

Don D. Steed
Elementary School
Student Handbook 2023-2024

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Don D. Steed Elementary School

2023-2024

Dear Parents/Guardians and Students,

I would like to welcome you to Don D. Steed Elementary School. I hope and trust that each of you had a restful summer and are ready to begin our 2023-2024 school year. It is always a pleasure to have your Student at Don D. Steed School.

The intent of this handbook is to provide you with easy answers to any questions you have about Don D. Steed Elementary School and to establish some common procedures for everyone to follow. Although we have tried to include as much as possible, if you have additional questions, please call your Student's teacher or the school office and we will be glad to answer them for you.

It is our hope that once you read this handbook thoroughly, you will keep it available for reference throughout the school year. Each new school year offers new challenges and opportunities for all students. **We use many forms of communication to include: Student agendas, email, phone calls, communication folders, as well as the Class Dojo and Remind apps (the last ones are for mass communications only) as our main form of daily communication with our Parents/Guardians .** However, in order for it to be effective, we ask that you check it daily for notes about your student's behavior and academic performance.

The staff at Don D. Steed is committed to providing a safe, orderly, challenging, and nurturing learning environment for your student. We believe that with home and school working together as a team, we can make this school year a very successful one for your student.

Sincerely,

Haley Y. Hall
Principal

DISCLAIMER

By no means is this manual all-inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help Parents/Guardians , students, and school personnel work together. Many guiding statements are included in this document, but this does not include every situation.

As new policies or regulations are developed by the school board, the State or Federal Statutes, additions and/or deletions will be made to this manual. **We will continue to make every effort to ensure our students are aware and understand what is expected of them.**

THIS HANDBOOK IS PROVIDED AS AN INFORMATION SOURCE FOR HOKE COUNTY SCHOOLS STUDENTS AND THEIR FAMILIES. IN THE EVENT OF ANY INCONSISTENCY BETWEEN THIS HANDBOOK AND THE HOKE COUNTY SCHOOLS BOARD OF EDUCATION POLICY MANUAL, THE BOARD OF EDUCATION POLICY MANUAL WILL CONTROL.

Vision and Mission Statements for Student Learning 2023-2024

Hoke County:

Vision: As a trusted community partner, we will ensure an inclusive and supportive environment that provides authentic learning opportunities to prepare future-ready students.

Mission: Hoke County Schools creates a student-focused learning community that fosters high expectations for all stakeholders, promotes lifelong learning, provides individualized support, and prepares students for success.

Don Steed Elementary:

Vision: Don Steed Elementary School will collaborate as a professional learning community to inspire all students to become innovative learners who will be college, career, and life ready through relationships and learning opportunities, while exemplifying integrity.

Updated August 2021

Mission: Rigor, Relevance, Relationships- Every Classroom, Every Student, Everyday

Motto: Passion for Learning, Excellence for All

To accomplish our **vision** and **mission**, we believe:

- Quality instruction will result in students producing quality work.
- Education is a shared responsibility among school, family and community.
- Diversity is valued by treating all with dignity.
- High expectations will result in excellence for all.

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ARRIVAL/DISMISSAL TIMES FOR STUDENTS

For the safety of our students, students are not permitted to enter the school building prior to 7:15 am. This will ensure all staff members are ready and in place to receive students into the school building. If your student is a car rider, please remain in the car rider line with your student until 7:15 am, that is when someone is there to welcome them on campus. Students will be sent directly to class each morning starting at 7:15am.

All car rider families will need to obtain a new Car Tag for this school year.

Dismissal is at 2:30pm for all students and no check-outs will be permitted after 2:00pm. NO EXCEPTIONS.

*****All car riders should be dropped off in the car rider line in the morning and picked up in the car rider line each afternoon in our Kiss and Go line. Due to continued school safety procedures, no visitors will be allowed to walk students down to classrooms in the mornings. *****

Students will also not be allowed to be picked up from the breezeway in the afternoons. Thank you for your cooperation and continued support.***

ATTENDANCE

Tardy to School

Prompt arrival at school is expected of all students. Late arrival disrupts class and delays instructional time. **Students will be considered tardy after 7:45 am. Tardy students are to be brought into the office by their Parents/Guardians in order to be signed in and receive a pass to class. This will be done through our IDENTIKID process.** Students will not be permitted to class without a pass. Students with consistent and/or excessive tardies will be turned over to the School Social worker as appropriate.

Attendance Requirements

Students are expected to be in attendance each day school is in session. You do not need to call the office on the day of your Student's

absence. However, when a student must miss school, a written note signed by a parent/guardian must be presented to the teacher within 48 hours of returning to school; otherwise the absence will be recorded as unlawful. Absences are excused only for the following reasons:

1. personal illness or injury
2. death in the immediate family
3. medical or dental appointment
4. court or administrative proceeding
5. religious observance
6. educational opportunity, such as travel, with prior approval. The appropriate forms should be completed and signed by the principal.

According to our attendance policy, which is commensurate with the county policy code 4400, the following actions will be followed:

After 3 unexcused absences:

1. All teachers will take daily attendance.
2. All schools will utilize the Blackboard System to inform Parents/Guardians of their Student's attendance on a daily basis. This will include absences and tardies.
3. A 3-day letter will be printed for all students with 3 absences (excused and unexcused).
4. A School Social Worker or Administrative Designee will follow-up on the 3-day letter as needed.

After 6 unexcused absences:

1. All teachers will take daily attendance.
2. A 6 - day letter will be printed for all students with 6 absences.
3. A School Social Worker or Administrative Designee will follow-up on the 6-day letter as needed.
4. A home visit will be made by the School Social Worker or the Administrative Designee, as needed.
5. A conference will be scheduled with the school's Attendance Committee (K-8 only). This will include the parent, administrator, teacher, school social worker, school counselor and dropout prevention specialist. Other support staff such as IEA, migrant, school nurse, etc. should be included as needed.
6. An Action Plan will be developed as needed.
7. Failure to comply with the attendance policy may result in court action.

After 10 unexcused absences:

1. All teachers will take daily attendance.
2. A 10-day letter will be printed for all students with 10 unexcused absences. The letter will be sent registered mail with a return signature required.

3. A School Social Worker or Administrative Designee will follow-up on the 10 - day letter as needed.
4. A home visit will be made by the School Social Worker or the Administrative Designee.

Regular attendance is necessary so students may take advantage of all educational opportunities provided by the school. Should you have any questions regarding your Student's attendance, please feel free to contact the Student Information Data Manager (tammie.mclean@hcs.k12.nc.us or Social Worker (rstrickland@hcs.k12.nc.us).

Attendance/Make-up Work

Missed work must be made up within a reasonable amount of time depending upon the length and cause of the absence. Your child's teacher will assist in gathering any work missed due to absences, but please remember that it is up to your child to complete the work by the make up work due date. Students will have the same number of days to make up missed work as the number of days that they were absent for full credit. Late assignments will have points deducted at the teacher's discretion. This agreement **must** be communicated to the parent(s) in writing with the signature of the parent at the beginning of each school year. Please note that if a parent signature can not be obtained, but attempts have been made by the teacher to secure the signature, the teacher will make admin and parents aware through email in case any questions arise at a later time.

Attendance/Early Dismissal

Our instructional day ends at 2:30 p.m. A student will not be permitted to leave school early unless the parent comes to the office and signs the student out. **Parents/Guardians will not be allowed to sign out students after 2:00 p.m.**

BALLOON/FLOWER DELIVERY/CLASSROOM CELEBRATIONS

NO DELIVERIES WILL BE ACCEPTED FOR STUDENTS. Please have balloons, flowers, etc. for students delivered to your home address. Deliveries to students create a distraction to the learning environment. Please accept our thanks for your cooperation.

