



Tipton Hill School Student Handbook
4256 NC 197 Green Mountain, NC 28740
Telephone (828) 688-4853
[Website](#)

2009 – 2010 School Year

Welcome

We would like to welcome each and every student and parent for the 2009-2010 academic school year. There have been so many great accomplishments made here at Tipton Hill School over the years. The students, teachers, parents, and community have a great deal to be proud of. We look forward to continuous growth in all areas of our school and will constantly maintain high standards for all students. We believe at Tipton Hill School that when schools and families work together to support learning, children tend to succeed not just in school but also throughout life. All of us want the very best for our students and school.

Parental and community involvement and support is crucial for schools to succeed. We ask that parents make regular visits and contact with their child's teacher and the school. We are always in need of volunteers to help foster the education of our youth.

Beliefs

We at Tipton Hill believe that all children can learn. Children learn when given a supportive, caring environment that develops self-esteem, self-motivation, and a sense of responsibility. We strive to provide equal opportunities for maximum student achievement and to recognize and stimulate special talents in all students. Our major goal is to prepare students to become responsible citizens and take their place as viable members of the community. The educational environment and teaching strategies provide for a strong curriculum. We feel that education is a cooperative effort between the child, parent, and the staff.

Mission

Tipton Hill School is committed to providing an appropriate educational program for all students. We hold the expectation that all students can and do learn. Together with parents and community leaders, we focus on the needs of the whole child. We know that each child can meet with success when afforded adequate time, effective instruction, and a positive learning environment.

School Hours

School hours are from 7:15AM until 2:20PM. Homeroom will begin at 7:20 each morning. Academic classes will begin promptly at 7:30AM. Children should not arrive earlier than 7:00AM or remain on campus later than 2:30PM unless they are participating in a supervised activity. We cannot guarantee that they will be supervised before or after operating school hours. These procedures are designed for the safety and well-being of our children. *If a student is checked out before 2:20 PM he/she must be signed out in the office.*

Visiting the School

We invite all parents to visit their child's classroom often. There is no better way to ensure the education of our children than by communicating with each other. Tipton Hill is always open to parents who feel the need to discuss their children's progress

- 1) All visitors must report the office each and every time they enter the building for any reason.
- 2) Teacher conferences should be arranged in advance
- 3) County-wide Parent / Teacher Conference Days have been scheduled for Mitchell County Schools and are on the county-wide schedule. Please make plans to attend.

Student Performance and Evaluation

In order to inform both the parents and students of the student's academic progress, Tipton Hill School will issue a minimum of eight academic reports during the course of the school year; four in the form of report cards at the end of each nine-week grading period, and four in the form of progress reports issued at the mid-point of each grading period. All teachers at Tipton Hill School follow the North Carolina Standard Course of Study as issued by the Department of Public Instruction for North Carolina.

Grading Scale

The standardized grading scale for students at Tipton Hill School in grades K-2 includes the following:

| <u>Letter Grade</u> | <u>Definition</u> |
|---------------------|-------------------|
| S | Satisfactory |
| N | Needs Improvement |

U

Unsatisfactory

The Standard grading scale at Tipton Hill School is as follows for grades 3-8:

A = 93 – 100

B = 85 – 92

C = 77 – 84

D = 70 – 76

F = below 70

S = Satisfactory

U = Unsatisfactory

Academic success serves as a motivation and we are convinced that acknowledgment of achievement is essential to continued growth and improvement. Thus, at the conclusion of each grading period, four times per year, Tipton Hill School will release the names designations are the “A” Honor Roll, and the “B” Honor Roll. The specifics for qualifying are as follows:

“A” Honor Roll-Any student who maintains an overall average of 93 or above with no single grade lower than 85 in academic classes (Reading, Writing, Grammar, Science, Social Studies, and Math) for entire grading period.

“B” Honor Roll-Any student who maintains an overall average of 85 or above with no single grade lower than 77 in academic classes.

