

# **Southwest Elementary**

# **Student/Family Handbook**

## **2022-2023**



*Be the Change You Want to See*  
*¡Sé el Cambio que Quieres Ver!*

2320 Cook Road

Durham, North Carolina 27713

<http://www.southwest.dpsnc.net>

919-560-3972

Nick Rotosky – Principal

Torrey Flores – Assistant Principal

Sade Chambers - Principal Intern

Dear Parents/Guardians and Students of Southwest Elementary:

I'd like to welcome all of our new and returning families to Southwest Elementary for the 2022-2023 school year. As a community of learners, we are extremely excited about the upcoming year and look forward to partnering with you to achieve a common goal.

Our goal is to ensure every student's educational and personal success. Their future depends on our collaborative efforts throughout the year. We want your family to be involved in your child's education. Make sure you have an updated Parent Portal account through PowerSchool and get connected to your child's teacher in Class Dojo. Stay informed by checking ClassDojo daily, reviewing updates and student work in Friday Folders, participating in conferences, and attending curricular events. Most importantly, communicate frequently with your child's teacher to ensure we are working together to make this the best year ever.

We have a new theme for the 2022-2023 school year, *Be the Change You Want to See*. After another unique year, we are excited about the changes a new year can bring. Nelson Mandela said it best, "Education is the most powerful weapon which you can use to change the world." Let's work together to embrace the changes impacting our lives and empower students to have a growth mindset, seeing challenges as opportunities and struggles as only milestones on their learning journey.

This handbook serves as a reference tool and is arranged in alphabetical order by topics. Please review it with your family and use it as a resource to answer any questions you may have about Southwest's policies and procedures. For other questions not answered in this handbook, please feel free to contact the school anytime.

We know this will be another successful year at Southwest Elementary School as we continue to believe in ourselves, celebrate what makes us unique, and strive to do our best every day. Change doesn't define us, rather it pushes us to think differently and take steps to "be the change 'we' want to see" in the world. Southwest Seahawks soar to great heights because we know that we can do anything if we do it together.

Sincerely,

*Nick Rotosky*

**Nick Rotosky, Principal**

## **SOUTHWEST VISION**

*We believe children should have the opportunity to achieve their maximum potential becoming productive members of a culturally diverse society.*

## **SOUTHWEST MISSION**

*To ensure equity and achievement for all students*

## **NEW SCHOOL TIMES FOR 2022-2023**

*Our school hours are from 7:45am to 2:15pm.*

*AM carpool services are from 7:15-7:40am.*

*(No student drop-offs before 7:15am.)*

*Early checkouts end at 1:45pm.*

*All after school pick-ups must occur by 2:30pm.*

## **SOUTHWEST STAFF DIRECTORY**

*A staff email directory can be found on the Southwest website:*

<https://www.dpsnc.net/Southwest>

*Follow us on Social Media ...*

*Twitter @Southwestdps*

*Instagram @Southwestdps*

*Add the ClassDojo app to connect with your child's teacher, stay up to date on school news, and check on your child's progress throughout the day.*

This handbook is in accordance with the [DPS Student Family Handbook](#).

[All families are asked to review the DPS Handbook linked above and sign/return the acknowledgement form sent home by your child's teacher.](#)

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## SECTION 1 - KEY REMINDERS

### CLASS DOJO

ClassDojo is the school-wide communication tool for Southwest Elementary and can be downloaded as an app on your phone for free! Through ClassDojo, you will receive all communication from the school, administration, and your teacher(s). ClassDojo is also used to encourage positive behavior and provide families with daily reports. Teachers can even upload class photos and videos for families to enjoy and communicate via the messaging option. If you are new to Southwest, sign up and get connected to your child's teacher. Existing Southwest families are already connected.

### COVID PROTOCOLS

Our plan at Southwest Elementary will be to continue to align with the guidelines from the CDC, NCDHHS, NCDPI and DPS. District COVID-19 resources are located [here](#). We will monitor COVID cases and any safety precautions recommended including the following:

- Face coverings **are no longer required, but strongly recommended** on all DPS campuses. Additional protocols for face coverings, symptomatic protocols, and isolation protocols can be reviewed [here](#).
- Large spaces will maintain half capacity to ensure spacing is an available option..
- Positive cases must be reported immediately to administration. Quarantine times and return dates will be provided. Close contacts will still be reported and monitored.

### ELEMENTARY SCHOOL HOURS - NEW FOR 2022-2023:

Beginning this year, all elementary schools in DPS will be “early start” schools.

- Carpool will be from 7:15-7:40am. Announcements will begin at 7:40am. Students will be tardy if they arrive after 7:45am and must be escorted to the front door and signed in by an adult.
- Dismissal will be from 2:15-2:30pm. Please arrive for carpool pick-up no later than 2:30pm each day. Early checkout will end at 1:45pm.

### MEALS

Due to the expiration of the federal waiver, DPS will return to the pricing structure prior to COVID-19.

- Universal Free Breakfast will continue to be provided to all DPS students at each school site.
- Students will have an assigned meal number that will follow them through 12<sup>th</sup> grade. Help your child learn their lunch number. These numbers will be used for breakfast and lunch this year.
- Families may add funds to student accounts through the [On-line Payment Center](#). A family may complete the [Lunch Application](#) to qualify for free or reduced-price meals. Prices for the 2022-23 school year are listed below:
  - Reduced-price student lunch: \$ 0.40
  - Paid student lunch: \$3.75
  - Milk \$0.50

During lunch, we will use the cafeteria at half capacity. Classes will rotate on a weekly basis (Week A or Week B). On alternating weeks, outdoor areas are recommended. If the weather requires students to eat indoors, students will continue to space themselves appropriately.

### PARENT PORTAL:

Parent Portal is the online system DPS uses for contact information and transportation requests. Each year, families need to confirm or update their address, phone number, and emergency contacts. In addition, bus transportation must be requested yearly. In addition, families will be able to access a child's grades through their Parent Portal. Returning DPS families completed this process in the Spring, but changes can be made when needed. New families will [set up their Parent Portal account](#) using the email provided at registration. (See [video instructions for how to set up an account.](#))

### STUDENT SUPPLIES

We are excited to announce that we are streamlining supplies for the 2022-23 school year. This year, families only need to provide a [bookbag](#) and [either a pair of headphones or earbuds](#) for each child! (No rolling bookbags please.) All other supplies will be provided! Teachers may provide a “wish list” for optional items at the beginning of the year. Please note that these are great ways to support your child's classroom, but they are not required. All children will receive the same great learning experience that every child deserves!

## **NO HOMEWORK POLICY**

Southwest Elementary values the time students spend engaged in meaningful, relevant, and rigorous activities during the school day. We have times built into core instruction for students to apply what they've learned and teachers to assess student understanding. As we reflect on homework practices through an equity lens, we want time outside of school to be purposeful and accessible for all students. Homework will not be assigned during the 2022-23 school year. Additional opportunities for reading and math practice are suggested below. These opportunities welcome parent involvement in their child's education through shared reading experiences and exposure to math concepts learned at school.

