



**MT. PLEASANT
ELEMENTARY SCHOOL**

STUDENT HANDBOOK

COREY COCHRAN

PRINCIPAL

DEBORAH BURRIS

ASSISTANT PRINCIPAL

8555 North Drive

Mt. Pleasant, NC 28124

Telephone: 704-436-6534

School Hours: 8:15 am – 3:00 pm

Website

<http://www.cabarrus.k12.nc.us/mountpleasant>

MT. PLEASANT ELEMENTARY SCHOOL MISSION STATEMENT

The mission of Mt. Pleasant Elementary is to develop respectful and responsible life-long learners with the partnership of parents and community.

MT. PLEASANT ELEMENTARY CORE VALUES

We value these things about children:

- They are eager to learn.
- They welcome diversity.
- Their feelings about being safe, feeling welcomed, and their own feelings that they can learn are to be encouraged.
- They should be treated with respect and treat others with respect.
- They all can and will learn.

We value these things about parents:

- They love and want the best for their children.
- Their input regarding their children is important.
- Their academic and behavioral support is important.
- Their presence and participation is welcome and beneficial.

We value these things about school staff:

- They care for children.
- They care for one another.
- They are dedicated.
- They are professional.
- They are energetic.
- They are life-long learners.
- They are supportive of the school.

We value cooperation between students, staff, parents, the community, and grade levels.

We value student and staff attitudes that are positive, respectful, caring, and fun.

We value building trusting relationships between all members of the school community.

SHARED ACCOUNTABILITY STANDARDS

The Cabarrus County Schools Shared Accountability Standards require all Cabarrus County students to meet state and local promotion requirements. The standards focus on ensuring that each student receives direction, intervention, resources, and support in order to be successful. The following information outlines the requirements for students in grades K-5:

Grades K - 2:

- * Meet proficiencies established by the NC Common Core Curriculum.
- * Meet established performance criteria from the Cabarrus County Schools K - 2 assessments.
- * Meet requirements based on other evaluative information.

Grades 3 - 5:

- * Meet the promotion standards based on classroom assessments and grades.
- * Demonstrate grade-level proficiency by scoring at Level III or higher on state end-of-grade tests in reading and mathematics.

Students who fail to meet the promotion standards shall receive one or more of the following:

- * Focused intervention.
- * Personal Education Plan (PEP).
- * Retention.

RETENTION

- * A parent-teacher conference will be held to inform parents of unsatisfactory performance by the end of February. The principal will be informed of the conference.
- * A second parent-teacher conference will be held by the end of school to discuss retention of children who the teacher feels should be retained.
- * If there is a disagreement at the conclusion of this parent-teacher conference, there will be a parent-teacher-principal conference to make a final decision. The final decision for promotion or retention is, by law, the responsibility of the principal.
- * Parents will be notified of the decision by the end of school.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are valuable both to the parent and the teacher. It is an effective method of monitoring student progress. Individual parent-teacher conferences are held for students in all grade levels at the end of the first grading period. Parents or teachers may request additional conferences. Please feel free to contact your child's teacher at any time for a conference.

ATTENDANCE

- * It is important that your child attend school each day unless the child has a contagious disease or is otherwise too sick to attend. The state Compulsory Attendance Law (G.S. 115-116) requires that all children between the ages of seven (7) and sixteen (16) years of age attend school.
- * It is important that parents establish good patterns of school attendance for their children. Regular attendance is crucial for a beneficial school experience. Time missed from the classroom can never be made up. Please do not keep your child at home unnecessarily.
- * Excused absences for Educational Opportunities, such as family vacations or trips, must be obtained from the principal **prior** to the vacation. No more than 5 days can be approved for Educational Opportunities each school year.
- * All student absences must be explained by a written excuse or absence excuse form on our school web page. Otherwise, the absence will be coded as unexcused.
- * A student must be in school for at least half of the school day to be counted present.

ATTENDANCE INTERVENTIONS

Three Consecutive Absences	Teacher Phone Call
Four Attendance Events	Letter from School
Six Unexcused Absences	Letter from School
Ten Lawful Absences	Letter from School

Ten Unlawful Absences	Conference with Principal and School Social Worker
Twelve Absences	Phone Call from Principal
Sixteen Absences	Phone Call from School Social Worker
Twenty Absences	Retention Conference with Principal, Teacher, and School Social Worker

EARLY CHECK-OUT

- * Parents must sign out a child in the office before he/she leaves school early during the school day. Students should not be checked out between 2:30 and 3:00 pm.
- * Parents should not go to the classroom to pick up a child. Students will be called to the office when they are checked out.
- * A child must be present at least one-half of the school day to be recorded present for that day.

