

Deyton Elementary School

2023-2024

Parent-Student Handbook



Deyton Elementary School
308 Harris St.
Spruce Pine, NC 28777
828-766-2070
Kristie B. Autrey, Principal

Welcome to Deyton Elementary School! The purpose of this handbook is to inform students and parents about the operations and procedures at Deyton Elementary School. Staff, students, and parents need to work together to ensure the safety and success of all children at Deyton. We are looking forward to a great school year and I would like to thank you in advance for your continued support!

Daily Schedule

7:05 - Doors open
7:35 - Classes begin
2:20 - Dismissal of car riders
2:30- Buses load

Arrival to School

Please ensure that your child is on time each day!
Hand sanitation stations will be available in all schools, and hand washing will be encouraged.
Increased cleaning and sanitation of high-contact areas are a priority.
Parents are requested to check temperatures prior to sending students on the bus or to school. Screening may occur at school during high absenteeism or widespread sickness (Flu season).
Staff and students will be trained on recommended healthy routines as needed.
Staff and students are encouraged to stay home if they are sick or running a temperature.

Dismissal of Students

Each student will be given a name card to be displayed in the window of the authorized pick-up person. Please make sure this card is displayed every day when you pick up your child. When school personnel see your card displayed on your vehicle's windshield, they will call your child to come out and get into it. To ensure the safety of our students, **parents should remain in their vehicles** during afternoon pick-up. If you do not have a card displayed, you will be asked to pull over so that school personnel may verify that you are authorized to pick up the child.

A note is required if a student is to go home via a different means than his/her normal routine. Please contact the office to change procedures for going home as early in the day as possible. Teachers are not allowed to let students leave their classroom until the office calls them. Students will only be allowed to leave with his/her parent/guardian or those specified as permitted adults unless a written note is received in the office. We may ask for identification.

Campus Visitors

Visitors must sign in at the office upon arrival to campus during regular school hours. Exceptions will be made for Open House, New Student Orientation, Athletic Events, etc.

Use of facilities from outside groups may be limited depending on current conditions in the county and school. (Local Health Department guidance)
Volunteers will be allowed in the building with the same screening procedures as staff.

Facilities and Routines

Students are encouraged to bring a water bottle. Water filling stations will be available in all schools.

Increased cleaning and sanitation of high-contact areas are a priority. Increased air circulation in classrooms through windows and doors (as feasible).

Academic field trips that can be conducted safely will be approved. Schools will continue the procedure at the dismissal of loading car riders before loading buses (Please see school opening and closing schedules)

Outside Physical Education activities will take place to the extent possible, considering weather conditions at the time.

Academics

The traditional, 5-day-a-week, daily instructional model provides instruction in person while adhering to additional safety protocols. There will not be a virtual school option for students. Teachers will assess students' current instructional level and adjust instruction to address students' individual needs.

Attendance

Policy Code: 4400-R ATTENDANCE

The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. This regulation is implemented to provide specific procedures that school-level administration will follow to monitor, record and administer student attendance. It is the duty of all district employees to adhere to the requirements of this regulation; failure to do so may result in disciplinary actions, up to and including dismissal.

A. ATTENDANCE RECORDS

Accurate records of attendance, including accurate attendance records in each class will be maintained by the classroom teacher, principal and PowerSchool data manager. Violations of the Compulsory Attendance Law will be reported pursuant to legal requirements, as further explained in Section F of this regulation.

B. ATTENDANCE STANDARD

A student must attend school 50 percent of the school day in order to be counted present for the entire day. Also, students must attend a specific class a minimum of the period in order to be counted present for the class, unless the student is absent, tardy or excused from class due to a school-related activity.

C. EXCUSED ABSENCES

After returning from an absence, the student must present a written note that is signed by a parent or guardian within two days; otherwise, the absence will be coded as unexcused. Absences in excess of 10 days may require a medical note. Absences due to extended illnesses may also require a statement from a physician.

An absence may be excused for any of the reasons set out in Board Policy 4400, Section B.

