

# **Pittman Elementary Leadership Academy**

**We Learn! We Lead! We Soar!**

## **2024-2025 Scholar/Parent Handbook**



**25041 HWY 561  
ENFIELD, NORTH CAROLINA 27823  
JEWEL H. MARROW, PRINCIPAL**

# **Pittman Elementary Leadership Academy**

## **We Learn! We Lead! We Soar!**

Dear Pittman Elementary Families,

Welcome back to a new and exciting school year at Pittman Elementary Leadership Academy! As we embark on this journey together, I am filled with hope and enthusiasm for the year ahead. I hope that you all had a restful and enjoyable summer and are ready to dive into a year of learning, leading, and soaring to new heights.

I am proud to share that our test scores have increased, reflecting the hard work and dedication of our students, staff, and parents. While this is a wonderful achievement, we recognize that there is still much work to be done. Together, we will continue to strive for excellence and ensure that every student reaches their full potential.

Our motto, "We Learn! We Lead! We Soar!" will guide us throughout the year as we foster an environment of growth, leadership, and success. We have high expectations for our students' behavior and academics, and we believe that with the right support and encouragement, they will exceed these expectations. Our dedicated staff will be implementing the Positive Behavior Intervention and Support (PBIS) system to promote a positive and nurturing learning environment.

Parent participation is crucial to our students' success. We encourage you to be actively involved in your child's education by attending school events, volunteering, and maintaining open communication with teachers and staff. Your support and partnership are invaluable as we work together to provide the best possible education for your children.

I am excited to see the wonderful things we will accomplish together this year. Our theme this year is "Watch us Soar to New Heights In Learning". Let us embrace the challenges and opportunities ahead with confidence and determination.

Thank you for your continued support. Here's to a successful and inspiring school year!

Warm regards,

***Ms. Jewel H. Marrow***

Principal

Pittman Elementary Leadership Academy

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# **Pittman Elementary Leadership Academy**

## **We Learn! We Lead! We Soar!**

**Show this signature page to your teacher, but do not remove it from the Planner.**

Please check all that apply and sign.

Please review the Student Handbook and the Code of Conduct a separate insert provided by our superintendent, Dr. Eric Cunningham.

\_\_\_\_\_ My child, \_\_\_\_\_ and I have reviewed and understand the Student Handbook for the 2024-25 school year.

\_\_\_\_\_ My child, \_\_\_\_\_ has permission to be photographed and videotaped. I understand that these pictures and videos may be used in the in-school morning broadcast, school newsletter, local newspapers, and the school's website.

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Student Signature

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Parent/Guardian Signature Date

**Failure to sign or return this statement does not relieve the student or parent of their responsibility to abide by the regulations printed herein.**

# **Pittman Elementary Leadership Academy**

## **We Learn! We Lead! We Soar!**



25041 Hwy. 561

Enfield, NC 27823

Office: (252) 445-5268, Fax: (252) 445-2511

Principal

Jewel Harvey Marrow

HALIFAX COUNTY SCHOOLS

Dr. Eric L. Cunningham, Superintendent

Dr. Tyrana Battle, Assistant Superintendent

### **VISION**

Pittman Elementary Leadership Academy's scholars will develop leadership skills utilizing a growth mindset to seize educational opportunities and rise to the demands of globally competitive communities.

### **MISSION**

Pittman Elementary Leadership Academy will maintain a positive and nurturing learning environment that provides all scholars with the tools that they need to be successful leaders in their school, their communities, and in the world.

### **MOTTO**

WE LEARN, WE LEAD, WE SOAR!!!

**School mascot:** Eagle

**School colors:** Blue, Yellow, and White

**School population:** 144

**PELA PLEDGE:** I AM RESPECTFUL. I AM RESPONSIBLE. I AM READY TO LEARN.

**PELA CHANT-** Everywhere we go, people want to know, who we are, we tell them, Pittman Eagles soaring high, Leaders of our destiny, strong and intelligent, strive for excellence. ah-oo!

# Grading System

In **Kindergarten-2nd** the following alphabetical grades are used to record scholars' progress.

