



Principal's Message

**“Parent Partnership to Improve Performance”
An Invitation to Work Together**

Dear Gardners Community,

The commitment to the students here at Gardners that this school community shows every year is outstanding. We all know how much we value the education of every child, and this is why we must take the charge again this year to “partner to improve performance.” Every staff member understands his or her role exists to support a learning environment for the children. I ask that you as parents, community, and business leaders keep in mind that your support and interaction with the staff is highly respected. We know that it takes our working together to help each child learn and grow and that this is one of the greatest responsibilities that we could ever hold. How we handle our students today is the bridge we build to their future.

Students are first at Gardners. And since this is what we believe, then I invite you to join us in our pledge that *every child grows at Gardners.*

We know that nothing can replace the traditional values of character that mold our Cubs into hard-working adult citizens. These values are the foundation to each student’s ability to meet the challenges and the changes that exist in our schools and in our communities. The 21st Century is here. The key to change, however, is to know that change means a challenge is at hand and with solidarity of character, we can handle it – we can and our children can. Neither you nor I want to see our children left behind.

Yes, there are some things that need not change, and some that must. With that in mind, I charge this year, as last, that we continue our transition from the past to the present, and to the future, teaching our students to have a strong work ethic and integrity. It is our duty to grow our students college, career, and community ready.

There is nothing more valuable than the investment of educating our students. Together let us take this charge again this academic year. Let us together grow every child, knowing that when we teach and they learn, we build a future.

Sincerely,

Mrs. P. Walthall, Principal

Visit our website: www.wilsonschooolsnc.net, click on “Schools” and select “Gardners.” Blackboard announcements – weekly

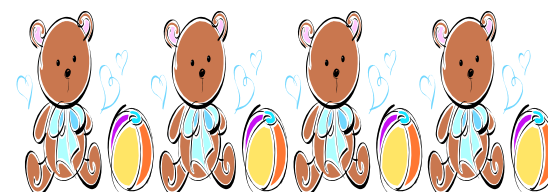
**GARDNERS ELEMENTARY
SCHOOL
MISSION STATEMENT**

The mission of Gardners Elementary School is to provide positive educational experiences that enable all students to achieve maximum potential and become responsible, contributing members of society and lifelong learners.

DAILY SCHEDULE

- 7:30 a.m.** - School opens (building access not earlier than 7:30 am due to supervision schedule).
- 7:30** – Students report to class
- 7:30** – Staff on duty/teachers in classrooms
- 7:30** – Breakfast [classrooms]
- 7:40** – School store opens
- 7:55 a.m.** – Tardy Bell [sign in at Main Office]
- Announcements
- 8:00 a.m.** - Instruction begins
- 3:00 p.m.** - Dismissal

Notes: _____



DELAYED SCHEDULE

One Hour Delay:

8:30- School day begins [no breakfast]
Students to classrooms

Two-Hour Delay:

9:30- School day begins [no breakfast]
Students go to classrooms



**The Parent Teacher Organization
2016-2017**

A note from your President:

As your 2016-2017 PTO President, I want this year to be a great success for all of our Gardners Cubs.

Gardners is such an excellent school because of the staff and volunteers like you, who help in the classrooms or with school fundraisers.

Please continue to support our children and help make their Gardners Elementary years a GREAT foundation for their FUTURE.

Mrs. Heather Harwood (252-292-0720)

The Blackboard transmits messages weekly. Please listen carefully for messages for parents or Gardners Cubs.

PTO OFFICERS

- President: Mrs. Heather Harwood
- V President: Mrs. Jeanna Clary
- Secretary: Mrs. Amy Bass
- Treasurer: Mrs. Dawn Edmondson

VOLUNTEER COORDINATOR

Mrs. Christa Allen

PTO BOARD MEETINGS

(Officers and Homeroom Representatives Attend)
Media Center 6:00 p.m. the first Monday night of each month.

PTO MEETINGS

Media Center TBA

School PTO Classroom Representatives work with the PTO in planning events and coordinating the activities for the PTO. They attend all Board Meetings and communicate to their child's homeroom teacher and parent information from the PTO.

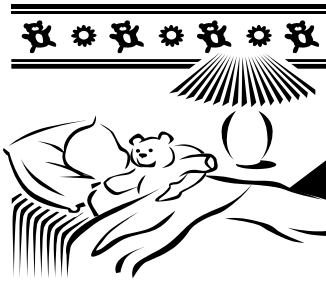
Homeroom Grade Parents are selected by the teacher to help with parties or special celebrations during the year.



A VOLUNTEER is . . .

- A Very important part of the school.
- SomeOne who spends one on one time with Children.
- Someone doing Little things that make a difference.
- An Understanding individual.
- Getting things done when Needed.
- Thoughtful.
- Always Eager to help.
- Energetic.
- A Role model.

**THANK YOU FOR
ALL YOU DO FOR GARDNERS!**



Absences

Students must bring a note to the school office signed by the parent or guardian giving the reason for the absence. A doctor's note is required when absence is due to medical appointments.

Wilson County Policy 6103:

- Notes must be presented within two days of the student's return to school
- Failure to comply will result in the absence or tardy being recorded as unexcused

Policy 6110-Excused Absences:

illness, death in the immediate family, participation in a religious event or a valid educational opportunity with prior approval by the principal.

Accelerated Math

A computerized program used in grades 3, 4 and 5 that tests and reinforces math concepts.

Accelerated Reader

A computerized program that tests reading comprehension. Teachers assist Kindergarten and First Graders. Second through Fifth Graders must work independently. Reading levels and goals are set individually by an objective computerized

testing system called the STAR test for each child. Read more on our school website link to Accelerated Reader.

