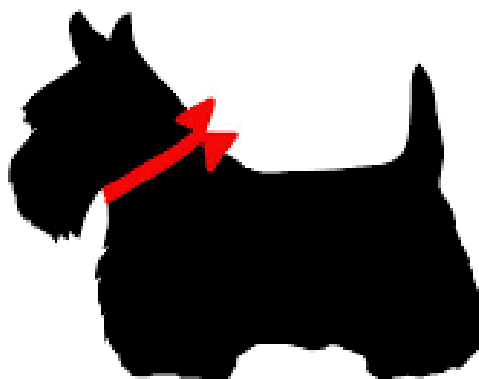


**South Scotland 
Elementary School**

Everyone is a Leader



2017-2018

Student Handbook

Principal: Mrs. Laura Bailey

Assistant Principal: Ms. Maggie Purvis

We're all on the same TEAM!

Dear Parents and Guardians,

I am excited to welcome you to South Scotland Elementary School for what I know will be an exciting and productive year! I consider it an honor and a privilege to serve as your child's principal and I look forward to working with you as the year progresses.

Our theme for this school year is "We're All on the Same Team". I am a firm believer that if we all work together, we can achieve more and ensure that all of our students are growing and meeting their goals. This cannot happen without you! At South Scotland, we believe that forming a partnership with the families of our students is a necessary tool for success. You are a critical component in the education of your child. Communication is a vital tool and I encourage you to communicate with your child's teacher in order to help support the learning process at home. I assure you that your support and involvement will go a long way in helping make this year a successful one for your child. If, at any time, you have questions or concerns, my door is always open. I welcome your input and feedback and I am confident that if we work as a team we will be successful.

Please take the time to go through this handbook with your child as there is a great deal of important information in it. It serves as a tool to help parents and students understand the policies and procedures that are in place at South Scotland.

I encourage you to be involved with our school and your child however you can. You are welcome to visit us anytime!

Warmest Regards,

Laura B. Bailey

Principal



Title I

South Scotland operates a school wide Title I program. There are seven elementary and two middle schools in Scotland County with this distinction. Title I grants provide financial assistance to supplement services to directly improve the teaching and learning of students. Ten components must be addressed in order to obtain funding from this federal program. One of the components includes parent and family engagement. As a parent in a Title I School, you have certain rights available to you. Please contact the school if you have any questions or would like more information about any of the following topics as required by The Every Student Succeeds Act (ESSA) or 2015, Title I Part A Section 1112 (e).

Information is available at our school to include, but is not limited to, the following:

- A. Whether your child's teacher:
 - 1. has met state qualification and licensing criteria for the grade level and subjects being taught
 - 2. is teaching under emergency or other provisional status or
 - 3. is teaching in the field of certification
- B. Whether your child is provided services by paraprofessionals and, if so, their qualification
- C. Additionally, you may ask for information at any time regarding your child's academic progress
- D. Timely notice that your child has been assigned or taught for 4 or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Our school welcomes and parent ideas and input.



CONTACT INFORMATION

South Scotland Elementary School
17200 Barnes Bridge Road
Laurinburg, NC 28352
Phone: 910.277.4356 • Fax: 910.276.4154

Principal:	Mrs. Laura Bailey lbailey@scotland.k12.nc.us
Assistant Principal:	Ms. Maggie Purvis mpurvis@scotland.k12.nc.us
School Counselor:	Mrs. Beth Clark bclark@scotland.k12.nc.us
Instructional Facilitator:	Mrs. DaleAnn High dhigh@scotland.k12.nc.us
Social Worker:	Mrs. Rebekah Snead rsnead@scotland.k12.nc.us
School Nurse:	Mrs. Michelle Morgan, RN mmorgan@scotland.k12.nc.us
School Website:	http://ses.scotland.k12.nc.us
District Website:	http://scotland.k12.nc.us
Facebook Page:	https://www.facebook.com/southscotlandelementary
Twitter Account:	@SSESScotties





Sign up for important updates from L. Bailey.

Get information for **South Scotland Elementary** right on your phone—not on handouts.

