

# LITTLE RIVER K-8



Student/ Parent Handbook

# Contents

Mission Statement.....	1
Letter from the Principal.....	2
Master Calendar; PTO; Admissions.....	3
Main Office; Illness/Injury; Medications; Emergency Information; Volunteers.....	4
Attendance.....	5
Tardiness; Classroom Visits; Badges for Parents and Visitors; Conferences; Classroom Parties.....	6
Carpool.....	7
Carpool; Bus Transportation.....	8
Bus Transportation; After School Care.....	9
Cafeteria Operations.....	10
Computer Lab; PE; Desk/Cubbies; Electronic Devices.....	11
Discipline.....	12
Dress Code.....	13
Early Dismissal; Early Release; Inclement Weather .	14
Field Trips; Parent Portal; School Pictures.....	15
Homework.....	16-18
Student Support Services.....	19
Student Support Services; School Safety; School Events.....	20
Report Cards; School Improvement; Title IX.....	21
Student Records e .....	22-23
Bullying Policy .....	24

# Mission Statement

Little K-8 School is a Leader in Me School!

Our mission is

"To provide an environment that values and educates the whole child".

Our aim is:

**Learn**  
**Respect**  
**Shine**

# LITTLE RIVER SCHOOL

Go Beavers!

2315 Snow Hill Road Durham NC 27712

Phone 919-560-3940 Fax-919-560-3427

Dr. Cory Hogans, Principal

Mr. Andrew Crutchfield, Assistant Principal

Dear Parents and Students:

Greetings and welcome to Little River. Despite the challenges of COVID-19, we expect this to be another exciting year of learning and academic growth for all of our children.

Little River School is a *Leader in Me* School: we believe that as each new school year brings opportunities for academic growth, it also presents opportunities for growth in all areas of development. Our mission is to provide an environment that values and educates the total child. Although children must be knowledgeable when they graduate to the next grade level or program, we believe they must also be healthy, engaged, responsible, and caring people. The *Leader in Me* empowers our school with the tools to meet this mission.

*The Leader in Me* provides our school with the vision and language to lead the school in a way that addresses all of these areas of development. As each child discovers and develops his/her unique gifts and talents, they are given opportunities to lead. As leaders, they become active, engaged partners in their own education and their self-confidence, responsibility, and initiative grows. The children quickly understand the benefits of different gifts and talents; they learn to listen to new ideas, work together to achieve results, and motivate one another to be the best.

Whereas this school year will present more chances for you to engage your child(ren) in our *Leader in Me* framework, this handbook has been prepared to inform you about the policies, rules and procedures at Little River. Please take the time to read it thoroughly and to discuss it with your child(ren).

We invite you to be an active participant in all aspects of our school program and to join our PTO.

If you have any questions, please contact your child's teacher or the school office.

We look forward to working with parents, students and our community here at Little River where we **Learn, Respect, and Shine!**

Sincerely,

Cory Hogans, Ed, D.  
Principal

## Master Calendar

A calendar will be maintained on our school website. Any school event must be **cleared by the principal** and then placed on this calendar. This should prevent conflicts and allow for careful planning by the entire Little River School community. The PTO and all parents are encouraged to use this calendar so it can be a genuine "master calendar" for the school year.

## PTO

The PTO supports all teachers and students. Parents are encouraged to join to support our school. Meeting dates/times can be found on the PTO website which can be found on the LRS homepage.

## Admission to School

To attend Little River School, a student must maintain a legal residence in the Durham Public School District. Legal residence is defined as the full-time residence of the child's parent(s) or legal guardian. Exceptions to this requirement may be made only by the Durham Public Schools Board of Education. Inquiries or requests for transfer should be directed to Student Assignment, 560-2000.

The State of North Carolina requires that certain immunizations be given to every child in order for the child to attend school. The immunizations required are:

- a.) 5 DPT doses (diphtheria, tetanus, and pertussis). If the fourth dose (booster) is given on or after the fourth birthday, the fifth dose is not required.
- b.) 4 oral polio vaccines (OPV), one of which must be a booster given on or after the fourth birthday. If the third dose is given on or after the fourth birthday, the fourth dose is not required.
- c.) 2 MMR (measles, mumps, rubella) doses with the first dose on or after the first birthday and a second dose given before entering school.
- d.) At least 1 dose of Haemophilus influenzae, b (HbOC or PRP-OMP), given on or after the first birthday and before five years of age. (Second dose is not required if the first dose was given after 15 months of age.)
- e.) Three Hepatitis B doses (not required if born before July 1994)
- f.) Two Varicella dose on or after age 12 months and before age 19 months.

*All immunization dates must be recorded in month/day/year sequence. We are required by law to have the immunization record of a child within 30 days of enrollment.*

A student must have a physical examination before he/she can be enrolled in kindergarten.

## Main Office

Students are asked to get the teacher's permission and a pass before they come to the office for any reason. If they have a problem they need to discuss with the principal, they can leave their name with the secretary in the morning or ask their teacher to send a note to the office. The principal will see the student sometime during the day. All students are encouraged to talk with the principal or counselor when they have a concern.

