

Polk Central Elementary School

"Home of the Rockets"

2141 South NC 9 Highway

Mill Spring, NC 28756

828-894-8233 (phone) 828-894-3916 (fax)

Principal: Adam Giles



Mission Statement:

To provide a safe, nurturing, and inclusive environment where all students are empowered to learn, grow, and succeed academically, socially, and emotionally while preparing them for their future roles as contributing community members.

Kid-Friendly Mission Statement:

"We make school a safe and happy place where everyone can learn, grow, and do their best. We help you get ready for your future and be a kind, helpful part of the community!"

Vision Statement:

We envision a school community where every student feels valued, supported, and inspired to reach their full potential, fostering a positive impact on society through collaboration, inclusivity, and a lifelong love of learning.

Core Beliefs:

1. **Student-Centered Learning:** We believe every student deserves individualized instruction that meets their unique needs, allowing them to thrive both academically and personally.
2. **Safe and Supportive Environment:** We are committed to creating a safe, caring, and positive atmosphere where students feel loved and motivated to succeed.
3. **Community and Family Partnership:** We believe that strong collaboration between the school, families, and the community enhances student success and fosters a shared commitment to education.
4. **Holistic Development:** We recognize the importance of educating the whole child by nurturing their academic, social, emotional, and physical growth.
5. **Professional and Collaborative Staff:** Our staff is dedicated to modeling positivity, professionalism, and teamwork, working together to support one another and the students in our care.

Parents & Guardians,

Please take time to read through the agenda as the opening pages serve as our student handbook. Once you have read the handbook section, please sign and return the signature page to your student's homeroom teacher.

Policy Code: 3225/4312/7320 Technology Responsible Use

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy [3226/4205](#), Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file-sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy [4705/7825](#), Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy [4700](#), Student Records. Users also may not forward or post personal communications without the author's prior consent.
9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
10. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.
11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.

13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.
17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy [3226/4205](#), Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

D. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate file server space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as

printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy [4318](#), Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

G. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize the school system or individual school names, logos, or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the [4300](#) series).

2. Employees

Employees' personal websites are subject to policy [7335](#), Employee Use of Social Media.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: [U.S. Const. amend. I](#); Children's Internet Protection Act, [47 U.S.C. 254](#)(h)(5); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101 et seq.](#); [20 U.S.C. 7131](#); [G.S. 115C-325](#)(e) (applicable to career status teachers), [-325.4](#) (applicable to non-career status teachers)

Cross References: Curriculum and Instructional Guides (policy [3115](#)), Technology in the Educational Program (policy [3220](#)), Internet Safety (policy [3226/4205](#)), Copyright Compliance (policy [3230/7330](#)), Web Page Development (policy [3227/7322](#)), Student Behavior Policies (all policies in the [4300](#) series), Student Records (policy [4700](#)), Confidentiality of Personal Identifying Information (policy [4705/7825](#)), Public Records – Retention, Release, and Disposition (policy [5070/7350](#)), Use of Equipment, Materials, and Supplies (policy [6520](#)), Network Security (policy [6524](#)), Staff Responsibilities (policy [7300](#)), Employee Use of Social Media (policy [7335](#))

Adopted: *March 12, 2018*

Note: NCSBA policy adopted with no adjustments

CELL PHONES & SMART WATCH DEVICES

Students are prohibited from using cell phones during the school operational hours of 7:30 am to 3:00 pm. If a student brings a cell phone to school, the student is expected to keep the cell phone in his or her backpack during operating hours of 7:30 am- 3:00 pm. Students needing to call parents during the school day, should seek the permission of a teacher and call from either the main office or the nurse's office. Student cell phones can be confiscated by staff if students are caught using them during school hours without the permission of a staff member. Students are prohibited from videoing staff and students due to privacy laws that protect students in a school setting. If a student's cell phone is confiscated during the school day, the student can pick up the phone from the main office at the end of the day. If a student repeatedly is caught with a cell phone in use during the school day, a parent will need to pick up the device from the main office. Polk Central Elementary is not responsible for items confiscated. Smartwatches should not be used for communication purposes during the school day.

Academic Information

Promotion and Retention

Promotion and retention of students in grades 3-5 will be determined by End of Grade testing, Read to Achieve benchmarks, and academic performance. Local standards may exceed state standards. Teachers and the principal will jointly make the decision to retain a child based on the child's academic achievement, ability level, emotion/social adjustment, physical size, age, and prognosis for the following year.

Report Cards & Grading Policy

Report cards will be issued to students at the end of each six week grading period. The grading scale will be a ten point scale.

