

Davenport A+ Elementary School

901 College Avenue SW
Lenoir, NC, 28645



Celebrating 27 Years of Arts Integration

Parent and Student Handbook 2023-2024

School Office Hours 7:15 AM to 4:00 PM
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Mission Statement

Teaching the Way that Children Learn,
Learning the Way that each Student Finds,
Connecting the Way through the Arts
Supporting the Way with Open Minds

Vision Statement

Our direction/vision is to establish and maintain a unique learning environment that incorporates the **A+ Philosophy** of the integration of the arts, and connects it to each student's individuality based on Howard Gardner's **Multiple Intelligences Theory**. This environment is to be enriched through both **parental and community involvement**, in order to best teach the whole child by bringing and blending the strengths of each child's worldview and culture into the instruction of the classroom.



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The A+ Program

The A+ program is a comprehensive school reform that views the arts as a fundamental aspect of how teachers teach and how students learn in all subjects. The creativity inherent in the arts taps the multiple ways that students learn and thus opens up new and deeper avenues for understanding the curriculum. Arts are integrated into instruction by:

- 1) Fostering two-way arts integration
- 2) Tapping multiple intelligences
- 3) Emphasizing hands-on learning
- 4) Taking a thematic approach
- 5) Increasing professional collaboration
- 6) Strengthening the school's partnerships with parents and communities.

The A+ Program is based on Howard Gardner's Theory of Multiple Intelligences, which includes the following four premises:

- 1) There is more than one intelligence
- 2) Intelligence can be taught
- 3) A brain is as unique as a fingerprint
- 4) Intelligences are forever changing throughout life.

These intelligences are used to shape instruction at Davenport. Our teachers work to incorporate all eight intelligences into classrooms daily. The eight intelligences in his theory are:

- 1) Verbal/Linguistic
- 2) Musical/Rhythmic
- 3) Logical/ Mathematical
- 4) Visual/ Spatial
- 5) Bodily/Kinesthetic
- 6) Intrapersonal
- 7) Interpersonal
- 8) Naturalist

The arts (dance, drama, music, and visual arts) are taught daily with every child receiving instruction at least once per week in each area. Teaching the required curriculum involves a multi-disciplined approach, with the arts continuously woven into every aspect of a child's learning.

Beliefs Matter

- **A+ Schools work for everyone**
- **Collaboration improves education**
- **All children can learn.**
- **Arts are essential to learning.**

Title I School Information

Davenport A+ is a Title 1 School. Our school's Title 1 Plan includes using funds to provide additional teachers for reduction of class size. Funds are also used for staff development of teachers, as well as parent involvement activities.

Arrival and Departure Procedures

Schedule of the School Day (K-5)

7:30 Breakfast Begins
7:50 Instruction Begins (Counted TARDY at 8:00)
2:40 Dismissal

Pre-K Schedule

7:30 -7:50 Arrival Time (Counted TARDY at 7:50)
2:00 Dismissal

Arrival Time

- Students may arrive as early as **7:30** unless they are enrolled in the WrapAround program.
- Pre-K parents must escort their child to the classroom via the side entrance at the front of the school.
- Breakfast is served in the cafeteria to students between 7:30 and 7:50 (K-5).
- Students are to report to their classroom for supervision before 7:50.
- **K-5 students who arrive to class after 8:00 will be counted tardy.**
- **Pre-K students are considered tardy at 7:50 and parents must get a tardy note from the office prior to escorting their child to the classroom.**
- For student safety, car riders are to be dropped off only through the car rider line. ***Cars are not permitted in the bus parking lot.***
- **K-5 Parents/Guardians please limit escorting your child into the building to the first 10 days of school.**
 - o **Beyond the first 10 days of school, you must sign in at the office for all scheduled appointments.**

Departure Time

- The school day ends for students at **2:40**.
- Unless enrolled in the Wrap Around program, students should be picked up by **3:00** each day.
- **Parents are not permitted to park and walk in or wait inside the building for their child during dismissal due to safety.**
- Any parents who walk or ride a bike to pick up a child will need to establish a safe pick up procedure through the office (Walker Form).
- **In the event a child's transportation must be changed:**
 - o **All changes must be made before 2:00pm**
 - o If a change is made via phone call, parents/guardians must submit a **code word** in order to safely request the change.
 - o If a letter is submitted the parent's signature, date, and a phone number where they can be reached must be included.