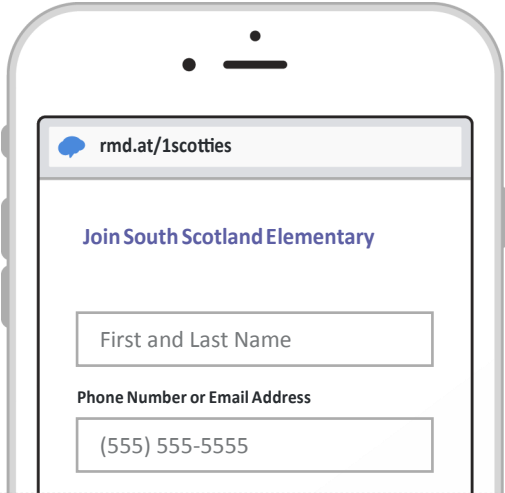
Pick a way to receive messages for **South Scotland Elementary**:

A **If you have a smartphone, get push**

On your iPhone or Android phone, open your web browser and go to

rmd.at/1scotties

Follow the instructions to sign up for Remind. You'll be prompted to




B **If you don't have a smartphone,**

Text the message [@1scotties](https://t.me/1scotties) to the

If you're having trouble with **81010**, try

** Standard text message rates apply.*



Don't have a mobile phone? Go to rmd.at/1scotties on a desktop computer to sign up for email notifications.





SCHOOL SCHEDULE

7:15 a.m.	Students may enter the building but must remain in the cafeteria Breakfast begins
8:00 a.m.	Breakfast ends/Academic day begins
2:30 p.m.	Students dismissed

Students are dismissed at 11:00 a.m. on half days. Half days this year are:

10/5, 12/1, 12/19, 2/22, 5/11, 6/8

ARRIVALS & DISMISSALS

ARRIVAL

Classes will begin at 8:00 a.m. Please do not drop off your children before 7:15 a.m. No students will be allowed in the building prior to 7:15 a.m. because there is no adult supervision before that time. If you are dropping your children off between 7:15 and 7:30, please go through the front driveway and let them out at the cafeteria door. After 7:30, please drop students off in the car rider line at the back of the school. Breakfast is served from 7:15 until 8:00 so please make every effort to ensure your children are on time if they plan to eat breakfast at school. Parents may park and walk students into school, but in order to develop responsibility and independence it is encouraged that students walk themselves to class after the first two weeks of school. Parents should not go to class and unpack bookbags or complete other morning tasks that are required of our students. This disrupts morning routines and is not beneficial to your children.

DISMISSAL

Students will be dismissed at 2:30 p.m. If your child is picked up by a day-care van or car, please let the driver know that he/she is to be here at 2:30 p.m. We cannot be responsible for children after the regular school day ends.



TRANSPORTATION

CAR RIDERS

Please drop off and pick up students in the car rider line. Every family will be given one South Scotland car rider tag. If your family needs additional or replacement tags they can be purchased for \$5.00 in the front office. Parents must have a South Scotland car tag in order to pick up a student. Please make sure that the tag is visible to staff members when you are in the car rider line. In order to pick up a student without a car tag, the adult must report to the office to sign the student out. The adult must be on the yellow information card.

BUS RIDERS

Any student in PreK, Kindergarten, 1st, or 2nd grade must be released from the bus to a visible adult. If an adult is not visible, the student will be brought back to the school. Parents/guardians will be contacted to pick up their child from school immediately. The first time the child is returned to school, parents will be given a warning. After the second time, bus suspensions will be enforced. Students in 3rd, 4th, and 5th grades may be dropped off at home without an adult being visible if parents write a note stating requesting the bus driver to drop off without an adult present. However, 3rd, 4th, and 5th grade students who have siblings in Pre-K, Kindergarten, 1st, or 2nd grade who also ride the bus will not be allowed to do this. Please make sure that your child is at the designated bus stop each morning. Bus drivers are not allowed to honk the horn, wait for students who are not visible, or make a second stop at the residence. The only exception is during inclement weather.

TRANSPORTATION CHANGES/CAR RIDERS

If you need to make a change to your child's transportation you must notify the office or your child's teacher in advance. Transportation changes will not be made over the phone! Written notification that includes a parent signature must be sent to the school. Please try to limit the number of transportation changes. Teachers are responsible for the correct placement for all of their students and too many changes can result in mistakes.

