

BE A...

C = caring
H = helpful
A = achieving
M = motivated
P = problem solver



GRADY BROWN ELEMENTARY

2011 – 2012

Student/Parent Handbook



Belief Statement

The staff of Grady A. Brown Elementary School believes that all students can learn and that it is the responsibility of the school's employees to provide opportunities for students to learn.

Mission Statement

The mission of Grady A. Brown Elementary School, therefore, is to educate all students to their highest level of academic performance, while fostering positive development of their physical, mental, and social needs, so that each individual student may make a positive contribution to our democratic society.

Vision Statement

Grady A. Brown Elementary will be a leader in promoting learning and achievement for all the students through the use of best practices.



Grady A. Brown Elementary Student/Parent Handbook

Table of Contents

Belief and Mission Statement

Vision

School Day

- After School Programs 1-2
- Visitors/Volunteers 1
- Emergency Contact 1-2
- 2

Attendance

- Absences 2-3
- Leaving School Early/Coming Late 2-3
- Tardiness 3
- 3

Afterschool Arrangements

- Bus Service 3-5
- Carpool 4
- 4-5

Committees/Extra-Curricular Activities

- Battle of the Books 5
- Citizenship Program 5
- Counseling 5
- Cougar Connection 5
- PTA 5-6
- Green Team 6
- Safety Patrol 6
- Social Worker 6
- Terrific Kids 6

Communicable Diseases

- Health Room 6-7
- Medication 6
- 6-7

Custody

Field Trips

- Insurance 7
- 7

Discipline

- Hallways, Cafeteria and School Campus 7-8
- Disruptive Behavior 8
- Classroom 8
- Office 8
- Serious Infractions 8

Dress Code

- Toys 8-9
- Book Bags 9
- 9

Lost and Found

Inclement Weather

Child Nutrition Services

- Food Policy 9
- 9

Conferences

Reporting a Child's Progress

Homework

Specialty Areas

- AIG 10-11
- Art 11-12
- Exceptional Children's Services 12
- Media Center 12
- Music 13
- Physical Education 13
- Reading Resource 13
- Spanish 13
- Technology 13

Asbestos Hazard Management

13

Policies and Procedures

2011- 2012

SCHOOL DAY

The school day for Grady A. Brown Elementary students is 7:55 a.m. – 2:20 p.m. **Students should not arrive prior to 7:30 a.m.** Students are considered tardy after 7:55 a.m. and must be signed in at the main office by a parent or guardian. Students may not remain unsupervised in the office lobby, gym, media center, or cafeteria area prior to 7:30 a.m. No one is available before 7:30 a.m. to supervise your child. Due to bus drivers completing back to back routes, some bus riders must be dropped off prior to 7:30 am. However, car riders must stay in their cars until the 7:30 a.m. bell has rung. Classes will be dismissed to buses and carpool pick-up by 2:20 p.m. Student supervision is provided from 2:20-2:40 p.m. Car riders **must** be picked up by 2:40 p.m. No one is on duty after 2:40 p.m. to supervise car or bus riders.

After School Programs

After school care is offered at Grady A. Brown through the Orange County Community Schools Program. After school care is available from 2:20 p.m. to 6:00 p.m. This service is for working parents in our school community. The program takes place in the gym, cafeteria, and other areas of our school as needed. The after school office number is **732-6138, ext. 45095**. For further information, call the Orange County Community Schools office at **732-4166**.

Visitors/Volunteers

All parents are welcome and encouraged to visit Grady A. Brown Elementary and there are many opportunities to volunteer. All visitors must first report to the office, sign



in the visitors' computer station and receive a visitor's badge. For safety, parents and visitors should use the front entrance doors of the school only. Classroom doors and other entrance doors will be locked. Parents should call ahead to make arrangements with the teacher if they would like to visit the class. The staff of Grady A. Brown Elementary is committed to ensuring and protecting the instructional day; therefore spontaneous classroom visits are not permitted because they disrupt the instructional program and take time away from your child and others. **Please do not just show up at your child's classroom to talk with the teacher, expect a conference, or to observe your child. These interruptions interfere with teaching and learning.** Our teachers want to meet with you. Please send a note, email or call the school to schedule an appointment to conference with a teacher or observe in your child's classroom at least 48 hours in advance. Please secure confirmation before coming in for your scheduled time. We appreciate your cooperation in adhering to these policies and procedures. Volunteers are considered a vital and necessary part of the instructional program at Grady A. Brown Elementary. Volunteers must register for a background check. Our PTA distributes volunteer information at the beginning of the year. Cell phone usage should be kept to a minimum while in the building. Talking on a cell phone can be disruptive to the learning environment since we do not have doors on most of our classrooms.