Car Riders

Car rider drop off and pick up is through the car rider line **only**. The Safety Patrol assists the duty team of teachers each morning and afternoon. **Please drive slowly to drop off / pick up your child at the designated area following the established traffic pattern and these safety rules:**

- Students should enter and exit vehicles from the right side of the car
- Do not park and walk your child from the car rider area
- During afternoon pick-up, **the name of your child should be displayed on a tag** provided by the school **at all times**.
- Do not pass cars unless directed by the duty team.
- Students may only be dropped off at the designated colors in front of the school where safety patrol are present. ****Be sure to pull all the way forward to the next available designated color prior to letting your child out**

Buses

Due to our large transfer population, car traffic is very heavy; students living in the district are encouraged to ride the bus. Bus transportation is available for all students residing in the Davenport A+ School district. Students who ride the bus are expected to follow rules and regulations regarding the safety and well-being of all riders. Riding the bus is a privilege. Violators may be suspended from riding the bus. Bus riders must follow all safety rules. School rules broken at the bus stop will have the same consequences as rules broken on the bus. Bus drivers are encouraged to use assigned seating with students. Bus cameras are utilized to monitor and record behaviors. The driver has the discretion to bring a student back to school if he/she causes a severe disruption on the bus. Administration will then contact a parent to pick up the child.

Attendance

Good attendance in school helps to teach children responsibility and is a main factor in school success. **Please make it a priority for your child to be in school and on time.** A child must be in school at least **half a day** to be given credit for attendance on that day.

Please schedule vacations according to the school calendar. If an educational trip must be scheduled while school is in progress, submit a **request for approval** to the principal one week prior to the trip by requesting and submitting an "Educational Opportunity" form. When your child is sick, please call in the morning to request assignments, which can be picked up in the afternoon after 3:00. You will receive an attendance letter regarding consecutive absences. Board Policy 4400 and Administrative Policy 3530 guide school officials in relation to **excessive tardies, absences and early dismissals**. **Ten or more tardies and/or early dismissals make students ineligible for perfect attendance certificates, and in excess will be reviewed by the attendance committee.**

Absences

Lawful (excused) absences are identified by the state of North Carolina as the following:

- Personal illness
- Serious illness or death in the immediate family
- Religious holidays
- Medical emergencies

When a student is absent, a written excuse stating the exact reason for the absence is required for our records. A doctor's excuse is preferred and can be required for students with excessive absences. If a written excuse is not received within **3 days** of the return to school, the absence will be coded unexcused.

- After three consecutive absences, a referral shall be made to the Principal or Social Worker.
 - a. Medical Documentation may be required as an intervention tool.
 - b. Unsuccessful attempts to reach the family may require school social worker assistance.
- Letter(s) will inform parents when a student misses an excessive number of days. If absences are unexcused, parents will be contacted after three, six, and ten days. Students with excessive unexcused absences will be referred to the school social worker for intervention.
- If you anticipate an extended absence, please inform us. Missed class work can be picked up in the office when arrangements are made in advance.

Early Dismissal

At Davenport A+, protection of instructional time is one of our priorities. If your child requires an early dismissal, please **report to the office** to sign your child out and the receptionist will contact their teacher. In accordance with our **closed campus policy**, parents are not allowed to report to classrooms to check out their child unless authorized by Administration. A photo ID/Identification may be requested. In case of an emergency, any transportation changes must be conveyed to office staff in a timely manner by parents/guardians who must submit a **code word** in order to safely request that change by phone. Alternate transportation may also be arranged through a written note, or a personal visit to the school.

General School Procedures

Student Birthdays & Deliveries

Birthdays and holidays are important events for children. If you wish to provide a small snack for the students in your child's classroom, please discuss it in advance with the teacher. **Deliveries of balloons, flowers, toys, or food, etc. to students are prohibited.** Any themed birthday parties or events must be cleared with the teacher and approved by Administration. Birthday party invitations must be provided to all students in a classroom if they are to be distributed at school.

Custody

Each year we have a number of students involved in family legal matters concerning parental custody or visitation rights. **Parents must provide the school copies of court/legal documents regarding student movement or information concerning custody, visitation, transportation, telephone messages, etc.** In the absence of court/legal documents, we must consider parents' rights to be equal. We cannot deny either the access to, or information about the child. All information shared with the school will be kept confidential. In situations where a parent has exclusive custodial rights, the school must be provided copies of the **legal documents** outlining the restrictions of custody and visitation. Parents should make an appointment with the principal or school social worker to discuss extreme custody circumstances.

