



WELCOME TO  
**LEAKSVILLE-SPRAY ELEMENTARY SCHOOL**

415 Highland Drive  
Eden, North Carolina 27288  
336-627-7068

*Our mission is to empower each student to reach his/her potential in a safe, positive, stimulating, and technologically advanced environment.*

**Office Staff**

Madison Hester, Principal

Shannon Poindexter, Assistant Principal

Teresa Bray, Bookkeeper/Secretary

Jennifer Carter, Student Information and Data Manager

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**PBIS DOLPHIN MOTTO**

*As an LSE Dolphin I will SWIM:*

*S - Stay Safe*

*W - Work Cooperatively*

*I - Inspire Learning*

*M - Make good decisions*

**Title I Parent Handbook**

*For Rockingham County Schools Parent Involvement Policy,  
see RCS Board of Education Policy 1320/3560 at [www.rock.k12.nc.us](http://www.rock.k12.nc.us)*

**Rockingham County Schools Student Handbook**

You may access the Rockingham County Schools Student Handbook at

<http://www.rock.k12.nc.us/Domain/109>

**Notice of Nondiscrimination:** In Compliance with Federal Law, Rockingham County Schools administers all education programs, employment activities, and admissions without discrimination against any person on the basis of gender, race, color, religion, age, or disability. Inquiries should be directed to Rockingham County Schools Administrative Offices at 336-627-2600

Updated: July 2017



Dear Parents and Guardians,

Welcome to Leaksville-Spray Elementary School (LSE)! We are looking forward to another great school year!

LSE receives additional federal Title I funds to provide instructional support for our students. An extensive school wide improvement plan has been written to implement the use of our Title I funds. This year we will incorporate IE (intervention and enrichment) tutoring time during the school day. Additionally, we hope to purchase additional academic support tools and resources to enhance student learning and allow for more personalized instructional opportunities. We have very high expectations of all students and staff within our school.

The key to students' academic success is support from you! Parent involvement is critical in supporting students throughout their academic career. We encourage you to volunteer, join your child for lunch, attend parent information nights and observation opportunities, and participate in parent-teacher conferences. Your involvement shows that you value your child's education and are interested in their success in school, and it will provide invaluable support to your student as they work towards academic excellence.

Families and schools must come together to provide the best possible educational experience for every child at Leaksville-Spray. We want your child to grow in his/her academic performance and reach high levels of academic success! We are looking forward to a wonderful school year!

Respectfully,

Mrs. Madison Hester  
Principal

# Rockingham County Schools

511 Harrington Hwy  
Eden, North Carolina 27288  
Phone: 336-627-2600

To: All Parents of Students Enrolled in Title I Schools  
From: Human Resources Department  
Subject: Notification to Parents of Teacher Qualifications

The federal No Child Left Behind law requires school districts to notify parents of children attending a Title I school of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, Rockingham County Schools will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and core academic subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether teacher assistants provide services to your child and, if so, their qualifications.

In addition, the law requires that all schools that receive Title I funds must provide notification to every parent in the school whose child is being taught for four or more weeks by a teacher who is not "Highly Qualified," regardless of whether or not the teacher is being paid with Title I funds. Rockingham County Schools is committed to providing instruction for all students and does by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please complete the enclosed form and send in as directed.

Encl.: Teacher/Teacher Assistant Information Request Form

*The Rockingham County School System does not discriminate on the basis of race, color, national origin, sex, disability, age, homelessness or otherwise in its educational programs and activities and in employment.*  
**ROCKINGHAM COUNTY SCHOOLS**

***Empowering all Students to Compete Globally***

Revised 5/2013 T. Perkins

# Teacher/Teacher Assistant Information Request Form

*Request for Information about Teacher/Teacher Assistant Qualifications*

Instructions to Parents:

Please complete this form. Use a separate form for each teacher or teacher assistant. Return the completed form to your school's office or mail to: Rockingham County Schools, Human Resources Department, 511 Harrington Hwy, Eden, North Carolina 27288. Information will be sent to you within 30 days.