Accidents

Whenever a child is ill or injured, the parents/guardians are notified immediately [Policy 6920]. An accident report is filed. **It is imperative that you keep your child's emergency numbers and contacts up to date.**



Address/Phone # Change

Notify the office immediately if you move or change your address. All mailings and telephone messages use the information in our database. Complete a new address verification form also for your child's record.

Address Verification

Each student shall complete an address verification each school year. Policy 6203 names documents that may be used to verify an address. An address verification form is available in the school office.

After School Care

After School Care is provided until 6:00 p.m. in the school cafeteria. Applications are available in the school office. The number for inquiries is 399-7714.

AIG

(Academically and Intellectually Gifted)

A program for students identified from testing, performance and teacher observation. Our AIG Teacher can answer any questions.

Arrival

- Students may enter the school building not earlier than 7:30am.
- Car rider students enter from the Gardners School Road parking area
- Bus rider students enter at the front Main Office area

Special Attention: The Bus Rider area is closed to passenger vehicles between 2:50 and 3:15 daily to ensure safety for our students.

Art

A specialist in art meets each class weekly. All other art projects are integrated into the classroom activities.



Attendance

"To be counted present, students must be in attendance 1/2 of the student school day" (Policy 6120). Remember, if your child has a doctor's appointment, he may attend school until time to leave for the appointment and then return with a doctor's note so that he may be counted both present and on time. Our attendance goal is 100% every day.



B

Book Bags

Please check your child's book bag each day. Book bags should be used to transport school supplies only. Any items (toys, electronics, etc.) that disrupt the classroom will be confiscated and returned to the parent or guardian.



Books

Damage fees are required to be paid by the student for damaged books. Contact either the school principal, student's teacher, or the media coordinator.

Book Fairs

The PTO sponsors Book Fairs with the media coordinator. The dates will be announced be posted at school and will be announced.

Breakfast [BIC Breakfast in Classrooms]

Breakfast is served from 7:30 a.m. to 8:00 a.m. in the classrooms. If you have any questions call Gardners cafeteria manager at 399-7920 or the Wilson County Child Nutrition office at 399-7849. Look for more information under **Cafeteria** and the special **Campus Café** page.

Bus Discipline

Every step must be taken to ensure the safety of every child who rides a bus. Failure to follow bus procedures can result in the loss of bus privileges.

Buses

Students that live 1.5 miles from school have bus privileges. Wilson County Schools Transportation Dept. determines routes. Students who are not on the bus list may not ride to visit a friend. For student safety and liability, children may not get off the bus at any stop other than their own. If you have, questions or concerns please call the school.

C

Cafeteria

FREE BREAKFAST and LUNCH

Free breakfast and lunch are available to every student K-5 effective 2016-17. Under the new Food and Nutrition BIC Program [Breakfast in Classrooms], breakfast will be served in the classrooms starting at 7:30 a.m. Please see the new school schedules to ensure that your child arrives on time and in time to be served nutritional foods at no cost. See the Frequently Asked Questions [FAQs] insert form for more details.



Calendar

Important dates and the School Calendar are provided in our Calendar Handbook. Please use it to mark important dates. We will send messages when new events are scheduled and if necessary we will print a revised monthly calendar.

Car Riders

Car riders are to be dropped off and picked up on the Gardners School side of the building. We have bus traffic in our front driveway until after the tardy bell. Car traffic at the front of the building before 7:55 is not permitted.



Checking Students Out

If you consider checking your child out prior to the end of the school day, please know that it will affect their attendance record as a Tardy. If you decide to sign your child out of school, please do so by 2:45 p.m. to ensure the safety of our students as they board the buses in the bus parking area.



Computers

Computers are available in every classroom and in lab settings. The students attend lab at least once a week. At other times, students attend the computer labs in small groups with their class.



Counseling Center

The Counseling Center is located in the 4th/ 5th grade pod. Our program includes classroom, group and individual counseling. The school counselor coordinates the state testing program, SGA, and school-wide programs for academic and character education.

Cumulative Folders

Parents may view their child’s cumulative folder with the classroom teacher, counselor or principal.



Data Manager

Our data manager, Mrs. Johnson, will be at Gardners on Thursday and Friday from 7:30 am to 4:00 pm. If you should have any questions please call her at 399-7920 ext. 1609.

Dental Health Month

February is Dental Health Month. Students in our classrooms learn about the care and anatomy of the tooth.

Discipline

Discipline is managed school-wide by our stoplight program in the classrooms and by School Board Policy 6400 for office referrals. Our Bus Discipline Policy addresses improper behavior on the bus.

Dismissal

Dismissal is 3:00 p.m. for bus students/car riders. All students should be picked up by 3:15. If students are left consistently after 3:15, they will be placed in after school care in the cafeteria. There is a \$6.00 daily charge for this service.

Dress Code

Please read the WCS Student Dress and Appearance Policy, P6401, on page eleven of the handbook.



Electronics

Students are not allowed to bring MP3 players, cell phones or other electronic items that may cause a disruption in the classroom. They will be confiscated and returned only to parents.

E-mail

www.wilsonschoolsnc.net

To e-mail your child’s teacher, access the WCS website and click on Gardners.

Emergencies

The Superintendent makes decisions for emergency closings. There are crisis plans and procedures that are in place in the event of any unforeseen emergency that presents a threat to students, staff or property.



English as a Second Language (ESL)

This program works with students whose first language is not English. A certified language specialist teaches these students on a weekly schedule.

EOG’S

This is the acronym for the North Carolina End of Grade tests. Students in the third, fourth and fifth grades take these tests at the end of the school year. They are a part of the student’s promotion standards and the measurement NC uses for each school’s growth.



