

William T. Brown Elementary

TODAY IS A GREAT DAY!

Student/Parent Handbook

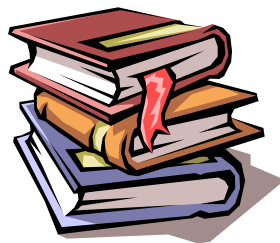
2011-2012

Our Mission

at

William T. Brown Elementary

is to create excitement
for learning and
empower all children to
achieve their full potential.



WILLIAM T. BROWN ELEMENTARY SCHOOL PHILOSOPHY

Our goal as educators of young children at William T. Brown Elementary School is to provide a variety of meaningful learning experiences that will contribute to the social, emotional, physical and intellectual development of our students. Our responsibility is to help them become well-adjusted, contributing members of an ever-changing society.

In order to help achieve the academic success necessary to function in a free and independent society, we will implement the skills outlined in the North Carolina Standard Course of Study through the use of the Basic Education Plan established by the State of North Carolina.

To provide a safe and orderly environment, which is conducive to learning, we believe that students must be made aware of expectations and held responsible for socially acceptable behavior and cooperative attitude toward all facets of school life.

Our number one priority is to attain maximum student growth. To do so, we believe in a four-way commitment on the part of the school, the child, the parents, and the community.

To insure that our school is effective, we dedicate ourselves to providing the best, most updated programs possible for our students. Our teachers utilize a variety of techniques with academic rigor that engage students in the learning process. They take advantage of the many professional development opportunities that our system provides and work toward implementing effective strategies in their classrooms.

All Children



Can Learn

Greetings from the Administration

Dear Students and Parents:

Welcome to William T. Brown Elementary School. We are so happy to have you as a part of the Cub family! The entire faculty and staff are committed to providing a safe, and caring, nurturing environment that will guarantee academic success for all students..... no matter what it takes.

Parents, we are so glad you have entrusted your children's education and care to us. We don't take this awesome responsibility lightly. Our goal is to educate children today to enable them to become lifelong learners by providing them with a firm, solid foundation upon which their educational experiences will be built. We will create an environment that will encourage them to reach their fullest academic potential while fostering physical, emotional, and social development.

Again, welcome to William T. Brown Elementary School. We are going to have a great year!

Janet Kehoe
Principal

Greg Morris
Assistant Principal

**Elementary Progress Report and
Report Card Schedule
Year Round Schools
2011-2012 School Year**

Progress Reports Go Home August 12, 2011 (Friday)
End of First Nine Weeks..... September 15, 2011 (Thursday)
Report Cards Go Home..... September 15, 2011 (Thursday)

Progress Reports Go Home November 10, 2011 (Thursday)
End of Second Nine Weeks..... December 16, 2011 (Friday)
Report Cards Go Home..... December 16, 2011 (Friday)

Progress Reports Go Home February 10, 2012 (Friday)
End of Third Nine Weeks..... March 15, 2012 (Thursday)
Report Cards Go Home..... March 15, 2012 (Thursday)

Progress Reports Go Home May 4, 2012 (Friday)
End of Fourth Nine Weeks June 8, 2012 (Friday)
Report Cards Go Home..... June 8, 2012 (Friday)

OUR SCHOOL PRIDE AND SPIRIT

What is pride?

Pride is the feeling you have from doing a very good job. Only you know when you have done your very best. If you have done very well in your schoolwork, or on a project, it makes you feel proud. Boys and girls at William T. Brown Elementary School work very hard and they do a great job.

CUMBERLAND COUNTY CODE OF CONDUCT

In order to ensure that we provide a safe and orderly environment where the Rights of students and personnel are preserved and protected all students are expected to contribute through appropriate behavior. Each student will receive a copy of the Cumberland County Student Code of Conduct book. These are specific rules and consequences that each student is expected to follow. Please read and discuss the code of conduct with your child. Students causing school disruptions will be subject to disciplinary actions.

WE EXPECT ALL STUDENTS TO:

1. Be Considerate of Everyone and Everything at all Times
2. Be Safe and Orderly at all Times
3. Listen and Follow Directions the First Time They Are Given
4. Take Responsibility for Your Learning and Your Actions

SCHOOL APPEARANCE

Much of the spirit and reputation of this school is reflected by its appearance. Therefore, it is very important that we keep William T. Brown Elementary School as clean as possible. This takes effort on everyone's part. Every student needs to do his part by making sure his trash wrappers and waste paper are deposited in the trash containers provided. Respect for school property is expected at all times.