Cafeteria

- Breakfast is available to students between 7:30 and 7:50.
- Breakfast will be FREE for all students for the 2023-2024 school year.
- Extra items such as ice cream and snacks are available for purchase.
- Lunch money may be paid in advance. Checks should be made payable to Davenport A+ School. On-line payment plans are also available and encouraged. Children should pay for lunch in the mornings before school on the first day of the week. Children may bring their lunch, however refrigerator space and microwave use is unavailable. Please send food that will not spoil.
- In accordance with Healthy Students policies, **no soft drinks** are allowed in the cafeteria
- **Parents:** Parents are welcomed and encouraged to eat lunch with their child.
 - Students will not be allowed to choose a friend to eat with them and their parent(s).
 - In order to maintain the highest degree of safety for our students and ensure that only authorized visitors are present in the building, parents must submit a Google Form to request a Date and Time to eat lunch with their child.
- **Charges:** Should a student forget his/her meal money or have inadequate funds in his/her account, limited credit will be allowed for regular meals. Individual items and extras cannot be charged. A letter will be sent to inform parents when a student owes lunch money. Students will be verbally reminded of lunch charges each time there is a charged meal.
- Free and reduced breakfast/lunch programs are available to families who meet certain criteria. A form will be sent home during the first days of school to apply; however an online application is encouraged for a faster response (<https://www.lunchapplication.com>). If a child previously was receiving free or reduced lunch, the program will remain in effect for ten days while the parent reapplies. Parents may apply at any time during the school year should their financial situation change.
- A monthly menu may be viewed on our school website.

Inclement Weather Procedures

If inclement weather causes a change in the school operating schedule, an announcement will be made by 6:00 am on the Alert Now rapid communication service to all parents and employees as well as broadcast on the following radio stations: 103.3 FM, 1080 AM, 92.1 FM, 900 AM, 97.3 FM, 1340 AM, 100.7 FM, 90.7 FM and the following television stations: WBTB 3, WSOC 9, NBC 6, MTN 12. Announcements will also be made on the District web page and the school Facebook page.

Field Trips

Field trips can be valuable learning experiences. Teachers are encouraged to plan field trips to supplement the curriculum. Parents / guardians must sign a permission slip for their child to attend field trips. Transportation is normally provided via a white activity bus or the regular yellow bus. Occasionally a commercial bus fleet is hired. A fee may be charged to help cover transportation costs. All field trip fees are non-refundable unless you have an extenuating circumstance due to the fact that most commercial facilities will not reimburse the school. Any request for a refund must be made in writing explaining the extenuating circumstance within 2 days following the field trip. If reimbursement of a field trip is possible (Field Trips exceeding the cost of \$10.00 along with an extenuating circumstance), please keep in mind that you will not be refunded the cost of fuel or the cost of a driver. All requests will be reviewed by administration, the teacher, and our bookkeeper to determine approval or not. Insurance is paid by the school and covers all students while riding the bus on the field trip. Parents are not covered by this insurance, and therefore cannot ride buses on trips. However, parents are encouraged and welcomed to attend specified field trips by following in their own vehicle. Parents who wish to take their child directly home from the field trip site must provide a note or sign out the child in the office before the field trip. Students may not return from the field trip with anyone other than the parent (School Board Policy 4210).

Visitors

All visitors must enter the school through the front doors (all other doors are locked during the school day) and report to the school office to receive a visitor's pass through our computerized sign-in system. Staff members have been instructed to escort any person without a visitor's pass to the office to sign in. The safety of our children is of foremost concern in formulating this policy. Parents may arrange emergency visits with their children through the office. Items brought for students during the school day (i.e. book bag, lunch money) will be taken to the child through the office. Visits to classrooms during the school day are not allowed unless you have a scheduled conference.

Care of Property

- Clothing Identification – Please label **all** clothing with your child's first and last name.
- Money – Please discourage your child from bringing more money than he/she needs to spend each day. Please send money for younger children in envelopes with the child's name, teacher and purpose of money.
- School Books and Materials – Students are responsible for care and safekeeping of textbooks, library books and materials. Parents will be required to pay for lost or damaged items. Items found at school will be placed in the "lost and found".
- Cellular phones must be kept in the book bag and turned off during class.
- Examples of items to leave at home: Chewing gum and candy, electronic devices (i.e. radios, CD players, games), extra money, pets, hats, toys, make-up, hairbrushes and combs, medication (see Health)

The teacher or principal reserves the right to confiscate any item brought by a student that causes a disruption or is not allowed. These items will be kept until a parent or guardian picks them up from school. Weapons or drugs of any kind will be turned over to law enforcement officers. Student desks and classroom cubbies are school property and may be searched at any time by the principal or teacher. Student book bags and other belongings may be searched if the staff has a reasonable suspicion of the possession of an unacceptable item.