Field Trips

Field trips are provided to students as educational enhancements, and must comply with WCS Policy 5430.6. The principal has the discretion to approve or disapprove a parent’s/guardian’s signed written request to transport students away from school events (field trips). WCS is not liable for accidents that occur during unauthorized transport from a school field trip. All students must submit a field trip permission form signed by the parent or legal guardian.

Fire Drills

Fire drills are held each school month. When the alarm sounds, staff and students are expected to follow the Crisis Plan. Orderly conduct is expected to ensure safety.



Food

In compliance with the NC Department of Health and Human Services, foods brought to school for celebrations should be from commercial sources.

Fundraisers

Gardners School and the PTO have fund-raisers to increase resources available to the students. Please support our students by participating in these activities.



Grade Parents

These parents are a valuable part of the Gardners School. They help plan special activities and celebrations with the teacher in their child's classroom.

Grades

Grades are averaged twice each nine weeks, first for the progress reports and then for the report card. Teachers are responsible for grading. If you have questions or concerns, please call the school to schedule a teacher and parent conference.

Gymnasium

Our gymnasium also serves as an auditorium, with extended classrooms for music and physical education.



Head Lice

Students who have evidence of head lice will be required to receive treatment prior to their return to the classroom (Policy 6911).

Homework

Homework is assigned daily, and should require 30 to 45 minutes for K-2 students an approximately 90 minutes for 3-5 students. A student's work habits can determine the time needed to complete homework. Refer to WCS Policy 5510 which gives a general philosophy for homework.



Inclement Weather

In case of inclement weather, please listen to local media and WCS Blackboard for delayed openings. A one-hour delay would require the school to open at 8:30 with classes beginning at 9:00. For a two hour delay the school will open at 9:30 with classes beginning at 10:00.

In the event of an early dismissal, the buses will run their routes as usual and the car riders will follow the procedures used daily. Early Dismissals are announced on the media and/or by WCS Blackboard. Please keep your phone number updated.

Insurance

All students have supplemental insurance coverage while they are at school. This coverage only supplements a child's existing insurance program.



Internet Policy

Policy 5452 outlines the use of the Internet by students. Each student must have an Internet Use Agreement before he is allowed to use the Internet. (Policy 5453).



Jump Rope for Heart

This program is coordinated by our PE Instructor and is sponsored by the American Heart Association.



Kitchen

Any use of the kitchen facility must be coordinated with the Cafeteria Manager.



Labels

Write your child's name on all personal items, such as lunch boxes, book bags and clothing/coats. To ensure safety, label the item where the name does not show [clothing tag, inside lid, etc.].

Library

The Library is open to students before and after classes begin for book check-in and check-out. Our media coordinator teaches library skills to all classes each week.



Literacy

This reading program focuses on individuals in grades K-3. It requires Read3D benchmark assessments to measure student growth in increments, and serves to guide instruction based on the data.

Lost and Found

Clothing and other items found on the school grounds will be returned to the student if they are labeled. Things not labeled will be placed in the “Lost and Found” area outside the cafeteria and held until the end of the year. After school ends they will be given to the Salvation Army.

Lunch Numbers

Students are given a lunch number that follows them through all of their school years.

Lunch Schedules

Lunch Schedules begin around 11:00. Please ask your teacher at open house for the lunchtime for your child and join us as often as possible for lunch.

M

Make-up Work

Make-up work in grades K-5 is arranged at the direction of the teacher (Policy 61104).

Media Center

This area houses technology and reading materials. Many advances in technology have made this area a center for reading enhancement.



Medication

Policies 3260 and 4210 explain that prescription or over-the-counter medication may not be given without a signed request from a doctor and parent. All medications must be in their original container.

Message Line

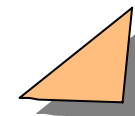
The school principal or designee will send messages using Blackboard announcing activities or giving important messages for parents weekly. The majority of events announced are scheduled for the subsequent or upcoming week.

Money

Please pay any fines or money for pictures, damaged or lost books, etc., promptly to help our school operate smoothly. Unpaid balances will be handled by the principal and or the district.

Mornings

We welcome you to escort your children to their classes and at the same time encourage you to help them become independent by allowing them to enter the building by themselves. You are encouraged to build your child’s independence.



Music

A music specialist teaches music to each student one day each week. The classroom is in the gymnasium.

N

New Students

New students are required to have two proofs of residence, a birth certificate, and the immunization record. If the child has been enrolled at another school, please bring their report card and the address of the school.

O

Office

Office hours are 7:30 a.m. to 4:00 p.m. Our school telephone number is 399-7920, fax number is 399-7895 and school cafeteria is 399-7923.

P

Parent Conferences

If you need to speak to your child's teacher, please stop by or call the office and leave a message for the teacher. If you have not received a response from your child's teacher, please contact the office so we can help establish prompt communication.



Parties

A party is given at the end of each semester in all classes - before winter break and during the last week of school. The parties are planned by the teacher with the support classroom parent volunteers. These parties are not curriculum related. Other celebrations must be curriculum related and presented during recess. An explanation of safe foods from the NC Dept of Health and Human services is available for your review.

PE

A Physical Education teacher provides PE to each student at least one day a week. Make sure that your child wears the proper footwear on his assigned PE day.

Phone Numbers

Office 252-399-7920
Fax 252-399-7895
Cafeteria 252-399-7923

Pictures

Pictures are taken each year. The first is the traditional school picture followed by the class group pictures and spring pictures. Payment information will be announced.

Policies

Wilson County Board Policy manuals are available or on the Wilson County Schools website.



