum the Bronze standards of the USDA's Healthier US School Challenge (HUSSC). School Nutrition Services (SNS) will work toward maintaining the Gold standards of the HUSSC 2017-18 school year.

SNS shall feature and encourage students to eat more fruits and vegetables, North Carolina-sourced produce, lean protein items, whole grains, and vegetarian options. School food services will continue to increase their offerings of minimally processed food that is low in fat, sugar and sodium and is of higher nutritional value and lower energy density. It is especially important that DPS adopts strong nutrition standards for the a la carte items sold during school meals by SNS. SNS should lead, by example, school district efforts to provide healthy options for students.

3021.4 Nutrition Guidelines for All Foods on Campus

The integrity of the school nutrition environment depends on the quality of *all* foods and beverages sold or served at school. Foods that provide little nutritional value compete with healthy school meals, send mixed messages to students, undermine nutrition education efforts, and discourage healthy eating. School nutrition guidelines shall address all food and beverages sold or served to students from vending machines; in school stores; at after school events, school celebrations, or fundraisers; as well as a la carte items sold during school meals. Decisions about the sale of all foods will focus on nutrition goals for students, and all food sales shall comply with applicable federal, state, and district regulations.

3021.5 Food Safety/Food Security

The food offered to students in the schools must not only be nutritious, but must also comply with state and local food safety and sanitation regulations. The quality of the food is determined both by the foods' nutrient value and by the standards by which it was prepared.

1. All foods made available on campus will comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines shall be implemented in order to avoid food illness in schools.
2. For the safety and security of the food and facility, access to the food service operations is limited to Child Nutrition staff and personnel authorized by the Superintendent or designee.
3. All food brought to school by students, parents, or community members to feed more than one child must be prepared, stored, and transported under hygienic conditions and safe to consume.

3021.6 Eating Environment

A well-designed and pleasant eating environment is important to the promotion of students' healthy eating habits. Schools need to assess traffic flows, time allotted for school meals, and cafeteria layout to ensure that students are actually encouraged to eat the nutritious foods being provided to them during the school day.

3021.7 Physical Activity and Education

Physical activity is critical to a child's healthy weight and healthy lifestyle, as well as to his/her ability to focus in the classroom. To ensure that all children are staying active, physical activity needs to be incorporated into the daily school curriculum and prioritized as essential to each child's social and academic achievement. Physical education serves as the foundation of a Comprehensive School Physical Activity Program and is characterized by a planned, sequential K-12 curriculum (course of study) that is based on the national standards for physical education. Physical Education, structured/unstructured recess, and physical activity before and after school, provide cognitive content and instruction designed to develop motor skills, knowledge, and behaviors for healthy active living, physical fitness, sportsmanship, self-efficacy, and emotional intelligence. A well designed physical education program provides the opportunity for students to learn key concepts and practice critical skills needed to establish and maintain physically active lifestyles throughout childhood, adolescence and into adulthood. A comprehensive School Physical Activity Program (CSPAP) reflects strong coordination across five components: physical

education, physical activity during school, physical activity before and after school, staff involvement, and family and community engagement.

1. DPS will teach an evidence-based physical education and health education curriculum that is consistent with federal and state law.
2. Schools must provide a minimum of 30 minutes of moderate to vigorous physical activity for all K-8 students daily. In addition, schools are also highly encouraged to offer students daily classroom physical activity breaks to support retention, decrease behavioral issues, and to relieve stress.
3. DPS will work toward providing all elementary school students with 150 minutes per week with certified physical education teachers and all middle school students with 225 minutes per week with certified health and physical education teachers. All DPS high school students are required to complete 1.0 credit of Healthful Living Course that consist of physical education and health education that meet the NC State Standards.
4. Structured/unstructured recess and other physical activity (such as, but not limited to, physical activity time, physical education or intramurals) shall not be taken away from students as a form of punishment, and severe and/or inappropriate exercise may not be used as a form of punishment for students.
5. Regularly scheduled physical activity and physical education time shall not be sacrificed in order to provide extra instructional time in other subjects absent compelling circumstances, which will be approved and documented by the administration.
6. DPS will encourage active transportation to and from school (i.e. walking, bicycling) where it is safe to do so.

3021.8 Employee Wellness

The Wellness Coordinator will develop a plan to encourage, promote, reward, and support staff health and wellness.

