

**Scotland Neck Elementary**  
901 Jr. High School Road Scotland Neck, NC 27874  
Phone (252) 826-4413 Fax: (252) 826-4309  
Website: <http://sn.halifax.k12.nc.us/>

**“We are One”  
2017-2018**



**Christina Williams-DeBrew  
Principal**

**Student Name**

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## **WELCOME**

As we begin the new school year 2017-18, the Scotland Neck Elementary staff and I welcome you! We wish to partner with you to ensure that your child is successful. The staff will ensure that your child is presented the state curriculum in a concise and engaging manner. To support student learning experiences, as the parent/guardian we ask that you check your child's homework, talk with them about their school day, and always encourage your child to do his/her best-both academically and behaviorally. Please never hesitate to contact your child's teacher. Here at SNES we promote academic success and reward good behavior and character through PBIS at school each and every day to do so. The possibilities of a new school year are exciting-let's work together to make sure your child has the best school experience possible.

## **Mission Statement**

The mission of Scotland Neck Elementary School is to educate, enlighten, and empower students by delivering effective instruction, setting high expectations and connecting home and school that will result in continued improvement.

## **Vision Statement**

Scotland Neck Elementary School will encourage and support students to become life-long learners who are independent, problem solvers that are prepared to compete successfully in a global society.

## **Griffin Chant**

*The Griffins can't be denied  
We will be filled with hope and pride  
Our journey has only just begun  
We are more than we are  
WE ARE ONE! ROAR!*

## **Notebooks**

Every student is issued a notebook. This is an organizer that helps students understand expectations, create time lines, set goals, monitor progress, and track their own success. **Parents are to check and sign the notebook weekly.** This ensures that homework assignments are completed and notices of school activities are received. Lost or misplaced notebooks must be purchased for two dollars.

## **Policies and Procedures**

### **School Hours**

School hours are from 7:45 a.m. until 3:30 p.m. each day. **Students should not arrive earlier than 7:45 a.m. or remain on campus later than 3:45 p.m. unless they are supervised.** Any student arriving after 8:00 a.m. is tardy. A student shall be considered absent for a.m. or p.m. session if he/she leaves school premises before 11:30 a.m. or arrives after 12:00 noon. **No student will be allowed to leave school with anyone other than a parent unless the parent makes the request in writing.** Parents are asked to use slower speeds around the school, watch for children crossing, and teach your child good safety habits.

### **Health Requirements**

**Immunization:** State law requires all students to be immunized against certain diseases. Students without the required immunizations will not be allowed to remain in school.

### **Medication**

No medication will be administered by school personnel without a "Medication Authorization" form properly completed and signed by the parent and the child's physician. A new form must be completed yearly and when there is a change in the time or dosage of the medication.

### **Chronic Disorders**

The school nurse should be notified of students with diabetes, asthma, severe allergies, seizures, other disabilities or hospitalizations.

### **Communicable Diseases**

When a student is suspected of having a communicable disease, it is responsibility of the parent to take the student to the local health department, or the family physician for verification and or treatment before returning to school. A release back to school note from the doctor should accompany the child. These communicable diseases include chicken pox, measles, head lice, strep throat, pink eye, ringworms, etc.

### **School Breakfast and Lunch**

Breakfast and lunch are served daily. All students need to be at school 7:45 a.m. to receive breakfast. Students may bring his/her breakfast and/or lunch from home.

## **Student Performance and Evaluation**

A report card will be sent home at the end of each six weeks. This is a mean of informing parents/guardians of the student's progress, or lack of progress, in each subject. A conference will be held with the parents and teachers at each PTA and at times deemed necessary by parents or teachers. At the middle of each six weeks an interim progress report will be sent to the parents. A child may be retained when his/her efforts, abilities, and work indicate he/she would benefit from repeating a grade. Letters are sent to parents/guardians by the end of January or as soon as teachers suspect potential retention.

### **Conferences**

Parents are encouraged to request conferences with teachers whenever they have questions regarding the school program or the progress of their child. A note may be sent to the teacher to request a conference. Please do not try to discuss issues with teachers when they are standing at their doors in the morning greeting their students or during class time. We value every minute of instructional time that we have with your child.

### **Student Code of Conduct**

Each staff member at SNES accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to serious study and respect for oneself, other people, and property in order for a school to satisfactorily meet the needs of its students.

SNES is committed to promoting the worth and dignity of all individuals. We believe that all employees and students should be treated with respect and be free of unlawful discrimination, harassment, and bullying as part of safe, orderly, caring, inviting working and learning environment. Bullying, harassment and/or unlawful discrimination will not be tolerated at Scotland Neck Elementary School. Students engaging in such behavior can be suspended up to 10 days and in some cases recommended for expulsion. For more information refer to **Board Policy Code: 4315 Disruptive Behavior**.

### **Bus Conduct**

Riding the bus to school is a privilege. Students are expected to remain seated at all times, use their quiet voice as to not distract the bus driver, keep their hands to themselves, and obey the rules of the bus set forth by the driver and/or administration.

#### **Failure to Follow These Rules May Result in the Following:**

- 1<sup>st</sup> Offense: conference with the student. If fighting immediate suspension.
- 2<sup>nd</sup> Offense: Suspension from the bus for one day and the parent will be responsible for transportation.
- 3<sup>rd</sup> Offense: Suspension from the bus for three days.
- 4<sup>th</sup> Offense: Suspension from the bus for five days.
- 5<sup>th</sup> Offense: Suspension from the bus for ten days.