School Name: \_\_\_\_\_

Name of **Teacher**: Mr. Mrs. Ms. \_\_\_\_\_

or

Name of **Teacher Assistant**: Mr. Mrs. Ms. \_\_\_\_\_

Grade Level: \_\_\_\_\_ Subject (if applicable): \_\_\_\_\_

Name of Parent(s) Requesting Information: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Mailing Address (where information is to be sent or faxed):

Street Address City State Zip Code

Fax number: \_\_\_\_\_

Daytime telephone number in case of questions: \_\_\_\_\_

***For district use:***

*Received by school/date/initials:*

*Received by HR/date/initials;*

*Completed by initials/fax/date:*

*Copy to:*

*Notes:*

## Title I/Parental Involvement

Leaksville-Spray Elementary School is a Title I school. Being a Title I school means that we receive funding from the Federal Government. This enables us to pay for additional staff and to buy materials to make our academic program a success. As a school wide Title I program, our funds benefit every student.

Part of the requirements of being a Title I school is to offer programs that will inform and assist parents in helping their children. Parent survey results are an integral part of our school success. We honor your opinion and strive to continually create a better learning environment for your child by continuing to make efforts to improve student achievement. Trainings and information sessions will be offered to parents for the 2017-2018 school year. Our goal is to provide parent trainings focused on the North Carolina Curriculum Expectations and Accountability, K-2 Literacy and Assessment, Science Night, Parent Observation Events, 3-5 Curriculum and Assessment, and Step-Up Transition Night. We hope to also have meetings for parents to attend with the principal and support staff to discuss current school issues, concerns, and share ideas for activities through a Parent Advisory Committee. This will be a parent advisory group for the betterment of our school.

As a Title I school, we welcome you to review our School Improvement Plan and Comprehensive Needs Assessment, which is located in our school office and on our school website. This plan is developed yearly to guide our focus and outline our plan for continued improvement. We welcome you to be a parent representative on our school improvement team which meets monthly after school to address school improvement issues. We need parent input on this committee, so please consider becoming a parent representative.

When visiting LSE, we encourage you to abide by our rules when entering the building. All visitors must sign in the main office. We ask that you respect instructional time and call ahead to make an appointment should you want to observe a lesson. Visiting a classroom unannounced or without an appointment may disrupt instructional time or the visit may occur during a time that the class is not involved in direct instruction for parents to observe, therefore, this is not permitted. We encourage parents to make a visit to LSE keeping in mind that all must abide by these guidelines to maintain our instructional focus and schedule which are critical to our students' success. Instructional time is optimized here at LSE.

We ask that if you have time you could spend reading with a child, having lunch with a child or helping a teacher, please consider volunteering at school. Our Title I staff conducts volunteer trainings during the school year. Volunteers are welcome, and we ask that your visit be purposeful with the intention of helping a teacher. Further information will be coming regarding the dates and times for those required volunteer trainings. We also have a vital Hand-In-Hand program with Leaksville United Methodist Church which supplies volunteers and teacher support. We sincerely need you and your talents to help make our school a success. We welcome any amount of time you can volunteer at Leaksville-Spray Elementary School, as we strive to improve student achievement together.

*For Rockingham County Schools Parent Involvement Policy, see RCS Board of Education Policy 1320/3560 at [www.rock.k12.nc.us](http://www.rock.k12.nc.us)*

### LSE Mascot, Motto, Colors, and Theme

Our Mascot: Dolphin

Our Motto: Starting, Learning, and Growing Together

Our Colors: Green, Black, and White

Our Theme: Creating Future Ready Leaders

## **Academic Information**

**Homework** – Homework is determined by each teacher and assigned to reinforce skills and to help develop good study habits. Parents should communicate any homework concerns to your child’s teacher.

**Report Cards** – Report cards are issued each nine weeks at the elementary level. When you receive your child’s report card, please check it carefully and discuss the contents with your child. Afterwards, please sign the envelope in the correct space and return it to school as soon as possible. Please see RCS student handbook for report card information.