3021.9 Implementation, Monitoring and Reporting

1. This policy and any proposed updates will be posted and accessible on the school district website.
2. The Superintendent will designate a Wellness Coordinator to provide ongoing technical support and leadership for the implementation of all school wellness initiatives and the district Wellness Policy. The Wellness Coordinator will be responsible for monitoring the implementation of the Wellness Policy in the schools and will consult with school building administrators about Wellness Policy compliance issues.
3. The principal of each school shall designate a wellness leader that will establish a school wellness committee to be responsible for providing the leadership at school level necessary to be in compliance with the Wellness Policy. The designated school wellness leader and committee will be responsible for monitoring, reporting, and evaluating compliance of the district's wellness policy at the school level.
4. The Director of School Nutrition Services is responsible for meeting the nutrition regulations set forth in this policy.
5. The Superintendent and the Board of Education are responsible for providing resources necessary for the achievement of the Wellness Policy Goals.
6. The Wellness Coordinator or district designee, working with the SNS staff and school administration, will report publicly to the Superintendent and the Board of Education on Wellness Policy implementation and evaluation on an annual basis. This report will be based as much as possible on objective data collection (including the submission of any forms or reports required by the Superintendent or designee) and will include detailed assessments of the following elements:
 1. The extent to which schools are in compliance with the Wellness Policy;
 2. How the Wellness Policy and practices compare to other school districts and model policies;

- A description of the progress made in attaining the goals of the Wellness Policy; and
- 1. A Wellness Policy implementation plan at the district and school level with measurable objectives for attaining each goal of the Wellness Policy.

3021.10 Regulations and Procedures

The Superintendent shall develop regulations and procedures for the implementation of this policy.

Legal References: Public Law-108-265, s. 204; N.C. Gen. Stat. § 115C-263 et seq.

N.C. Gen. Stat. § 115C-81(e1); 42 U.S.C. § 1751 et seq.;

NCSBE Policy Manual HSP-S-000, EEO-S-000

Adopted: June 15, 2006

Revised Effective: September 27, 2012

Implemented: January 1, 2013

Revised: August 24, 2017

DRESS CODE

Rule I.A-3 Student Dress Code: The primary goal of Durham Public Schools is to provide a safe learning environment where all students are able to achieve at their highest potential. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. In support of these goals and expectations the Board establishes the following dress code for students:

1. Students are prohibited from wearing clothing, jewelry, book bags, or other articles of personal appearance which:
 1. depict profanity, vulgarity, obscenity, or violence;
 2. promote use or abuse of tobacco, drugs, or alcohol;
 3. create a threat to the health or safety of the student or others;
 4. are prohibited under the Gangs and Gang Activities Policy (III-7);
 5. are reasonably likely to create a substantial and material disruption to the educational process or to the operation of the school, including but not limited to items that are reasonably expected to intimidate other students on the basis of race (for example the Confederate battle flag, swastika, and Ku Klux Klan or KKK), color, national origin, sex, gender identity, sexual orientation, disability, age, or religious affiliation.

1. The following specific items are also not permitted:

1. clothing worn in such a manner so as to reveal underwear, cleavage, or bare skin between the upper chest and mid-thigh;
2. bare feet, bedroom slippers;
3. spaghetti straps, strapless tops, halter tops;
4. see-through, mesh garments;
5. trousers, slacks, shorts worn below hip level;
6. clothing that is excessively baggy or tight;
7. skirts and shorts shorter than mid-thigh;
8. sunglasses worn inside school building;
9. hats, caps, hoods, sweat bands and bandanas or other head wear worn inside school building; and
10. any other article of appearance that is physically revealing or provocative.

1. If a student's dress or appearance violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

1. This policy does not apply to school sanctioned uniforms and costumes approved by the principal for athletic, choral, band or dramatic performances.

1. The principal may make reasonable accommodations to this rule for religious, cultural, educational, or medical reasons so long as the clothing in question is not prohibited under (a.1) through (a.5) of this rule:

1. depict profanity, vulgarity, obscenity, or violence;
2. promote use or abuse of tobacco, drugs, or alcohol;
3. create a threat to the health or safety of the student or others;
4. are prohibited under the Gangs and Gang Activities Policy (III-7);
5. are reasonably likely to create a substantial and material disruption to the educational process or to the operation of the school.

iv. This policy shall apply to all students in all school buildings during the regular school day, on field trips, and when students represent the school. This policy shall also apply to all students at all times on all Board of Education property; including in school buildings and on school grounds; on all school buses and other school vehicles. This policy does not apply to school sanctioned uniforms and costumes approved by the principal for athletic, choral or dramatic performances.