Cell Phone and Personal Device Usage

Students who have cell phones on school grounds must keep them turned OFF and out of sight during the school day (from 7:45 – 2:40). Devices may not be used without PRIOR permission of the principal or teacher. As new technologies emerge, they provide many positive educational benefits for classroom instruction. To enhance technology in the schools, students and staff may “Bring Your Own Technology” (B.Y.O.T). To encourage B.Y.O.T., Caldwell County Schools will allow use of personally owned devices on our guest network and school grounds for students and staff. At all times such use shall adhere to Board policies 3225/4312/7320, Technology Responsible Use, and 3226/4205, Internet Safety. Davenport A+ School shall not be liable for the loss, damage, misuse, or theft of any personally owned device brought on school system premises or for any charges to a student or staff member that may be incurred during approved school-related use. **Students that bring devices to school do so at their own risk.** Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including, but not limited to, suspension, criminal charges, and expulsion.

A student may not use a cell phone or electronic device at any time for any reason without permission including, but not limited to, checking the time, checking for messages, or texting.

1. The first offense will result in the phone/device being confiscated by the teacher and returned at the end of the day.
2. Second offense & Any additional offenses will result in the phone/device being turned into the office and the parents will have to come in and pick up the phone.
3. Additional violations may result in students receiving further disciplinary action (see discipline chart).

Internet Use (Board Policy 3225/4312/7320: Technology Responsible Use)

The Caldwell County Board of Education provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system’s technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the Board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks. Caldwell County Schools believes that the need to access valuable educational material and interaction with other individuals on a global scale far outweighs the possibility that users may procure information inconsistent with our goals. Therefore, students will be given the privilege of using the Internet, but will also assume the responsibility of using it appropriately.

School Pictures & Yearbooks

School pictures are taken in the Fall and also in the Spring. Notification will be sent home prior to these dates. A yearbook will also be available for purchase. Permission must be given for pictures of your child to be utilized in the classroom.

Curriculum & Instruction

All teachers use the North Carolina Standard Course of Study for English/Language Arts (ELA), Math, Science, & Social Studies. Textbooks and computer programs will be utilized as a resource to enhance the state curriculum. At Davenport A+, curriculum mapping and thematic units are developed to integrate the extra-curricular programs with the core curriculum. Students who qualify for exceptional programs may receive Speech, Exceptional Children services, English as a Second Language, or Academically/Intellectually Gifted instruction.

Grades

Progress reports will be sent home with your child at the middle of each 9-week grading period. This will give you the opportunity to reward/praise your child for his/her accomplishments or to establish expectations for improvement. Report cards will be sent home with your child within ten days after the end of the nine-week grading period.

Conferences

Communication between school and parents is essential. Please contact your child's teacher between 2:40 and 3:15 pm when you have information, questions, or concerns. Conferences with teachers can be scheduled after 2:40. Telephone calls to teachers should be made before 8:00 and after 2:40 so as not to disrupt instructional time. A message may be left through the office or voicemail for the teacher to return a call. School-wide mandatory conference days will be held at the end of the first nine week session. Please utilize this Student Planner as a daily communication tool, and email in addition to phone. Emergency conferences will be conducted by Administration and may occur during the school day.

Honor Roll

After each grading period students in grades 3-5 are eligible for one of several honor rolls. The requirements are as follows:

- A Honor Roll = No grade less than *A*, no grade of *Unsatisfactory* for a subject, no grade of *D* or *E* on conduct.
- B Honor Roll = No grade less than *B*, no grade of *Unsatisfactory* for a subject, no grade of *D* or *E* on conduct.

Promotion Standards

Caldwell County students are required to meet both local and statewide standards for promotion. These standards ensure that students are working at grade level in reading, writing, and mathematics before being promoted to the next grade. Specific local promotion standards have been established for all grade levels with additional statewide promotion requirements established in grades 3, 5, and 8. Information on local and state promotion standards will be sent home to parents.

Homework

Homework is assigned to provide independent practice of skills taught in class. Parents are encouraged to help their child with homework primarily through monitoring and feedback. We recommend that you establish a routine location and time for homework. Reading is essential every night, and students are encouraged through our Accelerated Reader Program.

Physical Education

A doctor's note is required if a child is unable to participate in Physical Education activities, otherwise children are expected to participate. Students are expected to wear appropriate clothing and tennis shoes for Physical

Education days. Modifications will be made for exceptional children who cannot participate in PE or who have a temporary disability.

Student Discipline & Conduct

Students in the Caldwell County School System are expected to behave in a manner which reflects favorably on themselves and their schools during regular school hours and also at any school related activity. Such behavior will promote a safe, orderly learning environment. All decisions related to student behavior are guided by the Caldwell County Board of Education's objective to teach responsibility and respect for cultural and ideological differences and by the Board's commitment to creating safe, orderly, and inviting schools. Student behavior policies are provided in order to establish:

- 1) Expected standards of student behavior
- 2) Principles to be followed in managing student behavior
- 3) Consequences for prohibited behavior or drug/alcohol policy violations
- 4) Required procedures for addressing misbehavior.