Parents who wish to tutor, chaperone field trips, or volunteer in an unsupervised capacity with children must apply for a background check and obtain a clearance. Parents must contact teachers and request to volunteer in the classroom. 48 hours notice is needed to schedule this volunteering.

Emergency Contact Information

Accurate information on how to reach parents and the name and telephone number of at least two or three other people who may accept responsibility for your child if we are unable to reach you in the case of an emergency is crucial. In the event there is a change to your address, emergency contact information, home phone, cell phone or work phone number, please contact the front office. It is important the office has current information should we need to contact you during the school day.



ATTENDANCE

Students must attend school for a minimum of 3 1/4 hours to obtain full attendance credit. Any student checked out prior to 11:15 am, that does not return to school in the same day, will be counted absent. Students who are present less than this will be counted absent for the entire school day.

When a child is going to be absent, please call, and leave a message giving the date, teacher, and reason for absence along with your child's name.

When your child returns to school after being absent, you must send a written excuse to the teacher that includes your child's name, date of absence, reason for absence and your signature.

If a note is not received within 2 days of the absence, the absence will be unexcused.

Family vacations should be planned during scheduled breaks. **Family vacations or other planned activities may be considered as unexcused absences.**

Absences

An absence is **excused** for the following reasons:

- Illness or injuries which make the student physically unable to attend school
- Isolation ordered by the State Board of Health or the Orange County Health Department

- Death in the immediate family
- Medical, dental or other appointment with a health care provider
- Court when a student is under subpoena
- Religious observance, as suggested by the religion of the student or the student's parents
- Participation in a valid educational opportunity

Excused absences for educational reasons **will be granted only if** (1) the primary purpose of the trip is educational and (2) the event does not occur at another time (e.g.: launching of space shuttle, presidential inauguration etc.) Forms for requesting excused absences are available in the office. These requests must be made at least one week in advance.

Letters will be mailed to parents of students who accumulate excessive absences or are regularly late to school. This is done in an effort to keep parents informed.

- Whenever a student has accumulated three (3) unexcused absences in a school year, the principal or his/her designee shall notify the parent/guardian of the student's excessive absences.
- After not more than six (6) unexcused absences, the principal shall notify the parent/guardian by mail that she/he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and Orange County School System. Following this notification, a school system employee may request that a law enforcement officer accompany her/him on a home visit.
- After ten (10) accumulated unexcused absences in a school year, the principal shall conduct a review and determine whether the parent/guardian has made a good faith effort to comply with the law regarding compulsory attendances. If not, the principal shall notify the district attorney of file a complaint with a juvenile intake counselor. If the principal

determines the parent/guardian has made a good faith effort, a complaint may be made with the juvenile court counselor that the child is habitually absent from school without a valid excuse.

If parents are aware that a child will miss several days of school, they should notify the teacher so that adequate plans can be made for the child.

School age visitors in your home may not attend school with your child as this may disrupt academic learning for both your child and other students.

Students who become ill at school will be sent to the health room. If the nature of the illness warrants students going home, parents will be notified. **Students will not be released to anyone except parents or those authorized on the Emergency Card on file in the school office.** In the event of serious injury, school officials will notify parents and call EMS. The child will be taken to a hospital emergency room if the injury/illness is serious.



LEAVING SCHOOL EARLY/COMING LATE

Dental and doctors appointments should be scheduled for after school hours. However, students may leave with a parent for these appointments with prior notice to your child's teacher. Please send your child's teacher a note stating when your child will be checked out one day in advance, except in an emergency.

If your child has an appointment, please check your child out through the office before 2:00 pm. **All dismissals after 2:00 p.m. will be handled through carpool.** Children cannot be checked out after 2:00 p.m. through the office. For your child's safety, during this time, we try to reduce unsafe pedestrian and car traffic and limit visitors

in the building while students are moving to various dismissal areas.