### **READING**

Reading (or being read to) is recommended for all students using the following suggested times for grade levels:

- Kindergarten-1st Grade ~ 10 minutes
- 2nd-3rd Grade ~ 20 minutes
- 4th-5th Grade ~ 30 minutes

### **MATH**

Students will have access to applicable math problems that align with classroom instruction.

- Eureka math workbooks will be sent home with all students at the beginning of the year. This book includes optional practice pages and a homework helper page for parents who would like to know more about the terminology and how the math strategies are taught.
- Since math practice is optional, workbooks do not need to be returned to school.

## **UNDERSTANDING CELEBRATIONS in DPS**

District Policy 3021 outlines guidelines for celebrations of birthdays or special occasions in DPS. All staff and families must adhere to the policy. Below are some key points to remember.

- a) Individual student birthdays may NOT include parties with food, but should instead use alternative celebration methods. (Suggestions include but are not limited to a birthday book, birthday shirt/sash, etc.)
- b) School-wide celebrations that involve food will be limited to four times per year, and will include no more than one food item (constituting no more than 25% of food served) that does not meet HUSSC standards.

## **VISITORS to DPS**

To help ensure the physical safety of students and staff, DPS will continue to limit visitor access during school hours to those deemed essential. Essential visitors include: Guest Educators, Student Teachers/Nurses/Interns/Observers, Tutors and Mentors, Contractors, Emergency Personnel, SROs, Food Service, Mail Delivery (Front Office Only), and others as determined by Campus Administration.

- Parents/guardians will be allowed to visit their students' classrooms during Open House/Orientation.
- Campuses will utilize virtual meeting options to limit campus visitors when possible.
- Before or after school hours, non-essential visitors may participate in approved campus activities.
- All approved visitors who enter the building are encouraged to wear a face-covering.

## **VOLUNTEER PROCESS**

DPS acknowledges the value of our parents/guardians and community members volunteering their time in schools. In preparation of future volunteer opportunities (e.g., field trip chaperones, classroom assistants, tutors), individuals must register online at the secure web site [www.dpsnc.net/volunteers](http://www.dpsnc.net/volunteers). Volunteer registration online requires either a Social security number or a US I-94 VISA number. If an applicant does not have either of these items, the applicant may request an *alternative volunteer application*.

- Individuals are notified by email of clearance to volunteer.
- Approved volunteers must provide a copy of the email to their child's teacher.

If a volunteer is approved and receives administrative approval to enter the building and work with students, the following COVID protocols will be required in order to serve as a DPS volunteer.

- All volunteers must be FULLY vaccinated for COVID-19.
- All volunteers must be screened upon entering the building.
- All volunteers must wear their mask appropriately and consistently at all times.
- All volunteers must depart immediately at the end of their shift.

## **SECTION 2 - GENERAL HANDBOOK INFORMATION**

*(alphabetical order)*

### **ACADEMICALLY AND/OR INTELLECTUALLY GIFTED SERVICES (AIG)**

Durham Public Schools recognizes that students learn in many different ways and at a variety of levels. Academically and/or intellectually gifted (AIG) students will find rigorous programs that challenge and develop their unique gifts and learning styles. The AIG program in Durham Public Schools begins with a formal assessment as early as spring of second grade.

During the early elementary grades, Southwest students are enriched by providing targeted opportunities for rich learning experiences and opportunities to extend their learning with a balance of whole group and/or small group lessons. Students in grades 3-5 will be served through differentiation of regular classroom instruction and/or other service options designed to provide a comprehensive, challenging course of study. These services may include pull-out groups, cooperative teaching with the classroom teacher, and/or enrichment activities for areas already mastered. Students are served by an AIG licensed teacher and/or the AIG Specialist. Students will find rigorous instruction that challenges and develops their unique gifts and learning styles.

### **ADMINISTRATIVE STAFF**

The administrative staff is here to support the daily curriculum and extracurricular activities, ensuring a safe and orderly environment for the Southwest community. We are also here to support parents/guardians with their efforts to stay informed and involved in their child's education. **We ask that if you have concerns or questions about your child's education, please address them with your child's teacher first as they can best speak to the matters at hand.**

**Nick Rotosky - [nicholas\\_rotosky@dpsnc.net](mailto:nicholas_rotosky@dpsnc.net)  
Principal**

**Torrey Flores - [torrey\\_flores@dpsnc.net](mailto:torrey_flores@dpsnc.net)  
Assistant Principal**

**Sade Chambers - [britney\\_chambers@dpsnc.net](mailto:britney_chambers@dpsnc.net)  
Principal Intern**

### **ADMISSION TO SCHOOL**

To attend Southwest Elementary School, a student must maintain a legal residence in the Southwest school zone or have approval from the Office of Student Assignment. Legal residence is defined as the address where the student and his parents, legal guardian, or custodians reside on a full-time basis. The State of North Carolina requires that certain immunizations be given to every child in order to attend school. A grace period of 30 days following enrollment is allowed.

Should a student not have proof of proper immunization, the law requires that the principal prohibit the child from attending school until this requirement is met. You will be notified in writing if your child does not have the proper records. The following immunizations are required:

**DPT** 5 doses  
**Polio** 4 doses

**HIB** 1 dose  
**MMR** 2 doses

## ARRIVALS AND DEPARTURES

### Walkers:

This option is only available for families who are walking or biking to school from home or a designated area within walking distance from the school (e.g., Sutton Station). Bike racks are located in the front and back of the school.

- **Walkers MUST be accompanied by an adult.**
- Families in cars should use the carpool. Do not park on Cook Road.
- Parents will escort their child to the stone cylinder by either of the school entrances where they will be greeted by staff members. At this time, we still are not allowing visitors inside the building during arrival.

### Buses, After School Programs, and Special Programs:

Buses and approved transportation for special programs will come to the front of the school.

- With the exception of special programs, only buses and after school vans will be allowed to drop off or pick up students in the front circle designated for buses.
- Special programs, which include preschool and DN students, will enter and exit the building through the B Hall side entrance in the front of the school. To ensure student safety, students will be greeted by a staff member in the morning and escorted to their car in the afternoon.
- Students in grades K-5th will be prepared for bus dismissal (e.g., backpack ready) and remain in the classroom until their bus or van is called on the intercom. Students will not go to the bus lot for dismissal until their bus number or after school program is announced.
- Students in grades K-5th will quickly and quietly exit the classroom when their bus number or after school program is called. Students will proceed quietly in straight lines on the right side of the hallway with appropriate distancing. Staff will be assigned locations throughout the building to help direct students to the bus lot in the front of the school.

### Carpool:

Carpool traffic follows a predetermined traffic pattern to maximize safety and maintain a smooth flow. To ensure student health and safety, DPS is not allowing visitors inside the buildings at this time. All families should follow the traffic pattern and come through the **carpool circle in the back of the school** (second entrance furthest from Fayetteville St). Parents are encouraged to exit Fayetteville St. on Juliette Dr. and take a left onto Cook Rd. to approach the carpool entrance. **For their safety, students should not be dropped off or picked up in any location other than the carpool circle.**

- The traffic circle is for quickly dropping off and picking up
- All carpool students should remain in the car until greeted by a staff member who will open the door. Students will enter the building through the rear doors by the gym.

