

PARENT/STUDENT SIGNATURE PAGE
Dudley Shoals Elementary School
2023-2024

Dear Students and Parent(s)/Guardian(s):

The student handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students.

We ask that you familiarize yourself with the handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. This form is part of the student registration process at Dudley Shoals Elementary School and must be returned as a condition of enrollment.

This year the complete student handbook will be available on the Dudley Shoals Elementary School website. The website address is: <http://dses.caldwellschools.com>. If you do not have access to the website, we will provide a paper copy. Please indicate below if you will need a paper copy. Please see the handbook for complete details and other items not listed on the quick facts sheet.

Signing below is evidence that parents and students have access to the contents of the handbook. Please return this signed top copy to your child's teacher.

Choose One

_____ We have access to the website and will read the student handbook.

_____ We DO NOT have access to the website and would like a paper copy of the student handbook.

Signatures

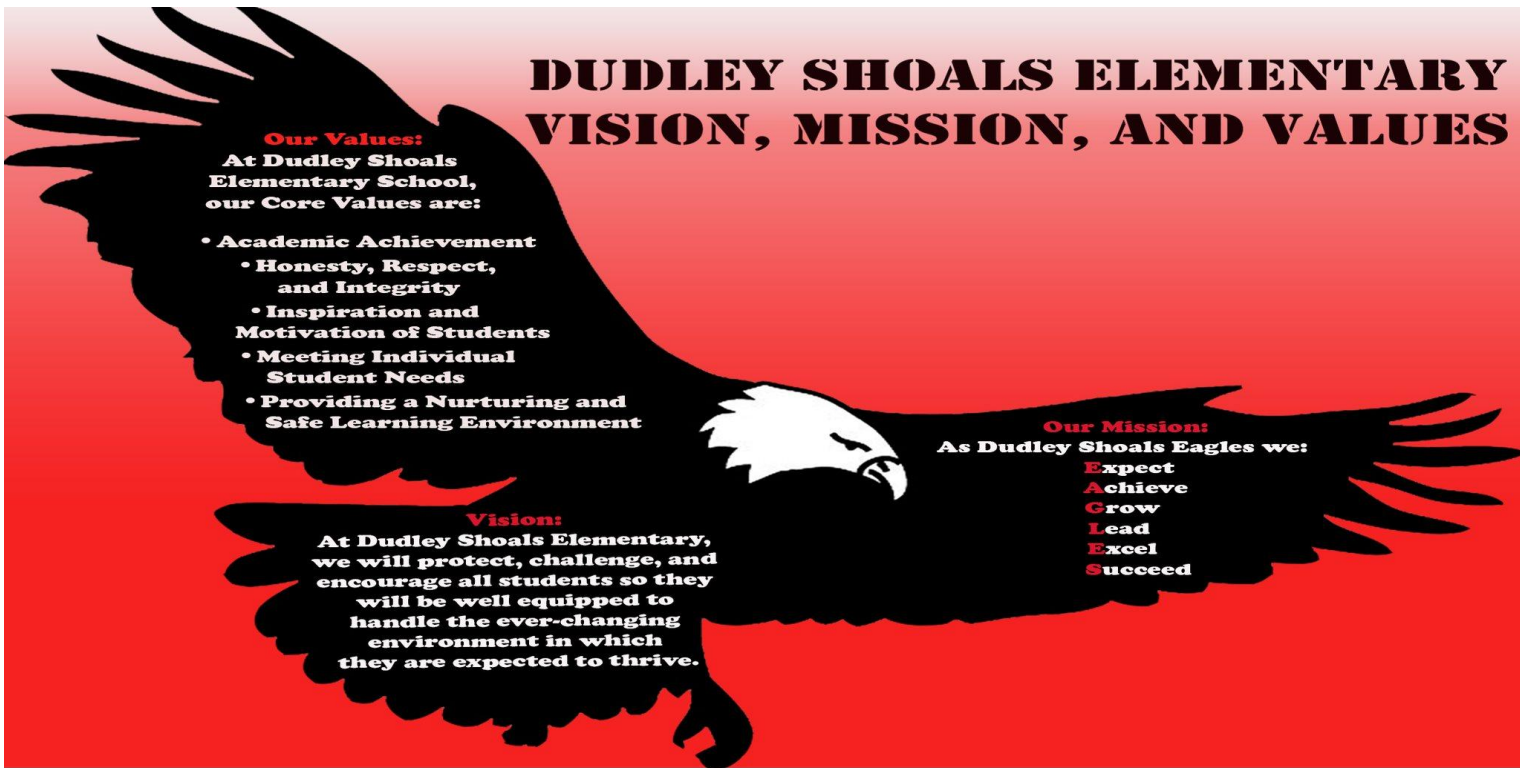
_____ Signature of Parent/Guardian _____ Date

_____ Signature of Student _____ Date

_____ Grade Level _____ Homeroom Teacher

Dudley Shoals Elementary School

1500 Dudley Shoals Road
Granite Falls, NC 28630
(828) 396-3457



Parent/Student Handbook
2023-2024

A Message from the Principal

Dudley Shoals Elementary School Families,

I am blessed to serve as the principal of Dudley Shoals Elementary. We are an exceptional school filled with talented educators who serve our students with dedication. Many of us have a special connection to our school, and we are proud that former DSES students choose to return to teach the next generation of Eagles. Our students come to us from communities across the state and country. We feel privileged to serve them, and are fortunate to see their hard work and success every day.

This year, we look forward to continuing the proud traditions that we have enjoyed in the past. We're excited to see our students' smiling faces, and cannot wait to host parent volunteers in our building. This year, we are committed to growing leaders and independent readers. We hope that you will join us in supporting and celebrating student achievement at our school. This is a special time to be a part of the Dudley Shoals family, and we are excited for the school year to come. Thank you for being a part of our school community!

Sincerely,

Matthew G. Ross

Matthew Ross

Principal

Dudley Shoals Elementary School

Caldwell County Schools

Student Health Appendix

As a school, we will continue to place an emphasis on the wellness of students and staff by promoting healthy practices. This document is intended to help parents, guardians, and caregivers, plan and prepare for the upcoming school year.

