

Northside K-8 School
2016-2017
STUDENT HANDBOOK



Northside K-8 School
164 Elementary Ave
Norlina, NC 27563
Phone: 252-456-2656 Fax: 252-456-2043

PRINCIPAL'S MESSAGE AND WELCOME



Mr. Medicus A. Riddick
Building Principal

“In order to reach the mind of a child, one must reach the heart of a child.”

I am very excited to serve as your principal for the school year. I am eager to build positive relationships with the staff, each of our students and their families as we collaborate and strive to implement a rigorous instructional program.

My educational belief is comprised of setting high standards for students and staff along with developing a road map of success for all. I believe that building strong positive relationships is a key to success. I operate by three criteria:

1. **Dignity:** *All people deserve to be treated with dignity;*
2. **Respect:** *All people deserve to be respected; and*
3. **Professionalism:** *All people deserve to be treated with professionalism.*

There are many valuable experiences to come this year, at school and home. There are learning experiences that will build character, math, reading, writing, science and social studies skills.

It is my hope that we create a collaborative learning environment for all Northside's internal and external stakeholders and I look forward to seeing the fruit of this school year's experiences and efforts.

Go Bulldogs!

Feel free to contact me or visit with me this year and I look forward to working collaboratively with you.

Vision Statement:

Our vision is to provide a safe, caring and stimulating environment where students develop socially and achieve academic success.

Mission Statement:

Our mission is to cultivate a community of collaboration dedicated to increasing student achievement through positive relationships, high expectations, and rigorous differentiated instruction.

SCHOOL AND OFFICE HOURS

School hours – 7:45 a.m. until 3:15 p.m.

Tardy bell rings at 8:15 a.m.

Office hours – 7:30 a.m. until 3:30 p.m.

Phone Number – (252) 456 - 2656

Fax Number – (252) 257 – 6814

2016-17 Staff Directory

Administrative Staff

Amiee Richardson, Assistant Principal

Cordelia Mercer, PowerSchool Data Manager/Bookkeeper/Administrative Assistant

<u>Teachers</u>	<u>Grade Level</u>	<u>Teacher Assistants</u>	<u>Room #</u>
Delthine Watson	E.C.	Fancy Figueroa	102
Janie Cutts	Pre-K	Perceda Faulcon	218
Gwendolyn Pierce	Pre-K	Linda Hargrove	214
Sherreka Turner	Pre-K	Meghin Fuller	216
Edith Ayala	Kindergarten (Splash)		213
Anamaria Rincon	Kindergarten (Splash)		
Lori Fleming	Kindergarten	Laquisha Taylor	206
Kristal Cozart	First	Yulanda Hargrove	303
Deanna Hayes	First	Juanita Green	
Lina Hernandez	First (Splash)		103
Maria Daal	First (Splash)		101
Diana Aleman	Second (Splash)		300
Ethel Alston	Second		302
Kayla Wright	Second		301
Michelle Blake	Third		114
Kedwin Guillen	Third		112
Patricia Williamson	Third		113
Anna Brickey	Fourth (Math/Science)		115
Scott Wright	Fourth (ELA/SS)		116
Danea Hicks	Fifth (Math/Science)		119
Alecia Walker	Fifth (ELA/SS)		118
Cecila Aguilar	Sixth/Seventh/Eighth (Science)		310 (Modular)
Christina Allman	Sixth/Seventh/Eighth (CTE)		305
Earlene Clanton	Sixth/Seventh/Eighth (SS)		312
Narciso Guillermo	Sixth/Seventh/Eighth (Math)		301
Sarah Roveda	Sixth/Seventh/Eighth (ELA)		303

2016-17 Staff Directory

Enhancement Classes

April Macon (PE)
Shelia Robertson (Art)
Valeria Rodriguez (Spanish Middle Grades)
Angelica Silva (Spanish Elementary)
Danielle Williams (Music)
Elton Buffalo (Robotics)

Media Coordinator

Latarya Vick

Instructional Support

Jessie Boyd
Ruby Solomon
Constance Davis

Student Services

Teresa Taylor (Counselor)
April Williams (SW)
Andrew Finch (ESL)

