

DEYTON ELEMENTARY  
SCHOOL  
PARENT - STUDENT  
HANDBOOK

2009-2010

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Deyton Elementary School  
308 Harris Street  
Spruce Pine, NC 28777  
828-765-2504  
**Gary Moore, Principal**

**3<sup>rd</sup> Grade**

Cathy Arrowood  
Kristie Autrey  
Katie Boone  
Julie Hoyle  
Beth Stout

**4<sup>th</sup> Grade**

Donna Bailey  
Jennifer Cook  
Bette English  
Rhonda Franklin  
Dana Hollifield  
Paula Hollifield

**5<sup>th</sup> Grade**

Dale Blevins  
Kellie Chapman  
Laura Jarrett  
Lissa Jo McMahan  
Amy Thomas

**Itinerant  
Teachers**

Carol Martinez - Spanish  
Greg Franklin- Music  
- Counselor

Jennifer Robinson - Art  
Cindy Moretz – ESL

**Staff**

Dan Konzelman - Librarian  
Lisa Calhoun - Library Assistant  
Tim Mimken- Physical Education  
Priscilla Dunn - Special Education  
Carl Ashurst - Special Education  
Jessica Ringwood – Special Education Assistant  
Leslie Sparks - Special Education Assistant  
Sharon Anderson - Speech Therapist  
Lynda Craig – Nurse  
Eyvette Burleson - Custodian  
Gary Burleson - Custodian  
Olga Aguayo - Secretary  
Kay Perkins - Secretary  
Sandy Buchanan - Lunchroom Manager  
Nikki Grindstaff – Lunchroom  
Karen Glenn - Lunchroom  
Rhonda Murphy - Lunchroom

## MISSION STATEMENT

The mission of Deyton Elementary School is to provide students with educational experiences that will develop students into thinkers who are open-minded, fair, careful in arriving at conclusions, accurate, free of prejudice and superstition, and intensely curious about their environment.

To fulfill this mission, our faculty will teach a curriculum that strives to establish knowledge of, an interest in, and an appreciation for the world in which the student lives. The curriculum will provide conditions, situations, and activities favorable to the continuous growth and progress of each student. Our faculty will help each student gain the skills and understanding essential to becoming a contributing and valued member of society.

To fulfill this mission, our school will be a place where each child can achieve his/her potential and take pride and pleasure in his/her accomplishments. Our school will provide an encouraging atmosphere for a child's natural curiosity. By providing learning experiences in a safe and creative environment, each child will have the opportunity for intellectual, physical, social, and emotional growth.

To fulfill this mission, we need a strong partnership between school and home. We encourage each parent to become an active participant in your child's education. We believe that the student's punctuality, regularity of attendance, and adherence to school rules, so important to a student's progress, can best be achieved with co-operation between school and home. The partnership between school and home, the faculty and parents, contributes to the successful educational experience, and provides each student with a firm foundation on which to develop confidence and competence.

## DAILY SCHEDULE

7:00 a.m.	School doors open
7:10-7:25 a.m.	Breakfast served in cafeteria
7:10 a.m.	Teachers on duty
7:15 a.m.	Homeroom bell
7:35 a.m.	Tardy bell
7:40 a.m.	Classes begin
10:50 a.m.	Staggered lunch period begins
2:15 p.m.	Buses load
4:00 p.m.	School office closes

\*Times are subject to change

## ATTENDANCE POLICY

Good attendance is essential for a student to be successful in school. Students should be at school in their classrooms ready to work by 7:35 am each morning and remain at school until the end of the day at 2:15pm. If it is necessary for a student to miss school, a written excuse signed by a parent or guardian must be presented to the homeroom teacher on the day returning after an absence ( no later than three days following the absence). The following will be considered absences but will be coded excused if accompanied by a note:

1. **Illness or injury:** personal illness or injury which makes the students physically unable to attend school.
2. **Quarantine:** isolation ordered by the state Board of Health
3. **Death in the immediate family:** death in the immediate family which includes, but is not necessarily limited to, grandparents, parent, brother, and sisters.
4. **Medical or Dental Appointments:** emergency medical or dental appointment or such an appointment which has been approved in advance by the principal.
5. **Court or Administrative Proceedings:** participation under subpoena as a witness in a court proceeding
6. **Religious Observance:** 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. **Educational Opportunity:** participation in a valid educational opportunity, such as travel, with prior approval by the principal.

The student is responsible for finding out what assignments are due and completing them within the specified time period.

In order to be considered in attendance and recorded present for that day, a student must be present at least one half of the instructional day. **For Deyton School half day is 11:00 a.m.** School field trips are considered part of the daily instruction and attendance will be recorded on such days.

