

Laurel Hill

Elementary School



Student Handbook 2019—2020

Mrs. Laura Bailey, Principal

Mr. Marvin Smith and Ms. Amy Sloop

Assistant Principals

(910) 462 -2111

11340 Old Wire Road, Laurel Hill NC 28351

TITLE I

This school operates a school wide Title I program. There are seven elementary and two middle schools in the district with this distinction. Title I grants provide financial assistance designed to provide supplemental services which directly improve the teaching and learning of students. Ten components must be addressed in order to obtain funding under this federally funded 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) of 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 levels 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 qualifications.

C. Additionally, you may ask for information at any time regarding your child's academic progress.

D. Timely notice 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 any parent's ideas and input.

Dear Parents, Guardians, and Supporters,

Welcome to another school year at Laurel Hill Elementary! I am honored to be a part of the Laurel Hill family. I am entering my 20th year in education and most recently served as the principal at South Scotland Elementary. I am excited about the opportunity to get to know you and your children.

Former educator and previous governor of Arizona Jane Hull once said, “At the end of the day, the most overwhelming key to a child’s success is the positive involvement of parents.” I encourage you to be involved in your child’s education and I look forward to cultivating partnerships with the families of our students so that we can improve outcomes for EVERY student and ensure that EVERY student grows and realizes their potential. I am confident that by working together we can accomplish these goals, as well as live up to the mission of our school.

It is the mission of Laurel Hill Elementary to nurture a successful community of life-long learners through high academic and social expectations for all students.

As a principal, my goal is to ensure that our students are safe and happy so that they can learn and grow. We have a wonderful staff here at Laurel Hill and doing what is best for our students will always be our top priority. I will always be an advocate for your children and look forward to celebrating success with them. I assure you that I will encourage them and make sure that they feel like a part of our school family every day. I welcome you to visit us at school anytime. If you have questions or concerns, please reach out to us as we are here for you and by working together we can ensure the best outcomes for all of our students. Thank you for trusting me with your children!

Laura Bailey, Principal



As we work to get to know each other this year here are some facts about me:

- I was born and raised in Fayetteville, but have lived in Scotland County for 7 years
- My husband, Richard, and I have been married for 13 years
- We have a 10 year old son, Carson, who is in 5th grade

CONTACT INFORMATION

Laurel Hill Elementary School

11340 Old Wire Rd.

Laurel Hill, NC 28351

Phone: (910) 462-2111 • Fax: (910) 462-3502

Principal: Mrs. Laura Bailey
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Assistant Principals: Mr. Marvin Smith
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Ms. Amy Sloop
asloop@scotland.k12.nc.us

School Website: <http://lhes.scotland.k12.nc.us/>

District Website: <http://scotland.k12.nc.us/>

Facebook Page: <https://www.facebook.com/laurelhillelementary>





Sign up for important updates from L. Bailey.

Get information for **Laurel Hill Elementary** right on your phone—not on handouts.

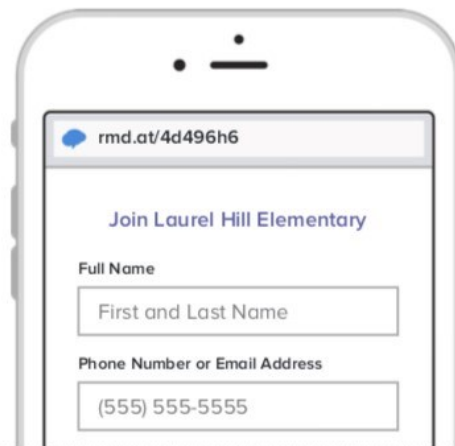
Pick a way to receive messages for **Laurel Hill Elementary**:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/4d496h6

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



B If you don't have a smartphone, get text notifications.

Text the message [@4d496h6](https://t.me/4d496h6) to the number 81010.

If you're having trouble with 81010, try texting [@4d496h6](https://t.me/4d496h6) to (949) 482-4356.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/4d496h6 on a desktop computer to sign up for email notifications.