Custodian

Walter Davis

Cafeteria Staff

Angela Perry, Manager
Felicia Alston
Clara Green
Louise Wright

CORE VALUES

- ✓ You are a person of character if you resolve to **RESPECT** others by treating them as you want to be treated.
- ✓ You can do this by being kind, caring, tolerant, appreciative of individual differences, courteous and polite and by judging people on their merits.
- ✓ It means you should respect the rights of individuals to make decisions about their own lives and have regard for the property of others as well as for the environment.
- ✓ DON'T use or manipulate others, abuse, demean or mistreat anyone. DON'T use put downs, insults or ridicule to embarrass or hurt another person.
- ✓ You are person of character if you resolve to be **RESPONSIBLE** by being dependable, punctual, organized, and trustworthy.
- ✓ You can do this by understanding that you make the choices for your actions, so make good choices, give your best effort, follow the rules, and take the time to correct mistakes.
- ✓ It means that you should acknowledge and meet your obligations, honor your commitments, know what you have to do, and have a plan to do it. Know the difference between what you have a right to do and what is right to do.
- ✓ DON'T look the other way when you can make a difference. DON'T quit or give up easily.
- ✓ You are a person of character if you resolve to be **HONEST** by always being truthful and sincere.
- ✓ You can do this by telling the truth, and by resisting social pressures to do things you know are wrong.
- ✓ It means you should be forthright, candid, and sincere. Knowing what is appropriate.
- ✓ Don't lie, cheat, steal; betray a trust; withhold information; be sneaky, tricky or deceptive.
- ✓ You are a person of character if you resolve to be **ACCOUNTABLE** by accepting the consequences of your choices (not only what you do but what you don't do).
- ✓ You can do this by thinking how others will be affected by your actions, by exercising self-discipline, and by setting a good example for others at all times.
- ✓ It means you should think of the long-term, plan ahead, and think about the consequences.
- ✓ DON'T make excuses, DON'T blame others for your mistakes, and DON'T take credit for others' achievements.

SAFETY

At our school, we believe safety is extremely important. Our buses begin unloading students at 7:45 am each day. Students are to report to the cafeteria for breakfast or directly to their homeroom class. We maintain thorough supervision of hallways and outside grounds before and after school.

SCHOOL COLORS AND EMBLEM

Northside K-8 School Colors - Red and Black
Northside K-8 School Mascot - Bulldog

VISITORS TO OUR BUILDING

As parents we know you want the reassurance that your child will attend a school where the environment is healthy and safe from harm. Our goal is to maintain a safe and healthy environment for children. Policies and procedures have been established to make our school safe.

Safe schools do not just happen. Rules, policies, and procedures are only effective if everyone is willing to cooperate and support a safe school effort. The following are procedures needed for visiting the school.

VISITING PROCEDURE

As you enter the school, please observe the following:

1. Enter and exit only at the school's main entrance.
2. Come to the office immediately upon entering the building for any reason. A guest pass will be provided signifying that you have signed in and the office is aware of your presence in the building. All visitors must have a valid ID.
3. Upon leaving, please stop by the office and sign out. School personnel have been instructed to ask visitors to report to the office if they have no visitors pass. Should this occur, simply smile, thank the person, and report to the office.

STUDENT ATTENDANCE POLICY

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance.

Each parent/guardian having control or charge of a child within the compulsory attendance age shall be responsible for the child's regular and punctual attendance at school as required under provisions of the law.

A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of calls attempted.

ATTENDANCE

Students who expect to be successful in school need to attend regularly and punctually. The following absences are excused when the student presents a note from a parent or guardian or a physician within two days following his or her return to school.

Valid Reasons may be defined as:

- Personal Illness
- Illness in the immediate family
- Death in the family
- Religious holidays
- Court appearance
- Medical and dental appointments
- Other emergencies
- **With prior approval of the principal, absences related to travel with an educational value would be excused.** Prior to the absence, the student needs to secure the signature(s) of his/her teacher as well as the work that needs to be completed. Teacher(s) signature(s) acknowledging the anticipated absences must be returned to the main office.

Make-up work must be completed within two weeks of an absence or a grade of zero will be given for all work missed. Students are responsible for making up work missed during out-of-school suspension.