**Honor Rolls (Academic Recognition)** – Honor rolls will be released at the end of each grading period for grades three through five. Students who receive all A’s in subject areas for the grading period are recognized on the “A” Honor Roll. Students who receive all A’s and B’s in the subject areas for the grading period are recognized on the A/B Honor Roll.

### **AIG Services**

Rockingham County provides a program for academically and intellectually gifted students in kindergarten through 12<sup>th</sup> grade. Individual schools have multiple options within a general framework to reach the goal of providing the additional challenge these students need. The goal of the program at the primary level is to identify and nurture talents and abilities and to open up opportunities to develop new interests, while encouraging the child’s social and emotional growth as well. Classroom teachers work together with the AIG teacher to provide challenging enrichment opportunities within the classroom. Students of similar academic abilities are clustered together to maximize efforts to give students an appropriately challenging curriculum. Flexibility within and between the cluster groups allows children to receive grade level, enriched, or accelerated instruction. However, no formal identification as an AIG student takes place until the end of the 3<sup>rd</sup> grade. Additional information is available on the AIG page on the main Rockingham County Schools website.  
<http://www.rock.k12.nc.us/Page/595>

**Parent-Teacher Conferences** – Your child’s teacher will request a conference with you during the first nine weeks of school. This will give both you and the teacher a time to get acquainted and discuss your child’s progress. Our goal is that 100% of our parents will participate in a conference with their child’s teacher by the end of October. You or your child’s teacher may request additional conferences during the school year when needed. A parent-teacher conference is an opportunity for a child’s parents and teacher(s) to discuss how the child can achieve the best possible education by meeting his/her individual needs. The conference helps to create better understanding of the child’s progress. The parents and the teacher, together, form the ideal partnership to help the child.

**Make-Up Work** – It is always the responsibility of the student upon returning to school to ask teachers for make-up work. It is necessary that all work missed be made up. For each day that a student is absent, he/she should be given one day to make up the work missed. Make-up work does not excuse students from regularly assigned work. When a student is absent three or more days, parents/guardians should contact the school to obtain assignments and homework. Missed work caused by an extended illness will be reviewed and specific dates will be established for the work to be completed.

### **Promotion and Retention**

To be promoted within the Rockingham County Schools, a student must meet accountability standards set by the State Board of Education and the Local Board of Education. The curriculum is developmentally appropriate for students at each grade. Students who are struggling are remediated during the intervention and enrichment time. This allows for two weeks of math and two weeks of reading intervention to help students be successful. Retention is considered as an intervention for a student only when it is determined that retention will benefit the student in developing skills for success in the next grade level. Parents will receive communications beginning mid-year if retention is being considered as a possibility for their student. Conferences will also be requested by the teacher at regular intervals to discuss the student's progress toward grade level mastery. The school principal shall have authority to grade and classify students within the mandates and laws put into place. Read to Achieve legislation and requirements set forth by the new Excellence in Education Law will also impact students regarding retention and expectations for mastery and grade level performance. *Legal Ref.: G. S. 115-288(a)*

## **Discipline**

We strongly encourage and expect each parent to address proper behavior in a school setting with their child(ren). In the case where student behavior is inappropriate according to school policy, any adult working or volunteering at LSE may address a student's behavior. Teachers will document discipline actions that happen in the classroom, following PBIS protocol. School Administrators will speak to students who have 3 classroom offenses or who come straight to the office after a major offense, as soon as possible. Parents will be notified of their child's inappropriate behavior. Rockingham County School board policy will be applied for any infraction against school policy whether it occurs in the school building, grounds, on school buses or on field trips. Consequences include parent contact and parent conference, referrals to guidance, In School Suspension (ISS), After School Detention, and Out of School Suspension (OSS). **See the RCS Student Handbook for the Code of Conduct and Consequences for Various Infractions.**

**After School Detention (ASD)** – If your child receives After School Detention, s/he will be given one day's notice or more. An adult will supervise your child at all times during ASD. S/he will either have class work to do or s/he will have school service work. Assigned work will be purposeful and will be held to the same high standards of quality work expected in class.