### AM Carpool Procedures: Morning drop-offs are allowed **between 7:15 and 7:40am.**

- To ensure student safety, **students must NOT be dropped off before 7:15 am.**
- Adults will be assigned to carpool duty each day. Proceed to these individuals who will open the car door and welcome your child for the day. Carpool should not begin until the adults report for duty.
- Students should be ready to get out of the car when you stop to facilitate the smooth and efficient flow of traffic. Prolonged stopping or parking in the circle will not be permitted.
- **Late Arrivals:** Students arriving after 7:40am **MUST be brought to the front entrance, accompanied by an adult to the front door, and signed in** to receive a tardy pass.
- Excessive tardies/late arrivals are impactful to instruction. Our instructional day starts promptly at 7:45am. All students should arrive by 7:40am to participate in morning announcements and prepare for the day.
- In an effort to ensure a quality education for your child and maintain the integrity of the instructional day, tardies will be monitored in the following manner:
  - After 3 tardies = Documentation and teacher contact
  - After 6 tardies = Letter from the school documenting the excessive tardies and the impact on instruction AND notification to the counselor and social worker
  - After 10 tardies = Administrative conference

*The principal and his staff shall take appropriate action to help prevent excessive tardies and/or provide counseling for families with a history of excessive tardies. Parents must be notified of their child's excessive tardies. The teacher and/or counselor shall then work with the student and family to analyze the causes and determine the steps to eliminate the problem.*

## **PM Carpool and Early Pick-Up Procedures:**

Students will remain with their assigned teacher until the student is called to a carpool station or a parent checks with the main office to pick up a child.

- **Carpool Number:** Families are assigned a carpool number that should hang from the rearview mirror. (*The number will remain assigned to the student through 5<sup>th</sup> grade. Siblings share the same number.*) Students will view the carpool numbers as assigned through the classroom BrightLink. Teachers will create a master list of carpool numbers to assist students with the process. Students will quickly exit the classroom when their carpool number shows on the screen and proceed to the NEW carpool lot (formerly the bus lot) in the back of the school.
- **Early Pick-Up:** Please note that students are dismissed at 2:15 pm. To minimize disruptions at the end of the day, **early dismissals will not be allowed after 1:45pm.** When picking up a child prior to 1:45 pm, an adult must come to the main office and sign-out the student. Please refrain from early dismissal unless it is a true need or an emergency. **Identification is required.** Students will be called to the office by the secretary. **Students will not be called out of the classroom after 1:45 pm.**
  - Only one adult will be allowed to complete the early dismissal process at a time.
  - Parents/guardians must allow extra time to complete the checkout process. Please account for the extra time when trying to make an appointment.
  - Students may not be called to the office ahead of time. An adult must complete the checkout process first.
  - After completing the checkout process, the adult will wait outside by the front door. The student will be called from the classroom and escorted to the parent.

## **ASSESSMENTS**

Assessment for Learning is a formative assessment approach that uses various methods to provide students, teachers, and parents/guardians with consistent evidence of student progress towards mastery of curriculum standards. Assessments are administered regularly to assess student learning, determine the effectiveness of instruction, and make adjustments to provide corrective instruction or enrichment.

- **Reading Screeners in Grades K-5th:**
  - Students in grades K-5 will be assessed using the reading screener determined by the LEA. We will use mCLASS DIBELS 8 in Grades K-3rd and i-Ready in Grades 4th-5th. Benchmark assessments will be completed at the beginning of the year (BOY), middle of the year (MOY), and end of year (EOY).
  - IRLA assessments are completed in Grades K-5th to support ARC implementation. (ENIL is the Spanish assessment version for our Dual Language classrooms.)
  - Progress monitoring expectations are followed for all students between benchmarks.
- **Online Math Screener in Grades K-5th and DPS Math Performance Tasks in Grades K-2**
  - All DPS students in grades K-5th will participate in an online math screener through iReady. This adaptive diagnostic screener pinpoints a student's needs down to the sub-skill level. Progress monitoring shows whether students are on track to achieve end-of-year targets.
  - All DPS students in grades K-2nd will also participate in 4th quarter performance tasks for math.
- **Other 3rd-5th Grade Assessments:**
  - Students in grades 3-5 participate in common district assessments, which are formative assessments used to monitor student progress towards mastery of grade level standards.
  - 3rd grade students take the Beginning of Grade (BOG3) test between days 11 and 15.
  - Students participate in mid-year and quarter 3 district benchmarks to prepare for the EOG.
  - At the end of the school year, students in grades 3-5 also take summative assessments for reading comprehension and mathematics, referred to as the End-of-Grade (EOG) tests. Additionally, 5th grade students take the Science EOG online. End-of-Grade testing takes place during the last 10 days of school and involves the entire school staff and students.
- **EOG Achievement Levels:**

The EOG gauges how well students have learned the curriculum outlined in the North Carolina Standard Course of Study for a particular grade in reading, math, and 5<sup>th</sup> grade science. Four achievement levels reflect grade level proficiency and college-and-career readiness:

Achievement Level*	Meets On-Grade Level Proficiency Standard	Meets College-and-Career Readiness Standard
Level 5 denotes <b>Superior Command</b> of knowledge and skills	Yes	Yes
Level 4 denotes <b>Solid Command</b> of knowledge and skills	Yes	Yes
Level 3 denotes <b>Sufficient Command</b> of knowledge and skills	Yes	No
<b>Not Proficient</b> denotes <b>Partial or Limited Command</b> of knowledge and skills	No	No

*Important Note: The school principal makes all final decisions regarding promotion and retention of students.*

### ATTENDANCE

**Prompt, regular attendance at school is crucial to your child’s success.**

- **Our instructional day begins at 7:45 am and ends at 2:15 pm. Students arriving in carpool should not arrive before 7:15 am and must be picked up at 2:30 pm.**
- **Students arriving after 7:45 am are tardy** and must be escorted to the front entrance by an adult. The child must be signed in before being allowed to go to their classroom. Note: It is very important for students to be on time so that they do not miss, nor disrupt, instructional time for others.

Per *Durham Public Schools Student Attendance Policy 4100.1*, 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, the principal may require a written doctor's excuse for any additional absences attributed to illness. When a student has accumulated unexcused absences from class or school three, six, and ten times during the school year, the principal or designee shall notify the parent/guardian or custodian of the absences in writing.*

- **Absences** - A student shall be considered absent from school for attendance purposes, if the student is not present for at least half of the school day.
- **Tardiness** - A student shall be considered tardy to school after **7:45 am** unless the student is attending an authorized school activity.
- **Excused Absences** - The principal or designee shall have the right to excuse a child temporarily from attendance due to sickness or other unavoidable cause which does not constitute unlawful absence as defined by the State Board of Education.
- **Unexcused Absences** - All absences for reasons other than those identified under the section entitled "Excused Absences" will be considered unexcused. Any absence for which the proper school official does not receive valid, written documentation within three (3) days of the student's return to school shall constitute an unexcused absence. A student suspended pursuant to G.S.1 15-391 shall not be considered unexcused for purposes of the Compulsory Attendance Law.