90-100= A, 80-89 =B, 70-79=C, 60-69=D, 59 and below=F

Teachers will keep grades updated weekly in PowerSchool for students and parents to access. Students in grades 3-5 fall under that grading policy adopted in the 2021-2022 school year that includes:

Third Grade:	Science & Social Studies - Grades are based on participation in learning standards. Grades recorded are S, N, U recorded in PowerSchool. Math - A minimum of 8 recorded grades per grading period in PowerSchool Reading - A minimum of 8 recorded grades per grading period in PowerSchool
Fourth Grade:	Science - A minimum of 6 recorded grades in PowerSchool Social Studies - A minimum of 6 recorded grades in PowerSchool Math - A minimum of 10 recorded grades in PowerSchool ELA - A minimum of 10 recorded grades in PowerSchool
Fifth Grade:	Science - A minimum of 6 recorded grades in PowerSchool Social Studies - A minimum of 6 recorded grades in PowerSchool Math - A minimum of 10 recorded grades in PowerSchool ELA - A minimum of 10 recorded grades in PowerSchool

Homework Assignments

Research indicates homework improves student achievement. Homework includes any class-related assignment to be accomplished outside of class. Homework assignments will be well designed, purposeful and serve as an extension of in-class learning. Parental involvement and support of homework is beneficial to a child's academic growth and achievement.

Culture of Reading

Polk Central Elementary strives to create a Culture of Reading. All students in all grade levels are strongly encouraged to read independently chosen books at their grade level and beyond to

continue to grow as readers. Students in grades 3-5 participate in Accelerated Reader by reading, taking comprehension quizzes, and earning points toward their English Language Arts grade. Point goals are assigned based on individual student ability determined by the teacher through data collection.

Parent Conferences

Parent conferences are beneficial to parents, students and teachers. Conferences may be held for individual students at the request of a faculty member or parent.

Field Trips

A permission form will be sent home at the beginning of the school year for field trips. This permission form will be put on file and used whenever your child's class takes a field trip within our county. Field trips taken outside of Polk County will require a separate permission form.

Student Behavior

Procedures and Rules

A safe and orderly learning environment has a positive effect on how well students learn while they are in school. Guidelines, procedures, and rules exist so the school staff and students may efficiently devote their time to the objectives of teaching and learning.

Students at Polk Central are required to behave in a manner that ensures a safe and orderly educational environment. Students must not behave in ways which interrupt the teaching/learning of others. Students also must not interfere with the safety of anyone within the school. PCES students are expected to show respectful, responsible behavior at all times and follow classroom and school procedures.

The severity and/or frequency of inappropriate student behavior will determine the consequences, which will be assigned to a student. **Student conduct, which disrupts class work or involves substantial disorder or invasion of the rights of others, is a basis for suspension or expulsion.**

Examples of major offenses leading to suspension or possible expulsion include:

1. theft
2. use of obscene language or gestures
3. physically threatening or assaulting a student or member of the school staff
4. possession, selling or consumption of illegal drugs or alcoholic beverages
5. willful destruction of school property
6. possession of any kind of weapon or weapon-like device (Weapons or weapon-like devices will be confiscated and not returned to the student or his/her parents. All weapon offenses must be reported to law enforcement officers).

General Rules of the Campus

*No student is to be in any hall during class unless that student has permission from the teacher to whom the student is assigned.

*All money making projects by any club or organization must be approved by the principal.

*The selling of any items whatsoever on the school grounds is prohibited and violations are liable for suspension from school.

*School news prepared for parents, publication in the newspaper, TV or radio will be approved by the administration.

*Overt showing of affection is not permitted.

Unauthorized Items : **Cell phones** or any **wireless device** brought to school without permission will follow the steps below:

Students are not permitted to bring wireless devices or personal items to school without prior permission. Items brought to school without permission will be addressed as follows:

- **First Offense:** Parent will be contacted. The student will receive a warning, and the item will be placed in the student's bookbag.
- **Second Offense:** Parent will be contacted. The item will be held in the principal's office and must be picked up by a parent directly from the principal at the end of the school day.
- **Third Offense:** Parent will be contacted. The item will be secured in the principal's office and must be picked up in person by a parent directly from the principal at the end of the school day. A mandatory parent conference will be scheduled.

Any violations beyond the third offense will be considered insubordination, and appropriate disciplinary action—up to and including suspension—may be assigned.

The school is not responsible for lost, stolen, or damaged items that are brought to or collected at school.

Refusal to comply with a staff member's request to surrender a device or unauthorized item will be treated as a disciplinary issue in accordance with Board Policy 4300.

*All notices to be posted must be cleared through the principal's office.