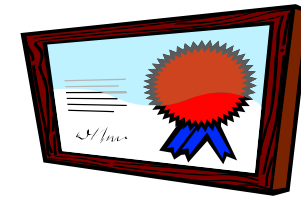
Progress Reports

A mid-nine weeks report goes home to help keep parents and students aware of their progress. Please read these carefully and schedule a conference with your child's teacher if you have any questions or concerns.

Q

Questions

Call us at 252-399-7920 if you have any questions.



R

Renaissance

The Renaissance program rewards student excellence in academic achievement, good behavior and good attendance. The major goal of the Renaissance program is to increase student performance, enthusiasm, and to raise the level of community participation in the schools. The guidelines used are printed on this page. Renaissance is about recognizing students for doing the things that are important and is made available to all students.

Renaissance Celebrations are times when many human and financial resources are needed. Volunteers are always needed to help at our celebrations.

Renaissance Cubs

(To be determined each 9 weeks grading period.)

Attendance:

No more than 6 absences and tardies combined. (Early checkouts are considered tardies.)

Behavior:

- No office or bus behavior referrals. (All)
- No behavior infractions on K-2 report card.

Academics:

- Reading and math on grade level on K-2 report card.
- All A's and B's on 3-5 report card.

**** Student must meet all three requirements.****

Straight "A" Cubs

Grades 3-5: All A's in core classes and all S's in Specials on report card. Same **Attendance** and **Behavior** criteria as "Renaissance Cubs".

Doctor's notes must cover the same requirements as the regular renaissance.

Citizen Cubs

Academics:

Grades K-2: Achieve academic success during report period.

Grades 3-5: Grades at least a "C" on report card. Same **Attendance** and **Behavior** criteria as "Renaissance Cubs".

Climbing Cub

Any student who has **not** been recognized as a Renaissance Cub or a Citizen Cub in a prior grading period is eligible. Students can only earn Climbing Cub once in a school year. Students are eligible after the first grading period if:

Academics:

Final grade has improved from the prior grading period. (Reading & Math grades will be the priority.)

Same **Attendance** and **Behavior** criteria as "Renaissance Cubs."



Report Cards

Report Cards distributed to each student at the end of each 9-week grading period. The dates are provided in the student's calendar, and on the district website.

Ringworm

Ringworm is a contagious skin disorder. Please complete a medical form for the nurse to administer the medication.

Rules

Rules and consequences are explained in the section titled School Rules, Discipline and Dress Codes.



School Store

The school store is operated by the PTO and is open in the mornings.

Stoplight

The stoplight program is a classroom discipline and communication program. See the School Rules page for a more detailed description or plan a conference with your child's teacher.

Student Government Association

See the section titled Student Government Association for details.

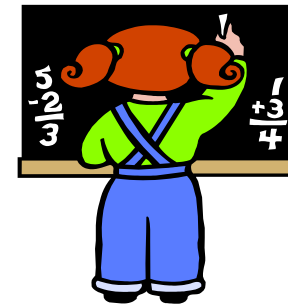


Tardy Cubs

Students who arrive after 7:55 am will not be admitted to class without signing in and getting a note from the office.

Teacher Appreciation

Staff/Teacher Appreciation Day is in May. This is a special time for our staff. But, the best appreciation students can show is by being at school every day and always working to do their very best.



Tornado Drill

A tornado drill procedure is reviewed and practiced annually.



Visitors

Everyone who visits Gardners Elementary must first check in at the office and pick up a visitor pass or sticker before continuing to the classroom or any other area.

Volunteers

The school is always looking for volunteers. Please contact the front office to find out about our volunteer tracker program. It is a great way to get involved and volunteer at the school.

W

Website

Our Website is very user friendly. Go to www.wilsonschooolsnc.net and click school, then Gardners. This sight provides easy access to your child's teacher.

Work Days

These are scheduled days for teachers to plan instruction and provide time for professional development.

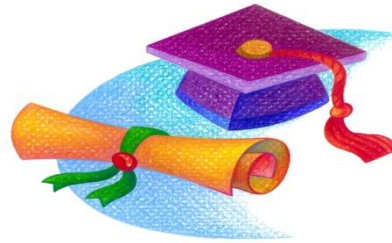
X/Y/Z

Yearbook

Each year we publish a yearbook to celebrate the events of the year. Please watch for the announcement for yearbook sales. Address questions about yearbooks to the media coordinator.



Notes _____



PROFICIENCY STANDARDS FOR PROMOTION

5530.1 Attendance Expectations

Grades	Attendance Days/Year
1-5	85% (153 days)

5530.2 Academic Expectations K-2

Grade	Reading	Math	Writing
K	D	80%	80%
1	J	80%	80%
2	N	80%	80%

**Students will need to read and comprehend on the instructional level.

5530.3 Academic Expectations-3rd, 4th, 5th

Grade	EOG Math	EOG Reading
3	Level III	Level III
4	Level III	Level III
5	Level III	Level III

Grade	EOG Science
5	Level III

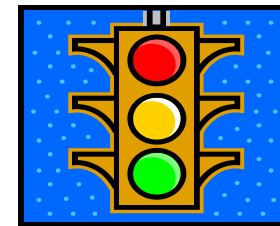
Grade	Teacher Grades	Attendance
3	60+ Reading, Math, Social Studies, Science	85%
4	60+ Reading, Math,	85%

Social Studies, Science

5 60+ Reading, Math, 85%
 Social Studies, Science

Note: Achievement Levels for Grades 3, 4 and 5 range from a minimum proficiency Level 3 to Superior Command at Level 5.

