

# PASQUOTANK ELEMENTARY SCHOOL STUDENT HANDBOOK 2017-2018



## VISION STATEMENT

Pasquotank Elementary School is committed  
to providing a safe and caring environment of mutual respect  
in which all students will become successful learners  
prepared to face future challenges

## MISSION STATEMENT

**Pasquotank Elementary Educates Students for Success!**

# Home of the Roadrunners

Dear Parents/Guardians and Students:

On behalf of the faculty and staff at Pasquotank Elementary School, I am happy to welcome you to the 2017-2018 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject

Our priority is raising academic achievement in a safe environment conducive to learning. With your help, we will increase proficiency (number of students on grade level) in reading, math and science. Students will be provided instructional time at school, which will be reinforced at home via homework and practice. We must have high expectations for our students! To carry out our school's vision and mission, we will reflect on instructional successes and challenges to move our practices forward, promote positive interactions between school and the community and provide students with feedback that will create opportunities for them to self-monitor and develop ownership of their learning.

We are implementing a process this year, Multi-Tiered Systems Support (MTSS), which provides a continuum of support for students who may be struggling in academic or behavioral areas. MTSS is a combination of Positive Behavior Intervention Support (PBIS) and Response to Intervention (RtI). MTSS focuses on addressing concerns when they first begin in the classroom, so that learning and or behavior support can be implemented in a timely manner. In MTSS, families and teachers team together in intervention planning, monitoring, and decision-making as to what needed student support can be made available.

In closing, please consider joining our school volunteer program and our Parent Teacher Organization (PTO) as our students can greatly benefit from your involvement and contributions to the school's program and its operations. Again, we welcome you to Pasquotank Elementary School and to our wonderful learning community . . . a place alive with much *energy* . . . *enthusiasm* . . . and a *high standard of excellence*! It is, indeed, a place where opportunities abound! Here's to an AWESOME new school year as we work together to make our school a great place to work and learn each day!

Sincerely,

Antoinette Reid, Ed.S

## DAILY SCHEDULE

7:20 - 7:40

Breakfast

7:40 - 7:45

Morning Announcements

7:45 - 2:35

Instructional Time

2:40

Dismissal

The school assumes no liability of or supervision for unattended students prior to 7:20 a.m. or after 2:40 p.m. unless directly involved in a school-sponsored function.

**Students will not be allowed to return to their classrooms after 3:00 p.m. except for tutoring or teacher sponsored events without permission from the office.**

## ARRIVALS & DEPARTURES

### **ARRIVAL**

**Arrival:** Our doors are unlocked for students to enter the building at 7:20 a.m. Persons bringing students to school should be aware of traffic patterns. Please park in designated areas only. **Do not park in front of the school in the Kiss 'n Go Lane.** Use extreme care when unloading children and be aware of other children & adults on campus. **When students arrive in the morning by vehicle other than the bus, vehicles should pull forward as far as possible before stopping.** Passengers should be ready to get out of the vehicle as soon as it stops. If it is necessary to take a few minutes before a child gets out of the vehicle, please pull into one of the parking spaces instead of holding up traffic. **When traffic is held up, it blocks passage on Peartree Road for vehicles that may not be coming to school.** Do not ever let out students where they have to cross in front of a car. Please be considerate of others and mindful of the safety of all. Being patient, alert and respectful to others can help prevent accidents.

**Attendance:** Parents of every student with 9 or more unexcused absences will be expected to attend a conference with the school. During the conference with the parent, the school will document that the parent:

- A. is aware of the number of absences,
- B. is aware that the absences are having an effect on their child's academic progress, and
- C. is aware of the compulsory attendance law's requirement that their child not accumulate more than 10 unexcused absences in a year.

The parent will be asked to sign a statement indicating that the he/she has met with the school and understands A, B and C above. Once the school has held a conference with the parent and has had the parent sign the appropriate documentation, if the absences continue, the school will submit a referral to the district's attendance officer using the online referral form. The matter then is subject to be reported to district attorney due to the violation of the compulsory attendance law.

**Tardiness:** Students are expected to be on time for the beginning of school. Students arriving late to school are required to sign in at the main office. They will be given a tardy pass to take to class with them. Parents are asked not escort their children to class when they are tardy to avoid interrupting instructional time. **If you need to speak with the teacher, please make an appointment to meet with the teacher during his/her planning time or before or after school.** Each classroom teacher will establish his/her own system for making up work missed due to tardiness. Students arriving to school late without the knowledge of their parents will be considered truant. Excessive tardies (5 or more) will result in a note or phone call from the principal to discuss making up instructional time lost.