If it is necessary for a parent to take his/her child from school during hours, the parent must come by the office to sign him/her out via the computer.

Parents must show a driver's license or other official picture ID to check a student out. After a parent signs his/her child out, the office personnel will call your child from the classroom. Teachers are not permitted to release students directly to parents during the school day. Parents must also sign his/her child back in the sign in/out book if their child returns to school during the same school day. Teachers are required to obtain a readmission slip from the student before admitting him/her to class.

You are always welcome to eat lunch with your child. Please notify your classroom teacher the day before your visit or before school starts for the day so that he/she will be expecting you. It is discouraged for parents to take students off campus during their designated lunchtime. Each class is given a thirty minute lunch period that does not allow enough time to go off campus and return within the scheduled time. Extended time would conflict with the instructional day. However, it is acceptable to bring lunch from an outside vendor and eat with your child at school.

Tardiness

Promptness to school is very important. Students are admitted to the gym as early as 7:30 a.m. Students who are not present and accounted for by 7:55 a.m. will be counted as tardy. Students arriving after 7:55 a.m. must pick up a class admittance slip from the office before going to the classroom. Teachers are required to keep a record of tardiness. If the problem becomes habitual, a parent conference, with a social worker, will be scheduled.

AFTER SCHOOL ARRANGEMENTS

Due to the district policy, students are not allowed to ride home on buses that are not assigned to them. Therefore students riding home together must have alternative means.



If your child is to go home with a classmate after school, a parent must send in a note indicating the planned visit and transportation plans. **If a student insists that there is a change in transportation and does not bring a note, and we cannot reach his/her parents, then the child must go home in the normal manner.** This is a safety precaution. It is imperative that your child's teacher knows how each student is to go home. Remember to also notify your child's daycare center if she/he will not be riding home on the daycare van as usual.

Bus Service

School bus transportation is a privilege, not a right. Under North Carolina State Law, the Orange County Board of Education is authorized, but not required, to operate school bus transportation. Bus safety is our priority and safety rules will be enforced. Parents and students should be aware of the following policies of the School Board regarding behavior on the buses. (EACH STUDENT WILL RECEIVE A COPY OF THE BUS TRANSPORTATION HANDBOOK AND IS REQUIRED TO RETURN THE FORM SIGNED BY THE STUDENT AND A PARENT) Information regarding bus transportation may be obtained from the School Transportation Office (732-2531) or the school office (732-6138).

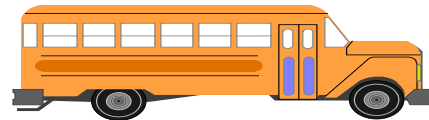
Bus assignments are made according to student's residence. Schedules are posted at the beginning of each year in the local newspaper.

Expectations For Riding School Buses Include:

- **Ride only your assigned bus and get off only at your own stop.**

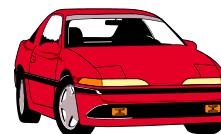
- **Maintain orderly behavior at bus stops.**
- **Stay out of the street and off lawns while waiting for the bus.**
- **Remain seated while riding the bus.**
- **Keep head and arms inside the bus.**
- **Refrain from throwing items on the bus or out the windows.**
- **Refrain from any boisterous behavior or loud noises.**
- **Follow the bus driver's directions.**
- **Parents must be present at bus stops in the afternoons to receive kindergarten and first grade students or the students will be returned to school.**

School Bus Discipline



The driver will report students who misbehave on the bus to the assistant principal. A parent will be notified that the student displayed inappropriate bus behavior. Consequences such as silent lunch and denial of riding the bus for a period of days could be instilled. Parents are responsible for providing transportation to and from school during this time period.

Carpool



Students must be dropped off in the designated area (front entrance). **For the safety of our students, never use the bus lot for this purpose.** Thank you for helping us to maintain safety for our students and Grady Brown School by adhering to the following procedures.