Students arriving after 7:35 must sign in at the office as tardy. ***Students that check out before 2:15 must also sign out as tardy.*** Students with more than two tardies in a month will not receive perfect attendance incentives and students with more than 15 tardies for the school year will not be allowed to participate in the end of the year perfect attendance activity nor will they receive perfect attendance recognition at awards day.

## STUDENT HEALTH

The school office will notify you in case of your child's sickness or an accident here at school. Be sure you have notified us of a telephone number change during the year or at least some way of contacting someone during the day who will take responsibility for your child. Please do not send sick children to school. If your child has a temperature, is vomiting, has diarrhea, etc., please keep him/her at home. It not only subjects others to illness, but it is unfair to the child.

If your child has any physical limitations or problems, please notify the school in writing of them and what we should do in case of a problem here at school. In severe cases, we request that your medical doctor also write us concerning the situation. We are allowed by North Carolina State Law to give the student any dose of medicine sent by you for an illness with your written permission. The school does not provide aspirin, Tylenol, etc.

Students taking prescription medication during school hours will be supervised by the staff upon written request from parents. A doctor's written permission must be signed and filed in the office before any prescription medicine can be administered to the child.

## DRUG FREE FACILITY

Deyton Elementary strives to maintain a drug free learning environment. The faculty and staff at Deyton Elementary will discourage at all times the use of illegal drugs, alcohol or tobacco. Pamphlets are available from the counselor's office containing information about substance abuse, counseling and rehabilitation services that are available. Deyton Elementary is a tobacco free facility.

## FIRST AID

We are allowed only to give first aid to the extent of cleaning and bandaging a wound. Parents or their designee are notified immediately in case of illness or accident.

## ACCIDENTS

When a child is injured at school, parents are notified if the injury warrants immediate medical attention. Please make sure that we have the correct person's phone number listed for use in case of an emergency situation.

### STUDENT BEHAVIOR

We believe the acceptable behavior of all students is necessary to provide an optimum educational opportunity. Our goal is to develop a mutual respect between home and school with parents, students, and teachers.

We hope that all discipline measures used at Deyton Elementary will be used as a teaching tool to encourage better attitudes and behavior. Discipline measures must emerge with a positive attitude. With a close working relationship between school and home, major discipline problems are avoided. We try to teach children to respect other people and their property and to behave in such a way that they will not be an embarrassment to themselves or others.

### SCHOOL WIDE RULES

1. Keep hands, feet and objects to self.
2. Take care of school and private property.
3. Use appropriate language.
4. Walk quietly in hallways.
5. Sit quietly in cafeteria and gym.
6. Obey school faculty at all times.
7. Tobacco is disallowed on school grounds.
8. Chewing gum is not allowed.
9. Electronic Devices are not allowed. If confiscated, the school will not be held liable for damages.
10. Playing cards of any kind are not allowed.

### SCHOOL BUS SAFETY AND RULES

Riding the school bus is a privilege not a right; therefore, student behavior on the bus must be safe and orderly. All students riding buses are expected to follow the rules. Students refusing to obey the following school bus rules may be removed from the bus.

### MISBEHAVIOR ON BUS

Penalty at discretion of principal depending on circumstances (May include removal from bus 1 to 10 days or permanent removal from bus by formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

### FOLLOW THESE BUS RULES

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus;  
Keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. No smoking.
8. Keep your hands and head inside the bus.
9. Do not destroy property.
10. For your own safety, do not distract the driver through misbehavior.

### TRANSPORTATION

Bus routes accommodate transportation at Greenlee, Deyton, and Harris Schools. Greenlee, Deyton and Harris students will ride the same bus during the morning and afternoon runs. Deyton students will be dismissed at 2:15 p.m. for the afternoon bus run. If a student is to ride the bus home with another student, a note must be sent to the teacher and the bus driver.

### TRAFFIC

When delivering or picking up your children, please show others the same courtesy and consideration you would expect by:

1. Never leaving your car unattended in a moving traffic lane.
2. Not blocking these lanes for extended periods waiting for your child to disembark.
3. Do not obstruct the path of a school bus.
4. Never pass a stopped school bus.

If you bring your child to school please allow them to get out of the car as soon as you reach the sidewalk. The Principal/designee will escort your child to the awning. This procedure will help keep traffic moving, decreasing your time in traffic, and eliminate unnecessary tardies due to traffic backlogs.

### DISCIPLINE

Deyton Elementary School will adhere to the following discipline guidelines. Inappropriate behavior such as consistent fighting, stealing, destroying or defacing school property, using vulgar or abusive language, or bus misconduct will be handled through the office.

Our school will use the assertive discipline approach. This consists of each teacher developing a set of rules and consequences for their classroom that is consistent with broad, general rules set up for the entire school. The assertive discipline approach enables each student to know exactly what is expected of him or her at all times and makes all students more responsible for their own actions. Parents know what to expect because they have a list of rules, regulations, and rewards.