EARLY CHECK-OUT INTERVENTIONS

TARDY

The tardy bell rings at 8:15 a.m. each morning. Daily morning work is an important part of your child’s education. Also, teachers are responsible for making attendance reports and various other reports each morning and they are required to complete these tasks early in the school day.

TARDY INTERVENTIONS

Three Tardies	Letter from School
Five Tardies	Letter from School
Seven Tardies	Phone Conference with Principal
Ten Tardies	“Make-Up Time” Assigned
Twelve Tardies and Following	“Make-Up Time” Assigned. Conference with Principal and School Social Worker at the Twelfth Tardy

One Early Check-Out	School Note at Check-Out
Three Early Check-Outs	Office Staff Initial Check-Out Card
Seven Early Check-Outs	Administrator Initial Check-Out Card
Ten Early Check-Outs	“Make-Up Time” Assigned
Twelve Early Check-Outs and Following	“Make-Up Time” Assigned. Conference with Principal and School Social Worker at the Twelfth Early Check-Out

REPORT CARDS

- * Report cards will be given out several days after the end of each grading period.
- * No report cards will be given out before 11:45 a.m. on the last day of school.

END OF NINE WEEKS

- * October 18, 2013
- * January 17, 2014
- * March 27, 2014
- * June 10, 2014

DAILY SCHEDULE

- * 7:45 a.m. Students begin arriving
- * 8:00 a.m. Students begin reporting to classrooms
- * 8:15 a.m. Tardy Bell-instructional day begins
- * 3:00 p.m. School dismissal

MPES PTO

The Mount Pleasant Parent Teacher Organization exists to promote the education and welfare of our children. Parents are encouraged to join and participate in the activities of the PTO. Please contact the school for more information.

PTO MEETINGS

- * Monday, September 23, 2013
- * Monday, December 2, 2013
- * Monday, February 3, 2014
- * Monday, May 5, 2014

STUDENT BEHAVIOR

Students are expected to abide by all student rules and policies of both Mt. Pleasant Elementary School and the Cabarrus County Board of Education. Copies of pertinent policies (Substance Abuse, Student Suspensions, etc.) are sent home to all parents at the beginning

of the school year. Teaching respect, responsibility, perseverance, and integrity along with good behavior is part of our job as educators and caretakers of children. Our school-wide character education and discipline plans are designed to teach students to become successful at managing their own behavior.

Students at MPES ROAR:

- * Respect
- * Obedience
- * Awesome Attitude
- * Responsibility

PARENT INVOLVEMENT IN SCHOOL DISCIPLINE

Parents are notified daily of their child's behavior through the child's ROAR (behavior) card. We ask that the ROAR card be signed nightly to establish prompt and effective communication. Communication between parents and the school is important in helping students learn to manage themselves. Parents need to be involved and will be kept informed of special strategies and interventions necessary in teaching good behavior to their child.

SCHOOL BUS CONDUCT AND SAFETY

* School bus passengers have the same responsibility for good behavior on the bus as they do in the classroom. School bus rules are for the safety of our children. The bus driver, subject to the direction of the principal and the bus supervisor, has complete authority to maintain good order and good conduct on the bus (G.S. 115-

185). Students receive a copy of school/activity bus conduct safety rules and responsibilities. Parents are required to discuss these rules and consequences of misconduct with their children. Riding the bus is a privilege. Improper conduct on the bus will result in that privilege being denied. Please talk to your children about maintaining good behavior and staying in their assigned seats at all times.

* Parents are not to step onto school buses at any time. Conferences with bus drivers should be scheduled and they should occur at school.

* Children can only ride a school bus on which they have an assigned seat.

CABARRUS COUNTY SCHOOL BULLYING POLICY

Bullying and/or harassing are strictly prohibited. The repeated pattern of intimidation may be real or threatened. There are 3 types of bullying: physical, emotional, and relational. Bullying may include, but is not limited to verbal taunts, name-calling, implied or stated threats, and exclusion from peer groups. Bullying can occur in person, or through social networking sites, texting, blogging, and the Internet. Students who feel bullied, harassed or intimidated at school by an adult or another student should report the concern to a teacher, administrator or other staff member at school. Bullying and Harassment Reporting Forms are available on the CCS website and from a school counselor at school.