See the Proficiency Standards for grades 3, 4 and 5 as outlined at the NC Department of Public Instruction website.



Stoplight Behavior Monitoring

When the opportunity arises to teach character and conduct, staff members use our Stoplight Program. When a stoplight remains on **Green**, the child is following directions and monitoring his/her behavior. When they choose to misbehave, then their stoplight is turned to **Yellow** as a caution. If their behavior does not improve, the stoplight is turned to **Red**. At each light change the teacher uses consequences such as time out at lunch or during special activities. Occasionally a child's decision is so disruptive that the stoplight goes immediately to Red. At both Yellow and Red, students take notes home to their parents and are required to return them with their parent's signature. The goal is to effectively communicate and help our students learn to make the best choices consistently.

WCS POLICIES



Student Dress and Appearance P6401

The Wilson County Board of Education respects a student's right to choose his or her style of dress or appearance. However, students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. If a student's dress or lack of cleanliness is such that it constitutes a threat to health or safety, the principal or principal's designee may require the student and student's parent or guardian to take appropriate action to remedy the situation. In addition, if a student's dress or appearance is so unusual, inappropriate or lacking in cleanliness that it clearly disrupts class or learning activities, the student may be required to change his or her dress or appearance.

Student violations of this policy shall be handled by the principal or principal's designee. Violation of this policy shall be a Category One violation of Policy 6400 and the penalty shall be the same as any other Category One violation.

Principals will maintain guidelines to assist students in determining appropriate dress and

appearance for school, copies of which will be made available to parents and students. Items listed below shall be included in all school guidelines and shall apply to all students. Accommodations will be made by the school principal or principal's designee for those students who, because of a sincerely held religious belief, cultural heritage or medical reason, request a waiver of a particular guideline for dress or appearance. The superintendent shall establish appropriate procedures and regulations for requests and disposition of waiver requests. Accommodations shall be made by the principal to accommodate students involved in special duties, vocational classes and projects, special events or other activities that would allow for nonconforming dress on a school campus.

- Clothing must be age appropriate, not disruptive to the teaching-learning process and cannot be provocative, indecent, vulgar or obscene.
- Hats, sweatbands, bandannas or sunglasses will not be worn inside the school buildings.
- Shorts must be of adequate length to reach the ends of one's fingertips when the student is standing and the arms are by one's sides.
- Skirts and dresses must be no higher than three (3) inches above the top of the knee.
- Clothing will not be allowed which promotes alcoholic beverages, tobacco or the use of controlled substances, depicts violence, profanity, vulgarity or obscenity, is of a sexual nature or is of a disruptive nature.

- Shirts and blouses must cover the waist and midriff and go past the waistline. Tank tops or spaghetti-strap tops may not be worn as an outer garment.
- [Footwear](#) is required. [Bedroom shoes are not allowed. Students in laboratory or shop environments must wear closed-toe shoes. Students in physical education classes must wear athletic shoes.](#) Shoes that have laces must be laced and tied.
- Clothing is not to be sheer or mesh and cannot have excessive holes.
- Undergarments are not to be visible.
- Clothing must be worn appropriately (nothing inside-out or backwards, no rolled-up pant legs or unfastened bibbed overalls, no sagging pants, belts must be buckled and worn at the waistline, etc.).
- Clothing will not be allowed that is intentionally shredded or torn.
- Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants is not allowed.
- Clothing articles commonly recognized as being related to a group or gang which provoke others to act violently or be intimidated by fear of violence shall not be worn on the campus or at any school activity. (revised 06/17/13).

NOTE: Students are required to wear shirts inside their pants with their pants at their waist.



Student Government Association

MISSION

The mission of the Student Government Association is to lead service projects which support the mission of the school, promote school spirit and citizenship at Gardner School.

MEMBERSHIP

The membership consists of officers and representatives.

The President – A fifth grader who presides at all meetings, represents the Student Government Association at leadership team meetings and communicates with the staff advisors (usually involving the counselor) to plan activities and meetings.

The Vice President – A fourth grader who performs presidential duties in the absence of the president and assists the president in providing leadership to the SGA.

When needed, the Vice President meets with the staff advisors to help plan activities and meetings.

The Secretary – A fourth or fifth grader who keeps records at all SGA meetings and writes correspondence on behalf of the SGA. The secretary meets with the staff advisor to help maintain accurate records for the meeting minutes, school store reports, etc.

The Assistant Secretary – A third grader who performs the duties of the Secretary in his/her absences and assists in taking minutes, and keeping time for the agenda items during meetings.

The Class Representatives and Alternates - The students are to communicate between their homeroom classes and the SGA. When directed they perform duties as directed by the officers for the School Store, The Flag patrol and other SGA responsibilities.

ELECTION OF MEMBERS

Students may campaign for offices if they meet the following requirements:

The students must have the endorsements from their teachers and parents regarding good character, good grades and good attendance. The endorsements should come from the previous teachers. The Consent Form to run for an SGA Position has signatures for two teachers and the parents. There is also a checklist so the student and his/her parent can decide what office is best suited for the student's strengths.

After the candidates have been approved by the School Leadership Team, the students will have one week to campaign using posters, homemade buttons, etc. A campaign speech will be reviewed and rehearsed with the advisors before it is given during the school assembly for president, vice president, secretary, and assistant secretary.

The classroom teacher will allow time for class representatives to give their speech to the class and the class to vote for their representative.

Potential officers may not campaign for more than one office.