BREAKFAST AND LUNCH POLICIES

School serves both breakfast and lunch.

Breakfast is served each day, including half days. Students wishing to eat breakfast will go to the cafeteria immediately upon entering the building. Upon completion of the breakfast, students will then move to homeroom.

Lunch is also served each day, including half days. Students report to the cafeteria with their teacher and sit in the assigned areas. Each class is responsible for cleaning their area before leaving the cafeteria. While everyone likes to talk during lunch, students are requested to consider others in the cafeteria and help create an orderly environment.

Lunches will be provided at school or brought from home. There should be no glass containers brought to school and all food should be consumed in the cafeteria.

CAFETERIA BEHAVIOR/CLEANINESS

Student's behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students are to remain in the cafeteria until they have finished eating. At no time are pupils allowed to take food or drink outside of the cafeteria. Students are not to go into areas where classes are being held during their lunchtime. Students are to remain in cafeteria until dismissed

HOUSEKEEPING

Be proud of your school in all aspects. Please pick up debris in the halls, bathroom, classrooms, cafeteria, buildings and grounds. The cafeteria is your home away from home for eating. Clean up after you finish eating and place all trash in the proper receptacles. Bringing food out of the cafeteria is not permitted.

ADMINISTRATIVE OFFICES/ TELEPHONE

The office is a place for transacting business. Students should go there only to transact business. The office phone is not for student use except in case of an emergency. Students will not use the office phone for personal calls except in emergency situations. In the event a student receives a call, they will be called out of the class only in the case of an emergency.

ELECTRONIC/MECHANICAL DEVICES/CELLAR PHONES

The unauthorized possession or use of any type of **electronic** or **mechanical device** that distracts or impedes the educational process is prohibited. CB radios, iPods, MP3s, etc., which are not authorized for use at school, also fall under this category. Students may possess a **cellular telephone** on school property, including school buses, provided that the device must remain off and out of sight during instructional time. If a student possesses such a device other than as permitted in this policy in addition to other disciplinary sanctions which may be imposed and the device may be confiscated from the student and returned only to the student's parent.

LOST AND FOUND

Students should write their full name in books and their other belongings. Lost articles found in and around the school should be turned into the main office. Students are permitted to look for their belongings during lunch, recess or before/after school. The owners may claim their property by identifying it.

PASSES

Students may not be out of class without a pass. They are responsible for reporting only to the location designated on the pass.

LEAVING SCHOOL

Students will not be permitted to leave school prior to regular dismissal in the company of anyone other than a school employee, parent or guardian, unless written permission of the parent or guardian is first secured. Parents must report to the office when picking up their children for any reason. Parents must sign students out in the office before leaving school for any reason.

Please try to schedule medical appointments at the beginning or end of the school day unless it is an emergency. **Students are not called down for early dismissal from 2:55 p.m. – 3:15 p.m.** when the bell rings, unless an emergency has occurred or prior notification by written note or telephone call to the office.

CHANGE OF ADDRESS OR PHONE NUMBER

Report any **CHANGE OF ADDRESS or PHONE NUMBER** to the main office as soon as possible. Up-to-date emergency cards are essential for the main office to communicate with the home.

EMERGENCY GUIDELINES

FIRE/EMERGENCY EVACUATION PROCEDURES

Fire and other emergency evacuation drills are held once each month of the school year. Students should learn the instructions to follow in each classroom (posted) in case of fire or other emergencies. In the event a fire is detected within the school building, proceed to the following plan:

1. Sound the FIRE ALARM by pulling the alarm system located in the halls or in specific rooms or if not near an alarm, call the office. The fire alarm evacuation signal is a series of short buzzes on a horn like device.
2. Teachers/Students are to shut windows, turn off lights, and close the door when leaving the room.
3. All classes should remain as individual groups when leaving the building. No running or playing is allowed. Exit the building in a single line by the closest exit.
4. If you are outside when the alarm sounds, stay outside and remain with your class. Students in the restroom should immediately exit the building; students in the cafeteria should immediately exit the building by the nearest exit and rejoin their class once they are clear of the building.
5. Upon exiting the building each class should be given additional instructions by school personnel, if not each teacher should begin to move the class away from the building as far as possible so you do not constrict the way of emergency personnel if needed.
6. One long ring of the bell signals the end of the drill. Return to your rooms quickly and quietly.