## **School Bus Conduct: Responsibilities and Expectations (RCS Student Handbook)**

### **Student Responsibilities**

- Learn and follow the rules and regulations of bus and bus stop behavior.
- Take responsibility for your actions and behavior.

### **Parent Responsibilities**

- Know the school bus rules and regulations.
- Encourage students to learn and follow the rules and regulations of school bus behavior.

**Parents are not allowed on school buses.** Doing so is considered trespassing and impeding the progress of a public school bus and one can be charged with a Class 1 misdemeanor. *Leg. Ref.: G.S. 14-132.2* **If there are bus concerns, please contact Administration.**

### **Bus Rules and Regulations**

**Students who ride buses are reminded that bus transportation is a privilege and not a right.** Students are expected to practice good safety habits (keeping hands, arms, and head inside the bus, legs out of the aisles, staying seated at all times, and maintaining a reasonable noise level) and to follow all directions of the bus driver. Cameras are on all buses and may be viewed to assess serious misbehavior. In addition, **disobeying the following rules and regulations may result in temporary or permanent suspension from the school bus and/or from school:**

1. Delaying the bus schedule
2. Fighting, smoking, using profanity, or refusing to obey the bus driver's instructions
3. Tampering with or willingly damaging a school vehicle
4. Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle as outlined in board policy
5. Getting off at an unauthorized stop
6. Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation
7. Failing to observe established safety rules and regulations
8. Throwing objects from the bus
9. Willfully trespassing upon a school bus
10. Violating any other rule of the Code of Student Behavior while on the school bus or other school vehicles

### **School Bus Misconduct Consequences- (All misconduct is handled by Administration)**

**1<sup>st</sup> Offense** – Warning, Parent Contact and notice sent home with student

**2<sup>nd</sup> Offense** – Conference with student, Parent Contact, 1-3 days Bus Suspension

**3<sup>rd</sup> Offense** – Conference with student, parent contacted, 3-5 days bus suspension with option for long term suspension from bus

***\*\* Please note that serious incidents of bus misconduct could result in an immediate bus suspension (temporary or for the remainder of the school year) at the discretion of the school administration. If a bus returns to the school because of a student's behavior, this will be considered a serious incident of bus misconduct.***

### **Good Bus Citizens**

Students who abide by the school bus rules may earn recognition as Good Bus Citizens. Good Bus Citizens are nominated by their bus driver each month. Students recognized as Good Bus Citizens receive a certificate and have their pictures taken for the Good Citizens bulletin board.

**PBIS**

Leaksville-Spray is a PBIS school. Students have expectations/rules that they must follow in all areas of school. Teachers document discipline actions which could lead to office referrals. Students are referred to the office when they have 3 minors or 1 major. Minors could be any act where a teacher has to speak to a student to correct. Majors include things like fighting, bringing inappropriate items to school, etc. Please review the matrix with your child. Administration handles office referrals through conferences, parent contacts, in school suspension, and out of school suspension. Office referrals start over each semester.

**Leaksville-Spray Elementary School PBIS Matrix**  
**“Let’s go for a SWIM!”**

<b>School-wide Expectations</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Buses/Car</b>	<b>Cafeteria</b>	<b>Bathroom</b>	<b>Playground</b>
<b>STAY SAFE</b>	Keep work areas clean Follow Directions	Keep hands to yourself Walking feet	Enter and exit the bus safely Walking feet Watch the driver for hand signals	Clean up spills and trash on floors Walking feet	Walking feet Flush when finished Wash hands	Follow directions Use equipment properly
<b>WORK COOPERATIVELY</b>	Say positive things to others Treat others with respect	Walk on the right side of the hallway Walk quietly	Speak kindly to others Listen to the bus driver	Good table manners Good conversation	Wait patiently for your turn Voice level “0”	Take turns on equipment Be a good sport Listen to your teacher
<b>INSPIRE LEARNING</b>	One person speaks at a time Use correct voice levels	Voice level “0”	Voice level “2” or driver’s discretion	Clean up after yourself Use cafeteria time to eat	Use bathroom quickly and quietly “Think 2 routine”	Do your best at new activities
<b>MAKE GOOD DECISIONS</b>	Stay focused on assignments Be prepared	Quiet movement	Keep aisles clear Stay in your seat	Use correct voice level Follow staff instructions	Give privacy Leave bathroom clean	Take care of equipment