*Further details regarding the policy and definition of terms can be found in the DPS Handbook.*

### BEFORE AND AFTER SCHOOL CARE PROGRAMS

Durham Public Schools’ Community Education Department will provide a program for children who need supervised activities before and/or after the regular school day. The program will operate each day from **6:30-7:45 am** and from **2:15-6:00 pm**. **If school is closed or dismissed early due to inclement weather, this program will not operate.** Please contact Community Education at **919-560-3816** for more information.

### BOARD POLICIES

Durham Public Schools are governed by Board Policies available to view at [www.dpsnc.net](http://www.dpsnc.net) and click on District Policies.

### BOOK BAGS/BACKPACKS

To preserve the floors and prevent student injury, rolling book bags/backpacks are not allowed at Southwest.

## BUS AND VAN TRANSPORTATION

The Durham Public Schools' Transportation Department will make bus assignments. Families may set up an account with our "Here Comes the Bus" application online. With the latest GPS technology, this app lets you see where the bus is and confirms when the bus has arrived at the bus stop and school. You can track a bus using a computer, smartphone or tablet. Users can also sign up to receive a text message or email when the bus is within a certain radius of the bus stop. Parents are encouraged to register for transportation on the DPS website through the parent registration portal.

- The application tracks the location of the student's assigned bus.
- It can be downloaded via the internet.
- After the application is downloaded, enter the **District Code 97034** (which is the same for the entire district).

An account must be created using the student's PowerSchool number to complete registration and validation. Once this step is completed, all bus stop information will show through the application. For bus stop concerns call (919)560-2877(BUSS).

On occasion, if a child must ride a bus other than the district-assigned bus or be a car rider, parents/guardians must provide **prior notice** requesting the change. *However, if the requested bus is at capacity, this request will not be granted. The note must be signed by an administrator and presented to the bus driver.*

## BUS BEHAVIOR

Our first and foremost concern with student transportation is safety. In order for students to be transported safely to and from school, behavior must be appropriate at all times. The following rules should be discussed with your child:

- Be at your stop on time. (DPS recommends 10 minutes prior to your scheduled time.)
- Wear a mask and adhere to seating assignments.
- Remain seated and keep aisles clear at all times.
- Talk quietly to the people sharing your seat only. Disruptive and/or playful behavior will not be tolerated.
- Hands/arms must never be outside of the window, and objects are never to be thrown on or out of the bus.
- Food and gum are not allowed on the bus.

If a student displays difficulty following bus rules after being warned by the driver, a disciplinary referral will be sent to Transportation and Southwest. The following actions justify a referral and may result in a suspension of bus privileges.

- Fighting, smoking, using profanity, or refusing to obey instructions of school authorities or a school bus driver while riding on a school bus.
- Tampering with or doing damage to a bus.
- Refusing to meet the bus on time at designated stops.
- Leaving the bus when en route from home to school or vice versa without permission.
- Playing, throwing objects, or otherwise distracting the driver's attention while the bus is in operation.
- Failing to observe established safety rules and regulations required by law or adopted by the school board.

## 2022-23 DPS Traditional Student Calendar

<p><b>AUGUST</b>            August 15-16 - New Teacher Orientation            August 17-22 - Teacher Workdays            August 23-26 - Req. Teacher Workdays            August 29 - First Day of School                &gt; K Staggered Entry 8/29-9/1                &gt; All K Students 9/2</p> <p><b>SEPTEMBER</b>            September 5 - Holiday            September 28 - Early Release <b>12:15pm</b></p> <p><b>OCTOBER</b>            October 5 - Teacher Workday            October 24 - Early Release <b>12:15pm</b>            October 28 - End of Quarter            October 31 - Teacher Workday</p>	<p><b>NOVEMBER</b>            November 8 - Teacher Workday            November 11 - Holiday            November 23-25 - Holiday</p> <p><b>DECEMBER</b>            December 20 - Early Release <b>12:15pm</b>            December 21 - Teacher Workday            December 22-30 - Winter Break</p> <p><b>JANUARY</b>            January 2 - Holiday            January 3 - Teacher Workday            January 13 - End of Quarter            January 16 - Holiday            January 17 - Teacher Workday</p>	<p><b>FEBRUARY</b>            February 8 - Early Release <b>12:15pm</b>            February 20 - Teacher Workday</p> <p><b>MARCH</b>            March 24 - End of Quarter            March 27- 31 - Spring Break</p> <p><b>APRIL</b>            April 7 - Holiday            April 10 - Teacher Workday</p> <p><b>MAY</b>            May 3 - Early Release <b>12:15pm</b>            May 29 - Holiday</p> <p><b>JUNE</b>            June 9 - Last Day of School                &gt; Early Release <b>12:15pm</b></p>
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## **CELEBRATIONS~ DISTRICT POLICY 3021**

Guidelines for celebrations of birthdays or special occasions are outlined below. In all cases, teachers and parents should be aware of any allergies that would affect food choices. *Out of respect for the variety of cultures, religions, and ethnicities among our community, holidays may be taught but not celebrated. Please note that sending or bringing balloons, telegrams, flowers, etc. to your child is not permitted.*

**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, school stores, after school events, school celebrations, fundraisers, and a la carte items sold during school meals. Decisions about the sale of all foods should focus on nutrition goals for students, and shall comply with applicable federal, state, and district regulations (*see [HealthierUS School Challenge standards](#)*).

- a) All food served at cultural events (e.g., international food celebrations or world language club activities) must either comply with Policy 3021.5C or be served after school hours. All such food must be prepared under hygienic conditions and be safe to consume. The Durham Public Schools cannot be responsible for any food-borne illnesses carried by foods prepared off campus.
- b) **INDIVIDUAL STUDENT BIRTHDAYS may not include parties with food, but should instead use alternative celebration methods.**
- c) **School-wide celebrations that involve food (such as all-A honor roll celebration) will be limited to four times per year, and each will include no more than one food item (constituting no more than 25% of food served) that does not meet HUSSC standards.**
- d) School staff should encourage non-food alternatives to school rewards.

**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.

- a) 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.
- b) 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.
- c) **ALL FOOD brought to school by students, parents, or community members to feed more than one child must be pre-packaged or prepared and delivered by a restaurant or catering service that meets all applicable food safety and sanitation regulations.**

## **CHARACTER EDUCATION and SOCIAL EMOTIONAL LEARNING**

We believe that in order to have well-rounded programs, it is important to reinforce those values that we expect good citizens to uphold. This effort supports our district's Character Education policy. Each month our school will focus on a particular value as listed below, and we ask that you help us by reinforcing these values at home.

August/September – Self-Discipline October – Respect November – Honesty December – Kindness January – Responsibility	February – Fairness March – Courage April – Perseverance May – Citizenship
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We also support students' social and emotional learning (SEL) through the Move This World SEL curriculum. Move This World uses interactive videos, movement, and creative expression to help students and educators develop emotional intelligence skills for long-term wellbeing. Schools implement Move This World's curriculum seamlessly into their day with short evidence-based videos that introduce a common language and methods for expressing emotion. Move This World's programs lead to deeper self awareness, stronger relationships, effective communication and a culture of safety and support.

