

GENERAL INFORMATION

SCHOOL POLICIES CEDAR GROVE ELEMENTARY SCHOOL

School Day: 7:50 a.m.-2:50p.m.

Tardy Bell: 8:05 a.m.

Dismissal:

2:40 p.m. Car / Van Riders

2:50 p.m. Bus Riders

Arrival/Dismissal Procedures

Our school building is open at 7:30 AM for students. All students arriving at this time must report to the Multipurpose room where staff members will be on duty to monitor them until our first bell at 7:50. Parents who wish to walk children into the building must sign in at the main office before proceeding past the office.

Parents who bring their children to school are asked to circle the driveway according to the posted arrows and drop children off/pick up in front of the canopy. **Children who are tardy must be signed in at the front office by the person bringing them to school.** Parents may park in unmarked vacant lots to sign in and check out students from school. Staff will be on duty from 7:30 a.m. until 8:00 a.m., and from 2:40 p.m. until 3:00 p.m. It is not safe to block the entrance or exit of the parking lot during arrival or dismissal. In the event of rain or severe weather students will be dismissed from the Multipurpose room for safety reasons. Students should not be on campus before 7:30 a.m. or after 3:00 p.m. unless they are being directly supervised by a school employee. We appreciate your cooperation in making this process go so smoothly.



[Top of Page](#)

CHECKING IN AND OUT

CHECKING IN

The tardy bell rings at 8:05a.m. All children should be in place at that time. Children arriving after 8:05 will be recorded as tardy. If your child arrives before 8:05, he or she may go directly to the classroom without coming into the office to sign in. Children arriving after 8:05 a.m. must be signed in at the front office by a parent/guardian.

All parents must check in at the Main Office and receive a visitor's pass before going to the classroom or walking students to class.

CHECKING OUT

All children must be checked out from the main office when leaving before the official dismissal times. **Under no circumstances should anyone go to a classroom, bus, school grounds or stand in the lobby to get a child unless authorized to do so by the office.** All staff members have been instructed not to release a child until notified by the office.

Parents who do not wish to wait in the car line must check out their child in the office **prior to 2:30. Students cannot be checked out after 2:30 PM unless it is an emergency.**

Children will be released only to parents or identified guardians. Individuals checking out children other than their own must be on the emergency contact list to have authorization to do so.

In cases involving court ordered custody agreements, the child will only be released to the named parent. It is very important that the school gets a copy of the custody papers **IF** the terms affect release of the child to specific individuals. We must also be notified to check the child out. In the absence of a court order restricting the rights of a parent, a child will be released to either of his/her parents upon signing the checkout sheet.



[Top of Page](#)

PERFECT ATTENDANCE

A student may be awarded a Nash/Rocky Mount Perfect Attendance Certificate if he/she has been in attendance at school each of 180 days of the school year. A student is to be considered in attendance for the day if he/she is present at school for at least one-half of the scheduled school day. The scheduled day is whatever length of time school is in session for the particular day and may vary from day to day throughout the year.



[Top of Page](#)

DISCIPLINE

Discipline is of the utmost importance to gaining a sound education and developing self-control, character, orderliness, and efficiency. Through **Positive Behavior Support** students will be taught correct discipline techniques to help develop their character and decision making skills. PBS will also be used to teach students the proper way of handling conflicts, peer pressure, proper attitude expectations, and self-restraint which will make the student a better person, and make the school an effective place for learning.

Misconduct of a serious nature that results or might result in a substantial disruption of the normal school day and the learning process may result in suspension for at least three days but not longer than ten. Parents will be informed of student infractions via disciplinary forms and phone calls from the office. Students may also be required to return with a parent for conference if their behavior is a constant disruption to the learning process.



[Top of Page](#)

INSTRUCTION

Students will be taught the curriculum as mandated by the State Board of Education and the Nash Rocky Mount Public Schools. Students will be given every opportunity to learn in order to receive the proper skills to do well on the NC End of Grade test and other assessments as required. Enhancements such as Art, music, physical education, media, computers, and guidance services will be provided for all students. TAG will be provided for identified students. We also participate in the DARE program in partnership with our law enforcement agencies.