*All students should dress appropriately for school. Please dress your child in properly fitting clothing that is appropriate for the weather. If your child attends school with clothing that may not provide the needed warmth or coverage or causes a distraction to your child's learning, school personnel may offer appropriate clothing for your child while at school.

Cafeteria

All students are encouraged to participate in the school food services program. Students are expected to exercise proper behavior in the cafeteria at all times.

Bus Regulations

We know you share our concern for the safety of every student who rides a school bus. We ask you to help your child understand that it is absolutely necessary for him/her to follow the rules and obey the bus driver.

Students are expected to follow these rules while riding a school bus:

1. Your bus driver is authorized to assign seats.
2. Be courteous.
3. Do not eat or drink on the bus
4. Violence is prohibited
5. For your own safety, please do not distract the driver.
6. Tobacco use is not allowed.
7. Stay in your seat.
8. Keep hands, head, and feet inside the bus.
9. Refrain from the use of profane language.
10. Do not be destructive.

Misbehavior on the Bus

Penalty for misbehavior is at the discretion of the principal depending on circumstances (may include removal from the bus for 1-10 days or permanent removal from the bus). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

Tobacco Products

Students are not allowed to possess or use tobacco products on campus.

Contraband Items

Students are not allowed to bring items to school that detract from the educational environment. Items are deemed as a distraction at each teacher's discretion. Repeat offenders may have their property held until the end of the school year.

Personal Property

School officials are not responsible for lost or stolen items or books. Items, which are not in use, should be in lockers or desks.

Textbooks

There is no charge for the loan of textbooks to students, but there will be charges if students write in the books, damage the books in any way, or lose the textbooks. The student to whom textbooks are issued is the one who must pay for them. Any student losing a book must pay for the book before a new book will be issued.

Make Up Work

Students are required to make up all work following an absence. It is the student's responsibility to obtain, complete and turn in all assignments.

Medication at School

Medication will be administered to students while they are at school if parents make the request. For school personnel to administer medication at school, the medication must be sent to the school in its original container and must be accompanied by an approval form (provided by the school) from the parents and/or physician. These instructions must include the name of the medication, dosage, time of administration and the method of administration.

The above instructions apply to over-the-counter medications (such as Tylenol) as well as prescription medications.

Students are not to have any medications (prescription or non-prescription) in their possession at school. All medications must be stored in locked medication cabinets. Each time medication is administered to your child, the school personnel who administer the medication will make an entry on the student's medication log. Please help us with this procedure. The safety and well-being of your child is our first priority.

Nondiscrimination Statement

Polk Central School does not discriminate on the basis of race, sex, color, creed, religion, national origin, age, or handicap.

Student Services

Arrival at School

Students are to arrive at school between 7:45 and 8:00am. Classes begin at 8:00am.

Students wishing to eat breakfast should report directly to the cafeteria. Staff members will supervise students.

Guidance and Counseling Services

Students wishing to visit the counselor may schedule an appointment after receiving permission from their teacher or the principal. Parents may make an appointment by stopping by the guidance office or calling 894-8233.

Lost and Found

When articles are found in the school building or on school property, they should be returned to the outer guidance area where the lost and found department is maintained. Students who have lost articles may claim them upon identification.

Health Screenings

Polk County Schools believe that maintaining good health is a key to success in school. An annual screening for vision and hearing is done in Pre-K, , 2nd and 5th grades. Dental screening is done in Pre-K, K, 2nd, and 5th grades but may also be done in other grades. The NC Division of Public Health, Dental Health Section, is a state program that operates under a Legislative mandate found in Public Health and Related Laws of NC, Chapter 130A, Article 14. Children who are identified as being in need of dental care are noted, and the parent is informed that a checkup may be needed. This information from the screenings gives us a picture of the level of dental health within each school and the county level. If a parent would prefer that his/her child not participate in any of these screening activities, he/she should notify the school yearly so the teacher can note this in the child's file. We will certainly honor the request.

Emergency Drills

Fire drills take place on a monthly basis without advance notice. Each classroom has posted information concerning the exit routes students will use during a fire drill. Students and teachers are to move out quickly, forming lines as they leave the classroom. Everyone will move a safe distance away from the building.

In the event of a tornado, all students will move to areas designated for use by students in a particular classroom. Students should be seated on the floor with their backs to glass areas. We also practice a minimum of two lockdown drills per year.

Inclement Weather

All students should have an understanding with their parents of the procedure they should follow in the event of an early dismissal due to unusual occurrences or bad weather.

Parents/guardians will be notified of early dismissal due to inclement weather or other reasons of safety, by the telephone notification system. It is very important to keep your child's emergency telephone numbers up to date in our system. Please notify the office any time you have a change in phone numbers or contact information.