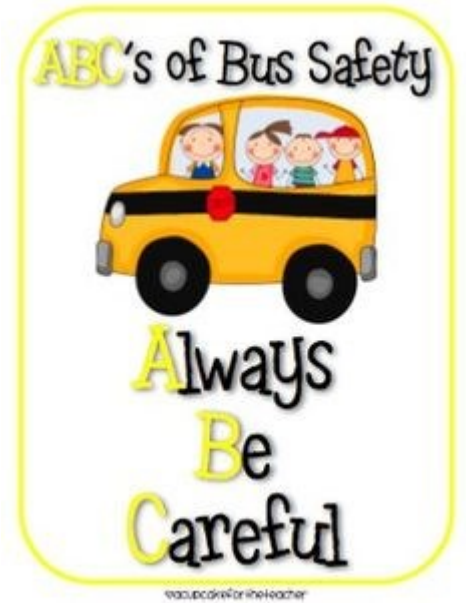


BUS RULES

Riding a bus is a privilege, not a right. We will follow the code of conduct set forth by the transportation department of Scotland County Schools. All students and parents are required to sign the Bus Agreement at the beginning of the year. Bus rules include, but are not limited to:

- The bus driver will assign a seat to each student. Students must sit in their assigned seat.
- Be courteous to the bus driver and other students on the bus.
- No profanity will be used on the bus.
- No eating or drinking on the bus.
- Students are expected to remain in their assigned seat at all times with no body parts in the aisle.
- Violence is prohibited.
- Do not destroy property.
- Students should avoid behaviors that are distracting to the driver. This is to ensure the safety of all students.
- Someone must be home and visible to meet students when they get off the bus in the afternoons (PK-2). Parents of 3rd through 5th graders may write a note requesting that their child be allowed to get off of the bus by themselves.

Failure to follow bus rules will result in a temporary bus suspension. Students who repeatedly disobey bus rules and do not comply with procedures risk losing bus privileges for the year.



ATTENDANCE/TARDIES/EARLY DISMISSAL

According to the state statutes, all children are expected to be in attendance every day unless they are sick. Please remember that a written note explaining each absence is required. Students with excessive absences will be visited by the school social worker. Excessive absences may result in court referrals and/or retention.

If your child enters the building after 8:00 a.m., he/she is tardy . **Please accompany your child to the office to sign him/her in and give the reason for the tardiness.** If you leave your child, he/she will not be allowed to go to class until you are called back to sign him/her in. The sign will be out front to indicate when the late bell has rung. Our clocks in the building run on satellite time to ensure accuracy. If tardies become a problem, parents will have to sign students in with the principal. The instructional day begins at 8:00 a.m. so being on time is important. We encourage you to try to schedule your child's doctor and dental appointments after school hours. If this is not possible, you must come to the office first to check your child out.

CHECK-OUT PROCEDURES

In order to preserve instructional time, we will not permit check-outs after 1:45 unless it is to attend a scheduled medical appointment in which case proper documentation (i.e. appointment card or note) must be presented for verification. If your child needs to leave school early, please see the receptionist to have him/her called to the office. Only those people listed on the yellow student information card will be permitted to sign out a student. Identification is required to check students out as well. Please understand that these procedures are in place to ensure the safety of our students.

SCS ATTENDANCE POLICY

Scotland County School Board Policy states the following:

Recognizing that regular school attendance is the foundation for learning and that North Carolina Attendance Law requires attendance of students between the ages of seven (or younger if enrolled) and 16, students in elementary schools are required to be in attendance at least 94.5% of the school year in order to be promoted to the next grade. **A student absent more than 10 days shall be referred to the principal/designee for possible retention.** Upon the 5th absence (excused or unexcused) the principal or designee will notify the parent of the school's concern and of interventions necessary for student success.



SCS ATTENDANCE POLICY

If the principal determines retention is necessary based on attendance, the parent/guardian will be notified in writing. The parent/guardian will have five days to appeal the principal's decision. Written documentation must be provided to the principal and must be based on appropriate reasons for the absences and completion of all make-up work. If summer school attendance is determined to be appropriate, a final decision regarding promotion will be made following the summer school session.

For the purpose of promotion and retention, 10 tardies and/or early dismissals equal one day's absence.

All tardies and early leaves will be addressed on a school-by-school basis. Attendance in school for all classes for the full time allotted for classes is essential for student success. However, at the tenth unexcused tardy or early leave, the student will be referred to the school attendance counselor for discussion with the parents. At the fifteenth unexcused tardy or early leave, the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. A student who has been tardy or left early 15 times (unexcused) may be referred to Truancy Court.

CUSTODY

We recommend that school officials be provided with a copy of guardianship or custody documents in cases where a student does not live with both parents or lives with some other person. The school has no authority to prevent a natural parent from having contact with a student without proper documentation.