For classroom celebrations and activities, no homemade food items are allowed to be brought into school by student/family. Classroom celebrations will be determined by the classroom teachers. **Cupcakes and other celebration items can not be brought into the cafe.**

Classroom teachers will use their discretion to schedule celebrations in order to maximize classroom instruction. Please get with your Student's teacher to request the best time for the celebration. Thank you.

BULLYING POLICY-HOKE COUNTY SCHOOLS Policy 4329/7311

Bullying is a form of harassment. Bullying means the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse, or through attacks on the property of another. Bullying is a pattern of harassing or intimidating behavior over a period of time.

Reporting and Procedures:

1. Forms of bullying may include (without limitation) any of the following behaviors or any combination thereof: verbal taunts, non-verbal gestures, name-calling/put-downs, extortion of money or possessions; implied or stated threats; exclusion from peer groups.
2. All school employees are required to report alleged violations.
3. Parents/Guardians of both the possible victim and the witnesses will be contacted in order to start an investigation.
4. During the investigation, the findings will be documented.
5. After the investigation, the administration will determine whether the policy and or state law have been violated.
6. Administration will determine appropriate discipline.

Bullying Consequences

First violation - Referral to support group program; Intervention Plan developed in conjunction with the school administrators, students, Parents/Guardians , guardians, and appropriate staff; 1-5 days suspension.

Second offense- 5 day suspension, review and strengthening of the Intervention plan with the school administrators, students, Parents/Guardians , guardians, and appropriate staff; Convene Student Assistance Team.

Third offense- 10 day suspension and recommendation for long-term suspension; parent conference, refer to the appropriate agency, if necessary.

*** Administration reserves the right to assign consequences based on the severity of the behavior regardless of the number of referrals received on a Student.**

*If any of the acts of teasing, bullying and harassment continues under the third offense after the implementation of the listed consequences, a recommendation for long-term suspension may be considered. Referral to the Juvenile Services Department and Department of Law Enforcement will be made as appropriate and/or required by law.

BUS INFORMATION

It is a privilege to ride a school bus in the state of North Carolina for students who attend the public schools. Safety is first.

Bus transportation is provided for all students upon request. The transportation office for the Hoke County School System coordinates bus routes and schedules. Concerns and questions about bus routes and safety should be directed to the Transportation Office (910-875-9271). All concerns of discipline should be directed to the school administrator that is over buses, **Ms. S. Titus**.

*****Continuing for the 2023-2024 school year, students will only be permitted to ride the bus to their place of residence. If your Student will be picked up at a location other than your home address in the morning/dropped off in the afternoon, the bus they ride can only be changed at the beginning of the school year. After the initial change has been made students can only ride their assigned bus and no further bus changes can be made for the 2023-2024 school year. *****

A parent is required to be at the bus stop for students in grades K, 1 and 2 in the afternoons to greet students from the bus. If a parent or guardian is not present at the bus stop (physically standing at the bus stop, not just standing on the porch or looking out the house

window), the Student will be brought back to the school. The parent will then be called to pick up the Student from the school. **After the third time a Student is returned to the school due to the absence of a parent or legal guardian at the bus stop, the Student's bus privileges may be discontinued for the remainder of the school year.**

Assigned Seating- Students will be assigned to a seat and expected to sit in that seat for the entire school year unless moved by the driver or assistant principal. Students are assigned to seats by grade level to ensure the safety of our younger and smaller students. Parents/Guardians' requests for the front seat or family seating cannot be honored.

Requesting becoming a car rider or changing to a daycare van rider: -
*****All transportation changes going from being a car rider/daycare van rider to a bus rider (only if they have been assigned a bus since day 1 of school) including Daycare changes must be in writing. Any changes after 12:00 pm may not be honored and the student's regular afternoon transportation may have to be utilized.**

Please remember that changes will not be accepted over the phone. They must include the date that the transportation change needs to take place, along with the parent/guardian's or emergency contact's name and number, as well as the home room teacher's name. This can be done via written note, email to the teacher, fax, Remind or Class Dojo apps, or the teachers platform. If a parent needs to change a child's transportation for the afternoon, the parent must give written notice of the change prior to 12:00 pm. ***

BUS INFORMATION CONTINUED

The request will only be granted if space is available on the bus.

Bus Stop Timeliness- It is important that students get on and off the bus at their designated bus stops and will need to be able to **board the bus within 10 seconds**. Bus Drivers will not turn around to pick students up if the student is not at the stop the first time through, pick students up at non-designated stops, or honk horns to announce the bus has arrived. Routes, bus stops, and times are determined by the Director of Hoke County Schools Transportation.

Monitoring Student Behavior- Consequences for engagement in prohibited behavior may result in temporary or permanent suspension from school transportation services and/or school in addition to other consequences for violating other student behavior policies. Video cameras have been installed on our school buses. They will be viewed randomly or as part of an investigation. In addition, it is a criminal offense for students/adults to unlawfully or willfully stop, impede, delay, or detain a school or activity bus or to disturb the peace, order, or discipline on a school or activity bus.

Bus Rules

1. Follow directions the first time given.
2. Stay in the assigned seat with feet on the floor while the bus is in motion.
3. Keep hands, feet, and objects to self.
4. No loud talking, inappropriate language, or rude gestures.
5. Do not write on, damage and/or litter on the bus.

Bus Law-North Carolina Public School Law 115-C-245

Bus riding privileges may be revoked for any of the following reasons:

1. Refusing to be seated
2. Refusing to remain seated/moving up and down the aisle while the bus is moving
3. Not allowing others to be seated
4. Fighting
5. Throwing objects in or out of the bus
6. Spitting/Littering
7. Unnecessary noise, yelling, or talking too loudly
8. Tampering with bus equipment/emergency door
9. Inappropriate language
10. Distracting the driver
11. Eating or drinking on the bus

12. Rude or discourteous conduct
13. Bringing radios, video games or other electronic equipment

The consequences for bus infractions are as follows:

- First Offense: Warning/Parent/Guardian phone call or letter
- Second Offense: Parent phone call or letter, 1 day suspension
- Third Offense: Phone call or letter, 3 day suspension
- Fourth Offense: Phone call or Parent Conference, Letter, and 5 day suspension
- Fifth Offense: Phone Call or letter, and 10 day suspension
- Final Offense: Phone Call, letter, suspension for the remainder of the school year
- **Failure to sit in assigned seat consequences**
 - 1st offense - notify school administration - off bus 3 ridership days
 - 2nd offense - notify school administration - off bus 5 ridership days
 - 3rd offense - notify school administration - off bus 10 ridership days
 - 4th offense - notify school administration - off bus for remainder of school year.

***Administration reserves the right to make changes to consequences due to the severity of the behavior.** The above actions may be by-passed and alternate suspensions or consequences may be given depending on the nature of the offense and the number of incidents. Severe actions may cause immediate suspensions.

CAFETERIA/FOOD SERVICES

A nutritious breakfast and lunch is served daily in a self-service line. Students are encouraged to participate in the lunch program. **Don Steed is a CEP school for the 2023-2024 school year, which means that every student will receive breakfast and lunch at no charge for the entire year. The only items students will need to purchase will be additional snacks if they wish.** We encourage your students to eat both breakfast and lunch each day at school with us. Your Student will be given a number for their lunch account. Please direct questions regarding your Student's lunch account to the cafeteria staff. The cafeteria phone number is 875-6567. Monthly menus will be provided.

Breakfast this year will continue to be served in the classroom from 7:30-8:00. Lunch will go back to being served and eaten in our cafeteria.

Parents and families are welcome to join their students for lunch as long as they have a cleared background check. We do ask that when Parents/Guardians join us for lunch that you either purchase lunch from our cafe or bring a bag lunch from home. Please refrain from bringing "fast food" and carbonated drinks into the cafeteria. All visitors must sign in at the office.

Cafeteria Rules

1. All students should be given the opportunity to wash their hands immediately before lunch in keeping with the district infection policy, as well as after lunch.
2. Ensure that students enter the cafe in a single line, prepared to go through the line by the order of lunches requested for the day.
3. Please arrive and depart on time per your daily lunch schedule.
4. Classes will be seated at assigned tables.
5. Keep noise level to a minimum so everyone can enjoy each other's company.
6. Students need to clear trash from under and on the table before being allowed to get and throw trays away.
7. Students will not be allowed to get up and throw trash away until it is their classes time to leave the cafe and clean their area.

*****Students are not allowed to bring carbonated drinks from home******

Cell Phones/Electronics and Students -Hoke County Policy 4318

Cell phones and other types of hand-held wireless devices, including Wireless phone watches **may not be audible, visible, or used in any way during the school day**, including on the buses, except under the direct supervision and permission of a school staff member, such as when a student is allowed to call a parent in the event of an emergency or for instructional purposes.

CODE OF CONDUCT/DISCIPLINE

The Don D. Steed staff teaches independence, respect for self and others, and other character traits in addition to the standard course of study. It is imperative for the school staff to protect the school day and deter behavioral interruptions. We will have zero tolerance for any student who interferes with other students' learning and who

endangers or threatens the safety of other students. We will also not tolerate students being disrespectful to teachers.

When a student is referred for discipline, the school will communicate with the parent. This communication will help Parents/Guardians be proactive in helping to correct disruptive behaviors or to resolve problems or conflicts. If a student continues to exhibit poor behavior, the parent will be required to meet with the school team to develop a plan for their student. All students are responsible for complying with and are expected to be familiar with the HCS Code of Student Conduct and school board policies governing student behavior and conduct.

Positive Behavioral Support is a positive, proactive approach to supporting students through the use of strategies for achieving social and learning outcomes while preventing problem behaviors. The PBIS focus is on doing what is right in regards to behavior while at school which can be incorporated into the home and into the community. Teachers and staff will teach the expectations that are consistent across the school. (www.pbis.org for more information)

All students will receive a Student Code of Conduct Handbook at the beginning of the school year. Please refer to the handbook for consequences. The policies and consequences are applicable in all of the following circumstances:

1. While in any school building or on any school premises before, during, or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. While waiting at any bus stop;
4. During any school function, extracurricular activity, or other activity or event;
5. When subject to the authority of school personnel; and
6. Any time or place when the student's behavior has a direct and immediate effect on maintaining order and discipline in the schools.

It must be clear that the following behaviors will not be tolerated at any school in Hoke County and may result in suspension (Further information may be found in the Hoke County Student Code of Conduct, Along with the 4,000 series board policies)

1. Consistent use of Profanity/Vulgarity/Unwelcomed Slang or Slurs (Verbal or written)
2. Theft
3. Damage to Property and Vandalism (Parents/Guardians and/or students will assume financial responsibility for school property that is damaged)

4. Disrespect to School Employees which Substantially Disrupts the Educational Environment
5. Disruptive Behavior
6. Fighting/Assaulting/or Causing Personal Injury (To include instigating a fight)
7. Inappropriate touching/sexual contact/sexual battery
8. Trespassing
9. Setting off the Fire Alarm (Will result in automatic suspension with a required parent conference; Students will pay any fines related to the false alarm.)
10. Possession of Weapons and Dangerous Instruments (To include dangerous toys, or any toys that resemble weapons)
11. Electronics (To include, but not limited to, cell phones, IPODS, or recording devices. These items will be confiscated and the parent(s) will be notified to pick them up in the office. The school will not be responsible for lost or stolen items.) See Cell Phone/Electronics Section.)
12. Illegal Drugs, Controlled Substances, and Alcoholic Beverages- Students cannot possess or use tobacco of any form, regardless of the packages being open/closed or sent to school by accident/purpose. All drugs are prohibited on school campuses.
13. Gambling or selling items (Outside groups may not solicit or sell items at the school.)
14. Clear threats to the safety of students and employees (Verbal and written)
15. Bullying/Teasing/Harassment (Verbal, physical, or visual harassment)
16. Integrity and Civility (Refers to standards or rules established by the schools such as cheating, plagiarizing, falsifying information, violating copyright laws, and willfully, directly or indirectly accessing or causing to be accessed any computer, computer system, computer network or any part thereof without proper authorization)

***Severity Clause: The principal and assistant principal have the right to administer punishment deemed necessary depending on the severity of the behavior and the number of incidences reported.**

COMMUNICATION

Agenda/Communication Folder:

Check it for daily communications and information. Please sign it and return the next day to school.

CONFERENCES

Parents/Guardians are encouraged to call the school to request a conference with their Student's teacher, counselor or administrator at any time to discuss how best to work with their student in meeting his/her educational and social needs. Please schedule parent-teacher conferences for before or after school. We also ask that you request a parent/teacher conference, before a request can be made to speak to the administration about the same issue.

CONFIDENTIAL RECORDS

Addresses and telephone numbers are part of the student's record and are not intended for any use apart from school.

Parents/Guardians may view cumulative records by request to the school counselor or administrator.

PBIS MATRIX

DSE School Wide Expectations

	Classroom	Cafe	Hallway	Playground	Bathroom	Bus	Assembly
R Respect	-Listen and follow directions. -Keep hands and feet to myself.	-Follow directions in cafe -Keep my voice low. -Wait my turn.	-Walk on the right side of the hallway. -Keep hands and feet to myself.	-Be polite. -Use my manners. -Use equipment appropriately.	-Respect the space and privacy of others. -Keep hands, feet and objects to myself.	-Stay seated. -Listen to adults.	-Sit quietly. -Keep hands and feet to myself. -Give the presenter my attention.
A Attitude	-Give my best. -Complete classroom assignments. -Turn in classroom assignments on time.	-Use manners with cafe staff and others.	-Admire others' work with my eyes. -Greet others with a smile.	-Praise others and encourage others.	-Be polite. -Speak in quiet voices.	-Be on time. -Greet my driver.	-Use my manners by being polite.
C Citizenship	-Participate in all activities. -Walk in traveling position. -Treat others the way I want to be treated.	-Walking in traveling position -Leave my area clean.	-Greet others in a positive manner. -Walk in traveling position.	-Keep hands and feet to myself. -Keep playground clean.	-Flush toilet. -Walk in line quietly. -Keep restroom clean.	-Be safe. -Keep buses clean.	-Enter and exit quietly. -Keep activity room clean. -Walk in traveling position.
E Engaged Learners	-Work as a team and support my classroom. -Planners/folders signed nightly.	-Use cafe time to eat and socialize quietly. -Get all items needed before sitting down.	-Be focused on where I am going.	-Share equipment. -Follow rules to games and activities.	-Wash hands with soap. -Throw trash in the trash cans.	-Practice Safety Rules. -Use inside voices.	-Applaud the presenter. -Be a good listener. -Participate when signaled by the presenter.

PBIS Matrix
DSE School Online Expectations

	Technology Device	Instruction	Google Hangouts	Zoom or Google Meet	Email
R Respect	<ul style="list-style-type: none"> -Keep learning device charged. -Handle device with care. -Audio off. -Keep keyboards clear of all materials. 	<ul style="list-style-type: none"> -Be prepared to learn. -Have camera on at all times. -Audio off. -Actively participate. -Listen and Follow directions. -Be mindful of others. -Keep interruptions to a minimum. 	<ul style="list-style-type: none"> -Notify others that you are on a video chat. -Have materials ready. -Choose your words wisely. -Be clear and polite. 	<ul style="list-style-type: none"> -Be on time. -Have camera on at all times. -Audio off unless responding to questions/conversations. -Have materials ready. -Actively participate. -Listen and follow directions. -Notify others you are on Zoom or Google meet. 	<ul style="list-style-type: none"> -Use proper greeting. -Choose words wisely. -Be clear and polite. -Consider others.
A Attitude	<ul style="list-style-type: none"> -Ask for help when needed in chat or conversations. -Be patient. -Use headphones/earbuds when appropriate. 	<ul style="list-style-type: none"> -Do my best. -Schedule a time to complete work/tasks. -Ask for help when needed. 	<ul style="list-style-type: none"> -Think before responding. -Be considerate of others. -Assist others who might need assistance. 	<ul style="list-style-type: none"> -Choose a quiet area. -Be kind. -Assist others who might need assistance. -Ask for help when needed in chat or during conversations. 	<ul style="list-style-type: none"> -Check my feelings and tone before I post. -Proof-read before sending. -Have others proof-read.
C Citizenship	<ul style="list-style-type: none"> -Follow Technology Code -Be kind and safe in your communication -Display integrity -Be an upstander -Follow Copyright Laws 	<ul style="list-style-type: none"> -Be on time. -Be prepared. -Turn in assignments as directed. -Ask questions when you have them. 	<ul style="list-style-type: none"> -Report unsafe behavior. -Treat others how you want to be treated. -Limit chatting with friends. -Limit screen time. 	<ul style="list-style-type: none"> -Use chat function responsibly. -Be aware of surroundings. -Alert others when you are on Zoom or google meet. -Be an active participant. -Complete and turn in assignments. 	<ul style="list-style-type: none"> -Use subject line. -Check recipient. -Choose words wisely. -Allow others time to respond.
E Engaged	<ul style="list-style-type: none"> -Check communication daily. -Know my email address. -Use agenda to track assignments and meetings. 	<ul style="list-style-type: none"> -Complete assignments. -Be an active listener and participate. -Ask questions when you have them. -Take notes. 	<ul style="list-style-type: none"> -Balance your time. -Be clear and polite. -Put forth your best effort. -Proof-read messages. 	<ul style="list-style-type: none"> -Limit distractions. -Use chat function responsibly. -Turn in work on time. -Be on task and present. 	<ul style="list-style-type: none"> -Use complete sentences. -Proof-read messages.

CUSTODY PAPERS

Please make sure the Administration, your child's teacher, and our data manager receives a copy of any custody papers in reference to custody of your student. In order to uphold any custody agreements, Administration must have a current copy to maintain in the student's file. Custody of a student will not be relinquished to any person without the prior approval of the parent or guardian having physical custody. However, if the Parents/Guardians are divorced or separated, the student may be released to either parent, unless the school has been provided with a copy of a court order or agreement that specifies otherwise. Administration has the right to question copies and may request a certified copy. If the principal or designee judges that the student's health or safety may be harmed by releasing the student, the principal will contact law enforcement and/or the department of social services as appropriate. (Policy Code 4210)

DAILY SCHEDULE

7:15 am Staff must be in classrooms on campus

7:15am- Buses and Car Riders Arrive

7:15-7:45 Unpack/Morning Work/Breakfast in the Classroom

7:45 Announcements/Instructional Day Begins

7:45 Tardy Bell; students arriving after 7:45 am will be marked tardy and must have an adult sign-in at the main office for a tardy pass- Please don't drop students off by themselves.

7:45am-2:30pm Instructional Day

(Parents/Guardians will not be able to not sign students out after 2:00)

2:30 pm Dismiss Car Riders/Daycare Vans/Bus Riders

2:40-Dismissal Ends

DIET ORDERS

If your Student has allergies that limit the foods he/she can eat, **please have your physician complete a Diet Order and return to the nurse.** If the foods that your Student can eat are limited due to religious reasons, **please submit a letter signed by the parent detailing the limitations and return to the nurse.** A copy of the diet order or parent notification will be given to the school nurse, classroom teacher, and the cafeteria manager. If you have any questions about the Diet Order, you may consult the school nurse or cafeteria manager.

DRESS CODE-Policy 4316

A student's attire reflects the quality of the school, student's conduct, and student's academic motivation. It is expected that students wear clothing that is clean, comfortable, and appropriate for a learning environment. Clothing that is distracting, offensive to others, or causes any disruptions or disruptive behavior is not allowed to be worn to school. The principal will make the final decision regarding appropriate dress. Students who do not dress appropriately will be asked to contact a parent/guardian for a change of clothing. The student will remain in the school office, completing school assignments until the parent/guardian can bring a change of clothing to school.

Some things to remember:

- Shorts, skirts, and dresses must measure to the tips of the fingers when arms are held down to the side and relaxed. **(Students must also make sure that when they bend over they are still appropriate. No biker shorts.)**
- Sneakers are expected, however; sandals may be worn with straps. Students tend to fall when they have no support of the heel especially during recess or physical activities **NO FLIP-FLOPS, slides, UGG slippers, house shoes, Heelys, as well as no rolling backpacks are allowed, as these are all safety hazards.** If Students do not have proper shoes for PE class, students will be expected to sit out.
- **No spaghetti straps, tank, halter, or strapless tops.**-Tank tops may be worn as long as they pass the three finger wide rule.

- Bandannas, hats, toboggans, hoods or other headgear/attire are not permitted to be worn inside of the building.
- Please make sure that your Student's attire is comfortable and fits according to their height and weight (no sagging pants or skin tight clothing). Clothing should cover the Student's belly, waistline, bottom, and armpits.
- Heels are discouraged; the height of the heel should not prohibit the student from participating in classroom or physical education activities.
- Belt's need to be worn if pants are too big.
- Nothing sheer should be worn at any time.

Colored Emergency CARD

In case of an emergency, each student is required to have a file in the school office on the colored emergency card, listing people to notify in the event of an emergency. Please assist the school in keeping this source updated as changes may occur during the school year.

Students can be better protected if we always have at least two phone numbers where one or both Parents/Guardians can be reached in the case of an emergency. Please keep the teacher and Data Manager updated on any changes in your phone number (work, home, cell, other emergency contacts), changes in your address, changes in guardianship or custody, and deployments. A Care Plan is requested for Students of Parents/Guardians who are both deployed.

****Please remember, if a person is not listed on the colored emergency card, they will not be allowed to pick the Student up. Only parents/guardians, not school personnel can add people to this card, so please make sure to have everyone you feel is a possibility of picking up your child on the card. ****

FIELD TRIPS AND ACTIVITIES INVOLVING SCHOOL TIME - The Hoke County Schools Administrative Handbook states that a field trip is to introduce, reinforce, or enhance classroom activities and is related to the curricula as specified in the North Carolina Standard Course of Study or to a special event, which would be an educational experience for students. Please remember field trips are not a time for family outings. Listed below are some general provisions for all Field Trips:

1. Permission slips must be signed by the student's parent/guardian before the field trip and filed at the school. In addition, a Volunteer Form must be completed and submitted to the front office at least 1 week prior to the trip. **ALL CHAPERONES ARE REQUIRED TO COMPLETE AN EMPLOYMENT BACKGROUND AUTHORIZATION AND RELEASE FORM AND A VOLUNTEER CODE OF CONDUCT FORM AT LEAST 2 WEEKS PRIOR TO FIELD TRIP!** These forms can be picked up at our front office or requested from your Student's teacher. **These forms need to be updated yearly.**
2. For students only, transportation will be furnished by vehicles owned by the Hoke County Board of Education or leased public carriers, except for small groups of less than five.
3. Field trips may extend beyond the school day; however, adequate prior arrangements must be made for students to be picked up and returned to their homes following the completion of the field trip.
4. Chaperones: Will be decided upon based on the nature of the trip. If chaperones are required, the ratio is 10 students to 1 adult.
5. **Non-school age children are not allowed to attend.** Please make prior arrangements for these children.
6. While on a field trip, all students must remain under the supervision of school personnel and chaperones.
7. School Bus insurance will only cover staff and students who are enrolled as students of Don Steed Elementary School. For this reason, **Parents/Guardians are not allowed to ride any school buses for field trips.**
8. At times, Parents/Guardians may be required to attend their Student's field trip due to various classroom issues/concerns at the discretion of administration. **These Parents/Guardians will also need to have completed a background check as well.**
9. Parents/Guardians who attend any and all field trips are expected to serve as chaperones and to adhere to the following:
 - o Pay any and all fees associated with the field trip in accordance to the same deadlines as the students.
 - o Assist the teacher accordingly to meet the educational and safety needs of all students.
 - o To supervise and manage a select group of students.
 - o Assist the teacher with food preparations, bathroom privileges, and other needs assigned by the teacher.

10. **Chaperones may not take any additional students or children with them on the trip. This includes students in other grade levels/siblings.**
11. Chaperones who drive and follow the buses on a field trip are expected to follow the same guidelines as stated above.
12. Chaperones who attend field trips are asked to remain for the entire field trip.
13. Chaperones are limited to the parent, grandparent, and/or legal guardians.
14. **Due to the tremendous increase in transportation costs, field trip refunds will not be issued.**

GRADING SCALE FOR GRADES K-2

Academics:

- M - Exceeds Proficiency (Pass, Level 4)
- P - Proficient (Pass, Level 3)
- LP - Limited Proficiency (Fail, Level 2)
- WA - With Assistance (Fail, Level 1)
- NA - Not Assessed

Conduct:

- O-Outstanding
- S- Satisfactory
- N- Needs Improvement
- U- Unsatisfactory

GRADING SCALE FOR GRADES 3-5

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 and below

Conduct:

- O-Outstanding
- S- Satisfactory
- N- Needs Improvement
- U- Unsatisfactory

Students in grades 3- 5 will receive numerical grades on their report cards.

HEALTH SCREENINGS:

Hoke County Schools' Health Program helps with early identification and correction of vision and hearing problems by providing health screening to a certain population of students. If a potential problem is identified, a referral letter will be sent to the student's parent or guardian. The following screenings will be performed:

Pre-K (More at Four), Kindergarten and 5th Grade Students:

- Dental Screening by a Public Health Dental Hygienist with the North Carolina Dental Health Section

3rd and 7th Grade Students

- Vision Screening
- Hearing Screening

If you **do not** wish for your Student to participate in the above screenings, please notify the school by completing and returning the bottom portion of the screening notification letter sent home with your Student prior to the screenings.

If a parent, guardian, teacher or other educational professional requests a student to have a hearing or vision screening, written permission from the parent or guardian must be obtained.

HOMEWORK

Policy Code 3135 - The board recognizes the importance of homework in supplementing classroom instruction and furthering the goals of the educational program. Homework reinforces learning and stimulates independence, responsibility and self-direction. Homework assignments should strengthen and provide practice in skills which have already been taught in class. In addition, homework assignments should improve a student's ability to work independently. Assignments also should be reasonable in the amount of time necessary to complete the tasks in light of the age and maturity of students and other assignments given to the students. Principals will be responsible for ensuring that homework assignments are made in accordance with this policy. Principals are encouraged to involve staff, Parents/Guardians and students in developing guidelines for standards of appropriate homework for school or particular grade levels.

HOURS

The school office will be open daily from 7:15 a.m. to 3:30 p.m, except for holidays. All telephone calls, unless it is an emergency, will be returned within a 24-hour period.

IMMUNIZATION INFORMATION

The North Carolina General Statutes (G.S. 130-A-152(a)) require immunizations for every Student present in this state. Every parent, guardian or person in loco parent is responsible for ensuring that their child(ren) receives required immunizations. Below is a list of required immunizations.

Vaccine	Number Doses Required Before School Entry*
Diphtheria, tetanus and pertussis	5 doses*
Polio	4 doses*
Measles	2 doses*
Mumps	2 doses*
Rubella	1 dose*
Haemophilus Influenzae type B (Hib)	4 doses*
Hepatitis B (Hep B)	3 doses*
Varicella (chickenpox)	1 dose*

Vaccine Requirements (Tdap) for Students Entering Sixth Grade

The North Carolina Commission for Public Health has made several changes to the rules regarding vaccination of school-aged children and college students. Effective January 1, 2008, the administrative rule, 10A NCAC 41A.0401, has been changed, adding requirements for a booster dose of Tdap (tetanus, diphtheria, and acellular pertussis) vaccine and a second dose of mumps vaccine.

- All individuals attending public school who are entering the 6th grade on or after August 1, 2008, if five years or more have passed since the last dose of tetanus/diphtheria toxoid are required to have the Tdap vaccination.

INCLEMENT WEATHER

During extremely bad weather, it sometimes is necessary to close the schools. When a decision is made that schools will close for the day, it must be relayed quickly to all pupils and Parents/Guardians . In order to do this as quickly as possible, school officials are asking all pupils and Parents/Guardians to cooperate by following the suggestions listed below:

1. DO NOT telephone the weather bureau, radio or television stations, newspaper offices, school officials, or school offices. Announcements will reach you fastest by radio and television. Telephoning only serves to slow down the process of getting out the news.
2. A School Blackboard phone message will be sent to all families to notify them of a 1 hour or 2 hour delay, or the closing of the school. The message will be sent out as early as possible. Please keep your numbers updated.
3. Visit the Hoke County Schools website at www.hcs.k12.nc.us for information.
4. Visit your child's teacher's class platform, as well as our school website, and facebook page, for information as well.

INDIVIDUAL INTERVENTION PLANS/INDIVIDUAL READING PLANS (IIP's/IRP's)

Individual Intervention Plans (IIP's) are required on every K-5 student who is not performing at a level 3 in reading, math, science or writing on the EOG, mCLASS, or on the Check-Ins. Any students that have been previously retained will also be required to have an IIP/IRP. Your student's classroom teacher will share this IIP/IRP with you each nine weeks once they have been created to discuss student concerns and student progress. IIP's/IRP's will need to be signed by the parent each nine weeks. The IIP/IRP will document extended instructional opportunities designed to improve the student's performance to grade level proficiency. Strategies may include special homework, tutoring sessions, modified instructional programs, parental involvement, and access to selected educational software, as well as other interventions being done daily with students to help them be successful in the classroom. .

LIBRARY BOOKS

Library books should be used with care and returned in good condition. Students will be responsible for books which are lost, stolen, or damaged beyond use. The media specialist will send a statement for lost books. If library books are found after they are paid for, it becomes the property of the student. (No Refunds).

