

# MOUNT ENERGY ELEMENTARY SCHOOL



STUDENT-PARENT  
HANDBOOK  
2025-2026

# MOUNT ENERGY ELEMENTARY SCHOOL

2652 NC Highway 56  
Creedmoor, NC 27522

## Phone Numbers

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## Email Contacts

Principal: Ashley Lloyd lloyda@gcs.k12.nc.us

Assistant Principal: Jessica Harris barbourj@gcs.k12.nc.us

## Office Hours

7:20 a.m. until 3:30 p.m.

Monday – Friday

## Mt. Energy Mission Statement

Mount Energy is a safe place where we will enjoy learning, be friendly with everyone, and know we can achieve. We won't give up. We will always do our best.

### I. General Information

## School Hours

**Arrival:** Our school campus opens at 7:20 am. To ensure that students are supervised and safe, no student shall be dropped off before 7:20 am. Instruction begins at 7:45 am. Students are tardy if they are not in class by 7:45 am. Upon arrival, students who need to eat breakfast will enter the cafeteria; all other students will report to the gym. At 7:40 am all students will be released to class. All car riders need to be dropped off at the front door of the building and proceed to the gym or cafeteria. In an effort to maintain a safe and orderly school, Kindergarten parents may escort their child to class on their first staggered entry day (August 11th, 12th, or 13th). Instruction will begin promptly at 7:45 AM. Any student not in class by 7:45 am will be counted tardy.

**Dismissal:** School will dismiss at 2:55 pm. All car riders must be picked up through the carpool line. When picking up students through the carpool line, carpool numbers should be displayed in windshields. Tags will be available at Open House and in the front office. Any parent without a carpool number will be asked to park and walk into the main office to show identification. Any student not picked up by 3:15 pm will need to be signed out in the front office. If a student is picked up after 3:15 pm more than 3 times the school may file a report with the Department of Social Services.

**Tardies and Early Checkouts:** Please note that late arrivals and early checkouts are disruptive to an entire class and should only occur in emergencies.

- Students are considered tardy if they are not in class by 7:45 am.

Parents should accompany their child to the front door to receive a tardy pass to be admitted to class.

- Students leaving school before 2:00 pm must be checked out in the office. Students will not be allowed to be checked out after 2:00 pm.

- When early checkout is necessary, if anyone other than a guardian is checking out a student, that person must be listed on the child's information sheet.

- Office Staff will ask to see the identification of any person we do not know.
- Students who leave before 11:45 am and do not return will be considered absent. Students arriving after 11:45 am will also be counted as absent.

**Attendance:** All students should be in school, all day every day.

- If a student is unable to attend school for any reason, guardians must send a written note or email to the teacher within three days explaining the reason.

- If you do not provide a note to the teacher, the absence will be marked as unexcused.

An absence may be excused for 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) 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.

**Student Transportation:** All students must have a primary mode of transportation. · All changes in transportation need to be submitted in writing that includes the dates of the

change, as well as a parent signature and phone number.

- Students are not allowed to ride the bus home with another student or get off at a stop other than their own. No exceptions.
- In case of emergencies, parents may call the school with last minute transportation changes. Administration will approve on a case-by-case basis.
- All changes to transportation must be requested no later than 12:00 pm.

### **Visiting the School**

Board Policy 5020 states that the board encourages community and parent involvement in the schools. Parents and visitors are welcome to visit the school to tour and learn about our educational programs. While visitors are welcome, the safety of our students and the provision of an orderly and inviting instructional environment is the primary concern of our staff.

- All visitors should report immediately to the administrative office at the school for permission to be in the school. Visitors should log into the computer located in our school office.
- Visiting the school is different from visiting/observing in a classroom. **Volunteering in classrooms must be pre-arranged with the teacher and approved by administration prior to your visit.** This is to protect instructional time and also to maintain the privacy of our students. For example, if students are participating in assessments, a visit to the classroom would not be appropriate.
- We also know that communication between the teacher and parent is crucial to the success of a child. If you would like to talk with your child's teacher, we ask that you call or email to make an appointment. Teachers will not be asked to stop their instruction for unscheduled parent meetings.
- While we know it may be convenient, morning arrival time is not the appropriate time to conference with the teacher. Teachers are to be greeting all students and getting them settled in for their instructional day.

### **School Volunteers**

In order to volunteer in our schools, a person must submit a background check through Granville County Schools, using the following application:

<https://appgarden6.app-garden.com/VolTrackNC390.nsf>

It takes approximately a week to process an application.

- All adults entering classrooms or supervising children on field trips must have a clear background check on file within one calendar year.

### **School Bus Transportation**

- Students receive information regarding bus routes, as well as rules and regulations at the start of the school year. Please read this information to be familiarized with school policies. If you have questions, please contact the Assistant Principal, Jessica Harris.

- Students will **not** be dropped off at the bus stop when there is no adult present to receive the child.
- If the parent wishes for the child to get off the bus without adult supervision this must be approved by the administration. In some cases parents are allowed to sign a liability waiver. Otherwise, if an adult is not present at a stop, the bus driver will return the child to the school building.
- Riding a school bus is a privilege and not a right. All student riders are subject to the laws, rules, and regulations set by the state of North Carolina and the Granville County Board of Education.
- In order to provide a safe bus ride every day, students must take their responsibility for following bus safety rules seriously.

