

**Southern Pines
Elementary School**
Parent & Student Handbook
2018-2019



www.ncmcs.org/spes

255 S. May St., Southern Pines, NC 28387

910-692-2357 (phone) 910-693-1745 (fax)

Home of the Blue Knights

Dear Parents,

The staff at Southern Pines Elementary School takes great pride in our students and our community. We believe that all children have unique abilities, gifts, and interests. We work side by side with our parents and community to develop the talents of every child. We all have the responsibility of nurturing and supporting our students to assure that every child is engaged in experiences that result in students learning what is needed to be successful citizens.

Our staff believes that continuous professional growth is necessary in order to provide 21st Century educational opportunities for our students. Our staff is proud of the collaborative planning that takes place as we continue to analyze data to determine our strengths and build on them.

As we progress through the 2018-2019 school year, we do so with a renewed commitment to the future of Southern Pines Elementary School. We invite you to become involved with our outstanding students and our dedicated staff. Please visit our classrooms, school office, media center and playground. You will learn that there is a spirit of cooperation and progress at our school. We want to share it with you.

We look forward to all of the possibilities that 2018-2019 can bring to Southern Pines Elementary. We will continue to hold high expectations and to provide academic rigor to create opportunities for all students to be successful.

Respectfully,

Dale Buie, Ed. D.

Principal

twitter: @DaleBuie

Alvita Thomas

Assistant Principal

Twitter: @31awt

School Personnel

Administration

Dr. Dale Buie, Principal
Mrs. Alvita Thomas, Assistant Principal

Office Staff

Mae Fletcher, Administrative Assistant/Bookkeeper
Linda Lynn, Data Manager

Teachers

3rd Grade	4th Grade	5th Grade
Debbie Johnson	Laura Nash	Aaron Powlen
Jeanette Kohut	Brittany McDonald	Pamela Moore
Heather Paimore	Dawn Cazier	Hannah Hancock
Sherin Croft-Lashley	Paula Painter	Michael Yanick
Lisa Shoemaker		Lisa Yanko

Media Specialist – Heather Lewis
Art – Victoria Jenkins
Speech Therapist – Linda Tufts
ESL – Juanita Ammons
Social Worker – Sydrena Murchison
Nurse – Kacey McLester

Reading Intervention Teachers – Christine Leo & Denise White

Exceptional Education- Madeleine Thomas, Jerry Cheek & Barbara Persigo

Music – Linda Barber
School Counselor - Sara Gwaltney
AIG- Mary Carrington
School Psychologist-Michelle Samuels
PE- Allen Randall
Instructional Coach – Molly Gibson

Custodial Staff

Danny Taylor
Emily McKenzie
Arthur Gibson

Cafeteria Staff

Karen Vann
Fayeleeeshia Utley
Jane Baker

Our Motto:

Be safe, be respectful, be a learner!

DAILY SCHEDULE**7:20am-2:45pm**

7:20am	Building Opens
7:20am-7:40am	Breakfast is served
7:45am	School Day Begins! Children must be in their classrooms before the 7:45 bell in order to be "on time."
2:45pm	Car Riders dismissed to the designated pick-up area.
2:45-2:55pm	Bus Riders and after school day care students are dismissed.

If you need to change your child's mode of transportation or if someone different is going to pick your child up from school, **please send a note to the teacher or call before 1:00 pm. Any transportation changes made after 1:00 pm will not be guaranteed as the office staff cannot always reach teachers before students go out to the transportation area. Please do not fax in transportation changes.*

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 must miss 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 or service as a legislative or Governor's page, 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 finding out what assignments are due and completing them 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 his 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, 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, 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 7:45 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 7:45 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. The child will then 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 7:20-7:40 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. Students who pay reduced lunch rates will not be charged for breakfast. Students who pay full price for lunch will be charged \$1.25 for breakfast. **If your child will be eating breakfast, please have him or her to school promptly at 7:20 so that we can get all students served and to class on time.**

Lunch

You may create a student account at www.lunchprepay.com in order to maintain your child's lunch payments and payment history on-line. Students eating lunch will be accompanied by at least one adult per class. Students bringing their lunch may purchase milk. An entire lunch is **\$2.50**. The reduced price is **.40 cents**. Extra milk is **.50 cents** and juice is **.30 cents**.

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

Free/Reduced Lunch

Free and/or reduced lunch rates are offered, for those who apply and qualify based on the income guidelines. **You must apply each year your child is in school.** You may re-apply at any time during the school year. Please remember that you are responsible for any accrued amount/charges prior to being approved for free/reduced lunches for your child(ren).

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 2018-2019 school year: \$10.00 per student.

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. The purpose of the dress code is to promote styles of dress, which helps create a positive image for all students. The principal 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., grilles, body piercing, etc.
10. Appropriate neckline must be evident at all times.
11. Footwear must be appropriate for school activities.

TRANSPORTATION

Buses

There are six buses serving our school and Southern Pines Primary School. SPE students will be dropped off after the primary students. **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.

A note must be sent by the parents for a child to ride a different bus. Anytime his/her mode of transportation is different than usual, a note shall be sent to the child's teacher. The teacher/driver cannot take the child's word. If someone other than a parent is picking up a student, please notify the teacher by sending a note. 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 WFLR. Information is also available via the district website and twitter account.

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 –Friday 2:45pm-5:45 pm. **The program will not operate on Early Release Days.**

The weekly program rate is \$40.00 (1 child), \$75.00 (2 children) or \$100.00 (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 5:45 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 on 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.** At this time, report cards are given to the parent instead of being sent home with the child. If a child is having difficulty academically, another conference is required before each grading period. 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, connect ed messages, 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 to 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 planning time.

VOLUNTEERS

A team approach among school, home and community is the best formula for student success. We encourage volunteers in each class and love to have parents, grandparents, retired citizens and others who have an interest in children and education come in to assist. 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/mucous
- 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 find out when the nurse is scheduled to be at Southern Pines Elementary School so that you may 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.

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 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, lights will be turned off, 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.

Title I

The federal No Child Left Behind law requires school districts to notify parents of children attending a Title I school of their right to know the professional qualifications of the classroom teachers and assistants who instruct their child.

As a recipient of these funds Moore County Schools will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and core academic subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether teacher assistants provide services to your child and, if so, their qualifications.

In addition, the law requires that all schools that receive Title I funds must provide notification to every parent in the school whose child is being taught for four or more weeks by a teacher who is not "Highly Qualified," regardless of whether or not the teacher is being paid with Title I funds,

Moore County Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please write or call for a Teacher/Teacher Assistant Information Request Form.

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 Blue Knight Bucks 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. Occasionally we will ask a parent to attend a trip with a student if there are behavior concerns.

GRADING PERIOD

There are four 9 week grading periods during the school year. After the first nine weeks, conferences are held and reports are to be picked up by parents. Interim Reports are provided at the midpoint of each 9-week period.

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.

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 extensions of classroom activities or special interests. Parents are always invited to attend. Parent seating areas will be marked for your convenience.

SPECIAL PROGRAMS

Reading Intervention

Reading Intervention are early intervention models that reduce reading and academic failure. All reading intervention programs are Title I interventions and their effectiveness is supported through intensive teacher training and systematic implementation. At Southern Pines Elementary, we use Reading Plus, LLI & SPIRE; all used with students reading below grade level.

Exceptional Education and Speech Programs

The exceptional education and speech programs at our school serve the learning disabled and speech/language impaired.

Counseling and Psychology

The school counselor does 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.

SST

The Student Support Team meets weekly to address individual needs of students. Parents wishing to have a child evaluated for learning disabilities, social problems, and/or gifted or talented programs, should ask the child's teacher to refer him/her to SST.