- Follow the traffic flow with caution. Accidents happen quickly.
- Do not move the traffic cones. Traffic cones help traffic flow to move safely.
- Students should arrive no earlier than 7:30 a.m. Between 7:30 a.m. and 7:35 a.m. students will go directly to the gym. A staff member is on morning duty at 7:30 a.m. in the gym. After 7:35 a.m. students may go to their classrooms or to breakfast.
- Tardy students must be escorted into the office after 7:55 a.m. and signed in by parents on the school computer.
- Instructional time begins at 7:55 a.m.
- All students will be dismissed at 2:20 p.m.
- Students **must** be picked up by 2:40 p.m. No one is on carpool duty after that time.
- Do not block parked vehicles or park along the yellow curbsides.
- Please enter the traffic flow from New Grady Brown School Road. In order to keep our students safe, do not pull out into the traffic flow in front of the school.

To maximize safety, please remain in your car and proceed slowly in the carpool line to the drop off/pick up point at designated cones. Remain in your place until your child is picked up or dropped off. Do not cut in line, skip cars, or otherwise leave the line to pick up or drop off in a different manner. Staff members and safety patrol students will be on duty to assist students to and from their cars. **Proceed with the traffic pattern as directed and do not pass other cars in the line.** Children need to sit in the backseat of vehicles, enter and exit on the passenger side of the car. It is not safe for students to exit/enter on the drivers' side. This puts them in harm's way with drivers who might pull around to pass. However, drivers need to wait for the car in front of them before moving.

Please do not have students meet in an alternative location to be picked up. This poses many safety issues.

Parents who need to come into the building during arrival/dismissal time must park in a designated parking area and proceed to the office. Please

don't abandon your vehicle in the carpool line because it interrupts the traffic flow.

Carpool students **must** be picked up by 2:40 p.m.

COMMITTEES/EXTRA-CURRICULAR ACTIVITIES

Battle of the Books: Battle of the Books is a reading program open to 4th and 5th graders. Children work together in teams to read a list of 25-28 books. Parents and staff members coach these teams. All teams participate in a school competition followed by a pizza party. An ALL-STAR team representing Grady Brown goes to the county level to compete against other schools in the county competition.

Citizenship Program: The "Citizenship" program is sponsored by the Exchange Club. One student from each classroom in grades 3-5 is chosen each month and honored at an assembly. The students are chosen for demonstrating outstanding citizenship in all areas.

Counseling: Students have access to counseling services. The counselor works with individuals, small groups, and classes. The counselor works with students through problem solving, family issues, and peer/adults relations. The counselor, Mrs. Vetrano, is available to any student, parent or teacher at **732-6138, ext. 45020.**

Cougar Connection: The principal's newsletter "Cougar Connection" is distributed bimonthly during the year. This newsletter contains a calendar of events, updates from the school and information from the PTA.



PTA: The Grady Brown PTA is an active and energetic organization. Teachers and students have benefited greatly from this association. You will receive information about joining and participating at activities during the school year. We look forward to you being a part of the PTA and their sponsored activities.

Green Team: This group of 5th grade students monitor recycling and ways to be more energy efficient.

Safety Patrol: The School Safety Patrol is comprised of students who assist in monitoring student traffic in the hall during morning arrival and afternoon departure.

Social Worker: The School Social Worker is the liaison between the home, the school, and the community. A variety of services are provided by the school's social worker in helping to improve the emotional, social, financial and physical welfare of school children. The social worker makes home visits as needed to support student attendance and general welfare.

Terrific Kids: The "Terrific Kids" program is sponsored by the Kiwanis Club. Several students from each classroom K-5 are chosen each month and honored at the assembly. The students are chosen for achieving their best and for improving in all school related areas.

COMMUNICABLE DISEASES

Before entrance to school, your child should have a complete physical examination and must be immunized against Diphtheria, Whooping Cough, Tetanus, Polio, German Measles and Red Measles.



Children should be kept at home when the following symptoms are present: fever, swollen glands, cough, diarrhea, nausea, vomiting, red and watery eyes with drainage, severe headache, and/or an undiagnosed rash. **Children should remain at home until fever free for 24 hours.**

Health Room

A health room is available near the main office. A child may remain in the health room until picked up by a parent or until she/he is able to return to the classroom. Health room space is limited, therefore when called to pick up your child please do so in a timely fashion. The school nurse is

available daily. Health issues should be directed to the school nurse at **732-6138, ext. 45065.**

Each situation will be considered on a case-by-case basis, and all deliberations shall be kept strictly confidential.

Medication

Students will be allowed to possess and use medication during the school day only in situations when the student (1) is in need of medication to sustain attendance in school, (2) has a chronic health problem, (3) has special health care needs, or, (4) has an unusual health problem where emergency measures are indicated. Precise attention will be given to the Medication Policy regulations. The policy pertains to over-the-counter medication such as aspirin, herbs, vitamins, minerals, and insect/first aid sprays as well as prescription drugs.

Oral, topical, inhaled or injected medication may be administered only in compliance with the Medication Policy, or if the medication has been designated as safe and necessary for the first aid kits and management of first aid.

The only responsibility or liability that can be assumed by the school system or its personnel is to comply with the written instructions forwarded by the student's parents/guardians and physician. The school system will assume no liability for students who self-medicate. Students are discouraged from self-medicating during the school day, except for those with asthma described in the Medication Policy. Families of students who self-medicate during the school day are held liable if another student erroneously takes the medication.

It is the parent's responsibility to:

- Provide written permission to the school for the students to use the medication during the school day.
- Inform your physician of the Orange County Schools Medication Policy and secure from him/her the following written instruction and signature to accompany the medication.



- Parents must transport the medication to the school office. The school will return the empty bottles.
- Provide medication in a container, which includes the child's name, medication name, dosage, time to be given, and how it's to be administered.
- Check in the appropriate quantity of medication with the school nurse or an office staff member.
- Inform the school personnel of any change in the medication. A change in dosage requires written instructions and signature from the prescribing physician.
- Provide new, labeled containers when medications are changed.
- Remove medications from school when treatment has been completed or school is over.

CUSTODY

In situations where the custody of a child is in doubt or in conflict with the wishes of one or both parents, the school is placed in a difficult position. Any parent has the legal right to pick up a child at school at any time unless specifically forbidden to do so by the courts. When legal custody papers or restraining orders are presented, we will use all reasonable precaution to adhere to the court's ruling.

FIELD TRIPS

Current educational philosophy recognizes the desirability of using the total community environment as a learning laboratory. To this end, teachers may schedule field trips for their classes. These trips, always arranged for their educational value, enable students to see people at work and serve to broaden the students' total educational experience. A field trip is defined as any planned activity that necessitates the student leaving the school grounds during the instructional hours.



Before a student can go on a field trip, a signed permission sheet from the parent must be on file in the office. A permission slip must be signed and returned to the classroom teacher before any student can go on a field trip. **Verbal permissions will not be accepted.** Parents that want to drive their children to the field trip destination must sign them out of the office.

The school reserves the right to restrict a child from participating in a field trip if the teacher and the principal determine that, due to the child's behavior or other circumstances, the trip may endanger the child's safety and/or the safety of other children.

Insurance (Accident and Dental)

Accident and dental insurance is available to students and may be purchased at the discretion of the parent. Information from the insurance company will be provided. Parents interested in coverage should make payment and arrangements directly with the company. **NO MONEY** for insurance group coverage should be sent to the school.

DISCIPLINE

Our policy on discipline is an extension of the basic philosophy inherent in all we do at Grady A. Brown Elementary: provide children with an enriching environment with opportunities to discover and learn. A part of this process is learning about self-control, respect for one and others, and the natural consequences of actions. Through both direct instruction and modeling, all adults at Grady A. Brown Elementary will make every effort to help each child become a contributing member of a school community that is both safe and conducive to learning. A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of today's youth. Each principal has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with school board authority. Please consult the Orange County Student Code of Conduct for more details. Grady A. Brown is a "Positive Behavior

Intervention Support” school. We utilize school-wide expectations and common language to teach our students appropriate conduct for school.

Hallways, Cafeteria, School Campus:

Appropriate behavior in the hallways, cafeteria, and on the school campus are expected at all times. Teachers, staff, and parents should model and teach appropriate behavioral expectations. The following expectation should be followed to ensure a safe and respectful learning environment:

- Enter the building quietly and walk to the right of the hallways
- Remove hats or other head covering when entering the building
- Use low and respectable voices in the hallway and in the cafeteria
- Walk and do not run in the hallways
- Keep hands, feet and objects to oneself
- Respect toward each other, teachers, and other adults is expected at all times
- Refrain from chewing gum in common areas.