**Bus:** To maintain the most effective transportation system possible, parents, please help your child to keep in mind that exercised caution each day will make their journey to and from school more productive and smooth. We ask that you please continuously review the following bus expectations with your child to safeguard their well-being and others.

- **Riding the school bus is a privilege. Failure to comply with the written or verbal directions given by school officials (bus drivers included) could result in temporary or permanent suspension from the bus for that academic year.**
- **Students must ride their assigned bus at all times. Notes to ride a different bus are discouraged to prevent overcrowding. Special permission to ride buses that are at capacity will not be honored. Any request to ride an unassigned bus must be in writing. ALL NOTES MUST BE SUBMITTED TO THE MAIN OFFICE BY NOON IN ORDER TO BE CONSIDERED FOR APPROVAL. Written requests to ride home with friends will not be honored. Due to liability, bus requests by phone cannot be honored. Once students have boarded the bus in the afternoon, please avoid asking the office to have them called off the bus because this causes a delay in our bus schedule.**
- **All students should refrain from eating, drinking and chewing gum on the bus. Cell phones, electronic and other communication devices are not to be used on the bus.**
- **All students are expected to be ready when their bus arrives in the morning. There may be times when the buses may run off schedule. In this event, encourage your child to wait at the door or on the porch because a bus will come. Buses will only wait a few seconds for children who are not visible. Students who choose to fight on the bus, at the bus stop before and/or after school will be suspended from school OR suspended from the bus for a minimum of 2 days, first offense.**
- **If a bus driver has to bring a student back to school or is unable to leave our campus due to unruly behavior, the student will be removed from the bus and will not be allowed to ride the bus that day. If this reoccurs, there will be a minimum 2-day bus suspension.**
- **Once the signal is given for the buses to leave our campus, students are prohibited from running out to the buses; unfortunately, they have missed the bus for that day. THIS IS A SAFETY ISSUE THAT WILL BE ENFORCED.**

**Consequences for bus misbehavior:**

- 1<sup>st</sup> bus referral= Bus citation or one (1) day bus suspension, pending infraction
- 2<sup>nd</sup> bus referral= Two-three (2-3) day bus suspension
- 3<sup>rd</sup> bus referral= Three-Five (3-5) day bus suspension
- 4<sup>th</sup> bus referral= Five (5) day bus suspension; beyond four referrals= 7-10 day bus suspension and permanent suspension from the bus for the year will be considered.

**NOTE: *A referral for using profanity will result in a 2- day bus suspension. Talking back to the bus driver could result in a 1-2 day bus suspension.***

**Also, please note that students are monitored by cameras on all regular yellow buses at our school.**

**DEPARTURES (2:40):**

**Back Campus:** Students who will be picked up in a vehicle after school will remain in the Media Center until their numbers are called. Each family will be given a number so that your child/ren can

be called to the Loading Zone once you arrive on campus. Students will be escorted to the Loading Zone. Follow our traffic pattern and please be patient – Safety First!

**Buses:** Students are called to buses for a 2:40 departure. They will board buses on the front campus. **Note: It is against state law for any unauthorized person (student or adult) to board a bus.** All communication between drivers and parents should be handled in a respectful manner especially in front of students.

**Changes:** Transportation changes should be sent to school via note to ensure the safety and well-being of your child. . **Phone calls will not be accepted for change in transportation.** When changes are in writing, it minimizes confusion and mishaps. If it is necessary for a student to ride a different bus, attend Boys' and Girls' Club, ride with someone else, remain after school or in any way change the normal method of departure, the student must bring a note to the homeroom teacher indicating specifically what the student should do. The note must be signed and dated by the parent/guardian. Please provide the name and phone number of the adult who is the legal guardian so that the school personnel can contact and verify the change in transportation. This is very important for the safety of your child.

**Early Departures:** Please avoid taking your child out of school before 2:00. **If it is necessary for a student to leave school early, the teacher must have written permission from the parent.** Before a student leaves the school property, the parent/guardian must sign the student out in the office. If you send a note, the teacher can make sure your child is packed and ready when the secretary calls into the classroom for you to pick him/her up for the appointment. If a student returns to school after being permitted to leave, he/she must sign back in. **No student will be called to the office for early departure unless there is an emergency or arrangements to leave early were made that morning.** Character building lessons, PBIS activities, class meetings, or reviews occur at the end of each day. This is also a time for organizing materials for homework and making announcements. Try to reschedule appointments for after school hours.