TORNADOES/SEVERE WEATHER SAFETY PROCEDURES

Tornado and Hurricane drills are held twice a year. Students should learn the instructions to follow (posted in each room) in this kind of emergency. Principal will advise “Watch” or “Warning”.

- The alarm signal is a series of three long rings of the bell, followed by three short rings.
- Students in the main building classrooms should leave their rooms and crouch, facing the wall with backs towards the hallway, knees folded and arms folded over their heads.
- Students in trailers: Exit immediately! Come into the main building and line up in the halls crouching with backs towards the hall and arms folded over your heads.
- If unable to get out of other rooms, get under tables, chairs, desks, or in closets with arms folded over the head. Students seated next to windows should move to the room interior and sit against an inside wall with arms or a book over their heads.
- Cafeteria: All students should exit the cafeteria and return to their rooms and assume proper safety positions. If caught in the cafeteria, get under tables and fold your arms over your head.
- Other procedures:
 - Do not exit the building.
 - If caught outside, lie down in a shallow depression or open ground. Stay away from trees, light poles, and power lines.

If the building is struck by a Hurricane/Tornado Administrative Procedures:

- Ensure utilities are shut off.
- Call Warren County Sheriff’s Department and give a situation report.
- Determine who was injured and administer first aid.
- Carefully evaluate damaged areas.
- Notify the Superintendent.
- Take roll and conduct a search for missing students and staff, if safe to do so.
- Account for and release students to parents only after a complete roll call has been reported.
- Maintain a list of all injured students and staff. Keep an accurate record of the hospitals to which they were sent.
- Establish a means to disseminate information to parents and media.

LOCKDOWN PROCEDURE

In case of a **non-threatening emergency** requiring lockdown (i.e. student or staff illness or injury) staff and students will follow the following procedure:

1. Principal or his designee will announce over the PA system “Cage the Bulldogs” (lockdown) is in effect.

2. The Secretary will be directed to call EMS/911 and/or notify the police of our emergency and the need for immediate police assistance.

In case of an **emergency requiring lockdown**, staff and students will follow the following procedure:

1. Principal or his designee will announce over the PA system that a “Cage the Bulldogs” (lockdown) is in effect.
2. one of the secretaries will be directed to cal 911 and notify the police of our emergency and the need for immediate police assistance.
3. The following announcement will be made:
 - A. Class in Session** (no lunches in progress)
Students and Staff – It is necessary at this time to begin a school wide lockdown. All students are to remain in class. Students in the halls/restrooms report immediately back to your classroom. Teachers lock your classroom door. No one is to leave the classroom until an administrator makes an “all clear” announcement. Ignore the fire alarm. If we need to evacuate the building an announcement will be made.
 - B. Class Change in Progress**
Students and Staff – It is necessary at this time to begin a school wide lockdown. All students and teachers report immediately to your next class. Teachers be at your classroom door and lock your classroom door as soon as the students have arrived. No one is to leave the classroom until an administrator makes an “all clear” announcement. Ignore the fire alarm. If we need to evacuate the building an announcement will be made.
 - C. During Lunch Period**
Students and Staff – It is necessary at this time to begin a school wide lockdown. Students in the cafeteria are to remain in the cafeteria. All students are to remain in class. Students in the halls/restrooms report immediately back to your classroom. Teachers lock your classroom door. No one is to leave the classroom or cafeteria until an administrator makes an “all clear” announcement. Ignore the fire alarm. If we need to evacuate the building an announcement will be made.

Teachers are to do the following:

1. Lock your door. Account for all your students.
2. Tell your students that we have an emergency and you don’t know what it is.
3. Get the students to go to an area of the room that is away from the door and windows.
4. Have the students stay in the room until an announcement is made. Members of the Crisis Team will come to your room and update you.

During the lockdown announcement the administrator and head custodian will lock all exit doors. Teachers near outside doors should make sure the doors are pulled tight. Administrators will have walkie-talkies with them for communication. Staff without students will report immediately to the main office.