Name calling, intimidation and verbal teasing will not be tolerated in our school community.

Disruptive Behavior: Each classroom establishes a system of beliefs, rules, warnings, and consequences to address unacceptable behavior that is not considered a serious infraction. Consequences for serious infractions will be consistent with the Orange County School Student Discipline and Code of Conduct.

Classroom: Teachers will take appropriate action with each discipline issue based on classroom and school rules. If classroom consequences do not work and the teacher has used all resources and strategies, the student will be brought and/or sent to the office with a note of explanation. A discipline referral/documentation will be completed regarding the incident.

Office: Administrators and counselors will take appropriate action consistent with the infraction using one or more of the following interventions:

- Administrative conference
- Parent call/parent conference

- Time out in an appropriate supervised area
- Other appropriate supervised area
- Referral to counselor, psychologist, social worker, and/or assistance team
- Suspension

Serious Infractions: The following serious infractions and/or behaviors are unacceptable and may result in suspension from school for a period of time:

- Possession of guns, knives, or other weapons
- Possession or use of a controlled substance (tobacco, alcohol, illegal drugs)
- Serious aggressive behavior or fighting
- Sexual harassment, serious verbal or physical attacks on another student or adult
- Vandalism, stealing school or student property

Violation of any of these infractions may result in suspension up to 10 days, long-term suspension, and notification of law enforcement.

DRESS CODE

Inappropriate Dress

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. 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. Examples of prohibited dress or appearance include, but are not limited to, exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see-through clothing; any adornment such as chains or spikes that



reasonably could be perceived as or used as a weapon; and any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified. At Grady A. Brown Elementary, we define excessively short shorts and skirts as ending below where the tips of the student's fingers are extended while standing. Flip flops should not be worn on days when students have PE with the physical education teacher. Tennis shoes with wheels should not be worn to school.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

Toys

Students may not bring toys from home unless specifically approved by a teacher. Yo-yos, ipods, hand-held video games, silly bands, Webkins, trading cards, game cards, etc. do not serve an educational purpose.

Children are not permitted to have CELL PHONES in their possession while on campus.



Book Bags

Book bags should be small enough so that students can carry them safely and be able to store them in the classroom and carry them on the school bus.

LOST AND FOUND

Students are encouraged to leave all valuable items at home since the school cannot assume responsibility for lost items. Coats, bookbags, lunch boxes, etc. should be clearly marked with the student's name to permit easy identification. Only materials and books or special project items

should be brought to school unless permission is granted by the teacher or school administrators.

There is a **LOST AND FOUND** section in the office. Parents and students are invited to check the lost and found area for missing items. Each year the school system has a large quantity of unclaimed items, which are given to charitable organizations if not claimed within a reasonable amount of time (30 days).

PET POLICY

Safety is our top priority at Grady A. Brown Elementary. Therefore, we prefer that pets not be brought on to campus during arrival, dismissal and other times of the day. There is a lot of activity during these times of transition and animals' behavior cannot be predictable. For a special learning experience, the principal may allow animals to be brought to school in a limited and supervised manner.

INCLEMENT WEATHER

If inclement weather occurs, listen to local radio and television stations to find out about school delays, closings, or early dismissals during inclement weather. We do not receive notification any earlier than the news media. Please do not call the school, central office, or the radio or TV station. Assume that school is operating unless you hear otherwise. If school closes early due to inclement weather or emergency, it is not possible to telephone every parent. Be sure that you, your child and his/her teacher have a plan and know exactly what to do. Send the information in writing or call the school if your child's mode of transportation changes. It is imperative that you have a back-up plan for your child (a neighbor, for example) in case your child gets home before you due to an early closing. The plan should also include which parent/guardian will contact the school if changes are to occur.



