

**South Scotland Elementary
School
2019-2020
Student-Parent Handbook**



ON THE VERGE OF THE MERGE!

**Mrs. LaTonya McLean, Principal
Ms. Maggie Purvis, Associate Principal**

“The Scotland County Schools District Mission is to develop responsible, productive citizens.”

SCOTLAND COUNTY SCHOOLS DISTRICT MISSION STATEMENT

It is the mission of Scotland County Schools to develop responsible, productive citizens by providing an excellent education for the children through engaging instruction. Partnering with families and the community, we will ensure every child's academic, social, emotional, and physical needs are met in a safe, nurturing environment.

At South Scotland Elementary, we remind our students every day that they were Born to Shine!

OUR MISSION:

We, South Scotland, will be relentless in our pursuit of academic and social excellence for all of our students.

OUR VISION:

Academic Excellence: A growth mindset fueled by a love for learning coupled with resilience and a commitment to confront and overcome challenges.

Social Excellence: A state of perpetual generosity, curiosity, positivity, and openness to limitless possibility. A desire to intentionally connect with others. The ability to engage in deep, meaningful conversation. Acting in a responsible and respectable manner with high expectations of others.

OUR CORE BELIEFS:

We believe that everyone can be a leader.

We believe that everyone has genius.

We believe that change starts within.

We believe that educators empower students to lead their own learning.

We believe in developing the whole child.

OUR CORE VALUES:

We will establish positive, productive learning environments.

We will focus on Grade Level Proficiency and College and Career Readiness.

We will remove all barriers to learning.

We will provide interventions to help our students meet academic and behavior goals.

We will develop positive and productive relationships with all stakeholders for the benefit of our students.

South Scotland Elementary

17200 Barnes Bridge Rd

Laurinburg, NC 28352

910.277.4356

Mrs. LaTonya McLean, Principal

Dear South Scotland Families,

I am thoroughly excited about this upcoming school year! Last year was a fantastic year marked by improved grade level proficiency in most content areas and a reduction in disciplinary infractions.

This year will be even better! You can look forward to:

- Additional support in the ELA classrooms.
- A sustained focus on literacy across the content areas.
- Our AIG Facilitator working with Teachers K-5 to provide PBLs and projects in addition to

South Scotland is a proud Title I School

What does this mean for our students & parents in 2019-2020?

South Scotland is fortunate to operate a school-wide Title I program. Title I grants provide financial assistance for supplement services to improve teaching and learning of students. There are several components that must be addressed by the school to obtain funding. One of the components includes parental involvement. Title I schools are required to notify parents of their rights to receive certain information. The information is available at our school but is not limited to the following:

The School Improvement Plan

Qualifications of your child's teachers and teacher assistants

Professional Development opportunities for teachers and assistants to ensure highly qualified personnel

Opportunities for parent involvement and input

Scotland County School System Report card

School Report Card

students, parents and school staff form a partnership. **Working together, there is no limit to what we and our children can achieve!** This parent/student handbook is only an introduction to your child's school program. After reviewing it for general information, I encourage all parents and students to become actively involved in the IEJ experience. It's going to be another **SPECTACULAR** year!

INFORMATION FOR STUDENTS & PARENTS



Bell Sequence

7:30 a.m. Morning Arrival/Report to cafeteria
7:55 a.m. Breakfast Ends

8:00 a.m. Instructional Day Begins
2:30 p.m. Car & Bus Riders Dismissal

Attendance

North Carolina General Statute requires that all children under the age of 16 years are required to attend school every day, all day long, and all year long.

The academic success of students is directly correlated to attendance and promptness. Students must be in school to learn the State required standard course of study. Each minute of the instructional day is important. All children are expected to be in attendance each day unless they are ill or a family emergency arises. Please remember that a **written** note explaining the absence is required after a student has been absent.

Absences are classified as **excused** and **unexcused**. Student sickness, personal and family emergencies, and doctor's appointments are considered excused absences. All other absences are unexcused unless the principal has granted prior approval. The school's procedure is to automatically mark all absences unexcused until the teacher receives a note from the parent or guardian within **three** days of the absence. Absentee letters are sent to parents at the three, six, and ten day marks.

Tardiness

If your child enters the building after 8:00 a.m. he/she is tardy and an adult **MUST** sign your child in. This is done in the office with the adult giving the reason for the tardiness. Tardy students are permitted to enter class with a pass from the office. Being present and on time daily is an important aspect to your child's education.

Signing Out Children

Student attendance for the **ENTIRE** school day is an expectation of the mandatory attendance law.

We encourage you to schedule your child's doctor and dental appointments after school hours. **Only students with medical appointments may be signed out between 1:45-2:30.** Please bring documentation of a medical issue if there is a need to sign them out during this time. Your child will be called to the office by the classroom phone. **Only those listed on the student information form will be allowed to sign out a student.** This procedure helps us ensure the safety of all children.

Breakfast

All students eating breakfast should arrive between 7:30 and 7:55 a.m. Students who eat breakfast are expected to go directly to the cafeteria upon arrival.