LOST AND FOUND

Items that are found at school are to be turned into the lost and found located in the activity room. **Parents/Guardians are strongly encouraged to label coats, gloves, sweaters, lunch boxes, etc.** for proper identification. Items not claimed during the year are donated to local charities.

MEDICATIONS

If a student needs to take any type of medication at school, a form is available in the office and must be filled out and signed by a parent. NO Medication will be administered without proper documentation. This includes prescribed, over the counter, emergency medications such as inhalers or EPIPENS. **Absolutely no over the counter medication will be given unless prescribed by a physician.** ALL medication must be brought in an official prescription container. Parents/Guardians /Guardians are the only ones permitted to transport medication to and from school, students can not transport medication to and from school in their backpacks. If you have any questions regarding the above information, please feel free to contact your Student's school nurse.

MTSS/SAT Referrals and Exception Children (IIP/IRP)/SAT Referral come through SIT team

What is MTSS?

It is the Multi Tiered System of Support Framework that Hoke County Schools uses to help ensure that all students are successful each and every day. What does this look like in Hoke County and here at Don Steed Elementary?

- It starts with differentiated CORE Instruction that we do in our classrooms with all of our students everyday, meeting them where they are. This is done with our whole group, as well as small group teaching so that we can differentiate our instruction

to meet the needs of all of our students each and every day.
(Tier 1)

- As we see students that need extra assistance in reaching their goals, teachers meet as grade level teams to help come up with ways to assist students and start interventions within their day in order to see if students progress along their learning pathways. Parents are notified of change from Tier 1 to Tier 2. (Tier 2-IIP/IRP)
- Once a month admin and our student support team comes into grade level PLC's to progress monitor students' success in process. (Progress Monitoring)
- During progress monitoring, students are discussed to see how they are doing with their interventions. The team monitors to see if students are continuing to make progress or if they are not making progress, which causes them to need new interventions or the same intervention at a different intensity and/or higher frequency. If either is the case with a new intervention being implemented or a change in frequency or intensity with the same intervention, then the student is moved to Tier 3. Parents are again made aware of student response to intervention. (Tier 3-IIP/IRP)
- After another 4-6 week period of time, the final decision is then made as to whether students have made enough progression to just continue to be monitored with interventions being used or if the student needs to take the next step onto having the teacher complete the SAT packet and move towards our EC testing process. Parents will again be made aware of these next steps in the process. (SAT Process)

Parents/Guardians are continuously informed of what is going on during this process, so that they can be kept abreast of the progress that their student is making throughout the year. Any student that is in consideration of retention, homeless, or has been retained is required to be in our school's MTSS framework.

PARENT INVOLVEMENT AND PARTICIPATION

Visitors are always welcome at Don D. Steed Elementary School. As part of our Safe Schools Plan, all visitors must report to the office, sign in, and receive a visitor's pass to visit the school during the instructional day. All Parents/Guardians, guardians, or any family members who wish to visit campus for lunch must be included on the student's emergency card located in the front office, as well as have a cleared

background check. They must also bring a state issued i.d. as the Ident-A-Kid system will be utilized.

Also, in order to volunteer during the school day either in your Student's classroom or around the school to help with the variety of activities that we have at Don Steed throughout the year, as well as to serve as a chaperone on field trips, field day, or any classroom activity then please make sure that family members and anyone on your Student's information card that you wish to have help out has a completed background check on file. These background checks should be completed as early as possible and are good for the academic year. This is how we help to ensure that our campus stays safe. Thank you for your support.

POWERSCHOOL/PARENT PORTAL

PowerSchool provides the full range of features for Parents/Guardians: Real time grades, attendance, comments, assignments, scores, activities, and much more 24 hours a day, 7 days a week. You can access your student/students information with one single login. You can obtain the instructions on how to create your secure username and password from Mrs. McLean in the front office.

PROMOTION AND RETENTION POLICY

Guidelines have been established by Hoke County Schools and the NC Department of Public Instruction to determine whether a student is promoted to the next grade level. Social promotion and parent request for promotion will not be honored if the student fails to comply with these guidelines. If a parent desires his/her student to be retained, a conference must be held with the principal, assistant principal, teacher, and counselor.

By monitoring your Student's grades, you can stay aware of your student's academic progress. **Possible retention letters will be sent home at the end of each nine weeks marking periods that need to be signed and returned (Letters A, B, and C).** Factors such as the student's report card, benchmark data, homework and classwork grades, classroom assessments, state test data, attendance and teacher observation are all utilized to determine a student's promotion or retention. The school will determine if a student has mastered the objectives taught according to the guidelines outlined by the NC Standard Course of Study. All decisions for promotion and retention are

the final decision of the Principal. See Policy Code: 3420-A for more information.

Policy Code: 3420-A-Promotion/Retention

The Hoke County Board of Education holds high expectations for all students and believes staff, students, Parents/Guardians, and community must share accountability for student achievement. Local student standards and performance guidelines are based on the need for students to demonstrate proficiency in Reading, Writing, Mathematics, Science and Technology and a belief in the need to provide early and ongoing assistance to students who are not performing at a proficient level. It is imperative that promotion standards be rigorous enough to provide students with the skills, knowledge, and confidence they need to be successful at the next grade level.

Recognizing the State's guidelines for retention, the Board of Education acknowledges the necessity of thoughtful decisions regarding retaining students. The complex dimensions of all promotion/retention decisions make it clear that each Student's placement deserves to be decided on its own merits. The school principal has the ultimate responsibility for promotion/retention decisions in accordance with General Statute 115C-288(a) and in alignment with North Carolina Student Accountability Standards.

The purpose of this policy is to establish guidelines for the promotion or retention of students in the Hoke County Schools. This policy addresses students in Grades K-12 and is the result of recommendations made by a committee composed of classroom teachers, guidance counselors, curriculum coordinators, and administrators.

PTO

The PTO (Parent Teacher Organization) will be highly involved in improving our school. All Parents/Guardians are encouraged to actively participate. The PTO will sponsor several fun activities throughout the year to include our fall festival, penguin patch holiday shopping for our students and teacher appreciation week for all of our staff. They are looking to have many other great activities planned this year and with the help of all Parents/Guardians, these projects can be very successful. We look forward to having another awesome school year with our DSES PTO where we are Future World Changers!

SAFE SCHOOL PLANS

School safety is important and a Don D. Steed School safe schools plan is on file in the school office. Don D. Steed School adheres to a strict emergency plan regarding student safety. This plan is outlined in the staff handbook and charges all staff members with specific duties during an emergency. We also practice these plans with our students throughout the year to include fire drills, lock down drills, as well as tornado drills, to help ensure that our students know what to do if these types of situations were to occur on our campus. Exit maps are posted by each classroom door in case of fire emergencies and all classrooms also have crisis bags set and ready to go that include updated rosters, emergency cards, health cards, as well as 1st aid kits.

Safety Drills that take place throughout the year in order to have staff and students practice steps to take in case emergency were to actually happen:

- Fire Drills-Monthly-Unannounced
- Lockdown-Twice a year-1st one-Fall-Announced
2nd-Spring-Unannounced
- Tornado-Spring-Unannounced

SCHOOL FEES

Each student will pay an instructional supply fee of \$10.00. The money collected from the instructional fee will be deposited in the Don D. Steed Elementary bank account and used for your Student's education throughout the school year.

SUPERINTENDENT'S APPROVAL OR REASSIGNMENT APPROVAL REQUIREMENTS

If a student is enrolled at our school through Superintendent's Approval, he or she must adhere to the following guidelines:

1. Must provide their own transportation to and from school.
(Students cannot be dropped off prior to 7:15 am)
2. Must adhere to the attendance and tardy guidelines. Excessive absences and tardies will be reported to the Superintendent to overturn the approval and to have the student(s) report back to the school assigned to his or her district.
3. Must follow all school policies and procedures.
4. Must remain in good standing both behaviorally and academically.