Pants

Baggy or loose fitting pants with belt loops are to be worn with belts. No pants are to be worn **below** the waist. All undergarments are to be covered.

Shoes

Athletic shoes are to be worn for Physical Education. Your child will need to bring athletic shoes if he/she wears any other type of shoes. Your child will not be allowed to participate in PE without the proper shoes. Please be advised that this could affect his/her participation grade. Sandals are permitted **only** if they have a back strap to hold them. Cleats are not permitted to be worn at school. These guidelines will be enforced for the safety of our students.

Jewelry

Do not send students to school with expensive jewelry. The school will not be held responsible for items that are lost or damaged. Earrings and other jewelry should be small enough that they do not pose a safety hazard. Any adornment such as chains or spikes that reasonably could be perceived as, or used as, weapons will not be permitted.

FIELD TRIPS

Field trips are a special part of learning. They enrich and expose students to a variety of resources which are not available in a classroom setting. Field trips are aligned with standard course of studies objectives or other school-related goals (i.e. character building, cultural exposure, etc.) Parents do reserve the right not to allow their students to participate in particular field trips. All chaperones for field trips **MUST** be on the DPS approve volunteer list.

Field trips are a privilege. If a student shows inappropriate behaviors on a consistent basis, the student may be required to have a regular school day rather than to go on a field trip. This will be understood with the teacher and parent in advance. **No siblings are allowed on field trips.**

IN ORDER TO PAY PREDETERMINED EXPENSES, THE COST OF A FIELD TRIP IS CALCULATED BASED ON THE NUMBER OF STUDENTS EXPECTED TO ATTEND THE TRIP. COLLECTED MONIES CANNOT BE REFUNDED. PLEASE CONTACT ADMINISTRATION AT 919-560-3988 IF THERE ARE QUESTIONS.

HOMEWORK

Homework is an important part of the learning process that should be viewed as an opportunity for students to practice new skills and reinforce classroom lessons. Most homework is a formative assessment which should not be graded, but rather provide information for the teacher as subsequent lessons are planned. Some extended projects may be more summative in nature and will receive a grade or proficiency level feedback. Teachers will notify parents in writing about their classroom homework procedures. Teachers must provide a copy of their homework policy letter to parents within the first two weeks of school. Homework is to provide practice, reinforcement and extension of the school instructional program and is designed so that students will experience success in completing it. Students in grades K-2 must have homework in literacy and math. Students grade grades 3-5 must have homework in literacy, math, and science (5th grade only) Amount of Homework: Primary grades (K-2) --approximately 20 to 45 minutes per night o Intermediate grades (3-5) -- approximately 30 to 60 minutes per night. Students in K-5 should read nightly. Reading logs should be sent home weekly for students and parents to complete,

ILLNESS OR INJURY AT SCHOOL

Should a student become ill or injured at school, he/she will be brought to the nurse's office. The parent will be contacted should a child have a fever or become nauseous. Parents will be asked to pick up the child. All students who are injured or ill must be signed out before leaving school.

W.G. Pearson shares a school nurse with another school and they are only on campus a few days during the week. Please do not send sick children to school. For the health of your child and other students, the Durham County Health Department states that a child should not return to school unless they have been fever-free, without the aid of fever reducing medicines, for 24 hours. We do not have the facilities to provide students with adequate care if they are sick. In the event that a student complains of illness or injury, a parent will be called. Students who have signs of rashes or any other contagious illness have to have a doctor's note before they will be allowed to return to school.

Remember: **Keep the student data sheet up to date so that we can reach you or an emergency contact person at all times whether at home or at work.** Do not send your child to school with a fever, constant coughing, rash, lice, or vomiting.

MEDICATION

If it be necessary for a student to take medication at school, the appropriate form must be signed by a physician and sent to the school. Forms can be obtained in the school's office or at www.dpsnc.net.

In order for students to take either prescription or over-the-counter medication (including, but not limited to, eye drops and cough drops) at school there must be a Medication or Self-Medication form on file. The medication form must be completed by both parent and physician. The Self-Medication form must be completed by both parent and student. If the appropriate forms are not on file, medication cannot be administered or taken.