## General Information

**School Hours** – The school day is from 7:45 a.m. – 2:45 p.m. The building opens at 7:20 am. Our first bell rings at 7:40 a.m. **After 7:45 and when the “School In Session” sign is displayed, you must bring your child into the front office to sign in. We ask that you walk in with your child, as there will be no adults on duty out front after 7:45. Once an adult signs in a tardy student on or after 7:45 a.m., the student proceeds to the classroom alone or accompanied by one of LSE staff members. The start of our instructional day begins at 7:45 a.m. and it is guarded from any interruptions.** For that reason, LSE does not permit parents/guardians to walk tardy students to the classrooms. The school will not be open until 7:20 a.m., so please do not drop off your children prior to that time. School is dismissed at 2:45. Bus riders begin loading at 2:40. Students may not remain after school unless they have been asked to do so by a teacher and/or supervised by a teacher in an extracurricular activity. On-site daycare is provided through the YMCA for a reasonable cost. Contact the YMCA for more information. Each morning, all students arriving will report to the cafeteria or their classroom. Kindergarten students will report to the cafeteria where they will be met by their teachers before going to their classroom. Breakfast is not served after 7:45 for students.

**Unloading/Loading Car Riders** – Reminder: The staff parking lot may is for faculty and staff use only and may not be used to pick-up or drop-off students. If you are dropping off a student or visiting, please enter from Glovenia Street and College Street. Cars are not allowed to enter the circle from Highland Drive. **Students should exit the right side of the vehicle between the two thick yellow lines.** This is where we will supervise and where we consider the safest areas to drop off and pick up children. **Children will not be allowed to walk across the line of traffic without an adult escort.** **If you wish to exit your vehicle, please park in one of the designated visitor parking spaces, not in the traffic lane.**

For parents who elect to let their children off on Highland Drive, we recommend that you let them off on the east side of Highland and use the sidewalk and the crosswalk. **Children should cross Highland Drive only at the crosswalk area, which is supervised by a crossing guard.** It is not recommended for parents to let their children off on the west side of Highland because it creates congestion at the exit and there is no crosswalk for the children. Again, we recommend using the school drive and exit procedure that is supervised by our staff. Students who are car riders in the afternoon are dismissed and released when their name is called beginning at approximately 2:45 each school day. **This procedure is in place for the safety of our students and families.** Students report to the gym and are seated with their grade level to await their name being called by staff on car duty. If you choose to exit your vehicle to pick up your student, a staff member will be located on the sidewalk and will call your child on the walkie-talkie. Students must be picked up by 3:00 p.m. After 3:00 p.m., the students who have not been picked up will be taken to the front hallway/office area where parents will have to come in and sign them out. Students may be taken to another part of the building for supervision purposes if there is a required faculty meeting. We do not have staff to provide student supervision after 3:00, as all staff members have specific duties after students are dismissed. Please be sure that your student is picked up by 3:00 or contact the YMCA after school program to make arrangements.

## **Student Dress Code**

Appropriate student dress and footwear are necessary to maintain a positive school climate. **LSE discourages the wearing of flip-flops because of foot injury potential during recess or physical education.** Boys must refrain from wearing sagging pants and wear a belt around the waist if needed to keep pants in place. **We strongly advise you to refer to the RCS Dress Code in the RCS Student Handbook p. 18 for all clothing issues.** <http://www.rock.k12.nc.us/Domain/109>

## **School Attendance and Tardies (RCS Student Handbook)**

**It is of utmost importance that your child attends school and is on time everyday. No learning can occur if the child is chronically absent and essential instruction is missed when students are excessively tardy and/or check-out early. All RCS policies will be followed to address excessive absences and/or tardies/check-outs.**

In the event that your child accumulates six unexcused absences, the principal shall notify the parent/guardian by letter or by phone that s/he is in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified according to the law.