CONTACT INFORMATION

Faculty & Staff Contacts

Name	Position	Email
Mary Adner	PCA	madner@scotland.k12.nc.us
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CONTACT INFORMATION

Faculty & Staff Contacts

Name	Position	Email
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CONTACT INFORMATION

Faculty & Staff Contacts

Name	Position	Email
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Jennifer Ward	EC	jward@scotland.k12.nc.us

SCHOOL SCHEDULE

BELL SEQUENCE

7:30 a.m.	Students may enter the building 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:

Oct. 3, Dec. 6, Dec. 20, Feb. 20, April 3, June 5

Students are to arrive at school at 10:00 a.m. on **two-hour delay days**. Two-hour delay days are: Sept. 13 and March 4

ARRIVALS & DISMISSALS



ARRIVAL

Classes will begin at 8:00 a.m. Please do not drop off your children before 7:30 a.m. Students should arrive between 7:30 a.m. and 8:00 a.m. We stop serving breakfast at 8:00 a.m. – exceptions are made for students on late buses.

We work hard to instill a sense of responsibility in our students. After the first week of school, parents are encouraged to drop off students in the traffic circle. Staff members are stationed throughout the building and will help all students get to their classrooms safely. Under no circumstances should parents go to classrooms to “unpack” bookbags or handle other “housekeeping” responsibilities for 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. ALL students have to be picked up from the traffic circle. We ask that you do not get out of your vehicle to pick up students unless there is a scheduled meeting in the building. This policy is to ensure the safety of all of our students.

TRANSPORTATION

CAR RIDERS

Please drop off and pick up your children in the traffic circle. For afternoon pick-up, it is mandatory that you stay in your vehicle in the traffic circle. Students will not be released to parents who walk up unless there is a scheduled meeting inside the building. Children should **never** be allowed to walk across the parking lot through parked cars and traffic. Due to several traffic accidents in our parking lot and very limited parking space, the back row is reserved for parent parking. If you need to park and come into the school, please park in a marked space in the back row. Cars left unattended or parked on the grass will be towed. Also, please do not park behind other cars or move traffic cones. The safety of our students is the number one priority. We promise the traffic circle goes faster than you think!



TRANSPORTATION CHANGE/CAR RIDERS

If there is a change in your child's transportation, you **must notify the office in advance and advise your child's teacher.** Changes will not be made over the phone. Written notification that includes a parent signature must be sent to the school. The note will be signed by a school administrator, copied, and filed in the office. A copy will be given to the bus driver. This is done to ensure the safety of our students. **Please try to limit the number of transportation changes.** Teachers are responsible for the correct placement of all their students and too many changes can result in mistakes.

DISMISSAL PROCEDURES

Bus riders will be dismissed at 2:25 pm and car riders will be dismissed at 2:30 pm. Every family will be given one Laurel Hill car rider. If your family needs additional tags, they can be purchased for \$5.00 in the front office. Parents must have a Laurel Hill car rider tag in order to pick up a student. Make sure when driving up in the traffic circle, the car rider tag is displayed and easily visible to Laurel Hill staff. In order to pick up a student without a car tag, adult(s) must be on the pick-up list and must sign student out in the office. **Please be patient during our dismissal process. We understand that some parents arrive early and want to walk up to save on time but please understand that in order to make sure that all of our students are dismissed safely, this is no longer possible. Traffic is cleared within 15—20 minutes with your cooperation.**

TRANSPORTATION

Students in 3rd, 4th, and 5th grades may be dropped off at home without an adult being visible if parents write a note stating that their child has permission to do this. However, 3rd, 4th and 5th grade students who have siblings Pre-K to 2nd grade who also ride the bus will not be allowed to do this. Any student in Pre-K to 2nd grade must be released from the bus to a visible adult.

Please make sure 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. Please note that students must be visible. The only exception is during inclement weather.

When a student is being dropped off, an adult must be visible before a student can exit the bus. 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 suspension will be enforced.

BUS RULES

Riding a bus is a privilege, not a right. We follow the Scotland County Schools bus code of conduct. Students will receive this information during the first week of school. Rules include, but may not be limited to, the following:

- ◆ The bus driver will assign a seat.
- ◆ Be courteous to the driver and other students.
- ◆ No profanity will be used on the bus.
- ◆ Do not eat or drink on the bus.
- ◆ Violence is prohibited.
- ◆ Remain in your seat at all times with no body parts in the aisle way.
- ◆ Keep your hands and head inside the bus.
- ◆ Do not destroy property.
- ◆ For your own safety, do not distract the driver through misbehavior.
- ◆ Someone must be at home **and visible** to greet elementary students.