CHILD NUTRITION SERVICES

Breakfast is available each morning from 7:30 - 7:55 a.m. and each class is assigned a lunch period. Parents are always welcome to join their child for breakfast or lunch. Parents may buy a cafeteria lunch or bring one from home. **Please refrain from putting glass or canned drinks/sodas in bag lunches.**



The cost of a student breakfast is:

Student: \$1.30 Reduced: \$.30

The cost of an adult breakfast is:

a la carte

The cost of a student lunch is:

Student: \$1.80 Reduced: \$.40

The cost of an adult lunch is:

a la carte

*The above meals and prices include milk. Additional milk may be purchased for \$.40. Adults can purchase all food items a la carte.

Meal tickets may be purchased each morning from 7:30 – 7:55 a.m. in the school cafeteria. Checks should be made payable to Grady A. Brown Cafeteria and should list the child's name and teacher.

Food Policy

The North Carolina Department of Environment and Natural Resources suggest that schools should not allow anyone to bring in food from non-commercial sources. Food related illness caused by improperly prepared food brought in from the community is a public concern. In an effort to

reduce the risk of a food related illness with our students, we request that parents refrain from bringing in certain home-prepared foods and/or from noncommercial sources. Under no circumstances should the following food items be brought in from homes:

- Ground beef products
- Venison in any form
- Unpasteurized milk, juices or products made from unpasteurized milk like butter, cheese or ice cream

Cupcakes or other special snacks must be bought and/or prepared from a store or restaurant.



Please check with your child's teacher regarding peanut allergies in your class.

CONFERENCES

At least two conferences will be scheduled with each student's parent during the year. Parents are encouraged to contact the teacher any time there are questions or concerns. Please call or send a note in if you have to cancel a scheduled conference. "No Shows" for scheduled conferences that are not canceled will be documented. Regular communication between home and school is crucial.

Suggestions For Parents At A School Conference

Decide in advance what you want to ask the teacher. It's a good idea to write things down that you want to discuss. This will help you focus on your child's specific problems rather than indulge in generalities.

- Ask your child if there is anything she/he would like you to discuss with the teacher.
- Share information about your child with the teacher. The more we know about your child the more effective we can be.
- If you have a concern, remain calm until you and the teacher have had time to discuss it thoroughly.
- Look and listen before you leap. If you are troubled about a rumor you've heard, or

something your child has told you with respect to school, remain calm and seek the facts. Ask the teacher what happened.

- Don't expect the impossible. Be reasonable in what you expect the teacher to do and about the amount of special attention he/she can give your child.
- Ask the teacher how you can help meet some of your child's needs at home. Take notes during the conference and review them when you get home. Start right away on the action steps that you and the teacher decide upon.
- Schedule conferences in advance. Teachers cannot interrupt their classes during the day. Expect 48 hour's notice to schedule a conference. Each day, teachers are involved in team planning, workshops, and/or individual planning.
- When you are volunteering in the classroom, please do not request a conference at that time. You need to schedule a conference at a later date.

REPORTING A CHILD'S PROGRESS

Orange County's method of reporting a student's progress includes the best of several reporting procedures. It is a fusion of progress reports, parental conferences, and interim reports. Report cards will be issued approximately every nine weeks for all students. The purpose of the student report card is to inform parents of their child's achievement on state standards for each reporting period. The student's achievement is determined by a variety of ongoing assessments. The report card is being used to convey to parents and students how students are progressing to meet state proficiency standards. The five essential components of reading instruction, the two writing processes, and five strands of mathematics identified in the NC Standard Course of Study are addressed on the report card.



Report Cards will be issued within two weeks after the grading period. Parents should read and discuss report cards with their child. A conference with parents is required at the end of the first grading period. Report cards may be picked up at the time.

Students will be scored using the following scale:

Level 1 - Does not or rarely meets grade-level proficiency expectations.

- Shows no/limited evidence of conceptual understanding of content
- Unable to apply strategies or complete tasks in familiar and/or new situations or to new content
- Requires teacher guidance/direction/supervision and modified instruction most of the time
- Requires additional time/opportunities/explanations to complete tasks

Level 2 - Inconsistently meets grade level proficiency expectations.

- Shows some evidence of conceptual understanding of content
- Has difficulty applying strategies or completing tasks in unfamiliar situations or to new content
- Requires teacher guidance/direction/supervision frequently
- Often needs additional time/opportunities /explanations

Level 3 - Consistently meets grade-level proficiency expectations.