BUS POLICIES

Riding a school bus is a privilege given to those students who can and will follow directions and ride the buses in a safe manner. Students who ride buses to and from school should be at their appointed bus stop at least five (5) minutes before the scheduled time for the bus to arrive. Students may only get on and off the buses at designated bus stops. Anyone having a question about the location of a bus stop should **contact Mr. Alston, Supervisor of Transportation at 252-257-3184.**

Students who behave inappropriately on a school bus or at a bus stop, may be denied bus privileges or have some other form of disciplinary action taken.

BUS PASSES

Written parental permission must be brought from home requesting permission to ride a bus other than their regular bus or to get off at a bus stop other than a student's normal stop. These notes are to be turned into the office each morning after the student reports to class.

1. The bus request must contain bus numbers (if known), destination (street address), and the reason for making the request, along with a telephone number at which the parent can be reached.
2. Bus passes will not be issued for unscheduled bus stops.
3. Students do not have permission to leave their bus transfer point unless given permission to do so by a bus note.
4. Bus notes will not be accepted after 2:30 p.m.
5. Bus notes will **NOT** be taken over the phone.

BUS RULES AND REGULATIONS

Riding the school bus is a privilege given to those students who can and will follow directions and ride the bus in a safe manner.

- Students should report to the designated bus stop 5 minutes prior to the scheduled arrival of the bus and be ready to board. Bus drivers cannot wait for students. An adult should accompany younger children. Conduct at the bus stop should be the same as that of riding the bus or in the classroom.
- Bus drivers may assign seats. Student will remain in seat while the bus is in motion and be responsible for any damages to seats.
- Students shall not extend any part of their body or any other articles out of bus window.
- Students shall not throw any object inside the bus or out of the bus window.
- Students are under the authority of the Warren County Public Schools while on the bus. Conduct should be similar to classroom.
- Students will be allowed off a bus only at school and at their regular stop. Unauthorized stops will not be made.
- Students should ride the same bus both morning and afternoon. Exceptions may be permitted when a note is sent to school from the parent indicating that this change is necessary.

- Glass objects and other dangerous objects are not to be transported on the school bus.
- Scuffling, fighting, and use of profane language will not be tolerated.
- Students cannot eat or drink while on the bus going to or from school.
- Students must not make any loud or unusual noise or attempt to distract the driver in any way.
- Students must keep aisles clear. Any articles too large to be held in lap or placed under seat cannot be carried on the bus.
- Live animals or insects may not be carried on the bus.
- The emergency door of the school bus is not to be used to enter or exit except in an emergency. In case of an emergency, students should follow the instructions of the driver.
- The bus driver is required to report any misconduct that jeopardizes the safety of the bus to the principal for disciplinary action.
- The principal has the authority to suspend riding privileges for anyone violating these rules.
- Radios, Cell Phones, iPods, MP3 players or other mechanical headsets and games are not allowed on the bus.
- Misbehavior on a bus, at a bus stop, or during bus transfer points may result in disciplinary actions taken according to Northside K-8 School Standards of Student Conduct.

CONSEQUENCES FOR VIOLATION OF BUS SAFETY GUIDELINES

1ST Offense – Warning (Driver)

2nd Offense – Warning (Administration)

3rd Offense – Loss of bus riding privileges for (3) school days

4th Offense – Loss of bus riding privileges for (5) school days

5th Offense – Loss of bus riding privileges for (10) school days

Repeated offenses – Loss of bus riding privileges for the remainder of the school year

HOMEWORK

The basic objective of homework is to reinforce and apply previously learned concepts, principles and skills. Homework assignments, therefore, should be structured to reinforce and apply that which has been introduced and explained in the classroom. In addition, homework should be an important tool in developing independent thought, self-direction, and self-discipline. It can assist the student in developing good work habits and in using time wisely.

COMMUNICATIONS/CONFERENCES

Students should be helped to realize their responsibility to transport notes, notices, and bulletins between school and home. The parent/teacher conference is considered the most effective vehicle for communication concerning a child's life at school, and one can be scheduled at the request of either parent or teacher. Conferences may be scheduled by calling the school or sending a note to the teacher.