The time line for campaigning and elections is a three-week process:

- 1) The first week SGA elections are announced to the third, fourth and fifth graders. Students must have teachers and parents sign that they are aware of the policy for SGA eligibility on the consent form.
- 2) The second week students campaign and give speeches to an assembly of the third through fifth graders (tentatively on Friday afternoon). The election is held in homeroom classes immediately following the speeches.
- 3) The third week the SGA Officers are announced. Students campaign for classroom representatives and each homeroom votes for their representative and their alternate.

REVIEWS

At the end of each nine weeks eligibility is checked for each SGA member. Students who do not continue to meet the criteria are placed on probation. Students on probation are allowed to attend meetings, but not participate in activities or morning duties such as morning announcements or school store. A letter is sent home requiring the signatures of both the student and his or her parents.

If a student does not meet the eligibility criteria for two nine weeks in a row, he or she is replaced by the qualifying student who finished next in the elections. A letter is sent home with the student requiring signatures of both the student and parents.

ELIGIBILITY

In order for a student to continue in good standing as an SGA member, they must have the following:

- Grades of A, B, or C
- No unexcused absences
- No office referrals for behavior
- No N's in

Wilson County Schools

Due Process Procedures for Disciplinary Action

Statement of Purpose - Policy 6500

The Board of education of the Wilson County Public School assumes its responsibility to assure every student's right to an equal educational opportunity. The Board further assumes its responsibility to assure an atmosphere conducive to learning and the expression of individual responsibility while protecting the individual rights of all students in accordance with standards of due process required by law and accepted standards of fairness. These procedures provide, in instances of serious misconduct timely written notice adequately stating the charge against the student and containing facts sufficiently participant to describe the nature of the offences and an opportunity for a hearing.

These procedures govern disciplinary matters requiring the attention of the principal or his administrative aides. Suspension or dismissal is an extreme measure and in every instance the principal should utilize every resource reasonably at his disposal in an effort to effect another solution. Conferences with the parents should be a preliminary step in instances of serious misconduct. If the penalty is less severe (e.g. detention or the like), no formal procedure is required.

This procedure is not designed to deal with ordinary classroom discipline. The law requires that all teachers "maintain good order and discipline" and the Board joins with parents and students in supporting every reasonable effort of teachers to meet this obligation. Legal Reference: G.S.115C-47, -288, -307, -391 Adopted: August 4, 1995

Summary Suspension - Policy 6501

If the principal is informed of or witnesses any serious misconduct and thinks that immediate removal of the student is necessary to restore order or to protect school property or persons or the school grounds, he may suspend the student immediately for not more than three school days. In such cases the principal is not required to conduct an investigation before the suspension. If the principal decides to conduct an investigation and the findings warrant further disciplinary action, the total suspension time shall not exceed ten school days, unless the procedures for long-term suspension are implemented.

Once a principal has decided to invoke a summary suspension, he shall follow Board Policy 6503 for sending a

student home during the school day and Board Policy 6504 for notifying parents. A student suspended under this provision shall be provided an opportunity to take any grading period exam missed during the suspension period. Students will be required to make up work for credit.

Should the results of the principal's investigation convince the principal that the student suspended is not guilty of the misconduct in question, the student shall have the right to make up work missed and to receive credit for such work.

Legal Reference: G.S.115C-47, -288, -390, 391 Adopted: August 4, 1995

Short-Term Suspension - Policy 6505

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to ten school days.

Before invoking a short-term suspension, the principal shall investigate any instance of alleged misconduct. The student involved shall be informed of the nature of the allegations and is required to respond truthfully and completely. The student should be encouraged to raise any defense felt to be available. The principal will endeavor to question witnesses requested by the student. If the student reasonably claims the need for time to present evidence favorable to him, the principal should grant a reasonable postponement of the disciplinary action.

Once a principal has decided to invoke a short-term suspension, he shall follow Board Policy 6503 for sending a student home during the school day and Board policy 6504 for notifying parents. A student suspended under this provision shall be provided an opportunity to take any grading period exam missed during the suspension period. Students also will be required to make up work for credit.

The removal of a student from class by the classroom teacher, principal, or other authorized school personnel for the remainder of the subject period or school day and/or changing his location to another room or place on the school premises shall not be considered a short-term suspension and shall not come under the rules and procedures set forth above. Legal Reference: G.S.115C-47, -288, -307, -390, -391 Adopted: August 4, 1995.

Sending Home During Day - Policy 6503

When a student is suspended during the school day, the principal shall attempt to reach the student's parents to inform them of the school's action and to request that they come to the school or make arrangements for the student to leave the school. If the parents are available to receive the student but cannot make arrangements, the school shall provide transportation for the student. If the principal cannot reach the parents, the student must remain on school property until the close of the school day.

Notwithstanding the above requirements, the principal may request the assistance of law enforcement personnel and/or order a student to leave the school premises immediately when it is not reasonably feasible to keep the student on school grounds and restore or maintain order, or if the removal of the student is necessary to protect school property or people on the school grounds. Legal Reference: G.S.115C-47, -288 Adopted: August 4, 1995

Notice to Parents - Policy 6504

When a student is suspended, the principal shall: A) Make every effort to confer with the parent at the time the decision is made to suspend; B) Send with the child a written timely "Notice to Parent" adequately stating the charge against the student and containing facts sufficiently particular to describe the nature of the offense. An additional copy of the "Notice to Parent" also shall be sent to the parent via U.S. mail; C) File a copy of the "Notice to Parent" in the office of the Superintendent; D) Advise the parent of the right to appeal the action of the principal as provided in the Due Process Procedures for Disciplinary Action; E) Make reasonable effort to hold a conference with the parent before or at the time the student returns to school; F) Maintain documents and relevant information received about the misconduct for possible review with the parent. Legal Reference: G.S.115C-4, -276, -288, -391 Adopted: August 4, 1995

Appeals for Sanctions Other Than Long-Term Suspension - Policy 6505

All students who have been sanctioned for violating Board policy and whose sanction is no greater than suspension for ten days may appeal the decision to the Superintendent. The appeal in writing must be received by the Superintendent within three days of the sanction being invoked.