1) Safety Precautions

Mask Requirements

- Masks at school are optional. Students and staff who return from a COVID-19 quarantine are strongly encouraged to wear a mask for an additional 5 days.

Water Fountains

- While water fountains are once again operational, students are still encouraged to bring their own water bottles from home and use these filling stations when needed

Sanitation Process

- Know your Ws! [Wear, Wash, Wait!](#)
- Hand sanitizing stations have been placed throughout the building
- Proper handwashing is highly encouraged when possible
- High-touch areas will be disinfected throughout the day
- Students are encouraged to come to class prepared and limit sharing personal items, such as writing utensils

Coping and Resilience

- During this stressful time, we encourage students, staff, and parents to reach out to those they trust and talk about concerns with COVID-19 and how you are feeling.
- To access resources for mental health and wellness, (eg. 211 and Hope4NC Helpline 1-855-587-3463)

2) What to Expect This Year

Arrival Procedures

- Students will not be allowed in the building BEFORE 7:30 AM

Dismissal Procedures

- Bus riders will be loading buses at 2:40
- Car riders will begin the dismissal process at 2:45

Cafeteria Procedures

- Lunch times will be staggered. Students will eat breakfast and lunch in the cafeteria. All meals are free.

Chromebook/Devices

- All students have a Chromebook that is tied to them to use in the classroom

Communication

- Maintaining contact with teachers is essential to being successful. If your child is not feeling well please do not send them to school and communicate with your child's teacher to let them know.

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Daily Schedule

Time	Event
6:00	Morning Wrap-Around Opens
7:30	Student Drop-Off/ Supervision Begins
7:30	Breakfast Begins
7:55	First Bell
7:55	Breakfast Ends
8:00	Tardy Bell
8:00	Classroom Instruction Begins
2:35	Classroom Instruction Ends
2:40	Bus Riders Dismissed
2:45	Car Riders, Wrap Around, Community Childcare Dismissed
3:00	All Car Riders Must Be Picked Up
4:00	School Office Closes
6:00	Afternoon Wrap-Around Closes

Caldwell County Schools 2023-2024 Calendar

August 2023						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	OP	OP	OP	OP	OP	19
20	P	PD	PD	P	P	26
27	28	29	30	31		

September 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	OP	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	PD	8	9	H	11
12	13	14	15	16	17	18
19	20	21	AL	H	H	25
26	27	28	29	30		

December 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	OP	AL	23
24	H	H	H	AL	AL	30
31						

January 2024						
Su	M	T	W	Th	F	Sa
	H	AL	OP	OP	OP	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	T	W	Th	F	Sa
				1	PD	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	PD	24
25	26	27	28	29		

March 2024						
Su	M	T	W	Th	F	Sa
					1	2
3	OP	PD	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	H	30
31						

April 2024						
Su	M	T	W	Th	F	Sa
	AL	AL	AL	AL	AL	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

June 2024						
Su	M	T	W	Th	F	Sa
						1
2	P	OP	OP	OP	OP	8
9	10	11	12	13	X	15
16	17	18	19	20	X	22
23	24	25	26	27	X	29
30						

July 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	H	X	6
7	8	9	10	11	X	13
14	15	16	17	18	X	20
21	22	23	24	25	X	27
28	29	30	31			

First Day: August 28, 2023

Days	Type	Days	Type
169	Student Day	6	Professional Development
4	Planning	10	Annual Leave
15	Optional Planning	11	Holiday

Last Day: May 31, 2024

- During inclement weather, schools may use a Remote Learning Day or attend school on the Saturday of that week.
- Schools will release early (ER) before the Christmas holiday and the last day of school for students not involved in testing.
- During the summer months, schools and facilities close on Fridays (X).

2023-2024 Grading Periods

End of 1st grading period: October 19, 2023 (38 days)
 End of 2nd grading period: December 20, 2023 (38 days)
 End of 3rd grading period: March 15, 2024 (45 days)
 End of 4th grading period: May 31, 2024 (48 days)

Calendar Law - Effective July 1, 2013

2012 Senate Bill 187 (Session Law 2012-145), applies beginning with the 2013-2014 school year, rewrites a portion of the calendar law (General Statute 115C-84.2). [Legislation: Session Law 2012-145, Senate Bill 187, Section 7A.11.](#)

School Calendars must meet the following requirements:

1. Start date no earlier than the Monday closest to August 26 and end date no later than the Friday closest to June 11 (unless a weather related calendar waiver has been approved, year-round school, charter school or cooperative innovative high school.) If waiver is approved the start date can be no earlier than the Monday closest to August 19.
2. There are no educational purpose waivers for exemption of the opening and/or closing dates.
3. All schools within the district must be closed all day for purposes of determining eligibility for a weather related waiver (delayed starts or early dismissals of two or more hours no longer apply).
4. Covers at least nine calendar months.
5. Must have a minimum of 185 days OR 1,025 hours of instruction.
6. Must have at least nine (9) teacher workdays.
7. Local Boards shall designate two (2) workdays on which teachers may take accumulated vacation leave. Local Boards may designate the remaining workdays as days teachers may take accumulated vacation leave.
8. Have a minimum of ten (10) annual vacation leave days.
9. Have the same or an equivalent number of legal holidays occurring within the school calendar as those designated by the State Personnel Commission for State employees.
10. School shall not be held on Sunday.
11. Veterans Day shall be a holiday for all public school personnel and for all students enrolled in the public schools.

Total School Days: 169

Attendance

Children learn best when they attend school regularly. North Carolina General Statute 115C-378 ([Board Policy 4400](#)) requires parents and guardians to cause children to come to school. Excessive unlawful absences are a violation of the Compulsory Attendance Law. Parents should send a written note to your child's teacher upon returning to school after an absence.

Excused Absence

A. Lawful Absences:

The school principal or designee has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. Below are the valid/lawful excuses for temporary nonattendance of a student at school.