If parents have a concern about their child, they are asked to talk first to the teacher. If either the parent or teacher feels that the situation was not resolved by such communication, the administration should then be involved.

SUGGESTED QUESTIONS FOR PARENT-TEACHER CONFERENCES

- Is my child working up to his/her potential? Is he/she performing at, above or below his/her grade level?
- Does he/she excel in specific areas, such as language or art that I could reinforce?
- Or does he/she need special help in anything, and is it available within the school system?
- Are there various levels of proficiency within the classroom-in reading groups, for example? If so, is my child being grouped according to his/her abilities?
- Does my child make friends easily and participate in class and in activities?
- How are his/her work habits, attitude, and sense of self-discipline?
- How would you, the teacher, assess my child's self-confidence?
- What different teaching approaches do you use? Do they include individual instruction when it's appropriate?
- Can you tell me about your grading system and explain some of the written comments on my child's work?
- What role do you expect parents to play in homework?
- What can I do to carry the learning process over into the home? How do you keep parents informed about students' progress over the course of the year?

**If you would like to observe your child's classroom at any time, there is a form located on the last page of this handbook.

LIBRARY

We believe the library is a central focus of our instructional program. As the resource center for Northside K-8 School, the library's mission is to provide information and materials that support the curricular needs of our school, as well as to develop and nurture a lifelong love of reading in each student.

The library is fully networked, so students may access the resources from any lab or classroom computer through our automated catalog. A full-time librarian is on staff to support student learning both in the classroom, individually, and through the library website. Students are encouraged to ask for help whenever necessary.

Rules of the Library:

- The library is open for use during the entire school day unless otherwise posted.
- All books and other library materials must be checked out at the circulation desk before being removed from the library. Disciplinary action will be taken if a student is found to have books in his/her possession which have not been checked out.

- Students should never “loan” library books to other students.
- Students with overdue items will not be permitted to check out additional materials until overdue items are returned.
- If a book is lost or damaged beyond repair, that student’s parents will be required to pay the full retail price of the book to replace the item. Failure to return or pay for books will result in loss of borrowing privileges, and disciplinary action.
- No gum, food, or drinks are permitted in the library.

GUIDANCE

Guidance services at Northside are designed to help students meet their personal, social, educational, and vocational needs. The guidance counselor works with students, parents, and teachers to help students become aware of themselves and to develop their talents to the fullest extent. Remember that your counselor is your friend and is here to help you.

Feel free to contact her at any time. Students must secure a written pass from their teacher in order to see the guidance counselor. In the event that your counselor is busy or unable to see you, he/she will call you to the office as soon as possible.

GUIDANCE AND COUNSELING SERVICES

Definition: Pursuant to the Standards of Quality, each school shall make reasonably available, with available resources, to all students the following guidance and counseling services:

Academic guidance, which assists students and their parents to acquire knowledge of the curricula choices available.

Career guidance, which allows students to explore career choices.

Personal social counseling, which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes.

Short-term problem solving counseling which assists a student to develop an understanding of self and the rights of others in order to resolve an emergency problem. Such individual counseling will follow these guidelines:

- The counselor will meet with the student once to discuss the issue.
- If further sessions are needed, the counselor will inform the parent.

No student shall be required to participate in any counseling program to which the student’s parents object. Parents should write to the principal of their child’s school requesting that the student not participate in any or all of the services listed above.

DISCIPLINE

Every student has the right to a quality education in an environment that is conducive to learning and free of disruption. Conversely, every student has the responsibility not to deny that right to others. The **Standards of Student Conduct** has been formulated in order to encourage good citizenship and to discourage conduct that disrupts the work and discipline of the school or that adversely affects the health and welfare of the students. It is also meant to ensure that parents, students, and school personnel understand their rights and responsibilities in regard to student conduct and to standardize procedures that will be used in responding to certain disciplinary problems.