The student may submit in writing any statement or evidence to support his position. The principal shall submit in writing a description of the violation and the basis for the sanction. Unless evidence cannot be fairly presented in this manner, the written documents will constitute the record reviewed by the Superintendent. The Superintendent will make a decision within two school days of receiving the documents. The suspension imposed by the principal need not be postponed pending the outcome of the appeal. Legal Reference: G.S.115C-45, -47, -276, -391 Adopted: August 4, 1995 Revised: June 29, 1999 Revised: January 14, 2002.

Long-Term Suspensions - Policy 6506

A long-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period in excess of ten (10) school days, up to the remainder of the school year.

A child with disabilities recognized by Section 504 of the 1973 Rehabilitation Act, 29 U.S.C. 701 *et seq.*, or the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 *et seq.*, has a right to all procedures established in the law and accompanying federal and state regulations. If the student is identified as a child with disabilities either under the IDEA or Section 504, a determination must be made whether the child's conduct in violating the policy is a manifestation of his/her disability. The student's record and master file will reflect the disability and document the determination as to whether the violation is associated with the disability. If the violation of the policy is due to the disability recognized by the IDEA or section 504, IDEA procedures for changes in placement must be followed prior to initiating suspensions of greater than ten days.

6506.01 Principal's Actions

Following investigation, if the principal determines that a suspension beyond ten days is appropriate, he shall recommend such penalty to the Superintendent, stating the nature of the offense, the substance of the evidence involved, and the length or suspension recommended. A copy of the notice and this policy shall be sent by certified mail by the school system hearing officer to the parent and student, and/or hand-delivered to the parent, who shall sign a receipt indicating such delivery.

In the event the student or parent desires a hearing on the alleged misconduct or penalty, they shall give written notice to the school system hearing officer within 48 hours (or by the next school day, whichever is later) of receipt for the notice from the principal. The procedures described herein do not affect the principal's authority to invoke a short-term suspension or other sanction after his investigation and prior to the long-term suspension.

If a hearing is not requested within the time prescribed above, the school system hearing officer shall promptly notify the Superintendent and request written approval of the recommended long-term suspension. The Superintendent shall provide a prompt written response to the request. Upon receipt of the Superintendent's written approval, the principal may impose a long-term suspension.

6506.02 Hearing Procedures – If a hearing is requested within the time prescribed above, the school system hearing officer shall promptly notify the Superintendent.

The school system hearing officer shall notify the student and parents or guardian of the time and place for the hearing, in

writing, by certified mail, and shall give at least three (3) days notice of the hearing.

The student, his parents, or guardian may be present at the hearing and may be represented by counsel. If the student is represented by counsel, the Superintendent or the hearing officer must be notified of such representation at least two (2) days prior to the hearing. The following rules will govern the conduct of the hearing: 1) The hearing shall be informal and shall be conducted in private. 2) Witnesses should be present only when they are giving information. The hearing may be attended by the hearing officer, the principal and his administrative assistance, the student, his parents, and if desired, his representative, and such other persons as the hearing officer deems necessary. 3) The school system hearing officer may consider the school records of the student as well as the testimony of any witnesses. Formal rules of evidence shall not apply and the hearing officer may rely on evidence that reasonably prudent people would consider in the conduct of serious affairs. 4) In presenting evidence, the principal or other representatives of the school have the burden of proof and shall present first the witnesses and documentary evidence against the student. Next, the student or his representative may present evidence, including any documents and witnesses. 5) Both the principal or school representative and the student or his representative may examine the witnesses presented by the other side. The school system hearing officer has the power to limit questioning by any person, if such questioning is unproductive, unnecessarily lengthy, repetitive, or irrelevant. 6) The school system hearing officer shall provide for making a record of the hearing.

6506.03 Review by the Superintendent – The school system hearing officer will provide the Superintendent a transcript of the hearing and all other records on the case. A final decision must be made by the Superintendent before the end of the student's short-term suspension.

The Superintendent shall promptly inform the school system hearing officer in writing of his decision regarding the long-term suspension. A copy of the Superintendent's decision shall be sent to the principal and the student and parents or guardian. Upon receipt of the Superintendent's written approval, the principal may impose a long-term suspension.

6506.04 Appeal to the Board of Education – The long-term suspension of a student may be appealed to the Board as provided in Policy 6507. Legal References: G.S. 155C-45, -47, -276, -288, -391; 29 U.S.C. 701 *et seq.*, 20n U.S.C. 1400 *et seq.*, Adopted: August 4, 1995 Revised: June 29, 1999

Appeals to the Board of Education – Policy 6507

Any student aggrieved by the final long-term suspension decision of the Superintendent may appeal to the Board of Education in writing within three (3) days of receiving the Superintendent's decision. The Superintendent will inform the Board chairperson of the request for an appeal and arrange in a timely manner a hearing before the Board. The suspension awarded by the Superintendent need not be postponed pending the outcome of the appeal. Such an appeal shall be on the Superintendent's decision and on the record made in the hearing, and new evidence will be admitted only to avoid a substantial threat of unfairness.