**Early pick-up for students will not be allowed after 2:00.** Habitual requests for early departure shall be reported to the attendance counselor for investigation. Dismissal is 2:40. Parents will not be allowed to go to the classrooms without approval from the principal. This includes the mornings and afternoons at dismissal. Appointments made in advance are appreciated to help us protect instructional time and maintain safety and order.

**Parking:** Use parking spaces (in front of or in back of the school) when available. On special occasions, drivers will park in designated spaces in the grassy area behind the parking lot.

**Walkers:** Students should use the crosswalks to and from school. They should stay on the sidewalk and be aware of traffic at all times.

## **SAFE & ORDERLY SCHOOLS**

**Expectations:** Pasquotank Elementary School believes all children can learn. It is our responsibility to provide a safe, orderly and effective learning environment for all children. We expect students to use the Positive Behavior Intervention Matrices and Roadrunner Code. We have included a copy of the matrix at the end of this handbook. Appropriate behavior will be taught, modeled, and monitored through class meetings, role playing, character education, and positive reinforcement that promote a respectful atmosphere for all. We ask that parents support our efforts to create and maintain a safe, orderly environment of mutual respect where all teachers can teach and all students can learn. **We are teaching students non-violent ways to resolve conflicts.** Inappropriate behavior will be addressed in a fair, firm, and consistent manner. Consequences will be reasonable, related (when possible), and respectful. Our goal is to provide students with alternative methods for handling peer pressure, bullying, frustration, and conflict. Students, teachers, parents, and administrators must work cooperatively to ensure the safety of our

children. We will use a Student Incident Report (for minor incidents) to help students redirect their behavior whenever they do not follow the PBIS Matrix. The teacher will notify the parent after each report. We will use the District's Handbook/Student Discipline to help us determine the next step whenever a student receives an office referral. Office referrals are submitted for Level II incidents (and higher). The District Handbook defines the levels of inappropriate behavior and consequences for each level. **We do not tolerate physical and verbal threats which includes BULLYING of any nature. PES does have a bullying policy which will be firmly enforced.** **Fire, Tornado & Safety Drills:** Drills are conducted monthly. Instructions are posted in each classroom indicating how to leave the building and where to report. Students should become familiar with this procedure. Teachers will teach and review safety procedures throughout the school year for all types of emergencies. If you have any questions, please contact the teacher, guidance counselor or principal.

**Vandalism & Property Damage:** The construction and maintenance of our school buildings and their contents are a cost to the taxpayers. Students who destroy or vandalize school property will be required to pay for loss or damage they inflict. If students willfully destroy school property, suspension from school and restitution may be necessary. If a student happens to damage school property by accident, he/she should report it to a teacher or to the office immediately.

**Personal Belongings:** **All of your child's belongings (sweaters, hats, supplies, etc.) should be labeled with some type of permanent marker.** In case items are lost, they may be relocated more easily if they are marked. A Lost and Found Department has been designated in the building.

**Dress Code:** Students are encouraged to maintain a standard of dress that meets the measure of being modest, clean and appropriate. Dress code will be firmly enforced by all faculty, staff and administration. We look to parents for their support and follow through in meeting this standard as they send their youngsters off to school each day. Inappropriate clothing would be the attire which draws abnormal attention to the wearer (which includes very short attire) or presents an element of possible danger either to the wearer or fellow students. **We are encouraging students to wear longer shirts when wearing leggings, no tank tops or spaghetti straps unless an appropriate blouse is worn over or under the garment. Shorts and skirts need to be no more than three inches from the knee.** If students choose to wear pants with gaping holes that expose the thigh area, a pair of leggings will need to be worn underneath. We are preparing them for the dress codes at the secondary levels. ***All staff members are required to model appropriate dress and we ask parents to model appropriate dress when they attend school events.***

**Skateboards, Bicycles & Scooters:** Students are not permitted to ride skateboards, rollerblades or scooters on campus. Any student who rides his/her skateboard/rollerblades or scooter on campus may have it confiscated. Bicycles used for transportation must be parked in designated areas. However, the school is not responsible for bikes parked at school.