Students are subject to these standards at all times while they are under the jurisdiction of school personnel, including such times as they are:

- 1) On school property during school hours.
- 2) Waiting for the school bus at designated bus stops.
- 3) On the school bus.
- 4) Participating in school-sponsored or school-related activities such as field trips, conferences, or athletic events.
- 5) **In the classroom you are expected to adhere to the following guidelines:**
 - Cooperate, behave and be polite.
 - Treat your schoolwork as if it were your job.
 - Prepare assignments neatly and on time.
 - Do your own work.
 - Listen in class and do your best work.
 - Be considerate of the feelings and rights of other.
 - Not leave without permission.
 - Do not fight or intimidate others.
 - Do not chew gum or eat.
 - Do not bring tape players, radios, or games.
 - Help keep the classroom clean and sanitary.
 - Do not misuse, abuse or deface school property.

In the cafeteria you are expected to adhere to the following guidelines:

- Stand in line orderly, patiently and quietly.
- Use good table manners.
- Talk quietly in a normal voice.
- Clean up your place at the table.
- Stay seated except when emptying your tray or getting into line.
- Push your chair under the table quietly when leaving the cafeteria.
- Throw no paper, food, etc. on floor.

On the playground you are expected to adhere to the following guidelines:

- Participate in the class activities unless you have a written excuse from your doctor.
- Be a good sport.
- Handle bats and other playground equipment carefully.
- Play **NO** tackle football.
- Return all equipment to its' proper place.
- Stay with your class.
- Keep the grounds clean and attractive

DRUGS IN SCHOOL

Possession of a controlled substance, imitation controlled substance or marijuana, on school property or at a school-sponsored activity is prohibited. A student who is determined to have brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity shall be discipline in accordance with the Warren County Public Schools Code of Student Conduct Policy. The School board may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate.

POSSESSION OR USE OF WEAPONS

Each student has the right to learn in a safe environment with others who respect their well being. Carrying, bringing, using, or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited.

Any student, who brings a weapon, as defined within this section to school, shall be referred to the Law Enforcement. Violation of this policy shall require that the principal immediately initiate proceedings for the discipline of the student involved stated in the Standards of Student Conduct.

SCHOOL NURSE

Northside K-8 School has a nurse available. While at the school, she renders first aid in cases of accidents and illnesses. Her services are also available during the week to teacher and parents for advice concerning the health and welfare of students.

HEALTH

Our school is making a special effort to help students establish good health and hygiene habits and to stay healthy. The success of our efforts, however, depends on parental follow-through at home. Students should not come to school when they are ill or when they have an elevated temperature or a suspected contagious condition. This is for their own protection as

well as for others in the classroom. Students will be sent home if they have elevated temperatures, are vomiting, have diarrhea, have an undiagnosed skin rash, or have red, inflamed eyes.

Guidelines for Parents When a Child is Not Feeling Well

SHOULD MY CHILD GO TO SCHOOL TODAY?

YES, if he/she has...

- Vague complaints of aches, pains, or fatigue
- Sniffles or a mild cough **WITHOUT** a fever
- A single episode of diarrhea without any other symptoms

NO, if he/she has...

- A temperature of 100.0° or higher -- Check your child's temperature prior to giving any fever reducing medication, such as Tylenol. Keep him/her home until fever-free for 24 hours without medicine.
- Vomiting -- Keep him/her home until there has been no vomiting for 24 hours without medicine.
- Diagnosis of a contagious illness -- until your child has not received medication for a minimum of 24 hours or your doctor tells you your child is no longer contagious
- Severe abdominal pain or pain that continues for 2 hours without relief
- A red eye with white or yellow discharge or matted eyelids after sleep -- Consult your physician.
- Extreme fatigue
- An earache -- Consult your physician.
- Constant, thick, yellow nasal discharge or nasal drainage requiring constant wiping or blowing
- Significant pain for some reason (e.g., a recent injury, severe abdominal pain, persistent headache)
- A sore throat so severe that your child will not eat or drink -- Consult your physician.
- A persistent productive cough, wheezing, rapid breathing, or shortness of breath
- More than one episode of diarrhea -- If your child has had multiple episodes of diarrhea, keep him/her home until there has been no diarrhea for 24 hours without medicine.
- An undiagnosed rash, spot, multiple bumps, or skin eruptions -- Consult your doctor regarding skin conditions.
- Chicken Pox -- Your child may return when all of the blisters are scabbed over, dry, and crusted. Consult your doctor regarding returning to school.
- Communicable illness such as influenza, conjunctivitis, measles, strep throat, norovirus pertussis, tuberculosis, shingles, scabies, etc. -- Consult your physician.
- Head Lice -- Your child may not return until treated, nits are removed, and the child's head is checked by the school nurse. Please provide the nurse with a receipt for proof of treatment purchase.
- When your own judgment tells you that your child is not well, is unusually fussy or not acting like himself -- If you suspect your child may be ill, delay sending him/her to school until you have had enough time to observe his/her behavior and feel certain that he/she is well enough to be in school.
- Your child started taking a new medication and just received the first dose.