[Top of Page](#)

PERSONAL BELONGINGS

Items such as: toys, games, CD players, MP3/IPODS, cell phones, electronic games and other devices, are prohibited from school unless a teacher requests in writing these items are needed. Playing with toys and other electronic devices in class will result in items being confiscated and returned only to parents. Lost or stolen prohibited items brought to school take valuable time to investigate and to determine what belongs to whom and who took it. For these reasons personal belongings of this nature are not allowed on campus.

Personal items such as bookbags, pencils, notebooks, etc. are sometimes misplaced, lost or stolen during school hours. Nash/Rocky Mount Board of Education does not carry insurance on these missing items or in no way can be responsible for any missing items.

Students occasionally leave personal belongings on the playground, in the cafeteria, in the multipurpose room, etc. and the owner cannot be determined; therefore, a "lost and found" area is located in the front office. Parents may wish to write their child's name on book bags, notebooks, coats and sweaters, etc., with ink or in permanent marker to safeguard them from being misplaced. These items will not be kept longer than one month because of limited space. If lost items are not claimed after one month they will be donated.



[Top of Page](#)

CONFERENCES

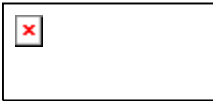
Teachers are available for conferences from 3:00 p.m. until 3:30 p.m. Monday, Tuesdays, and Thursdays. They are also available during planning periods at a mutually agreed upon time. Conferences may be scheduled by writing the teacher a note, setting up a conference at open house or by phoning the school for an appointment. There will be times when a teacher, principal, or other designee may request a conference with parents.

[Top of Page](#)

PARTIES, REFRESHMENTS AND SNACKS

Parents who wish to send cupcakes or birthday cakes for students who have birthdays during the school year may do so **with prior approval from the teacher.** Birthday cakes or birthday cupcakes should be served at the **end of the day, 2:25 - 2:45**, and should not interfere with the instructional day. These items must be store bought (home cooked meals are not recommended).

Teachers may send notes home about healthy snacks during a morning break. No candy or gum should be sent for snacks. Fruits, raw vegetables, and non-carbonated beverages are appropriate snacks.



[Top of Page](#)

STUDENT INFORMATION AND EMERGENCY FORM

A student information and emergency card will be on file for every student with a current listing of emergency numbers to be called in case parents or other responsible adults need to be contacted. Fill out this card (front and back) and return it to school immediately. If your address and telephone number changes during the school year, please provide the teacher with the new address and telephone number. This information will be maintained in NCWISE information system.

[Top of Page](#)

ACCIDENTS AND SCHOOL INSURANCE

All accidents occurring at school or on a school bus should be reported to the student's teacher or the principal. School insurance is available to all students. Information will be sent home the first day of school regarding insurance coverage provided by the school system and also regarding additional coverage. If additional coverage is purchased, parents should mail the premium directly to the insurance company.

[Top of Page](#)

STUDENT ILLNESS AND FIRST AID

Students who are sick should remain at home if they don't feel well enough to attend school or if they have a communicable disease. If a child becomes sick at school, the parents will be notified.

Students who are injured at school will be given first aid treatment for minor cuts, scratches, and bruises. If an injury is serious and requires more than simple first aid, the student's parents will be notified. In critical and life threatening situations, the rescue squad will be called without delay.

[Top of Page](#)

EMERGENCY DRILLS

Fire drills, Tornado drills, and Lock-down drills are held regularly throughout the school year so that students will know what to do in case of a real emergency.



[Top of Page](#)

VOLUNTEER PROGRAMS

Volunteers from the local community are welcomed at Cedar Grove Elementary to help enrich the lives of our students. Parents or patrons who wish to volunteer an hour a day (more or less) should contact the school or the volunteer coordinator. Volunteer hours are recorded on our IDENT-A KID system and at the end of the school year all volunteers will be recognized during our awards ceremony. We urge our stakeholders to help enrich the lives of our students by volunteering whenever possible.

[Top of Page](#)

DENTAL HEALTH

Good dental health habits are stressed throughout the year by encouraging students to eat sugar free snacks, to brush and to floss. Parents are asked to reinforce good dental health lessons taught at school. Our School is a proud participant of the State's Fluoride Mouth Rinse Program.