6<sup>th</sup> Offense: The principal shall suspend the student from the bus up to ten days and make recommendation for long-term suspension.

### **Change in Student Information**

It is imperative that the school office be notified immediately of a change of address, home or emergency information during the academic school year. Please let the office and your child's teacher know anytime you change your cell phone number.

### **Inclement Weather**

A decision to cancel school due to snow or inclement weather will be made by 7:00 a.m. You may receive an School Messenger call; local radio announcement and TV stations will broadcast these closings. Advance preparations should be made with your child and his/her rides so that they both know what to do in case of an early closing. Make certain that your child knows what he/she is supposed to do in this type of situation, and the school has a current telephone number and responsible individual to call for your child.

### **Messages**

All arrangements for your child's destination and transportation after school should be made prior to the student's arrival at school. This will also assure that your child will understand exactly what to do after school each day. Please remember that unless the office is notified in writing, students will be required to go home the way they came to school.

### **School Pictures**

Scotland Neck Elementary School takes pictures twice a year in the Fall and the Spring. The group class picture is taken in the Spring.

### **Money-Making Projects**

SNES will conduct fundraisers during the school year and utilizes the funds to improve the educational facilities and opportunities for our students.

### **Student Dress Code**

The Halifax County Board of Education believes that school uniforms are a positive and creative way to reduce discipline problems and increase school safety. Requiring school uniforms will help minimize disruptive behavior, promote respect for teachers, build group spirit and school pride, and help schools focus on academic uniformity. Male students will wear khaki or navy blue pants or walking shorts with navy blue or white shirts. Female students will wear khaki or navy blue skirts, pants, walking shorts, or jumpers with navy blue or white blouses or shirts. They will be allowed to wear plaid jumpers. Brown or black shoes are to be worn with the uniforms.

**Confiscated Items**

If a staff member confiscates non-educational items (toys, cell phones, etc.) from students, they will be turned into the principal. Parents will need to meet with the principal to claim these items.

**School Illness**

SNES has a school nurse. If your child is ill, we must have telephone numbers so we can reach you in case of emergencies. It is imperative that parents keep emergency numbers updated.

**Fire Drills/Tornado Drills**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

**Library Book/Textbook**

Library books and textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of library books/textbooks.

**Student and Parent Grievance Procedure Policy Code: 1740/4010**

Please refer to the Board Policy above for a complete explanation of the grievance procedure. The board strives to resolve concerns and complaints whenever possible. To this end, the board has provided opportunities for students to express their concerns through processes established in board policies. Policy 1742/5060, Responding to Complaints, identifies these different processes and provide a mechanism for resolving complaints in an informal manner. While the board encourages informal resolution, it recognizes that students and parents may want a formal process for certain types of complaints or if an informal process was not satisfactory. A student/parent group of students /parents may present a grievance for formal resolution when the student or group of students believes that law or board policy had been misinterpreted or misapplied, or when the student or group believes that the interest of the student had not been properly considered in a decision make by a school official or a school rule or board policy. Whenever student or parent may present is used in this policy, "group of students" or "group of parents" may be substituted, as appropriate. Any parent or student who is unclear of the options for proceeding with a concern may contact the principal's office or the superintendent's office for further information and copies of all applicable board policies.

## **Board Policies**

All Board Policies may be viewed online from the District's website:

<http://www.halifax.k12.nc.us/>

### **Parent/Guardian Classroom Visits**

**Who May Visit:** The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers.

**Who May Be Observed:** The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented. At no time should a parent's motive for or focus of a classroom visit be to observe another student or students in the classroom. If the Principal has knowledge of or suspects that the focus of a parent's classroom visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit in progress.

**Scheduling:** Visits must be schedule through the Principal for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance. No visits will be allowed while students are participating in assessments, quizzes or tests.

**Duration:** To minimize potential interruptions and distractions during instructional time, the Principal reserves the right to limit the duration of classroom observations.

**Conduct During Classroom Visitation:** Parents visiting classrooms should arrange their schedules to enter and exit the classroom in a manner that would not interrupt the instructional activities in progress. While visiting the class, the teacher will designate an area for parents to sit, generally in the back of the classroom. (Parents are asked NOT to sit with their student as this could create an

unnecessary disruption for other students.) Once in the classroom and seated, parents are asked to remain seated and refrain from interacting with students or the teacher unless the classroom teacher initiates the interaction. Unnecessary noise and /or movement must be kept to a minimum.

Parents wishing to discuss their students' academic performance/behavior after observing him/her during class should schedule a parent conference with the teacher. Parents who fail to observe the stated guidelines during their visit may be asked to leave the room if their presence or conduct unduly interferes with the orderly operation of the classroom. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

**No Audio or Video Taping of Classroom:** Video and/or audio recording of classroom visits by the parent or guardian is prohibited. Electronic devices which could be used to video or audio record should not be visible during the visit. Violation of this guideline can result in dismissal from the classroom visit, and/or school site.

**School Administration:** In certain cases, the Principal or his/her designee may also be in the room during the parent observation to protect the learning environment for all students.

**Central Office**

9525 Highway 301 S    Halifax, North Carolina 27839    252-583-5111    Fax 252-583-1474

Superintendent: Dr Eric Cuningham

Assistant Superintendent: Tyrana Battle

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