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

D. SCHOOL-RELATED ACTIVITIES

Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The school-related activities listed in Board Policy 4400, Section C, will not be counted as absences from either class or school.

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for determining what assignments are due and completing them within the specified period. The principal will implement specific procedures for students to make up work.

E. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Excessive absences may impact eligibility for participation in interscholastic athletics, extracurricular

activities, and student organizations, as defined by Policy 3620. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses. Each principal (or committee, if the principal establishes one for the school) is responsible for determining whether excessive absences will result in grade adjustment, retention, additional time to complete work, or otherwise, as described in Board Policy 4400, Section D.

F. COMPULSORY ATTENDANCE

1. Compulsory Attendance Law Reporting

The principal shall notify parents and take all other steps required by [G.S. 115C-378](#) for excessive absences. Students may be suspended for up to two days for truancy.

- a. After a student has accumulated three unexcused absences, the principal or his/her designee shall notify the parent/guardian of the child's excessive absences.
- b. After not more than six unexcused absences, the principal or his/her designee shall notify the parent/guardian that he/she 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 local boards of education. Once parents are notified, the school social worker shall work with the child and his/her family to analyze the causes of the absences and determine steps to eliminate the problem.
- c. After ten accumulated unexcused absences in a school year, the principal and his/her designee shall review any report or investigation prepared under G.S 115C-381 shall confer with the student and his/her parent/guardian, if possible, to determine whether the parent/guardian has received notification pursuant to this section and made a good faith effort to comply with the law.

If the principal or his/her designee determines that the parent/guardian has not made a good faith effort to comply with the law, the principal or school social worker shall notify the district attorney and the director of social services of the county where the child resides. Documentation that demonstrates that the parent/guardian was notified and that the child has accumulated ten absences which cannot be justified under the established attendance policies of the local board, shall constitute *prima facie* evidence

that the child's parent/guardian is responsible for the absences. Upon receiving notification by the principal or his/her designee, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302.

If the principal or his/her designee determines that the parent/guardian has not made a good faith effort to comply with the law, the principal or school social worker may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse.

2. Elementary School (Grades K-5)

As a local promotion standard, students in Mitchell County elementary schools are required to be in attendance at least 94% of the school year (that is, no more than 10 absences during a 180-day school year) in order to be promoted to the next grade. A student absent more than ten days shall be referred to the principal/designee for possible retention. Upon the 6th absence (excused or unexcused), the principal or designee will notify the parent of the school's concern and interventions necessary for student success.

If the principal determines retention is necessary based on attendance, the parent/guardian will be notified in writing. The parent/guardian will have five days to appeal the principal's decision. Written documentation must be provided to the principal and must be based on appropriate reasons for the absences and completion of all make-up work. If summer school attendance is determined to be appropriate, a final decision regarding promotion will be made following the summer school session.

G. MAKE-UP WORK OPPORTUNITIES

All students are required to make up missed work regardless of whether the absence is excused or unexcused or short-term out-of-school suspension. (See also policy 4351 Short-Term Suspension). The school will determine when work is to be made up. The student is responsible for finding out what assignments are due and complete them within the specified time period. The principal will implement specific procedures for students to make up work.

H. OTHER

Occasionally, unique or unusual situations arise that this policy does not address. Principals shall consult with the superintendent to develop appropriate alternatives on a case-by-case basis.

Students with excused absences due to documented chronic health problems are exempt from this policy.

Legal References: [G.S. 115C-47, -84.2, -288\(a\), -375.5, -378 to -383, -390.2\(d\), -390.2\(l\), -390.5, -407.5; 130A-440; 16 N.C.A.C. 6E .0102, .0103](#); State Board of Education Policies [TCS-L-000, -002, -003](#)

Cross References: Extracurricular Activities and Student Organizations (policy [3620](#)), Education for Pregnant and Parenting Students (policy [4023](#)), Children of Military Families (policy [4050](#)), Immunization and Health Requirements for School Admission (policy [4110](#)), Short-Term Suspension (policy [4351](#)), Attendance (policy 4400)

Adopted: September 18, 2017

Emergencies

At the beginning of each year, parents/guardians are asked to complete a Student Information Sheet that includes contact information. It is necessary that we have a way to get in touch with you or have an emergency number at all times in case your child gets sick or has an accident. If your phone is disconnected or the number changes, notify the teacher and the office immediately.