The consequences for inappropriate behavior on the bus are:

- First Report: Verbal warning from the driver and call home to parent
- Second Report: Written notice and a phone call from administration
- Third Report: 3 Day Bus Suspension
- Fourth Report: 5 Day Bus Suspension
- Fifth Report: 10 Day Bus Suspension
- Sixth Report: Suspension from the bus for the remainder of the school year.

#### **Behaviors that Warrant Bus and or School Suspensions:**

- Fighting
- Use of profanity
- Making verbal threats or threatening gestures
- Verbal or physical aggression
- Overt disrespect and defiance
- Damaging a school bus
- Repeated bus suspensions
- Excessive bus referrals
- Behaviors of a sexual nature
- Possession of weapon or of any item that can be construed as a weapon by the manner in which it was used.

### **Bus Misconduct - [GCPS Policy 4317](#)**

**Level I or Level II Offense** (*UB: Bus Misbehavior, UB: Being in an unauthorized area*)

School transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall observe the directives of the bus or vehicle driver. The following conduct is specifically prohibited

- stopping, impeding, delaying or detaining a bus or school vehicle;

- disturbing the peace, order or discipline on a bus or school vehicle;
- refusing to obey the driver's instructions;
- tampering with or willfully damaging the bus or school vehicle;
- getting off a bus at an unauthorized stop;
- distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation; •
- failing to observe established safety rules and regulations;
- willfully trespassing upon a school bus or school vehicle; and
- fighting, smoking, using profanity, possession or using drugs or intoxicating beverages, or otherwise violating any other board policy or school rule while on a school bus or other school vehicle.

Consequences for engaging in prohibited behavior may result in temporary or permanent suspension from school transportation services and/or school, in addition to other consequences for violating other student behavior policies. bus or other school vehicle.

### **Student Behavior**

· At Mount Energy, our objective is to provide a safe environment conducive to learning for all children.

· Students are directly taught school-wide expectations for behavior in a variety of settings during the first weeks of school.

· These settings include behavioral expectations in the classroom, gym in the cafeteria, media center, etc.

· Emphasis is on school wide recognition of positive behavior. This includes a celebration of good behavior at classroom and school levels.

· Teachers will contact families to communicate behavior expectations and any concerns that happen throughout the school day.

· If behaviors continue to persist or constitute a major infraction, the teacher will make a referral to school administration.

· Behavioral consequences at the Administrative level may include:

- Parent contact
- Student conferences
- Reprimands
- Reciprocity
- Time-out
- Sessions with the school counselor
- In-school suspension
- Out-of-school suspension
- Out of school suspension pending conference
- Expulsion from School

- Young children are unique individuals with a variety of developmental levels, skills and knowledge, therefore the level and type of consequence will be determined by Administration according to:

- Age of the child
- Severity of the behavior
- Patterns of behaviors
- Nature and endurance of the behaviors
- North Carolina School Law and Granville County Policies.

### **Elementary Discipline Consequences**

## **Consequences by Level**

Offenses are given a Level rating based on seriousness; a range of consequences for each level is set forth in this Handbook. If a particular offense may be classified in more than one Level, the administrator should select the appropriate level consequence based on the seriousness of the offense. This is also known as considering aggravating and mitigating factors. Aggravating and mitigating factors are relevant when, in the judgment of responsible school officials, they have a bearing on the student's level of responsibility for the behavior. When both aggravating and mitigating factors are present, principals should exercise their discretion in weighing and balancing them. Administrators should note any relevant aggravating or mitigating factors that led them to choose a particular consequence in the disciplinary write-up.

Examples of aggravating factors, or factors that make an offense more serious:

- Repeated instances of the same misconduct after prior warnings or discipline;
- Not telling the truth when questioned by staff about the incident, or falsely blaming another;
- Causing injury to another or destroying property of others;
- Inducing others to take part in the prohibited behavior;
- Repeated and blatant disrespect for school officials;
- Causing a significant disruption of the educational environment.

Examples of mitigating factors, or factors that may merit a lower level consequence:

- Age, maturity level, developmental level of the student;
- Lack of intent;
- Playing a passive or minor role in the offense;
- Truthfulness and taking responsibility;
- Repairing damage one has caused or making appropriate restitution;
- Respectful cooperation during the investigation and discipline process;
- Lack of recent prior offenses.

## **Description of Levels**

### **Level I:**

- Classroom interventions - These interventions aim to teach and correct behaviors so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of instructional and classroom management strategies.
- MTSS Team interventions - These interventions often involve support staff, both school-based and from the community, and aim to engage the student's support system to ensure successful learning and consistency of interventions, and change the conditions that contribute to the student's inappropriate behavior or disruptive behavior.

**Level II:** These interventions can involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.

**Level III:** These interventions may involve the short-term removal of a student from the school environment because of the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as practicable while adequately addressing the behavior.

**Level IV and V:** These interventions involve the removal of the student from the school environment because of the severity of the behavior. They may involve the placement of the student in an alternative learning program that provides structure to address behavior. These interventions focus on maintaining the safety of the school environment while supporting the student with ending dangerous behavior.

## Level I Responses

This list contains some of the interventions that may be used by the classroom teacher or school administrator in addressing student conduct. This is not intended to be an exhaustive list. Classroom teachers or administrators may choose to use a combination of interventions.

- Administrative Conference with Parent
- Administrative Conference with Student
- Before or After School Detention
- Behavior Contract
- Bus Suspension
- Teacher Conference with Student and/or Parent
- Confiscation of Unauthorized Items
- Lunch Detention
- Parent Contact
- Referral to MTSS Team
- Referral to School-Based Mental Health Services
- Referral to Student Services Team
- Refocus
- Restriction of School Privileges
- Restorative Justice
- Reteach Expectation
- Saturday Academy
- Student Written Warning
- Student Pays Restitution
- Teach Replacement Behavior
- Verbal Warning
- Work Detail with Parent Permission

## Level II Responses

This list contains some of the interventions that may be used by the school administrator in addressing student conduct. This is not intended to be an exhaustive list. Administrators may choose to use a combination of interventions.

### Elementary

- Choice of Response from Level I
- ISS (In School Suspension) for Up to 3 Days
- ISS - Partial Day
- Sent Home Early

## Level III Responses

This list contains some of the interventions that may be used by the school administrator in addressing student conduct. This is not intended to be an exhaustive list. Administrators may choose to use a combination of interventions.

### Elementary



- Out of School Suspension (OSS) for Up to 5 Days
- Referral to Substance Abuse Family Education (SAFE) Program (First Offense)
- Report to Law Enforcement for Offenses Labeled as PD and RO
- Short Term Placement (Up to 10 Days) at Second Chance Academy for Students in Grades 3-5

## Level IV Response

- OSS with possible recommendation for Long-Term Suspension or long-term alternative placement • Recommendation for OSS 365 days Only for Specific firearm Offenses Under State Law)

## Level V Responses

- Expulsion: The indefinite removal of a student from school and all school properties for a student (age 14 or older) whose continued presence constitutes a clear threat to other persons or who is a registered sex offender. Expulsion requires a hearing before the Board of Education.

## Offenses and Consequences

The following are examples of various offenses from Levels 1 - 4. Final determination of disciplinary level and consequence will be determined by administration:

### Level 1 Offenses:

The following are some of the actions considered Level 1 offenses:

Failure to cooperate with a school employee

Running in hall

Possession of cell phones, toys, games, radios, etc.

Sleeping in class

Minor class disruption

Inappropriate language/Profanity

Being away from assigned area

Out of seat without permission

Eating in class (without permission)

Littering

Possession of an inappropriate object

Instigating a conflict

### Level 2 Offenses:

The following are some of the actions considered Level 2 offenses:

**Disrespect to a school employee and/or student**

**Vulgar or profane language**

**Defacing or damaging school property (minor)**

**Excessive horseplay**

**Mild aggressive behavior**

**Sexual harassment\*\***

**Major classroom disruption**

**Disruptive acts toward school employees and/or students**

**Leaving class without permission**

**Bullying**

**Inappropriate objects brought to school**

**Communicating Threats**

**Note: Sexual harassment can be considered a level 2 or level 3 offense, depending upon the severity and/or repetition of the offense.**

### **Level 3 Offenses**

**Fighting**

**Moderate to severe aggressive behavior**

**Sexual harassment**

**Major disruption in ISS**

**Extreme disrespect to a school employee and/or student**

**Defacing or damaging school property (major)**

**Blatant non-compliance**

**Leaving campus without permission**

**Theft**

**Bullying**

**Communicating Threats**

### **Level 4 offenses:**

**Assault with a weapon**

**Assault on a school employee and/or student**

**Possession of narcotics, alcohol, or drugs (or facsimile thereof)**

**Possession of weapon (or facsimile thereof)**

**Communicating Threats**

## **Level 4 Offense Consequences:**

***\*Depending on the nature of the incident, a Level 4 offense can result in a 5 to 10 day suspension with a recommendation for long-term suspension. An incident can also require a referral to the mental health and student services department.***

## **Bullying and Harassment**

Our school and Granville County Schools acknowledge the dignity and worth of all students and employees and strive to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. We will not tolerate any form of unlawful discrimination, harassment or bullying in any of our educational or employment activities. Below is the Board Policy addressing bullying and harassment.

### **A. Prohibited Behaviors and Consequences**

#### **1. Discrimination, Harassment and Bullying**

Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment and bullying.

Students are expected to comply with the behavior standards established by board policy, the student code of conduct and school policies. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious, and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide or school system-wide response is necessary. Such classroom, school-wide or school system-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the superintendent to address the

behavior.

## 2. Retaliation

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of reprisal or retaliation and in accordance with applicable federal, state or local laws, policies and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

## **B. Application of Policy**

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers, and visitors. "Visitors" includes persons, agencies, vendors, contractors and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours; 2.

on any bus or other vehicle as part of any school activity;

3. at any bus stop;

4. during any school-sponsored activity or extracurricular activity;

5. at any time or place when the individual is subject to the authority of school personnel; and

6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

## **C. Definitions**

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates

treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age or disability. Discrimination may be intentional or unintentional.

## 2. Harassment and Bullying

a. Harassment or bullying behavior is any **pattern** of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

(1) **places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or**

(2) **creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.**

“Hostile environment” means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively **severe or pervasive** enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

It is possible for harassment, including sexual or gender-based harassment, to occur in various situations. For example, harassment may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

## D. Reporting and Investigating Complaints of Discrimination, Harassment or Bullying

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or

suspected incidents of discrimination, harassment or bullying. All reports should be made in accordance with policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

For more definitions and information on bullying and harassment policy see GCS Board Policy Code 1710/4021/7230.

### **Dress Code**

All students should wear clothes that are comfortable and appropriate for school.

- Hoods, hats, sunglasses and visors are not to be worn at school.
- Shoes must be worn at all times. Tennis shoes are required for Physical Education. Flip-flops are discouraged because they are unsafe during recess and walking in hallways.
- No undergarments should be exposed.
- Jewelry, belts, chains, bracelets, or other types of accessories that pose a threat to the safety of the student may not be worn.
- All shirts need to have straps at least 1 inch thick.
- All skirts and dresses must be knee-length.
- All shorts must be “finger-tip length” hitting the thigh where hands hang next to them.

The administration shall maintain the right to remove or offer acceptable alternatives in cases when clothing or accessories present a safety concern or a distraction to oneself or others.

### **School Field Trips**

- Parents will be told when their child is participating in a field trip and a permission slip will be sent home.
- Teachers will share information regarding chaperones – some trips will have a limit on the amount allowed and teachers must use an equitable formula for determining who will attend. All parents serving as chaperones must have a background check completed before the field trip.
- All forms and fees due must be turned in by the deadlines. Students who turn in forms after the deadline may be unable to participate.
- All students must ride the field trip bus from the school to the designated location. However, parents that drive as chaperones can transport their children home from the field trip.
- Field trips are an extension of learning. However, if students do not have permission to go on a trip, those students will be placed in another classroom for their instruction.

### **Court Order / Child Custody**

- If there is legal paperwork regarding the custody of your child and/or court orders that the school needs to be aware of, please make sure the most current copy is on file with the school office. The school will follow the directives of the most recent paperwork provided to the school.

## **School Safety**

- The safety and care of all students is the first priority of our staff. It is the responsibility of our staff to supervise and make sure students are safe while they are in our care. Please adhere to the following guidelines:
  - o During the school day, everyone must enter the school building through the main door and receive a pass in the office.
  - o All side doors and entrances will be locked daily at 7:45 a.m.
  - o Please keep your child's emergency information updated. It is important that we have the most up-to-date phone numbers on file. Communication is done through the Connect 5 system. These phone calls will alert you to important school events, delays, bus issues and other important messages. Contact the main office to update your information.
  - o It is the responsibility of parents to make sure children are dropped off and picked up from school on time.

### **Inclement Weather**

- For the safety of staff and students, GCS may delay school, dismiss early or cancel class due to inclement weather. Please know these decisions are not made at the school level, and parents are informed as soon as the schools are made aware through the Blackboard Connect System, media outlets (TV and local radio stations) and it is also posted on the GCS webpage, [www.gcs.k12.nc.us](http://www.gcs.k12.nc.us).
- Make-up days may be added to the school calendar for days missed due to weather. As soon as the Board of Education approves these days, they will be communicated to parents by the school.

## **IV. Health Procedures**

### **Communicable Disease Prevention and Control**

Students are excluded from school in some cases of communicable disease. When a student is excluded from school, it is the parent's responsibility to take the child to his/her healthcare provider for verification and appropriate treatment if needed. Documentation is required before returning to school. The chart below reviews common diseases along with symptoms, mode of transmission, period of communicability and how the school should manage the case.

Health Information				
Disease	Incubation Period and Symptoms	Mode of Transmission	Period of Communicability	School

		Management
<b>Chickenpox</b>	14-21 days. Vesicular lesions come up in crops; after lesions rupture, crusts form. First appears on back & chest, spreads to face & extremities  <b>Incubation Period and Symptoms</b>	Person to person 5 days before to 5 days after first crop by direct contact, droplet or of vesicles; usually airborne spread 1-2 days before of secretions; onset of rash indirectly by articles contaminated with vesicular secretions  <b>Mode of Transmission</b>  <b>Period of Communicability</b>  <b>School Management</b>
<b>Common Cold</b>	12-72 hours. Runny nose, itchy eyes, sneezing, mild fever, achiness, fatigue	Direct contact or 24 hours before inhalation of onset until 5 days airborne droplets; after onset indirectly by hands and articles contaminated by Not necessary to exclude from school unless febrile; practice good hand washing & hygiene



		secretions
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	<b>Incubation Period and Symptoms</b>	<b>Mode of Transmission</b> <b>Period of Communicability</b> <b>School Management</b>
<b>Conjunctivitis</b>	24-72 hours (bacterial); 5-12 days (viral). Symptoms vary depending upon the cause. Red, watery, itchy eyes, sometimes with discharge	Contact with discharge from eyes, nose or mouth of infected person, or by contaminated fingers, clothing or other articles Bacterial - Exclude from school until appropriate treatment has started. Viral - up to one week
<b>Coxsackie</b>	<b>Incubation Period and Symptoms</b> 2-10 days. Fevers, aches, blisters in mouth, hands, feet, sore throat, nausea	<b>Mode of Transmission</b> <b>Period of Communicability</b> <b>School Management</b> Direct contact with droplets sprayed with 3-5 days Exclude until fever-free for

<b>Virus</b>		cough or sneeze	24 hours;  check on blisters
	<b>Incubation Period and Symptoms</b>	<b>Mode of Transmission</b>	<b>Period of Communicability</b> <b>School Management</b>
<b>Fifth Disease</b>	4-20 days. Red rash (slapped cheek) on face followed by lacy rash on trunk and extremities; rash is often itchy, can last 5-10 days	Primarily through contact with respiratory secretions and nasal discharge of infected person	Before onset of rash  Remain in school unless febrile. Alert any pregnant staff or parents.
	<b>Incubation Period and Symptoms</b>	<b>Mode of Transmission</b>	<b>Period of Communicability</b> <b>School Management</b>

<b>Impetigo</b>	4-10 days. Blister, thick honey-colored, oozing sores; most common on face, arms and legs	Direct contact with person who has draining, purulent lesions Until all lesions have healed or person has been treated with antibiotics for 24 hours Exclude from school until 24 hours of antibiotic treatment; confirm treatment with parent
	<b>Incubation Period and Symptoms</b>	<b>Mode of Transmission</b> <b>Period of Communicability</b> <b>School Management</b>
<b>Influenza</b>	1-5 days. Fever, headache, fatigue, runny eyes, sore throat, cough	Direct contact through droplet spread, probably airborne 3-7 days from onset of illness Exclude from school until 24 hour fever-free; practice good hand washing & hygiene
<b>Lice</b>	<b>Incubation Period and Symptoms</b> 7 days for eggs to hatch. Severe itching of scalp or body; eggs (nits) or lice in hair.	<b>Mode of Transmission</b> <b>Period of Communicability</b> <b>School Management</b>

		<p>Direct contact</p> <p>Until live lice &amp; nits</p> <p>Exclude from</p> <p>with an infected</p> <p>are removed</p> <p>school until</p> <p>person on</p> <p>treated and</p> <p>indirectly by</p> <p>free of live lice.</p> <p>contact with</p> <p>contaminated</p> <p>articles</p>
	<b>Incubation Period and Symptoms</b>	<p><b>Mode of</b></p> <p><b>Period of</b></p> <p><b>School</b></p> <p><b>Transmission</b></p> <p><b>Communicability</b></p> <p><b>Management</b></p>
<b>Mononucleosis</b>	4-7 weeks. Fever, sore throat, swollen lymph nodes	<p>Direct contact</p> <p>Unknown; mild</p> <p>Return to</p> <p>with the saliva of</p> <p>communicability</p> <p>school when</p> <p>infected person</p> <p>may last up to one</p> <p>fever-free,</p> <p>year</p> <p>following</p> <p>physician</p> <p>guidelines</p>

	<b>Incubation Period and Symptoms</b>	<p><b>Mode of</b></p> <p><b>Period of</b></p> <p><b>School</b></p> <p><b>Transmission</b></p> <p><b>Communicability</b></p> <p><b>Management</b></p>
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<b>Pinworms</b>	Severe itching around anus; pregnant female pinworm deposits eggs in skin folds of anus	<p>Direct by transfer 1-2 days after the start of treatment</p> <p>Practice good hand washing</p> <p>of infective eggs</p> <p>by hand from anus to mouth; indirectly through articles contaminated with eggs</p>
<b>Ringworm</b>	<p><b>Incubation Period and Symptoms</b></p> <p>10-14 days. Scalp - scaly patches of temporary baldness; skin flat, inflamed, ringlike sores that itch &amp; burn</p>	<p><b>Mode of Transmission</b></p> <p>Direct contact with sores; indirect contact with contaminated surfaces or materials</p> <p><b>Period of Communicability</b></p> <p>As long as there are untreated sores</p> <p><b>School Management</b></p> <p>Return to school after onset of treatment</p>
	<b>Incubation Period and Symptoms</b>	<p><b>Mode of Transmission</b></p> <p><b>Period of Communicability</b></p> <p><b>School Management</b></p>

<b>Scabies</b>	2-6 weeks before onset of itching for 1st exposure; 1-4 days after re-exposure. Tiny white bump that itches intensely, particularly at night; linear scab appears from itching	<p>Direct skin to skin Until 1st treatment, Exclude from contact with usually 1-2 school; may infected person; courses, one week return after 1st indirectly by apart. treatment. immediate contact with contaminated personal articles</p>
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	<b>Incubation Period and Symptoms</b>	<b>Mode of Transmission</b>	<b>Period of Communicability</b>	<b>School Management</b>
<b>Strep Throat</b>	1-3 days. Fever, sore throat, difficulty swallowing, tender lymph nodes in neck, extreme redness or swelling of throat	<p>Direct contact with patient or carrier; rarely by indirect contact through objects or hands</p>	<p>Untreated: 10-21 days; Treated: 24-48 hours after onset of antibiotics</p>	<p>Return to school after onset of treatment and 24 hours fever-free</p>

Fever	Incubation Period and Symptoms	Mode of Transmission	Period of Communicability	School Management
	Any fever 100.5 or above or fever with other symptoms	Direct contact  with infected  person.		May return to  school when  fever free for twenty four hours without use of anti-fever medications.

### Illness

#### FEVER

Although variations occur, an elevation of the body's temperature to 100.5 degrees Fahrenheit (37.7C) or above is generally considered fever and a possible sign of illness. Therefore, parent/guardian should be contacted to take student home under the following conditions:

1. Temperature of 100.5 degrees or higher.
2. Temperature of 100 degrees or higher when accompanied by other indicators of beginning illness, such as:
  - Known exposure to communicable illness
  - Extreme malaise
  - Headache
  - Nausea, vomiting and/or abdominal pain.
  - Symptoms of upper respiratory infection

**\*\*Students, faculty or staff with influenza-like illness (fever>100 degrees, with cough should keep away from others as much as possible, stay home, and not attend school or go into the community (except to seek medical care or for other necessities) for at least 24 hours after fever is gone without the use of fever reducing medication.**

### Immunization Policy

According to North Carolina public law, all students must be fully immunized before they enter school. New students entering Granville County Schools have **30 days** to present their immunization records to school personnel or be excluded from school. A student presently enrolled in the Granville County Schools must have a completed immunization record or be scheduled to complete it. If this is not the case, then the student will be excluded from school.

**Each incoming student should have the following:**

**5 doses of DTP** (Diphtheria, Tetanus, Pertussis), DTaP, DT-The last dose needs to be on or after the fourth birthday.

**4 doses of polio** - the booster (4th) dose is required on or after the 4th birthday and before entering school for the first time.

**2 doses of MMR** (Measles, Mumps, Rubella) First dose must be on or after the first birthday and the second dose before enrolling in school.

**1-4 doses of Hib**- Not required after age 5.

**3 Hepatitis doses**-If born on or after July 1, 1994.

**2 Varicella**-If born on or after April 1, 2001.

### **Medication**

All medication (prescribed and over-the-counter medication) should not be administered by any school personnel under any circumstances unless authorized in writing by the health care provider. Those individuals administering medicine must complete training each year. At no time will the school supply medication for students (e.g. Tylenol). Medication must be supplied by the parent, along with the completed form from the health provider and kept in a locked cabinet. All medication bottles shall be properly labeled with the student's name, name of the medication, dosage, how administered, time administered, and physician's name for prescribed medication. **The school office must have on file a School Medication Form completed by the physician and signed by a parent before any medication can be administered.** Forms can be obtained in the school office or online at Granville County School's Website.

**Students are not allowed to bring the medicine to school.** Parents/guardians must bring the medicine to the school's office and sign it in.

***Again, this includes ALL medicines, both prescription and over-the-counter.***

### **Dental Screening**

As a part of our regular school preventive dental health program, the NC Oral Health Screening, Division of Public Health may conduct dental screening for children in grades K and 5.

### **School Insurance**



School insurance is available to all students. Information will be sent home with each child during the first few weeks of school. Purchase of the insurance is optional.

### **After School Program**

The After-School Program is available as a service to parents needing childcare after school hours. The program combines a supervised snack time, arts & crafts, and games from 2:55 PM to 6:00 PM. You may obtain enrollment information at Open House, or you may request the information from the school office.

### **Cafeteria Procedures**

We want to make our cafeteria an enjoyable and inviting place for students and staff to eat nutritious meals. Students may purchase their breakfast and lunch daily. Parents who do not wish for their children to carry money/checks to and from school may open a pre-paid lunch account. Children may access the account using their assigned lunch numbers. Free or reduced breakfast and lunch are also provided for those families who qualify.

- Breakfast is served from 7:20-7:40. Breakfast and lunch prices are as follows: (prices subject to change after printing of handbook) Breakfast and lunch are free for students.

Breakfast Full Price \$1.10 Reduced Price \$.30 Lunch:

Elementary Full Price \$2.60

Reduced Price \$0.40

Checks are to be made payable to Mount Energy Elementary School. Applications for free and reduced meals will be available at the school. They are also available online at

<https://www.lunchapplication.com/>

Parents may also manage their child's lunch account through the following website:

<https://www.k12paymentcenter.com/>

Charges: Our policy is that no student should go hungry due to forgotten lunch money. A student may charge to his/her lunch account up to \$3.00. A student will not be allowed to charge if an account shows a balance of more than -\$3.00. A lunch will be provided which consists of a sandwich (usually peanut butter and jelly) and a drink of juice. Breakfast and a la Carte items (for example cookies and ice cream) may not be charged at any time.

### **Healthy Eating:**

We would like for all our students and staff to eat well-balanced and healthy meals. This is extremely important as we strive to be productive and successful learners. Please help us communicate this with your child and encourage healthy eating habits.

- The cafeteria allows snack purchases that your child makes. If interested, please fill out the form at the beginning of the school year.

### **Lunchroom Procedures:**

- Classroom teachers will walk students to the cafeteria doors. Students that have brought their lunch go directly to their assigned table. Students buying lunch from the cafeteria proceed to the lunch line.
- Students are not to break in line or hold places for others. Students are to be quiet and orderly in the lunch line. After getting their food, students will proceed directly to their assigned table.
- Once at their table, students may not leave the table for any reason without permission from a staff member on lunchroom duty.
- Upon finishing lunch, trays are to be returned, trash thrown away, and all items removed. Parents are welcome and encouraged to have lunch with their children in the cafeteria. However, parents are asked to eat only with their child, no exceptions.

### **Flowers and Balloons**

Deliveries of flowers, balloons, and similar gift items will be accepted in the school in the main office after 1:30 pm. Due to safety concerns, students will not be allowed to take these items to their classrooms or on the school bus.

### **Telephone Usage**

Students will only be allowed to use the school telephone in case of emergency. In the case of an injury or illness, office personnel will make calls home. Forgetting homework, lunch money or making transportation arrangements is not an emergency, and students will not be permitted to utilize the school phone for these purposes. Students will not be called to the office to receive a phone call. However, a parent may leave a message for a student in case of an emergency.

### **Cell Phone Policy**

Cell phones off and away all day.

### **Fees/Fines**

All fees including after school program costs, lost or damaged book fines, picture fees, and lunch costs must be paid on time. Failure to do so will result in action by the administration in order to recover the money/item. Report cards will be held at the front office for parent pick-up for any student that has fees at the end of the quarter.

### **Food Brought to School**

For the safety and well being of all students, food prepared in the home cannot be brought to school and distributed to other students. Please see the guidelines and regulations for bringing food to school. The best policy is to ask your child's teacher about items that can be brought to school.

**North Carolina State Regulation 15A NCAC 18A.2800** – State regulations for food prepared for child care centers.

- Other than individual student lunches prepared at home, all food items brought into school for student consumption must be prepared under commercially inspected conditions, must be prepackaged and must be within the expiration date on the packaging, i.e. cupcakes, cookies, brownies, etc.
- Exceptions to this policy will be granted for foods prepared and consumed in the classroom as part of an approved instructional activity. All ingredients must be prepackaged in the original container and fresh based on the product's expiration date.
  - Other exceptions may be granted for special events held by school-based clubs, teams, etc. involving food preparation on the school grounds if pre-approved by the superintendent's designee.
  - Snack time during the school day is at the discretion of individual teachers. Please follow the guidelines provided by the teacher on allowable foods to bring and time of day snack takes place.

**Please contact the teacher to send pre packaged cupcakes, etc. for the whole class. He/she can arrange an appropriate non-instructional time and location for this activity.**

### **Electronic Devices / Cell Phone use and Personal Items**

Students must leave toys, trading cards, iPads/Phones, Video Games and any electronic devices at home. These same items are not allowed on the buses or in the before and after school programs. Items will be collected and kept in the office until the parents pick them up from the front office. The school is NOT responsible for lost, stolen, or damaged items. If students have cell phones for after school purposes, they should be kept in student backpacks in the off position.

### **Lost and Found**

The school maintains a lost and found in the main office. We ask that you check here periodically for lost items. All items will be purged on a monthly basis. Please write your child's name on the inside label of coats, shirts, sweaters and lunch boxes. This will help us return items when they are found. Items not claimed will be donated to charity.

### **School Dances and Activities**

Students may not attend any school event while suspended from school. This includes both in-school and out-of-school suspension. Students may not attend a school dance if they have received In-School Suspension, Out-of-School Suspension, or Lunch Detention within 30 calendar days from the date of the dance. Only current Mount Energy students are allowed to attend dances. Students who are not picked up on time may be prohibited from attending after school events such as dances. Students who exhibit uncooperative, unsafe or disruptive behaviors at dances may be sent home without notice to a parent or guardian.

## **Homework**

Homework provides an opportunity for parents to become partners in their student's learning process. Teachers give homework to strengthen children's skills. Homework will be short and meaningful. Homework will emphasize practice in skills previously taught, studying for a test, make-up work following an absence from school, remedial activities, and project/enrichment activities that extend classroom learning. Students will be encouraged to read independently in addition to regular assignments. Drills in the fundamental skills of a particular subject may also be assigned.

Homework will not be assigned on evenings when school activities have been scheduled to encourage family participation.

### **Time Guidelines for Homework**

K-2: 15-25 minutes + independent reading

3-5: 30-45 minutes + independent reading

If an excessive amount of time beyond these limits is being spent on homework each night, please speak with your child's teacher about how to best support your child's learning.

## **Technology / Internet**

We believe that technology is an important instructional tool in our student's education and when used effectively can enhance a student's learning. All students will be instructed about proper use of technology and asked to sign an agreement about appropriate use at school. The internet and technology may only be used for educational purposes with the direction of school staff. Misuse of technology may result in a student losing technology privileges.

### **Unacceptable Use:**

- using someone else's identity and password
- advertising or doing business on the Internet
- participating in any malicious attempt to harm or destroy data of another user or agency · attempting to alter the internet service
- access or use of criminal speech or inappropriate language
- violations of another person's privacy or personal safety
- copyright infringement or plagiarism

### **Reporting Academic Progress to Parents**

Academic Progress is reported to parents in multiple ways:

#### **1. Parent-Teacher Conferences**

These meetings give the parent and teacher an opportunity to form a partnership, to share information and learn how to work together to best meet the needs of their student. Conferences are formally scheduled after every quarter, but may be held anytime throughout the school year upon the request of the parent or the teacher.

## 2. Progress Reports/ Infinite Campus Parent Portal

Progress Reports are sent home at the midpoint of the grading period for all students in grades K-5. This informal report helps keep parents informed of student progress in areas of writing, reading, math and science. Parents in grades 3-5 may also log-on to the parent portal anytime throughout the grading period to get an update on their student's grades and current standing.

## 3. K-2 Assessments / 3-5 Report Cards

Formal report cards are developed at the end of each 9-week grading period to show student progress and areas of strength and weakness. Parents, teachers and the student may need to develop a plan to increase achievement in areas of need. The report card also contains progress information from the special education, art, music, and physical education teacher as needed.

## **Academic Support and Additional Services**

All students learn differently and some may need additional support in addition to traditional classroom instruction. At Mt. Energy, we have established a number of processes and interventions to help all students be successful.

### **Multi-Tiered System of Support (MTSS)**

The Multi-Tiered System of Support (MTSS) Team is composed of teachers, the guidance counselor, school administration, and other personnel who meet monthly to discuss students of concern. Parents or school personnel may make referrals to the MTSS Team for concerns about academic performance or emotional, social, or behavioral problems. All referrals for the Exceptional Children's program are made through the MTSS Team.

### **504 Accommodations**

The Granville County School System is committed to the policy that no student be excluded from participation in, be denied the benefit of, or be subjected to discrimination in any program, activity, or service because of age, creed, color, disability, national origin, race, sex, marriage, or pregnancy. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any programs receiving federal financial assistance. Protected individuals include any person who has a physical impairment that substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an impairment.

When a student is referred to the 504 Committee (composed of parents, teachers, the counselor, other individuals working with the student and possibly the student), the committee determines whether or not the student is eligible for an accommodation plan under Section 504

of the Rehabilitation Act.

- A student may have a disability that does not affect his or her ability to learn, yet requires accommodations from the school to participate in the learning environment, for example juvenile diabetes. The disability can be mild to severe, temporary or lifelong, obvious or hidden. · If the 504 Committee determines the student is eligible, a written 504 Accommodation Plan is developed. It describes the accommodations that are required for the student because of his or her disability. The 504 Plan is reviewed at least annually to determine continued eligibility and to revise the accommodations as needed.

### **Exceptional Children's Program**

Sometimes a student may require special education and related services because of a significant disability that adversely affects his or her ability to learn. Students qualify for services through procedures outlined in federal and state law.

- The first step in the process is referral to the Exceptional Children (EC) Team. This referral is made by the MTSS after interventions have been in place but have not yielded significant progress. The EC Team is composed of the student's teacher, the exceptional children program teacher, other school personnel and the parent. The EC Team reviews all information and decides if a comprehensive evaluation is warranted to determine if the student has a disability. The parent is asked to give written permission for the evaluation. The evaluation of the child may include academic achievement, behavior, adaptive skills, cognitive ability, speech, language and other aspects of the student's functioning.

- The EC Team will review all evaluation results and determine whether or not the student meets the eligibility criteria and has the need for special education in North Carolina. If the student is eligible for and needs specialized instruction, and the parent agrees to placement, an Individualized Education Program (IEP) is developed. The IEP states the goals and objectives that the student will work on for a one-year period. It also describes accommodations for the student in the classroom, testing accommodations and the amount and location of special education and related services. A new IEP is written every year. At least every three years, the student is re-evaluated to determine continued eligibility for special education.

- The exceptional children's process is defined by both state and federal law. Every parent or guardian whose child is referred for special education will receive a copy of the handbook of Parents Rights. Additional information is on the district web site at [www.gcs.k12.nc.us](http://www.gcs.k12.nc.us) under the Department of Exceptional Children's Program or on the state education web site at [www.dpi.state.nc.us](http://www.dpi.state.nc.us).

### **Promotion and Retention of Students**

Students in grade K-2

- Must perform at or above grade level on Granville County Schools Assessments and Report Card in reading, writing and mathematics. Level III and IV are considered at or above grade level. Students' reading level must be within at least 2 levels of grade level standard.

- Not miss more than 16 days in the academic school year.

Students in grade 3-5

- Must have a passing grade (60 or higher) in language arts and mathematics for the year. Students' reading level must be within at least 2 levels of grade level standard.
- Score proficient (Level III or IV) on State End-of-Grade Tests.
- Not miss more than 16 days in the academic school year.

Students not meeting these criteria at the end of the school year will be presented to the retention committee. The retention committee consists of the following:

- Presenting Teacher
- A K-2 / 3-5 Teacher Representative
- School Counselor
- Assistant Principal
- Principal
- Any other staff members that have worked academically with the student

· The committee will consider all academic data, interventions used and progress made, past retentions and any other pertinent information that applies to the academic ability and success of a student. The committee will make a decision/recommendation regarding promotion or retention. The school principal is the final authority on the decision of promotion or retention.

### **Achievement Testing: State**

Beginning of Grade (BOG3): Standardized English Language Arts / Reading test given (between the 11<sup>th</sup> and 15<sup>th</sup> day of the school year) to 3rd grade students to function as a pretest and a measure for growth reporting at the end of the school year following the administration of the EOG.

End-of-Grade (EOG): These tests are given to students in the areas of math and reading at the end of the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade school years. 5<sup>th</sup> grade students will also take a science EOG. These tests must be administered within the last 10 days of the school year.

Achievement Level Ranges: Effective in the 2013-2014 school year, the State now reports student proficiency using 5 achievement levels. Please note that a Level 3 identifies students who are prepared for the next grade, but do not meet the college-and-career readiness standards.

Level 5 Denotes Superior Command of knowledge and skills Level 4

Denotes Solid Command of knowledge and skills

Level 3 Denotes Sufficient Command of knowledge and skills Level 2

Denotes Partial Command of knowledge and skills Level 1 Denotes Limited Command of knowledge and skills

The test will be a factor for promotion in Grades 3 and 5.

## **Grade Scales**

Effective 2015-2016, North Carolina State Board of Education policy required that all high schools move to a 10-point grading scale. At that time, Granville County Public Schools adopted this system for all students in grades 6-12. To maintain consistency with all middle and high school students, Granville County Public School's Board of Education adopted the 10-point grading scale for students in grades 3-5 effective in the 2016-2017 school year. Grades from prior years will not be altered. Under the new scale, grades will be applied as follows:

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: < 59

**We are looking forward to a great school year at Mt. Energy!**

## **Signature Page**

### **Student/Parent Agreement:**

I have read the handbook with my parents and agree to support my school by following the procedures contained in this booklet.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

I have read the handbook with my child and agree to support my child's school by following the procedures contained in this booklet.

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_