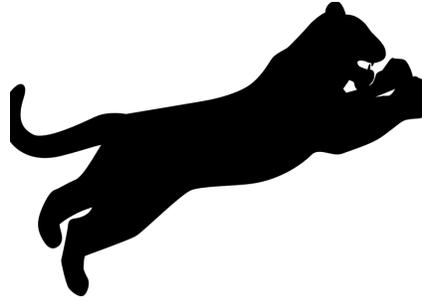


West Marion Elementary School
2018-2019



Student Handbook
West Marion Elementary School
820 Marler Rd
Marion, NC 28752

Vision

Ignite a Passion for Lifelong Learning

Mission Statement

The mission of West Marion Elementary is to ignite our students with passion to become lifelong learners and prepare them to be competitive 21st century citizens of a global society.

Core Values:

Partnering with stakeholders
Actively engaged
Nurturing minds and bodies
Technology of the 21st Century
High expectations
Earthly stewards
Responsible citizens
Safe environment

We will ignite within our students a passion for lifelong learning, partnering with all of our stakeholders: students, staff, parents and community in order to fully reach the academic and career potential of each student.

We will:

- Actively engage our students in 21st century learning skills by using a variety of learning modalities and extensively utilizing technology, while emphasizing diversity and global awareness.

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- Nurture our students' bodies physically, through concrete help with food and clothing when needed, and by encouraging healthy lifestyle choices. We will nurture them emotionally through character education, guidance, and support of family where needed.
- Hold ALL stakeholders to high standards.
- Encourage responsible citizenship by developing awareness of and demonstrating good earthly stewardship practices.
- Provide a safe, orderly, bully-free environment in order to maximize learning for all students.

Administrators

Mr. Nakia Carson, Principal

nakia.carson@mcdowell.k12.nc.us

Mrs. Angela Wilkerson, Assistant Principal

angela.wilkerson@mcdowell.k12.nc.us

Office Staff

Ms. Karen Wilkerson, Data Manager

Ms. Kim Greene, Administrative Office Assistant

Mrs. Autumn Bartlett, School Nurse

Main Office: (828) 738-3353

After School: (828) 738-8183

West Marion Elementary Webpage: <http://wme.mcdowell.k12.nc.us/>

School Arrival and Departure

Arrival:

Students should arrive before 7:50 am. Those students arriving between 7:15 am and 7:40 am must go to the gym where there is adult supervision. **Students must not arrive before 7:15 am.** Students who are tardy (after 7:50 am) must report to the office where tardies will be recorded.

Departure:

Bus Riders and Car Riders are dismissed at 2:45pm. All car riders report to the gym.

No student should be waiting on a ride outside the building without adult supervision due to safety reasons. Students remaining in the building after 3:15 pm will be sent to the after-school program at parent's expense.

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School Grounds: The playground is not supervised before school or after school hours. Children are not allowed to use playground equipment prior to the start of the day or immediately after school as they are leaving. Students are not to be left at school to wait for ball practice, girl or boy scouts or any other extra curricular activity.

Bad Weather Procedures

During the school year, if it is necessary to either dismiss school early or cancel school because of inclement weather conditions, the superintendent of schools will send out calls through Parent Link. Please make sure we have updated numbers in Power School. Information will also be posted on selected television and social media sites.

TV Stations

WLOS- Asheville, WBTV- Charlotte, WYFF- Greenville
WSPA - Spartanburg, WSOC Charlotte

Riding a School Bus

Riding the school bus is a privilege for students that can be taken away at any time for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey his or her request. The school will give drivers the full support in all situations. If your child is to go home any other way than she/he normally goes, he/she is to bring a written note from home stating this and must have this note approved by the office. Without a note, this will not be permitted. Messages by phone will be taken only in case of an emergency. Students will not be allowed to call home during the school day to arrange visitation with friends.

Bus violations will be handled in the following manner:

1. The student will be called to the office and warned.
2. Second offense. Parent Notification.
3. If further misconduct occurs, the student may be suspended from the bus.

Suspended students must be transported to and from school by parents.

First time	3-day suspension
Second time	5-day suspension
Third time	10-day suspension
Fourth time	up to a year suspension

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Please note: Depending on the severity of the offense, the principal or designee may suspend a student from the bus at any time.

Attendance

ATTENDANCE Policy Code: 4400

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop 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 the ages of 7 (or younger if enrolled) and 16 attend school. Parents or legal guardians are responsible for ensuring that students attend and remain at school daily.

A. ATTENDANCE RECORDS School officials shall keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. Teachers are responsible for maintaining accurate records of student absences and tardies for their classes. The student's report card is considered notification of absences. In accordance with North Carolina General Statute 115C-378 and McDowell County Board policies, notification will be given when a student has accumulated three (3), six (6) and ten (10) unexcused daily absences.