Custody/Records

By state law, students can be released to either biological parent, and either parent can have access to their child's records by coming to the school office unless legal papers are provided stating otherwise. In cases of joint custody, the most current official court papers provided by the guardians will be followed. It is the responsibility of the parents/guardians to provide all legal paperwork to the school.

Homework

Homework is given at the discretion of each teacher and will reinforce skills that have been taught. Parents should monitor and encourage the child as he/she does the work but should not do the work for the child.

Tips for Helping Your Child With Homework:

1. Be sure to let your child know that you are interested in his/her schoolwork.
2. The best time for your child to do his/her work is early in the evening.
3. A child should do his/her work at the same place and time each evening.
4. The kitchen table or living room floor is a good place because a parent or other family member can more easily monitor progress and give help as needed.
5. During the time work is being completed, the TV and other electronic devices should remain off.
6. Children should read with a parent, older sibling, or another adult every evening.
7. Please review your child's daily work and agenda in order to keep up to date with classroom assignments.
8. Helping your child with his assignments can be very rewarding for both the parent and child. Please remember to be patient and positive, don't dwell on mistakes, and praise the things that are done correctly.

From Love & Logic Institute, Inc.

Make-Up Work

When a student is absent, it is the responsibility of the parent and student to see that all work is made-up and submitted within three days after returning to school. All educational trips must be pre-approved.

Inclement Weather

It is important that parents plan carefully with their children the procedures to follow on bad weather days. Most of the confusion stems from the fact that children do not know their inclement weather plan. If there is a chance of school closing due to snow, please listen to the local radio or television stations to determine school closures. Please do not call the school. Announcements will be made on all local stations by 6:00 am each morning if there is to be no school or a delayed schedule. A message will also be sent through The MAC automated phone system. When school is on a delayed schedule, please do not bring your children until the delayed time. There will not be staff on duty to monitor your child until the specified time. In the event of a two-hour delay, please do not drop students off before 9:05 am. In the event of a three-hour delay, please do not drop students off before 10:05 am.

Breakfast/Lunch



A well-balanced breakfast and lunch is offered each day.

2023-2024 Meal Prices:

Breakfast:

- Students...Free
- Adult Breakfast...A la Carte Pricing

Lunch:

- Students...Free
- Adult Lunch...A la Carte Pricing

Dress Code

You are urged to see that your child is dressed appropriately for school in attire that will promote a positive educational environment. Inappropriate dress includes (but is not limited to):

- Clothing with language or images that is vulgar, obscene, or discriminatory
- Clothing that depicts or displays the use of any controlled substance (tobacco, alcohol, or drugs) or paraphernalia
- Clothing that exposes underwear or underwear worn as outerwear

- Tube tops, strapless tops, or spaghetti strap tops/dresses
- Clothing that is see-through or that exposes the midriff, chest, or underarm area.
- Caps/hats, scarves, stocking caps, etc., may NOT be worn indoors at anytime unless on otherwise designated days that will be announced.
- Wallet chains and pocket chains.

Students may wear shorts or skirts of an appropriate length. Shorts and skirts must reach mid-thigh.

Pants, shorts, and skirts must be worn appropriately at the waist. Pant legs should not drag on the floor surface. Shoes must be worn at all times. Flip-flops are not recommended because of safety issues. Sleeveless tops may be worn, provided the fabric at the shoulder is the width of the student's palm. Students not in compliance with this dress code will be asked to cover non-compliant clothing, change clothes, wait for parents to bring a change of clothing, or go home. A repeat of this infraction will result in disciplinary action.

Lost and Found

All lost and found should be turned into the office. Parents should label clothing and encourage children to be responsible for their belongings. The school will not be responsible for lost valuables or money. Any items not claimed from lost and found will be donated to a charity at the end of each nine weeks.

Personal Property

Only those items necessary for the school day should be brought to school. Students' personal items, such as toys, games, trading cards, electronic devices, cell phones, etc., should be left at home. If one of these items is seen or heard during the school day, items will be stored in the office until a parent can pick the item(s) up. The school will not be responsible for lost valuables, lost personal property, or money.

Student Code of Conduct

It is the belief of the Mitchell County Schools that every child has the right to learn in a safe and orderly environment. The school board, the superintendent, school administrators, teachers, parents, and students share

the responsibility of providing that environment. The student code of conduct has been developed to provide a comprehensive list of expectations for student behavior and consequences for violating those expectations. The regulations have been written in accordance with N.C. General Statutes 115C-390 and 391. A copy of the Student Code of Conduct may be found on the Mitchell County Schools web page. You may also refer to Mitchell County Schools Board Policies Section 4000. This information can be accessed at www.mcsnc.org. Deyton will use the Educator's Handbook program to monitor data of behavioral "minors" and "majors".

The Bullying and Harassment Policy can be accessed at Mitchell County Schools Policy 1710/4020/7230 at the Board Policies Section of the Mitchell County Schools Website.

Medications/First Aid

This is a brief summary and explanation of Mitchell County Schools' policy with regard to medication. All medication that can be given outside school hours without adversely affecting the health of the student should not be given at school. When it becomes necessary to give medication at school, the following requirements apply:

- Medication must be in the original container or pharmacy bottle and clearly labeled with the student's name, the name of the medicine, and how the medicine is to be given.
- Medication can be given only after the parent has signed a permission form.
- All medication that is to be given at school must have authorization from the student's health care provider. This includes over-the-counter and self-administered medication.
- Self-administered medication requires a form signed by the student, parent, principal, and school nurse.
- Parents should deliver medication to school rather than have the child carry it to school. Parents should also pick up any remaining medication. All medication will be discarded within seven (7) days after the last administration and at the end of the school year. Alternative arrangements can be made on an individual basis if the principal deems undue hardship for the parent (guardian).
- Your help by following these requirements is greatly appreciated as we strive to meet your child's health needs while also meeting his/her educational needs.

The parent is responsible for sharing health information such as allergies, illnesses, or other medical conditions and providing medical equipment your child may need (ex: diabetic testing supplies, epi-pen, etc.) to the school nurse.

Please do not send sick children to school. If your child has a temperature, is vomiting, has diarrhea, etc., please keep him/her at home. It not only exposes others to illness, but it is unfair to the child.

Health and Hygiene

- Hand sanitation stations will be available in all schools, and hand washing will be encouraged.
- Increased cleaning and sanitation of high-contact areas are a priority.
- Parents are requested to check temperatures prior to sending students on the bus or to school. Screenings will occur at school when the local health department determines an outbreak in the county or in schools. Screening may occur at school during high absenteeism or widespread sickness (Flu season).
- Training for staff and students on recommended healthy routines will be provided as needed.
- Staff and students are encouraged to stay home if they are sick or running a temperature of 100.4 or greater.

Bus Transportation

Riding the school bus is a privilege- not a right. All students must follow the bus rules and instructions given to them by the driver. School bus misbehavior will be reported to the principal. Students must sit in the seat assigned to them by the bus driver. If a student is suspended from the bus for misbehavior, it is the responsibility of the parent to provide transportation during the suspension period.

Bus Rules & Expectations:

1. The bus driver WILL assign seats.
2. Be courteous
3. No profanity
4. Do not eat or drink on the bus; keep the bus clean.
5. Keep your hands and feet to yourself at all times.

6. Remain seated.
7. No smoking or use of tobacco products.
8. Keep your hands and head inside the bus.
9. Do not destroy property.
10. Do not distract the driver through misbehavior for your safety.