Grading Descriptor	Level
Unsatisfactory (U= 64-50)	U
Needs to Improve (N= 74-65)	N
Satisfactory (S = 100-75)	S

In grades **3rd through 5th** the following numeric grades are used to record scholars' progress.

**A= 90-100**

**B= 80-89**

**C= 70-79**

**D= 60-69**

**F= 59 and below (failing)**

**Parents please talk with your child's teachers if you do not understand a grade.**

## Honor Roll Criteria

Honor roll may be utilized to encourage scholars' academic performance at grades 3 through 5.

- A. The Principal's List will include scholars with all As
- B. High Honors will include all scholars with As and Bs, with an average of 90-100 and no grade less than a "B".
- C. Honors will include all scholars with As, Bs, and Cs, with an average of 80-89 and no grade less than a "C".



## Absences and Tardies

School hours are from 7:30 – 3:30. scholars will be marked tardy after **8:15 am**. In order for scholars to receive the maximum benefit of the educational program designed by the Halifax County School system, attendance and promptness are essential. There is an abundance of material to be covered in the 180 instructional days. We encourage scholars to be in school unless they are ill or there is an emergency. We encourage parents to make non-emergency appointments after the school day, if possible. Parents are asked to come to the office and sign their children in when arriving late and sign them out if they must leave before the end of the school day. When children are absent, they should bring a written excuse signed by the parent the **first day** the scholar returns to school. **Absences will be coded as unexcused if a note is not received within 5 school days. After three unexcused absences, parents will be notified. After five unexcused absences, parents will be asked to come to school for a conference with the principal or counselor. Ten unexcused absences may result in a report being filed with the District Attorney's office.**

## Accidents

Parents will be notified of accidents needing medical care or immediate attention. Parents must ensure that the school secretary and teachers always have a **current emergency phone number**.

## Awards

Rewarding scholars for demonstrating leadership within the school environment is an important aspect of our school. We believe that honoring our scholars for academic and scholarly behavior is key to their success as young adults. We will have various awards celebrations throughout the year, if we are able to do so safely, and will invite parents via school communication home and Blackboard.

## Blackboard EdConnect

An automated phone message system will be used frequently throughout the year to inform you of events at our school as well as school cancellations and delays. Please listen to the message to ensure clear communication between school and home. It will come from the school's telephone number and leave a message on voicemail. **Note: If you are not receiving the automated calls it is the parent/guardian's responsibility to notify the school to get the information updated.**

## Bus Safety

***Policy Code: 4317 Student Conduct on School Vehicles***

***The use of school transportation services is a privilege and requires that students demonstrate self-discipline and follow rules of conduct to ensure the safe operation of school vehicles.*** It is the responsibility of our scholars to provide a calm and safe atmosphere on our buses to maintain order and safety.

Scholars must meet these expectations:

1. Stay seated at all times.
2. Keep aisles clear and safe.
3. Maintain a low voice level.
4. Follow all instructions of the driver, including seating assignments.
5. All school rules will apply on school buses.

## Bus Discipline

Offense	Descriptor
1st	Scholars will be issued a warning and may be asked to come in for an administrative conference. Parents will be notified via phone, letter, or Class Dojo.
2nd	Scholars will be excluded from the school bus for <b>three</b> days. Parents shall be required to provide transportation to and from school during this time. Scholars will only receive 2 three day suspensions from the bus.
3rd	Scholars will be excluded from the school bus for <b>five</b> days. Parents shall be required to provide transportation to and from school during this time.
4th	Scholars will be excluded from the school bus for <b>five to ten</b> days. Parents shall be required to provide transportation to and from school during this time.

**Fighting on the bus is an automatic 5 days suspensions.**

We prioritize scholar safety above all else. With the support of our scholars, we know that we can keep our buses and routes safe.