STUDENT INFORMATION FORM

During the first week of school, your child's teacher will be sending home an information sheet for you to complete. Having this information returned promptly and correctly is of the utmost importance. A record of this information is kept in the school office in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. **Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached.** Please notify the school if you change addresses or telephone numbers during the year.

MEDICATION

Medicine, including aspirin, eye drops, ointments and cough drops, cannot be administered by the school. Students who need to take any kind of medication must have a medication form signed by the physician and parent before the medication can be brought to the school. The medication and form must be brought to the school by an adult and must be left in the office.

ACCIDENTS

If your child is injured at school, we will make him/her comfortable and then call you immediately. It is imperative that you can provide current working numbers. If you cannot be reached, we will attempt to contact the emergency number that you listed on the student information form.

MEALS (BREAKFAST AND LUNCH)

Breakfast and lunch are at no cost due to a nutrition grant received by our district. We encourage all students to eat breakfast and lunch here at school. Soda is not allowed to be packed in lunch boxes. We encourage healthy options to be part of every child's meal. Also students are not allowed to bring open drink containers to school or take opened drinks out of the cafeteria. All money for snacks and ice cream will be handled by cafeteria staff. You may apply money to your child's account however often you would like. However, we cannot extend credit for the purchase of snacks or ice cream.



SICK CHILDREN

If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please do not send your child to school if he/she is running a fever or is throwing up. Remember that we cannot keep seriously ill children at school.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be sent home. Purchase of the insurance is entirely optional.

PHONE CALLS

No phone calls will be allowed to students or teachers during the instructional day. If you need to speak to a teacher, we will be glad to give the teacher a message. He/she will return your call during planning time or after the school day has ended.

SCHOOL VOLUNTEERS

The South Scotland PTA is an organization of parents and teachers who work together to improve school climate. Efforts are made to increase the awareness of school needs and goals as they relate to student needs. We encourage all parents to join PTA and participate in school activities and projects. However, Scotland County Schools requires that anyone taking part in a school activity have a criminal background check completed at least one week before the event. You are encouraged to complete the form at the start of the school year so that we have it on file for you for any events during the year. Volunteers should dress in an appropriate manner in accordance with school dress code policies.

VISITORS

All parents and other visitors are to report to the office upon entering the building. They will be issued a visitor's badge to wear during their visit. A badge is required so please place it where it can be easily seen by staff for safety precautions.



PARENT-TEACHER CONFERENCES

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress. This year's conference days are both half-days and are scheduled for October 5 and February 22. Please take advantage of them. If you need to meet with your child's teacher at other times, please remember to schedule a conference before or after school.

REPORT CARDS

Report cards will be issued to students at the close of each grading period. Report cards will contain both academic and conduct grades. Absences and tardies will be recorded on the report cards.



Progress Reports go home on the following dates:

9/27, 12/6, 2/21, and 5/2

Report Cards go home on the following dates:

11/1, 1/26, 3/28, and 6/8

HOMEWORK

All students must do their homework and turn it in to the teacher. Most homework assignments will be given on Monday through Thursday nights. Teachers have the right to set up their own homework, research, and extra-credit assignments. If parents have concerns about homework assignments, they should address them with the teacher. It is important that concerns be addressed early so that the student does not feel uncomfortable with school. Habitual failure to complete homework assignments may result in a discipline referral.

CARE OF TEXTBOOKS/LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All money collected is recorded by the school bookkeeper and receipted. If a lost book is found, money paid will be refunded.

BOOKBAGS

Hard bottomed book bags and book bags with wheels are not allowed.



BEHAVIOR

South Scotland is a Leader in Me School. We teach the 7 Habits of Highly Effective People to our students in an effort to teach leadership, responsibility, accountability, and problem-solving skills. We believe that instilling these habits in students at a young age will help in building productive citizens who will contribute to their communities. We also believe that the 7 habits will help in decreasing undesirable behaviors inside and outside of the school. Inappropriate behaviors can have a negative impact on student learning so it is our goal to teach habits that encourage positive behavior instead. It is important that students learn self-discipline and accountability in order to facilitate learning and the formation of positive relationships. Please talk with your child about the importance of good behavior and a positive attitude. If your child does not abide by school and/or classroom rules, you will be contacted. If the behavior continues, students will be referred to the office at which time consequences according to the Scotland County Schools Code of Conduct will be enforced. In order for students to learn and grow, they need to be in school. However, if students continue to break school rules a temporary suspension may be assigned. If suspended from school, a parent conference is required before your child can return to school. Students who are suspended from school are not allowed to be on campus for any extra-curricular event.

The
Leader in Me™

great happens here



What are the 7 Habits?

Habit 1: Be Proactive

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin with the End in Mind

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3: Put First Things First

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win

I balance courage for getting what I want with consideration for what others want. When conflicts arise, I look for a win-win situation.

Habit 5: Seek First to Understand, Then to Be Understood

I listen to other people's ideas and feelings. I try to see things from their viewpoint (paradigm). I listen to others without interrupting. I listen with my ears, my eyes, and my heart. I am confident voicing my ideas.

Habit 6: Synergize

I value other people's strengths and learn from them. I get along well with others, even people who are different from me. I work well in groups. I seek out other people's ideas because I know that by teaming with others, we can create better solutions than any one of us can alone.

Habit 7: Sharpen the Saw

I take care of my body by eating right, exercising, and getting enough sleep (body). I learn in lots of ways and lots of places, not just at school (brain). I spend time with family and friends (heart). I take time to find meaningful ways to help people (soul). I balance all four parts of myself.



SCHOOL DRESS

The way students dress should not distract from the learning environment. Students are encouraged to dress comfortably and appropriately for school. Shorts must be of a reasonable length – at least as long as a child’s outstretched fingertips held by their side – (as well as tops worn over tights and/or leggings). We do not allow “sagging,” so please do not buy clothing for your children that is far too large. All students that wear oversized shirts will be asked to tuck in their shirts.

We ask that no undergarments be visible at any time. No clothing which reveals a child’s midriff is allowed. Clothing with holes, tears, or see-through areas shall follow the dress-code as stated. Pajamas, razorback shirts, muscle shirts that are open on the sides, spaghetti straps, and any type of halter tops are not allowed. For your child’s safety, shoes or sandals **with a back strap** must be worn at all times. Flip-flop type sandals are not allowed. High heels are strongly discouraged.

SILENT LUNCH

Students assigned “silent lunch” by their teachers must sit in a designated area and are not allowed to talk and visit with others. **They will not be allowed to purchase snacks or ice cream.**

CLASSROOM PARTIES

There are four scheduled classroom parties that begin at 1:45 p.m. The dates are:

Halloween	Tuesday, October 31
Christmas	Tuesday, December 19 (party is at 10:15)
Valentine’s Day	Wednesday, February 14
Easter	Thursday, March 29

Birthday parties are not allowed, but parents are welcome to bring store-bought cupcakes for the class to share at lunch. **All items brought for parties must be store-bought and not home-made due to safety/health regulations.**



MARK YOUR CALENDAR!

Dates are subject to change. Please refer to the school calendar for any days where school will not be in session and early release days.

9/19/17—PTA Meeting—6:00 p.m.

10/4/17—Fall Picture Day

10/24/17—Curriculum Night—6:00 p.m.

11/2/17—Fall Picture Make-up Day

11/16/17—Fall Carnival—6:00-8:00 p.m.

12/14/17—Winter Concert and Cookies with Santa AR Night—6:00 p.m.

1/31/18—Class Picture Day

2/8/18—Reading Night

2/26/18—3/2/18—Read Across America Spirit Week

3/8/18—STEM Night—6:00 p.m.

3/28/18—Spring Picture Day

4/16/18—4/20/18—Leadership Week

4/25/18—Pre-K and 5th Grade Graduation Pictures & Spring Picture Make-up Day

5/7/18—5/11/18—Teacher Appreciation Week

5/15/18—An Evening of the Arts—Chorus Concert and Art Show—6:00 p.m.

6/8/18—5th Grade Graduation Ceremony—8:30 a.m.



Scotland County Schools

2017-18 Traditional School Calendar

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
Su	M	Tu	W	Th	F	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- August 28, 2017 - First Day of School for Students
- P Professional Development Day
- P District-wide Professional Development Day
- Optional Work Day
- Holidays
- Annual Leave Day
- End of Grading Period

- 1/2 Day for Students/1/2 Day District PD
 - ★ Report Cards
 - 1/2 Day for Students/Parent Teacher Conference
 - Progress Report
 - △ 1/2 Day for Students
- All workdays/annual leave days should be considered possible make-up days.