## Illness and Injury

The staff at Little River is prepared to deal with minor bumps, scrapes, and injuries. You will be called **to pick up** your child if there is a more serious injury, or if your child has a temperature over **100 degrees**. Your prompt response to such calls is appreciated. The school is not adequately equipped to properly monitor students who are ill. We do not have a full time school nurse.

## Medications

If a child is to take medicine, there has to be a written form signed by the doctor and parent sent with the medicine to school. Please do not ask the school to give your child an Advil or Tylenol. We are not allowed to do so.

Children are not allowed to bring medicine to school themselves. If your child needs medicine at school, please either bring it in yourself or ask another adult to deliver it for you.

## Emergency Information

It is vital that we have accurate information on how to reach both parents, plus at least two or three other people who may accept responsibility for your child if we are unable to reach you in the case of an emergency. Please help us by keeping your contact information current in PowerSchool Parent Portal. **Please update this system when there is a change in home or work phone numbers or addresses.**

## Volunteers

Little River is very fortunate in having a large group of volunteers who serve our students in a wide range of activities. Although the COVID-19 pandemic hugely impacts the extent to which we will utilize volunteers, we treasure all volunteers and encourage others who have time to assist us to call 560-3940 and talk to our Volunteer Coordinator or if you wish to be involved in the PTO contact the Volunteer Services Committee Chairperson for the PTO. There is a need for grade parents and volunteers to help individual teachers, and in the learning resources and reading programs and there may be opportunities to contribute virtually. Take an active role in our school community. It will benefit your child, you, and the school many times over. If you wish to volunteer for any of our school activities or field trips, please make sure you fill out a

volunteer form at least 4 weeks in advance and are cleared to volunteer. Volunteer registration and forms can be completed on the DPS website at: [Volunteering / Home \(dpsnc.net\)](http://Volunteering/Home(dpsnc.net))

## **Attendance**

Prompt, regular attendance to instruction, whether remote or at school is important. Students arriving in private vehicles may not enter the building before 7:25 a.m. Any student who arrives at school after 7:45 a.m. is considered tardy. Students who arrive late **must** go by the office to receive an admittance pass before going to the classroom. Students must be in attendance for at least 50 percent of the school day in order to be counted present.

When a student returns to instruction following an absence, the parent communicates an explanation for the absence. If contact by parent, either by phone or note, does not occur, the absence will be coded as **unexcused**. Parents will be notified about their children's attendance records in each report card. A letter will be mailed after prolonged absence from school. A student frequently absent from school may be considered for retention in the current grade because of the amount of instruction missed. If it seems that a lengthy absence will occur because of illness, a request can be made to the principal or the counselor that the student be considered for visits by a "homebound teacher."

**The following will constitute a lawful excused absence for the temporary nonattendance of a child at school:**

1. Illness or injury
2. Quarantine
3. Death in the immediate family
4. Medical or dental appointments
5. Court or administrative proceedings
6. Religious observances
7. Educational opportunity (**Prior to the trip, parents must submit a request form to the principal describing the nature of the trip and its educational reference - the "Request for Absence to be Excused for Educational Opportunity" can be obtained from the DPS website).**

***An excused absence is still counted as an absence, but it is a lawful absence. An unexcused absence is an unlawful absence.***

## **Tardiness**

**Our school day begins at 7:45 a.m., students should be in their classroom, ready to work at 7:45.** Excessive tardiness will be addressed..

Any student who arrives at school after 7:45 a.m. is considered tardy. Elementary students who arrive late **must be signed in by a parent/guardian in the front office** to receive admittance to the classroom. It is recommended that middle grades students arriving late should be escorted by a parent/guardian as well.

## Classroom/School Visits

We welcome school visits at Little River, and we encourage parents/guardians and others interested in public education to visit our program\*\*subject to COVID-19 safety regulations.

## Badges for Parents and Visitors

In order to ensure that we have a safe school we require that every parent/guardian and visitor to our school stop by the office, sign-in at the computer and receive a badge to wear. This is done to provide a safe environment for all students.

## Conferences

Teachers will invite parents to conference about student performance in the fall. Conferences may be scheduled at other times upon request of either parent or teacher. Conferences with the principal may be arranged by calling the school office. Please sign-in at the office before going to a classroom for a conference. ***Teachers are not available for unscheduled conferences during the instructional day.***

## Classroom/Birthday Celebrations

Little River follows the DPS policy on classroom celebrations (only 1 per month for birthdays) and two a year as allowed by DPS. *(Little River follows the DPS Healthy Living Policies.)* Please call the school office if you have any questions.

Deliveries to the classroom or cafe such as flowers, balloons, stuffed animals are not permitted. These are too disruptive to our instructional time and need to be done outside of the school day.

## Carpool

It is critical that appropriate safety measures be observed as children are transported to and from school by adults in private cars. Most school tragedies involving vehicles are accidents that involve cars, not buses.

Parents are to use the front driveway entrance and route through the large parking lot onto the back service road for carpool drop off and pick up. Please do not park in the car line during unloading/ loading times in the morning (7:25-7:45 a.m.) and afternoon(2:00- 2:40 p.m.). Please do not use the driveway in front of the school. This driveway is **only** for school buses. We ask parents bringing and picking up students at school to be particularly careful once on school property. Children do not always "look first." *We do not want a child to be hit because someone was in a hurry.* We ask that all parents honor the signals and directions given by the adults on morning and afternoon duty. Afternoons are especially congested and hazardous. *The difference between safe school traffic and traffic that courts tragedy is often a delay of a few minutes to parents.*



Adults will be on duty to receive car riders beginning at 7:25 a.m. Parents who must drop their children off at school before 7:25 a.m. may want to consider having their children use bus transportation in the mornings, or enroll your child in [Before Care](#).

## **AM Car Rider**

1. Car drop-off will be in the back of the building.
2. No cars will be allowed in the front circle before 7:00 a.m. or after 2:00 p.m.
3. No adult supervision will be provided until 7:25 a.m. Please do not drop off students before 7:25 a.m.
4. **Tardy elementary students must be brought into the building by an adult who should park and walk their child into the office to sign them in.**

### **Car riders may enter the building at 7:25 a.m.**

Staff members will be on hand to greet students as they enter the halls. Parents are **encouraged not** to escort their children to class.

Parents are to let students out of cars only at the sidewalk by the rear entrance. Parents are not to let students out of their cars in the parking lots or on Torredge Road.

## **PM Car Rider**

1. Car drop-off and pick up will be in the back of the building. Students will not be allowed to wait in the lobby after school for parent pick up. All car riders will wait in the gym for parents to pick them up whether they pick them up by car in the back of the building or walk in from the parking lot to get them.
2. Students for car pick up will wait in the gym.
3. Car riders will have a Carpool Number.
4. Drivers will need to stay in their cars so traffic flow will be smooth. Parking will not be allowed in the back of the building.
5. For students not picked up by 2:35pm in carpool, the parents will need to come into the school and sign the student out of the front office area. Students that stay late frequently will need to be enrolled in after school care.

If a child becomes uncooperative while in the car rider line, he/she will be asked to wait in the office and a parent will have to enter the building to sign out the child.

## **Students will be dismissed at 2:15 p.m. each afternoon.**

Safety is very important to Little River. Little River has had a large increase in car riders. Thank you for working with us to keep all of our children safe.

### **Bus Information**

Buses will load and unload in front of the school.

1. No cars will be allowed in the front circle from 7:00 a.m. to 7:45 a.m. and from 2:00 p.m. to 2:35 p.m.

General Guidelines for Routing School Buses: School bus routing and scheduling is the responsibility of the Transportation Department. For safety, whenever possible, school buses should not be routed onto major highways. All exceptional students added to their school buses must be approved through the Exceptional Children's Program Department.

Miscellaneous: If a child must ride a bus in the afternoon other than the bus to which he/she is assigned, the child **must** have a note from home requesting that change. The note must be signed by an administrator and presented to the bus driver. The administrator's signature will indicate to the driver that permission has been granted.

Discipline: Disciplinary problems are handled by the principal. Parents are urged to stress with their children the importance of proper behavior on the bus. School bus safety is of utmost concern to us all. **Riding the bus is a privilege. When this privilege is abused, a student may be suspended from riding the bus.** If a student is suspended from the bus he/she will wait in the car pool area until his/her parent comes into the school to get him/ her.

Conduct on a School Vehicle. According to Durham Public Schools' Policy , student conduct on the school bus is expected to be the same as conduct in the classroom. While riding a school bus or other school vehicle, the student shall observe the directives of the school bus driver. The following conduct may result in temporary or long-term suspension from school transportation services and/or from school:

- i. Delaying the bus schedule;
- ii. Refusing to obey the driver's instructions;
- iii. Tampering with or willfully damaging the school vehicle;
- iv. Getting off at an undesignated stop;
- v. Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation;
- vi. Failing to observe established safety rules and regulations; Violating any other rule of the STUDENT CODE OF CONDUCT policy while on the school bus or other school vehicle.
- vii. No Cell Phones, Electronics, and/or toys should be used on DPS buses. Drivers will report the use of these to the principals.

Parents who have questions or complaints may call the principal or the assistant principal.

***Under no circumstance is a parent to board the school bus.***

## **After School Care**

The Durham Public School Community Education will sponsor before and after school care at Little River. This service is offered for the many working parents in our school community. The center will operate mainly in the gym and cafeteria, but may include some classrooms, the media center, and the playground at times.

A snack is offered every afternoon, as well as a time and a place for homework. Children enjoy games and sports (indoors and out) and they have a chance to explore crafts and other special interests. The after school program operates on schooldays from the end of each school day until 6:00 p.m. For further information, call the Community Education office at 560-2000.

The Durham Public School Community Education will sponsor after school care at **Lucas Middle School** for **LRS Middle Grades students**. The program is called ENCORE and will operate Monday through Thursday. Students attending the Middle School ENCORE program will take the activity bus to LMS at the end of each day of the program where families will pick up their child.

The Middle School ENCORE after school program operates on school days Monday-Thursday until 6:00 p.m. For further information, call the Community Education office at 560-2000.

## **Cafeteria Operations**

A choice for lunch will be available to students. Each meal served by the cafeteria includes a serving of milk. Children who bring their lunches may purchase milk. We will also serve an assortment of a la carte items, such as juice, fruit, water, etc., for students. However, a student must either bring a lunch or buy a lunch in order to purchase these items.

Applications for free and reduced price meals are available online at [dpsnc.net](http://dpsnc.net). Students are not permitted to charge lunch. Students are expected to bring their lunch or lunch money with them each day.

Lunches prepared at home should provide for a balanced diet and should include items which do not spoil when kept at room temperature for several hours. Unbreakable thermos containers for beverages or soups are a must for school children. **Students are not allowed to use the microwave oven.**

*Parents are encouraged to refrain from bringing fast food meals to school for their children. If it is necessary to do so, please transfer the food to a plain bag. You may ask for a bag in the office.*

Should a parent wish to have lunch with his/her child, the parent should call the cafeteria by 7:45 a.m. to reserve a meal. The cafeteria number is 560-3507.

**THERE IS TO BE NO GUM, SOFT DRINKS OR CANDY ON THE BUSES OR IN SCHOOL.**

## **Cafeteria Pricing**

**Meal prices for the 2022-2023 school year are as follows:**

	<b>Breakfast</b>	<b>Lunch</b>
<b>Reduced</b>	<b>Free</b>	<b>\$ .40</b>
<b>Grades K-12</b>	<b>Free</b>	<b>\$3.75</b>
<b>Adults</b>	<b>\$2.00</b>	<b>\$4.50</b>
<b>Milk</b>	<b>\$ .50</b>	<b>\$ .50</b>

## **K12PaymentCenter**

K12PaymentCenter is a website that makes it easy and convenient to pay for your student's meals online. Register at [Durham Public School Online Payment System](#) for an easy method of payment! .

## **Computer Lab**

The computer lab is located in room A-1, near the cafeteria. Classroom teachers also work with their classes in the computer lab. *All computer use is supervised by adults.*

## **Physical Education**

Physical education instruction from a certified physical education instructor is offered to each student. Other physical education instruction will be directed by the classroom teacher. This activity is a regularly scheduled class and, as such, is not optional for students. If a student has a medical reason for not participating, he/she must present adequate verification from a doctor for non-participation to the principal.

Tackle football is prohibited both in physical education classes and on the playground at all times. Children are not to bring footballs to school.

We are asking that students do not wear shower shoes (little rubber flip flops) to school. Students wearing any Flip Flops to school will not take part in P.E. or be allowed to play on the school playgrounds. If students wish to wear flip flops they may bring another pair of shoes to change into.

## **Desks/Cubbies and Personal Items**

All elementary students have either a desk or a cubby in which to put their personal items. Middle grades students will be assigned lockers. Please mark all items with the student's name, particularly garments such as sweaters and coats. Lost and found will be kept in the Cafeteria in a cabinet marked for lost and found. Students are encouraged to check this area when they lose items, or to turn in an item they find. Each year we send a vast array of items to area thrift stores at the close of the school year because students simply do not correctly label or identify their lost clothing.

## **Electronic Devices and Toys**

Students are not permitted to bring electronic devices and/or toys to school as they may be targets for theft or cause distractions during learning. If Cell Phones are needed, they should be put away and 'turned off' before entering campus or they may be confiscated. Cell Phones should remain in book bags and/or locker and in the off position. Confiscated items are sent to the office and held for an adult family member to pick up.

## **Discipline**

Teachers will notify parents if behavior of their children becomes an issue.

**Please refer to the Durham Public Schools website for the following information.**

### **Policy 4301 Code of Student Conduct**

**Every student has the right to a quality education in an environment that is conducive to learning and free of disruption.** Every student has the responsibility not to deny that right to others. Rules, listed in this handbook, as well as those contained in the DPS Code of Student Conduct have been developed to encourage good citizenship and behavior. They are also meant to ensure that parents, students, and school personnel understand their rights and responsibilities in regard to student conduct and to standardize procedures that will be used in responding to specific disciplinary problems. The purpose of any disciplinary measure taken at Little River K-8 School shall be to correct behavior rather than merely punish the individual.

Such disciplinary measures may include, but are not limited to, teacher-student conferences, parent conferences, and referral of the student to the office for administrative action.

**NOTICE ON BULLYING: Bullying is not tolerated at Little River K-8 School.** Bullying is the repeated negative behavior intended to frighten or cause harm. These actions may include, but are not limited to, verbal or written threats, cell phone texting, emotional distress or threat of physical harm (harassment/threat/intimidation). There will be consequences for this inappropriate behavior consistent with your school anti-bullying policy.

**NOTICE ON SEXUAL HARASSMENT: Sexual harassment is not tolerated at Little River K-8 School.** It is unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Sexual harassment is illegal and prohibited in school settings. Sexual harassment related to students can occur in many forms and reports will be regarded seriously. Reports of sexual harassment will result in immediate referral to administration.

## **Dress Code**

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. The DPS dress code policy is overviewed in Board Policy 4316. The primary goal of Durham Public Schools is to provide a safe learning environment where all students are able to achieve at their highest potential. The Durham Public Schools student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes and that does not reinforce or increase marginalization or oppression of any group based on race, sex, physical/mental ability, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

In support of these goals and expectations the Board establishes a dress code for students.

### **A. Allowable Dress & Grooming**

1. Students must wear clothing including dresses/jumpsuits, or both a shirt or top with bottoms, including shorts, pants or a skirt, or the equivalent and shoes.
2. Clothing must have fabric in the front, back, and on the sides.
3. Clothing must cover undergarments; underwear waistbands and bra straps are not required to be covered and are excluded.
4. Fabric covering all private parts of the body must be opaque and cannot be see-through or mesh or transparent. Private parts include the breasts, genitals and buttocks.
5. Fitted pants, including leggings, yoga pants, and "skinny jeans"
6. Sweatpants, pajama/lounge pants midriff-baring shirts (must be able to cover private areas when arms are raised), ripped jeans as long as any portion of undergarments covering private parts are not visible.
7. Tank tops, including spaghetti straps, halter tops, and strapless tops.

8. Religious headwear is expressly allowed to cover the head and face.
9. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards may exist.
  - a. Courses requiring attire as part of the curriculum (for example, professionalism, public speaking, CTE courses, and job readiness may include assignment-specific dress, but should not focus on covering bodies in a particular manner or promoting culturally specific attire.
10. Specialized courses may require specialized attire.
  - a. School-sanctioned uniforms and costumes approved by the principal for athletic, choral, band or dramatic performances are allowed.
11. Students may dress and style their hair for school in a manner that expresses their individuality and culture, including, for example, locs, braids, geles
  - a. Certain programs may have more restrictive requirements for hairstyles, including NCHSAA and ROTC programs, which require signatures of students and parents consenting to these restrictions on grooming and dress.

#### B. Prohibitions

Students are prohibited from wearing clothing, jewelry, book bags, or other articles of personal appearance which:

1. depict profanity, vulgarity, obscenity, or violence;
2. promote use or abuse of tobacco, drugs, or alcohol;
3. endangers or creates a threat to the health or safety of the student or others;
4. are prohibited under the Gangs and Gang Activities in Policy 4301(III-7) and Gang-Related Activity, Policy 4328;
5. are reasonably likely to create a substantial and material disruption to the educational process or to the operation of the school, including but not limited to items that are reasonably expected to intimidate other students on the basis of race (for example the Confederate battle flag, swastika, and Ku Klux Klan or KKK), color, national origin, sex, gender identity, sexual orientation, disability, age, or religious affiliation.

The principal may make reasonable accommodations for religious, cultural, educational, or medical reasons so long as the clothing in question is not prohibited under Section B1-5) of this policy.

This policy applies to all students at all times on any school property, including buses and other school vehicles, and when students represent the school. It does not apply to

school-sanctioned uniforms and costumes approved by the principal for athletic, choral or dramatic performance.

## Early Dismissal

Early dismissal from school must always be cleared in the office first. The parent or guardian **must sign** out the student so we have a record of his/her leaving. We will then call the student to the office for dismissal. **The parent is to wait in the office for the student.** You are encouraged to schedule regular medical and dental appointments after school hours. Please do not regularly request early dismissal for your child. The instructional day lasts until 2:15 p.m., and students are involved in their studies until that time. *Students will not be called from their classrooms after 2:00 p.m.*

## Early Release Days

Check the [DPS Calendar](#) for Early Release Days.

On Early Release Days students will be dismissed from school at **12:15 p.m.** Bus riders will be transported home as usual with arrival 2 hours early. **Arrangements need to be made for car rider students to be picked up by 12:15 p.m.** The After School Program will operate on Early Release Days.

## Inclement Weather

In case of snow or other adverse weather conditions, please listen to a local radio or TV station for announcements concerning the operation of the schools. Please do not call the school, the central office, the radio, or TV station. Assume that school is operating unless you hear otherwise.

**Please discuss with your child what he/she is to do when school closes early.** Remember, if school closes early due to bad weather or an emergency it may not be possible to telephone parents, *be sure your child knows exactly what to do.*

## Field Trips

Teachers may plan field trips from time to time during the year. Parents will be notified about these trips in advance. Written permission is necessary for all trips and you will be asked to sign a notification sheet for any trip so that we can confirm your knowledge of the trip. Transportation for field trips will be school buses or chartered buses. Private cars are not used for field trips.

If a fee is charged for the field trip, those fees will not be refundable once they are paid. This is necessary because the school will be obligated for tickets, transportation, etc., once the planning is complete.



When you or your child commits to going on a field trip, please be sure that you or your child will be able to attend. (Adults must be cleared as a volunteer in order to join in any field trip). The number of buses and price per person are calculated on the number of people that plan to attend.

## **Testing**

Final Exam, EOG and EOC testing will take place during the last ten days of the school year. Please review these dates now and use them with making appointments for these days of school

## **Parent Portal Accounts**

Families can monitor their student's grades and attendance in real time, throughout the year with a Parent Portal Account. Parent Portal accounts can only be obtained by requesting it from the school's Data Manager. A letter with the necessary instructions for creating an account will be provided at that time. Families with multiple students can set up their accounts to view all of their students with one log-in. If you already have Parent Portal access, you can continue to use the access for the school year.

## **School Pictures**

Individual school pictures will be taken in the fall and spring. Fall pictures should be available before Christmas. Fall pictures will be the basis for a yearbook that will be developed by a yearbook staff. The yearbook should arrive about the end of May. The picture make-up date is for students that were absent on their scheduled picture day.

## **Homework**

Homework is an important part of reinforcing at home the concepts taught during the school day. Further, completed homework provides timely feedback to the teachers on the effectiveness of the previous day's instruction. Homework is a valuable tool that informs teachers about concepts that students have mastered, or concepts that may need additional time.

Below are guidelines about the average amount of time per grade-level students are expected to spend on homework nightly. These guidelines offer general parameters to families for routine homework expectations. However, time may be adjusted based on tests, projects, book reports or make-up assignments. Depending on your child's work habits, these time frames may vary slightly, but should not vary significantly. If your child exceeds the time frame guidelines significantly, please contact your child's teacher.

## **Homework Guidelines**

<b>Grade</b>	<b>Minutes</b>	<b>Assignments</b>	<b>Assignment Sheet</b>
K	20 – 25 minutes	10 – 15 minutes reading with your child 10 minutes other homework periodically	Teacher generated
1	30 minutes	15 minutes independent reading 15 minutes other subjects	Teacher generated
2	30 – 45 minutes	15 minutes independent reading 30 minutes other subjects	Teacher generated
3	45 – 60 minutes	15 minutes independent reading 30 – 45 minutes other subjects	Student responsibility Teacher assisted
4	60 minutes	20 minutes independent reading 20 minutes math 20 minutes social studies, science, or projects	Student responsibility
5-8	60 minutes	20 minutes independent reading 40 minutes math, science, social studies, language arts	Student responsibility
Encore		Practicing skills (music practice, physical exercise, art skills, computer) Miscellaneous research for continued study	Student responsibility

## **Homework Tips**

Homework is generally viewed as a way for students to extend learning after school in the home. The U.S. Department of Education notes that homework can have many benefits for young children, including improving retention and understanding of schoolwork. It also can help students develop study skills that they will use throughout their education. Homework also can teach children to manage time, foster independence and responsibility, and teach children that learning takes place anywhere.

### **How Much Homework is Enough?**

Durham Public Schools does not have established standards for the amount of homework. That decision is in the hands of teachers and principals. Parents who have concerns about the amount of homework should talk with their child's teacher(s).

**Reading is important for every child. Every student should read independently or with a parent each night.**

### **Types of Homework**

Practice homework: meant to reinforce learning and help the student master specific skills

Preparation homework: introduces material that will be presented in future lessons

Extension homework: ask students to apply skills they already have to new situations

Integration homework: requires the student to apply different skills to a task, such as book reports or science projects

### **General Homework Tips for Parents**

- Make sure your child has a quiet, well-lit place to do homework.

- Avoid having your child do homework with the television on or in places with other distractions, such as people coming and going.
- Make sure the materials your child needs, such as paper, pencils and a dictionary, are available. Ask your child if special materials will be needed for some projects and get them in advance.
- Help your child with time management. Establish a set time each day for doing homework. Don't let your child leave homework until just before bedtime. Think about using a weekend morning or afternoon on big projects, especially if the project involves getting together with classmates.
- Be positive about homework. Tell your child how important school is. The attitude you express about homework will be the attitude your child acquires.
- When your child does homework, you do homework. Show your child that the skills they are learning are related to things you do as an adult. If your child is reading, you read too. If your child is doing math, balance your checkbook. When your child asks, provide guidance, not answers. Giving answers means your child will not learn the material. Too much help teaches your child that when the going gets rough, someone will do the work for him or her.
- When the teacher asks that you play a role in homework, do it. Cooperate with the teacher. It shows your child that the school and home are a team. Follow the directions given by the teacher.
- If homework is meant to be done by your child alone, stay away. Too much parent involvement can prevent homework from having some positive effects. Homework is a great way for kids to develop independent, lifelong learning skills.
- Stay informed.
- Talk with your child's teacher. Make sure you know the purpose of homework and the class rules.
- Help your child figure out what is hard homework and what is easy homework.
- Have your child do the hard work first. This will mean he will be most alert when facing the biggest challenges. Easy material will seem to go fast when fatigue begins to set in.
- Watch your child for signs of failure and frustration. Let your child take a short break if she is having trouble keeping her mind on an assignment.
- Reward progress in homework. If your child has been successful in homework completion and is working hard, celebrate that success with a special event (e.g., pizza, a walk, a trip to the park) to reinforce the positive effort.

### **Reading Tips**

- Have your child read aloud to you every night.
- Choose a quiet place, free from distractions, for your child to do his nightly reading assignments.
- As your child reads, point out spelling and sound patterns such as cat, pat, hat.
- When your child reads aloud to you and makes a mistake, point out the words she has missed and help her to read the work correctly.

- After your child has stopped to correct a word he has read, have him go back and reread the entire sentence from the beginning to make sure he understands what the sentence is saying.
- Ask your child to tell you in her own words what happened in a story.
- To check your child's understanding of what he is reading, occasionally pause and ask your child questions about the characters and events in the story.
- Ask your child why she thinks a character acted in a certain way and ask your child to support her answer with information from the story.
- Before getting to the end of a story, ask your child what he thinks will happen next and why.

### **Mathematics Tips**

- Encourage your child to use a daily math assignment book.
- Follow the progress your child is making in math. Check with your child daily about his homework.
- If you don't understand your child's math assignments, engage in frequent communication with his or her teacher.
- If your child is experiencing problems in math, contact the teacher to learn whether he or she is working at grade level and what can be done at home to help improve academic progress.
- Use household chores as opportunities for reinforcing math learning such as cooking and repair activities.

## **Student Support Services**

### **Exceptional Children's Program (EC)**

A referral to Exceptional Children's programs may be initiated by a parent, student, or staff member. All referrals are initially reviewed through the MTSS program (see page 22). An MTSS team is responsible for receiving referrals and initiating intervention to help the student. The team makes recommendations to the EC team. The EC Team provides a framework for evaluating data, recommending the most appropriate placement for children referred, obtaining parental permission for assessment, initiating evaluation procedures, evaluating information, and ensuring an Individualized Education Plan (IEP) is developed and reviewed annually.

Membership on the EC team may include the principal, assistant principal, or principal's designee, the referred child's parents, the referring teacher(s), teachers of Exceptional Children, and the school psychologist.

Exceptional Children's programs are available in the areas of learning disabilities, behavioral/emotional disabled, educable mentally disabled, speech and language impaired, hearing impaired, visually impaired, autism, orthopedically impaired, or other health impaired.

## **Academically/Intellectually Gifted Program(AIG)**

Academically or intellectually gifted students perform or show the potential to perform at substantially high levels of accomplishments when compared with others of their age, experience or environment. They exhibit high performance capability in intellectual areas and specific academic fields. They require differentiated educational services beyond those ordinarily provided by the regular educational program. Outstanding abilities are present in students from all cultural groups, across all economic strata, and in all areas of human endeavor.

Durham Public Schools is committed to providing a rigorous and challenging academic experience for all students, and our Academically and Intellectually Gifted programs are offered throughout the district. Little River's AIG programs will ensure that all advanced and gifted learners make continuous progress for a strong foundation, through a rigorous and challenging curriculum.

The Test of Cognitive Skills is administered to second and sixth graders each year and is an initial screening for AIG. Parents will be notified when the school receives the scores for this test. The scores will be given to parents upon request.

Teachers and parents may refer children for AIG assessment. Children may also refer themselves.

## **Multi-Tiered Student Support (MTSS)**

MTSS at Little River is a function of regular education. It's purpose is to provide the student who is experiencing learning, emotional or behavioral difficulties in the classroom with interventions that will help the child achieve success. Interventions are written by the team and monitored by the classroom teacher for a specific period of time. Results of the interventions may indicate a referral by the MTSS to the School Based Committee. Before a child can be considered for the Exceptional Children's Program, the MTSS process must be complete. We encourage parent participation throughout the MTSS process. Please call the principal if you have any questions.

## **Counseling**

The students at Little River have access to counseling services. The counselor works with individuals, small groups, and classes to help them develop understanding of themselves and others. The primary aim of the counselor is to work with boys and girls who are having problems with friends, family, school, and self-understanding. Another important part of elementary school counseling is helping students avoid developmental problems by exploring what happens during the time of growing up: the feelings, the body changes, and the happiness and unhappiness which is a natural part of the childhood years.

It is also the counselor's responsibility to interpret test scores and confer with parents who wish to examine their child's cumulative record. The counselor is available to any student, parent, or teacher who has a concern or problem.

## **School Safety**

Little River School in conjunction with the Durham Public Schools Safety Department has developed a School Safety Plan to be used in the event of a crisis. This plan includes information on what students and teachers are to do in the event of a fire, tornado, bomb threat or a stranger in the building.

## **School Events**

No one is assigned to be present on campus to supervise students who either arrive early for school or linger after for a school-sponsored event. The students come to the campus or remain on the campus at their own risk. Students are to be picked up promptly after school sponsored events.

## **Report Cards**

Report cards are sent home every nine weeks. Prior to the end of the first nine weeks, teachers are required to schedule a conference with each child's parents. Parents are encouraged to attend these conferences. Teachers will notify parents periodically of their child's progress throughout the nine weeks grading period. Parents are encouraged to contact their child's teachers throughout the year so that they can remain well-informed about their child's progress at school. Parents can also monitor student progress via Parent Portal.

## **School Improvement/Leadership Team (SI-L)**

Little River has a School Improvement/Leadership Team. This team will be composed of the principal, instructional personnel, instructional support personnel (office support), instructional assistants and parents of children enrolled in the school. Parents serving on the School Improvement/Leadership Team shall reflect the racial and socioeconomic composition of the students enrolled in Little River and shall not be members of the building level staff. The Team will help create the School Improvement Plan for Little River and maintain the plan throughout the school year. Please contact the principal if you have questions.

## **TITLE IX NOTIFICATION**

Title IX of the Education Amendment of 1971 states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

## **Student Records**

As the parent or guardian of a student in Durham Public Schools, you have certain rights with regard to your student's educational record. You have ...

... **A right to know what's in the record.** Each student's record contains academic achievement, health and family background information, attendance records and standardized test results. A child who has been considered for or placed in an Exceptional Children's Program may also have a confidential file. This file contains parental permission for testing and placement, assessment reports, individual education plans and written observations.

The school principal is responsible for developing and maintaining the education record. He shares responsibility with the guidance counselor, classroom teachers, clerical assistants, and the Durham Public Schools Records Center. In the case of exceptional children, responsibility is also shared with the school committee responsible for evaluating education needs.

The Family Educational Rights and Privacy Act of 1974 gives parents and students some rights and privileges with regard to these student records. A parent, legal guardian or eligible student who is 18 years of age or attending a postsecondary institution may read, inspect and copy the student's education record within 45 days of a request to the school principal. The individual is entitled to an explanation of the record. Both divorced parents have access to the student's record UNLESS the courts have denied access to one parent.

... **A right to correct the record.** If information violates a student's privacy or is misleading or inaccurate, a hearing may be requested with the school principal. After the hearing, if no changes are made, a rebuttal statement may be placed in the record.

... **A right to know when records are shared.** Directory information is part of the record that may be shared with anyone having a legitimate need to know UNLESS a parent, guardian or eligible student requests that prior consent be required before information is released. Directory information includes the student's name, address, phone number, date and place of birth, major field of study, participation in school activities and sports, weight and height of athletes, dates of attendance, diploma received, honors and awards, and the names of previous schools.

The education record may be shared with school personnel and between schools. On request, local schools will forward education records to schools where a student intends to enroll. Parents or eligible students may request a copy of the forwarded education record. A school may charge a fee for copies of records.

High school students may also request that transcripts be issued to designated institutions. Transcripts to three institutions will be provided at no charge. Upon request, updated transcripts to those same institutions will also be provided free. Each graduate also receives a free copy of his or her transcript. A fee is charged for each additional transcript.

Parents, legal guardians or eligible students must give written permission to share information from the student's education record outside the schools with these exceptions: financial aid applications, audits and evaluations by authorized state and federal education authorities,

judicial order or subpoena, requests by education accrediting organizations and state or local government officials, and in emergencies to protect the health or safety of the student or others. No personally identifiable information may be collected for research without parental permission and the superintendent's approval. Parents and students are hereby notified that Durham Public Schools will furnish records in compliance with judicial order.

**What happens to student records?** A student's record is reviewed and updated annually. Outdated information is discarded after completion of the last grade at each school. Unnecessary and outdated materials may be deleted from the student's record at any time except when a parent's or student's request for review is pending. While students are in school, some of the records may be stored on the computer.

Student records are filed at the high schools for two years beyond graduation or withdrawal. Older records are microfilmed and stored at the Records Center. When a student withdraws from an elementary or middle school, his record is held at the school for the rest of that school year and then forwarded to the Records Center, 1817 Hamlin Road, for storage. At the Records Center, free copies of transcripts and immunization records are provided upon request by parents or eligible students.

Confidential files for children who have been considered for or placed in Exceptional Children's programs are stored at the Records Center for five years after a student receives services. These records are then destroyed UNLESS the parent requests the record prior to their disposition. Parents or eligible students also have the right to request that these confidential files be destroyed when the child is no longer in need of Exceptional Children's services.

**Further information.** Talk with your school principal about your student's record or call the Durham Public Schools Records Manager, 560-3707. Parents or eligible students may file a complaint with the U.S. Dept. of Education if they believe these rights have been violated.

For more information, request copies of Board of Education policies governing student records.  
***All questions concerning a child's record should be directed to the principal.***



## Anti-Bullying Policy

Little River K-8 School has taken proactive steps to address the bullying issue, which appears to be the common thread that runs through reports of school violence. We feel very strongly that this is a safety issue. We believe that if students feel safe in school, then more academic learning occurs. It is our desire to re-emphasize teacher, parent, and student awareness and sensitivity so as to reinforce our school policy and ultimately provide a safe environment for our students.

We have created a **School Policy** to ensure that students know what to do when they observe a bully/victim confrontation.

So that everyone has a clear understanding of the problem, we have defined the concept.

"Bullying is any behavior that intentionally hurts, either physically or emotionally, another person." This can include name-calling, spreading rumors, note writing, creating "slam books," malicious teasing, kicking, tripping, or physical fighting.

At Little River we do not accept:

- Any form of violence.
- Leaving people out.
- Ganging up on anyone.
- Hurtful whispers about anyone.
- Nasty threatening looks or attitudes.
- Students who say unpleasant things and then say they were "only joking".
- Teasing or picking on people because of such things as race, appearance, religion, and disability.

Our Policy also includes **Consequences** for bullying behavior.

### **Stage One:**

- Level 1 Consequence
  - For example: student administrative conference, parent administrative conference, behavior contract, assignment to Restorative Practices Center, reassignment, etc.
- Counselor intervention.

### **Stage Two:**

- Progressive discipline consequence
- Administration meets with parent and student following repeat offenses.
- Administration develops safety plan between victim & offender student

### **Stage Three:**

- Referral to school team for further problem-solving. Example: Suspension

***Parent/Guardian please read over with your child, sign and return to their teacher.***

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_