- Shows conceptual understanding of content
- Applies knowledge of concepts and learning strategies to new content/discipline to construct meaning
- Completes most tasks accurately
- Requires minimal teacher guidance/direction/supervision to complete work

Level 4 - Consistently meets grade-level proficiency expectations at the highest performance levels.

- Employs higher level thinking skills to analyze, synthesize, and justify concepts
- Applies knowledge of known to solve unknown or to make applications to other disciplines or to other literary works
- Consistently extends and elaborates
- Works independently most of the time to complete tasks accurately

HOMEWORK

At Grady A. Brown Elementary, we define the term “**homework**” as school related instruction that is to be completed outside the classroom. It should fulfill the following purposes:

- To enrich and extend school experiences through related home activities
- To reinforce learning by providing practice and application
- To stimulate effort, independence, responsibility and self-direction

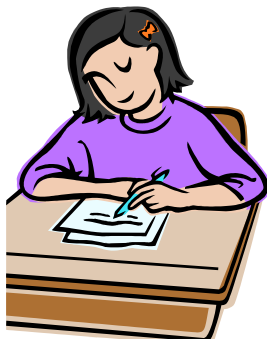
Homework Guidelines

Homework will provide practice to reinforce skills learned in class.

Homework will provide a daily opportunity for parents to encourage their children to succeed in school.

All homework assignments will be completed on time.

Students will turn in work that is neatly done.



Frequency:

Grades K-2	Not to exceed an average of 20 minutes
Grades 3-5	Not to exceed an average of 50 minutes

Homework will be assigned Monday through Thursday nights. Occasionally, some projects may extend into the weekend. Parents are expected to contact teachers if homework was not completed due to unavoidable circumstances.

Examples of possible assignments:

*Reading logs	*Observations
*Experiments	*Drawings
*Reports	*Interviews
*Creative Writings	*Drills
*Reading	*Research

SPECIALTY AREAS

AIG Program: Each Year school personnel conduct a search of all students K-12 who are potential candidates for differentiated services. This search is a review of all students who may need further assessment and/or a differentiated education plan. Services include flexible grouping in the regular classroom, subject grouping across the grade level, cluster grouping, resource pullout, subject acceleration, as well as individual projects.

Art: Art classes are scheduled for all students. Student artwork is displayed throughout the school. Displays of student work can be seen in local businesses and at the annual Art Festival.



Exceptional Children's Services: A parent or staff member may initiate a referral to the Student Teacher Assistance Team or Exceptional Children's Program. The STAT Team acts on referrals by evaluating data and consulting with teachers, other staff members and parents. Parent permission is obtained if the committee recommends additional assessments or services.

Media Center: The school media program is designed to meet the needs of individual students, classes, small groups, and staff through teacher instructed activities, educational resources, and services. The media center sponsors a book fair and a bargain book sale each year.



Music: Music classes are scheduled weekly for all students. The purpose of the music program is to provide experiences and opportunities which develop childrens' creativity, growth in musical knowledge and skills, and an appreciation for a variety of cultures and musical styles.

Physical Education: Physical education instruction is scheduled weekly for all students. Activities take place in the gym and outside. Classes focus on fitness and team building activities. Field days are held in the spring of each year.

Reading Resource: Reading resource provides early intervention designed to help primary students who are experiencing difficulty learning to read and write. During the lessons, the instructional focus is on reading strategies, rather than isolated skills, to help students make accelerated growth.

Spanish: Spanish is scheduled weekly for all classes. The primary goal is the development of listening and speaking skills and cultural awareness through concrete experiences. Because language acquisition begins with listening, successful language learning activities emphasize comprehension rather than speaking at the beginning stages. Successful language learning activities involve students in interpersonal communication as they learn songs, recite poems, and give oral commands. At this level, reading and writing are not introduced; instead, emphasis is placed on the oral language necessary for students to become good readers and writers later on.

Technology: Teachers schedule visits to the computer lab for integrated instructional activities. Each classroom has three or more computers for student use.



Asbestos Hazard Management Plan

“We are required by Federal Law to maintain an Asbestos Hazard Management Plan under the Hazard Emergency Response Act. The plan is housed in the office for your inspection and information. The plan will show that there is NO Friable/Dangerous Asbestos in the building”.