[Top of Page](#)

SCHOOL PICTURES

Individual school pictures will be taken during the Fall of each year. Group and individual portraits will be taken in the Spring. Details regarding scheduled picture days for the Fall and Spring will be provided via the Connect Ed phone system and flyers posted throughout the school.



[Top of Page](#)

LUNCH AND BREAKFAST PROCEDURES

Breakfast and lunch are served daily in the school cafeteria. Money will be taken up on the line at the cafeteria for all K-5 students. If preferred, weekly payments may be sent on Mondays. All students are invited to participate in the daily breakfast program. The cafeteria is open from 7:45 until 8:10 daily. Forms for free and reduced meals will be sent home with students on the first day of school. Return these completed forms the next day or as soon as possible. Applications must be processed within 10 days. Students who are not eligible for free meals are responsible for bringing their money for meals. **Teachers or assistants will call parents if a child forgets his/her lunch money.** Teachers and assistants are prohibited from warming up food in the microwave for students during lunch.

[Top of Page](#)

PARENT TEACHER ASSOCIATION (PTO)

Cedar Grove Elementary School PTO is an active association. Parents are strongly encouraged to become involved in the PTO. The PTO plays a pivotal role in linking the home-school-community gap. Meeting dates and programs will be announced.

How do you join Cedar Grove Elementary School's PTO? Parents may join the association at any PTO meeting or they may contact the school during regular business hours.

BOOKS AND MATERIALS

Textbooks, library books, and school materials are loaned to students for their use during the school year and are to be kept clean and handled carefully. The student's name, the teacher's initials, and the year used must be written on the inside cover of all textbooks in case the book is misplaced. The student's parents will be required to pay for lost, stolen, or damaged books and school materials.

Lost Books

1st Year 100%
2nd Year 100%
3rd Year 50%
4th Year 50%
5th Year 25%

Books Returned In Unusable Condition

1st Year 100%
2nd Year 100%
3rd Year 50%
4th Year 50%
5th Year 25%

Minimum damage fee charge \$.50 per book.

[Top of Page](#)

STUDENT APPEARANCE/UNIFORM POLICY

Students are expected to adhere to the uniform dress code policy and the standards of dress and appearance that are compatible with an effective learning environment. School uniforms are to be worn at all times. **Our shirt colors are Red, White and Navy blue. Our pant colors are Khaki, Black, and Navy blue.** Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. A Violation of the uniform policy will result in a verbal warning with a phone call the first time, a written warning for a parent conference the second time and a suspension for a third or continued violations.

[Top of Page](#)

STUDENT TRANSFER

The student's teacher or the principal should be informed in writing, by telephone or in person at least five (5) days before the child is to transfer to another school. This will give the teacher time to update the student's records and arrange for them to be sent to the child's new school. All textbooks, library books, and school materials should be returned to school before the child transfers to another school.

[Top of Page](#)

SCHOOL CLOSINGS FOR BAD WEATHER

If the Superintendent makes the decision to close school for bad weather after consulting with persons from the weather bureau or highway commission, an announcement will be made on the following radio and television stations regarding the closing of Nash/Rocky Mount Public Schools. Our telephone lines should be kept open in order for us to receive information and allow students to make emergency calls. We will use the Connect-Ed system to notify parents of any school closings and delays.

Radio

WPTF WCEC
WKIX WRMT

Television

WRAL..... Channel 5
WNCT..... Channel 9
WTVD..... Channel 11

[Top of Page](#)

VISITORS

All visitors **MUST** report to the main office upon arrival on campus. **All visitors are asked to stop by the office upon arriving at school to sign in and receive a visitor's badge for safety reasons.** Parents are always encouraged to visit classrooms, eat in the cafeteria, or attend assemblies, **but are expected to check-in through the office.**

[Top of Page](#)

ENROLLMENT REQUIREMENTS

Kindergarten students must be five (5) years old on or before October 16 before enrolling in school. First grade students must be six (6) on or before October 16 before enrolling in school for the first time. Birthdates must be validated with a certified birth certificate. Immunization against diphtheria, tetanus, whooping cough, polio, measles, and rubella are required. A health information sheet must be filled out by the parent when the child is registered. A physical examination by a physician is required prior to initial entry into the Nash/Rocky Mount School System and should be recorded on the health form. This form will be provided by the school.

[Top of Page](#)

ATTENDANCE POLICY

Good attendance is essential to the academic success of students and promotes habits essential to success as productive workers and citizens. North Carolina law requires a child enrolled in school attend school regularly. Parents, guardians, and custodians are legally responsible for the school attendance of their children. When a child is absent from school, he or she is required to bring a written excuse from home upon returning to school. The note should state the date(s) absent and the reason(s) for the absence. Schools have the responsibility of determining whether or not the absences are excusable according to the law.

Parents will be contacted when a child has 3 consecutive absences, 3 accumulated unexcused absences, or 6 accumulated absences.

Children with 5 consecutive absences or 10 accumulated absences may be required to provide doctor's verification of illness for any additional absences to be considered excused. A Report of Unlawful Absences may be filed if the child continues to accumulate unexcused absences.

PROCEDURES FOR K-5 ATTENDANCE

1. A student absent from school shall on his/her return to school furnish a written excuse from the parent, guardian, or doctor stating the dates and reasons for absences.
2. After five consecutive or ten accumulated absences, the principal may require a written doctor's excuse for any additional absences.
3. A written excuse shall be submitted to the principal upon return to school.
4. Absences in excess of thirty days constitute a valid reason for retention.
5. A student shall be considered tardy if he/she has not reported to his/her classroom by the starting time of school.

Notwithstanding any of the foregoing guidelines, the Nash-Rocky Mount School policy concerning attendance shall incorporate, comply and cooperate with all laws, regulations and policies included in the Student Attendance and Student Accounting Manual of the Department of Public Instruction.

The following shall constitute valid excuses for the temporary nonattendance of a child at school, provided satisfactory evidence of the excuse is provided to the appropriate school official:

1. Illness or injury
2. Quarantine
3. Death in the immediate family (includes, but is not necessarily limited to grandparents, parents, brothers and sisters)
4. Medical or dental appointments
5. Court or administrative proceedings
6. Religious observances (not to exceed five days)
7. Educational opportunity

No student shall be excused for outside activities such as music or dance lessons because of the required minimum length of the school day. If a student is absent for any reason, a written statement from a parent or guardian or other acceptable documentation of such absence shall be submitted to the principal or designee upon return to school. The absence may be excused and the student permitted to make up all grade work missed. Class work missed shall be due on the day that the student returns to class, unless additional time is granted by the teacher. The student will receive a failing grade for any work not made up. Though assignments missed can often be made up, much is lost when a student misses class. To be considered in attendance, a student must be present in the school for at least one-half day or at a place other than the school with the approval of the appropriate school official to attend an authorized school activity. (One-half of the regular day equals three hours of instructional time). Children who are in attendance for the instructional day, but who are checked in late or checked out early will be recorded as tardy.



[Top of Page](#)

FIGHTING / ASSAULT

No student shall intentionally hit, shove, scratch, bite, block the passage of or throw objects at a student or other person. No student shall take any action or make any comments or written messages intended to cause others to fight or which might be reasonably be expected to result in a fight. Students may receive short or long-term suspension for fighting.

ASSAULT

No student shall cause or attempt to cause serious injury to another student or any other person or intentionally behave in such a manner, as could reasonable cause serious injury to any such person. This behavior may result in a suspension from school for up to 10 days.

If the violation involves two or more students assaulting or attacking or causing or attempting to cause injury to another student or other person or behaving in such a way as could reasonably cause injury to another student or other person, the violation shall result in a 10 day suspension.

ASSAULT OF A SCHOOL EMPLOYEE

No student shall assault or attempt to cause physical injury to any school employee or behave in such a manner as could reasonably cause physical injury to any such person.

ASSAULT INVOLVING A WEAPON

Any violation of this policy which involves the use of a weapon or other foreign object that could reasonably be considered a weapon shall result in a 10 day suspension with a charge and a recommendation to the superintendent for long term suspension.

NRMPS MEDICATION POLICY

Any medication (prescription or over-the-counter) at school must have written permission on file in the office. For supervised medication(staff to give), parent/guardian and doctor must complete medication permission form. For self-administered medication(student gives to him/herself), parent/guardian must complete medication permission form. Both forms must be submitted to the nurse/first responder and a copy kept in the student individual health record (IHR) and Emergency Action Plan Book (EAP).

NO STAFF MEMBER CAN GIVE ANY MEDICATION TO ANY STUDENT WITHOUT WRITTEN PERMISSION FROM PARENT/GUARDIAN.

****No aspirin for children ages 18 and under. Use of Tylenol or Ibuprofen recommended.***



SCHOOL BUS TRANSPORTATION

School transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall observe the directives of the school bus driver. An assault on a school bus driver, school bus monitor or school employee boarding or riding a school bus is a Class 1 misdemeanor.

The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation services.

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity or refusing to obey the driver's instructions.
3. Tampering with or willfully damaging the school vehicle.
4. Possessing or using unauthorized drugs or intoxicating beverages on a school vehicle as outlined in Board policy.
5. Getting off at an unauthorized stop.
6. Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation.
7. Failing to observe established safety rules and regulations.
8. Willfully trespassing upon a school bus.
9. Violating any other rule of the Code of Conduct while on the school bus or other school vehicle.
10. Students are assigned to one bus only. Any changes in rider-ship must be cleared with transportation first.



[Top of Page](#)

THEFT OR DAMAGE

No student shall steal or attempt to steal or knowingly be in possession of stolen property or intentionally damage or attempt to damage any school property or private property while under school jurisdiction, doing so will result in a suspension.



[Top of Page](#)

TRESPASSING

No student shall be on the campus of another school in the Nash/Rocky Mount School Administrative Unit during the school day without the knowledge and consent of the officials of the school he/she is visiting.

Any students who loiters at any school after the close of the school day without specific need nor supervision will be considered trespassers and may be prosecuted, if he/she does not leave when instructed to do so.

Any student who has been suspended from school shall be considered trespassing if he/she appears on school property during the suspension period without the express permission of the principal.

[Top of Page](#)

WEAPONS / DANGEROUS INSTRUMENTS

No student shall knowingly possess, handle or transmit any knife, razor, razor blades, ice pick, explosive, loaded cane, sword cane, machete, pistol, rifle, shotgun, pellet gun, metal knuckles, handgun, facsimile of a gun, incendiary device or other object that can reasonably be considered a weapon or dangerous instrument on any school property or at any school activity, except as otherwise allowed by law.

The first violation of this policy will result in a 10 day suspension and a charge; the second violation shall result in a suspension with a recommendation to the superintendent for long-term suspension.



[Top of Page](#)

FIELD TRIPS

Field trips will be handled on a grade-level basis. All trips will be taken to enhance the Curriculum and North Carolina Standard Course of Study. Students who are participating in field trips must have a signed permission note by parents or legal guardian(s) in order to participate in the trip and/or activities.



[Top of Page](#)

STUDENT ACCOUNTABILITY FOR ACADEMIC ACHIEVEMENT

(Formerly Promotion and Retention-IHE)

Student Progress and specific needs will be considered on an individual basis, including the possibility of waivers for exceptional and LEP students. Absences in excess of thirty days (K-5) shall constitute a valid reason for retention

Students in grades K-2 shall be placed by the principal at the grade level for which each individual child is best adjusted academically, socially, emotionally, chronologically, and physically. The educational program shall provide for continuous progress with expectations of at least one year's growth for each year of instruction. Students are expected to be able to perform at or above grade level in reading, math, Science, Social Studies, and writing, as measured by a district-wide formal assessment process, in order to be promoted to the next grade.

K-2 students shall not be retained more than once without testing to determine if there are special needs.

Students in grades 3-5 will take math and reading End-of Grade (EOG) tests each spring. The tests will be scored on achievement levels of I, II, III, and IV, with III and IV indicating student proficiency. Students who score Level III or above on both reading and math tests and meet local standards will be promoted unless determined otherwise by the principal. Students who score below grade level on the reading or math test will take a second EOG test prior to the end of the regular school term.