Each of these lists will be sent to the local newspaper for quarterly publication.

Attendance

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of North Carolina requires that every child in the State between ages of 7 and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. **Any student in elementary school who misses more than twenty days in which Mitchell County Schools are in session shall not be eligible for promotion unless exempted pursuant to the appeals procedure. Ten unexcused absences will result in notification to the District Attorney. (Public School Law 115C-378 and Local Policy Code 4400).**

When a student must miss school, a written excuse signed by a parent of guardian must be presented to the teacher on the day returning after an absence. An absence will be excused for the following reasons:

- 1) personal illness or injury which makes the student physically unable to attend school;
- 2) isolation ordered by the State Board of Health;
- 3) death in the immediate family;
- 4) emergency medical or dental appointment or such an appointment which has been approved in advance by the principal;
- 5) participation under subpoena as a witness in a court proceeding;

- 6) observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal; or
- 7) participation in a valid educational opportunity, such as travel, with prior approval by the principal.

Students with excessive absences will be required to attend after school make-up sessions or possibly even summer school in order to consider promotion to the next grade. Excessive tardies will be subject to after school make-up sessions as well as possible disciplinary action. **Students should report to class no later than 7:30 to avoid being counted tardy.**

Inclement Weather

During the winter months, as we all know, weather can take its toll on the academic school day. The decision to either cancel or dismiss school is made at the Mitchell County Schools Administrative Offices and then forwarded to individual schools. In the event this decision is made before school begins, parents should tune to their nearest television or radio station for information. As well, we will always try to get information out to each home via the Mitchell County MAC Calling System. **We ask that all families have a plan of where students are to go in case of early dismissal.**

North Carolina Statewide Accountability Standards

North Carolina public school students are required to meet statewide standards for promotion from grades 3, 5, 8, and high school graduation. The standards, also called gateways, will ensure that students are working at grade level in reading, writing, and math before promoted to the next grade level.

Gateway 1 – Grade 3

- Meet local promotion requirements, including attendance
- Demonstrate grade-level proficiency by scoring at level III or above on state End-Of-Grade tests in reading and math

Gateway 2 – Grade 5

- Meet local promotion requirements, including attendance
- Demonstrate grade-level proficiency by scoring at level III or above on state End-Of-Grade tests in reading and math
- Score at or above proficiency level 2.5 on the grade 4 writing assessment. Students who do not have this score will be given intervention and assistance to develop their writing skills. The teacher shall use locally developed and scored writing samples during grade 5 to determine if student have made adequate progress in order to be promoted the 6th grade.

Gateway 3 – Grade 8

- Meet local promotion requirements, including attendance.
- Demonstrate grade-level proficiency by scoring at level III or above on state End-Of-Grade tests in reading and math

- Score at or above proficiency level 2.5 on the grade 7 writing assessment. Students who do not have this score will be given intervention and assistance to develop their writing skills. The teacher shall use locally developed and scored writing samples during grade 7 to determine if students have made adequate progress in order to be promoted to the 9th grade.

Grades K, 1st, 2nd, 4th, 6th, and 7th

- Meet local promotion requirements
- Meet attendance requirements
- All level 1's and 2's will receive remediation the next school year.

Level I: Student has not achieved mastery of this subject area – remediation is required

Level II: Student has achieved some degree of mastery, but not to a satisfactory level – remediation is required

Level III: Student has achieved sufficient mastery of content

Level IV: Student has excelled in the area of content mastery of this area

End-Of-Grade Tests – Links:

http://www.ncpublicschools.org/student_promotion/

<http://www.ncpublicschools.org/accountability/testing/eog/index.html>

Assignments, Homework, and Academic Progress

Homework is considered an integral part of our educational system. When assigned, homework will be part of every student's total grade. Incomplete homework assignments will lead to a lower grade average at the end of the nine weeks grading period. It will be our policy to allow students with excused absences a reasonable length of time to complete missed assignments; usually this will be one to two days. Individual circumstances will be considered if needed to determine a reasonable length of time. Homework will be assigned on a regular basis and should be meaningful as well as provide reinforcement and enrichment to the daily lessons of the classroom. All students are expected to display their own work. Should students do otherwise, it will be considered cheating and will result in an immediate zero for the assignment and disciplinary action will be taken.