**CUMBERLAND COUNTY SCHOOLS
YEAR-ROUND CALENDAR
2011-2012**

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED LEAVE DAYS	HOLIDAYS
July 6-12	Wednesday-Tuesday	Teacher Workdays	5		
July 13	Wednesday	First Day for Students			
August 18	Thursday	Pupil Holiday/Required Teacher Workday	1		
September 5	Monday	Pupil/Teacher Holiday			1
September 16	Friday	Pupil Holiday/Teacher Workday	1		
September 19-October 7	Monday-Friday	*Interession			
October 10	Monday	Pupil Holiday/Teacher Workday	1		
November 11	Friday	Pupil/Teacher Holiday			1
November 23	Wednesday	Pupil Holiday/Teacher Workday	1		
November 24-25	Thursday-Friday	Pupil/Teacher Holidays			2
December 19	Monday	Pupil Holiday/Teacher Workday	1		
December 19-30	Tuesday-Friday	Winter Holidays (Pupils/Teachers) Required Annual Leave		6	3
January 2	Monday	Pupil /Teacher Holiday (Required Annual Leave)		1	
January 3-6	Tuesday-Friday	Interession			
January 9	Monday	Pupil Holiday/Teacher Workday	1		
January 16	Monday	Pupil/Teacher Holiday			1
February 20	Monday	Pupil Holiday/Required Teacher Workday	1		
March 16	Friday	Pupil Holiday/ Teacher Workday	1		
March 26-April 6	Monday-Friday	Interession			
April 9	Monday	Pupil/Teacher Holiday			1
April 10	Tuesday	Pupil/Teacher Holiday/Day Off Payroll for 10-month Certified Staff			
April 11-13	Wednesday-Friday	Pupil Holidays/Required Annual Leave		3	
May 28	Monday	Pupil/Teacher Holiday			1
June (tbd)		High School Graduation for Reid Ross			
June 8	Friday	Last Day for Students			
June 11-12	Monday-Tuesday	Teacher Workdays	2		
TOTALS			15	10	10

*Interession – Individual schools will notify teachers and parents of days designated for Remediation, Enrichment and Vacation.

Protected Teacher Workdays: July 6, September 16, December 19, March 16, and June 11.

Schedule of Required Workdays:

July 12	Individual Schools Staff Development Day
August 18	Countywide Staff Development
February 20	Countywide Staff Development

Two-hour early release will be in effect for students: last day of school before winter break and last day of school in June.
Schedule for make-up days due to inclement weather: September 19, 20, October 10, January 9, April 13, 12. Additional days to be determined as need arises. Make-up days may be teacher workdays, holidays, leave days taken from Spring or Winter break and/or scheduled Interession days.

School Breakfast and Lunch

Our breakfast and lunch program will begin on the first day of school. If your child received free or reduced meals last school term for the first 10 days your child will continue to receive free/reduced meals. However, for the 2011- 2012 school term a New Application must be completed for each child wishing to have free or reduced meals. The Breakfast Program is served to students in the cafeteria between 7:15 a.m. - 7:40 a.m. More information about our breakfast program is available from the **cafeteria manager 910-497-0061**. Parents are encouraged to eat lunch with students in the cafeteria, **remember to sign-in in the office and get a visitor sticker before going to the cafeteria for lunch**. No glass containers, aluminum cans or soft drink containers will be allowed in the cafeteria.

Since breakfast or lunch **cannot** be charged, for you convenience, meals may be paid in advance by week, or month. Send your check or money in a sealed envelope to the cafeteria preferably on Monday mornings. Write on the outside of the envelope the student's name, homeroom teacher's name and amount enclosed. If you write a check for more than one child, list each child's name, homeroom teacher's name and the amount to apply toward each child's account.

CHECK or **CASH** is accepted in the cafeteria until 12:30 p.m. daily. You may send payment by your child in a SEALED ENVELOPE with your child's name and teacher's name. Cumberland County Schools Child Nutrition Services also offers the Online Prepay System (www.lunchprepay.com). This system allows parents to make payments online for their student's cafeteria accounts. Please allow 24 hours for the deposit to be placed on the student's account.

Meals may be purchased on a daily basis.

No partial payments or refunds for advanced paid lunches unless the student is withdrawing from school. A credit towards the next week will be given instead.

Students may purchase additional milk and snacks with the money they have on their lunch account. Please discuss with your child how much they are allowed to spend on snacks each day/week.

Prices: Full Pay: Breakfast- .85 Lunch - \$1.70 Extra Milk- .50

Reduced: Breakfast- .30 Lunch - .40

Adult Breakfast & Lunch is ala carte

Parents are encouraged to apply for the Free or Reduced Lunch Program by filling out the Lunch Application Form and returning it to school as soon as possible. This program has been established to provide support for our children. W.T. Brown Elementary is a Title I school which receives free or reduced lunch at school. Parents may apply at any time during the school year if there is a change in your financial status. If you have questions, or need assistance completing the forms, please call or come by the school and our staff will be more than happy to assist you.

LUNCH RULES

The cafeteria, besides being a lunchroom where you get the best food found anywhere away from mother's kitchen, is also a place where good human relations can be developed. Here, each student is expected to practice the general rules of good manners one should find in the home.

Some simple rules of courteous behavior that would make the lunch period pleasant and relaxed are:

1. Observe good dining room manners and control voice volume at the table
2. Leave the table and the surrounding areas clean and orderly
3. Return trays to their proper place
4. Put trash in proper containers
5. Do not leave the cafeteria while eating or carrying food or drink
6. Do not cut or break in line
7. Obey the lunch monitors at all times.
8. **Soft drinks or fast food are not permitted in the cafeteria at any time.**

Cumberland County Schools - Child Nutrition Services introduces LunchPrepay.com

The one-stop shop for automated school meal account management.

