



# **YOUNGSVILLE ELEMENTARY SCHOOL**

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**SCHOLAR AND PARENT GUIDEBOOK FOR AN  
EXCELLENT SCHOOL YEAR  
2017—2018**

# WELCOME TO YOUNGSMVILLE ELEMENTARY SCHOOL!

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Dear Scholars and Parents,

Welcome to the 2017–2018 school year at Youngsville Elementary School! We are ROARing about the great things that will happen this year at our school. Our school is filled with educational experts, who will work hard every day to develop the skills our scholars need to be successful global citizens in the 21st Century. Our guidebook outlines some general expectations to ensure that all scholars, teachers, parents, and guests are safe on our campus. We look forward to working, learning, and growing with you this year!

In Junior Jag Pride,

Caroline Linker

Principal

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# DAILY SCHEDULE FOR Y.E.S.

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- ▶ 7:30am: Front Lobby Doors Open
  - ▶ Students report to the Cafeteria from 7:30am–7:50am.
- ▶ 7:50am: Students Report to Classrooms
- ▶ 8:05am: Students are Tardy
  - ▶ Parents must come in the front office and sign their student in after 8:05am.
- ▶ 8:05am–2:45pm: Core Instruction for All Students
- ▶ 2:45pm: Students are Dismissed
- ▶ 4:00pm: Front Office Closes for the Day

# INCLEMENT WEATHER SCHEDULE

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- ▶ Inclement weather can sometimes cause our school to dismiss early or close for a day. These decisions are made by our superintendent, Dr. Mubenga.
- ▶ Once a decision is made, updates will be added to the district and school's website, social media accounts, mass communication system (automated calls), and local television and radio stations.
- ▶ Please make arrangements for early dismissal and communicate those with your scholar's teacher. The school will not be able to contact individual families in the event of a weather-related closing.

# REPORT CARD NIGHTS

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- ▶ We want to communicate with parents about scholars' progress throughout the year. We have scheduled the following Report Card Nights as a way for parents and teachers to have brief conversations about student progress in all academic areas:
  - ▶ September 28, 2017
  - ▶ December 20, 2017
  - ▶ March 14, 2018

# ATTENDANCE—TARDIES AND EARLY PICK-UP FROM SCHOOL

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- ▶ Scholars are expected to arrive on time and remain in school for the entire school day. Our scholars learn from arrival to dismissal—every single day.
- ▶ If scholars arrive to school after 8:05am, they are considered “tardy.” A parent/guardian needs to escort them to the front office to sign-in.
- ▶ If a scholar must be picked-up early, the parent/guardian must come to the front office and sign the scholar out.
  - ▶ Parents will sign-out students on a form in the front office. Parents may be asked to show proper ID to ensure the safety of our students.
- ▶ Early pick-up from school will end at 2:15pm each day. After 2:15pm, parents/guardians will wait in the carpool line to pick up their scholar.

# ATTENDANCE—EXCUSED ABSENCES

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- ▶ We want all of our scholars to be in school every day; however, we know that sicknesses and emergencies occur throughout the year. If your scholar is absent from school, please bring in a note or excuse within three days of their return to school.
- ▶ The following are considered as “excused absences” by the state:

## Illness/Injury

Death in Family

Court Proceedings

## Quarantine

Medical/Dental Appointment

Religious Observance

Educational Opportunity (prior approval from the principal is required)



# ATTENDANCE—UNEXCUSED ABSENCES

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- ▶ An “unexcused absence” will be noted in the system if no note is brought in.
- ▶ North Carolina Law states the principal is required to notify parents after a scholar has accumulated three unexcused absences. After six unexcused absences, the principal will notify the parent by mail. If a scholar accumulates ten or more unexcused absences, the school will partner with the family and school social worker to find solutions to help with school attendance.