Free Breakfast and Lunch Programs

Community Eligibility Provision

Scotland County Schools, with Board of Education approval, has decided to participate in the Community Eligibility Provision, part of the Healthy Hunger Free Kids Act of 2010. The overall purpose of the CEP is to improve access to nutritious meals for students by providing meals "at no cost" to **all** students. CEP is a four-year reimbursement option for eligible LEAs and schools. Scotland County Schools will evaluate and determine participation on a yearly basis.

Adult Lunch Pricing

Adult entrees - \$2.00
Vegetables and fruits - .75 per serving
Snack prices - .50 & .75
Ice cream - .50

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 children to school if he/she is running a fever or throwing up. It is your responsibility to provide adequate care for your child when they become seriously ill at school. Please update phone numbers regularly to help us reach you in the event of an emergency or illness.

Dismissal

Car riders and bus riders will be dismissed at 2:30 p.m. If your child is picked up by a daycare 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. Buses will prepare to leave school by 2:35 p.m.

Transportation Change/Car Riders

If there is a change in your child's transportation, **you must notify the office in advance, in writing, and advise your child's teacher.** Changes will not be made over the phone! Unless written notification is received with parent signature, your child will follow his/her regular method of getting home. The note will be signed by a school administrator, copied, and filed in the office. This is done to ensure the safety of our students.

Visitors

All parents and visitors are to report to the office upon entering the building to sign in and receive a "visitor" badge. This badge must be worn at all times while on campus. Visitors must sign out upon exiting the building. This is done to ensure the safety of all on campus.

Instructional time at the school is very important. Please schedule conference times with your child's teacher before or after school, or during their planning time.



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. We will be conducting student-parent-teacher conferences each quarter, so please take advantage of these opportunities. Dates will be communicated in order for parents to mark their calendars. If you need to meet with your child's teacher at other times, feel free to call and schedule a conference.

Student Information Form

During the first week of school your child's teacher will be sending home an information sheet for you to verify. Having this information returned promptly and correctly is of 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.

Custody

It is **strongly suggested** that the school be given a copy of guardianship or custody papers of students who do not live with both parents or live with an assigned guardian. Please understand that the school has no authority to prevent a biological parent from having contact with a student without proper documentation.

Withdrawal of Students

If you are moving and are withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. Your cooperation is always greatly appreciated.

Medication

The school cannot administer medicine, including aspirin, Tylenol, ibuprofen, cough drops, or ointments. Students who need to take any kind of medication must have a medication form signed by the physician and the parent before the medication can be brought to school. The medication and form must be left with the school nurse. Medication forms are available in the office.

Health Screening

As part of the school's health screening program, hearing and vision screenings will be conducted for students in 1st and 3rd grades in the fall. Height and weight screenings will be conducted throughout the year. You will be notified of any abnormal results. If you do not wish to have your child participate in the school health screening program, please notify the school nurse.

School Insurance

School insurance is available to all students. Information will be sent home at the beginning of the school year. Purchase of the insurance is optional.

Accidents

If your child is injured at school, you will be notified promptly. If you cannot be reached, we will attempt to contact the emergency number that you listed on

the student information form. It is imperative that you provide current, working numbers.

Fire Drills / Safety Drills

Fire and Safety drills are necessary for the safety of the students and staff and are held regularly. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he or she may be. Specific information for fire drills is posted in each room. We also have other drills for safety including severe weather, stranger on campus lock down and bomb threats.

School Dress

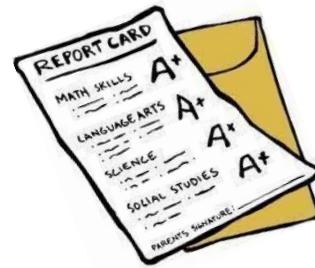
Students' dress should not distract from the learning environment. Students are encouraged to dress comfortably and appropriately for school.

- ❖ All undergarments, midriffs and belly button should be covered.
- ❖ Shorts and skirts should be at least as long as outstretched fingertips. When wearing leggings, the dress/shirt/skirt must be at least as long as outstretched fingertips.
- ❖ Clothing bearing suggestive/inappropriate writing and/or gang related symbols will not be allowed.
- ❖ Headgear - *hats, head scarves, sweatbands, bandanas, and do-rags* are not to be worn inside the building.
- ❖ We do not allow "sagging." Please have your child wear a belt for appropriate fit.
- ❖ Spaghetti straps are not allowed to be worn. All straps must be two-finger widths across.
- ❖ For your child's safety, it is recommended that appropriate footwear must be worn at all times. Sandals should have a strap in back - **no flip-flop type sandals should be worn; high heels and elevated shoes are strongly discouraged; tennis shoes are strongly encouraged for comfort, gym use and safety.**

Parents, please review our dress policy with your children and work with us to maintain our dress code policy. Good, neat, grooming plays an important role in students' attitudes, well-being, readiness to learn and overall success in school.

School Volunteers/PTO

The South Scotland Parent-Teacher Organization (PTO) is an organization of parents and teachers who work together to improve school climate for students. Efforts are made to increase the awareness of school needs and goals as they relate to student needs. The PTO will encourage families to help their children, their school, and the community. We encourage all parents to become active members by participating in school activities and projects. However, Scotland County Schools requires that anyone taking part in a school activity must have a criminal background check completed at least one week prior to the event. You are encouraged to complete the form at the beginning of the school year so that we have it on file for any events during the school year. The form is available in the school's front office, and this service is free.