### LEAVING SCHOOL CAMPUS

For a student to leave school during the day, we request that you write the teacher a note telling us of your intentions or come to the school to sign your child out. **All children must be signed out and checked out through the office.** Your child will not be dismissed or called from the classroom until you come in the building to sign him/her out. These procedures prevent you from having to search for students that are sometimes on varied schedules, but most importantly it protects the children from sometimes unwanted and /or illegal pickups.

Parents are encouraged to make appointments after school hours as often as possible. Some reasons for early dismissal for a child include: medical or dental appointments, death of family members, and/or emergency situations. Too many early dismissals will affect your child's grades and test scores and perfect attendance incentives.

During school hours all students must remain on campus and away from areas designated as dangerous, i.e. outer perimeters of playground, parking lot and front street areas.

### VISITORS

All parents, visitors, and volunteers must report to the office upon arrival.  
**PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM**

### STUDENT INSURANCE

Student insurance is optional. Preferred School Day Coverage is \$27.50, Basic School Day Coverage is \$19.00 and Economy School Day Coverage is \$10.50. Preferred 24 hour coverage is \$139.00, Basic 24 hour is \$92.00 and Economy 24 hour is \$59.00. Dental is \$7.00. Prices subject to change.

### CAFETERIA

Breakfast will be served between 7:00 a.m. and 7:35 a.m. Students should be in the cafeteria before 7:35 a.m. if they plan to eat breakfast. The price for breakfast is \$1.00 for students. Reduced breakfast is \$.30

Mitchell County has a standard menu which is in use in all elementary schools. A well-balanced hot lunch, including milk, is provided for \$1.75. Reduced lunch is \$.40. Children are encouraged to eat well-balanced meals. Carbonated drinks are not allowed in the cafeteria. Students' charge limit is \$7.00 and there are no charges on supplemental sale items.

### CAFETERIA RULES

1. Find a seat.
2. Stay seated.
3. Talk **QUIETLY** at your table.

### PARTIES - SNACKS

Deyton Elementary has three parties per year: Christmas, Valentine, and End of the year picnic.

Classroom birthday parties have been discontinued.

Any snack or treats brought in by parents should be commercially prepared and be given to the teacher for distribution.

### ASSEMBLY PROGRAMS

This year we will have several educational and entertaining assembly programs. Some of these will be paid for by the school or the PTO. However, for those we have to purchase, there will be a charge of \$.50 per student.

### 100% TOBACCO FREE SCHOOL

All grounds of all Mitchell County Schools are 100% tobacco free, for everyone (including visitors), at all times. This means that anyone wishing to smoke, chew, dip, etc. must leave the premises and property of Mitchell County Schools in order to use tobacco beginning on October 1, 2005.

Cell phones, beepers, lasers and other disruptive electric devices are disallowed on campus at all times by students. Random classroom locker inspections may be made by the school principal or designee. ***Items confiscated will be held in office until parents are allowed to pick up.***

### DENTAL SCREENINGS/ASSESSMENTS

When children have dental problems, their overall health and ability to learn can be seriously compromised. As part of our regular school preventive dental health program, the NC Oral Health Section, Division of Public health and Betty Tumey, RDH, Public Health Dental Hygienist serving Avery, Mitchell, and Yancey Counties, will conduct dental screenings for children in selected grades during the current fiscal year. She will use gloves, mask, flashlight, and will use a new tongue depressor for each child. The screening serves as an educational, positive dental experience and also collects information to help improve the Children's Dental Health programs. Children who see a dentist regularly will also benefit from the screening for the educational opportunity. A form letter will be sent home to show your child's results.

If you do not want your child included in this dental screening, please send a note to your child's teacher. If you have any questions, please call Betty Tumey, at 765-5400.

### INCLEMENT WEATHER

It is important that parents plan carefully with their children the procedures to follow on bad weather days. Most of the confusion stems from the fact that children do not know what they are to do. If there is a chance of school closing due to snow please listen to the local radio station to determine school schedules. Please do not call the school or the radio station. Announcements will be made on all local stations by 6:00 a.m. each morning if there is to be no school or a delayed schedule. When school is on the delayed schedules, please do not bring your children until that delayed time because the delay applies to both students and staff.

The school must have on file your child's **Early Dismissal Procedure Form**. Early dismissal forms will be kept on file in your child's homeroom class. These forms must be in our files by mid-October.

### FIELD TRIPS

Each class is permitted to take educational field trips and once again we ask your help by completing and returning the field trip permission forms that will be sent home to you shortly before the trip itself. Failure to return a signed field trip permission form will make it impossible for students to go on the planned trip. If a student chooses not to attend school on the day of a field trip it will be considered an unexcused absence.

### GRADES

Report Cards will be issued at the end of each nine weeks grading period. If your child does not make satisfactory progress, please arrange for a conference with the teacher.