Only students with 2 or less tardies/check-outs per 9 weeks will receive a perfect attendance certificate during the awards assemblies. To receive perfect attendance for the year, your child must not miss any days, be tardy any days or be checked out early any days. Once your child has accumulated 10 absences, LSE will require a doctor's note after each additional absence. Tardiness results in missed instructional time. Instruction begins at 7:45 daily. Students checking in after 11:00 or checking out before 11:00 will be counted absent for the day.

**NOTICE: The following policy will be implemented in Rockingham County Schools to address excessive tardies combined with early check-outs. When a student has:**

- 1 -4 Tardies/Check-outs - Students receive reminder note regarding policy,
  - 5 Tardies/Check-outs - A letter requiring parent signature will be sent home,
  - 10 Tardies/Check-outs – Parent Contact by School Social Worker and/or Principal
  - 12 Tardies/Check-outs - Student is ineligible for annual perfect attendance award,
  - 15+ Tardies/Check-outs - Parent interventions agreed upon by principal and school social worker.
- Students with chronic health issues requiring regular appointments should let school personnel know upon check-out or late arrival.

\*\*\*Once the "School In Session" sign is displayed and the tardy sign turned, parents must walk in with their student to sign them into school. Staff are not present outside after 7:45 and safety is a priority for our students.

**Emergency Information** – It is important that we have your **current telephone numbers** so that we can get in touch with you in case of an emergency. Also, indicate persons who are authorized by the parents/guardians to pick children up early from school. ***Please remember to notify the school office if your phone number or address changes during the school year.***

**Messages** –Written messages must be sent to your child's teacher in the morning when:

- Your child is tardy to school-this is provided when you sign your child into school in the office.
- **Someone other than yourself or the person you designated at the beginning of the school year is to pick up your child. This must be in writing to the school. For student safety, transportation changes are not accepted over the phone.**
- Bus transportation must be approved through the transportation department which takes 24 to 48 hours. School based staff cannot approve bus transportation. Students may not ride a bus until approved by the transportation department.

- You plan to pick up your child early. **No student check-outs are allowed between 2:15 pm and 2:45 pm.**
- Your child has been absent from school. We must record the reason for the absence. If a note is not received, the absence will be recorded as unexcused.
- Your child should be excused from Physical Education due to illness. We need a doctor's note if longer than three days.
- If you would like to request a conference with your child's teacher. Please utilize the student planner or communication format in your child's classroom for communication with your child's teacher.

**Take Home Thursday** - "Take Home Thursday" is our effort to keep parents informed. This is the designated day of the week to make sure that parents receive all communications from the school. Please check with your child every **THURSDAY** to see if any materials have been sent home in their LSE folder.

### **Cafeteria - Breakfast and Lunch for 2017-2018**

**This year Leaksville-Spray School is participating in Community Eligibility Program. Through this federal program, breakfast and lunch are available to all students in all schools at no cost, regardless of family income.**

Rockingham County Schools provides healthy and appealing meal choices for students. All schools serve breakfast and lunch daily along with after school snacks to after school educational enrichment activities. All of the meals we offer meet the nutrition requirements set by the U.S. Department of Agriculture (USDA) Food & Nutrition Service to support children's healthy growth and development. Students may bring a nutritious lunch from home; however, **soft drinks, are not permitted in packed lunches. All food and drink must be consumed in the cafeteria. No commercial / restaurant food is permitted in the cafeteria (example: fast food, etc).** Glass containers are prohibited. In addition, only the food or beverage to be consumed by the student during his/her designated lunch period and snack time should be brought to school; all other food or drink is prohibited. Teachers will escort students to the cafeteria, monitor behavior, supervise student clean up, and dismiss students. Courtesy and cleanliness is important for all students during cafeteria time.

**Child Custody** - Leaksville-Spray Elementary School utilizes the following policy concerning child custody. Any questions concerning documents need to be directed to the office.

1. **In the case that one parent asks that the child(ren) not be allowed to leave the school with the other parent, a current legal custody document, restraining order, or other legal document should be in the child(ren)'s folder at school.**
2. Legal opinion states that either parent has an equal right to the child unless one of the above-mentioned legal documents has been issued.
3. In the event that the parent says they have such a document or notarized copy at home, it becomes imperative that the document or notarized copy be brought in within a short period of time to be included in the child's records.

**Phone Calls To and From the School:** If your student should become ill, they will be allowed to call home. Phone use by students is limited to emergencies, such as illness. Also, when calling the school, in order to protect instructional time from interruption, **parent calls will not be forwarded to the classroom unless there is an emergency or your student has placed a call to you due to illness. We will be glad to put you through to a teacher's voice mail for non-emergency issues.**

**School Celebrations**-Classes may have two special celebrations or parties during the year. Normally these occur before Winter Break and at the end of the year. For student and food handling safety purposes, please bring snacks that are individually wrapped or commercially prepared.

**Inclement Weather** – The following procedures will apply when conditions require consideration of school closing due to inclement weather:

To the degree possible, the decision to close school because of weather will be announced before 6:30 a.m. on local radio stations, television stations 2, 8, and 12. There will also be an AlertNow message sent the parents of Rockingham County.

1. If snow develops after 6:30 a.m., announcements pertaining to any closing will be relayed.
2. If snow develops after we have started school, announcements pertaining to closing school will be announced on our local radio and TV stations.

It is recommended that you discuss with your child how he/she will be going home during inclement weather. We encourage you to discuss with your child's teacher if there is a different means of transportation on these days of inclement weather.

**If you miss the AlertNow announcement, you can call the RCS Weather line at 623-1385.**

**Inappropriate/Prohibited Items** – Toys, pagers/beepers, games, etc. or any item that may disrupt the instructional day and are not a part of instruction should not be brought to school. Necessary cell phones should not be seen or heard during the school day. If disruption occurs, these items will be taken from the student and an adult will have to pick them up. **The school will not be responsible for lost or stolen items.**

LSE prohibits students to have any roller school bags/backpacks.

**Lost and Found** – **It is important that you write your child's name inside of all outer clothing worn to school.** Our school maintains a Lost and Found box for all clothing items/lunchboxes that have been turned into the office. If your child has lost items such as these, please come by the school office to inquire about them. **Materials not claimed are delivered to the Salvation Army or Goodwill at the end of each nine weeks.**

**School Insurance**- Leaksville-Spray Elementary and the Rockingham County Schools Board of Education do not provide student insurance. Parents are responsible for their children's insurance. School Accident Insurance – Parents may purchase Student Accident Insurance from the same company as the school system uses to cover the athletes. The policy has many options for coverage and the cost starts at \$9.00 and goes to \$157.00. Please visit the following website for more information: <http://www.rock.k12.nc.us/cms/lib6/NC01000985/Centricity/Domain/105/web-insurance.pdf>

**Health Issues Illness At School** - Parents should discuss plans with their child as to what to do in the event he/she becomes ill during school hours. Please make sure your child's teacher and our main office have all phone numbers where you can be reached in case of an emergency.

## **Administering Medication at School**

Doctor's orders are required for any medication that must be administered at school. This includes over-the-counter and prescription medications. Elementary students are not allowed to self-administer medication unless it is an inhaler. If you have questions, please contact the school nurse.

**Immunization Records** – It is always wise that immunizations are kept up-to-date, but certain shots are required before your child can enter school. This is for the safety of your child as well as other children with whom your child may have contact. Before a child can enter school in North Carolina, he or she must have:

- a. **Diphtheria, tetanus and whooping cough-five doses:** three doses by age one year and two booster doses, one in the second year of life and the second on or after the fourth birthday and before enrolling in school for the first time. If the fourth was administered after the fourth birthday, the fifth dose is not required.
- b. **Polio Vaccine-four doses:** three by age two years and a booster dose on or after the fourth birthday and before enrolling in school for the first time. If the third dose was administered after the fourth birthday, the fourth dose is not required.
- c. **MMR:** Two doses. First dose must be on or after age 1.
- d. **Hepatitis B:** Three doses are required.
- e. **Vericella:** one dose on OR after 1<sup>st</sup> birthday unless there is documentation of disease history.