5. Must be picked up in the afternoons on time. (All students should be picked up by 2:45 pm. More than 3 late afternoon pick-ups will be reported to the Superintendent to overturn the approval and to have the student(s) report back to the school assigned to his or her district). We do have an after school care program if spots are available.
6. Must stay in good financial standing with the school, such as lunch balances, after school care charges, as well as any other owed school fees.

At the beginning of each school year, each family that is on reassignment will sign the agreement saying that they understand and agree to their child having to remain in good standing academically, behaviourally, as well as in regards to attendance in order to stay at Don Steed Elementary. If their child is not able to do any or all of the three listed above, then their reassignment will be reported to the superintendent and the student will have to report back to the school assigned to his or her district.

TECHNOLOGY: Students and Parent/Guardians must complete an agreement saying that they will take care of technology and if said technology is damaged or destroyed during the school year, then they agree to pay for said damages or loss.

TITLE ONE PARENT AND FAMILY ENGAGEMENT

Policy Code: **1320/3560**

The Board of Education recognizes the value of family engagement in a Student's academic success and believes that the education of Studentren is an ongoing cooperative partnership between the home and the school. Parents/Guardians , guardians, and other family members are their Studentren's first teachers; therefore, the continued involvement of them in the educational process is most important in fostering and improving educational achievement. School system officials shall strive to support Parents/Guardians , guardians, and family members and provide them with opportunities to become involved in the programs offered by the Title I schools. The board encourages participation in the design and implementation of the programs and activities in order to increase the effectiveness of the school system's Title I program in helping students meet state and local achievement standards.

A. Definition of Parent and Family Engagement

For the purposes of this policy, “Parents/Guardians ” and “parental” are inclusive terms intended to represent both Parents/Guardians and guardians. Also, the term “parent and family engagement” means the participation of Parents/Guardians , guardians, and other family members in regular, two-way and meaningful communication involving student academic learning and other school activities, including the following:

1. that Parents/Guardians and family members play an integral role in assisting their Student’s learning;
2. that Parents/Guardians and family members are encouraged to be actively involved in their Student’s education at school;
3. that Parents/Guardians are full partners in their Student’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their Student; and
4. that the school system utilizes in activities that support parent and family engagement in the Title I programs.

B. Purpose and Operation of Title I Program

The Title I program is a federally supported program that offers assistance to educationally and economically disadvantaged students to help ensure they meet the school system’s challenging academic standards. The Title I program provides instructional activities and supportive services to eligible students over and above those provided by the regular school program. When applicable, students must be selected to receive Title I services based on objective criteria that are consistent with federal and state requirements, such as standardized test scores, teacher judgment, and results of pre-school screening and home-school surveys.

Qualified Title I schools will operate as school-wide programs or targeted assisted programs based upon federal eligibility criteria. School-wide programs will utilize a comprehensive school improvement process enabling schools to serve all students in the school. Targeted assistance programs will provide services to eligible students in the school having the greatest need for assistance.

Both school-wide and targeted assistance programs shall be based on effective means of improving student achievement and shall include strategies to support parent and family engagement.

C. Annual Meeting

Each year, Title I Parents/Guardians must be invited to an annual meeting, at which time parental rights will be explained, programs and activities provided with Title I funds will be discussed, and input will be solicited on the Title I program and this policy. In addition, all Parents/Guardians will have an opportunity to evaluate the effectiveness of the Title I programs and the parent and family engagement policies and plans. Data collected from these findings will be used to revise Title I programs and parental involvement plans.

D. Parent and Family Engagement Efforts

The board believes that the involvement of Title I Parents/Guardians and family members contributes significantly to the success of Studentren. The Title I staff and all school system personnel shall strive to involve Parents/Guardians and family members in activities throughout the school year.

The superintendent shall ensure that this system-level parent and family engagement policy is developed with, agreed upon with, and annually distributed to Parents/Guardians and family members of participating students. In addition to the system-level parent and family engagement policy, each school participating in the Title I program shall jointly develop and annually distribute to Parents/Guardians and family members a school-level written parent and family engagement plan that describes the means for carrying out school-level plans, sharing responsibility for student academic achievement, building the capacity of school staff and Parents/Guardians for involvement and increasing accessibility for participation of all Title I Parents/Guardians and family members, including Parents/Guardians and family members with limited English proficiency, Parents/Guardians and family members with disabilities, and Parents/Guardians and family members of migratory Studentren. School-level plans must involve Parents/Guardians in the planning and improvement of Title I activities and must provide for the distribution to Parents/Guardians of information on expected student proficiency levels and the school's academic performance.

School officials will invite appropriate school personnel from private schools to consult on the design and development of its programs in order to provide equitable services to students enrolled in private schools. The superintendent or designee will establish any additional procedures necessary to achieve timely and meaningful consultation with private school officials in accordance with federal law.

In addition, school system officials and Title I school personnel shall do the following:

1. involve Parents/Guardians and family members in the joint development of the Title I Program and the process of school review and improvement;
2. provide coordination, technical assistance and other support from various central office departments necessary to assist participating schools in planning and implementing effective parent and family engagement activities that are designed to improve student academic achievement and school performance;
3. build the schools' and Parents/Guardians' capacity for strong parent and family engagement ;
4. coordinate and integrate parent and family engagement strategies in the Title I Program to the extent feasible with parent and family engagement activities established in other federal, state, and local laws and programs (such as Head Start, SmartStart and similar programs), that prepare Students for school and Parents/Guardians for their role in supporting their Studentren's learning;
5. with the involvement of Parents/Guardians , conduct an annual evaluation of the content and effectiveness of the school system parent and family engagement policies and program in improving the academic quality of the school and assisting student to met the school system's academic standards;
6. strive to eliminate barriers to parent and family participation by assisting Parents/Guardians and family members with disabilities and Parents/Guardians and family members who are economically disadvantaged, have limited English proficiency, are migratory, or have other backgrounds or characteristics that may affect participation;
7. provide assistance to Parents/Guardians and family members of participating Title I Studentren in understanding the state's testing standards, the assessments used, Title I requirements and all national, state and local standards and expectations through varied and multiple means of communication (e.g., community-based meetings, sending information home, newsletters, workshops and newspaper articles);

8. design a parent-student-school staff compact that sets out respective responsibilities in striving to raise student achievement and explains how an effective home/school partnership will be developed and maintained;

9. with the assistance of Parents/Guardians , ensure that teachers, pupil services personnel, principals and other staff are educated in the value of Parents/Guardians as partners in the educational process and understand how to work with, communicate with and reach out to Parents/Guardians as equal partners in education;

10. distribute to Parents/Guardians information on expected student proficiency levels for their Student and the school's academic performance, and provide materials and training to help Parents/Guardians monitor their Student's progress and work with educators to improve achievement;

11. coordinate and integrate, to the extent feasible and appropriate, parent and family engagement programs and activities with federal, state, and local programs, including Hoke County Public Schools' preschool programs and conduct other activities in the community that encourage and support Parents/Guardians and family members in education;

12. strengthen the partnership with agencies, businesses and programs that operate in the community;

13. ensure that Parents/Guardians and family members are involved in the school's Title I activities; and

14. provide such other reasonable support for Title I parent and family engagement activities as requested by Parents/Guardians and family members.