**Electronic Devices, Trading Cards, and Toys:** Students are not allowed to use electronic devices such as cell phones, CD players, radios, and etc. during school hours (unless directed by the teacher). Any electronic device, trading cards, spinners or toys of any type brought to school may be confiscated by staff members and returned to the parent. Parents will be required to pick up the item. Toys should not be brought to school unless the teacher specifically requests them. (Example: for Show and Tell) The staff is not responsible for lost or stolen items.

## HEALTH AND SAFETY

**Child Nutrition:** Research indicates that nutritious, well-balanced meals improve student performance. Therefore, breakfast and lunch are available to all students in Elizabeth City Pasquotank School System. Breakfast is served at Pasquotank Elementary from 7:20 - 7:40. If school is delayed one hour, breakfast will be served from 8:20 - 8:40. If school is delayed two hours, breakfast will not be served. We are participating in the No Cost Breakfast and Lunch Program (CEP) for all of our students. Parents are requested to pack nutritious snacks for students. **No food or beverages from outside restaurants shall be brought to a child while in the cafeteria. This includes items from fast food and pizza restaurants (unless this is part of a packed lunch from home).**

**Health & Immunization:** The North Carolina Immunization law requires that all students be immunized. Students in grades K-12 must show evidence of at least four doses of diphtheria, pertussis, tetanus (DPT) and oral polio (OPV) vaccines. In addition, measles, mumps, rubella vaccine (MMR) are required for school attendance. Students entering kindergarten and first grade must have at least one booster dose of MMR, DPT and OPV on or after their fourth birthday. After the deadline, students will not be allowed to attend school until requirements are met.

**Medication:** Students will be administered medicine by a designated school employee. In order for this to occur, an authorization form must be submitted and signed by the physician and either a parent or guardian. The form will be kept on file until the end of the school year. All medications will be secured in the school office. NOTE: A new form has to be completed by the parent at the beginning of each school year.

**Accident or Illness:** In the event of illness at school or minor accidents needing medical attention, the school will notify parents as soon as possible. A parent or other responsible adult must be reached to give permission before any student will be allowed to leave school. If we cannot reach a parent, we will use emergency contact information you have provided. **Please make sure the emergency information is up to date at the school, should there be any changes during the school year.** When the student returns to school, he/she must present a note from a parent/guardian in order to be readmitted to class. Students who leave without proper clearance, regardless of the reason, will be considered truant.

**Emergency Contact:** All students should have the name and phone number and/or address of someone who can be reached in case of an emergency when the parent cannot be reached. This information should be updated throughout the year. Please

**Change of Address &/or Telephone Numbers:** Parents are requested to keep the school informed of any changes of address or telephone number. **This information is needed in case of emergency.** Forms for changes should be completed and submitted to the main office (in addition to the classroom teacher). This will ensure that you will get automated school and district calls.

**Telephones & Messages:** School phones are for office use only. Students will not be allowed to use the phone for personal calls except in an emergency and with staff permission. Parent calls will be transferred to Teacher Voice Mail or a message will be placed in the teacher's box during instructional hours. Parents may call to speak to a teacher during the teacher's planning time or after school. Feel

**Voice Mail:** Your calls will be directed to voice mail. Please leave a message. If you do not receive a response within 2 school days, please notify the main office.

## AFTER SCHOOL PROGRAM

EXTRA packets can be obtained from the school office.  
You can also contact the director, Ms. Raper, by calling 337 – 6616 or 339 – 4518.

## **ACADEMICS**

**EXPECTATIONS:** We believe all children can learn. It is our job as partners – parents, teachers & students – to help each child reach his/her full potential. All elementary schools in the district are Title I schools, and we are all required to sign a Teacher-Student-Parent compact. Your child's teacher will share this with you during the Information Night in October and/or during the conference held at the end of the first nine weeks.

**INSTRUCTIONAL TIME:** We value instructional time because it is very important to your child's success. **Visitors will be allowed into the classrooms during instructional time if they are volunteering upon the approval of the principal.** If you want to volunteer to work with your child in the classroom, please sign up with the child's teacher in advance so that your name is registered in the main office. **Instructional time is not a good time to have a conference with a teacher.** If you need to speak with your child's teacher, please make an appointment to meet with him/her during planning time, before school or after school. If you have an emergency and need to see your child during the school day, please notify the office and we will get someone to bring your child to the lobby.

**READING:** Students learn how to read in grades K – 3, and they read to learn in grades 4 & 5. We spend 110-120 minutes every day teaching and practicing all five essential skills of reading in grades K – 3 and focus on application of these skills in grades 4 & 5. The essential skills include Phonemic Awareness, Phonics, Vocabulary, Fluency and Comprehension. **Students in all grades should read about 30 minutes every day outside of school hours.** They should read from a variety of fiction and nonfiction materials. As students become more proficient in reading, they will be able to apply the essential skills of reading in science and social studies using higher order thinking skills to advance their comprehension. This has to be a primary focus at home and at school. We can make a difference together.

**WRITING:** Teachers will engage students in the writing process in grades K – 5. Students will practice writing skills throughout the year as they participate in writing activities in all subject areas.

**MATH:** Students will learn math skills and concepts through a variety of resources where they will explore a variety of methods for solving problems, tutorials, and enrichment activities. They will develop higher order thinking skills by using math in real world situations designed by their teachers.

**SCIENCE:** Students will learn science concepts through reading and writing activities in Literacy Stations, through integrated units of study, science projects and fairs and during Interactive Read Alouds.

**SOCIAL STUDIES:** Students will learn about our world through reading and writing activities in Literacy Stations, through integrated units of study, Geography Bees and during Interactive Read Alouds.

**SUPPORT TIME:** Students will attend Art, Music, and PE classes.

**TEXTBOOKS/MATERIALS:** Students are allowed to check out library books on a daily basis. All books are to be kept clean and handled with care. Students are strongly encouraged not to lend

materials checked out to them to other students. Students will be required to pay for lost or damaged materials issued to them. Also, teachers have classroom libraries.

**REACH:** This program, REACH (ReadEning Enrichment for All Children), is an educational opportunity that promotes improved academic performance for students in various grades through the commitment of community volunteers and student mentors. **Please contact the main office if you would like to volunteer for at least 30 minutes once every week.**

**TECHNOLOGY:** We use a flexible schedule for teachers to sign up to use the computer lab at least once a week. All classrooms have access to computers for Accelerated Reader, Word Processing, Smart Boards and a variety of educational activities and games. Technology opportunities are aligned to meet objectives in the NC Standards. We use technology as a tool to teach, practice, monitor, discover and create.

**FIELD TRIPS:** Students must have their parent's permission in writing before they are allowed to go on any school trip. Any school trip, no matter how far, is considered to be under the policies set up by the school and the Board of Education. In order to secure maximum educational benefit from a field experience, students will be oriented for the trip in advance. There will be adequate classroom activities done before the field trip experience as well as discussions after the trip.

**ASSESSMENTS:** Student performance is assessed through a variety of measures for reading fluency and comprehension. Selection tests are provided by publishers of the textbooks. Additionally, we use teacher made tests, rubric-based projects, and we conduct student-teacher conferences in all grades. STAR Reading and Math help us determine a student's ZPD (Zone of Proximal Development for independent reading in our Accelerated Reading program) and the grade level library (for math) for students at least three times per year. Students in Grade 3 take a Beginning of Grade Test and students in grades 3, 4 & 5 take End-of-Grade Tests. Electronic report cards are used to provide both interim reports and end of nine weeks grades. **Parents will be given codes (at the formal Open House) to access student grades.** Please contact your child's teacher if you have questions or concerns about your child's progress prior to contacting the principal. Please share any information that will help us determine how to best meet your child's academic needs.

**ACTIVITIES:** Students must meet academic and behavior standards in order to participate in all extra-curricular activities. Extra-curricular activities are limited to students in grades 4 & 5. These events will be determined. All students are eligible to participate in other activities designed for specific age groups as part of Positive Behavior Intervention Support (PBIS).

# HOME-SCHOOL CONNECTION

## PARENT INVOLVEMENT

**Classroom Visits:** We welcome parents to our school and encourage participation. In an effort to ensure the safety and well-being of all students and staff and to protect instructional time, we ask that you make arrangements in advance with your child's teacher about observations and volunteering in the classroom **if possible**. These visits can be prearranged and registered in the office on a regular schedule agreed upon between the parent and the teacher. Please talk with your child's teacher to make these arrangements about volunteering or observing in the classroom.

**Conferences:** Please make arrangements with your child's teacher(s) to talk about your child's progress or any ideas or concerns you or your child may have regarding school before contacting the principal. Making arrangements in advance shows respect for your time, teacher time, and instructional time.