- **Make meal payments on the internet using your credit card**
- **Check your child's meal account balance**
- **Get low balance alerts bye-mail**
- **See what your child is buying**

www.lunchprepay.com brings school lunch into the age of technology. Using the secure site to make your payments and monitor your student's account gives you the assurance of knowing where your money is going and how it is being spent. Using LunchPrepay.com will remove the stress that comes with making sure your student has cash for lunch. LunchPrepay.com is an easy, secure and convenient way to pay for lunch.

LunchPrepay.com Facts:

You get quick and easy access to your child's meal account 24 hours a day, seven days a week.

The ability to pay for multiple children's accounts with one single payment.

- Accepts Visa, MasterCard, American Express, Discover
- The ability to look-up your child's account balance, any time, any place the internet is available.
- The ability to see 45 calendar days of purchases and payments.
- Automated notification, via e-mail, when your child's account balance falls below an amount you have set.
- Simple account setup process
- LunchPrepay.com is a commercial free site.
- We do not share any information with third parties, other than your financial institution and your child's school.
- LunchPrepay.com is a secure site that utilizes all of the current industry privacy standards.
- **Please allow 24 hours for the payment to post to your child's account.**

For more information go to www.luncl1prepay.com or contact Susanne Griffin @ **910-678-2541, sgriffin@ccs.k12.nc.us**

William T. Brown Elementary

910-497-1258 School Phone Number

**Principal:
Assistant Principal
Secretary/Data Manager
Receptionist
Bookkeeper**

**Janet Kehoe
Greg Morris
Alicia Starks
Deanna Bowman
Linda Williams**

Office Hours: 7:15 am – 4:00 pm

Instructional School Day: 7:45 am to 2:15 pm

School Phone: 910-497-1258

School Fax Number: 910-497-0882

School Web Site: www.wtbes.ccs.k12.nc.us

School Mascot : Bear cub

School Colors : Black and Gold

Belief Statement: Today is a great day!

Our Mission

at WTBES is to create

excitement for learning and empower

all children to achieve their full

potential.

DAILY SCHEDULE

7:15 am	Bus students unload for breakfast (bus riders ONLY)
7:20 am	First Bell – Remaining bus students unload and car riders not eating breakfast should report directly to class
7:20 am – 7:40 am	Breakfast – car riders eating breakfast should report directly to the cafeteria.
7:40 am	Warning Bell
7:45 am	Instructional day begins; students not in class are tardy
2:10 pm	Announcements
2:15 pm	Dismissal for all students

The building opens at 7:20 am

Parents bringing students to school are reminded that teachers WILL NOT be on duty to care for students who arrive before 7:20am. Leaving students prior to that time is potentially unsafe, and parents are requested to refrain from doing so.

Parents transporting students to school are required to drive around the circle in the front of the building to drop-off and pick-up your child at the breezeway. Parents should not use the staff parking lot, bus parking lot and the area behind the cafeteria as a drop-off and pick-up zone because of safety issues. If walking your child into the building, please park in the large staff parking lot, and not in the circle. Parents are encouraged to use the **Kiss and Go drop off area** in front of the breezeway once your child becomes familiar with their route to class to afford them more independence.

OPEN COMMUNICATION

The administrative staff and teachers at William T. Brown Elementary would like to maintain open communication between the home and school. We want our school to be one of the most effective schools in Cumberland County. To accomplish this mission, we need your help. **When you have concerns, contact us immediately!** Delay may cause more serious problems to develop. The following outline might serve as guidance to resolving situations promptly:

1. Contact the classroom teacher. The best time for a telephone conference is 2:30 p.m.
2. Request a conference at a time that is convenient for both of you.
3. Follow up the conference with a note or a phone call.
4. Mornings are not a time to conferences with teachers since they are required to attend to the needs of the students coming in the building.

TELEPHONE AND EMERGENCY INFORMATION

The school phone, (910-497-1258) is a business phone. Telephones in the classrooms are for emergency use only. Please see that students bring to school with them their homework, notes, lunch money, etc. These will not be considered emergencies. Also, students making arrangements to go home with a friend, etc. will not be considered an emergency. These arrangements should be made at home the day before, not at school.

Parents should telephone teachers after 2:30pm. To protect instructional time, messages for teachers will be taken and placed in their mailboxes for any calls received prior to 2:30pm. They will contact you as soon as possible. At 7:15 all staff members (teachers) are responsible for students, and therefore, cannot hold conferences with parents in the classrooms

Every student and their parents should make an effort to supply the school with information pertinent to emergencies. Students are better protected if we have at least one phone number where one or both parents can be reached in case of an emergency. Make sure the school is aware of change in address and/or telephone contact information.

MEDICATION

We do not administer medication of any kind without a completed school medication form. This form must be filled out and signed by the attending physician. The medication must be prescription, in the original container and a dispenser must be provided in the case of liquids. Many doctors will give you a split prescription so you have the needed dosage at home while the daily dosage is at school.

Students may never transport any type of medication to and from school. It is the sole responsibility of the parent to transport medication.

- All medication must be brought to the office by parent/guardian. This includes prescription and over-the-counter medicines (Example: cough drops, Tylenol, Sucrets, etc.).
- Medication cannot be given to a student unless a physician prescribes it. (This includes cough drops, Tylenol, Sucrets, etc.)
- All medication that is prescribed by the physician must be in an appropriate labeled prescription container that includes the child's name, name of medication, unit of dosage, time to be given and the appropriate storage facility. (This included cough drops, Tylenol, Sucrets, etc.)
- For long term medication, a "Physician's School Medication Form" must be appropriately signed and returned to school before any medication can be given to a student.
- For a short term medication (14 days or less), the principal may accept a note from the physician which includes the information asked for on the form, together with written instruction from parent, in lieu of the medical form.
- "Physician's School Medications Forms" may be picked up from the school office.