Failure to follow bus rules will result in suspension from the bus or loss of bus privileges for remainder of the year if students are unable to comply with stated expectations.

ATTENDANCE/TARDINESS/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 promptness is highly encouraged to maximize your child's instructional day. 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.

MISSING CLASS

Children will not be allowed to miss class to attend field trips, assemblies, programs, or field days of siblings.

SIGNING OUT CHILDREN

In order to cut down on missed instructional time, we will not call students out of class after 1:45 p.m. unless it is to attend a scheduled medical appointment. You will need to bring in an appointment card in order for us to call your child out of class. If you must sign out your child before the end of the school day, please check with the receptionist and properly sign him/her out. She will use the intercom to call your child to the front office. **Only those people listed on the student information form will be allowed to sign out a student.** A picture ID will also be required. These procedures help us to ensure the safety of all children.

ATTENDANCE/TARDINESS/EARLY DISMISSAL

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.

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 early leave 15 times (unexcused) may be referred to Truancy Court.**

HEALTH & SAFETY

CUSTODY

It is suggested that the school be given a copy of guardianship or custody documents in case 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 a 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 with the school nurse.

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 provided to all students at no cost. We encourage all students to take advantage of the federal grant by eating breakfast and lunch here at school. Kindergarten students will have grab and go breakfast in their classrooms. Soda is not allowed to be packed in lunch boxes and students should not bring items that have to be heated. We encourage healthy options to be part of every child's meal. Students are not allowed to bring open drink containers to school or take opened drinks or snacks out of the cafeteria. Students may have a water bottle available in the classroom.

HEALTH & SAFETY

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 Laurel Hill 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 level of 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.

ACADEMICS

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 3 and February 20. 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:

10/2, 12/4, 2/19, and 5/4

Report Cards go home on the following dates:

11/6, 1/29, 4/1, and 6/5



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.

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 fees should be paid by the end of the year. All money collected is recorded by the school bookkeeper and receipted. If a lost book is found, money paid will be refunded.

BOOKBAGS

Bookbags are an optional school supply. If students choose to bring a bookbag to school, they must be clear on all sides as per school board policy. Bookbags that do not meet the criteria set forth by the board policy will not be allowed into the classrooms. Hard bottomed bookbags and bookbags with wheels are not allowed.

BEHAVIOR

DISCIPLINE

We are a Positive Behavioral Intervention and Supports (PBIS) school and utilize the Digital PBIS system (information will go home in a separate letter with a parent app). We emphasize, recognize, and reward positive behaviors everyday. Our goal is to highlight positive behaviors and to put less attention on negative behaviors in order to lessen their frequency. It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school. If your child does not abide by school and classroom rules, you will be called to obtain support in finding a solution. We have a minor referral form that has classroom redirections (bounce to another class, silent lunch, selected recess, alternative learning environment, teacher/administration conference, think tickets, etc.). We will not tolerate disruption of class, fighting, disrespect towards others, obscene language, bullying, or destruction of property which are considered to be major referrals.

Students who continue to break rules will be referred to the office and may be placed in an alternative learning environment for multiple days or suspended from school (as a last resort). We will schedule a Child-Family Support Team meeting if behavior becomes a concern so we can work together to help our students be successful. Consequences will follow the Scotland County Schools Code of Conduct. Students who are suspended from school will not be allowed on campus for any extracurricular event.

Our PBIS Motto is:



Students will:

Be **Responsible**

Be **Organized**

Be **Attentive**

Be **Respectful**

BEHAVIOR

Laurel Hill Elementary School Student Expectations - Leopards ROAR

I Will Be	Classroom/ Media	Hallways	Playground	Bathrooms	Buses	Cafeteria	Assemblies
Respectful	Use quiet voices	Walk silently so others can continue learning.	Keep the rules the same during the game.	Respect privacy of others.	Use quiet voices	Use quiet voices	Keep hands, feet and objects to self.
	Raise hand to speak or get up	Follow directions.	Use appropriate language (no put downs).	Clean up after yourself.	Listen to bus driver and monitor	Say "please" and "thank you"	Obey hand signals
Organized	Treat others the way you want to be treated.	Keep hands, feet and objects to yourself.	Enter/Exit building peacefully.	Wait your turn.	Keep personal belongings in bookbag	Follow adult directions first time given	Listen while others are talking
	Keep classrooms supplies in good repair.		Keep hands, feet and objects to yourself.		Keep hands, feet and objects to yourself.	Eat only your food	Congratulate peers appropriately and show good manners
Attentive	Use good manners						
	Do your part in a						
Responsible	Bring needed materials	Walk on the right side	Gather and bring in equipment	Stand quietly while waiting	Be on time	Wait patiently in line	Stay seated in assigned area
	Follow classroom rules and procedures	3rd block from the wall	Line up in an orderly fashion	One per stall	Know your bus driver	Walk quietly to trash can when directly by adult	Enter/exit quietly in single file line as directed.
Responsible	Keep classroom clean	Single file line			Stay in assigned seat	Talk quietly to cafeteria staff	
		Stay in your place				Place tray neatly	
Attentive	Be an active listener	Listen to hall monitors	Pay attention	Use quiet voices if speaking is necessary	Listen to bus driver	Watch for hand signals.	Be an active listener
	Stay on task	Pay attention to where you are going	Play safely			Follow traffic pattern	Respond when appropriate
Responsible	Do your best—Show GRIT		Line up at first signal			Stay seated until dismissed	
	Complete assignments						
Responsible	Take care of yourself	Take care of yourself	Take care of yourself	Flush toilet	Keep belongings together	Be honest	Walk
	Do your best and be prepared	Be Honest	Use equipment for intended purpose	Wash hands	Clean up after self	Clean up after self	Stay seated so everyone can see
Responsible	Make good choices	Return to class promptly	Remain in assigned area	Paper towels in trash	Stay seated	Use good manners	Sit quietly
	Be Honest	Go straight to assigned location	Return equipment to storage	Clean up after self		Know your number	Listen
Responsible	Be at school and on time			Keep water in sink		Talk quietly with neighbors	
	Appropriate dress						
Responsible	Follow technology guidelines						

BEHAVIOR

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 and slides 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.**

MISCELLANEOUS/IMPORTANT DATES

CLASSROOM PARTIES

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

Halloween	Thursday, October 31
Christmas	Friday, December 20 (party is at 10:15)
Valentine’s Day	Friday, February 14
Easter	Thursday, April 9

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.**

MISCELLANEOUS/IMPORTANT DATES

These dates are tentative and subject to change in case of conflict.

9/19/19—PTA Meeting and Fall Curriculum Night—6:00—7:30

9/27/19—Fall Individual Pictures

10/14/19—10/18/19—National School Lunch Week

11/8/19— Leaping Leopards Awards Ceremony

8:15 a.m.—K—2nd grade

9:45 a.m.—3rd—5th grade

10/24/19—Fall Carnival—6:00 p.m. —8:00 p.m.

12/2/19—Santa pictures

12/12/19—Author Spotlight and Fine Arts Night —6:00 p.m.—7:30 p.m.

1/17/20—Class Pictures

1/31/20— Leaping Leopards Awards Ceremony

8:15 a.m.—K—2nd grade

9:45 a.m.—3rd—5th grade

2/24/20—2/28/20—Read Across America Spirit Week

3/1/20—3/31/20—March Math Madness—learn your math facts!

3/2/20—3/6/20—National School Breakfast Week

3/5/20—PTA Meeting/Night at the Museum Parent Engagement Night—5:30—7:00

3/24/20—Spring Individual Pictures

4/2/20— Leaping Leopards Awards Ceremony

8:15 a.m.—K—2nd grade

9:45 a.m.—3rd—5th grade

4/2/20—STEAM Night 6:00—7:30

4/30/20— Pre-K and 5th grade Graduation Pictures

Spring Fine Arts Concert — 6:00 p.m.

5/4/20—5/8/20—National Educators' Appreciation Week

5/22/20—6/4/20—End of Grade Test Window for 3rd, 4th, and 5th grade students

6/1/20—Pre-K—2nd grade Field Day

6/2/20—3rd—5th grade Field Day

6/4/20— Leaping Leopards Awards Ceremony

8:15 a.m.—K—2nd grade

9:45 a.m.—3rd—5th grade

6/5/20—Last day of school—11:00 dismissal

Report cards go home

A monthly newsletter will go home each month with announcements and reminders.