Davenport A+ School has developed activities that promote self-discipline, reward good conduct, and develop understanding of the board's expectations for student behavior. Additionally, staff have been educated in techniques that support and enhance these efforts. Students are expected to follow our **BOBCATS** expectations illustrated in our PBIS matrix. Any behavior, which causes deterioration in the safety, moral or the learning environment of the school, or infringes materially on the rights of others will not be tolerated and may subject the student to corrective measures. Such measures shall be determined on the basis of the facts presented in each instance of misconduct by appropriate school officials under the guidance of applicable Board policies, statutes, and school rules. The primary responsibility for classroom discipline rests with the teacher, and incidents will be handled within the classroom whenever possible. Reasonable force may be used to control behavior or to remove a person from a scene when it becomes necessary.

Student Dress Code

Student dress and appearance are the responsibility of the parents. Student dress often establishes a pattern for classroom behavior. It can also determine how children feel about themselves. Students enrolled in Caldwell County Schools should come appropriately dressed for learning activities, weather conditions, and safety. Clothing should fit appropriately and not expose too much of the body. Clothing and accessories that contain obscene, threatening, or suggestive writing/pictures are not permitted. The display of alcoholic beverages, drugs, or tobacco products is also prohibited.

Some examples of inappropriate dress include, but are not limited to:

- ❖ **Hats and bandanas inside the building**
- ❖ **Sunglasses**
- ❖ **Visible undergarments or undergarments worn as outer garments**
- ❖ **All tank tops must be the width of two adult fingers (no spaghetti straps)**
- ❖ **Unsafe shoes (ex. bedroom slippers)**
- ❖ **Body piercings other than ears**
- ❖ **Excessively revealing clothing**
- ❖ **Items that could be considered a weapon**

Student dress or appearance that interferes with or disrupts the learning environment may be prohibited at the discretion of the principal or his/her designee.

Shoes must be worn at school at all times. Students should wear safe and comfortable shoes. Tennis shoes are encouraged to allow students safe participation in daily activities and may be required for specific activities such as Physical Education, Drama and field trips.

Care of School Property

Students are expected to have respect for school property and to take good care of books, desks, other furniture, equipment, and buses. Students may be required to pay restitution for damages to school property.

Bullying

Students have the right to learn in a safe environment and not be intimidated or harassed. School bullying undermines the academic purpose 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 Defined:** Bullying is an act of violence defined as harassing behavior in which someone is perceived to be more powerful (the bully) than another (the victim) and subjects someone to abusive treatment that may be physical, verbal, and/or emotional in nature. These actions are deliberate. They may take place just once, but more often they are repetitive.

PBIS (Positive Behavior Interventions & Support)

PBIS is an approach to behaviors that schools use to promote positive behavior. PBIS does not remove corrective interactions or discipline for students. Instead, PBIS encourages teachers to teach proper behaviors within the school environment, reinforce those positive behaviors, and provide opportunities for students to earn positive reinforcements to encourage students to take responsibility for their own behaviors.

PBIS expects that teachers will teach students about behavior expectations, just as they would teach about any other subject, like reading or math. The ultimate goal of a PBIS school is that during the school day, whether in the classroom, in the hallway, in the cafeteria, and on the bus, students understand what is expected of them and are motivated to reach those expectations through positive interaction and reinforcement.

PBIS Guiding Principles:

- Every child can learn proper behavior.
- Teaching, and reinforcing positive behaviors early can prevent serious behavior problems later.
- There should always be three to four opportunities for positive feedback for every instance of one corrective.

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students on the rules in a positive manner, we do the following when teaching academics and behavior:

- ✓ Constantly teach and refer to our school-wide expectations
- ✓ Provide students with more praise than correction
- ✓ Talk to students with respect using positive voice tone
- ✓ Actively engage everyone in the class during instruction
- ✓ Use pre-correcting, prompting, and redirecting as we teach
- ✓ Look for the positive first and provide positive, immediate, frequent, and explicit feedback

PBIS defines appropriate behavior in every part of the school building. Reference our PBIS Matrix and Student Discipline procedures below:

Davenport A+ PBIS Matrix Be Our Best...								
	Classrooms	Hallways	Restrooms	Cafeteria	Play Areas	Bus	Assemblies	Emergency Action Areas
Create a Safe School	Keep hands, feet, and objects to myself	With all my might, stay to the right	Enter and Exit Through Correct Doors Flush the toilet and wash my hands	Enter and Exit Calmly Sit at assigned table Stand in line quietly	Enter and Exit Calmly Stay in assigned play areas Play safely	Seat to seat, back to back, and feet on the floor Remain seated until the bus stops completely	Enter and Exit Calmly Be alert for signals Remain seated on the floor, in my own space	Stay calm and silent Be alert for signals
Achieve Success	Produce quality work	Use my quiet voice and keep my hands and feet to myself	Quickly and quietly Report problems to an adult	Have lunch number ready, get what I need, and use a quiet voice	Include everyone and have fun	Use my quiet voice and keep my hands and feet to myself Stay in my assigned seat	Be an active participant	Safely get to assigned area
Take Responsibility	Be prepared and pay attention Turn in classwork and homework on time	Straight line door to door, keep my feet on the floor	Only use one squirt of soap Keep it clean	Hold tray with both hands Clean up after myself	Use equipment properly Keep it clean	Go directly to bus and promptly find my seat	Be a positive role model for others	Move carefully
Show Respect	Treat Others the way I want to be treated	Wave and smile to greet others	Respect Privacy	Use my manners	Use kind words and resolve problems in a friendly manner	Follow adult directions	Keep eyes and ears on the presenter Clap when appropriate	Follow adult directions

Minor Discipline Procedures: Kindergarten, 1st Grade, and 2nd Grade

- 1st Offense:** Verbal Warning, Document, Intervention
- 2nd Offense:** Verbal Warning, Student Conference Document, Intervention
- 3rd Offense:** Verbal Warning, Parent Contact, Document, Written Reflection, Additional Intervention
- 4th Offense:** Verbal Warning, Parent Contact, Document, Silent Lunch, Hall Conference (must notify Admin), Additional Intervention
- 5th Offense:** Verbal Warning, Parent Contact, Document, Silent Lunch, Bump, Additional Intervention
- 6th Offense:** Verbal Warning, Parent Contact, Document, Silent Lunch, Intervention, Office Referral

Minor Discipline Procedures: 3rd Grade, 4th Grade, & 5th Grade

- 1st Offense:** Verbal Warning, Document, Intervention
- 2nd Offense:** Verbal Warning, Student Conference Document, Intervention
- 3rd Offense:** Verbal Warning, Parent Contact, Document, Silent Lunch, Hall Conference (must notify Admin), Additional Intervention

4th Offense: Verbal Warning, Parent Contact, Document, Silent Lunch, Bump, Written Reflection, Additional Intervention

5th Offense: Verbal Warning, Parent Contact, Document, Silent Lunch, Intervention, Office Referral

****ALL Major Incidents will be Written up and Sent to the Office Immediately.****

Student Health & Medication

Records and Immunizations

Any child enrolling in Caldwell County Schools for the first time must present a birth certificate and immunization record. Each child must also have a health assessment or physical examination. Students who do not have the required immunizations or health assessment by the first thirty (30) days of school will be suspended until these are obtained.

It is **very important** that you provide the school with emergency contact numbers and that this information be updated frequently. Please advise the office if your child is taking any prescription medication and to any other health alerts.

Illness or Injury

Should your child become ill or injured while at school, the parent will be contacted. Please be sure to have current contact information on file with the school. This should include telephone numbers at both work, home, and cell for all parents and guardians.

Medicine

If it is necessary for your child to take medicine during the school day, the doctor must complete a PERMISSION TO GIVE MEDICINE form that states the dosage and time to be given. **All medicine must be in the original container and doctor prescribed.** Forms may be obtained from the school nurse, the guidance counselor, or office. Please do not send medicine with the child. Medications must be dropped off and picked up by an adult. Sunscreen is considered a medication and can not be given to your child without the proper form completed. It is best to put sunscreen on your child prior to reporting to school for events that may cause your child to be out in the sun.

Insurance

School accident insurance is available for students to purchase. Coverage purchased can be limited to the school day or extended to a full 24-hour period. Forms detailing the cost of coverage are sent home during the first days of school or may be obtained from the school office. Coverage begins the day of premium payment.

Head Lice

The Caldwell County Board of Education's policy on pediculosis seeks to prevent and control infestation of head lice while maintaining the confidentiality of each student and without disrupting the education process of those involved. Students will not be isolated from the classroom nor shall they be required to miss educational time due to nits. The rationale for this policy is based on the recommendations of the American Academy of Pediatrics and the National Association of School Nurses. When a child is found to have head lice, the parent shall be notified by phone or writing. Students may return to school upon completion of treatment. Parents must make every effort to remove all nits. Students will not be admitted back to school with live lice.