ABSENCES and ATTENDANCE

Ensuring that your child is on time and in attendance daily is one of the most important ways to help your child have a successful year. When a student is absent for one or more days, a written excuse stating the reason for the absence must be sent to the classroom teacher on the day the student returns to school following an absence. Please ensure that excuses are dated and signed by a parent/guardian. If the teacher does not receive a note the absence(s) are coded as unlawful. Students must be in class for 3 ½ hours between the hours of 7:45 am and 2:15 pm to be counted as present for that day.

All absences and tardies are recorded in the permanent school records and have a great effect on student achievement. Parents will be notified of excessive tardiness/absences in an attempt to assist in making sure all students are getting an equal opportunity to learn. It is a North Carolina law that any child with 10 absences will receive a letter from the school requesting information concerning the absences. Excessive checkouts/checkins are reported to the school social worker and may result in a required administrative hearing with the school administration and the parent/guardian.

The school discourages family trips during the time that school is in session because classroom discussions, programs and any group instruction once missed can never be completely recovered or made up. However, if a student must be out, arrangements should be made directly with the principal in advance. Some family trips can be educational opportunities for students and we are always willing to work the families to do what is best for the child.

School Starts at 7:45 A.M.

Please BE On Time!

Student Classroom Assignments

Due to G.S. 115-59, which places a limitation on classroom size, there is a possibility that students may have to be changed from one class to another within the first ten days of school. Because those changes and new assignments are completely necessary, a great deal of thought and consideration will be given in the event that this occurs. Parents will be notified (if needed) as soon as possible. Special considerations will be given to each new placement.

CHECK-IN AND CHECK-OUT PROCEDURES

Cumberland County Board of Education policy states that “No staff member shall excuse any pupil from school or class prior to the end of the school day or class, or into any person’s custody, without the direct prior approval and knowledge of the principal or his designee.” No student shall be permitted to leave school early under any conditions without parent’s or guardians’ authorization and the principal or his designee’s permission.” The following procedure should be followed regarding checking-in or checking-out of students:

1. Students who report to school after **7:45am** must be checked-in through the office by the individual bringing them to school. You are tardy if you are not in your seat when the bell rings at **7:45 am**. Students arriving on late buses are not considered tardy. **Tardies will only be excused with a doctor’s note. Students, who receive 3 or more tardies and/or early check outs per 9 weeks, are not eligible to receive a Perfect Attendance award.**
2. Students leaving during the school day prior to 1:50 pm must be checked-out through the office by the person picking them up. **Persons checking students out will be required to provide identification before students can be released and sign a student card. Only persons listed on the yellow checkout/check-in card in the front office are authorized to pick up students.** Parents cannot check out their children between 1:50 pm and 2:15 pm each day. That is a very crucial time for teachers to review assignments for the day, confirm homework and prepare students for dismissal.
3. Students must be picked up by a parent or guardian or bring written permission from parent or guardian if being picked up by someone else.
4. If you need to pick up your child early, please send a note to your child’s teacher informing him/her of the time you plan to get your child. This way, the teacher and the child will anticipate a smooth and speedy departure.
5. Parents must go to the school office or send a note to change afternoon transportation. **Transportation changes will not be made by telephone because of safety reasons.**
6. We want students to be present for the entire instructional day, we ask that you please schedule all appointments for after 2:15 pm.

PARENTS/VISITORS

Parents/community members are encouraged to visit our school as often as they wish. For security reason, all parents/visitors must report to the main office for visitor identification. Visitors will need to show some type of Government Issued Photo Identification. This includes parents with teacher appointments, parents/visitors eating lunch, ANYONE coming to school during the day. For security reasons, outside classroom doors will be locked during the day. Visitors will need to obtain a visitor’s badge from the main office. In case of an emergency or lock down, we must account for **EVERYONE** in the building and their **LOCATION**.

Students are not allowed to bring visitors to school during the day. Visitors are not permitted on school campus after school hours unless attending a school function. Conferences should be scheduled at such times so as not to interrupt or interfere with instructional time.

In case of an emergency or lock down, we must account for EVERYONE in the building.

Parent Volunteers/Classroom Observation

Parents are important to us; please contact the principal if assistance is needed. Parents are welcome at W.T. Brown School. Parents are needed as volunteers on a regular, reoccurring basis in the school (let us know you are interested in being a volunteer). All volunteers are required to complete a Cumberland County Schools Voluntary Security Data form BEFORE volunteering at our school. This form can be obtained from our front office. If you work and cannot volunteer during the school day, but would like to help in other ways, contact the Title 1 parent facilitator.

We believe student-learning time is very important and wish for all observations to be successful for the observer and the class.

Parents are welcome to visit or observe in the classroom, please follow these procedures:

- Call the office 24 hours in advance to schedule a classroom observation.
- Specify what learning opportunities you would like to observe at school.
- Limit your observation to 30 minutes* for adults (no small children during observation).
- Sign in at the office and receive further instructions.