# ATTENDANCE

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- ▶ It is the responsibility of the scholar to request and the responsibility of the teacher to give make-up work on the first day when the scholar returns. Scholars will have two days to complete make-up work for every one day absent.
- ▶ All elementary scholars must attend at least 160 days of school to be eligible for promotion.
- ▶ A student must be in school for at least one-half of the school day (11:30am) to be counted present.
- ▶ Once a student has accumulated 15 absences, excused or unexcused, the principal will notify the scholar's parents that the scholar is in jeopardy of retention.

# ARRIVAL AND DISMISSAL—CARPOOL

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- ▶ Each family should have a yellow carpool tag on the rear view mirror that states the family's LAST NAME. These tags help us get scholars from the front lobby to the carpool line safely and quickly.
- ▶ Families can receive a yellow tag from their scholar's teacher or the front office staff.
- ▶ If multiple cars are used in a family, we ask that each car receive a yellow tag. If other family members pick up a scholar, a yellow tag needs to be displayed in the rear view mirror.
- ▶ Please do not park in the carpool or fire lane. Please park in parking spaces located at the front of our building.

# ARRIVAL AND DISMISSAL—BUSES

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- ▶ We want all of our scholars to be safe as they arrive to and from school on school buses. Our bus drivers are responsible for the scholars on their buses and it is our expectation that scholars follow all rules and requests of the bus driver.
- ▶ Riding a school bus is a privilege, but it can be taken away for disruptive or unsatisfactory behavior.
- ▶ Our Assistant Principal, Cindy Miller-Walker, is in charge of assignment and reassignment to buses.

# ARRIVAL AND DISMISSAL—TRANSPORTATION CHANGES

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- ▶ If a scholar has a change in transportation, changes will need to be made before 1:30pm via a written note, email or phone call. These requests need to be turned in to Mrs. Kearney in the front office by 1:30pm each day.
- ▶ No changes will be made after 1:30pm unless an emergency arises.
- ▶ If a student does not have a note or a parent has not called to communicate a change, students will not change their normal mode of afternoon transportation.
- ▶ Student safety is a top priority and following these expectations will help us get your scholar home safe each day!

# SCHOOL NURSE AND ADMINISTRATION OF MEDICINE

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- ▶ Our school nurse, Marla King, is on campus 2-3 times per week to assist with student illness, injury, and medical records.
- ▶ Franklin County Schools Board Policy states that any medicine administered during the school day must be approved by a physician and parent. This includes all prescription and over-the-counter medications. Forms for this procedures are available from the school nurse.
- ▶ Students who are sick should remain home to prevent the spread of illness and germs to others. Students must be fever free (without medication) for 24 hours before returning to school.

# DRESS CODE

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- ▶ Youngsville Elementary School will follow the Franklin County Schools' Dress Code Policy:
  - ▶ A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Student dress that disrupts the school environment or clothing that indicates gang identification or reflects gang symbols will not be tolerated.

# DRESS CODE

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- ▶ Clothing must be age appropriate, not disruptive to the teaching-learning process, and cannot be provocative, revealing, indecent, vulgar, or obscene.
- ▶ Students should be covered from mid-chest to mid-thigh; no skirts or dresses more than three inches above the top of the knee; no shirts and blouses that expose waist, midriff, or cleavage.
- ▶ No clothing which promotes alcohol, tobacco, or the use of controlled substances, or which depicts violence, sexual, or disruptive nature.
- ▶ No clothing, jewelry or symbols which convey membership or affiliation with a gang.
- ▶ No excessively baggy clothing or visible underwear.
- ▶ No hats, sunglasses, sweatbands, or bandannas.
- ▶ No tank tops, spaghetti straps, or sleepwear.
- ▶ No chains on clothing.