B. DEFINITION OF ATTENDANCE A student in (Kindergarten through thirteenth grade) must be present at least seventy-five percent (75%) of the school's instructional day to be recorded present for that day. A student in ninth through thirteenth (9th-13th) grade must be present at least seventy-five percent (75%) of the class period to be recorded present for that class period.

C. TARDIES AND EARLY CHECKOUTS Students are expected to arrive on time and remain in school the full day. A student is tardy if the student arrives any time after the tardy bell. An early checkout occurs when a student leaves any time before the dismissal bell. Tardiness and early checkouts are strongly discouraged because they result in students missing important information and instruction. Students who are tardy for school must sign in through the office and pick up a class admission slip. A tardy may be excused for the same reasons as an excused absences (see "D. Excused Absence"). Students on campus are expected to be in class. Students are not to leave the school premises without permission from the principal or designee. For a student to leave school early, a parent or legal guardian must sign him or her out in accordance with school rules. If a student who has left school early later returns to school, he or she must first report to the office. Policy Code: 4400 MCDOWELL COUNTY BOARD OF EDUCATION POLICY MANUAL Page 2 of 5 The school principal is expected to deal appropriately with those students who are chronically tardy or who leave school early.

D. EXCUSED ABSENCES When a student fails to meet the attendance requirements under Paragraph B above (i.e. "the 75% rule"), a written excuse signed by a parent or legal guardian must be presented to the student's teacher on the day the student returns to school or class after an absence. Generally, a parent or legal guardian may request that up to six (6) days of their child's absences be excused for the reasons below without further review by the school. In addition, absences due to extended illnesses may also require a statement from a physician. Note: Total absences beyond six (6) in a semester, including any and all excused absences, are considered "excessive" which is addressed in Section F below.

An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;

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5. participation under subpoena as a witness in a court proceeding or if the student is required to appear in court;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary;
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian

(a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and

(b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

When a child is found to have head lice, the parent or legal guardian shall be notified either by phone or in writing. A parent or legal guardian must treat the lice immediately with an appropriate product and make every effort to remove all nits. Students may return to school upon completion of treatment. The parent or legal guardian must make every effort to remove all nits and provide proof of treatment. Students will not be admitted to school Policy Code: 4400 MCDOWELL COUNTY BOARD OF EDUCATION POLICY MANUAL Page 3 of 5 with live lice. Other than the day the student is originally sent home, the student shall accumulate unexcused absences for days missed due to the occurrence of lice. If a student returns to school after being diagnosed with head lice and live lice are still present, the student shall be sent home and receive an unexcused absence.

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form with 30 days of entering school) the student will be permitted to make up his or her work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, ShortTerm Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

E. SCHOOL-RELATED ACTIVITIES All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and

6. in-school suspensions. Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

F. EXCESSIVE ABSENCES Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two (2) days for such offenses. Policy Code: 4400 MCDOWELL COUNTY BOARD OF EDUCATION POLICY MANUAL Page 4 of 5 The principal shall notify the parent or legal guardian and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two (2) days for truancy. Students with

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excused absences due to documented chronic health problems are exempt from this policy. In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies. Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

Kindergarten through Eighth (K-8th) Grade If a student is absent from school for six (6) or more days, the principal or a committee established by the principal shall consider whether the student's grades should be reduced because of the absences. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

1. the student will not receive a passing grade;
2. the student will receive the grade otherwise earned;
3. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made; or
4. the student will be given the opportunity to make up missed instructional time.

Ninth through Thirteenth (9th -13th) Grade A student absent more than six (6) times in the same class period in a semester shall not receive credit for that class. However, the student must continue in the class with appropriate behavior and must complete required work. Students who lose credit for absences but who are passing the course(s) may make up the credit by attending the after school enrichment sessions or the summer school enrichment class. The parent or legal guardian shall receive a letter notifying them of the student's loss of credit. Within thirty (30) days of notice or prior to the end of the grading period whichever occurs first, the parent or legal guardian may make a final appeal Policy Code: 4400 MCDOWELL COUNTY BOARD OF EDUCATION POLICY MANUAL Page 5 of 5 regarding the loss of credit directly to the Principal who has the final legal authority to grade and classify the student. Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, et seq.; G.S. 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(l), -390.5, -407.5; 130A-440; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies ATND-000, -003, NCAC-6E.0104 Cross References: Extracurricular Activities and Student Organizations (policy 3620), Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Immunization and Health Requirements for School Admission (policy 4110), Homeless Students (policy 4125), Short-Term Suspension (policy 4351) Adopted: February 16, 2009 Revised: February 21, 2011, August 15, 2011; November 3, 2011; June 13, 2016; May 8, 2017; July 9, 2018

Telephones

Students should ask to use the telephone only in case of an emergency. The classroom teacher must grant permission. Arrangements for after-school activities should be made before coming to school. Parents are encouraged to call their child's teacher during school hours at a time when classes are not in session.