Retention

While it is our hope that all students will succeed, Tipton Hill School does have a retention policy. In regards to retention, the principal will consider the following factors:

- Recommendation of the classroom instructor: -Should the instructor believe the student's progress has been insufficient, retention will be strongly considered.

- Classroom grades- Should regular grades indicate the lack of mastery or at least progress, retention become a possibility.
- End-of Grade scores: -Retention is extremely likely in certain grade levels should students not achieve designated levels. Should extenuating circumstances be present, the principal must appeal the mandatory retention to a countywide committee, which will make a ruling.
- Attendance: Students who have been excessively absent will be considered for retention.
- Maturity/Preparedness of the student: The overall “readiness” of a student, in terms of maturity, is always taken into consideration.

The principal of the school is the final authority in terms of granting promotion or requiring retention. Although the aforementioned factors are used to make this determination, other factors may also be utilized in making the final decision.

Student Dress Code

We believe that the dress and personal appearance of students greatly affects their academic performance and interaction with other students. Children should wear clothing that will be conducive to learning. Any clothing that is inappropriate or disrupts the educational environment is unacceptable.

Inappropriate dress includes (but is not limited to):

- 1) Clothing with language or images that are vulgar, obscene, of discriminatory;
- 2) Clothing that promotes illegal or violent conduct.
- 3) Clothing that depicts or displays the use of any controlled substance (tobacco, alcohol, or drugs) or paraphernalia.
- 4) Clothing that contains threats or gang symbols.
- 5) Clothing that exposes underwear or underwear worn as outerwear.
- 6) Tube tops, strapless tops or spaghetti strap tops/dresses.
- 7) Clothing that is see-through or that exposes the midriff or chest.
- 8) Headwear (caps/hats, scarves, stocking caps, etc) may not be worn indoors at any time unless necessary for safety requirement in some classes.
- 9) Wallet chains and pocket chains are not allowed on school campus.

Students may wear shorts or skirts of an appropriate length. When students stand with their hands extended by their side shorts or skirts must reach their fingertips or below. Pants, shorts, and skirts must be worn appropriately at the waist. Pants should be of appropriate length (should not drag on floor surface).

Sleeveless tops may be worn provided the fabric at the shoulder is the width of the student’s palm.

Shoes must be worn at all times. Shoes containing wheels are prohibited.

Students not in compliance with this dress code will be asked to cover noncompliant clothing, change clothes, and wait for parents to bring a change of clothing, or go home. Repeated infractions will result in disciplinary action.

The dress code applies to all school sponsored events and activities.

Telephone

Students should only ask to use the telephone in the case of an emergency. The classroom teacher and the office must grant permission. Arrangement for after-school activities, early dismissal, etc. should be arranged the morning before school begins. Parents are encouraged to call their child's teacher at a time when classes are not in session.

Insurance

Mitchell County School aged students qualify for limited health (injury) insurance. Detailed information will be distributed to each parent at the beginning of the school year, but is not limited to this time frame. Any student participating in any Tipton Hill Athletics must show proof of insurance coverage before he or she will be allowed to participate in any athletic event.

Athletics

Tipton Hill offers young people the opportunity to participate in athletic competition. The school itself sponsors boys and girls basketball, baseball, and softball programs as well as cheerleading for basketball. Students in 7th and 8th grades may participate as long as they are maintaining academic success and proper behavior. We believe that honest athletic competition teacher discipline and afford our students the opportunity to compete against and visit with students from other schools. Students who are interested are strongly encouraged to participate in the football program hosted at Bowman Middle School. Students can also participate in various sports for various ages with Mitchell County Recreation Department. The school will take on an active role in informing both the students and parents about upcoming sports.