Speech/Hearing Screenings

"Mass Speech / Language screenings are no longer being conducted in Caldwell County; however, individual screenings will be performed upon teacher referral, given parental permission, or upon parental request. Mass hearing screenings will be conducted on all 1st, 3rd and 5th graders. Parents who do not wish to have their child's hearing screened should indicate this in writing to the school's Speech Pathologist within the first 2 weeks of the school year. Hearing screenings are available for children in other grades upon referral to the Speech Pathologist, given parental permission."

School Safety

School safety is a top priority for school administration, faculty and staff. The school district's Crisis Management Plan addresses major crises, such as bad weather, armed intruders on campus, chemical spills, and other specific emergencies that could possibly occur on any school campus. Responses to these incidents are clearly defined in the Crisis Management Plan and law enforcement, accompanied by emergency service agencies, are trained to work closely with school administration in preventing injury or threats. School administrators are required to conduct at least 5 lockdown drills each year in an effort to be prepared for any type of emergency. A fire safety drill is also conducted monthly. For more information, contact the Community Services Office, 728-8407.

Nondiscrimination Policy

Programs, activities, and facilities of the Caldwell County School System are available to all on a non-discriminatory basis, without regard to race, ethnicity, creed, religion, sex, age, handicap, or national origin. The school system is an Equal Access, Equal Opportunity Employer. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to:

Associate Superintendent of Human Resources, Title IX Coordinator
Dr. Bill Griffin
Caldwell County Schools,
1914 Hickory Blvd. SW
Lenoir, NC 28645
Phone: 828-728-8407

Notice for Directory Information

The Caldwell County School System follows the Family Educational Rights and Privacy Act (FERPA) when disclosing any personally identifiable information from student education records. The school district may disclose appropriately designated "directory information" without written consent. This information, generally not considered harmful, such as student's name, address, participation in school activities and sports, weight and height of athletic team members, dates of attendance, awards, and the most recent previous school attended, may be utilized by the school district, individual schools or organizations, unless parents advise the Caldwell County Schools that they do not want their student's information disclosed. To prevent disclosure, parents or eligible students (one who is at least 18 years old or is married) must notify the school in writing within the first 20 calendar days of the school year. The Board of Education strongly discourages the release of directory information to outside organizations which have requested the information for their own purposes, including private, commercial or religious organizations.

The primary purpose of directory information is to allow the Caldwell County Schools to include this type of information in certain school publications. Examples include:

- The yearbook
- Honor rolls or recognition lists
- Graduation programs
- Sports activity sheets

Integrated Pest Management (CCSB Policy 9205: 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.

PTA (Parent Teacher Association)

The Parent Teacher Association is an active and very important part of our school. Parents are encouraged to join with other parents and teachers to maximize the potential of our school. Special events as well as sponsored fund-raisers are planned. Notes will be sent home announcing dates and times. The PTA is a significant source of funding which provides money for many school projects.

PTA Officers for the 2023-2024 School Year are:

President – Cyndie Feemster

Vice-President – Audrey Bentley

Treasurer – Amber Ross

Secretary – Crystal Vasquez

Volunteer Coordinator – Ashley Parson

Teacher Rep - Brooke Craig

At-Large Members – Lacey Reeves, Tiffany Ostwalt, Jacqueline Joyce, Jamie Stewart, Autumn Reid

Parent Involvement Plan

The parent involvement plan includes, but is not limited to:

- ❖ PTA meetings
- ❖ Kindergarten Screening
- ❖ Annual Open House
- ❖ Grade Level Orientations
- ❖ Grade Level Parent Nights
- ❖ Parent Conference Days
- ❖ Semester Informances
- ❖ Character Education
- ❖ Book Fair Week
- ❖ Annual School Talent Show
- ❖ Seasonal Presentations
- ❖ Use of Daily Planners
- ❖ Voicemail and Email
- ❖ Calling System and Webpage
- ❖ Weekly Blackboard All Call
- ❖ Monday Bags
- ❖ Systems Committee
- ❖ Individualized Conferences
- ❖ Translation Services
- ❖ Volunteer Tutoring Program
- ❖ Room Moms/Dads

Parents are encouraged to utilize the Davenport A+ PTA to submit recommendations, ideas or concerns. A parent survey will be conducted every year by the School Improvement Team to evaluate needs in parent involvement and to formulate a plan for improvement. The school status in regards to meeting state and national standards will be shared with parents. Title 1 information will be distributed at the beginning of the year, along with the Parent-School-Teacher Compact. Information regarding state goals and testing will also be distributed. Students in grades K-2 will be assessed throughout the school year, and the results of the assessments will be shared with the parent. Progress reports will be sent home, along with 9 week report cards for students in the 3-5 grades. The school also maintains a Facebook Page and Webpage for updates and additional information, and utilizes a computerized calling system for promotion of events, and for emergencies. Please be sure to keep your child's teacher as well as the office up-to-date with a current phone number and email address where you can be contacted.