**PROHIBITION AGAINST
DISCRIMINATION, HARASSMENT AND**

BULLYING

Policy Code: 1710/4021/7230

STUDENT USE OF SOCIAL NETWORKING SITES, BLOGGING, AND THE INTERNET

Policy Code: 4312

DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE

Policy Code: 1720/4015/7225

PARENT DRIVE

* We urge all students approved for bus transportation to ride the bus. When parents must bring or pick up students in private vehicles, it is imperative that they use Parent Drive. Only buses will unload at the sidewalk in front of the school.

* Adult supervision will be provided each morning from 7:45-8:15 and each afternoon from 3:00-3:15.

* In the afternoon, no cars should pull on to school property until 2:45 pm. They should remain on North Drive until that time. Also, students should go directly to Parent Drive and remain in the holding area until dismissed by an adult. Students may not leave the area without permission.

PARENT TRANSPORTATION REMINDERS

* Make sure your child knows how he/she is getting home (Parent Drive or Bus).

* Your child should bring a written note if there is a temporary change in normal transportation plans. If you must call the school office regarding a change in transportation, please do so before 2:30 p.m.

* Students on Parent Drive should be picked up by 3:15 pm.

EARLY ARRIVALS AT SCHOOL

Children who arrive between 7:45 am and 8:00 am should go to their designated area. They remain there until the first bell rings and they will then go directly to their classroom. Students are not allowed to arrive before 7:45 am unless they are enrolled in the Kids Plus Program.

EARLY DISMISSAL FOR SNOW/BAD WEATHER

- * In case of early dismissal, your child will be transported in the usual manner to the same location unless otherwise instructed.
- * It is recommended that parents listen to the radio or TV for current information rather than calling school officials or radio stations.
- * Cabarrus County Schools provides a telephone service to inform parents of any early dismissal. The telephone number is 704-784-6197.

RELEASING CHILDREN TO PARENTS

A child must be released by the school to either parent unless legal papers have been presented to the principal showing otherwise. This applies even if a child is living with only one parent. If you have custody of your child and do not wish him/her to be taken from school by his/her other parent(s), you must present your legal papers to the principal. Please review your legal papers on file in the office at the beginning of each school year

to make sure they reflect the most recent court decision.

LUNCH

- * Balanced lunches are served daily in the cafeteria. Occasionally these menus have to be changed because of late deliveries or snow days. However, most of them are served as listed.
- * Parents are invited to join their children for lunch anytime.
- * Because of the limited amount of time we have for breakfast and lunch, students will not be allowed to heat any items they bring for breakfast and lunch.
- * Due to Cabarrus County Schools Nutritional Guidelines, fast food cannot be brought into our school cafeteria in its original bags, cups, and wrappers. If fast food items are brought in the original containers, you will need to eat with your child in another area of the school. We request that you purchase food from our school cafeteria when you come to eat with your child.
- * Charges over \$5.00 will result in students receiving a sandwich and milk for lunch.

BREAKFAST

- * All students who wish to eat breakfast are to report directly to the cafeteria upon arrival at school. If their bus is late, the children will be served.
- * If school is delayed an hour or more due to weather conditions, breakfast will not be served.
- * Note to the parents - The cafeteria will stop serving breakfast five minutes prior to the tardy bell. If your child is dropped off

at Parent Drive and intends to eat breakfast, please make sure they are at school early enough to have time to eat.

APPLICATIONS FOR FREE OR REDUCED PRICE MEALS

* Free or reduced price meal applications will be sent home the first week of school.

If you want to apply for free or reduced price meals, please complete the application and return it to school as soon as possible. (1 per family)

* If a family's financial situation changes during the school year, an application may be submitted as the need arises.

ASBESTOS

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), MPES was inspected in the fall of 1988 for asbestos-containing building materials. Additionally, asbestos materials in MPES are re-inspected every six months to determine the condition and potential of disturbance. The asbestos materials in the school are in good condition and will continue to be managed in place. Results of the initial inspection and re-inspections are on file in the school administrative office. Everyone is welcome to view these anytime during normal school hours.

BIRTHDAYS, BALLOONS, GIFTS

* Administrative Guidelines strongly discourage the delivery of balloons, gifts, flowers, etc. to school. No items will be delivered to students during the school

day.

* Birthdays may be recognized by the family sending a small store-bought food item (cookie, cupcake, etc.) for each member of the class. No products containing peanuts or peanut butter can be distributed to students. These items will usually be distributed at lunch to the entire class.

* Administrative guidelines prohibit children or parents from bringing invitations to parties, etc. to hand out at school.