## CHILD NUTRITION and CAFETERIA SERVICES

Due to the expiration of the federal waiver, DPS will return to the pricing structure prior to COVID-19. Reach out to School Nutrition at 919-560-2370 with any questions.

- Universal Free Breakfast will continue to be provided to all DPS students at each school site.
- Students will have an assigned meal number that will follow them through 12<sup>th</sup> grade. Help your child learn their lunch number. These numbers will be used for breakfast and lunch this year.
- Families may add funds to student accounts through the [On-line Payment Center](#). A family may complete the [Lunch Application](#) to qualify for free or reduced-price meals. Prices for the 2022-23 school year are listed below:
  - Reduced-price student lunch: \$ 0.40
  - Paid student lunch: \$3.75
  - Milk \$0.50

During lunch, we will use the cafeteria at half capacity. Classes will rotate on a weekly basis (Week A or Week B). On alternating weeks, outdoor areas are recommended. If the weather requires students to eat indoors, students will continue to space themselves appropriately.

- **Cafeteria Schedule:** A lunch schedule will be provided at the beginning of each school year.
- **Behavior Expectations:** Class behavior will be monitored by faculty on duty in the cafeteria and alternate locations..
- **Outside Lunch Options:** Lunches prepared at home or brought in should be a balanced meal and include items which do not spoil when kept at room temperature for several hours. Children who bring their lunches may purchase milk. Unbreakable thermos containers for beverages or soups are recommended. **Do not send lunches requiring refrigeration or a microwave.**
- **Please make sure that any reusable item brought from home has your child's first and last name and the classroom teacher's name written on each item (i.e., lunch box, thermos, food containers).** These items are often left or misplaced throughout the year. Names will assist with returning these items to the appropriate child. Items without names will be placed in the "lost and found." Refer to this section in the handbook for additional details related to *Personal Items* for procedures related to "lost and found" items.

## COMMITTEES

Community groups or teams are similar to committees and often composed of administrators, staff, and parents. At Southwest, we welcome parent participation. If you are interested in joining one of the groups below, contact Mr. Rotosky or a member of the PTA Leadership Team.

<ul style="list-style-type: none"><li>• <b>School Improvement Team (SIT)</b> <i>(2 parents elected for a 2 year term)</i></li><li>• <b>Family Academy Advisory Team</b> <i>(2 parents serve on the district steering committee. Notify administration if interested.)</i></li></ul>	<ul style="list-style-type: none"><li>• <b>Parent Teacher Association (PTA)</b></li><li>• <b>Parent of African American Children (PAAC)</b></li><li>• <b>Alianza Latina de Acción en Southwest</b> <i>Southwest Latinx Action Alliance (ALAS)</i></li></ul>
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## COUNSELING

The counseling program is designed to support students through their academic, emotional, and psychological development. Counselors work with individual students, small groups, and classes to help them develop understanding of themselves and others. The primary aim of the counseling program is to work with boys and girls who are having problems with friends, family, school, and self-awareness. Another important element of elementary school counseling is to help students avoid developmental problems by exploring what happens during the time of growing up: feelings, the body changes, and the happiness and unhappiness which are a natural part of the childhood years. The counselors are available to any student, parent, or teacher who has a concern or problem.

## CUSTODY ISSUES

We comply with legal documentation only. If we do not have legal documentation of custodial rights, then we cannot comply with parent/guardian directives.

## EARLY DISMISSAL

Early dismissal from school must always be cleared first by the office. **Parents/guardians are required to sign students out with the office staff. We will then call the student to the office for dismissal.**

- **Parents are not allowed to go directly to the classroom or playground area to pick up a child.**
- Please keep in mind that when a student is called from class earlier than the 2:15 pm dismissal time, it can be disruptive to the other students and cause the student being picked up early to miss out on valuable instruction. We encourage you to schedule regular medical and dental appointments after school dismisses.
- **Students will not be called for early dismissal after 1:45pm.**

**Alternate Pick-Up Arrangements:** If you need to make alternate pick-up arrangements for your child, please call the office prior to **1:15pm.** to make sure your child's teacher can be notified in time.

**Inclement Weather:** In the event of inclement weather, the district will send home a School Messenger phone alert, and radio and television stations will broadcast closings. Make sure we have a current phone number, and your child knows what to do and where to go if school closes early. If the child is not going to follow standard dismissal/bus procedures, please give specific instructions as to what the student should do on the Inclement Weather Form.

**Remember that the after school program does not operate if school is dismissed early.**

## EARLY RELEASE DAYS

Teachers at Southwest participate in professional development sessions on days designated as an "Early Release Day" on the Traditional Student Calendar. On these days, students will be dismissed at 12:15pm to allow all staff to attend district-required sessions focused on best instructional practices. **All students must be picked up between 12:15-12:30pm.** In addition, the last day of school has an early dismissal time. Please make sure these dates are on your family calendar and you have made arrangements for your child on these days.

### **EARLY RELEASE DAYS for 2022-2023**

WEDNESDAY, September 28 MONDAY, October 24 TUESDAY, December 20	WEDNESDAY, February 8 WEDNESDAY, May 3 FRIDAY, June 9 (Last Day of School)
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## ENGLISH AS A SECOND LANGUAGE (ESL)

ESL, English as a Second Language, is a program designed to assist students whose first language is not English. The focus of ESL is to help students become proficient in English for both social and academic situations. Students entering the program take an oral, written, reading and hearing test to assess their level of proficiency in English. In order to exit this program, students must pass all four parts of the test with a level of fluent English.

## EXCEPTIONAL CHILDREN'S SERVICES (EC)

The EC team is responsible for receiving referrals, obtaining parental permission for assessment, initiating evaluation procedures, evaluating information, and seeing that an individualized education plan (IEP) is developed and revisited annually, if a placement is made. Exceptional children's services are determined by a student's IEP (i.e., co-teaching, resource, speech/language, hearing impaired, occupational therapy, physical therapy). At Southwest Elementary, there are also two developmental needs classes reserved for students with special needs.

**Referrals:** A referral may be initiated by a parent or staff member through the Multi-Tier System of Supports (MTSS) process. MTSS provides a team framework for evaluating data from classroom-based interventions/strategies and determining the most appropriate next step. If an EC referral is determined to be the most appropriate next step, then a referral will be made with the team's consent. The EC team will then review the data to determine whether a full evaluation is warranted. Parents will be invited to this meeting. Please contact the EC facilitator if you have any questions regarding this process.

## EXTRA-CURRICULAR, SCHOOL SPONSORED ACTIVITIES

Southwest offers an array of extra-curricular activities and programs, which are available to any students within the grades participating. However, each student's participation is contingent on their effort and behavior during the regular school day and program. Events involving the PTA and the Southwest Community will be communicated via social media, phone messages, newsletters, and/or updates on the Southwest website.

### FIELD DAY

Field Day for all students will be held toward the end of the year and will be directed by the physical education teacher in cooperation with other special area teachers and parent volunteers. Our primary goal is full participation by all students. Parent volunteers are welcomed and encouraged to support this event.

### FIELD TRIPS

Due to the concerns of Covid-19, DPS will discontinue in-person activities that involve bringing together large groups of people or activities that do not allow for physical distancing (assemblies, performances, field trips, etc.) Field trips must be completed between the hours of 9:30am (leaving the school) and 1:30pm (arrive back at the school). A written permission slip and updated medical information sheet is required for any student who is attending a field trip. *Since schools are expected to provide payment in advance of a field trip, fees for field trips, once paid, will not be refunded. This applies to any student who is absent on the day of the trip, arrives after the field trip departure time, and any student who has lost the privilege to participate due to excessively inappropriate behaviors.*

### FITNESS FIRST

Southwest participates in "Fitness First" as a component of our Health and Wellness Program. We encourage all faculty and students to participate in at least 5 minutes of structured physical activity (i.e., walking the track, yoga, aerobic dance) as a part of daily recess.

### FLYERS

Southwest chooses NOT to distribute flyers from any vendors not endorsed by Durham Public Schools. Please refer to DPS Policy 2110 for more specific guidelines.

### FRIDAY FOLDERS

Friday Folders are an essential form of communication at Southwest. They will contain classroom updates, completed assignments and assessments, and other information needed for an open, two-way communication between home and school. **Please be sure to check them weekly to verify that you have received all important announcements and information.**

### FUNDRAISERS

Southwest will facilitate fundraisers to support our outdoor learning, instructional programs, technology, building, and campus grounds. (*Details will be announced prior to an event.*) Smaller service-type fundraisers (i.e., grade level projects, school-hosted evening events) may be communicated throughout the year.

## GRADING AND REPORTING PROGRESS

Grades are issued every nine weeks and align with the North Carolina Standard Course of Study. Grades will be submitted by teachers through an on-line system referred to as PowerTeacher Gradebook. Kindergarten through 5<sup>th</sup> Grade will be assigned levels of mastery in all appropriate subjects.

<b>Rating Scale for Standard Course of Study</b> 4 = Exceeds All Standards 3 = Meets All Standards 2 = Meets Some Standards 1 = Does Not Meet Standards	<b>Non-academic behaviors</b> will be demonstrated by one of the following: C = Consistently S = Sometimes R = Rarely
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**Progress Reports** - Progress reports will be issued at mid-point of each quarter.

**Conferences** – Two parent-teacher conferences are required in grades K-5. A conference should be held by the end of the first quarter and the end of the third quarter.

**Report Cards** - Report cards are sent home after the end of each grading period. Report cards may be distributed during the parent-teacher conference to allow the teacher to discuss the student’s progress. Additional conferences may be requested by the teacher or parent at any time.

### **Report Card & Progress Report Distribution Dates in PowerSchool**

	<b>1<sup>st</sup> Quarter (43 days) 8/29 - 10/28</b>	<b>2<sup>nd</sup> Quarter (38 days) 11/1 - 1/13</b>	<b>3<sup>rd</sup> Quarter (47 days) 1/18 - 3/24</b>	<b>4<sup>th</sup> Quarter (47 days) 4/3 - 6/9</b>
<b>Progress Report</b>	Wednesday, September 28th	Friday, December 2nd	Tuesday, February 21st	Monday, May 8th
<b>End of Grading Period</b>	Friday, October 28th	Friday, January 13th	Friday, March 24th	Friday, June 9th
<b>Report Cards</b>	Wednesday, November 2nd	Tuesday, January 24th	Thursday, April 6th	Friday, June 9th

### **HEALTH ROOM AND EMERGENCY INFORMATION**

It is vital that we have accurate information on how to reach all parents/guardians and at least two other people who will accept responsibility for your child if there is an injury at school. Please help us by giving complete information with all accurate, up to date information and contact numbers on the data sheet and emergency cards. The health room is located in the front office area. Once there, a child will describe the problem to the secretary.

- If it is determined to be minor, the secretary will administer first aid and send the child back to class.
- If a student has a fever or exhibits symptoms of Covid-19, we will follow the [Covid-19 District Guidelines](#) for isolation/quarantine protocols and notifications. Parents will be contacted to pick the child up. Close contacts and siblings who are vaccinated may continue to come to school as long as they are symptom-free.
- Parents of ill students, including students who were not sent to school due to illness, will be notified of 3 options to return to school:
  - A negative COVID-19 test AND symptom free for 24hrs,
  - An alternate diagnosis AND symptom free for 24 hrs, or
  - 5 days if parent is unable or not willing to utilize the two options above

**With the exception of COVID, refer to [these guidelines](#) for keeping a sick child home.**

- If the parent/guardian cannot be reached, an alternate number on the student’s emergency card will be called.
- No medication can be administered by the school, but your child will be made as comfortable as possible while in the health room. *Please do not ask the school to give your child an aspirin or any nonprescription medication.*
- If an emergency room visit is required, 911 will be called.
- If your child requires prescription medicine during the school day, please obtain the proper forms from the school office to be filled out **in advance** by the physician. All prescription medication must be in the original pill container with proper labeling from the pharmacy and must match the doctor’s order. Self medication of cough drops is allowed with written approval from the parent (form provided by request). Only doses required for one day may be sent.
- Ringworm, head lice, chicken pox, monkeypox, and "pink eye" are very contagious. If you discover that your child has developed these conditions, seek immediate medical attention before sending the child to school. A staff member will call you to pick up your child if these conditions are discovered at school. A letter with treatment information will be sent home if head lice are found in your child's classroom.

### **KINDERGARTEN**

All Kindergarten students begin their school experience with a staggered entry approach. During staggered entry, small groups of Kindergarteners attend **one of these staggered entry days during the period of Aug. 29<sup>th</sup>- Sept. 1<sup>st</sup>**. Students will get to know all of the teachers on the Kindergarten team, practice routines, participate in initial assessments, receive a school tour, eat lunch in the cafeteria, and meet key staff members throughout the building. Parents/guardians will be notified of the staggered entry date for their child. **Class assignments and notification will be made on Thursday, Sept. 1<sup>st</sup>. All Kindergarteners will report on Friday, Sept. 2<sup>nd</sup>.**

## **MAIN OFFICE**

The office at Southwest is a very busy area. Students are required to get written permission from the teacher before they come to the office. If they have a problem which needs to be discussed with an administrator, they can leave their name with the secretary in the morning or ask their teacher to send the request to the office. The telephone in the office is to be used by students for emergencies only and only with staff permission.

## **MEDIA CENTER**

Our goal in the media center is to develop life-long learners who love to read and to ensure that students and staff are independent and effective users of ideas and information. It is also our mission to provide media and information-related services that are fully integrated with the instructional program. Please share the joy of reading with your child and help them learn responsibility by taking good care of the books they check out of our media center. If a book is lost or damaged, please contact our Southwest media specialist for price information.

## **MULTI-TIER SYSTEM OF SUPPORTS (MTSS)**

MTSS is an acronym for a multi-tier system of supports. Most decisions within the MTSS framework are made by teams —leadership teams, student support teams, or grade-level teams.