### PROMOTION STANDARD

In addition to the N.C. Accountability standards at grades 3,4,5, students must meet the Mitchell County Schools promotion standard, which is based on your child's attendance. Students who miss 20 or more days may fail. Obviously students who miss school miss instruction and are likely to perform poorly in the academic subjects and on End-of-Grade tests.

### TESTING

During the 2009-2010 school year third grade students must meet the N.C. Gateway Standards. Third grade students are annually tested using the North Carolina End of Grade reading and math test. Any third grade student who scores below a level III or level IV on the math or reading EOG Test must be remediated in that subject, be retested and then required to go to summer school or repeat the third grade if they do not pass the retest.

Students in grade four are given the North Carolina End of Grade reading and math tests. Students in grade four who score below a level III or level IV on the reading and math test will be recommended to attend summer school.

Students in grade five are annually tested using the North Carolina End of Grade reading, math and science tests. They also must meet the N.C. Gateway Standards. Students at grade five who score below grade level in reading and math are required to be remediated, be retested, attend summer school or repeat fifth grade.

### CONFERENCES

A parent may have a conference with a classroom teacher by appointment almost any day. We wish to keep conferences from interfering with our time with students. Contact your child's teacher for appointments. The times between 2:30p.m. and 3:00 p.m. are the best to request a conference. Teacher planning times are also available for conferences upon request or by appointment.

### COMPUTER/INTERNET USE

Classroom/lab computer and the Internet (when available) will be used to support the curriculum to enhance learning. They are not for personal use. Teachers will be responsible for the supervision of classroom/lab computers and the Internet. Proper use of classroom/lab computers and the Internet (when available) is the responsibility of the student. Inappropriate use and/or damage to computers will result in the loss of the privilege to use the computers or the Internet and/or replacement of the computer.

## THE JUNIOR BETA CLUB

The Junior Beta Club is a leadership/service organization for students in grades 5-9. The Deyton Elementary Junior Beta Club began in the spring of 2000 with their first induction of fifth graders. 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, which follows them from Deyton to the Harris Middle School Club.

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. The counselor at Deyton, is the faculty sponsor for the local chapter.

### TITLE 1

Title 1 provides federal funding for schools to help students 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, purchase of material and supplies, pre-kindergarten programs, and hiring teacher assistants or others. About half the schools in North Carolina receive Title 1 funding. Some of the schools operate as Targeted Assistance Programs depending on the level of poverty in the school and how the school wants to function.

*Public Schools of North Carolina  
State Board of Education  
Department of Public Instruction*

## **Mitchell County Public Schools**

### **Publicity Agreement**

Mitchell County Schools strives to recognize the outstanding accomplishments and achievements of our students. As we continue to showcase the best our schools have to offer we often utilize samples of student work, photographs, and recorded video/audio of students for educational, public relations, marketing and accountability purposes.

This publicity may take the form of public media (newspaper, radio, TV), multimedia presentations, video/audio recordings, printed materials, and school web pages.

While it is important to recognize our students and families we understand situations or preferences may exist that may cause you to desire to have your student's information omitted from this type of publicity. If it is your desire for us to omit your student, please contact your school.

This agreement will be effective for the duration of your student's enrollment in the Mitchell County School System unless your student's individual school is notified otherwise. We thank you for your continued support of the Mitchell County Schools.

## MITCHELL COUNTY SCHOOLS MEDICATION POLICY FOR PARENTS

Dear Parent/Guardian:

This is a brief summary and explanation of Mitchell County Schools' policy with regard to medication.

All medication that can be given outside school hours without adversely affecting the health of the student should not be given at school. When it becomes necessary to give medication at school, the following requirements apply:

- Medication must be in the original container or pharmacy bottle and clearly labeled with the student's name, the name of the medicine and how the medicine is to be given.
- Medication can be given only after the parent has signed a permission form.
- All medication that is to be given long-term (more than 14 days) must have authorization from the student's health care provider. This includes over-the-counter and self-administered medication.
- Self-administered medication requires a form signed by the student, parent, principal and school nurse.
- Parents should deliver medication to school rather than have the child carry it to school. Parents should also pick up any remaining medication. All medication will be discarded within seven (7) days after last administration and at the end of the school year. Alternative arrangements can be made on an individual basis if the principal deems undue hardship for the parent (guardian).

Your help by following these requirements is greatly appreciated as we strive to meet your child's health needs while also meeting his/her educational needs.

Thank you,

Gary Moore  
Principal

Lynda C. Craig RN BSN NCSN  
School Nurse

# Attention

To insure that parents have received, read and understand the policies governing Deyton Elementary School, we are requiring that parents sign below and return to school.

I have received, read and discussed the student handbook with my child.

\_\_\_\_\_

(parent signature)      (date)

\_\_\_\_\_

(student signature)      (date)