Prescription medications are administered by staff certified to administer medication. Staff members are responsible for keeping up with the exact times that students are to take their medications. Medicine bottles should be clearly and properly labeled. Any changes in dosages and/or times will require a new Medication or Self-Medication form.

CHANGE OF ADDRESS OR PHONE NUMBER

Parents are asked to inform the school office in writing of any change in address or phone numbers so that we have accurate, up-to-date information for all students. In order for your address to be changed, please provide the office with a copy of your current proof of residence showing your new information. All parents must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency.

STUDENT RECORDS

Durham Public Schools maintains a permanent record on every student. The record includes information such as birth certificate, attendance, standardized test results, grades, immunizations records and promotion information. The records do not include information compiled by individual teachers or administrators.

In accordance with the Family Educational Rights and Privacy Act of 1974, parents have the right to review their child's record. If separated or divorced, both parents have that same right unless there is a court order that states otherwise. A parent requesting to review a student's record would need to contact the Principal and schedule a time to do so.

IMMUNIZATIONS

N.C.G.S. 130-A-152 requires every child in the state to be immunized against diphtheria, tetanus, whooping cough, poliomyelitis, red measles (rubeola) and rubella. No child will be allowed to attend a school (K-12) unless a certificate of immunizations is presented to the school. The parent or guardian is responsible to insure the student has all required immunizations. They will have 30 days from the first day of school to provide immunizations. If not provided, the child will not be permitted to attend school. All kindergarten students must have a health assessment within 30 days of enrollment in public school.

LOST AND FOUND

We suggest that you mark your child's clothing items with a permanent marker. When articles are misplaced, this speeds up the process of returning them to the proper owner. Please check the lost & found located in the bottom of the stairwell near the bus lot. At the end of each quarter, items will be given to charity.

PERSONAL ITEMS

Students should not bring toys, trading cards, or electronic devices such as cell phones, video games, iPods, etc. to school unless directed to do so by a teacher for an approved activity. **The school cannot be responsible for the loss or damage of such items.**

Connected

ConnectED is a tool for contacting large numbers of parents via the telephone. The primary function of the system is to keep parents informed. ConnectED simplifies timely communication and creates a community of supportive parents, successful students, and empowered educators. Creating personal messages for attendance notification, parent reminders, and safety announcements are much easier with ConnectED.

PARENT-TEACHER CONFERENCES AND CONCERNS

Parents are welcome and encouraged to come to school and talk with teachers. Conference times are scheduled throughout the school year. However, should you need additional conferences or have questions, please make an appointment with the teacher at a time when there will be no class interruption. Please contact the teacher first if you have a question or concern involving your child. The teacher is closest to the situation and most knowledgeable to give firsthand information. You may send notes, leave phone messages, or send emails to communicate with the teacher. ***During instructional time, parents will not be allowed to go to the classroom to speak with the teacher.***

PARENT & TEACHER ASSOCIATION

P.T.A. is an essential part of W.G. Pearson Elementary. All parents are encouraged to join and participate. PTA news will be announced regularly. W.G. Pearson has monthly PTA Board meetings and their dates can be found on the schools calendar within the website.

FIVE REASONS TO JOIN THE PTA

1. Be in the know. PTA helps you keep up with what's happening in your school and how you can support your child's education.
2. Access great resources. PTA provides information on topics ranging from homework help to bullying prevention to media safety to child health and more.
3. Build relationships. PTA connects you to other families through meetings, events, communications and helps build a sense of community.
4. Hone your skills. PTA offers opportunities for you to use your talents to benefit children and their schools.
5. Speak up. PTA can be a way to effectively suggest changes at your child's school, in your community and be more involved in making them happen.

SCHOOL IMPROVEMENT TEAM

Parents are a vital part of W.G. Pearson STEAM Elementary School team. One way they provide input is through the School Improvement Team (SIT). The team meets monthly to make decisions to improve the school.

GOALS OF THE SCHOOL IMPROVEMENT TEAM

- Establish an understanding of the "big picture", which includes student achievement, school climate, staff, and administrative issues
- Reach consensus across the school community on which needs represent the highest priorities for action to improve overall student and school performance
- Identify goals and strategies required to address the school priorities
- Focus on student performance in the basics of reading, mathematics, and communications skills

VISITORS/VOLUNTEERS

Parents, visitors, and/or volunteers must sign in at the office and state their purpose when visiting the school. Passes for entering the building will be given at the time and must be worn at all times on the school grounds.