School-Level

Parent and Family Engagement Plan/Policy



School Parent and Family Engagement Policy

Davenport A+ Elementary School

2023-2024

08/01/2022

In support of strengthening student academic achievement, **Davenport A+ Elementary School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **Davenport A+ Elementary School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
 - If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
 - Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

JOINTLY DEVELOPED

Davenport A+ Elementary School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- *Davenport Elementary will hold an annual meeting to inform parents of how our Title I funds are spent, broken down by line item. Davenport Elementary will also update parents at monthly PTA meetings on how Title I funds are being used to benefit all students. The annual review meeting at the end of the school year will give parents an opportunity to evaluate the current school year's involvement policy and be able to give input to revise the Parent and Family Engagement Policy for the next school year.*

ANNUAL TITLE I MEETING

Davenport A+ Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- *The Annual Title I meeting will take place at Grade Level Curriculum Nights and be personally disseminated by administration in a formal presentation. Parents are invited and encouraged to attend these meetings to receive important information concerning the Title I program at Davenport Elementary. For the 2019-2020 school year, the Grade Level Curriculum Night for Grades 1 and 2 will be Tuesday, September 17, 2019 and the Grade Level Curriculum Night for Grades 3, 4, and 5 will be Thursday, September 19, 2019. Kindergarten parents will receive this information on the first day of school during their curriculum meetings.*

COMMUNICATIONS

Davenport A+ Elementary School will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

- *The Parent and Family Engagement Policy will be distributed to parents in paper form during Open House with other important documents at the beginning of the school year. The policy will be reviewed by administration at Grade Level Curriculum Nights in detail. And, parents will be given specific information on how they can be involved in the activities at Davenport A+ Elementary School at the Grade Level Curriculum Nights as well.*

SCHOOL-PARENT COMPACT

Davenport A+ Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- *Davenport A+ Elementary School will hold a meeting in the Spring for parents to have the opportunity to provide input and revisions to the School-Parent Compact that gets sent out at the beginning of each school year.*

RESERVATION OF FUNDS

If applicable, **Davenport A+ Elementary School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- *Davenport A+ Elementary School will present the breakdown of the Title I budget to parents at the PAC 1 annually each fall. Parents will also be able to provide input*

COORDINATION OF SERVICES

Davenport A+ Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- *Davenport A+ Elementary works with local faith-based organizations, NC Pre-K, and community organizations to help support families of students at our school in various ways from purchasing food, school supplies, to access to medical and educational services.*

BUILDING CAPACITY OF PARENTS

Davenport A+ Elementary School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and

- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging State's academic standards
 - The State and local academic assessments including alternate assessments
 - The requirements of Title I, Part A
 - How to monitor their child's progress
 - How to work with educators to improve the achievement of their child

Parent Meeting/Involvement Opportunities:

- *PTA Meetings, monthly*
- *Open House before the start of school*
- *Grade Level Curriculum Nights in September*
- *Parent/Teacher conferences, at the end of each 9 weeks*
- *Title I Reading/Math Night, once in the fall and once in the Spring*
- *EL Parent Night in the fall*
- *5th Grade Play*
- *Arts Extravaganza*
- *Spirit Nights at local restaurants (Chickfila, Village Inn, and Hwy 55)*
- *Light Up Lenoir in November*
- *Beautification with Waterlife Works*

BUILDING CAPACITY OF SCHOOL STAFF

Davenport A+ Elementary School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

Parent Meeting/Involvement Opportunities:

- *PTA Meetings, monthly*
- *Open House before the start of school*
- *Grade Level Curriculum Nights in September*
- *Parent/Teacher conferences, at the end of each 9 weeks*
- *Title I Reading/Math Night, once in the fall and once in the Spring*
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- *Spirit Nights at local restaurants (Chickfila, Village Inn, and Hwy 55)*
- *Light Up Lenoir in November*
- *Beautification with Waterlife Works*

Davenport A+ Elementary School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- *Along with the activities listed above, Davenport A+ Elementary will utilize the feedback from parents at these designated meetings to provide opportunities as necessary for our parents to be supported in engaging with the school activities.*

DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT

POLICY COMPONENTS

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the engagement of other parents.
- To maximize parent and family engagement and participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.
- Adopt and implement model approaches to improving parent and family engagement

Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement.