

Southern Pines Elementary School

Parent & Student Handbook 2023-2024



www.ncmcs.org/spes

1015 South Carlisle St., Southern Pines, NC 28387

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Home of the Stallions

Southern Pines Elementary Parents & Students,

Welcome to the 2023-2024 school year! We are excited about the new year and the wonderful opportunities for learning that each and every child will have. Teachers have been preparing for the return of students and anticipate another successful school year because of the high expectations that have been set.

Student academic success is one of our goals at SPE. One way parents and families can contribute to this goal is to ensure students read each night for 30 minutes. Emphasizing daily reading will assist with the academic achievement of your child and aid in their literacy development. I ask for your support and participation in this effort as we prepare our scholars for the 21st century and to be college and career ready.

We are excited to welcome back all returning students and welcome all new students to SPE! As the lead learner, my mission is to support teachers, encourage students and empower families. With your help, Southern Pines will have many years of success!

We are Growing Greatness!

Your partners in Education,

Quinetta Hall Pratt, Ed.D.
Principal

Mr. John Langley
Assistant Principal

School Personnel

Administration

Dr. Quinetta Hall Pratt, Principal
Mr. John Langley, Assistant Principal

Office Staff

Sharon Cole, Administrative Assistant/Bookkeeper
Moneka McDonald, Data Manager
Ariana Betancourt, Front Office Receptionist

Teachers

Kindergarten	1st Grade	2nd Grade
Kim Brown	Brittany Caldwell	Mary Jo Maples
Mary Lovett	Gloria Crabtree	Sheith Davis
Zoe Reaves	Beth Scotch	Minka Clark
Nicki Bauer	Faith Richardson	Rebecca Williams
Carrie Dobeck	Wesley Petzold	Samantha Hicks
	Karyn Alexander	

3rd Grade	4th Grade	5th Grade
Sherin Croft-Lashley	Rebekah Garner	Sharon Murphy
Hannah Pecha	Paula Painter	Claire Beam
Susan Crosby	Jadin Ray	Pamela Moore
Theresa Bork	Lora Castle	Dawn Cazier
Julie Wriston		

Media Specialist - Heather Lewis	Music - Melanie Henderson
School Counselor - Rachel White	Art - Janessa McKibbin
Speech Therapist - Wendy Lee (Virtual)	PE - Aaron Ribet
ESL - Lisa Bracker	DIF - Rachel Neckermann
Social Worker - Sydrena Murchison	AIG - Brittany Bonner
Nurse - Katie Green	School Psychologist - Anna Frank
SRO - Officer Clark	Cafeteria Manager - Karen Vann
Reading Interventionist - Nancy Hively	Custodians - Charles Ingram, Kim Brannon, Raymond McCall, Terry Locklear
EC Teachers - Danielle Duncan, Elyse Guillaudeu, Meryl Davidson, Samantha Myatt	
Instructional Coach - TBD	

Our Motto:

Do the Right Thing, In the Right Place, At the Right Time

DAILY SCHEDULE: 7:30am - 2:30pm

School Hours

7:00am- Students may arrive on campus

7:30am- School day begins. Students should be in their classroom at this time.

1:30pm- Cut off time to make transportation changes. Transportation changes must be in writing (note, email, class dojo). No transportation changes may be made over the phone.

2:00pm- Cut off time to pick up students early

2:30pm- School day ends

OUR ATTENDANCE POLICY

Attendance in school is central to educational achievement and school success. Attendance and participation in class is an integral part of the teaching-learning process. Additionally, regular attendance develops patterns of behavior essential to success in later life. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

The attendance policy of Moore County Schools has two major components. One, the accumulation of twenty days may result in the retention of the student in the same grade. Secondly, the absences are coded as excused or unexcused. Excused absences are for illness, injury and the like, when we are informed by a parent or guardian. Excused absences become unexcused if no contact is made by the parent or guardian within 2 school days. Physician notes may be requested to verify excused absences.

Excused Absences

When a student misses school, a written excuse signed by a parent or guardian must be presented to the teacher on the day the student returns after an absence. 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. observance of an event required or suggested by the religion of the student or the student's

parent(s) with written prior approval from the principal for a minimum of two days each academic year. The student shall have the opportunity to make up any tests or other work missed due to the excused absence for a religious observance;

7. participation in a valid educational opportunity, such as travel with prior approval by the principal

In the case of any absences, the student will be permitted to make up his or her work. The student is responsible for completing assignments within the specified time period, as determined by the teacher.

Unexcused Absences

Any absence not meeting the requirements of an excused absence shall be an unexcused absence.

Excessive Absences

The principal or her designee shall notify the parent, guardian, or custodian after the child has accumulated three (3) unexcused absences in a school year. After not more than six (6) unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified. Once the parents are notified, the school social worker shall work with the child and his family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem.

After ten (10) accumulated unexcused absences in a school year, the principal shall review any report or investigation prepared by the school social worker in accordance with N.C. Gen. Stat. §115C-381 and shall confer with the student and his parent, guardian, or custodian if possible to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, he/she shall notify the district attorney and the director of social services of the county where the child resides. If the principal determines that the parent, guardian, or custodian has made a good faith effort to comply with the law, he/she may file a complaint with the juvenile intake counselor pursuant to Chapter 7B of the North Carolina General Statutes that the child is habitually absent from school without a valid excuse. Upon receiving notification by the principal, the director of social services shall determine whether to undertake an investigation pursuant to N.C. Gen. Stat. § 7B-302.

Students in grades K-8 who are absent more than twenty (20) days during a year shall be referred to an interdisciplinary attendance committee which shall determine if the student should be retained.

Tardiness

All children not *in the classroom by 7:30 a.m.* will be marked tardy. Please make it a habit to have your child at school on time. The student must be signed in by an adult.

Late Arrivals/Early Dismissals

Students arriving after 7:30 a.m. must be brought to the office by the parent/guardian to receive a tardy pass. Parents planning to pick up their child early must come by the office to sign the student out. *Students may not be picked up after 2:00 p.m.* Before 2:00 pm, the child will be called to the office to be released to the parent. Parents must sign into the visitor log any time they are on school grounds.

If a parent sends another adult to pick-up a child, the person picking up the child must be on the child's emergency contact sheet. If the parent has an emergency and has to have a person not on the sheet pick up their child, the parent must contact the office with the name of the individual and the individual must show identification before the office will release the child to the individual. If the individual does not bring identification, the child will not be released to that person. There will be no exceptions to this rule.

SCHOOL FOOD SERVICES

Breakfast

The cafeteria serves breakfast between 7:00-7:30 a.m. Students eating breakfast must go directly to the cafeteria. Students are supervised in the cafeteria and are expected to display proper eating habits, manners and good behavior. Students are also expected to leave the area where they eat neat and clean. Due to SPE being designated as a Community Eligibility Provision (CEP) school, breakfast will be free for all students.

Lunch

Students eating lunch will be accompanied by at least one adult per class. Students are expected to display proper eating habits, manners, and good behavior during lunch as well. Students are also expected to leave the area where they eat neat and clean. Due to SPE being designated as a Community Eligibility Provision (CEP) school, lunch will be free for all students.

We encourage and invite parents/guardians to come to school and eat lunch with your child. Please check in at the front office to get your visitor badge.

SCHOOL FEES

The Moore County Board of Education has established a schedule of fees which may be charged to students. In order to supplement the educational program for your child, some basic fees are charged. The money is used to purchase additional instructional supplies. Your check should be made out to Southern Pines Elementary School and sent to your child's teacher who will prepare and send you a receipt. If you feel that you cannot afford to pay the school fees, please request from the

office an “Application for Waiver or Reduction of Fees.” Complete and return the form to the principal’s office. You will be notified regarding the action taken on your request.

Instructional Fee for the 2023-2024 school year: \$10.00 per student. Parents/Guardians can make this payment on the Moore County Schools website at <https://www.ncmcs.org>.

STUDENT DRESS CODE

All students who attend Moore County Schools are expected to maintain a neat and well-groomed appearance. Behavior patterns are affected by the clothing we wear, and when students are properly dressed, their focus is more on academics and their self-esteem increases. Administration and teachers will be in charge of making sure that the dress code is enforced.

1. Bandannas, skullcaps, sweatbands, etc., must not be worn to school.
2. Hats, toboggans, head scarves, hoods, sunglasses, etc., must not be worn inside buildings.
3. Clothing that advertises a product illegal for students or depicts offensive statements, pictures or remarks must not be worn to school.
4. Shorts, skirts, skorts, and dresses must be at least mid-thigh.
5. Pants and shorts must be sized appropriately, including waist and length, with no undergarments exposed.
6. Shirts must have an obvious shoulder line. Halter tops or spaghetti straps are not permitted.
7. Oversized shirts are not permitted.
8. Heavy chains of any type, i.e., wallet chains, chain belts, etc., are not permitted.
9. Any garment or accessories that disrupt(s) the instructional program or may inflict harm may not be worn to school, i.e. body piercing, etc.
10. Appropriate neckline must be evident at all times.
11. Footwear must be appropriate for school activities.

TRANSPORTATION

Buses

There are five buses serving our school. **It is a privilege for students to ride school buses.** Children riding the buses are expected to remain seated and relatively quiet until they arrive at their stop. Fighting or any conduct that hinders the safety and endangers the lives of the children riding the bus will result in suspension from the bus. We ask parents to please help teach bus safety and proper behavior at home. Repeated misconduct on the bus will result in suspension.

When buses break down, they are usually back on the road within thirty to forty five minutes. Please watch daily for your child to arrive on the bus.

INCLEMENT WEATHER POLICY

The decision not to have school for the day is made early in the morning or the night before. All radio and television stations make the announcements and the school district will send out a connect-ed. telephone call. The decision to have an early dismissal is also made in this manner, and the radio stations usually know about it the same time the school knows. All decisions are made for the safety and protection of our children. During snow and other inclement weather, parents may pick up their children early as they do on regular days. Listen to 102.5 FM for weather related school information, or tune into WRAL, WTVD or WLFL.

AFTER SCHOOL POLICY

The After School Program serves a three-fold purpose: To provide safe, affordable child care for working parents, to provide extended or expanded opportunities for learning and reviewing skills not mastered in the regular classroom setting and to provide students with enjoyable and enriching activities after school hours. The program begins the first day of school and will operate daily when school is in session. The hours are Monday to Friday 2:30-5:30pm. **The program will not operate on Early Release Days.**

The weekly program rate is \$50.00 (1 child), \$85.00 (2 children) or \$115.00 (3 children). A site director will organize and be responsible for supervision and daily activities. The Principal however, retains ultimate responsibility for operation on the school campus. **A fee of \$1.00 per minute will be charged for students picked up after 5:30 pm.**

PARENT-TEACHER CONFERENCES

Conferences with parents are encouraged at any time during the school year. We only ask that you contact the teacher to set up an appointment. Appointments will be granted Monday through Friday at any time when the teacher is **not** with the students. Emergency conferences may be arranged at any time. **Required conferences for all parents are held at the end of the first nine weeks of school.** All parents are encouraged to help keep the lines of communication open between home and school.

HOME/SCHOOL COMMUNICATION

Parent and school communication is a very important part of your child's success at Southern Pines Elementary School. We will do our best to keep you informed in a variety of ways:

- **Student Planners:** Each student at Southern Pines Elementary is provided a student planner. Students are expected to record all assignments in the planner. Parents are requested to review and initial the planner daily.
- **School Website:** Our school website address is <http://www.ncmcs.org/spes>. Important dates and information about our school are available on our website.
- **Email:** Teacher email addresses are available on our school website: <http://www.ncmcs.org/spes>. Teachers are expected to check their email twice daily and respond to email within 24 hours. All parents are asked to provide a current email address to teachers so that newsletters and information regarding school can be emailed to parents.
- **Connect-Ed Calls:** Important messages will be sent via a connect-ed. phone call. Please make sure we have a current phone number so that you can stay informed.
- **Parent Visits:** We invite and encourage parents to visit our school. **Parents must sign into the office when arriving on campus.** Parents are welcome to join their child for lunch at any time. To help us have the greatest amount of instructional time, we request that you not try to conference with your child's teacher during the instructional day. Teachers are happy to schedule conferences before or after school hours or during their planning time.

VOLUNTEERS

A team approach among school, home and community is the best way to work for our children. We encourage volunteers in each class and love to have parents, grandparents, retired citizens and others who have an interest in children and education. Each classroom needs parents to help with field trips, activities, refreshments, contacting other parents, etc. If you can help, please contact your child's teacher. There are many places throughout the school where we can use your help. All volunteers must check in at the office and receive a Volunteer Badge. **All Volunteers must also**

complete a Moore County Volunteer Profile Sheet and adhere to a criminal background check.

HEALTH

In order to control communicable disease in our school, it is very important for you to keep your child at home for the following reasons:

- Temperature greater than 100°F
- Difficulty breathing or other signs of severe illness
- Diarrhea that cannot be contained or has blood/mucus
- Vomiting two or more times in previous 24 hours
- Rash with fever or behavior change until seen by doctor
- Redness of eyes with yellow drainage
- Strep throat until 24 hours after treatment started and no fever for 24 hours
- Chicken pox until all lesions dried and crusted

If you need to talk directly to the school nurse assigned to our school, you may call the school to speak to her or contact their office directly.

MEDICATION

Students may not bring medication to school. If a child requires medication during the school day, parents must bring the medication in the original bottle or container to the school office and complete a Request for Medication to be given during the school day form. All medications must be prescribed by a doctor or directed by a doctor. A doctor's note is required for the latter and includes medications such as Tylenol and cough drops. Medication will not be kept in the classroom. Students will come to the office to receive their medication. The only exceptions are asthma inhalers and epi-pens, these will stay with students at all times. It is very important for students with asthma to have their inhaler with them every day.

PLAYGROUND RULES

Your child's teacher will review the playground safety rules with their students prior to using the playground. These rules will also be reviewed in gym class at the beginning of the school year. Please encourage your child to follow all of these rules so that we can provide a safe environment for all children and avoid any unnecessary accidents.

PTA/PARENT ORGANIZATION

Southern Pines Elementary is privileged to have a strong and supportive parent group. The PTA will have many phenomenal activities during the year that support the students and staff. All parents and students are members of the PTA. Becoming involved is an essential element to our students' success.

BIRTHDAY CELEBRATIONS

Please contact your child's teacher before bringing in food items to celebrate your child's birthday. Because of individual food allergies, homemade treats are not allowed to be served at school.

SCHOOL SAFETY

School safety is vitally important and we take the responsibility of keeping our children safe very seriously. Should your child get injured, you will be notified immediately and an accident report will be completed with details explaining what happened. If we cannot reach you, a note will be sent home.

Please make sure we always have a current phone number where you or a designated person can be reached in case of sickness or injury. Please also make sure we have your current address on file in the office. If you move or change your phone number, please contact your child's teacher and the office.

In an effort to keep your children safe at SPES, we will implement the following:

1. All staff will wear picture identification badges.
2. Classroom doors will remain closed and locked. Parents and visitors must sign in at the office and receive a sticker badge to wear. You will not be permitted into the classroom without it.
3. The school will conduct monthly fire drills, a yearly tornado drill, and a lock-down drill 3 to 4 times a year. During a lock-down, doors will be secured, blinds closed, and students will move to a location in the class where they cannot be seen or heard. Classroom discussions will be held prior to the first fire drill, tornado drill, and lock-down drill so that children will know exactly what to do. We do not want to frighten anyone; we just want to be prepared should we have an emergency on campus. Sometimes these drills will be announced and other times they will be unannounced.

POSITIVE BEHAVIOR INTERVENTION SUPPORT

PBIS is a framework for developing a school-wide discipline plan. This framework is being taught

throughout the state by the NC Department of Public Instruction because it is research-based and has been shown to decrease behavior problems and increase student achievement. PBIS emphasizes the importance of teaching and re-teaching behavior just like we teach reading, math and the other academic subjects. At Southern Pines Elementary School, we have developed our own school-wide plan. To promote positive behavior, we have established broad school-wide rules or expectations. During the first weeks of school, students will be taught the expectations and procedures for each area of our school's campus. Students will earn Class Dojo points for meeting the expectations around our campus. Please refer to the Moore County Schools' website (www.ncmcs.org) for the Code of Student Conduct.

FIELD TRIPS

Students at SPE will take at least one field trip a year. Each grade level may also plan an out of county trip.

GRADING PERIOD

There are four 9 week grading periods during the school year. After the first nine weeks, conferences are held. Interim Reports are provided at the midpoint of each 9 week period.

HOMEWORK

Students should read daily at home for 20-30 minutes. Homework will be sent home for additional practice if needed. Homework will not consist of any new learning but will be used for additional practice of previously taught skills/concepts. Parents may ask for additional work to be sent home. Class work that is not finished in class can be sent home to be completed.

CAFETERIA RULES

1. Stand in line quietly and keep your hands and feet to yourself.
2. Fill up table rows on one side beginning at "the window side" and then fill up the other side.
3. Sit in your seat properly.
4. Eat before you talk.
5. Stay in your seat unless you have any emergency or permission to get up.

LOST AND FOUND ITEMS

It is the responsibility of every student to safeguard his/her own things. Students who find lost items are to take them to the front office. When items are lost, please immediately report it to the office and check the lost and found area near the cafeteria. Items not claimed will be given to organizations that provide clothing and other items for families in need. Please help us by writing your child's name on clothing labels.

TEXTBOOKS AND LIBRARY BOOKS

Each student is responsible for textbooks issued to him/her. Lost books must be replaced through payment for new books. Damaged books must be replaced or repaired. Likewise, library books that a student checks out must be returned or the cost of the book must be paid.