## Bus Changes

If you need to change your child's bus, please send a note to the school with the specific address to which your child should be sent. If you are not able to send a note, please call the school **before 2:00 PM** to change your child's bus. **(The office is too busy after 2:00 pm to accept changes)** In order to make sure that all scholars reach their destination safely, all bus change notes should include:

- Date note is written
- Scholar's first and last legal name (please do not use middle or nicknames)
- Teacher's name
- Bus #
- Address to drop off
- Date(s) affected
- Parent/Guardian signature and contact information

## Cafeteria Program

Halifax County Schools participate in the Community Eligibility Provisions Program. This program provides free breakfast and free lunch for all scholars.

<u>Breakfast - Served 7:30-8:15</u>	<u>Lunch:</u>
scholars - free	scholars - free
Adults - items purchased a la carte	Adults - items purchased a la carte

\*Note - Use of microwaves by scholars (or teachers to assist scholars) to warm food is prohibited at all Halifax County Elementary Schools.

*Scholars are expected to exhibit respect and responsible behavior in the cafeteria.*

## Classroom Celebrations

The elementary administration team of Halifax County Schools realize that scholars' birthdays are very important moments in their lives. **Birthday celebrations must be approved by the principal at least two days in advance.** Celebrations will take place beginning at 2:30 p.m. Only store-purchased cupcakes or individually wrapped cakes (Little Debbie cakes) and individual-size ice cream cups will be allowed.

## Custody Issues

In the event parents are separated or divorced and there are no court documents signed by a judge nor is there any documentation from Social Services, both the father and the mother of a scholar have equal rights and privileges in the school setting. The school cannot deny one parent any information concerning a scholar, nor can we deny access to a scholar based on the word of the opposing parent. A copy of legal documentation related to custody should be immediately brought to the principal and will be added to the child's cumulative record upon review by the principal.

## Discipline

Elementary Administration Team of Halifax County Schools believe that a strong discipline program promotes a child's self-worth and dignity while also developing a child's inner discipline system. Our program helps children learn socially acceptable behaviors, considers the best interest of scholars and the school, and strives to be reasonable, appropriate, and fair. Please see the scholar Code of Conduct Policy approved by Halifax County's School Board and Elementary Administration Team Discipline Plan below.

### **DISCIPLINE WITHIN THE SCHOOL ENVIRONMENT**

G.S. 115-146 – "It shall be the duty of all teachers..., when given authority over some part of the school program by the Principal, to maintain order and discipline in the respective schools..."

The Elementary Administration Team of Halifax County Schools knows that all scholars can be successful. We also value instructional time in the classroom, as that is where the learning takes place. They facilitate this success, alternative settings are offered for scholars that disrupt the teaching and learning process. Halifax County Elementary Schools focus our discipline policy on mutual respect and **Positive Behavior Intervention** Support within our building. We use positive expectations to motivate our scholars to self-regulate their behavior for success in school. If scholars cannot comply with our behavior expectations, we may use the following for additional support:

**Discipline Partners:** Teachers have an established classroom (their discipline partner) in which to send scholars when a time-out away from the classroom is needed. The length of the time out will be determined by the teacher and classwork must be sent by the teacher.

#### **Alternative Setting Assignment (ASA):**

- ASA will be assigned by an administrator.
- If a scholar needs to be placed in an ASA during the school day, then the sending/receiving teacher will notify an administrator or designee to escort the scholar to the office. The administrator or a designee will escort the scholar to the ASA. The scholar is expected to exhibit appropriate behavior in the ASA to avoid OSA.

#### **Out-of-School Suspension (OSS):**

OSA will be assigned by an administrator. For each day a scholar is in OSS, the teacher will develop online digital program pathways or learning packets. The online assignments must be completed daily and the completed packet must be submitted to the teacher upon the scholar's return to school. Scholars will receive credit for completed work while assigned OSA. A conference with the principal, parent, and scholar must be held on the return date before the scholar can return to class. **Students who have out of school suspensions will not be allowed to participate in after school activities or field trips during their suspension period.**



## Dismissal

We will dismiss car riders from the classroom starting at 3:20 pm. **No car riders will be dismissed between 3:00 and 3:30 pm.** Scholars will dismiss through the side cafeteria door to the guardian/cars. We ask that parents park in the side parking lot until scholars are brought to them safely. We will use the inner lane for bus riders to move safely to the bus for dismissal. Please do not come into the school to get your car rider, as they will be assembled and ready for a safe departure at 3:30.