- Tier I focuses on universal/core instruction for all students.
- Tier 2 responds to data-driven student needs by developing group interventions for those who are academically and/or behaviorally at risk.
- Tier 3 focuses on intensive interventions for those who continue to be at risk.

The tiers serve to monitor students' progress and use a multi-tier prevention system to provide evidence-based interventions. With the help of the MTSS Problem Solving Team, ongoing interventions are reviewed and adjusted based on the needs of each student. The Tier 3 team typically includes the teacher, parent, MTSS coordinator, and administrator. Additionally, the school social worker, school psychologist, and an EC team representative may attend. MTSS team meetings and plans are always more successful with parental involvement but are not contingent on parental permission. If you have any questions, please contact Ms. Schira or administration.

## **NEWSLETTERS**

Newsletters are provided by the PTA and classroom teachers. Newsletters will be sent at least once a month to keep parents informed about what is happening in the school and the classrooms. Please read these newsletters as these are sources of information about school related news and updates.

## **OPEN HOUSE/ORIENTATION NIGHT**

Open House is held on **Monday, August 23<sup>rd</sup>**. To accommodate schedules and families with multiple children, there are two duplicate sessions. **Session 1 is from 12-1pm, and Session 2 is from 5-6pm.** There is a brief meet and greet during the first 15 minutes with the classroom teacher. The next 45 minutes provides a deeper focus on individual classroom procedures and daily routines. If you still have questions, please schedule an individual time with your child's classroom teacher.

## **PARENT TEACHER ASSOCIATION (PTA)**

The Southwest Elementary PTA is an active part of the school community. It facilitates a sense of community between the parents and teachers with students as the primary focus. Volunteer opportunities abound within the organization. Adults may choose to serve on a variety of committees including fundraising, membership, and special programs or to offer teacher support by assisting with "housekeeping" items such as copying and assembling booklets among other general clerical assistance. An annual suggested membership contribution of \$7 per adult helps support the Southwest Elementary PTA.

Families can connect with the PTA in a variety of ways. The PTA meets monthly (typically on the first Monday of the month) at 6:00pm. We encourage all families to attend. Families can also stay informed and communicate with the PTA through their [PTA website](#), [PTA email](#), [Facebook page](#) (and click "Join Group?"), and Remind account (Text message reminders-Text the message 76969a to **81010**/Email reminders- Email [76969a@mail.remind.com](mailto:76969a@mail.remind.com)). A PTA newsletter will also be distributed monthly to all students with updates and important PTA/school information. Additional updates regarding PTA may come home as needed.

## PERSONAL ITEMS

Students have either a desk or a cubby in which to put their personal items. **Please mark personal items, particularly garments such as sweaters, coats and other winter accessories, with the student's first initial and last name.** Lost and found items will be located at the B/C hall intersection near the cafeteria. Southwest will not take responsibility for locating these types of personal items. **\*Items remaining in “lost and found” at the end of each quarter will be donated to a local agency.**

Personal items such as electronic gaming systems (i.e., Nintendo DS), **cell phones**, trading cards, and/or inappropriate toys will be confiscated and returned only to a parent/guardian. Apple watches are not allowed during testing and should remain at home during standardized testing dates (i.e., EOG). **Additionally, some items, such as toy guns or knives of any kind or size may result in an immediate suspension from school.**

## PICTURES

**Photographs:** Throughout the year, Southwest may have special events (i.e., PTA Events, Spirit Week, Curriculum Nights) in which photographs are taken to represent the event. These pictures may be posted on the school website or school social media platforms. In addition, members of the media may contact the school district for permission to photograph classes. **If you DO NOT want your child photographed, complete the printable [Media Release form](#) within the first two weeks of school and submit to the Main Office including your child’s name.**

**Fall and Spring:** Strawbridge Studios will take individual school pictures in the fall as well as full body portraits and class pictures in the spring.

## PLAYGROUND

Time on the playground will be semi-structured and supervised by teachers or assistants. **Students should understand that they are expected to participate and respond to directions on the playground in the same manner as in the classroom.** See *FITNESS FIRST* for details regarding one of our Health and Wellness initiatives at Southwest.

## SCHOOL SPIRIT

**Red for Ed ~ Every Wednesday**, we show our support for public education by wearing “red for ed.” Join our staff by wearing red to school and work on Wednesdays.

**School Spirit Day ~ Every Friday**, we encourage all members of our school community to show their Southwest spirit by wearing a Southwest t-shirt (past or present design) or the school colors of royal blue and gold. Teachers provide a record of all students who participate and a student is selected from each class for a prize.

**College Spirit Day ~ First Thursday of each month is College Spirit Day.** At Southwest, we are college and career ready! We encourage everyone to show their support for their favorite college or university on this day.

**School Spirit Day/Weeks ~ In December**, we will have a **School Spirit Week**. Participation is optional but encouraged. (*Note: School dress code expectations still apply.*) Additional weeks may be added to support other school initiatives (i.e., Red Ribbon Week, Read Across America Week).

## SPECIAL AREA CLASSES

All students receive special instruction in Art, Music, Physical Education, STEM, and Media. An additional time for classroom guidance and Investigations (K-2) will be scheduled.

**Specials Schedule for Southwest Elementary**

<b>Time</b>	<b>Specials ~ Instructional Responsibilities</b>
7:55 - 8:40	3rd Grade
8:50 - 9:35	Kindergarten
9:45 - 10:30	1st Grade
10:40 – 11:25	5th Grade
11:35 – 12:20	4th Grade
1:20 – 2:05	2nd Grade

## **STUDENT CODE OF CONDUCT**

**Behavior: Policy 4301** - Each student in the Durham Public Schools is responsible for exhibiting the highest standards of behavior. The code of student conduct sets out system wide expectations for student behavior designed to provide the best possible school climate. This code does not restrict the authority of teachers, site-based teams or principals to make individual school or class rules, not inconsistent with this code: *All students shall comply with the Code of Student Conduct while on educational property, which includes any school building or bus, school campus, grounds, recreational area, athletic field, or other property under the control of the board of education. Students may also be disciplined for conduct that occurs off educational property that violates this Code of Conduct if the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.*

### **Dress Code:**

**Dress Code:** In order to maintain a proper educational learning environment, appropriate student attire is required. In July/August 2022, the DPS School Board adopted a new Board Policy 4316 making revisions to the dress code. Click [HERE](#) for the dress code presentation slides.

- Slides 4-7 outline “allowable dress and grooming” for students.
- Slide 3 details the School Board’s policy on items that are not allowed to be worn inside the building at any time including hoodies, coats with hoods, and toboggans. Additional items are also outlined with the exception of medical reasons or religious observance, as agreed upon with the school administrator.

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

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

**Violation of Dress Code:** If a student's dress or appearance violates this dress code, the principal or principal's designee may require the student to change. A second or repeated violation of this policy may result in disciplinary action. *The principal may make reasonable accommodations to the policy based upon a student's religious beliefs or medical conditions.* 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, on school grounds, and 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.