STUDENT INFORMATION CARDS

Student Information Cards are necessary as they provide the names and telephone number of responsible adults who can be reached during the day in case a child becomes sick or has an accident. **Please inform us of any changes in phone numbers. Updated Student Information Cards are mandatory.**

ASSEMBLY PROGRAMS

Participation in assembly programs gives students the opportunity to develop social interaction skills. From time to time, classes prepare and present programs as outgrowths of classroom activities or special interests.

SPECIAL PROGRAMS

Subject Area Interventions

SPE will implement the NC MTSS framework which is designed to support academic, social, and emotional instruction. NC MTSS employs a systems approach using data-driven problem-solving to maximize growth for all students.

Counseling and Psychology

The school counselor will facilitate classroom, small group, and individual counseling. School personnel or parents make referrals to the counselor. Psychological services are provided for testing of students when recommended by the school-based committee. These tests are administered and interpreted by the psychologist.

Discipline Policy and Consequences

Level 1 Infractions

Teachers will handle minor infractions that occur in the classroom based on classroom rules and expectations. Inappropriate behaviors include, but are not limited to:

- Classroom disruptions
- Refusing to complete work
- Constant talking
- Failure to follow classroom rules/procedures

Consequences

Teachers will issue consequences and enter minor infractions into the Educator's Handbook. Teachers will also contact parents (conference/call/email).

Level 2 Infractions

Violations of the following MCS code of student conduct will result in an administrative/office referral in Educator's Handbook and suspension up to five (5) days:

- Disruptive behavior
- Threats
- Verbal abuse/Disrespect
- Fighting/Physical Aggression
- Bullying

Consequences from administration

1st violation- Parent Contact/Removal from peers

2nd violation- Success Meeting/Referral to Counselor/1-3 days OSS

3rd violation- 3-5 days OSS

Level 3 Infractions

Violations of the following MCS code of student conduct shall result in an out of school suspension for up to 10 days:

- Assault on a student or teacher
- Possession of Weapon
- Continued bullying, harassment or discrimination

Consequences

1st violation- 3-5 days OSS

2nd violation- 5-10 days OSS

Administration will make a determination of the level of consequences based on infractions.

***Interventions** will be implemented after each infraction to ensure student success and adherence to all rules and expectations.*

Stallions



Location	Right Thing	Right Place	Right Time
Everywhere	<ul style="list-style-type: none"> • Be polite and friendly • Listen to teachers and staff • Speak kind words only • Tell the truth • Act safely at all times • Keep body and belongings to self 	<ul style="list-style-type: none"> • Walk to and from all places on campus • Know what is expected of you in each location 	<ul style="list-style-type: none"> • Tell an adult when you see something dangerous or unkind • Have a calm body and mind
Restrooms	<ul style="list-style-type: none"> • Wash hands w/ soap for 20 seconds • Flush toilets • Respect privacy of others 	<ul style="list-style-type: none"> • Put all trash in trash cans • Refrain from playing in or around restrooms 	<ul style="list-style-type: none"> • Report problems • Limit use during class time • Use during lunch/recess
Playground	<ul style="list-style-type: none"> • Treat others with kindness • Tell the truth • Include everyone • Use playground equipment properly & safely • Play fair, follow rules 	<ul style="list-style-type: none"> • Put all trash in trash cans • Stay in assigned areas • Collect belongings and return play equipment 	<ul style="list-style-type: none"> • Wait patiently for your turn • Walk to your teacher when called, line up and stand quietly
Hallways	<ul style="list-style-type: none"> • Use quiet voices • Respect learners in other classrooms • Always walk on the right side. • Keep body and belongings to self 	<ul style="list-style-type: none"> • Go directly to your destination • Throw all trash away in appropriate trash cans 	<ul style="list-style-type: none"> • Always wait for teachers before entering classrooms
Cafeteria	<ul style="list-style-type: none"> • Follow directions • Remain quiet • Use good table manners • Keep your area clean 	<ul style="list-style-type: none"> • Follow traffic patterns • Stay in your seat 	<ul style="list-style-type: none"> • Eat quickly before talking
Entrance to & Exit from School	<ul style="list-style-type: none"> • Bring needed materials to and from school • Come with a positive attitude. • Remain quiet. 	<ul style="list-style-type: none"> • Line up in your class line • Follow arrival and departure directions 	<ul style="list-style-type: none"> • Arrive and depart on time • Go directly to your destination

Have a great school year!