## Dress Code Policy

### Policy Code: 4316 scholar Dress Code and Uniforms

The board believes a safe and disciplined learning environment is the first requirement of a good school. The dress and personal appearance of scholars greatly affect their academic performance and their interaction with other scholars, the board prohibits any appearance or clothing that does the following:

- violates the school system's dress code developed by the superintendent and adopted in accordance with this policy and publicized by each school;
- is substantially disruptive;
- is provocative or obscene; or
- endangers the health or safety of the scholar or others.

**PLEASE SEE THE SCHOOL FOR A COMPLETE COPY OF THE DRESS CODE POLICY**

## Dropping-Off and Picking-Up Scholars

Scholars who are car riders should be dropped off at the sidewalk near the cafeteria door between 7:30 and 8:00 am. **After 8:00 am, an adult should escort the scholar to the front office to sign them in school.** Please park in the spaces in the parking lot and escort scholars inside. Do not park in front of the building. We will need to keep traffic down throughout the school day in these areas. Parents or adults listed on your child's emergency form are required to sign your child out of school in the front office.

## End of Grade Tests

**All** scholars in grades 3, 4, and 5 must take an End of Grade test as stated by North Carolina law. These important tests are administered in late spring. Parents will be informed of the dates and how they can assist their scholars to be as successful as possible on these critical assessments.

## Early Dismissal (Excused)

If a scholar needs to be dismissed early due to a doctor's appointment, dental appointment, or emergency, parents/guardians will come into the school to sign the child out. Such dismissals are excusable if they do not exceed one-half of the school day. Persons authorized to pick up the scholar must be listed on the emergency form.

**If a scholar leaves school before 11:30 a.m. or comes to school after 11:30 a.m., he/she will be counted absent for the whole day.**

## Early Release Days

If school is dismissed early due to inclement weather, notification will be sent to the local radio, and television stations, and via Blackboard Connect Ed messaging.

## **Electronics**

Personal electronic games, cell phones, personal CD players, iPods, etc. are not allowed on buses or campuses. Such items take away from the focus on academics and present a potential theft situation.

## **Field Trips**

Field trips are part of the instructional curriculum in that they provide off campus educational experiences, which enhance classroom teaching and learning. We hope that all of our scholars will have these field trip opportunities. However, if you choose for your child not to participate in a field trip, then he/she will have an alternative setting at school if it is not a whole-school field trip. Students with excessive negative behaviors will require a parent/guardian to accompany them. Students who have out of school suspensions during the scheduled trips will not be allowed to attend.

## **Fire Drills**

Fire drills are to be held within the first 5 days of school and monthly thereafter. Evacuation routes are posted in each classroom next to the door.

## **Fundraising**

Several fundraisers will be sponsored throughout the year. The money from these fundraisers will be used to provide resources for scholars and teachers.

### **Receipted Money**

All monies sent to school by parents with scholars for fundraisers, field trips, or other school activities should be given to his/her teacher in the morning immediately after entering the classroom. Any money submitted to the school on behalf of the scholar after 9:00 a.m. should be given to the Administrative Assistant/Bookkeeper.

## **Guidance and Counseling**

Guidance services are available to each scholar to help facilitate academic success, social adjustment, and self-understanding. The counselor works closely with teachers, the home, and community agencies in implementing the program. Counseling is a process by which a scholar is helped by conferences to understand himself in relation to the developing and changing world. Although scholars may sometimes meet in groups, the emphasis is always upon the individual. Social-Emotional Learning (SEL) services are available to all scholars and parents of Halifax County Schools. Counselors, social workers, and teachers work the SEL program into daily learning opportunities at the school level.

## **Grievances**

A scholar, parent, or guardian may initiate grievance procedures to appeal the final decisions of school personnel within the school system to the extent provided by Board Policy 4010. This policy is located in the Halifax County Schools Policy Manual, which may be obtained from the principal's office or the office of the superintendent.