Please limit the amount of time you visit the classroom, especially during instructional time. These visits should not become a parent-teacher conference. Please arrange conferences with a teacher for after school.

We are committed to protecting our instructional time and using the time for students.

RESIDENCE REQUIREMENTS FOR SCHOOL ASSIGNMENT

Students who attend our school must currently live in Cumberland County. This does not include the Fort Bragg installation. Students who live on Fort Bragg will attend Fort Bragg Schools.

The residence of any student shall be deemed the same as that of his parents, or of one living parent, or of a legal guardian. Buses will only pick up students within the attendance boundary outlined by Cumberland County School's transportation department. Buses will not pick up or drop off at childcare centers/ homes or the residence of a family member/friend.

If the parents are not legally separated but they reside in different places, the residence of the student is generally considered to be the residence formerly used by both parents. If custody or primary residence is granted to one parent by court order, the student's eligibility for school assignment shall be determined by the residence of that parent. If the parents of the student are legally separated and custody has not been determined by the court, the student shall have the option of establishing residence eligibility for school assignment with either parent. Under no circumstances can a family have two residences for eligibility for school assignment purposes.

WITHDRAWAL FROM SCHOOL

The procedure for withdrawal from school is as follows:

1. A parent or guardian must notify the school either by phone or in person.
2. A withdrawal form will be completed by school personnel.
3. All financial obligations of students will need to be cleared before withdrawal paperwork can be completed.
4. The withdrawal form will be given to the student or parent at the end of the student's last day in school.

We require 24 hours to complete all withdrawal paperwork.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. The alarm is signaled by a continuous ringing of the fire alarm. When the signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students should refrain from talking and remain outside the building until an all clear signal is given.

Fire Drill Procedures

- We will walk to the nearest exit.
- We will remain silent (**NO TALKING**).
- We will listen to directions and to the teacher.
- We will stay together in line with our class.
- We will act appropriately.

BUS CONDUCT

Students who ride buses are expected to conduct themselves in an orderly manner. Students who misbehave on the school bus may be suspended by the principal/assistant principal from riding the bus for an indefinite period of time. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Students will be allowed off the bus only at school and home. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver at all times.

Cumberland County Schools Student Bus Stop Release Procedure

Effective October 11, 2010

The safety of all students is of primary importance to the Cumberland County School System. All elementary schools will use the following guidelines for releasing students from the bus at the end of the school day.

1. Pre-kindergarten, kindergarten, 1st and 2nd grade students must be met at the bus stop by a parent or responsible adult. If there is no parent/adult at the bus stop to receive the student the driver must return student to school at the conclusion of their route.
2. Parents/guardians may provide written permission to allow their children in grades First (1st) and Second (2nd) to be released at the bus stop unsupervised. If parental/guardian consent has not been given and there is no parent/adult at the bus stop to receive the student the driver must return student to school at the conclusion of their route.
3. Students in grades 3, 4, and 5 may be released at the bus stop without an adult present.
4. Bus drivers have the discretion to return any student to school if conditions at the bus stop look unfavorable.

If a student is retained on the bus to be returned to the school, the driver shall notify the transportation department dispatcher who will inform the school.

An administrator must remain at the school 15 minutes after the conclusion of your school's last bus route. An administrator shall be available by cell phone in the event buses experience delays in completing routes for any reason.

Students may be suspended from the bus for parent/guardian's chronic failure to comply with the above guidelines, as determined by the principal.

STUDENT BUS RULES:

1. Students are expected to be on time and waiting at the bus stop.
2. While awaiting the bus, good conduct must be observed; stay off the road as far as possible and wait until the bus stops completely before approaching it to load; proper respect and care of property must be observed while waiting for the bus.
3. Seats are to be assigned; seating shall be three to a seat when such space is needed and pupil size permits.
4. Objects that cannot be carried on the lap of a pupil are not transported.
5. Books, bags, lunch pails, or body part (arms ,feet), etc. are not to be placed in the aisles.
6. Weapons, explosives, water pistols, dangerous articles, tubas, baritones, and live animals are not to be carried on the bus. No food, drink, drugs, or tobacco is to be consumed.
7. Safe driving requires pupils to refrain from unnecessary noise and loud talking-No radios, cassettes, etc. are to be carried on the bus.
8. Vulgar, profane, or argumentative talk is not permitted by the student or driver.
9. Students are not to converse with the driver, or driver with the pupils while the bus is in motion.

10. Students are not to open windows without permission. Arms or other parts of the body are not to be placed outside of the windows.
11. Students are to be seated before the bus starts and also for bus stops. Handrails are to be used at all times for entering or leaving the bus.
12. Students always cross the street in front of the bus. The driver must check traffic for safe crossing.
13. Students are to move away from the loading zone quickly after leaving the bus.
14. Students are to ride assigned buses at all times, unless permission is obtained from the principal in writing.
15. Students are to remain in bus if it is stalled or stopped unless emergency requires evacuation. Pupils then are to be directed to safety away from traffic or the roadside.
16. Only authorized school personnel may board a school bus, any unauthorized person, including parents may be prosecuted.

Student monitors or patrols are not used on our buses.