Please note:

Bus drivers will disinfect buses routinely.

Students will spread out on the bus to the extent possible.

Bus unloading will be from the front to the back.

Grading

In October 2014, the NC State Board of Education approved a standard 10-point grading scale, to begin with the 2015-2016 school year for high schools across the state of North Carolina. Mitchell County Schools has chosen to implement this scale for elementary, middle, and high school students. The following grading scale will be used at Deyton Elementary this year.

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 59 and Below

Computer/Internet Use

iPads and the Internet will be used to support the curriculum and enhance learning. They are not for personal use. The teacher will be responsible for the supervision of classroom/lab computers and the Internet. Proper use of the iPads and the Internet is the responsibility of the students.

Inappropriate use and/or damage to a device will result in the loss of the privilege to use the computers or the Internet and/or the replacement of the computer. The classroom teacher and the media coordinator will monitor the acceptable use policy and will follow the Mitchell County Student Code of Conduct.

Conferences

Teachers are available for conferences after-school or during their planning time. Conferences with the teacher must be scheduled in advance. You may contact a teacher through phone or email. Please do not use social media to contact teachers or staff members concerning school issues. Deyton will use **Class Dojo** as a method of school and home communication.

Procedure for Parent Concerns

- Talk with the person with whom you are concerned.
- Schedule conferences with the academic team.
- If you are not satisfied with your conference, schedule a meeting with the principal.
- If you remain dissatisfied, please contact the Superintendent.
- If you remain dissatisfied, you may want to appear before the Board of Education.
- Parents and staff will treat each other with mutual respect at all times.

Title I

Title I provides federal funding for schools to help students who are behind academically or are at risk of falling behind. Funding is based on the number of low-income children in a school, generally those eligible for the free/reduced lunch program. Services provided by Title I may include: hiring teachers to reduce class size, tutoring, and supplies. About half the schools in North Carolina receive Title I funding. Deyton Elementary is a Title I school. Further Title I information can be found at http://www.mcsnc.org/departments/federal_programs.

Parent Information Letter
Multi-Tiered System of Support (MTSS)
2023-2024

Dear Parents/Guardian,

The Mitchell County School System believes in providing the highest quality of education for our students. This letter is to provide you with information about a three-tiered instructional approach we are using to meet the needs of all students.

Under a Multi-Tiered System of Support (MTSS), all students will participate in the core curriculum, with three levels (tiers) of interventions for students who demonstrate at-risk skills in general academics or behavior. Each tier provides additional support beyond the core curriculum. All students will be tested thrice yearly to measure their progress and determine if they are performing at grade level. Behavioral expectations will also be monitored on a regular basis throughout the year.

- Tier 1 - Teachers will use different strategies within the core instruction to address all needs of students.
- Tier 2 - Based on progress monitoring data, students who need extra support with the core curriculum will be provided supplemental research-based interventions to match their needs.
- Tier 3 - Students struggling in core and supplemental instruction will receive more intensive interventions. Parents will receive ongoing progress data. After Tier 3 implementation, students who continue to display limited progress may then be considered for further evaluation and services.

Our school is excited to take part in this process to improve the educational outcomes for all students. As always, do not hesitate to contact your child's teacher or myself if you have questions or concerns.

Title I Notification
Parents Right To Know

Dear Parents/Guardians:

The Elementary and Secondary Education Act, also known as ESSA, requires school districts to notify parents of children attending a Title I school (Mitchell County's Title I schools are our Elementary and Middle Schools) of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these funds, Mitchell County School District will provide you with this information in a timely manner if requested. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and core academic subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and the field of discipline of the certification or degree.
- Whether teacher assistants provide services to your child and, if so, their qualifications.

In addition, the law requires that all schools that receive Title I funds must provide notification to every parent in the school whose child is being taught for four or more weeks by a teacher who is not "Highly Qualified," regardless of whether or not the teacher is being paid with Title I funds.

The Mitchell County School District is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact the school principal or secretary, and they will provide the information requested. The Teacher/Assistant Information Request Form can be found at:

[Teacher/Teacher Assistant Information Request Form](#)

Sincerely,

Dr. Paula Holder
Federal Program Director
Mitchell County Schools
828-766-3358

School Rules & Expectations

Deyton Elementary School will continue to implement Positive Behavioral Interventions and Support (PBIS). We are the Deyton Dolphins and we will DIVE to show appropriate behavior.

The Deyton Dolphins will:

D Demonstrate Respect & Kindness

I Individual Responsibility

V Value Learning

E Effort is Evident

Deyton Elementary students have rights, privileges, and responsibilities. We have set high standards for students to conduct themselves in a way that is respectful and helps to build a climate essential for learning. Teachers will teach and reinforce appropriate behavior in all areas of the school.

Students will earn points for their academic work and behavior at the end of each school day. Students who have met the established goals will be rewarded at the end of each nine-week grading period.

| Deyton Dolphins... | Classroom & Specials | Cafeteria | Hallway | Playground & Gym | Restroom |
|---|--|---|--|--|--|
| <p style="text-align: center;">D</p> <p style="text-align: center;">Demonstrate Respect</p> | <p>Show kindness and respect to others by:</p> <ul style="list-style-type: none"> ~Hands to yourself ~Use kind words | <p>Use good manners to:</p> <ul style="list-style-type: none"> ~Make food choices ~Talk at your table ~Eat our lunch <p>We say "Please" and "Thank You".</p> | <p>Demonstrate respect and kindness with a quiet, single-file line.</p> | <p>Treat everyone like a friend.</p> <ul style="list-style-type: none"> ~Include others ~Be fair ~Share | <p>Demonstrate respect by flushing and leaving no evidence you were there.</p> |
| <p style="text-align: center;">I</p> <p style="text-align: center;">Individual Responsibility</p> | <p>Be prepared/prompt for class by:</p> <ul style="list-style-type: none"> ~Being at school on time ~Having pencils, paper, books, homework, etc. | <p>We get everything we need while going through the lunch line. We may get up one time to get ice cream.</p> | <p>Keeping hands and body to self will show individual responsibility.</p> | <ul style="list-style-type: none"> ~Return Equipment ~Take care of equipment ~Pick up trash | <p>Individual responsibility by flushing, washing hands, and placing towel in trash can.</p> |
| <p style="text-align: center;">V</p> <p style="text-align: center;">Value Learning</p> | <p>Only:</p> <ul style="list-style-type: none"> ~One person is talking at a time ~Use time wisely ~Turning work in on time ~"I Can" Attitude | <p>We use "inside voices" in the cafeteria.</p> | <p>Value learning by being mindful of other classes.</p> | <ul style="list-style-type: none"> ~Be fit for life ~Value safe play | <p>Value learning by taking advantage of scheduled restroom breaks.</p> |
| <p style="text-align: center;">E</p> <p style="text-align: center;">Effort is Evident</p> | <ul style="list-style-type: none"> ~I can achieve, succeed, & excel ~I am capable ~I am responsible ~I am accountable | <p>We will leave the cafeteria clean by picking up all trash.</p> | <p>Effort is evident when we are an example to others.</p> | <p>Keep Moving!</p> | <p>Leave no evidence of your efforts...Anywhere!</p> |

Deyton Bus Expectations

S - Sit quietly in your seat

A - Always be a friend

F - Face forward

E - Exit quickly and
quietly

PLEASE SIGN THIS PAGE AND RETURN IT TO YOUR CHILD'S TEACHER

I have read and discussed the 2023-2024 Deyton Elementary School

Parent/Student Handbook with my child, _____.

I understand that this handbook and the policies it references apply to all students, at all times; whether in school buildings or on school grounds. This includes all school vehicles and all activities relating to Mitchell County Schools.

Student Signature

Date

Parent/Guardian Signature

Date