## **Homework Policy**

It is our belief that homework should be a time when children practice and reinforce lessons taught during the school day. Parents should understand that homework encourages independence and creativity. Parents can provide a helpful home atmosphere that encourages their children to do his/her best. Homework is generally assigned Mondays through Thursdays. Research supports that

approximately 50 minutes should be spent on homework in fifth grade, 40 minutes in the fourth grade, 30 minutes in the third grade, and 20-30 minutes in the K-2 grades. These times include written work, studying, and reading assignments. One of the best ways that families can support their child/children is to provide structure for homework. Here are some ideas for providing structure for homework:

- ❖ Have the scholar complete homework at the same time every day
- ❖ Make sure the T.V., radio, computer games, etc. are turned off
- ❖ Provide a quiet, well-lit working space at home
- ❖ Require your child to read independently each night
- ❖ Check to make sure homework is complete

## **Homework Requests**

Parents are encouraged to call the school to request missed assignments when their child is absent for a series of days. Please make that request by 11:30 AM to provide adequate time for teachers to create learning opportunities to keep scholars on track to not experience learning loss.

## **Immunizations**

State law requires all scholars to be immunized against certain diseases. Scholars without the required immunizations will not be allowed to remain in school. In North Carolina, all scholars in K-12 grades are required by law to have received the following immunizations:

- 5 DTP (Diphtheria, Tetanus, Pertussis) doses, the 4th dose given on or after the child's fourth birthday, and the 5th Tdap booster dose prior to entering 6th grade (unless a tetanus-containing vaccine was given in the last 5 years). (Effective August 1, 2008)
- 4 OVP (Oral Polio Vaccine) doses, if the 3rd dose is given on or after the child's fourth birthday, the 4th dose is not needed.
- 2MMR (Measles, Mumps, and Rubella) doses, one dose given on or after the child's first birthday, one dose at 4-6 years of age, prior to the child's first day of enrollment. ● 3 HBV (Hepatitis B) - if born on or after July 1994
- [Varicella \(chickenpox\) - if enter Kindergarten or first grade for the first time after July 1, 2015](#)
- [3 Haemophilus Influenzae type B \(Hib\)](#)
- [4 Pneumococcal--- No individual who has passed his or her fifth birthday shall be required to be vaccinated against pneumococcal disease.](#)

A Health Assessment is required for Kindergarten scholars prior to the child's first day of enrollment. The parent, guardian, or responsible person shall have 30 calendar days from the first day of attendance in order to obtain the required immunizations and health assessment for the child. Upon termination of the thirtieth calendar day, the principal shall not permit any child to attend the school unless he/she is immunized as required by law. [G.S. 130A - 152\(a\)\) or show that he/she has begun the immunization process.](#)

Please call or see our School Health Nurse for Halifax County Schools' immunization policy and procedure.

## **Length of a School Day**

The building is open to scholars beginning at 7:30 a.m. Scholars must go through the cafeteria line and report to their classrooms immediately. We have bell to bell instruction and it begins at 8:00am. Scholars are considered tardy at 8:15 a.m. School dismisses at 3:30 p.m.

## Medications

The parent is responsible for submitting a properly completed and signed medication authorization form to the school nurse. Medication forms can be picked up at your child's school or sent home with your child. All medications must be received in their original container. Please call or see your School Health Nurse for Halifax County Schools' medication policy and procedure.

## Parent / Teacher Conferences

We will designate specific days throughout the year when we will have Parent/Teacher Conferences. This information will be shared with you at a later date and time. Of course, teachers are always available by appointment. Report cards will be sent home in the scholar's Take Home folder. Parent/Teacher conferences for the end of each grading period will be held at a time agreed upon by the teacher and the parent. If you wish to meet with your child's teacher at any other time you are encouraged to communicate with him/her via email, Class Dojo, or by contacting the office and leaving a message. Conferences, unless otherwise scheduled by the teacher, during the school day are discouraged.