FOOD POLICY FOR STUDENT PARTIES OR TREATS

All foods provided for students are to be pre-wrapped or packaged. These foods may come from a supermarket, bakery, or caterer. Homemade items are not allowed for student consumption. This precautionary guideline assures the school staff that foods are sanitary. It also provides school personnel with a contents label to protect students with specific food allergies and/or diabetes. Additionally, no products containing peanuts or peanut butter should be distributed to students or used in craft-making activities.

CLUBS

Student-initiated "clubs," such as a fashion club, cheer club, or sport club, are not allowed at school. Any "club" which has certain members and excludes others is a form of bullying and goes against our anti-bullying policy.

DRESS CODE

What to Wear:

- * Skirts and shorts no more than three inches above the knee.
- * Shirts and Blouses that cover the student's midriff. No plunging necklines or exposed cleavage. Straps must be the width of the student's ID card.
- * Pants fitted at the waist.
- * Shoes or sandals (no bedroom slippers).

What Not to Wear:

- * Tank tops, muscle, mesh, or see-through shirts or blouses.
- * Clothing advocating drug, alcohol, or tobacco use.
- * Clothing with inappropriate or suggestive language.
- * Clothing that discriminates against particular groups.
- * Excessively tight or baggy clothing; clothing with holes or slashes.
- * Bedroom slippers or pajamas.
- * Excessively long or oversized shirts, coats, or jackets.
- * Sunglasses, hats, caps, stocking caps, toboggans, bandannas, headbands, or any other headgear while in the school building.
- * Any apparel and accessories that depict gang affiliation.
- * Excessive face painting.

The Cabarrus County Board of Education specifies that each student must come to school appropriately dressed in clothing that is not disruptive to the educational process and does not endanger the health and safety of others.

FIELD TRIPS

- * All grade levels have planned field trips that are educational and appropriate for the particular age of the child. School buses and activity buses are used for these trips. Children will not be transported in private vehicles on field trips.
- * Costs for field trips are kept to a minimum. Lunches for field trips may be brought from home or provided by the cafeteria at the regular cost.

ICE CREAM

Students may purchase ice cream at a cost of \$1.00. Classroom teachers will designate the day(s) ice cream may be purchased in their classroom.

KIDS PLUS DAY CARE

- * The Kids Plus Day Care Center is organized and operated by Cabarrus County Schools.
- * The purpose of the program is to provide before and after school child care for children in grades K-5 who are enrolled in Cabarrus County Schools. The Kids Plus Program consists of supervised enrichment and recreational activities suitable to the children's age group.
- * During the regular school year, Kids Plus operates each school day, beginning on the first day of school and ending on the last day of school, from the time school is dismissed until 6:00 p.m. Before school care is offered from 6:20 a.m. until the start of school.
- * For further information or for information about charges, contact the Mt. Pleasant

Elementary School Kids Plus Office at 704-436-6007 or the main Cabarrus County Schools Kids Plus office at 704-786-5699.

MONEY AT SCHOOL

It is requested that children not bring money to school in excess of what they will need for lunches, ice cream, etc. Lunch and breakfast money may be paid weekly or monthly to the cafeteria or on-line. Parents of kindergarten students are requested to put lunch money, fees, etc. in an envelope with the child's name, the amount of money enclosed, and what the money is for written on the outside. Students will not be given change in the cafeteria without a written note from their parent.

NON-DISCRIMINATION NOTICE

* Cabarrus County Schools provides equal access and does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following persons have been designated to handle inquiries regarding nondiscrimination policies:

504 Coordinator – Markl Kies, 704-786-6191, Markl.Kies@cabarrus.k12.nc.us

Title IX Coordinator – Dr. Christopher Lowder, 704-786-6191, Christopher.Lowder@cabarrus.k12.nc.us

* If anyone needs a reasonable accommodation or requires any written materials to be printed in an alternate format, please contact Corey Cochran at

Mt. Pleasant Elementary School within 48 hours of the event.

* Inquiries regarding compliance with this policy should be directed to the principal.

PARTIES AT SCHOOL

Classes are allowed to have three (3) parties a year at school. Parties are held during the last hour of the day. Due to safety concerns, transportation costs, and time restrictions, all parties are restricted to school grounds. (Please refer to Food Policy on pages 7 and 8).

PERSONAL SELLING AND FUND RAISING

Selling and fund-raising activities at school are limited. Sale of items by children from any organization or individual outside the school is prohibited during the school day. Students are not allowed to buy from or sell items to other students at school for personal gain.