There are numerous student behaviors which create safety hazards and consequently must be corrected. **Therefore, students who fail to adhere to the following safety rules will face disciplinary action by the administration.**

- A. Delaying the bus schedule
- B. Improper boarding/departing procedures
- C. Tampering with the bus
- D. Smoking, using profanity, or refusing to obey instructions

BUS TRANSPORTATION

The bus driver has the responsibility for the safety and comfort of students riding the bus to and from school. Students are to obey their drivers at all times. Students are expected to help keep buses clean and neat. Students should know the arrival time of the bus and be ready. Drivers will make every attempt to be on time. Parents must go to the school office or send a note to change afternoon transportation. Transportation changes will not be made by telephone because of safety reasons.



FIRE LANES MUST BE KEPT OPEN FOR EMERGENCIES.
Thank you for your cooperation!

FIELD TRIPS AND EXCURSIONS INVOLVING SCHOOL TIME

The Superintendent has established the following guidelines to be used when scheduling field trips. An appropriate number of chaperons will be required for all field trips (i.e. a ratio of one adult for eight to twelve students).

General Provisions for all Field Trips:

1. Permission slips must be signed by a student's parent/guardian prior to the field trip and filed at the school. A standard permission form provided by the Superintendent shall be used to secure permission to attend or participate in any school related excursion/activity.
2. Transportation will be provided with the regular school buses for the following instructional activities: Special Olympics, cultural performances approved by the Superintendent, junior/senior high school registration, and the North Carolina Symphony performance.
3. Field trips should be via public transportation. Private vehicles are discouraged for school trips. **AN ADULT CHAPERONE MUST ACCOMPANY EACH VEHICLE USED.** Buses owned by the school system may be used under established regulations.
4. The definition of field trips shall include school-related trips by individuals and groups for the purpose of participating in competitive events.
5. All in-state field trips should be limited to a 150-mile radius of Fayetteville. Trips not specified in the policy must have the approval of the Superintendent or his designee.
6. Trips should begin and end during the regular school hours. Out-of-county field trips extending beyond the school day will require that the principal or his designee assume the responsibility of assuring that each parent is informed of the extended school day schedule and adequate provisions are made to assure the child's safe arrival at his home. Trips outside this time frame (e.g. group singing, physical education demonstrations at the mall) should be handled through parent groups.
7. A plan for the instructional day must be filed in the principal's office. The plan for the students not going on the field trip must also be on file to ensure meaningful instruction while others are away.
8. Under most circumstances, only one field trip away from school will be made per grade level.

Rules for field trips:

1. We will always remain with our group and with the adult in charge.
2. We will return permission slips to school on time.
3. We will conduct ourselves in an appropriate manner.
4. We will listen to and follow the directions given to us by an adult.

Uniform Dress Code

We take pride in the fact that W.T. Brown Elementary School is a uniform school. Our uniform guidelines are listed below. Parents are responsible for purchasing uniforms for their children. The school will not provide uniforms. If you have any questions, please feel free to contact the school.

Female Uniform Code of Dress

Shirts: White, light blue or navy polo style (long or short sleeve with collar), oxford style (button-down collar), turtleneck, or the school T-shirt. Only plain white undershirts can be worn under any approved shirt. The undershirt should **not** be visible at the sleeves. Shirrtails must be tucked inside of slacks, shorts, or skirts.

Slacks/Shorts/Skirt/Jumper: Solid khaki or navy blue/Shorts/Skirts and Jumpers must be **knee-length**

Shoes: Solid black, brown or white

Socks: White, black, brown or navy (plain-no designs)

Sweaters: Solid navy blue or white pullover, cardigan or vest. **No hooded sweaters.**

Sweatshirts: Solid white or navy blue or a school sweatshirt. **No hooded sweatshirts.**

Jackets/Coats: Coats are not necessary during the school day while students are in the classroom and in the school building. Coats are required to be worn outside during cold weather. Jackets worn in the school building need to adhere to the uniform dress code of being a solid color and not have a hood.

Male Uniform Code of Dress

Shirts: White, light blue or navy polo style (long or short sleeve with collar), oxford style (button-down collar), turtleneck, or the school T-shirt. Only plain white undershirts can be worn under any approved shirt. The undershirt should **not** be visible at the sleeves. Shirrtails must be tucked inside of slacks or shorts.

Slacks/Shorts: Solid khaki or navy blue/Shorts must be knee-length. No baggy, sagging pants. No pants with large pockets (cargo pants).

Shoes: Solid black, brown or white in styles that have a closed toe and heel. Solid-colored, plain black athletic shoes with black laces may also be worn. All shoes must be laced to the top and tied/buckled. Flip flops should not be worn at anytime.

Socks: White, black, brown or navy (plain-no designs)

Sweaters: Solid navy blue or white pullover, cardigan or vest. **No hooded sweaters**

Sweatshirts: Solid white or navy blue or a school sweatshirt. **No hooded sweatshirts**

Jackets/Coats: Coats are not necessary during the school day while students are in the classroom and in the school building. Coats are required to be worn outside during cold weather. Jackets worn in the school building need to adhere to the uniform dress code of being a solid color and not have a hood.

- Hair will be clean and neatly groomed, without distracting or unnatural colors. This includes the prohibiting of unnatural/unusual haircuts/hairstyles.
- If belt loops are visible, a belt must be worn. A plain (without adornment) solid-colored black, navy or brown belt must be worn with any garment having belt loops. The belt buckle must be plain and will not exceed the width of the belt.
- No boots, no light-up shoes, no sandals, no Heeleys (sneakers with wheels in the heels)
- No leggings
- Student headgear (hats, scarves, etc.) is prohibited.

- Students violating the dress code will be given a verbal warning. Continued non-compliance after a verbal warning is given, will result in a Dress Code Violation Form being sent home requiring a parent's signature. A student out of compliance multiple times could result in "N" or "U" in conduct on the student's progress report.

THE ADMINISTRATION HAS DISCRETION IN MAKING JUDGMENTS RELATING TO THE APPROPRIATENESS OF DRESS, THE APPEARANCE OF OUR STUDENT BODY REFLECTS UPON THE CLIMATE OF OUR SCHOOL. STUDENTS ARE EXPECTED TO ADHERE TO STANDARDS OF DRESS AND GROOMING THAT ARE ACCEPTABLE IN A POSITIVE LEARNING ENVIRONMENT.

CLASSROOM AND SCHOOL RULES

As responsible citizens, the many laws, policies, regulations and ordinances of the City, State and Federal Governments affect our students.

School wide expectations have been established and discussed at William T. Brown Elementary School so students are made aware of what is expected of them.

- 1. Be Considerate of Everyone and Everything at all times.**
- 2. Be Safe and Orderly at all Times.**
- 3. Listen and Follow Directions the First Time They Are Given**
- 4. Take Responsibility for Your Learning and Your Actions**

BEHAVIOR CODES – SCHOOL RULES

The Cumberland County Board of Education established these rules, which shall be applicable to all schools under its jurisdiction:

1. Each student must conduct himself on the school bus, on school premises, and at all school functions away from the school, in an orderly manner designated to protect the rights and interests of all other students and the staff of the school.
2. Each student will be assigned a school schedule and must adhere to that schedule except when excused by the principal or a teacher authorized to excuse a student.
3. Each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his or her possession on a school bus, on school premises, or at a school function away from school, any alcoholic beverages intoxicating liquors, narcotic drugs, marijuana or controlled substances as defined by Chapter 90, Article 5 of the General Statutes of North Carolina unless dispensed by a licensed physician as allowed by law. Each student shall be specifically prohibited from attending a school function away from school, coming on school premises, or boarding a school bus, when he or she has consumed or taken narcotic drugs, marijuana or a controlled substance that is not dispensed by a licensed physician, alcoholic beverages or intoxicating liquors.
4. Each student is specifically prohibited from bringing or having in his or her possession on a school bus, on school premises, or to a school function away from school, any weapon, explosive, bomb, smoke bomb or incendiary device, or other device, instrument, or object which can reasonably be considered to be a weapon, explosive bomb, smoke bomb or incendiary device.
5. No student shall violate the rules of the school, as announced by the principal including but not limited to rules to attendance, health, curriculum, play, recess, temperance, morality, industry, neatness, or any other area of student activity.
6. Each student is specifically prohibited from acting as an individual or with other students as a group to disrupt or delay the normal and special activities of the school and any student acting as an individual or with other students as a group to disrupt or delay the normal and special activities of the school shall be subject to immediate suspension.
7. All students shall be subject to suspension or dismissal by the principal, who violate the rules of the school, or who may be guilty of immoral or disreputable conduct, during school term or out of school term, whether on school property or not, or who may be a menace to the school.
8. No student shall be allowed to promote or engage in private enterprises by soliciting names and addresses or telephone numbers of other students or by selling merchandise, magazines, newspapers or other property on school grounds, unless same is an approved school activity or program.
9. Each student shall be specifically prohibited from bringing on campus, purchasing, or having in his or her possession, or selling or offering for sale on school bus, on school premises, or at a school function away from school any illegal drug, false drug, counterfeit drug or controlled substance not prescribed by a physician, or drug paraphernalia in any form.
10. Any student assisting, aiding, abetting or conspiring in the violation of any of the above rules shall be subject to suspension or dismissal in the same manner as the principal violator.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students (If they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies of the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the student. Complaints about failures of school personnel to comply with the Family Educational Rights and Privacy Act may be made, In writing , to FERPA Office, Federal Building No. 10,600 Independence Avenue, SW., Washington, D.C., 20202.

SEARCHES – STUDENT’S PERSON

The Board of Education authorizes teachers and administrative personnel who have reasonable belief that a student or students are in possession of weapons, illegal drugs or other items harmful to the student or students or to the welfare of the student body to search the person of said student(s) under the following conditions:

1. Any such action shall not be taken unless there is a reasonable belief that can be substantiated if necessary.
2. Any such actions shall not deliberately be intended to embarrass, harass, or intimidate the student(s).

The above shall be with knowledge, and under the supervision of the principal.

Any search of a student shall be done privately by a teacher or administrator of the same sex as the student being searched. At least one witness, who is an administrator or teacher, also of the same sex as the student, shall present throughout the search.

Reasonable belief on the part of the teacher, principal, or administrator may be used upon information from such sources as faculty members, reliable students, a law enforcement officer, visual evidence or any of these factors.