School Food Service

The Mitchell County Nutrition Service operates the Tipton Hill School cafeteria, and provides both breakfast and lunch each day. All students are encouraged to participate in the student meal program. Good eating habits are essential for both personal growth and academic success. The cafeteria understands the importance of child nutrition and provides two healthy meals each day. Applications for free and/or reduced meals are available and will be distributed at the beginning of each school year. We ask that all families fill out and submit the application for free and reduced meals. Meal prices are as follows:

| | |
|---------------------------|--------|
| Paid student breakfast | \$1.00 |
| Reduced Breakfast | \$0.30 |
| Paid student Lunch (K-5) | \$1.75 |
| Paid student Lunch (6-12) | \$2.00 |
| Reduced Lunch | \$0.40 |
| Adults Paid Lunch | \$3.00 |
| Adult Paid Breakfast | \$1.25 |

Students charge limit is \$7.00.

School Transportation

Riding the bus is a privilege offered to the students of Mitchell County Schools, and as such, requires certain behavior standards. Our drivers do a great job and drive some of the toughest roads in North Carolina, thus making it that much more important that all riders help support them doing their job. Each driver is well trained and capable of delivering students safely to school and home but improper conduct may cause unnecessary risk. Students demonstrating inappropriate behavior may be suspended from riding the bus altogether, as well as disciplinary actions. We need everyone's help to make the buses safe for all students and drivers.

Student's will be assigned to a particular bus. Unless the child has a note from home, he/she will not be permitted to ride a different bus or get off at a different residence other than the normal one. In an attempt to provide the safest possible means of transportation to and from Tipton Hill School, the following rules have been established:

- 1) Refrain from disruptive behavior including but not limited to the following:
 - a. Fighting
 - b. Loud Noises
 - c. Throwing Objects
 - d. Distraction Drivers Attention
 - e. Playing
 - f. Pushing
 - g. Being Out Of Seat
 - h. Unnecessary Movement
 - i. Use of Matches or Tobacco
 - j. Possession of Alcohol / Drugs
 - k. Possession of Dangerous Objects
 - l. Profane Language / Indecent Gestures

- 2) Students should be at the bus stop on time, stand in a designated place, get on and off at the assigned stop, observe loading and unloading procedures, and observe all safety practices.

- 3) Refrain from littering or defacing buses.
- 4) Follow instructions from the driver and school personnel.

The following will be the order of student pickup by the buses:

| | |
|---------------------------------|----------------------------------|
| Bus #118 – 6:20AM First Pick-up | Bus #109 – 6:15AM First Pick-up |
| Head of Popular | Unimin - Red Hill |
| Flat Branch | Deyton Road |
| | 197 Bridge to Red Hill |
| Huntdale | Highway 226 |
| Pigeon Roost | Bad Creek |
| Byrd Creek | Harrell Hill |
| Brummitts Creek | 197 Bridge to Tipton Hill School |
| | Griffith Road |

Tipton Hill Discipline Policy and Procedures

Tipton Hill School will operate on the premise that every student has the right to learn and every teacher has the right and obligation to teach. As in society, it is necessary to have certain rules and regulations in place that must be obeyed. We expect our students to be on their best behavior at all times, which will be modeled and stressed to them on a daily basis. It is crucial that teachers, administrators, and parents work together to support each other to insure good productive behavior throughout the school year.