It is extremely important for us to have a current, working telephone number on the yellow student cards so that we can reach you in case of an emergency. If

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you do not have a telephone, please give us the phone number of a close friend, relative, or neighbor that will be available in the event of an emergency.

Change of Address/Phone

Please notify the teacher and school office of any change as soon as possible.

Lost and Found

Items found at school are taken to the stage in the cafeteria. We encourage you to have your child's name on lunch boxes, notebooks, jackets, etc. so that we may get them to their rightful owner. If your child has lost an important item, please write your child's name, a description of the item and your child's teacher's name on a piece of paper. Instruct them to give this to their teacher or to Mrs Kim in the office. We will do everything possible to find the missing item.

Toys, Etc.

Students should not bring electronics, games, toys, etc. to school. If these items are brought to school and cause a distraction in class they will be taken and may be kept until the end of the school year. West Marion Elementary will not be responsible for these items.

Immunization Records/Medication/Birth Certificate

It is mandatory that your child have his or her birth certificate, and an adequate certification of immunizations on file in the school office. Please keep your child's immunization record up-to-date. Failure to do so may result in your child not being allowed to attend school. All students have thirty days after enrolling in a North Carolina school to have their health assessment record completed by a certified health official.

Discipline Plan

In order to guarantee your child the excellent learning climate he or she deserves, the following discipline plan has been utilized.

1. The teacher will send classroom rules home.
2. Student referrals to the office for discipline problems will be accompanied by a discipline form completed by the teacher.
3. Normal discipline referrals will be treated as follows:

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1st offense: Conference with student - warning

2nd offense: Conference with student - parent notification

3rd offense: In school suspension - - Time depends on severity of offense

Short Term Out of School Suspension may be administered at the discretion of the principal or principal's designee.

IMPORTANT!

The principal and or principal's designee reserves the right to alter the above punishments depending on the referral. Communicating a threat, possession of a weapon (pocket knives included), fighting, or possession of drugs or tobacco may result in immediate out of school suspension.

Students who behave appropriately and positively will be rewarded as follows: Praise, Rewards, Certificates, Stand Out Star, Principal's Table, etc.

Citizenship

It is each student's responsibility to display qualities of good citizenship. Your best conduct is expected in the halls, in the cafeteria, in the bathroom, on the playground, in the classroom, or if leaving school grounds. West Marion School teachers and staff want students to become good citizens. They will give special emphasis to honesty, morality, and courtesy. Obedience to the law, respect of our country's flag, appreciation of the Constitution, and necessity of honest labor are characteristics desired and expected of all our students. Teachers expect a positive attitude and good behavior.

Visiting the School

We invite you to visit your child's room and school, and get acquainted with the faculty and staff of West Marion Elementary. We encourage you to volunteer in the classroom and participate in activities throughout the school year. Parents who would like to volunteer in the classroom or on Field Trips must complete a background check through the McDowell County Schools website. Volunteers need to abide by the following rules:

1. **All visitors must report to the main office when entering the building.**
2. Conferences should be arranged in advance, and at a time when the teacher does not have students in the classroom or is on duty.
3. Pre-School children must not visit unless accompanied by an adult who is responsible for them.

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4. Your child may bring home notes or bulletins from school. These notices will inform you of upcoming events, lunch schedules, ball sign-ups, etc.

Title I

West Marion Elementary is a Title I school. We operate as a school wide Title I program. This means each student in the school benefits from our supplemental federal funds. Any event advertised as a Title I event is for all families in our school.

Parents Right to Know

The Elementary and Secondary Education Act (you may also hear it referred to as the Every Student Succeeds Act or ESSA) requires that school districts notify parents of *all* children in *all* Title I schools of their right to request and receive timely information on the professional qualifications of your child(ren)'s classroom teachers. This notice must be sent at the start of each school year. The notice does not itself contain the teacher information; it simply lets parents know the types of information they may request. At a minimum, if parents request it, your child's school or our district (depending upon the type of information requested,) must provide:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching;
- Whether the teacher is teaching under emergency or another provisional status through which state qualification or licensing criteria have been waived;
- The teacher's college degree major and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether the child is provided services by a teacher assistant and if so, the assistant's qualifications.

In addition, if a child is assigned, or taught by, a teacher who is not licensed in the core academic area for which he/she is assigned for four or more consecutive weeks, the parent must receive timely notice.

These and other communications with parents must be in an understandable and uniform format and to the extent practicable, in a language the parents can understand. According to the

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US Department of Education guidance, if there is no other way to provide information, it should be provided verbally.

Requests must be made in writing to the principal.

West Marion Elementary School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

**Brian Oliver
McDowell County Schools' Personnel Director
Post Office Box 130
Marion, North Carolina 28752
828-652-4535**

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I have read and understand the McDowell County Schools' Attendance Policy and the contents of this student handbook

Parent Name: _____

Student Name: _____

Classroom Teacher: _____

Date: _____

Please sign and return to your child's teacher. Thank you.