The Board of Education must be sure that: (1) the penalty was not excessive, (2) there was sufficient evidence to justify punishment, and (3) the proper procedures were followed. The Board or panel of the Board generally will uphold the decision if there was a reasonable basis for the sanction. An adverse decision by the Wilson County Board of Education may be appealed by the student to a court of law, in certain circumstances, as provided by statute. Legal Reference: G.S. 115C-45, -47, -276, -391 Adopted: August 4, 1995 Revised: January 14, 2002

Modification of Long-Term Suspensions Alternative Disciplinary Programs - Policy 6508

6508.1 With the exception of students who have violated the weapons policy by possessing, handling, or transmitting on school property a firearm or explosive as described in N.C. Gen. Statute 115C-269.2(b) and (g), a student who has violated the Code of Student Conduct and was appropriately placed on long-term suspension may, at any time after the first ten (10) days of the long-term suspension, appeal the sanction to the principal to seek an alternative disciplinary measure. The student carries the burden of proving to the principal that he is no longer a threat to the students or others on campus and that he will follow all school regulations and any other conditions imposed by the principal. If the burden is met, the principal may recommend to the Superintendent to substitute an alternative disciplinary measure available at the school. The Superintendent's approval along with the principal's recommendation and basis for the decision will be made in writing. If the alternative sanction is for a shorter period of time than the long-term suspension, the basis for reducing the time period also must be documented. A copy of the decision will be placed in the student's file, and any modification in the suspension will be noted, together with the reason, in the master file of policy violations. The violation and original sanction will remain in the student's record even if the disciplinary measure is changed.

6508.2 For any student suspended for 365 calendar days in accordance with Policy 6400-3-01 and 6400-3-02 for violation of the weapons policy, the Board, upon recommendation by the Superintendent, may modify the 365-day suspension on a case-by-case basis.

6508.3 A modification made in accordance with this policy may include the provision of educational services in an alternative school setting or by any other means. Legal Reference: G.S. 115C-47, -276, -288, -391 Adopted: August 4, 1995 Revised: June 29, 1999

Expulsion - Policy 6509

Upon recommendation of the principal and Superintendent, the Board may permanently expel a student who is fourteen years of age or older and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. The Board's decision to expel such a student shall be based on clear and convincing evidence, and shall be made in accordance with State Board of Education guidelines defining acts and conduct that are considered a clear threat to the safety of students or employees. Prior to ordering the expulsion of such a student, the Board shall consider whether there is an appropriate alternative program offered by the Board that may provide education services to the student. The Board will provide appropriate special education or related services to a child with special needs who has been expelled pursuant to this policy.

The decision of the Board under this policy is final, subject only to judicial review in accordance with Article 4 of Chapter 150B of the General Statutes.

Any student who has been expelled may request that the Board reconsider its decision at any time after July 1 that is at least six months after the expulsion decision. If the student demonstrates to the Board's satisfaction that his presence in school no longer constitutes a threat to the safety of other students or employees, the Board shall readmit the student and assign him to a school on a date the Board deems appropriate.

Criminal Prosecutions Resulting From Violations of Policy 6400-3-01, 6400-3-02 and 6400-3-04 - Policy 6520

The school shall seek prosecution, under relevant statutes, of any student who is sanctioned by long-term suspension for violating Policy 6400-3-01 (Possession or Use of a Firearm), 6400-3-02 (Explosives) and 6400-3-04 (Bomb Threat).

Parents cannot abdicate responsibility for a child's actions when the parents have in any way encouraged or permitted the

child to violate Policy 6400-3-01, 6400-3-02 and 6400-3-04. When a student has been found to violate this policy, the school may seek prosecution of the parents under all relevant statutes, including N.C.G.S section 14-315, "selling or giving weapons to minors," 14-316, "permitting young children to use dangerous firearms," and 14-316.1, "contributing to the delinquency and neglect by parents and others," if upon the investigation by the school, the principal has reason to believe the parent has encouraged, aided, or acted in such a way as to allow the child to commit the violation.

The school also may seek prosecution of others, including students, who furnished weapons or otherwise encouraged or aided a student in violating Policy 6400-3-01, 6400-3-02 and 6400-3-04. Legal Reference: G.S. 14-69, -269, -315, -316.a; 115C-36, -47, -391 Adopted: August 4, 1995 Revised: June 29, 1999 Revised: December 10, 2001

Investigations - Policy 6600

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

6600-01 Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials and it is reasonable to believe the materials could be found on the student's person or in the student's personal effects, given its size or shape. Reasonable suspicion is not required if a student freely, voluntarily, and knowingly consents to the search.

If a frisk or "pat down" search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex,

with an adult witness present, and only upon the prior approval of the Superintendent or his designee, unless the health or safety of students will be endangered by the delay which might be caused by the following procedures.

6600.2 Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Student lockers may not be used to store illegal, unauthorized or contraband materials. Inspections of lockers may be conducted by school authorities for any reason consistent with Board policies, the Code of Student Conduct, or school rules and regulations, at any time, without notice, without consent, and without a search warrant. A student's personal effects may only be searched pursuant to the guidelines for personal searches, Policy 6600.01.

6600.03 Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Reasonable suspicion may be based upon objects in the interior of the car which are in plain view.

6600-04 Seizure of Illegal Materials

If a properly conducted search yields illegal materials, such findings shall be turned over immediately to proper legal authorities for ultimate disposition. Legal Reference: G.S. 115C-47, -288, -307 Adopted: August 4, 1995

Interrogation - Policy 6601

If the interrogation of a student indicates that the completion of the interrogation should be carried out by a police officer or other legal officer, the principal shall make a reasonable attempt to notify the parents (except in cases of suspected child abuse or neglect by the parent) and give them an opportunity to be present at the time of questioning. Legal Reference: G.S.7A-595; 115C-36, -47, -288 Adopted: August 4, 1995