PLAYGROUND SAFETY

The playground areas at Mt. Pleasant Elementary School are unsupervised after school hours. Do not allow children to return to playground areas without adult supervision. Please report any existing playground safety concerns to the school office.

TOYS AND PERSONAL ITEMS

Students are asked not to bring toys to school except for special activities planned by the teacher (such as Show-and-Tell or class projects). Students are

not allowed to swap toys or other personal items at school. Students are not to bring toy guns or toy knives to school.

VISITORS

- * Parents are welcome to visit the school and are encouraged to do so. Visitors are required to sign in at the office and get a visitors pass.
- * Siblings or friends of MPES students who are not enrolled at MPES are not allowed to visit during the school day without parental supervision.

VOLUNTEERS

School volunteers are an important source of assistance to teachers and our school program. If you have expertise in areas that would be of interest to teachers and students or if you would just like to volunteer your time, please contact the school at 704-436-6534. Volunteers are required to sign in at the office and get a badge to wear while at school. Regular volunteers are required to undergo a criminal background check.

STUDENT HEALTH

* The Cabarrus Health Alliance works closely with the public schools. A public health nurse is at our school daily. The nurse sees individual children as they are referred by the teachers. Regular health programs include:

1. Hearing screening
2. Vision screening
3. Dental health services

* The spread of contagious diseases, such as colds, viruses, sore throats and other common childhood diseases is a problem at school. Parents are asked to keep children at home when they have symptoms of contagious illnesses such as sore throats, fever (temperature of 100.4 or higher), upset stomach, chicken pox, fifth's disease, etc. Please contact the school if your child has been diagnosed with chicken pox or fifth's disease, as these conditions can cause possible complications for pregnant staff members.

* Parents will be contacted in case of illness or injury. Sick children should be picked up within one hour. It is very important that we have current information in the office concerning how parents can be contacted during the day. Please notify our Data Manager and your child's teacher immediately of changes in address, telephone numbers, or employment.

* Parents should notify the principal/ school nurse if their child is subject to unusual health hazards, such as allergy to bee stings, food allergies, and/or requires special medical interventions (asthma, diabetes, etc.).

* All information provided to the principal and school nurse regarding the student's medical condition shall be protected as confidential medical information and shall be provided to other school personnel only on a need to know basis as determined by the principal and school nurse.

* The following guidelines governing the administering of medication to children are based on NC law and policies of the Cabarrus County Board of Education. If a child must have medication of any type during school hours, parents have the

following choices:

1. Parents may come to the school and give the medication at the appropriate time(s).
2. Parents may request that school employees administer medication. However, the following guidelines must be followed in order for any prescription or nonprescription medicines to be given to students by school employees:
 - a. Have your physician complete the medical form (“Physician’s Authorization of Prescription and Non- Prescription Medication for a Student at School”) and bring the form to school. A copy of this form may be obtained from the nurse. Also, the “Parent Permission” section of this form must be signed and dated by the parents.
 - b. Prescription medicines must be brought to school by a parent and given to the nurse in a pharmacy labeled bottle.
 - c. Over the counter drugs must be brought to school in the original container.
 - d. Both of the above must be labeled with instructions on how and when the medication is to be given and labeled with the child’s name. The over the counter medication will be administered according to the doctor’s written instructions.
 - e. At the conclusion of a student’s treatment, the unused medication must be removed from the school by the parent.
 - f. Parents may want to discuss with their child’s doctor an alternative schedule for administering medication (ex. outside of school hours).

* Mount Pleasant Elementary School prefers students to not self-administer medication. Parents wishing their child to self-medicate should contact the school

nurse to make sure all appropriate procedures are followed.

* The following procedures are used at Mount Pleasant Elementary in regards to lice and nits:

1. Parents will receive a form letter each year regarding screening children for lice.
2. All children will be checked for lice within the first two weeks of school and within the first two weeks following Christmas holiday break.
3. If a child is found to have lice or nits, parents will be asked to take the child home for treatment and return the child to school “nit free” as soon as possible.
4. The maximum number of excused days for lice treatment will be two. (First day is treatment; second day is work on freeing the hair of nits and treating the home environment).
5. A shampoo or rinse specifically for the treatment of lice must be used. All nits must be removed prior to returning to school.
6. If nits or lice are found while the child is home, parents should notify the school. This will help the school in locating a possible source of the problem. Names will be held in confidence.
7. Spot checks may be made at any time school staff find evidence of the need to check a child’s head for lice.
8. With any occurrence of lice or nits, an inspection will be required from the school nurse, a school staff member, or your child’s doctor stating the student is lice and nit free and may return to school.