## PBIS

**Positive Behavior Intervention Support** is an approach to discipline that rewards the positive behavior of our scholars. We will utilize "Eagle Bucks" to reward scholars for positive behavior throughout the day. This could range from leadership in the hallway to collaborative work in the classroom, following our P.E.L.A. pledge, etc. Below are our school expectations of scholar behavior. Students are expected to follow the PBIS Behavior Matrix.

# S O A R

Area/Setting	Safety	Ownership	Acceptance	Respect
Assembly	<ul style="list-style-type: none"><li>Stay in one spot</li><li>Sit cross legged with hands in lap</li></ul>	<ul style="list-style-type: none"><li>Use appropriate applause</li></ul>	<ul style="list-style-type: none"><li>Listen to learn</li></ul>	<ul style="list-style-type: none"><li>Come in and exit quietly</li></ul>
Bathrooms	<ul style="list-style-type: none"><li>Report problems to adult</li></ul>	<ul style="list-style-type: none"><li>Respect privacy, use manners</li></ul>	<ul style="list-style-type: none"><li>Avoid hanging out</li><li>Go, flush, wash</li></ul>	<ul style="list-style-type: none"><li>Use time wisely</li><li>Wait your turn</li></ul>
Before/After	<ul style="list-style-type: none"><li>Be aware of buses and cars</li><li>Use crosswalk with adult</li></ul>	<ul style="list-style-type: none"><li>Keep your hands, feet and property to yourself</li></ul>	<ul style="list-style-type: none"><li>Set a good example</li></ul>	<ul style="list-style-type: none"><li>Keep your feet on the ground</li><li>Stay in student areas only</li></ul>
Bus	<ul style="list-style-type: none"><li>Stay seated when bus is moving</li></ul>	<ul style="list-style-type: none"><li>No eating or drinking</li><li>Use kind words</li></ul>	<ul style="list-style-type: none"><li>Keep your hands, feet and property to yourself</li></ul>	<ul style="list-style-type: none"><li>Listen to the bus driver</li><li>Report Problems</li></ul>
Cafeteria	<ul style="list-style-type: none"><li>Listen to and follow directions</li></ul>	<ul style="list-style-type: none"><li>Throw away your trash</li><li>Use table manners</li></ul>	<ul style="list-style-type: none"><li>Leave a clean table, chair and floor</li></ul>	<ul style="list-style-type: none"><li>Walk slowly, face forward and stay in line</li><li>Sit correctly and use an inside voice</li></ul>
Hallway	<ul style="list-style-type: none"><li>Stay out of other classrooms</li><li>Go directly to your destination</li></ul>	<ul style="list-style-type: none"><li>Keep your hands, feet and property to yourself</li></ul>	<ul style="list-style-type: none"><li>Set a good example</li></ul>	<ul style="list-style-type: none"><li>Walk slowly, face forward and stay in line</li><li>Remain quiet</li></ul>
Computer Lab and Library	<ul style="list-style-type: none"><li>Return equipment and material to their proper place</li></ul>	<ul style="list-style-type: none"><li>Listen to and follow directions</li><li>Work quietly, without disturbing others</li></ul>	<ul style="list-style-type: none"><li>No food or drink</li></ul>	<ul style="list-style-type: none"><li>Come in quietly</li></ul>
Playground	<ul style="list-style-type: none"><li>Line up when the bell rings</li><li>Protect and care for property and plants</li><li>Report Problems</li></ul>	<ul style="list-style-type: none"><li>Set a good example</li><li>Take turns and include everyone</li></ul>	<ul style="list-style-type: none"><li>Use equipment appropriately</li></ul>	<ul style="list-style-type: none"><li>Listen to and follow directions</li></ul>

## **PTA**

The PELA PTA's goal is to provide parent leadership and support for school programs and initiatives. The PTA will conduct joint fundraisers and hold meetings with the staff throughout the school year. To become involved with your PTA, contact our parent leader at school, or any PTA officer. PTA yearly dues are \$10.00.

## **Parent Involvement**

We believe that the education of children is a cooperative effort between parents and the school. We also believe that parent involvement is crucial to the success of our children and our school. We encourage and need parents to become involved in their children's education.

## **Safe Schools**

In 1997, the North Carolina General Assembly passed the Safe School Act, which established a set of state guidelines to provide each scholar with a safe and orderly educational environment. More information coming.

## **School Health**

Your child's health is very important to us. Please notify the school nurse of any medical problems or changes in health that your child has. We will work with you and your physician to adjust your child's school program according to his/her health needs.

## **School Social Worker**

Halifax County Schools employs social workers that serve several schools across the school district. School social workers create nurturing relationships with scholars that enhance scholars' academic achievement and personal success. Our social workers provide services that strengthen home, school, and community partnerships and alleviate barriers to learning. Social workers are also available to work with and assist parents of Halifax County School scholars.

## **Scholar Records**

Halifax County Elementary Schools maintain official scholar records of each scholar. These records which include all information related to the scholar's education are commonly known as cumulative record folders. Every effort is made to ensure that the welfare of the scholars is the only criterion used in developing scholar records and releasing information from them. In so doing, access to scholar records is limited to parents or guardians, individuals having the written consent of the scholar's parents, and school officials who have been determined to have a legitimate educational purpose in examining the records. Records may not be removed from the school.

## **"TEN DAY" RULE**

When a scholar has accumulated three (3) unexcused absences during a school year, the scholar's teacher shall notify the principal. The principal (or his/her designee) shall notify the parent, guardian, or custodian of the child that unexcused absences have occurred. After not more than six (6) unexcused absences, the parent shall be notified by the principal and/or designee that he/she may be violating the Compulsory Attendance Law and the consequences of the violation. After the parent, guardian or custodian has been notified of a possible violation of the Compulsory Attendance Law, school personnel will conference with the parent, guardian, or custodian to determine the reason for the absences. If

necessary, alternatives to the scholar's education program should be considered. A written report of this investigation shall be given to the principal. After being notified of the 10<sup>th</sup> unexcused absence, the social worker, principal, and/or designee shall review the results of the investigation and meet with the scholar and parent, guardian, or custodian to determine if a "Good Faith" effort has been made to comply with this law. If it is determined that the parent, guardian, or custodian has not made an effort to comply with this law a referral will be made to the Halifax County Judicial System.

## Use of Telephone

The telephone is **not** to be used by scholars unless under the supervision of their teacher. Phone calls received for the scholars will be handled by the school's administrative office. In the event of an emergency, messages will be received at the office and delivered to scholars. **Teaching time in the classroom at Halifax County Schools is valuable. For that reason, we discourage any phone calls to our teachers during the school day.**

## Visitors

**All visitors to the school are required to report to the office.** This includes parents who are helping in the school, conferencing with teachers, or picking up their children. **Visitors or parents should not go into classrooms during instructional time unless it has been pre-arranged with the teacher and administration.**

## Weather

In the event of inclement or severe weather school may be delayed or canceled. The following radio stations will be notified of our school's cancellations or delays:

TV Stations	Radio Stations
WRAL-TV RALEIGH – Channel 5 WNCT-TV GREENVILLE - Channel 9 WITN-TV WASHINGTON – Channel 7 WTVD-TV DURHAM – Channel 11 WNVN-TV Roanoke Rapids-Channel 30	WRAL- 101 FM RALEIGH WCBT-1230 AM ROANOKE RAPIDS WSMY-1400 AM WELDON WRSV – 92.1 FM ROCKY MOUNT WYAL-1280 AM SCOTLAND NECK WPCT-90.1 FM ROANOKE RAPIDS

Cancellations/delays will also be announced via the Blackboard Connect Ed messaging system.

## PARENTS RIGHT TO KNOW STATEMENT

**As required by The No Child Left Behind Act (NCLB) of 2001, Title I Part A. Information is available at our school to include but is not limited to the following:**

- The School Improvement Plan
- Qualifications of your child's teacher
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Halifax County Schools Improvement Plan.
- The Halifax County Title I Parent Involvement Plan and School-Parent Involvement Plan
- Halifax County System Report Card
- School Report Card

**Please contact our school and we will be glad to provide you with this information upon request.**