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 will be recorded on the report card.

Care of Textbooks/Library Books/Chromebooks (3rd-5th)

Students are responsible for all textbooks, library books and Chrome books issued to them during the school year. Parents are responsible for payment of all lost or damaged books and/or devices. All monies collected are receipted by the school bookkeeper and paid to the proper fund for replacement purposes.

Discipline

We will continue utilizing the Leader In Me Framework at our school to increase positive behavior and leadership skills on campus. We will reinforce qualities of character and turn negative

situations into teaching/learning situations in order to avoid such acts in the future.

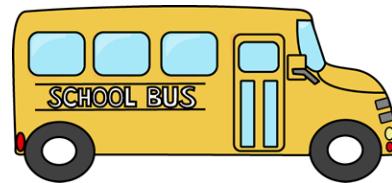
Leader In Me will assist us in the development of self-discipline in order to further student learning. We ask that you discuss with your children the importance and need for good behavior and a good attitude at school. Teachers are encouraged to call parents when a problem arises. If you get a call from your child's teacher, please take the necessary action to resolve the problem with your child.

When deemed appropriate, our Alternative Learning Classroom (ALC) will be utilized in order to provide students and parents with an alternative to Out-of-school suspension (OSS) for specific infractions to the Scotland County & South Scotland Code of Conduct. The Alternative Learning Classroom will provide a highly structured, small group academic setting with opportunities for students to develop behavior strategies and engage in dialogue about the behaviors that keep both them and others from learning. Our goal is to keep as many students as possible at school so that they can learn among their peers in an optimal setting, and we believe the Alternative Learning Classroom is a positive discipline strategy that will help us achieve that goal.

Please refer to this handbook which is available online or please find extra copies in the main office throughout the school year. We encourage parents & guardians to contact administration with questions or concerns.

Homework Policy

Homework for elementary children should help them develop good study habits, foster positive attitudes toward school, and communicate to students the idea that learning takes work at home as well as at school. Homework is assigned for skill practice and reinforcement while developing responsibility. Homework is not a punishment. All students are encouraged to complete their homework to the best of their ability, and turn it into their teacher. If parents or students have concerns about homework assignments, it is important that you address those concerns with the teacher early in the year so that the student does not feel overwhelmed.



2019-2020 BUS POLICIES

Bus Regulations

Students are assigned to ride school buses that pick them up and drop them off on regular school days. Students are only allowed to ride the bus they are assigned to unless a **written request from the parent or guardian for their child to ride another bus is received and approved**. A copy of the approved request will be returned to the student to show the driver in order for him/her to ride a different bus that day. Our buses are normally filled close to capacity and requests will be approved if space is available. Someone in the family needs to be at home when your child gets off the bus. If there is no one at home the driver will contact the school and if necessary bring your child back to the school at the end of the bus route to be picked up. Repeated violation of this policy shall result in a 3 day bus suspension.

BUS DISCIPLINE REPORTS

When a bus driver observes misconduct, a written report will be sent to the principal or designee of the school to which the student is assigned. The school should receive a written report within 24 hours of the infraction.

Level 1 Bus Violations include:

- vandalism
- verbal or physical abuse
- cutting or writing on seats
- breaking windows
- tampering with equipment
- opening rear door while in motion
- possession or use of weapons, firearms or explosives, tobacco, alcohol or drugs.

Mandatory Action Taken for Level 1 Bus Violations:

- 1st Infraction** – 5-day bus suspension
- 2nd Infraction** – 15-day bus suspension
- 3rd Infraction** – Suspension for remainder of the school year

Level 2 Bus Violations Include:

- Disobedient/Disrespectful to Driver
- Moving about while the bus is in motion
- Putting head, hands, feet out of window
- Inappropriate language,
- Throwing objects inside the bus or out of the bus window
- Eating and/or drinking on the bus.

Mandatory Action Taken for Level 2 Bus Violations:

- 1st Infraction** – Conference/Parent Notified
- 2nd Infraction** – 2 day bus suspension
- 3rd Infraction** – 5 day bus suspension
- 4th Infraction** – Suspension for remainder of semester
- 5th Infraction** – Suspension for remainder of year

Thank you for supporting us as we strive to ensure that each & every student at IEJ achieves success!!!

Resource	Phone Number	Services Offered
Scotland County Schools A.B. Gibson Education Center	(910) 276-1138 Mrs. J. Synan Extension - 380	Student Support Services
Church Community Services	(910) 276-8330	Food bank Household goods Help w/one month's rent (subject to funding)
Food Pantry	(910) 276-8330	List of Local Food Banks
Health Department	(910) 277-2440	Varies
4 County Community Services	(910) 277-3500	Assist with finding housing
American Red Cross	(910) 276-0600	Varies
Housing Authority	(910) 276-3439	Rental assisted housing

Department of Social Services	(910) 277-2500	Varies
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