“Four Cardinal Rules of Behavior”

- 1) Be where you are supposed to be
- 2) Be there when you are supposed to be there
- 3) Be doing what you are supposed to be doing
- 4) Be respectful of others and yourself

A student’s behavior in and between class and at after school events is an outgrowth of his/her training and learning. His/her conduct or actions should exemplify proper citizenship at all times. Proper behavior should include the following:

- 1) Respect of school, property, and staff
- 2) Appropriate behavior in and between classes
- 3) Leaving class only with permission
- 4) Being in assigned area at all times
- 5) Wearing appropriate clothing at all times
- 6) Not chewing gum on school property
- 7) Not using profanity
- 8) Having appropriate behavior in the cafeteria and during assemblies
- 9) No fighting
- 10) Not having or using tobacco, alcohol, or drugs
- 11) No weapons on bus or school property

- 12) No vandalism
- 13) No games, toys or trading cards at school
- 14) Assignment, homework, etc to teachers on time.

Student Accountability Profile

All teachers at Tipton Hill School will utilize the Student Accountability Profile system. This system allows the school, students, and parents to keep and review a record of discipline violations. We certainly hope that each student at Tipton Hill School will never be concerned with this accountability system; however, if needed, it will be in place. The violation sheet itself has a list of violations, and a general form that each student must complete if found to be in violation of the established rules. We keep a specific record of each entry in a log – with an accumulation of three parents will be notified. Hopefully this will solve the problem. If the rules continue to be violated with a total of five - student extra-curricular activities may be taken for the nine-week period and parents will be requested to attend a teacher / parent meeting.

It is our sincere hope that together we will be able to resolve any problems that arise. It is important to note that at any point, largely depending upon the severity of the violation, we may request that the parents meet with us concerning the inappropriate behavior. We encourage you to call or come by and visit with the faculty if you wish to discuss or have questions about your child's behavior.

We believe at Tipton Hill School that “No One Rises to Low Expectations”!

The Junior Beta Club

This year students at Tipton Hill will be able to participate in the Junior Beta Club. The Junior Beta Club is a leadership/service organization for students' grades 5-9. The criteria for induction are a 93 or above overall average with no grade below an 85 for the first semester of fifth grade work as well as good character. Students pay a one-time membership fee.

The National Beta Club, with more than 7,500 clubs in the Junior and Senior Divisions and in excess of 400,000 members, began in 1935. The Junior Beta Club Division, established in 1961, now has around 4600 chapters in 42 states, as well as Washington, DC, Bahamas, Virgin Islands, Guam, and Puerto Rico.

Objectives of the non-secret leadership/service organization are to encourage effort, to promote character, to stimulate achievement among its members, and to encourage students, to continue their education after high school graduation. Questions regarding membership can be directed to Mrs. Elaine Wyatt, School Counselor at Tipton Hill.

Title I Schools

Title I provides federal funding for school to help student who are behind academically or at the risk of falling behind. Funding is based on the number of low-income children in a school, generally those eligible for the free lunch program. Services can include: hiring teachers to reduce class size, tutoring, computer labs, parental involvement activities, professional

development, purchase of materials and supplies, pre-kindergarten programs, and hiring teachers assistants or others. About half the schools in North Carolina receive Title I funding. Some of the schools operate as School wide Programs, as other operate as Targeted Assistance Programs depending on the level of poverty in the school and how the school wants to function. **This is why it is very important for each family to fill out the Free and Reduced Lunch form that is distributed at the beginning of each school year.**

Title IX

Title IX of the Educational Amendments of 1972 bans discrimination based on sex in school receiving federal funds, whether in academics or athletics.

The Mitchell County Schools designated coordinator for Title IX:

Richard Spurling, Associate Superintendent

Mitchell County Schools

72 Ledger School Road

Bakersville, NC 28705

(828) 766-2220

The following will serve as official documentation that you have read the handbook with your young person, that you understand its contents, and that you as well as your child agrees to abide and support its content. Please keep this handbook as you may need to refer to it throughout the school year. Please sign the following page and return to your child's homeroom teacher as soon as possible.

Thank You So Very Much

Mark Hughes

My child and I have read and understand the Tipton Hill Student Handbook. We agree, by signing below, to follow and support the policies with this handbook.

Signature of Parent or Guardian

Date

Signature of Parent or Guardian

Date

Signature of Tipton Hill Student

Date