

Welcome to Easley Elementary School. The Easley faculty, staff, and administration believe that all children can learn when given time and the appropriate instruction. We believe that children learn best through active participation in a stimulating environment that builds upon the diversity and success of every student. We strive to continuously provide opportunities that engage students in learning to help prepare them to become effective citizens in our society.

ATTENDANCE

Students are expected to be in school except in cases of an emergency or for lawful excused absences. These include: illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, religious observances, and valid, pre-approved educational opportunities (up to 5 days). **Requests for educational leave may be submitted after August 25th and should not include days within 5 school days prior to or following intersession breaks.**

Absentee calls ext. 13220 or email leah.rubow@dpsnc.net

When a student returns to school after an absence, a parent or guardian should be directed to send a note giving the date and reason for absence and his or her signature to the teacher. If the absence is due to work, travel, or some other reason, parents or guardians should notify the school prior to the absences. The half-day mark for students is **11:00 am**. Excessive absences will be referred to Truancy Court.

Early dismissal or late arrival will prevent students from receiving the full benefits of learning, therefore, we ask you to schedule appointments after school hours or during intersession breaks. Please do not pick your child up prior to dismissal time of **2:15 unless absolutely necessary. If early pickup can not be avoided, please send a note to the teacher to let them know about the expected interruption in their plans for the day. Students will not be called for early dismissal after **2:05 PM**. Please note that Durham Public Schools has a TARDY POLICY to address frequent tardies.**

BULLYING / HARRASSMENT

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.

BUS TRANSPORTATION

School bus transportation is a privilege, if abused, it can be suspended for inappropriate behaviors. Students are to ride only 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 11:00 AM.

CAFETERIA

Lunchtime is a special time of the school day. Each class sits in an assigned section in the cafeteria. We use a "CUP" system during lunch to reduce noise and promote eating. These procedures are to be followed by students and visitors.

Lunches are paid by the month or as a child goes through the serving line.

Free and reduced meals are available, by approved application only. Applications are sent home and can be found online at www.dpsnc.net.

We invite parents, grandparents, and friends to come have lunch with students, but we suggest that no fast food lunches be brought. A bag lunch from home is acceptable. The cafeteria does serve a nutritious lunch each day.

CLASSROOM SNACKS/PARTIES

Durham Public Schools allows two celebrations per school year. The teacher or administrator may plan special snacks (with an emphasis on healthy snacks) for other occasions. These are not parties, but may include a seasonal treat. Due to safety concerns, students should not bring glass containers to school. The classroom teacher monitors daily snacks. Healthy snacks are recommended.

Teachers cannot be expected to have birthday celebrations at school. To help address guidelines outlined in the DPS Healthy and Active Lifestyle Policy, birthday snacks will not be allowed at school. Birthday pencils, stickers, etc. may be distributed, but must be coordinated with the classroom teacher.

Note: Invitations to private parties should not be handed out at school.

All foods that are brought to school for classroom celebrations must be signed in at the main office and must come pre-packaged or from an inspected food establishment.

COMMUNITY ANNOUNCEMENTS

Based on Durham Public School Board Policy 2110, information regarding community/private activities available for students **WILL NOT** be sent home by students. A folder of such activities is maintained in the front office. Please see the Receptionist to view this folder.

DISCIPLINE

One of the most important educational lessons learned is discipline. Discipline will be a shared responsibility between administrators, teachers, students, and parents. The administrators' and teachers' responsibilities include preparing an effective instructional presentation; promoting the self-esteem of his/her students as well as personal and social responsibility; establishing clear and consistent classroom rules that are applied consistently to all students; and actively encouraging and supporting parental involvement. The students' responsibilities are to be prepared and ready to participate in class activities; contribute to a positive class and school climate by respecting self, staff, and classmates; and follow class and school rules and regulations. The parents' responsibilities are to actively support the goals of the school, the teachers, and the students. Students should understand that there are consequences for their behaviors. Expectations and consequences are explained in a later section of this handbook.

DISMISSAL

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. In case of an emergency transportation/pick up change please notify the school office by 11:00 AM. We do not want classes interrupted during the school day. The half-day mark for students is **11:00 AM**. **Students will not be called for early dismissal after 2:05 PM.**

EARLY DISMISSALS OR WEATHER CLOSING

When road conditions worsen during the school day, or school is closed for bad weather, the central office calls all schools and news media. This gives our school an opportunity to get 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. We encourage your child to ride the bus if at all possible. **Durham Public Schools will notify the media as early as possible as well as posting a message on TV Cable Channel 4.**

DRESS GUIDELINES

4301.11 Rule 11: Student Dress Code: The primary goal of the 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:

i. Students are prohibited from wearing clothing, jewelry, book bags, or other articles of personal appearance which:

- a. depict profanity, vulgarity, obscenity, or violence;
- b. promote use or abuse of tobacco, drugs, or alcohol;
- c. may create a threat to the health or safety of the student or others;
- d. are associated with intimidation, violence or violent groups and about which students have been notified, or
- e. may create a significant risk of disruption to the educational process or to the operation of the school.

ii. The following specific items are also not permitted:

- a. clothing worn in such a manner so as to reveal underwear, cleavage, or bare skin between the upper chest and mid-thigh;
- b. bare feet, bedroom slippers;
- c. spaghetti straps, strapless tops, halter tops;
- d. see-through, mesh garments;

- e. trousers, slacks, shorts worn below waist level;
- f. clothing that is excessively baggy or tight;
- g. skirts and shorts shorter than mid-thigh;
- h. sunglasses worn inside school building;
- i. hats, caps, hoods, sweat bands and bandannas or other head wear worn inside school building; and
- j. any other article of appearance that is physically revealing or provocative.

iii. 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 will result in disciplinary action. The principal may make reasonable accommodations to the policy based upon a student's religious beliefs or medical conditions.

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.

Cross Reference: Sexual Harassment Policy, Suspension and Expulsion Policy, Alcohol and Substance Abuse Prevention and Intervention Policy, Internet Acceptable Use Policy

Legal Reference: G.S.115C-288, -391

Adopted Effective: August 12, 1992
Revised: September 27, 1995
Revised Effective: July 1, 1999
Revised: February 24, 2000
Revised: June 7, 2001
Revised: September 13, 2001
Revised: December 13, 2001
Revised: September 12, 2002
Revised Effective: July 1, 2003
Revised Effective: January 24, 2008

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 approved volunteer list. To register as a volunteer, use the following link at the DPS website:

<https://ec.volunteernow.com/recruiter/index.php?class=VolunteerRegistration&recruiterID=1343>

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 on field trips.**

Due to the problems that are often created by purchasing items or extra food/drinks on field trips, Easley's School Improvement Team has adopted the policy that students will not be allowed to make additional purchases during field trips. Students should not bring money for additional purchases unless the teachers have notified parents otherwise in writing. For safety reasons, no glass containers on field trips.

“THE COST OF A FIELD TRIP IS CALCULATED BASED ON THE NUMBER OF STUDENTS EXPECTED TO ATTEND THE TRIP. COLLECTED MONIES **CANNOT** BE REFUNDED IN ORDER TO PAY THE PREDETERMINED EXPENSES. PLEASE CONTACT ADMINISTRATION AT 919-560-3913 IF THERE ARE QUESTIONS.”

HOMEWORK

Your child may have homework. Learning is important and we believe learning can extend beyond the school's campus. Homework is in no way a punishment, but a **reinforcement to encourage and extend learning.** All students should have a daily, designated reading time before or after school hours. Homework missed due to an absence can be obtained by calling the office by 11:00 a.m. **a day in advance** of picking up homework assignments to give the teacher time to prepare a packet.

ILLNESS OR INJURY AT SCHOOL

Should a student become ill or injured at school, he/she will be brought to the health room. 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.

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, or vomiting.

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 day of enrollment in public school.

LICE

Students should be screened regularly at home for lice. If lice are detected, please notify the school and have your student screened at school before returning to class.

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 across from the gym for missing items. At the end of each quarter items will be given to charity.

MEDIA

The media center continues to be a vital part of Easley's overall commitment to education. Not only does the media center house thousands of books for student circulation but also a vast collection of other materials. These include: audio cassettes, video cassettes, laser disks, CD-ROM disks, periodicals, kits, transparencies, computer software, reference materials, audiovisual equipment and computers. Students and staff use these materials for both pleasure and to supplement their classroom studies.

MEDICATION

If it becomes 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.

PARENTAL CUSTODY CONFLICTS

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 have the legal right to pick up a child at school at any time unless specifically forbidden to do so by the courts. 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.

PARENT CONFERENCES/CONCERNS

Parents are welcomed 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 go to the teacher first if you have questions about classroom assignments, concerns, school incidents, etc. involving your child. The teacher is closest to the situation and most knowledgeable to give first hand information. You may send notes, leave messages or communicate however the teacher has indicated it is best to reach him/her.

NOTE: In situations involving, divorce, separation, custody issues, etc., it is Easley's policy to conduct only one parent – teacher conference and not a separate conference for each of the two parents. We cannot accommodate requests for separate meetings unless there is a court order preventing one meeting.

PARENT & TEACHER ASSOCIATION

P.T.A. is an essential part of Easley Elementary. All parents are encouraged to join and participate. PTA news will be announced regularly. Easley has four scheduled PTA meetings each year and monthly PTA Board meetings.

President – Jennifer Armstrong

Treasurer – Afton Thompson

Vice President – Jennie Goetz

Financial Chairperson – TBD

Secretary – Heather Spell-Arrington

School Improvement – TBD

PERSONAL ITEMS

Students should not bring toys; trading cards; 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.**

SECLUSION AND RESTRAINT

Easley Elementary School adheres to the N.C. Gen. Stat. 115C-391.1 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. (See included information)

SERVICES AVAILABLE FOR CHILDREN AT EASLEY

Academically and/or Intellectually Gifted

After School Care---Community Schools

Speech and Language Program

Hospitalized/Homebound Instruction

Art Program

Student Assistance Program / Counseling

Music Program/Chorus/Strings---Grades 4 and 5

Visually Impaired Program

Computer Instruction

Physical Education/Jump Rope Club/ Running Club

Media Services

School Based Committee for Exceptional Children's Programs

Learning Disabilities Inclusion and Resource

Multi-Handicapped Program

Community Outreach and Partnership in Education (COPE)

Adaptive PE/Occupational Therapy/Physical Therapy

School Improvement Team

Parents are a vital part of Easley Elementary School. One way they provide input is through the School Improvement Team (SIT). Parent representatives are needed for this school year. Please contact the office for more information or to get an application. The team meets regularly throughout the school year.

A Suggestion Box is available by the school office and will be reviewed weekly by the SIT Chair.

TARDIES

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 am**. Students arriving late must be signed in at the office before going to class. Excessive unexcused tardies will be referred to the school social worker and are subject to the DPS TARDY POLICIES.

TELEPHONE

FYI. We have an automated service with this message: *“Thank you for calling Easley Elementary School. If you know your party’s extension, you may dial it at anytime. Messages for teachers will go directly to their voice mail. Teachers will not be interrupted during instructional time except in case of emergencies. Changes in your child’s transportation should be made before 11:00 AM.”*

Main Desk, press 0 (ext. 13221)

Principal, press 1 (ext. 13225)

Assistant Principal, press 2 (ext. 13224)

Attendance, press 3 (ext. 13220)

COPE Program Facilitator, press 4 (ext. 13227)

Counselors, press 5 (ext. 13229)

Media Center, press 6 (ext. 13235)

Cafeteria, press 7 (ext. 13233)

After School Care, press 8 (ext. 13436)

Staff Directory, press 9

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 that time and must be worn at all times on the school grounds. 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 or explanation is needed, please call the school at (919) 560-3913.

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, D.C. 20202

DURHAM PUBLIC SCHOOLS 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 by 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 for 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 employee or 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.

VOLUNTEERS

Dear Parent/Guardian:

We would like to take this opportunity to thank you for the time and effort you give to us here at Easley. Your involvement is part of what makes Easley a School of Excellence.

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 Easley's website (www.easley.dpsnc.net).** If you are ever uncertain if you have been cleared to volunteer, you may check at the school office or with your child's teacher.

If you are willing to offer any extra time to Easley, 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.

Again, thank you for all that you do to help us make Easley a great place for your child(ren) to learn.

Sincerely,
The Faculty, Staff and Administration of
Easley Elementary School

SIGN AND RETURN TO THE SCHOOL

Parents / Guardians:

In an attempt to conserve resources and in keeping up with the times, the Student Handbook will be digital this year. . The handbooks are available on the Easley website at http://easley.dpsnc.net/pages/Easley_Elementary.

Please review the online Student Handbook and the Durham Public Schools Parent/Student Policy Handbook with your child and complete and sign this form. Forms and this signed statement must be returned to your child's teacher as soon as possible.

I have reviewed the above with my child _____
(Name)

on _____
Date

Signature (Parent)

Signature (Student)

Easley Elementary School

"Where Excellence is Found Year-Round!"



Parent & Student
Handbook
2018-2019