E. Notice Requirements

School system officials and Title I school personnel shall provide effective notice of the following information as required by law. The notice must be in an understandable and uniform format and, to the extent practicable, in a language the Parents/Guardians can understand.

1. LEP Program

a. Each year the principal or designee shall provide notice of the following to Parents/Guardians of limited English proficient (LEP)

Studentren identified for participation in a Title I, Part A-funded language-instruction educational program:

- i. the reasons for the Student's identification;
- ii. the Student's level of English proficiency;
- iii. methods of instruction;
- iv. how the program will help the Student;
- v. the exit requirements for the program;
- vi. if the Student has a disability, how the language instruction educational program meets the objectives of the Student's individualized educational program (IEP); and
- vii. any other information necessary to effectively inform the parent and family of the program and the parental rights regarding enrollment, removal and selection of an LEP program.

b. The principal or designee of a school with a Title I, Part A-funded language instruction program that has failed to make progress on the annual achievement objectives for LEP students, shall notify the Parents/Guardians and family members of such failure no later than 30 days after the failure occurs.

2. System Report Card and School Progress Review

a. Each year, school system officials shall disseminate to all Parents/Guardians, schools, and the public a school system report card containing aggregate information, including, but not limited to, student achievement (disaggregated by category), graduation rates, performance of the school system and teacher qualifications.

b. Each year, school system officials shall disseminate to all Parents/Guardians, schools and the community the results of the LEA's yearly progress review of each school.

3. Teacher Qualifications

a. Each year, school system officials shall notify Parents/Guardians of Title I students of the right to request certain information on the professional qualifications of the student's classroom teachers and

paraprofessionals providing services to the Student (see policy 7820, Personnel Files).

b. The principal or designee of a Title I school shall provide timely notice informing Parents/Guardians that their student has been assigned to or has been taught for at least four consecutive weeks by a teacher does not meet applicable State certification or licensure requirements at the grade level or subject area in which the teacher has been assigned.

4. Parental Rights and Opportunities for Involvement

Each year, the principal or designee of a Title I school shall provide notice to Parents/Guardians of the school's written parent and family engagement policy, Parents/Guardians' right to be involved in their Student's school and opportunities for Parents/Guardians and family members to be involved in the school.

F. Website Notification

When a Title I school is identified for improvement, corrective action or restructuring, the school system will display on its website the following information in a timely manner to ensure that Parents/Guardians have current information regarding supplemental services and public school choice:

1. Beginning with data from the 2007-2008 school year and for each subsequent school year, the number of students who were eligible for and the number of students who participated in public school choice;
2. For the current school year, a list of available schools to which students eligible to participate in public school choice may transfer;
3. Beginning with data from the 2007-2008 school year and for each subsequent school year, the number of students who were eligible for and the number of students who participated in supplemental educational services; and
4. For the current school year, a list of supplemental educational services providers approved by the state to serve the school system and the locations where services are provided.

The superintendent shall develop any additional administrative procedures necessary to implement the requirements of this policy.

Legal References: Elementary and Secondary Education Act, as amended, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200.; 20 U.S.C. 7801(32); *Public School Choice Non-Regulatory Guidance*, U.S. Department of Education (January 14, 2009); *Supplemental Educational Services Non-Regulatory Guidance*, U.S. Department of Education (January 14, 2009); U.S. Department of Education approval of Elementary and Secondary Education Act (ESEA) Flexibility Request (May 29, 2012); State Board of Education Policy TCS-R-000

Cross References: Parental Involvement (policy 1310/4002), Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100), Personnel Files (policy 7820)

Other Resources: *Giving Parents/Guardians Options: Strategies for Informing Parents/Guardians and Implementing Public School Choice and Supplemental Educational Services Under No Student Left Behind*, U.S. Department of Education Office of Innovation and Improvement (September 2007)

Adopted: January 14, 1997

Revised: December 11, 2001; April 10, 2012; January 8, 2013; June 7, 2018

Don Steed Elementary School Title I Parent and Family Engagement Plan

Don D. Steed Elementary intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

Each school served under this part shall jointly develop with, and distribute to, Parents/Guardians and family members of participating Studentren a written parent and family engagement plan, agreed on by such Parents/Guardians, that shall describe the means for carrying out the requirements. Parents/Guardians shall be notified of the plan and LEA Board Policy in an understandable and uniform format and, to the extent practicable, provided in a language the Parents/Guardians can understand. The policy shall be made available to the local community and updated to meet the changing needs of Parents/Guardians, families, and the school.

- schools shall provide opportunities for the participation of Parents/Guardians and family members, including those with migratory Studentren, limited English proficiency, or have disabilities. Parent shall be notified of the Hoke County Schools Parent and Family

- Engagement Policy, information related to school and parent and family programs, meetings, and other activities in an understandable and uniform format and to the extent practicable provided in a language the Parents/Guardians can understand;
- convene an annual parent and family meeting scheduled at a convenient time, to which all Parents/Guardians and family members of participating Studentren shall be invited and encouraged to attend, to inform Parents/Guardians and family members of their school's participation under this part and to explain the requirements of this part, and the right of the Parents/Guardians and families to be involved;
 - involve Parents/Guardians and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of the school Parent and Family Engagement Policy;
 - provide opportunities for Parents/Guardians and family members to participate in decisions relating to the education of their Studentren. The school shall provide other reasonable support for parental family engagement activities;
 - provide Parents/Guardians of participating Studentren timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help Parents/Guardians and families work with their Studentren to improve their Studentren's academic achievement in a format, and when feasible, in a language the Parents/Guardians and family members can understand;
 - educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of Parents/Guardians in the value and utility of contributions of Parents/Guardians, how to reach out to, communicate with and work with Parents/Guardians as equal partners;
 - coordinate and integrate parental engagement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support Parents/Guardians in more fully participating in the education of their Studentren.

What is Title I?

The purpose of this title is to ensure that all Studentren have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. This purpose can be accomplished by:

(1) ensuring that high-quality academic assessments, accountability systems, teacher

preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, Parents/Guardians, and administrators can measure progress against common expectations for student academic achievement;

(2) meeting the educational needs of low-achieving Studentren in our Nation's highest-poverty schools, limited English proficient Studentren, migratory Studentren, Studentren with disabilities, Indian Studentren, neglected or delinquent Studentren, and young Studentren in need of reading assistance;

(3) closing the achievement gap between high- and low-performing Studentren, especially the achievement gaps between minority and nonminority students, and between disadvantaged Studentren and their more advantaged peers;

(4) holding schools, Local educational agencies, and States accountable for improving the academic achievement of all students, and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education;

(5) distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest;

(6) improving and strengthening accountability, teaching, and learning by using State assessment systems designed to ensure that students are meeting challenging State academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged;

(7) providing greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance;

(B) providing Studentren an enriched and accelerated educational program, including the use of schoolwide programs or additional services that increase the amount and quality of instructional time;

(9) promoting schoolwide reform and ensuring the access of Studentren to effective, scientifically based instructional strategies and challenging academic content;

(10) significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;

(11) coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, Studentren, and families; and

(12) affording Parents/Guardians substantial and meaningful opportunities to participate in the education of their Studentren.

What you can expect from the State, Hoke County Schools, and Title I Schools as a result of receiving Title I funds?

Annual Report Card

Parent's Right-to-Know-student Achievement on state assessments

School's Identification for School Improvement and Sanctions Teacher

and Paraprofessional Qualifications Non-Highly Qualified Teachers

Written Parental Involvement Policies

Title I Part A Meeting

Title I Part A Information

Title I Funding for Parent Involvement

Parental Capacity--participation in training sessions and meetings

Family Literacy--encourage