# PROHIBITED ITEMS AT SCHOOL

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- ▶ Safety is a top priority at our school. Please keep the following items at home:
  - ▶ Video Games
  - ▶ Personal electronic devices (except for educational purposes)
  - ▶ Toys, unless designated for a classroom activity
  - ▶ Items for the purpose of selling
  - ▶ Glass bottles
  - ▶ Plastic bottles for class use should contain water only
  - ▶ Trading cards

# SCHOLAR SAFETY

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- ▶ Unless a court order states otherwise, both parents, whether married, separated, or divorced have a right to review and have copies of their child's school records.
- ▶ Any child who is under a court ordered custody agreement should have such agreement on file in the front office. Our front office needs to know this information to ensure the safety of all scholars. If there is no such legal agreement or order on file, either parent has the same right to have a child released to him/her or to visit the school.
- ▶ Every student received an Emergency Contact Form from their teacher. We need this form filled out with accurate information so that the school is able to contact families in case of sickness or an emergency.

# VISITING AND VOLUNTEERING AT OUR SCHOOL

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- ▶ All visitors that visit our school are asked to report to the front office to sign-in and receive a Visitor's Pass before visiting scholars in the cafeteria or classroom.
- ▶ If parents/guardians would like to volunteer at our school, they must fill out an online volunteer application on the Franklin County Schools website.
  - ▶ Chaperones for field trips must be an approved FCS volunteer.
  - ▶ Chaperones cannot ride on regular or activity school buses.
  - ▶ Students need to ride the bus to the field trip destination; however, a parent must sign a student out with the teacher if the student is not riding the bus back to campus.

# PBIS EXPECTATIONS

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- ▶ PBIS stands for Positive Behavioral Interventions and Supports. It is a program that helps our school outline our expectations for scholarly conduct throughout our campus. Scholars that are seen "ROARing" receive tickets as a reward for doing the right thing. Scholars can use their tickets to buy items in our PBIS store, attend special events, etc.
- ▶ Our PBIS matrix for behavioral expectations is located on the next page. Please review our expectations so that we can all ROAR together at Youngsville Elementary School!

Get ready to...	<b>R</b> - Responsible at All Times	<b>O</b> -Offer Kindness	<b>A</b> -Always Be Safe	<b>R</b> -Respect Everyone & Everything
<b>Halls</b>	<ul style="list-style-type: none"> <li>• Use “0” Voice</li> <li>• Go directly to your destination</li> <li>• Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good buddy</li> <li>• Use your manners</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the right side</li> <li>• Keeps hands &amp; feet to yourself</li> <li>• Face forward and pay attention</li> </ul>	<ul style="list-style-type: none"> <li>• Keep halls clean</li> <li>• Be courteous</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Use level “1” voice</li> <li>• Pay for items you take</li> <li>• Remember the things you need</li> <li>• Keep food &amp; drink in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in line</li> <li>• Follow correct route</li> <li>• Use polite words (please and thank you)</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated in assigned area</li> <li>• Walk at all times</li> <li>• Clean up any spills</li> <li>• Keep feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your area clean</li> <li>• Use “0” voice for first 10 minutes</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Alert staff of any problems</li> <li>• Follow established rules of games</li> <li>• Listen &amp; pay attention to staff</li> </ul>	<ul style="list-style-type: none"> <li>• Include and encourage everyone</li> <li>• Speak kindly</li> <li>• Show good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment properly</li> <li>• Share &amp; take turns</li> <li>• Stay in sight of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Use good judgment</li> <li>• Listen to each other’s ideas</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>• Use “0” voice</li> <li>• Flush toilets</li> <li>• Keep area clean &amp; dry</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently for your turn</li> <li>• Use your manners</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands with soap and water</li> <li>• Dry hands properly</li> </ul>	<ul style="list-style-type: none"> <li>• Give others privacy</li> <li>• Keep restroom clean/Use garbage cans</li> </ul>
<b>Classrooms &amp; Specials</b>	<ul style="list-style-type: none"> <li>• Come prepared</li> <li>• Stay focused &amp; on task</li> <li>• Follow teachers’ instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Help others</li> <li>• Be tolerant of other’s answers</li> <li>• Speak kindly</li> </ul>	<ul style="list-style-type: none"> <li>• Use materials, equipment, and furniture properly</li> <li>• Be alert during safety drills</li> </ul>	<ul style="list-style-type: none"> <li>• Keep space organized &amp; clean</li> <li>• Treat others like you would want to be treated</li> </ul>
<b>Computer Lab</b>	<ul style="list-style-type: none"> <li>• Use Internet appropriately</li> <li>• Use level “1” voice</li> <li>• Follow Acceptable Use Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Speak kindly</li> <li>• Help others if needed</li> <li>• Raise your hand &amp; wait patiently for your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment properly</li> <li>• Let your teacher know of any technical problems</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands &amp; feet to yourself</li> <li>• Log off computer when finished &amp; clean up your work space</li> </ul>
<b>Carpool</b>	<ul style="list-style-type: none"> <li>• Use “0” voice</li> <li>• Listen for your name to be called</li> </ul>	<ul style="list-style-type: none"> <li>• Help others if needed</li> <li>• Use manners</li> </ul>	<ul style="list-style-type: none"> <li>• Wait quietly in assigned area</li> <li>• Stand in line outside</li> <li>• Pay attention</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands &amp; feet to yourself</li> <li>• Follow directions</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Use level “1” voice</li> <li>• Follow driver’s instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Speak kindly</li> <li>• Show a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on the right and stay on the sidewalk</li> <li>• Load patiently and sit in your assigned seat</li> <li>• Stay seated at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Give others proper space</li> <li>• Keep hands &amp; feet to yourself</li> </ul>