Parents/guardians must make an appointment with the classroom teacher and/or front office staff in order to observe in their child's classroom. Parents/guardians need to arrange a time with the classroom teacher outside of instructional hours if they want to discuss any matter with the teacher.

All DPS school employees have been asked to report anyone without authorization to the administration. ALL volunteers working with our students or attending field trips must have a background check completed by DPS. Volunteer applications can be completed at www.dpsnc.net.

More detailed information on school policies may be found in the Durham Public Schools Student Handbook. If additional information is needed, please call the school.

A completed volunteer application is a Durham Public Schools requirement for ALL volunteers. This Board policy was established for the safety of our students and staff. **Online applications are found at (www.dpsnc.net) or on schools website (<https://www.dpsnc.net/domain/35>).** If you are ever uncertain if you have been cleared to volunteer, you may check at the school office.

If you are willing to offer any extra time at W.G. Pearson, please contact the school. Volunteers are often needed for one-on-one tutoring or small group work as well as other activities. You may also arrange with your child's teacher to assist in the classroom.

NO PERSON, ON THE BASIS OF RACE, SEX, COLOR, NATIONAL ORIGIN, OR HANDICAPPING CONDITION, SHALL BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY PROGRAM OR ACTIVITY OPERATED BY THE DURHAM PUBLIC SCHOOLS. IF ANY EMPLOYEE, STUDENT, PARENT; OR COMMUNITY MEMBER BELIEVES SUCH EXCLUSION, DENIAL OR SUBJECTION HAS OCCURRED, HE/SHE SHOULD GET IN TOUCH WITH THE DIRECTOR OFFICE OF CIVIL RIGHTS, WASHINGTON, DC. 20202

DURHAM PUBLIC SCHOOLS TOBACCO POLICY

The Durham Public Schools board of Education adopted a policy banning the use of tobacco products by all students, employees and visitors, effective July 1, 2003.

Specific to employees and visitors, Board Policy 2210.2 now states "NO employee or visitor shall be permitted under any circumstances to use tobacco products in or on the grounds of any facility owned or leased or contracted for the Durham Public Schools." To clarify, this policy refers to **all** tobacco products, including cigarettes, cigars, chewing tobacco and dipping products.

The new ban applies not only to school campuses, but also to all buildings, grounds, and facilities owned or leased or contracted by the school system. This includes usage inside all buses, trucks, vans, automobiles, and all other vehicles.

Tobacco usage presents potential health, safety and environmental hazards for students, employees and facilities. As a Durham Public Schools visitor, you serve as a role model for students, whether or not you work directly with them. The Board enacted this policy with the best interest of all students, employees, and visitors in mind. We greatly appreciate your cooperation.

STUDENT CONDUCT

CAPTURING KIDS HEARTS

W.G. Pearson STEAM Elementary is proud to say we are a school that is implementing the Capturing Kids Hearts Program. This program is focused on creating a school and classroom environment where students feel encouraged to participate and self-regulate their behavior. Components of the program can be seen throughout the day such as starting the day with students and teachers sharing “Good things” that are occurring in their life’s. Students will also help build a code of conduct for each of their classrooms through the creation of a “Social Contract”. Students and teachers will also be asked to affirm one another using the protocols associated with the program. Should students be in violation of the classroom expectations or social contract teachers will address them using the four questions:

- What are you doing?
- What are you supposed to be doing?
- Are you doing it?
- What are you going to do about it?

This questioning chain is designed to allow students to self-identify the off-track behavior and come up with their own corrective solution.

POSITIVE BEHAVIOR INTERVENTION SUPPORT

At W.G. Pearson we also implement a Positive Behavior Intervention Support (PBIS) system and it has been very successful and we are looking for great things this year as well. PBIS includes positive strategies for teaching, modeling, and supporting appropriate student behaviors to create a positive school community. PBIS is implemented in all areas including classrooms, hallways, restrooms, cafeteria, bus & carpool areas, assemblies, and playground. At W.G. Pearson, we have a pledge for all students. These expectations are the behavioral goals of every student in all school settings.

As a Pearson Tiger
I will.....
Be safe at all times
Be respectful of my classmates and adults
Be responsible for my own actions
Be a good listener and an active listener and always do my best
Tigers together can achieve ANYTHING!
We are Tigers, hear us GROWL!