The content of this policy shall be reduced to written form and placed in a prominent location in each student handbook. It shall also be disseminated orally to the students at the start of each scholastic year. The Board of Education shall consider such notification as adequately satisfying procedural requirements.

Indiscriminate search of desks or lockers or any searches without the existence to the necessary belief described above, shall not be practiced in any school of the school district.

SEARCH AND SEIZURE – SCHOOL PROPERTY

The Board of Education fully requires the application of constitutional law to the area of student privacy. The Board is equally aware that such tangible personal property items such as student desks, student lockers, and related properties are and remain the property of Board, who represent the citizenry subject to statutory requirement of the state of North Carolina.

The Board of Education thus is charged with maintenance of such property items and authorized inspection for any maintenance related reasons.

GRIEVANCES PROCEDURES – IX

Students who believe that they have been mistreated because of sex discrimination in the public school may appeal to the person designated in each school as the one responsible for hearing said complaints. If after appealing to this designated official the student is dissatisfied, he/she may submit a request in writing to the Superintendent or his designated representative will arrange a conference with the student and make a decision regarding the grievance. If the decision rendered is unsatisfactory to the student, the student shall within ten days, give written notice to the Superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render its decision within thirty days of receipt of the grievance.

The school principal or principal designee (associate principal) is the designated representative for William T. Brown Elementary School.

CUMBERLAND COUNTY BOARD OF EDUCATION

The Board of Education mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or considerations. Due process shall be defined as fair and reasonable approaches to all areas of student governance and discipline on the part of all school officials. To assure such fair and reasonable conduct of students, the following due process procedure shall be followed:

- A. The principal, associate principal, teacher or other personnel that witness a violation of Board rules, school rules or the North Carolina law, should file a written statement of Facts in the principal's office as soon as possible after the incident. If time will not permit the filing of this Statement of Facts prior to Notice of Changes, same may be completed prior to or at the time of the hearing to be held in the principal's office. The principal shall give oral notice of charges to the student if he sends him home immediately.
- B. After investigation of the incident complained of and being fully advised of the facts, the Principal shall then proceed to furnish to the student, immediately, a Notice of Charges and Hearing. Unless an emergency situation exists or the health, safety or general welfare of other or the school is threatened, then the student charged shall be continued in the school until the hearing. The hearing is to be held not less than two days nor more than five days from the date of the charge and notice delivered to the student. Copies of the Notice of Charges and Hearing are to be mailed to the student's parents or guardians immediately. There will be an Administrative Hearing in the office of the principal and the student may bring his parents, guardians or attorney to this hearing. He may also present evidence and witnesses on his behalf. This is an Administrative hearing and it is not necessary that the witness be sworn or that a record be made of the statements made in the hearing. It is necessary that the principal give full and complete consideration to the defense or excuses, if any, made by the student and dismiss the charges if not satisfied as to the guilt of the student.
- C. The principal shall comply with G.S. 115C-391 as to the periods of suspension and expulsion.
- D. After the Administrative Hearing has been held in the principal's office or some other convenient place in the school, the principal will, by letter or notice, notify the student and his or her parents or guardian of the final decision. This notice should not be mailed until the principal has received from the office of the Superintendent a written approval of the suspension for a period longer than ten (ten) days.
- E. Upon acquittal of the student, the principal should use the form attached hereto and forward a copy to the parents or guardian.
- F. In the event the student is found guilty and notified of the terms of the suspension or expulsion, the student may appeal to the Cumberland County Board of Education. The Board of Education shall schedule the matter for a full and complete due process and impartial hearing as soon as possible, and same shall be conducted under the Rules of Procedure heretofore established by the Board, a copy of which will be furnished to the appellant or his parents. The student may request a subpoena for any witnesses that said student desires to have before the Board of Education said hearing or, but shall be responsible for paying the sheriff of Cumberland County for service of the same. The student may be represented by an attorney of his or her choice at said hearing or by his or her parents. The final decision of the Board of Education shall be subject to review as provided by Article 4, Chapter 150A, of the General Statutes of North Carolina.

SECTION 504/AMERICANS WITH DISABILITIES ACT

No otherwise qualified individual with a disability shall solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district Section 504 Coordinator.

CHECK POLICY

Due to the unfortunate possibility of returned check fees, William T. Brown Elementary School does not accept checks. Parents must make payment by cash or money order.

BALLOON/FLOWER DELIVERY

NO DELIVERIES WILL BE ACCEPTED FOR STUDENTS. Please have all flowers, balloons, etc. for students delivered to your home address. Deliveries to students create a distraction to the learning environment. Thank you for your cooperation.

INVITATIONS

Student invitations may be given out in classrooms if all students in the class are invited.

ASSEMBLIES

During the school year assembly programs are held for the benefit of the student body. Parents are always invited, especially when their children will be participating. Each classroom will be assigned a specific area in the activity room. When in an assembly for any purpose, students are to refrain from talking and disorderly conduct.

Check Your Voice!

1	2	3	4	5
Independent Work Hallways Restrooms	Conferences Cafeteria Asking a neighbor for help	Partner Work Group Work	Whole Group Discussion	Recess Celebrations
Shh! Silent	Whisper Voice	Soft Voice	Teacher Voice	Outside Voice

Traveling Position

Walking

Using Number 1 Voice (Shh! Silent)

Hands Behind Your Back or By Your Side

In Fashion