1. **Illness or Injury:** When the absence results from illness or injury, which prevents the student from being physically able to attend school.
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to: grandparents, parents, brothers, and sisters.
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings:** Student participation under subpoena as a witness in a court proceeding.
6. **Religious Observance:** When the student is absent due to a religious observance in accordance with local school board policy.
7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. Approval for such an absence must be granted at least two weeks prior to the absence.
8. The school principal may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of the school day.

Unexcused Absence

Absences for reasons other than those listed above will be deemed unexcused. Unexcused absences include, but are not limited to missing the bus, oversleeping, car trouble, or babysitting. Schools may develop specific consequences related to such absences. Absences caused by infestation of lice generally will be coded as unlawful if the absence lasts more than one day beyond the identification of the problem or if more than three infestations occur during the school year. A doctor's excuse may be required when a student has more than five absences during a semester. Board of Education policy and state law require that letters be sent for 3, 6, and 10 unexcused absences and that a referral be made to the School Social Worker. Continued unexcused absences may result in court referral.

Tardies and Early Sign Out

Tardiness:

1. A student is tardy after 8:00 a.m.
2. Tardy slips are to be picked up in the school office when a student arrives after 8:00 a.m, A parent must come in with the student to get the tardy slip for admittance.
3. Notification to appropriate agencies of excessive tardies is required by the county attendance policy

A student will not be eligible for Perfect Attendance if he or she misses one day or has a combination of 10 excused or unexcused tardies and/or early dismissals.

Bullying

Students have the right to learn in a safe environment and not be intimidated or harassed. School bullying undermines the academic mission of a school, jeopardizes the safety of a school, and hostile and dangerous acts of harassment and abuse can victimize students. Bullying will not be tolerated in any school, at any time.

Caldwell County Schools will not allow or tolerate retaliation in any form against any individual that reports a valid complaint of bullying or is a corroborating witness. It is the duty of all teachers, including student teachers, substitute teachers, teacher assistants, and all school staff to maintain good order and discipline in their respective schools, report and intervene in all acts of bullying and provide other information about related behaviors, school safety and discipline problems. It is the expectation that all administrators will properly discipline offenders.

Bullying behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that: places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or, creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities, or benefits. For elementary students, consequences will range from an initial warning/in-school disciplinary action up to five days out-of-school suspension. Repeat violations may result in long-term suspension. For a more in depth description, refer to Board Policy [1710/4021/7230](#).


Bus Transportation

Students are expected to walk to the bus loading area each day and should be at the bus stop waiting for the bus. **Riding the school bus is a privilege.** Every student is expected to follow bus safety rules and obey the driver ([4300](#)). Failure to do so will result in disciplinary action that may include: administrative warning, assigned seating, bus suspension, out-of-school suspension, and suspension of bus riding privileges for the remainder of the school year. For safety, students are asked that all items are stored and kept in their book bags. Other arrangements to transport large items such as projects, supplies, etc. should be made.

Bus Expectations

Offenses worthy of a Discipline Referral

- Delaying the bus schedule
- 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
- Unauthorized leaving the bus when en route from home to school or vice versa
- Playing (horse play), 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 county board of education

	Bus
Voice Levels	1
S Strive to do your best	<ul style="list-style-type: none"> - Get seated immediately - Watch and listen to adults - Keep the bus clean
O Own your actions	<ul style="list-style-type: none"> - Keep things in book bag - Remain seated, facing forward - Watch for your stop
A Act safely	<ul style="list-style-type: none"> - Load and unload in a single file line - Hands and feet to self
R Respect all	<ul style="list-style-type: none"> - Share seats - Leave area better than you found it

The principal may revoke a student's riding privilege for violation of bus conduct and/or safety regulations.

When loading and unloading buses:

1. Bus must come to a complete stop before entering or leaving the bus.
2. Stay in the seat, on your bottom, until the bus is stopped.
3. Look both ways before proceeding towards the bus..
4. Do Not check the mailbox - Go DIRECTLY to your house!

Consequences include, but are not limited to the following:

a) 1st Offense: Verbal Warning

b) 2nd Offense: Written Warning

c) 3rd Offense: 1-3 days off the bus

d) 4th Offense: 3 days off the bus

e) 5th Offense: 5 days off the bus

f) 6th Offense: 10 days off the bus/Recommendation for permanent suspension from the bus.

2nd Load Bus Riders Rules While Waiting in the Cafeteria

Expectations

1. Sit in Assigned Area
2. **Whisper** to Someone Beside You or Across From You
3. No Electronics
4. Nothing Out of Book Bags
5. Make sure you have everything before leaving the room. You may not go back to class.
6. Use the restroom before the 2nd bell. You may not go to the restroom while waiting in second load.

Car Riders

Mornings

Students arriving at school by car are dropped off in the traffic circle at the front walk (in front of the flagpoles) **no earlier than 7:30 am**. If your child must arrive before 7:30 am you must make arrangements with Wrap-Around for supervision. **Students will not be admitted to the school until 7:30 am.**

For the safety and security of our students, parents are asked to not park in the traffic circle or bus dropoff or parking lot. Students arriving at school by bus use the loading area at the north end of the school. That driveway is for school buses, daycare vehicles, faculty parking, and service vehicles only. **Students should not be dropped off in the bus circle. If you are walking your child in, please park in the parking lot at the front of the school.**

To avoid lines that may cause your child to be tardy, please *avoid* trying to arrive at school just minutes before 8:00 am. **After 8:00 am, parents will need to walk students into the building.** Parents arriving prior to 7:45 generally avoid car lines and allow plenty of time for their children to get to class on time.

Afternoons

For the safety and security of our students, car riders can **only be picked up in the traffic circle at the front walk.** They will be loaded by staff after buses have cleared the parking area.

Car Duty staff will load up to five cars at a time. The driveway at the north end of the school is for school buses, daycare vehicles, faculty and staff parking, service vehicles, and Pre-K pick up. **Only Pre-K students may be picked up at their designated area.** To avoid waiting in line, you may want to delay your arrival for student pick-up by ten minutes. A hanging placard will be provided to students who are normal car riders. Vehicles **must** have placard visible in order to pick up child/children. If placard is not visible, the driver will be asked to park and sign them out in the office. Please display these signs to help with timely loading of students.

During school hours please limit your parking in the circle to five minutes or less and do not park in the circle after 2:00. If someone new is picking up your child, please advise them of where the car rider line begins, have them prepared to show an ID and provide them with your placard.

Car rider and 2nd load bus rider rules

1. Sit in assigned area.
2. **Whisper** to someone beside you.
3. No electronics.
4. Nothing out of book bags.
5. Make sure you have everything before leaving the room. You may not go back to class.
6. Use the restroom before the 2nd bell. You may not go to the restroom while waiting in second load.

Child Custody Issues

Special directions for the school regarding child [custody](#) should be presented to the school in the form of a letter and court order, signed by a judge. Your child's teacher should be informed of your expectations. Generally, the school should not be a place to carry out parental visitation rights. ***The school may not deviate from the rules set forth in a court order.***

Concussion and Head Injuries

The Caldwell County School District seeks to provide a safe return to play / physical activity and academics for all students after injury, especially after a concussion. Procedures have been developed to assist in identifying suspected concussions, treating concussion upon head injuries at school / school athletic events, making appropriate medical referrals, and ensuring follow-up health care, academic assistance, and accommodations during the school day Board Policy ([4270/6145-R](#)).

Contagious Diseases

School personnel or the school nurse may check any student suspected of having contagious diseases. If a student is found to be contagious, the parent will be notified, and the student must be signed out of school immediately. A note from the Health Department or doctor may be required before a student who has had a contagious disease may return to school ([4230](#)).

Discipline/PBIS

Our school community strongly believes that it is the shared responsibility of the home and school to help students learn self-discipline skills. Self-discipline will ensure that students will be productive school citizens. We strive to create an atmosphere for learning where all students are safe and appropriately participating. We expect children to be respectful, responsible and pleasant. A disruptive child rarely is learning or allowing his/her classmates to learn. This year, we will continue to use a school-wide behavior plan, Positive Behavioral Interventions and Supports (PBIS). PBIS seeks to reduce or eliminate poor behavior school wide through the encouragement of positive behaviors. The following is the matrix we will use for PBIS.

	<u>Arrival and Dismissal</u>	<u>Hallway and Common Areas</u>	<u>Restroom</u>	<u>Cafeteria</u>	<u>Recess</u>	<u>Bus</u>
<u>Voice Levels</u>	1	0 1	0	0 1 2	4	1
S <u>Strive to do your best</u>	- Watch/Listen - Greet people kindly	- Be a positive role model - Walk with a purpose	- Try, flush, wash, leave - Be prompt - Patiently wait your turn	- Know your lunch number - Help others - Hands and feet to self	- Actively participate - Be a good sport	- Get seated immediately - Watch and listen to adults - Keep the bus clean
O <u>Own your actions</u>	- Stay packed up - Keep up with your belongings - Know where you're going	- Hands and feet to self	- Use water appropriately - Clean up messes	- Clean Up Messes - Good manners - Stack trays correctly	- Be honest - Leave nature alone	- Keep things in book bag - Remain seated, facing forward - Watch for your stop
A <u>Act safely</u>	- WALK directly to destination - Control your belongings - Hands, feet, and belongings to self	- Walk in line on the Right - Stay with class - Face forward	- Report issues to adults or monitor - 3-4 in restroom - Calmly keep hands/feet to self	- Walk - Carry tray with both hands - Sit properly in seat	- Appropriate clothing - Use equipment correctly	- Load and unload in a single file line - Hands and feet to self
R <u>Respect all</u>	- Listen to teachers on duty - Stay in assigned area - Enter and exit your ride quickly	- Be mindful of others - Listen for directions - Use proper manners	- Give others privacy - Conserve resources - Keep clean	- Table manners - Quiet lunch line - Touch only your food	- Hands and feet to self - Use appropriate language	- Share seats - Leave area better than you found it

The cooperation and support of parents with the school rules will eliminate most behavior problems that might occur. The teacher will contact the parent when the behavior becomes repetitive or dangerous, so that parents may use this opportunity to assist with the discipline of their child. More information regarding student conduct may be found in the Caldwell County School Board Policy ([4309](#)).

Board Policy [4309](#) lists the following misconduct:

Disruptive behavior, profane or abusive language, dishonesty (i.e. lying, cheating, plagiarism, etc.), fighting, stealing or damage to property, possession/use of tobacco or tobacco products, being under the influence of drugs and alcohol, sexual misconduct and harassment, possession or use of weapons, false fire alarms and bomb threats, disrespect to or assault/battery on staff, possession or use of fireworks and explosives, gambling, inappropriate dress, bus misconduct, leaving campus, acts with intent to create terror, and bullying. Also, any conduct that is disruptive to the learning environment may result in the consequences listed below.

Potential consequences for disruptive and inappropriate behavior include but are not limited to the following:

1. Student warning
2. Time out in office, classroom, or in another classroom
3. Loss of privileges
4. Parent notes/Conferences
5. Restitution
6. Out-of-school Suspension
7. Long-term Suspension or Expulsion

DSES STUDENT MISCONDUCT CONSEQUENCES

Misconduct	1st Offense	2nd Offense	3rd Offense	4th Offense
Disruptive Behavior/Horse Playing	1-3 hours In-School Suspension	3-6 hours In-School Suspension	7 hours In-School Suspension	Administrative Discretion
Profane or Abusive Language, Pornographic, Vulgar or Obscene Material. (This includes any reference to any gang symbols, signs, clothing, pictures, etc.)	1-3 hours In-School Suspension	3-6 hours In-School Suspension	7 hours In-School Suspension	Administrative Discretion
Dishonesty: Lying, Cheating, Plagiarism, Forgery, etc.	1-3 hours In-School Suspension	3-6 hours In-School Suspension	7 hours In-School Suspension	Administrative Discretion
Fighting/Violent Behavior/Communicating Threats (Verbal/Written)	1-3 days Out of School Suspension	3-5 days Out of School Suspension	5-10 days Out of School Suspension with recommendation for alternative placement and notification of law enforcement	Administrative Discretion
Bullying	1-3 hours In-School Suspension	3-6 hours In-School Suspension	7 hours In-School Suspension	Administrative Discretion
Stealing or Damage to Property <i>*Theft may result in larceny charges</i>	1-3 hours In-School Suspension	3-6 hours In-School Suspension	7 hours In-School Suspension	Administrative Discretion
Disrespect/Insubordination to Staff	1-3 hours In-School Suspension	3-6 hours In-School Suspension	7 hours In-School Suspension	Administrative Discretion
Cell Phones and other Technology Devices	Student issued a verbal warning and parent/ guardian notified.	Cell phone will be confiscated, turned in to office and must be retrieved by parent/guardian no earlier than the end of the same school day.	For the remainder of the 9-week grading period, student will be required to turn in his/her cell phone to the office upon arriving at school. The phone will be secured until the end of the day and will be returned to its appropriate owner.	Administrative Discretion

Misconduct	1st Offense	2nd Offense	3rd Offense	4th Offense
Bus Behavior and Regulations	Verbal Warning	Written Warning Requiring Parent Signature	1-3 days bus suspension	3-5 days bus suspension * See additional consequences under Bus section
Assault/Battery on School Staff	5-10 days Out-of-School Suspension with a possible recommendation for Long-Term Suspension/Expulsion and the possible notification to law enforcement officials.	10 days Out-of-School Suspension with a recommendation for Long-Term Suspension/Expulsion and the notification of law enforcement officials.	Administrative Discretion	Administrative Discretion
Possession/Use of Weapons	Notify law enforcement authorities. 5-10 days Out-of-School Suspension.	Notify law enforcement authorities. 10 days Out-of-School Suspension with a recommendation for Long-Term Suspension/Expulsion	Administrative Discretion	Administrative Discretion

Special Note to Parent

Please regularly check your child's book bag, coat, and pants pockets to make sure they do not mistakenly bring prohibited or unnecessary items to school. This will help prevent items such as collectibles, pocket knives, matches, lighters, fireworks, medications, toys, expensive jewelry, tobacco, sharp objects, cosmetics, or extra money from being brought to school.

Dress Code for Students

Proper student dress helps set the tone for an effective learning environment. Weather, safety, and the learning activities of the day should be considered when choosing what to wear. Items that are inappropriate or create a disruption will **not be permitted** [\(4309\)](#).

Students inappropriately dressed will be sent home to change, or a parent will be contacted to bring a change of clothing. If a parent can not be reached, a student will be expected to wear clothes such as a t-shirt from the clothes closet until the end of the day.

The administration reserves the right to judge whether clothing is deemed appropriate and will ask the student to change or adjust clothing as necessary. School officials have the authority and responsibility to determine whether a student's appearance satisfies the intent of this policy.

The following items are not appropriate for school for all grade levels:

1. Hats/caps inside the building (except during special circumstances).
2. Excessively revealing clothing, including short shorts, midriff shirts, strapless shirts, spaghetti-straps, backless shirts, muscle shirts with large arm holes. Tank tops should be at least 2 inches at the shoulder.
3. Distracting hair coloring (administrator's discretion).
4. Shoes with high heels, "heelies" or shoes with wheels/gliders.
Flip flops will not be permitted at any time (safety issue).
Sandals will not be permitted during physical education.
Shoes with backs must be worn during recess on the playground.
Tennis Shoes are preferred for both PE and recess.
5. Clothing depicting/advertising alcohol, tobacco, or offensive material.
Pants, shorts and shirts are to be worn at the waist.
Skirts and shorts must fit properly and be at least mid-thigh in length.

Early Release Days

Students will be released at 11:45 a.m. on Early Release Days. Expect bus riders to arrive home about 3 hours early on these days. Car riders should be picked up no later than 12:00 p.m. We will serve lunch before dismissal. In addition to their regular morning hours, Wrap Around will be open from 11:45 p.m. until 6:00 p.m. on these days.

Emergency Drills

Your child's safety is one of our greatest concerns. Regular drills teach children to respond calmly in the event of an emergency. The school conducts fire drills each school month, a tornado drill **at least** once each school year, frequent lockdown drills, a bus evacuation drill, and other drills as needed ([4200](#)). Detailed escape routes are posted inside the door of each classroom. It is most important that students remain quiet and are attentive to staff direction during all drills.

Emergency Information

Emergency/Registration Data Sheets are distributed during orientation and are collected at orientation by the teacher. **It is important that you notify the school immediately of changes in your address, telephone number, or emergency contacts.** The school needs an up-to-date work telephone number or emergency number in the event your child becomes ill or is injured at school.

Fees

Various fees will be collected throughout the year for field trips, breakfast and lunch, pictures, yearbooks, etc. Payment accepted for fees are cash, check, money order or Online School Payment (OSP). Checks returned to the school due for insufficient funds will be collected from the issuer along with a fee of \$20.00.

Floral Deliveries

Floral deliveries (including balloons and similar arrangements) to students are not allowed at any time during

the school day. The school board policy ([7273](#)) includes deliveries from florists or deliveries by parents/other family members.

Field Trips

Parents are welcome to accompany their children on field trips, however some may be limited to a set number of people or in some cases, closed to parents. Signed permission from home is required for students to participate in field trips. No student will be denied participation in field trips because of financial need. If there is a need for financial assistance, please let the teacher know immediately. In order to attend the field trip, every child must have a signed permission slip, and payment. If there is a need for a [Student Activity Scholarship](#), the form must be completed and on file at least **two weeks before** the trip. Students are expected to follow all school rules while on field trips. Poor student conduct at school may limit student participation in field trips. Every effort is made to keep field trip costs at a minimum. The transportation portion of the cost cannot be refunded since transportation costs are figured on a per student basis.

Parents should **consult** with their child’s teacher **before** making plans to attend any field trip. Some trips are open to all parents, some are open to a limited number of volunteer parent chaperones, and some trips are not open to any additional guests (parents, siblings, or otherwise). **A background check is required for those wishing to help in the classrooms or chaperone trips.**

Each grade level develops guidelines for chaperones and procedures for that particular grade’s field trips. The grade level your child is in will notify you in advance with the expectations. All students are expected to ride school transportation to the field trip. On some trips they may be signed out by parents from the field trip site.

Grading and Reporting Student Progress

Grading and reporting of student grades will comply with Board of Education Policies [3400](#) Mid-term reports are sent home each grading period. Report cards are released on dates designated and publicized by the Superintendent’s office (usually on or before the tenth calendar day following the end of the grading period). Parent/teacher conferences will be scheduled as needed.

Grades K-2

Letter grades will not be used. Early academic success is crucial.

Grades K-2	Grades 3-5	PE, Music, Art
* Conduct graded: S N U	* Conduct graded A-F	* Conduct graded: S N U
Level 1 Consistently works well below grade level	A 90-100	S Satisfactory
Level 2 Below grade level	B 80-89	N Needs Improvement
Level 3 On grade level	C 70-70	U Unsatisfactory
Level 4 Above grade level	D 60-69	
	F 59 and below	

Head Lice Control

Those students found to have head lice will be sent home until treated and all live bugs are removed from the hair (Board Policy [4232](#)). Parents must make every effort to remove all nits. The absences accrued from

exclusion due to lice infestation shall be excused for the day the lice were discovered and the following day **ONLY**. Students will not be isolated from the classroom nor shall they be required to miss educational time due to nits. **Parents must accompany a child returning to school, as the child must be cleared by a school staff member.**

Health Issues

Each year you should inform your child's teacher(s) about any existing health conditions such as allergies, asthma, diabetes, or other severe reactions. **Never** assume that the school knows of such conditions.

Hearing and Speech/Language Screenings

Mass Pure-Tone Hearing Screenings will be conducted annually for 1st, 3rd, and 5th grades. **Parents who do not wish for their child to participate in Mass Hearing Screenings will need to inform the school in writing within 5 days of starting school.** Students in other grades who are suspect for hearing difficulties will be screened individually after obtaining parent permission.

If you have any questions, please call the Speech/Language Pathologist, at the school (396-3457).

Honor Rolls

Honor rolls will be used in grades 3 – 5 and will be published in the local newspaper following each grading period. ([3440](#))

A-Honor Roll: No grade less than **A**, no grade of **Unsatisfactory**

B-Honor Roll: No grade less than **B**, no grade of **Unsatisfactory**

Homework

Homework assignments reinforce classroom instruction and encourage students to be responsible and self-disciplined. Students who regularly complete homework assignments have higher achievement and perform better on assessments. Students generally should have no more than one hour to one and a half hours of homework each night. If your child constantly has difficulty with completing homework or you are not clear about homework expectations, please contact your child's teacher ([3135](#)).

Immunizations

Parents are required to present evidence that their child meets the minimum requirements for immunizations within 30 calendar days of first enrolling in our school ([4110](#)). Failure to meet this deadline could result in exclusion from school until immunizations are complete and the record is on file at school.

North Carolina State law requires the following minimum doses:

5 DPT DOSES

4 POLIO VACCINE DOSES

3 - 4 Hib DOSES

2 MMR (Measles and Mumps) DOSES

2 Varicella DOSES

3 Hep B DOSES

4 Pneumococcal DOSES

Insurance (Student Accident)

A voluntary [student accident insurance](#) is administered by *Health Special Risk, Inc.* . Rates are available on the [county website](#). Parents who choose to purchase the student insurance should send the form and money to

Health Special Risk, Inc. within 14 days from the start of school. This will guarantee coverage for the student from the first day of school. Otherwise, coverage will be effective the date the application and check or money order is received by *Health Special Risk, Inc.*

Integrated Pest Management

The Caldwell County School system utilizes an Integrated Pest Management (IPM) approach for controlling insects, rodents, and other pests. Parents have the right to be notified in advance of specific pesticide applications made at the school, [Policy 9205](#).

Lost and Found

Please put your child's name on all coats, book bags, and other personal items. This will help us identify lost property. These items are placed on a rack in the hall next to the cafeteria. Unclaimed items are periodically donated to a local charity.


Lunch and Breakfast Programs

Money can be placed in your child's account in a number of ways. You may send cash or checks. Make checks payable to Dudley Shoals Cafeteria and include your child's **student ID number** and telephone number on the check. You can even make payments online. If you choose to send cash or checks, please put it in an envelope with the child's full name, cafeteria account number, and amount of cash or check on the outside. If you would like to pay online, go to <https://www.k12paymentcenter.com/>. You will need your child's lunch number to do this. Call the school office to obtain the number. **Please do not combine lunch payments with other payments.** Parents may now go to the Child Nutrition website and look for the Balance Notification link to sign up if they would like to have their child's cafeteria balance emailed to them on a weekly basis. If interested, you will type in their email address and their child's lunch number. Please monitor your child's account to be sure there is enough money to pay for meals and extras. We try to remind students to tell parents when account balances are low. **When a negative balance reaches \$4.00 a letter will go home to parents with the amount of meal money owed. After \$7.00 a follow-up letter will be sent.** No supplemental items may be purchased when a student owes money for meals.

There is a required \$20 fee for collection of **returned checks**.

Cafeteria Expectations

The cafeteria will be open for visitors to eat lunch with a student on September 12th, 2023. Please allow the school the first 10 days to implement routines before eating with your student.

	Cafeteria		
Voice Levels	0	1	2
S Strive to do your best	<ul style="list-style-type: none"> - Know your lunch number - Help others - Hands and feet to self 		
O Own your actions	<ul style="list-style-type: none"> - Clean Up Messes - Good manners - Stack trays correctly 		
A Act safely	<ul style="list-style-type: none"> - Walk - Carry tray with both hands - Sit properly in seat 		
R Respect all	<ul style="list-style-type: none"> - Table manners - Quiet lunch line - Touch only your food 		

Lunch/Breakfast Prices

Established school lunch prices for school year 2022/2023 are listed below. Prices are subject to change with approval of the Board of Education:

	Reduced Student Price	Full Student Price	Adult Price
Breakfast	Free	Free	A la carte
Lunch	Free	Free	A la carte

Make Up Work

Students are expected to complete assignments missed due to absence/tardiness/early dismissal from school. Please contact the teacher for missed assignments. The teacher will determine when work is to be made up ([Board Policy 4400](#)). Generally, one day per day absent will be given to make-up work. If more time is needed, please contact your child's teacher to make arrangements.

Medications

A medication consent form ([6125-F](#)) must be on file at the school – signed by the parent and health care provider, for all medications, including over-the-counter medications. All medications must be in an original container ([6125](#)). Medication prescribed by a doctor must be brought to school in a properly labeled container from the pharmacy with dispensing instructions. A log sheet is maintained in the office. **School personnel will not dispense medicine without a completed consent form signed by the parent and health care provider. Students should not transport any medication to school and medication will not be sent home with students.**

Microwave

Students are not allowed to use the microwave in the lunchroom. Please do not send food with your child that requires heating.

Parent-School Communications

Please contact the school whenever the need arises. Teachers may be contacted by note, e-mail, Talking Points, Blackboard Connect, or telephone. During the instructional day the office will let you leave a voicemail for teachers to return your call. Please call to set a conference time with your child's teacher and/or principal as our teachers'/principals' schedules do not allow for drop-in conferences. Please check your child's planner daily for information about homework and other information from the teacher.

Parent-Teacher Organization

Dudley Shoals has a strong tradition of an active PTO. Our PTO has helped facilitate numerous volunteer projects and hours, as well as fundraisers that have supported our instructional programs within the classroom and help make improvements to our school campus. Please contact the school office or PTO Volunteer Coordinators if you would like to volunteer. Please plan to attend PTO meetings and support the various PTO projects throughout the school year.

PTO Board will meet the Second Tuesday of the month at 3:15 in the Media Center..

PTO 2023-2024 Board

Officers

President - Sherri Sanbeck

Vice President - Heather Barnhardt,

Secretary - Alexis Buchanan

Treasurer – Ashley Smith

Volunteer Coordinator – Kara Potter

PTO\Staff Liaisons - Cheryl Arnold and Debi Miller

Permission to Pick Up and School Visitation

All persons picking up students during the school day must provide picture I.D. Students will only be released to persons listed on file as having permission to pick them up ([4210-R](#)). Persons signing in, signing out, and *visiting the school*, must report to the office upon arrival. No sign-outs will be allowed after 2:10.

Pictures and Yearbooks

Student pictures will be taken several times throughout the year. Picture and yearbook payments are prepaid and checks are made payable to Carolina Photography.

October 5th-Fall Pictures

Nov 16th-Make-Ups/Christmas Pictures

Feb 8th-Class Pictures

April 18th-Spring Pictures

Playground Rules

	Recess
Voice Levels	4
S Strive to do your best	- Actively participate - Be a good sport
O Own your actions	- Be honest - Leave nature alone
A Act safely	- Appropriate clothing - Use equipment correctly
R Respect all	- Hands and feet to self - Use appropriate language

Failure to follow the rules may result in the loss of playground activities.

Portable Electronic Equipment at School

Cell phones, music players, and handheld electronic games are not to be used, handled, or out in view in the school building or on school grounds. These devices are not to be used during outside play or exercise time. It is expected that students will **not** handle or use these devices while in the hallways, during breakfast or lunch, or while waiting for their cars. The only exception is special times designated by school staff. School staff may require that these devices be put away at any time that they believe they are causing or will cause a disruption.

School staff will advise students of this rule and instruct them to put away electronic devices if they are used, handled, or in view during restricted times. Repeated incidents or incidents that cause significant disruption may result in the teacher taking the device from the student to retrieve at the end of the day or for a parent/guardian to come to the school to retrieve.

Caldwell County School Board policy [3228/4313/7321](#), B.Y.O.T, addresses the responsible use of personally owned devices. According to the policy, “Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or

teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.”

Reading at Home

Taking time everyday to read together is critical to your child’s reading growth. You can make a direct positive impact on reading achievement by taking time to read to and with your child. Children that read more become better readers. Students that read well have the most school success. There is no substitute for reading at home. At school, students are given direct instruction in reading, as well as some time for independent reading. Students must have quality reading time at home in order to make sufficient reading growth. Research shows that students who have parent support for reading and doing homework will be more successful in school. Students who struggle with reading need even more time at home for practicing.

Severe Weather Procedures

The Caldwell County Schools post on various social media about school closings due to bad weather. An automated call is also sent by the system. When decisions can be made the evening before, the message will be recorded at that time. Our Blackboard Connect rapid voice message system will also call phone numbers regarding closings and delays.

If, during the school day, weather conditions become severe enough to dismiss school early, announcements will be made over local area radio and television stations and our Blackboard Connect phone message system. Please **do not** call the school for this information. The Wrap-Around Program **will not** operate for students if school is dismissed early due to weather. Dismissal will follow normal procedures. All students are expected to be picked up no later than 30 minutes after dismissal.

Student transportation arrangements in the event of early dismissal due to weather, should be written by parents on the Student Enrollment Sheet [5050-R](#). Parents are asked to update these forms at the beginning of each school year and any time information on this sheet changes.

Snacks in the Classroom

Your child’s teacher will inform you of how snacks may be handled in their class. Due to their potential for staining and messes, **carbonated beverages (sodas) and chewing gum should not be sent to the school** for snacks or **lunch**. Students may not use any vending machine, at any time, in the school.

Student Records

It is the policy of the Caldwell County Board of Education [4700](#) that parents or guardians have access to their child’s school records upon request.

Tardies or Early Dismissals

Classroom instruction begins at 8:00 each morning. Staff will not unload cars after 8:00 am. Students not in their homeroom by 8:00 are considered tardy. Students arriving late to class disrupt instruction. If you bring your child to school after 8:00, an adult will need to sign them in at the main desk in the office. Except in an emergency, please do not ask that your child be excused from school earlier than 2:40. For doctor or dental appointments that cannot be scheduled after school, please notify the teacher in writing when you will come for your child. You will need to sign your child out through the office. **A valid picture ID are required of all persons signing out students. Only persons on the list approved by the parent or guardian will be allowed to sign out students. Additions to that list will only be accepted in person from the parent or guardian at the school.** Teachers and office staff have been instructed to follow this sign-out policy **without exception**. Students leaving early must be signed out in the office **no later than 2:10. Due to safety reasons, please do not sign students out after 2:10.**

1.

Tardiness:

1. A student is tardy after 8:00 a.m.

2. Tardy slips are to be picked up in the school office when a student arrives after 8:00 a.m, A parent must come in with the student to get the tardy slip for admittance.
3. A doctor's or dentist's note will constitute an excused tardy. After the eighth unexcused tardy or early-out, an administrative conference will be held and an action plan will be developed.
4. Notification to appropriate agencies of excessive tardies is required by the county attendance policy

A student will not be eligible for Perfect Attendance if he or she misses one day or has a combination of 10 excused or unexcused tardies and/or early dismissals.

Telephone and Student Messages

Students will not be allowed to use the phone without approval of the teacher. Classes will not be interrupted to give students messages. Messages for students will be placed in teacher mailboxes. Teachers generally check mailboxes following lunch. **The school cannot guarantee delivery of messages that are not communicated directly to the teacher.**

Transportation Changes

Students must have a note signed by parents and approved by the office to change afternoon dismissals. Please notify your child's teacher in writing of any changes in the way your child arrives or departs school. **Students requesting to ride a bus with another child, must have a note requesting the change, and should include a number you can be reached at. The note must be approved by the driver before loading the buses in the afternoon.** Assigning students to ride the bus home with another child who regularly rides a certain bus, will not be approved if that bus is at its capacity with regular bus riders. If we are unable to accommodate your request, you will be notified during the day so that you can make other arrangements. **All afternoon transportation changes must be made in your child's planner. Phoned in changes will ONLY be taken in EMERGENCY situations and the code word will be required. Please do not call with daily changes for your child. The office will not take changes over the phone after 2:10 pm .The school cannot guarantee delivery of messages that are not communicated directly to the teacher.**

Tobacco-Free School

Board of Education Policy [5026](#) prohibits smoking or the use of tobacco products on all school property by everyone, at all times. This includes parking lots, playgrounds, walking track and inside of the building. The school asks your cooperation in observing this policy.

Valuables at School

Large amounts of money or other valuables should not be brought to school. Anything not needed for class should be left at home. Skateboards, hoverboards, collectible cards or coins, knives, matches, lighters, fireworks, and toys (including **Fidgets**) are **not** to be brought to school. Teachers reserve the right to designate days/times that specific items may be brought. School personnel try to prevent losses but are not responsible for students' personal property. Such items may be taken from students and kept in the office until a parent comes to school to claim them.

Visitors and Volunteers

Due to security measures, all visitors, parents and volunteers MUST sign in through the office after 8:00 a.m. You will receive a visitor's tag which MUST be worn and visible at all times while in the building. Parents are expected to leave the classrooms and hallways no later than when the tardy bell rings at 8:00 a.m.

Parents are encouraged to volunteer their time and talents. We frequently need assistance in the classrooms, on field trips, with PTO projects, and with school beautification. A Level 3 Volunteer with a background check is required for those wishing to help in the classrooms, tutor or chaperone trips. All volunteers must sign up through [Volunteer Tracker](#), Level 3, in order to volunteer in any capacity in the school, including field trips.

Persons signing in, signing out, and visiting students during lunch, will be asked to check in at the office to obtain a name badge ([5020](#)). Please check with the teacher if you would like to bring the entire class store bought items for celebrations.

If bringing outside food/snacks, and there is not enough for the entire class, parent/guardian **MUST** limit distribution to only your child/children.

For safety reasons, visitors are asked to only eat with their children.

In order to ensure a smooth beginning of the school year, the **cafeteria will be open for visitors to eat lunch with a student on September 12th, 2023.** Please allow the school the first 10 days to implement routines before eating with your student.

To promote student independence and for safety reasons, students in grade 1-5 should not be walked in after the first week. Kindergarten parents are asked to also promote independence. By the beginning of the 2nd week, we ask that you allow them to walk in by themselves. There will be staff members placed throughout the building to help students if needed.

Wrap-Around Child Care Program

The Dudley Shoals Wraparound site has been designated as a 5-Star Child Care Program by the State of North Carolina ([District Webpage](#)). Registration forms and fee schedules are available in the office or from the Wrap-Around Director. Please carefully read the information about contracted childcare days.

Wrap-Around operates on instructional days, opening from 6:00 a.m. to 8:00 a.m. and from 2:35 p.m. to 6:00 p.m. and from 6:00 a.m. to 6:00 p.m. for days noted on the Caldwell County Schools Calendar as “Teacher Planning”, “Teacher Planning/Vacation”, and “Annual Leave”. Wrap-Around will be open from 6:00 a.m. to 8:00 a.m. and from 11:35 a.m. to 6:00 p.m. on “Early Release Days”. Wrap-Around does not operate on days noted on the Caldwell County Schools Calendar as “Holidays”. Childcare services are also not provided during the week of July 4th and during one week of the Christmas holiday.

Delayed Opening/Early Dismissal/Cancellation of School

Wrap-Around will make every effort to operate on the regular morning schedule. If road conditions do not permit opening at 6:00 a.m., operational hours will be announced on the same television and radio stations used to announce the delay of school. **When a decision is made to close school and dismiss students early due to extreme weather, Wrap-Around will not operate.** Every effort will be made to operate on the regular schedule.