To help students meet these goals, we have a PBIS chart that is sent home weekly with each student. Teachers track this information over each quarter and at the end of the quarter celebrations are held for students that meet the expectations. Each day, students earn “tiger bucks” that can go towards whole class rewards. Teachers are also encouraged to create their own classroom PBIS systems in accordance with the school wide system. The PBIS colors are as indicated below:

- Purple** **I went Above and Beyond today**
- Blue** **I had a Great day**
- Orange** **I had a Good day**
- Green** **I had an Ok day**
- Yellow** **I received a Warning and or Classroom Consequence**
- Red** **I received a Call Home or other Parent Contact today**
- Pink** **I visited the Principal, ISS, Counselor, Social Worker or etc. today**

Each day, students start on the color green. During the day, students can move up or down, depending on behavior. Students have the opportunity to earn their way back to green or higher. **To participate in quarterly celebrations, students must have all greens or better throughout the calendar, and zero bus suspensions, and zero suspensions.**

Weekly, please check and initial your child’s calendar. When necessary, a teacher may write a comment on the calendar. Parents may add comments as well. Each week, it is the student’s responsibility to bring the calendar home and back to school. Please encourage your child(ren) by reinforcing the school expectations.

We want all of our students to be successful learners. We will continue to have a positive and supportive climate for learning at the school! If you have any questions about PBIS, feel free to contact the school administrators.

Should a student not meet the expectations within the school, discipline will be administered in compliance with DPS Guidelines. Typically speaking student misconduct can be categorized as Minor Infractions or Major Infractions. Minor Infractions are typically addressed within the classroom by the teacher. Major infractions will result in a referral to administration. Examples of minor and major infractions are described in the tables below:

Minor Infractions (Teacher Managed)

<p>1. Unsafe behavior</p> <ul style="list-style-type: none"> ● Running in the hallway ● Throwing non-dangerous objects ● Out of assigned seat or area ● Rough play 	<p>2. Non-Compliance</p> <ul style="list-style-type: none"> ● Not doing work/participating ● Refusing to follow adult directions ● Talking out/disrupting class ● Making negative comments
<p>3. Inappropriate interactions</p> <ul style="list-style-type: none"> ● Put downs, name calling, or teasing ● Non directed profanity ● Yelling at peers ● Supporting inappropriate behaviors ● Physical intimidation 	<p>4. Unethical behavior</p> <ul style="list-style-type: none"> ● Stealing ● Littering ● Minor Property Damage

***Any minor infraction that is repeated 3 or more times is considered a major infraction and will result in a referral to the PBIS team.**

Major Infractions (Teacher/Administration Managed)

<p>1. Unsafe behaviors</p> <ul style="list-style-type: none">● Spitting, biting, throwing/turning over large/dangerous objects● 2 or more students attempting or harming another, fighting● Bringing/using anything as a weapon (guns, knives, BB guns, toy guns)● Leaving the room without permission/running off	<p>2. Unethical behavior</p> <ul style="list-style-type: none">● Major destruction of school property or another person's belongings● Stealing-major/expensive items● Showing, writing, or referencing gang activity● Major Forgery (report cards, permission slip, anything with legal ramifications)
<p>3. Inappropriate interactions</p> <ul style="list-style-type: none">● Verbal abuse to staff/students, including profanity directed at others● "Death threats" to anyone● Repeated intentional put downs (BULLYING)	<p>4. Repeated Minor Infractions</p> <ul style="list-style-type: none">● In cases where students do not correct their behavior per teacher consequences or redirection over multiple class periods or several days. The teacher will refer the child to the office.

*Any violations also listed in the DPS Student Code of Conduct. Each student receives a copy of the Code of Conduct at the beginning of the school year.

Confirmation of Receipt and Review of 2018-2019 W.G. Pearson Elementary School Family Handbook

August 2018

W.G. Pearson Parents/Guardians,

I am aware that the W.G. Pearson Elementary School Family Handbook is online at <https://www.dpsnc.net/domain/291>. I will read, review, and discuss the handbook to ensure that my child and I are familiar with all policies, procedures, expectations, etc. contained with the book. I am aware that I am able to request a hard copy of the handbook from the School Principal.

Parent's Printed Name

Parent's Signature

Student's Printed Name

Grade Level

Today's Date

Please return this form to your child's teacher.