Student Insurance

The Polk County Board of Education will provide insurance for school day and school event coverage. Parents should read the information concerning policy coverage to become familiar with the policy. Any student who incurs an injury during the school day, must report that incident to the supervising adult immediately. The school secretary will provide a claim form to the parents to be completed by the doctor and mailed to the insurance company by the parents. If the student already has medical coverage, then the school will act as a secondary coverage.

Title I

In order to locate information regarding Title I services, policies, and regulations, please look under the Title I tab at www.Polkschools.org. Title I is a federally funded program that helps to fund the Title I reading program at Polk Central. This funding allows trained teachers to supplement instruction that will help to meet state standards and provide a high quality, research-based program to ensure success for at-risk students. Students are served according to identified needs, and all students are eligible. Polk Central uses a model that provides small group interventions during the ELA block.

Project Child Find

An effort coordinated by your local school system and the Exceptional Children Division, State Department of Public Instruction, to:

- Locate and identify children and youth ages birth through 21 with intellectual, physical, or emotional disabilities who are in need of special education and related services because they are unable to benefit from a regular school program without special assistance.
- Inform parents and/or guardians of the services available from their local school system and other state and community agencies.

For more information visit the school's website:

<http://pcs.polkschools.org/bonus-programs/project-child-find> or contact Mike Melton, Exceptional Children Director at 828-894-3051.

Cooperative Assistance for Results in Education "CARE" Team & Multi-Tier Systems of Support Team "MTSS"

A problem-solving team that can include: a principal or LEA, an Special Education teacher, a regular education teacher, a parent, a program facilitator, a school psychologist, a speech/language pathologist, and a guidance counselor. The purpose of this team is to identify and monitor targeted and evidence-based strategies and interventions to enhance academic and/or behavior needs of a student. Supports are multi-tiered and data driven to provide the support needed for each child to succeed. For more information contact: Brooke Benfield bbenfield@polkschools.org

Title 1: Title 1 is a federally funded program that helps to fund the Title 1 reading program at Polk Central. This funding allows trained teachers to supplement instruction that will help to meet state standards and provide a high quality research based program to ensure success for all students. Polk Central uses a model that provides small group interventions during the ELA block.

Policy Code: 4400 Attendance

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. 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.

A. ATTENDANCE RECORDS

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;

5. participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the Superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

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 finding out what assignments are due and completing them within the specified time period.

C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. in-school suspensions.

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 finding out what assignments are due and completing them within the specified time period.

D. 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. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

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.

If a student is absent from school for five or more days in a semester, the principal or a committee established by the principal shall consider whether the student's grades should be

reduced because of the absences. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

1. the student will not receive a passing grade for the semester;
2. the student's grade will be reduced;
3. the student will receive the grade otherwise earned; or
4. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

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

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy [3620](#), Extracurricular Activities and Student Organizations.

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](#))

Adopted: September 10, 1990

Revision: January 7, 1993; January 14, 1997; November 20, 2000 (recodified from policy 8210); December 10, 2010; February 11, 2002, July 22, 2002; August 9, 2004; September 11, 2006; September 12, 2011; May 9, 2016

Student-Parent Handbook Certification

PLEASE COMPLETE THIS PAGE AND RETURN IT TO YOUR CHILD’S TEACHER.

I, _____, a _____ grade student at Polk Central School, hereby acknowledge having received a copy of Polk Central School’s Code of Conduct Handbook. I realize that I will be responsible for knowing and following procedures and regulations outlined in the handbook. I will take the handbook home for my parents to read and sign that they have also reviewed it.

(Student Signature) _____ (Date) _____

As the parent/guardian of _____, I have read and understand the policies listed in the student handbook. I understand these policies and agree to adhere to the policies outlined by the Polk County Board of Education and by the site, Polk Central Elementary School.

(Parent Signature) _____ (Date) _____

PARENT TEACHER ORGANIZATION Registration

Parents wishing to participate in our PTO should complete the following form and return it to your child's homeroom teacher.

Student(s) Name:	
Grade Level(s):	
Teacher(s):	
Parent(s) Name:	
Interest Inventory: Please check all that apply	☐ Volunteering in the classroom ☐ Helping with Fundraisers for the School & Student needs ☐ Tutoring ☐ Participating in beautification projects ☐ Assisting with Field Trips
Email:	
Best Contact Number:	

I have visited the Polk Central Elementary School website and read the PTO By-Laws posted under Moving Forward with Parental Involvement. I understand the role of the PTO and choose to participate to help the students and staff during the 2024-2025 school year.

Parent Signature: _____ Date: _____