**Lunch:** Parents are welcome to eat lunch with their child(ren). Please notify the office in advance so that we can give the cafeteria a headcount. We want to make sure there is plenty of food for everyone. **Please remember that no outside food will be permitted in the cafeteria unless the student brings the food to school for lunch in a lunch container.**

**Sign In, Please:** In order for the school administration to be aware of a visitor's presence, everyone must report to the school office upon arrival on campus. If your name is registered in the office for an appointment or classroom visit with the teacher for a conference or to volunteer, you will be given a pass to go to the classroom. This procedure supports our Safe Schools Plan and protects instructional time from unnecessary interruptions.

**Safety Note:** **All parents and visitors will enter through the front entrance only and must report the main office before going to any other part of the building, including the cafeteria.** Please wear your Visitor's Pass so that it is visible to all. Please do not knock on other doors or windows as this interrupts instructional time during the day and organizational time at the beginning and end of the day. We have taught the students NOT to open doors for anyone. This is part of our Safe Schools Plan.

## REPORTS FROM SCHOOL

**Weekly:** All homeroom teachers will send home weekly or bi-monthly reports. Please check your child's book bag or ask your child for this report. If you do not receive the report each week or every other week, please contact your child's teacher. These reports will include student work samples and/or a summary report for the week. If you want a more detailed report, please contact your child's teacher and set up a conference.

**Monthly:** All homeroom teachers will send home a calendar of events each month which may include long range projects, special events for that month, field trip reminders, a list of the objectives to be learned, and school events. These items can also be found on the teacher's webpage.

**Interim:** Interim reports will be sent home four times each year on the dates listed on the District Calendar.

**Report Cards:** These reports will be distributed four times during the year. Check the District Calendar.

1st Nine Weeks: Report cards will be picked up.

2nd Nine Weeks: Report Cards will be sent home. Some students may require a conference.

3rd Nine Weeks: Report cards will be sent home. Some students may require a conference.

4th Nine Weeks: Report Cards will be mailed after students are released for the summer.

**Parent-Teacher Conferences:** Conferences may be scheduled at any time throughout the year by writing a note to the teacher, calling the school office, or setting up an appointment via email. All parents and students will attend a conference at the end of the first nine weeks to sign Parent Compacts, review academic and behavior progress, and develop a Personal Education Plan if a student is at risk because he/she is not performing at or above grade level in reading and/or math. PEPs are developed when students consistently receive grades which are slightly below or well below grade level. Grades that fall at Level I or II are below grade level putting the student at-risk of being retained at the end of the year. **At any time during the year, the teacher, parent, and student will work together to develop a Personal Education Plan (PEP) for any student who is at-risk in reading or math performance.** Parents will be notified in writing by January if there is evidence that a child may be retained in the current grade. Sometimes a child's grades begin to fall during second semester. If this happens, parents will be notified as soon as there is a concern that the child may be retained. A Personal Education Plan will be developed to address the areas of concern, but does not guarantee a student will be promoted.

**PTO:** PTO is a nationwide, non-profit, volunteer organization whose sole purpose is service to children. The Parent Teacher Organization is an integral part of the school. Community members are encouraged to join the PTO. Information concerning PTO meetings, programs and projects will be provided in the school calendar, on Channel 8, and on the marquee in front of our school. Watch our marquee out front and our website for meeting dates and times. All PTO members are invited to attend the board meetings (2<sup>nd</sup> Tuesday of every month at 6:00PM in the cafeteria unless noted otherwise).

**SCHOOL IMPROVEMENT TEAM:** Representatives from each grade level, department, and parents work together to build the level of commitment and the level of expertise required to educate all students for success. Regular meetings are held the second and fourth Wednesday each month beginning at 3:00 in the school's media center and data room. See website calendar for updates. Called meetings will be posted on the website. These meetings are open to the public.

**School Improvement Plan:** The entire plan will be on file in the main office and in the media center. It will also be posted on the school web site. Please take time to read our plan. If you have any questions, ask any member of our staff.

## PASQUOTANK ELEMENTARY SCHOOL PBIS MATRIX

Students, parents and school personnel share the responsibility of maintaining a safe and orderly learning environment. We strive to maximize parent/community involvement in the total school program. Each student has the responsibility for his/her own behavior and learning.