# BEHAVIOR EXPECTATIONS

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- ▶ We want all of our scholars to ROAR every day, but sometimes, mistakes are made. Please refer to the behavior flow chart on the next page. This flow chart will help us to ensure that disciplinary actions are completed in a fair and consistent manner.

**Teacher/Staff  
Managed Behaviors**

Reteach/Redirect  
student/behavior

Intervention 1:  
Reflection sheet  
ROAR  
expectations/parent  
signature  
Document behavior

Intervention 2:  
Teacher phone call  
to parent  
Document behavior

Intervention 3:  
Set up  
parent/student  
conference  
Document behavior

Intervention 4:  
3 incidences of the  
same behavior  
=chronic=  
Call office/ send  
ODR (Office  
Discipline Referral)  
with documented  
behavior and  
interventions



**Office Managed  
Behaviors**

Referring teacher/staff  
call to notify office of  
major behavior and  
Write ODR -Office  
Discipline Referral  
(Student to be picked up or sent  
to office)

Administrative Action  
(according to FCS  
Student Code of  
Conduct)

Referral to MTSS for  
Behavior Interventions

<b>Teacher/Staff Managed (Implement Interventions)</b>	<b>Office Managed (Automatic ODR)</b>
Inappropriate Lang.	Patterns of Inappropriate (Profane/Obscene/Racist/ Abusive) Lang.
Physical Contact/ Horseplay -pushing, shoving, kicking, wrestling	Fighting/Physical Aggression (intent)kicking, hitting, biting, scratching
Disrespect-talking back	Vandalism of personal or school property
Defiance -not completing classwork -not following instructions/ non-compliance	Threat/Intimidation/ Bullying -verbal threats of aggression
Dishonesty/Cheating/Petty Theft ( w/little or no value	Theft - major theft= items of high value
Disruptive - blurting out -out of seat	Weapons-dangerous items knives, lighters, matches, guns
Dress Code violation	Leaving campus without permission
Observables: -running in hallway -poor line behavior -throwing food -cell phone/fidget spinner	Inappropriate touching

# CAFETERIA INFORMATION

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- ▶ Breakfast and lunch are available for purchase each day for our scholars. Please make sure your child has money in his/her account and to pay overdue balances promptly.
- ▶ A free and reduced lunch application must be completed to determine whether your child is eligible for the free and reduced lunch program.
- ▶ Meal Prices:
  - ▶ Breakfast Full Price:
  - ▶ Breakfast Reduced Price: Free
  - ▶ Lunch Full Price: \$2.70
  - ▶ Lunch Reduced Price: \$0.40