### **Positive Behavior and Intervention Support (PBIS):**

Everyone wants a safe and orderly school - an environment where teachers can teach and students can learn. Parents want it; teachers want it; and students want it, too. Schools, which have been identified by research as effective schools, have structure, order, and high expectations for student behavior and academic performance.

We continue to encourage our **Positive Behavior and Intervention Support Model (PBIS)** in which students have guidelines and receive incentives for positive behavior. This model serves to redirect negative behavior. We want your child to be successful. If your child is having problems, our goal is to work as a team to solve them. We want to support your role and will solicit your support as well.

**SOAR** is the acronym we use to describe appropriate behavior.

- **S – Show self-control.**
- **O – Offer peer support.**
- **A – Actively listen and learn.**
- **R – Respect people and property.**

The **Southwest Pledge** is recited each morning to encourage positive behavior.

**Seahawks soar to great heights ... With academic success in our sights. Staying focused on our goals ... Ownership of actions never gets old. Always helpful, polite and kind ... Respecting others will make us shine. Southwest Seahawks are the best ... Soaring above all the rest!**

### ClassDojo:

**ClassDojo** is the free classroom app we use school-wide to communicate between parents and teachers. ClassDojo is used to encourage positive behavior and provide parents with daily reports. Teachers can also upload class photos and/or videos for families to enjoy and communicate via the messaging option.

### STUDENT RECORDS

In compliance with state and federal law, DPS maintains a permanent record on every student. The record includes files, documents, computer data and photographs that contain information about the student. They do not include records created by individual teachers or administrators. Generally, a student's record will contain basic information, such as a birth certificate, immunization, attendance, standardized test results, grades and promotion information. *Any suspension longer than 10 days is also part of a student's record but is removed after graduation.* Information related to special education, ESL, and/or AIG services is kept in a separate confidential file for each child evaluated for or receiving those services. Parents/guardians have the right to inspect and review their child's record. *If separated or divorced, both parents have this right, unless a court order states otherwise.*

The school district may also disclose directory information without consent, unless the parent/guardian specifically objects in writing annually to its release. *The following information is considered to be directory information for elementary students: student's name, parents'/guardians' names, student's age, student's photograph, dates of attendance, and most recent previous educational agency or institution attended by the student.*

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older the right to inspect and review the student's education records within 45 days after the school receives a request for access. Parents, legal guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent, legal guardian or eligible student of the time and place where the record may be inspected.

*For more details regarding the Federal Family Educational Rights and Privacy Act (FERPA) and the Buckley Amendment, refer to the details provided in the district handbook.*

### TAKE HOME BOOKS

Students are encouraged to take home books to apply what they have learned about reading at home. In addition to books that are checked out of the media center, "just right" books are frequently sent home by teachers for reading at home. These books are often familiar to the student and allow him/her to practice reading that is phrased and fluent. Parents/guardians are encouraged to listen to their child read each night. If your child comes to a word that is tricky, wait a moment before attempting to help. When time is allowed, students can often use the strategies they have learned to figure out unknown words.

**Students are responsible for returning books as assigned. If a book is lost or damaged, there will be a charge of \$5.00 per book to replace the lost/damaged book.** If a fine is accrued due to a lost/damaged book, take-home book privileges may be suspended until payment is received.

### TECHNOLOGY

Students enrolled in grades PreK-12 are eligible to participate in the DPS 1:1 program. Participating students will have a device and/or hotspot assigned to them. The device/hotspot has all necessary software needed for students to facilitate instruction and meet their learning goals.

Each classroom has a BrightLink interactive display to support instruction and student engagement. Teachers utilize classroom technology for direct instruction, differentiated learning activities (i.e., centers, intervention, acceleration projects), and assessments. Technology is also integrated through STEM activities in grades K-5. The STEM focus (Science, Technology, Engineering, and Math) is driven by the needs of the grade level.

### **TITLE I... What is Title I?**

Title I, the largest federal education program, is intended to help ensure that all children have the opportunity to obtain a high quality education and reach proficiency on challenging state academic standards and assessments. Components of Title I include Adequate Yearly Progress (AYP), teacher and paraprofessional requirements, accountability, sanctions for schools designated for improvement, standards and assessments, annual state report cards, professional development, and parent involvement. Title I, initiated with the passage of the Elementary and Secondary Education Act of 1965, provides federal funding for schools to help students who are behind academically or at risk of falling behind. Services can include the following: hiring teachers to reduce class size, tutoring, technology, parental involvement activities, professional development, purchase of materials and supplies, pre-kindergarten programs, and hiring teacher assistants or others.

Families are invited to attend a **Title I Annual Open Meeting** at the beginning of each school year. The meeting will be held on **August 24<sup>th</sup>**. The meeting will also include a review of the Parent Involvement Policy with an opportunity for parent feedback/input. Parents will be asked to sign a compact at the beginning of the year committing support for your child's education at Southwest Elementary. The compact will also be signed by the principal, classroom teacher, and student.

### **VISITOR AND VOLUNTEER GUIDELINES**

To help ensure the physical safety of students and staff, Durham Public Schools DPS will continue to limit visitor access during school hours to those deemed essential. Essential visitors include: Guest Educators, Student Teachers/Nurses/ Interns/Observers, Tutors and Mentors, Contractors, Emergency Personnel, SROs, Food Service, Mail Delivery (Front Office Only), and others as determined by Campus Administration. DPS administration and the school board will continue to monitor official guidance and will revisit the subject as the school year goes on.

- Parents/guardians will be allowed to visit their students' classrooms during Open House/Orientation.
- Campuses will utilize virtual meeting options to limit campus visitors when possible.
- Before or after school hours, non-essential visitors may participate in approved campus activities.
- Exceptions may be made for approved volunteers who are providing educational support for students or professional learning for staff. They will need to follow all district health and safety protocols. All approved visitors who enter the building are encouraged to wear a face-covering.
- Parents and guardians may be granted access to the school by administration for a required parent meeting or approved event.

In preparation of future volunteer opportunities (e.g., field trip chaperones, classroom assistants, tutors), individuals must register online at the secure web site [www.dpsnc.net/volunteers](http://www.dpsnc.net/volunteers). Volunteer registration online requires either a Social security number or a US I-94 VISA number. If an applicant does not have either of these items, the applicant may request an *alternative volunteer application*.

- Individuals are notified by email of clearance to volunteer.
- Approved volunteers must provide a copy of the email to their child's teacher.

If a volunteer is approved and receives administrative approval to enter the building and work with students, the following COVID protocols will be required in order to serve as a DPS volunteer.

- All volunteers must be FULLY vaccinated for COVID-19.
- All volunteers must be screened upon entering the building.
- All volunteers must wear their mask appropriately and consistently at all times.
- All volunteers must depart immediately at the end of their shift.

### **WITHDRAWALS**

Before a student is considered withdrawn from Southwest, the legal guardian must fill out the necessary paperwork at the new school. The student will be withdrawn when the receiving school notifies the data manager and requests records to be sent. We also recommend verbal or written notification be given to the classroom teacher to ease the transition, ensure that all school materials (i.e., media center books, textbooks) are returned, and allow the student to retrieve their personal materials (i.e., notebooks/journals, student work).