Remember to ask the physician for a doctor's excuse for the school whenever your child goes to the doctor for any reason.

If a student must have surgery/extensive procedure or has been out of school for an extended amount of time due to a medical condition, parents must provide written instructions from the physician regarding when he/she can return to school AND a written plan for care/special health needs to the school nurse.

All information is intended for your general knowledge only and is not a substitute for medical advice. Your child's pediatrician should be your primary source of advice about your child's health.

MEDICATION PROFILES

Prescribed Medication

It is the policy of our school that medications of any kind prescribed by a physician to a student must have a completed Parent Request for Medication Administration with Health Care Provider Clearance form completed and on file. If it is necessary for a student to take prescribed medication during school hours, it must be in the original prescription container.

The office or nurse will notify parents if students bring medication of any kind that is not accompanied by a note.

Non-prescribed Medication

Students who need to take a non-prescribed medication during school hours should obtain a medical form from the office or nurse. All non-prescribed medications should be in the original container and a signed medication form should be on file before school officials administer any non-prescribed medication. **Students should immediately upon entering the school bring the consent form and medication to the front office or nurse.**

** Acceptable non- prescribed medication with a signed consent form would be cold or allergy medication for symptoms without fever chills and/or body aches. Over the counter acetaminophen or ibuprofen for frequent headaches, Imodium, Pepto or Gas-X for irritable bowel or a nervous stomach condition.

Self-Administration of Asthma Medication

Students with a diagnosis of asthma are permitted to possess and self-administer inhaled asthma medications in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. In order for a student to possess and self-administer asthma medication, the following conditions must be met:

- Written parental consent that the student may self-administer inhaled asthma medications must be on file with the school:
- Written notice from the student's primary care provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma and approving self-administration of inhaled asthma medications that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant

its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication:

- An individualized health care plan must be prepared, including emergency procedures for any life-threatening conditions; and
- Information regarding the health condition of the student must be disclosed to school board employees complying with state and federal law governing the disclosure of information contained in student scholastic records.
- Permission granted to a student to possess and self-administer asthma medications would be effective for a period of one school year, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication may be limited or revoked after appropriate school personnel consult with the student's parents.

GUIDELINES FOR CLASSROOM OBSERVATIONS 2016-2017

Thank you for your interest in observing a classroom in our school. Please briefly state your reason for requesting this visitation.

These guidelines were developed to assure simply that (a) the educational program will not be interrupted and (b) the normal classroom environment will be maintained when visitors are in the room. Please sign below to indicate that you have read, understood and will abide by the guidelines. Thank you.

1. A parent requesting a visit must call the office or teacher at least one day in advance. Advance notice gives the teacher adequate time to prepare the children for a parent/guardian. We respectfully request that other siblings not be brought to school for this visit.
2. On the day of the visit, parent/guardian must sign in at the office and turn off cell phones before going to the classroom.
3. In most cases, the teacher will not be able to talk with a parent when the parent enters the room, because the children may be in the middle of a lesson or activity.
4. The parent should take a seat towards the back or side of the room during the visit. The teacher will provide a location.
5. Unless the teacher requests the parent to interact with the children, the parent is not to talk with the students or assist a child with his work.
6. Parents/guardians are asked to limit their visit to about thirty minutes to minimize the impact on the class' attention and focus on the lesson.
7. Most importantly, parents/guardians are expected to keep confidential anything they observe regarding other students. Example: If the visitor observes that a child (or children) misbehaving or that a child is inattentive, that student's rights would be violated if such information was shared with others in the community.

Parent/Guardian

Administrator's Signature