### PBIS (Positive Behavior Intervention Support) Behavioral Expectations for Students

<b>Setting Expectations</b>	<b>All Settings (inc. playground, gym, media center)</b>	<b>Classrooms</b>	<b>Hallways</b>	<b>Cafeteria</b>	<b>Bathroom</b>	<b>Buses</b>
<b>Responsible</b>	<ul style="list-style-type: none"> <li>*Accept the consequences of my behavior</li> <li>*Take care of myself</li> <li>*Refrain from chewing gum</li> <li>*Have a hall pass with you</li> </ul>	<ul style="list-style-type: none"> <li>*Follow teacher directions</li> <li>*Make good choices</li> <li>*Demonstrate self-control</li> </ul>	<ul style="list-style-type: none"> <li>*Walk to the right</li> <li>*Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>*Eat promptly</li> <li>*Use table manners</li> <li>*Clean up behind yourself</li> <li>*Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>*Flush the toilet</li> <li>*Wash your hands</li> <li>*Clean up behind yourself</li> <li>*Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>*Be on time</li> <li>*Keep belongings out of the aisle</li> <li>*Wait patiently and in designated area</li> <li>*Enter &amp; exit in an orderly manner</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>*Use polite words</li> <li>*Respect all adults (staff, subs, mentors) and peers</li> <li>*Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>*Follow teacher directions</li> <li>*Be a good listener</li> <li>*Be prompt &amp; prepared</li> </ul>	<ul style="list-style-type: none"> <li>*Walk to the right</li> <li>*Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>*Respect cafeteria rules</li> <li>*Speak politely</li> <li>*Use "Quiet" voices</li> </ul>	<ul style="list-style-type: none"> <li>*Respect others privacy</li> <li>*Report damages to adult</li> </ul>	<ul style="list-style-type: none"> <li>*Respect others &amp; Space</li> <li>*Use a quiet voice</li> <li>*Dispose of trash</li> </ul>
<b>Safe</b>	<ul style="list-style-type: none"> <li>*Follow directions &amp; school rules</li> <li>*Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Follow class rules &amp; directions</li> <li>*Use equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Walk to the right</li> <li>*Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>*Stay in your place in line</li> <li>*Eat only your own food</li> </ul>	<ul style="list-style-type: none"> <li>*Refrain from horseplay</li> </ul>	<ul style="list-style-type: none"> <li>*Follow directions</li> <li>*Stay in assigned seat</li> <li>*Keep your seat in your seat"</li> </ul>

### **PBIS Matrix: Bus**

<b>Setting Expectations</b>	<b>Bus</b>
<b>Responsible</b>	<ul style="list-style-type: none"><li>● Keep belongings out of the aisle</li><li>● Wait patiently and in designated area</li><li>● Enter and exit the bus in an orderly manner</li><li>● Report incidences to the bus driver first</li></ul>
<b>Respectful</b>	<ul style="list-style-type: none"><li>● Respect others and their space</li><li>● Use a quiet voice</li><li>● Dispose of trash</li></ul>
<b>Safe</b>	<ul style="list-style-type: none"><li>● Follow directions</li><li>● Stay in assigned seat</li><li>● Keep your seat in your seat</li></ul>

## **Student Bill of Rights**

Each student at  
**PASQUOTANK ELEMENTARY SCHOOL**  
has the right to:

- \*\* learn in a safe, friendly place.
- \*\* grow and learn without encountering harassment about race, gender, religion, disability, or ethnicity.
- \*\* be free of harassment about appearance, dress, learning styles, interests, or behaviors.
- \*\* receive the help of caring adults if any of the above rights are violated.

## **Staff Bill of Rights**

Every staff member at  
**PASQUOTANK ELEMENTARY SCHOOL**  
has the right to:

- \*\* work in a safe, friendly place.
- \*\* grow and learn without encountering harassment about race, gender, religion, disability, or ethnicity.
- \*\* be free of harassment about appearance, teaching styles, or interests.
- \*\* receive the help of caring co-workers if any of the above rights are violated.

# HOME-SCHOOL CONNECTION

We ask that you review the Student Handbook with your child.  
Please complete the information below after completing the review with your child, and return this page to your child's teacher.

We have read and understand  
the Student Handbook and the District Handbook for the  
2017-2018 school year.

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Student Signature & Date  
(K-2 students may print name)

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Parent Signature & Date

**Please stay involved with your child's school and together we will provide the quality education your child deserves. If you have any concerns, please talk with your child's teacher first. Secondly, ask to have a conference with the principal. We would like every opportunity to address your concerns.**