Students scoring below Level III on EOG tests after the second test administration **WILL BE RETAINED**. At this point, students with disabilities (EC) or students with limited English proficiency (LEP) may receive a waiver from the EOG test standard policy. Students may choose to take the EOG test a third time when the tests are administered in conjunction with the NRMS summer school program. Students will not be required to attend the summer school program to participate in the third administration of the EOG test. Students not enrolled in the program must register to take the test(s) with the Accountability Department a minimum of one week prior the to scheduled test administration. Students may:

- (a) Attend the summer school program at no charge, or
- (b) Choose another form of educational assistance at their expense, or
- (c) Choose not to participate in any form of educational assistance

Students who score below grade level on the third administration of the EOG test(s) **WILL BE RETAINED** with the following exceptions:

- (a) Students may not be retained more than once in grades 3-5 without testing to determine if there are special needs.
- (b) Students identified as children with disabilities and students of Limited English Proficiency (LEP) may receive waivers.

The writing test for grades 4 and 7 shall be used to determine proficiency of students in writing skills. If students have not scored at level III or above on the grade 4 or 7 grade writing test, the school must provide intervention to develop writing skills. The principal and teacher(s) will use locally developed or pre-released writing samples during grade 5 to determine if students have made adequate progress be promoted to grade 6.

In reaching a decision on promotion/retention, the principal shall consider the academic progress of students based on the state testing proficiency standards, local teacher standards(grades), and attendance. The principal is charged with the responsibility of making the final decision regarding retention (non-promotion).

Intervention

At the beginning of the school year, pre-testing and scores from the previous school year will be used to identify students who may need assistance in meeting the test standards. The major focus of the policy is to provide intervention opportunities for these students during the regular school year.

Review Process

The parent of a student who fails to meet the test standards after the third administration may appeal to have the EOG test standard waived. A District Level Review Committee (DRC) will evaluate the student's test data and portfolio of his academic work to determine if the student is performing at grade level. The DRC will provide its findings to the student's principal who will make the final promotion/retention decision.

Local Standards and Procedures

Successful student achievement depends on parental involvement. For successful involvement of parents and guardians, knowledge of school expectations is essential.

By the end of the first month, the parent or guardian of each student must meet with his/her student's teachers in the core academic areas to receive a curriculum overview about the courses, course requirements, and expectations for the year.

Parents/guardians, students and teachers must sign at the time of the visit a student accountability agreement acknowledging receipt of the information and agreeing to be a partner ensuring the success of their student in school. Failure to sign the agreement by the end of the first school month may result in sanctions at the discretion of the principal, which may include being excluded from participation in extra-curricular activities or being ineligible to receive a report card.

Parents of new students entering during the school year must complete this process before the child begins classes. Students in grades 3-5 who have been retained will receive differentiated instruction during the following school year. Students at risk of failing shall be provided intervention opportunities during the school year.

Students with Disabilities

The principal and IEP team shall review the work of each exceptional student who does not meet the test standard for promotion but made progress on IEP goals. The purpose for the review is to determine if a waiver request is appropriate based on evidence that the student is making satisfactory progress towards achieving grade level proficiency.

Parents who disagree with the decision of the principal and IEP team may appeal to a central committee. This committee will be composed of teachers, principals, special education personnel, and a central office representative and will report to the superintendent or his designee. The review will be judged based on documentation that the student is making satisfactory progress towards achieving grade level proficiency and meeting IEP goals.

Students With Limited English Proficiency

All Language minority students must be assessed using the State-designated English language proficiency test (IPT) at initial enrollment and annually thereafter, as long as their IPT scores indicate that they are limited English proficient (LEP). In accordance with North Carolina law, for funding and accountability, only students who score below Superior on the IPT tests can be identified as limited English proficient.

For Gateways 1, 2, and 3:

If a student scores below ADVANCE, in the IPT reading or writing, the student may be eligible for a waiver for the test standards for promotion through no more than two consecutive gateways. A local teacher or administrator or the student's parent or legal guardian must request the waiver. The person making the request for a waiver must submit evidence of student work to the school ESL committee to determine if the student's English language proficiency is the cause of a student's inability to perform at grade level on the required tests and documentation indicates that the student is making adequate progress in all academic areas to be promoted to the next grade level.