***\*\* Kindergarten Students - All students entering public school in North Carolina are required to submit a current and up to date certificate of immunization within 30 days of school attendance. Students who have NOT provided the immunization record to the school within 30 days will NOT be allowed to attend school until the immunization certificate is received. Parents are responsible for obtaining the immunization certificate and providing it to the school. Records from previous schools will be requested as a courtesy to parents; however, the 30 day rule will still apply if records are not received within 30 days of the first day of school attendance.***

## **Media Center and Computer Lab**

### **Media Center**

We encourage all students to use the school media center on a regular basis. We have added an automated circulation with a bar code that must remain on each book. The removal of the sticker will result in a \$2.00 fine. The automated system also keeps accurate records so students will know quickly if they have overdue books or have reached their limit for checkout. Parents are expected to discuss this responsibility with their child(ren). Parents and students will be held responsible for the full replacement price of any books lost or damaged. **The Media Center is open from 7:20 a.m. until 3:20 p.m. each day. Check-out times during the day are scheduled into the media center schedule and at the discretion of the classroom teacher.**

### **Computer Lab**

We are fortunate to have staffed computer labs, as well as Internet access in our school. Our second through fifth grade students will participate in a one-to-one environment with Chromebooks this year based on internet capability. Since our labs have assigned classes as well as flex scheduling, classroom teachers sign up their students for practice with mathematics, reading software or Internet access for research, blogs, and wiki access. Our goal is to integrate our available technology into our everyday instruction, so students are better equipped to compete globally and enhance their technology skills.

Please read the Rockingham County Schools Acceptable Use and Telecommunications Policy in County Pages. Please note that for your child's access to the Internet to be restricted, a parent must complete and return the appropriate **Parental Request to Restrict Internet Access** form. Please see Rockingham County School Board policy 3225/4312/7320 Technology Safety and Acceptable Use for more information. Inappropriate use of technology will result in loss of privileges for student access.

### **Student Opportunities**

Afterschool activities and clubs will be offered throughout the school year.

### **Character Education**

Our School places a major emphasis on character education, with our character education traits incorporated throughout standard course of study. We encourage all of our parents to become actively involved in our school's efforts to promote our character education program. Mrs. A. Smith, school counselor, aptly leads all classroom discussions pertaining to good character based on the word of the month. She incorporates these words into excellent life lessons.



As a Title I School we would like to offer parents an opportunity to come and observe a lesson in their child's classroom. Come see for yourself the typical "morning routine" from school announcements to a literacy lesson or calendar math in action. Be on the lookout for information regarding parent observation mornings and other opportunities in monthly newsletters, planners, and take-home folders.

**Please use the Parent Resource Centers!**

These centers include a free lending library full of books, games and other fun activities in two locations in Rockingham County!

1. Reidsville • 212 Lawsonville Ave. • 342-8588

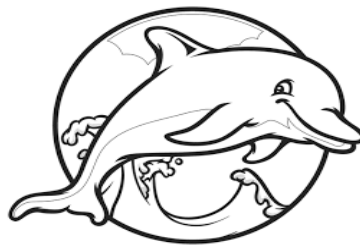
Inside the former Lawsonville Ave. School—Use Harris St. parking lot

2. Eden • 1130 Center Church Rd. • 623-8098

Inside the former Douglass Elementary School

Call us or visit our website at [www.rock.k12.nc.us/prc](http://www.rock.k12.nc.us/prc) for more information!

**If you have any questions, please contact the school at 627-7068. We welcome and appreciate any time you would like to share with our school. Please ask about volunteering!**



**We are looking forward to a successful school year!**