

Eastern Elementary School

1700 Cedar Lane
Greenville, NC 27858
Telephone: 252-758-4813
Fax: 252-758-7508

Parent & Student Handbook 2020–2021



“Be the Light!”

Eastern Elementary School

1700 Cedar Lane
Greenville, NC 27858

Phone: 252-758-4813
Mr. Robert Johnson
Principal
Principal

Fax: 252-758-7508
Mrs. Claudia Wall
Assistant

Dear Eastern Families,

August 2020

We are very excited to have the opportunity to serve your child at Eastern Elementary School for the 2020-2021 school year! The 2019-2020 school year was a successful one for everyone at Eastern every though it ended very unconventionally.

The purpose of this handbook is to help you and your child understand our school's updated policies, regulations, procedures and services. We also wish to provide our families with the information they may need to help with the adjustment to a new school year and for some, the adjustment to a new school.

Please keep this handbook and read it carefully. Please also discuss its content with your child. In addition, your child's teacher has helped your child study this handbook. Updated information specific to the 2020-2021 school year has been included.

We work very hard to schedule events for the entire school year; please be aware the events listed in the handbook are subject to change. We will make every effort to keep you informed of events and any changes via the Monday Communication Folder, the Blackboard calling system, our school website <https://www.pitt.k12.nc.us/eastern> , Eastern's Facebook Page <https://www.facebook.com/EasternEaglesSOAR>, as well as Classroom Dojo and teacher notes. We also use the marquee located at the front of the school to advertise Eastern events. For your convenience, we have included this year's district calendar.

We look forward to working with you and your child. From all of us at Eastern, thank you in advance for your support!

Sincerely,

Robert Johnson
Principal

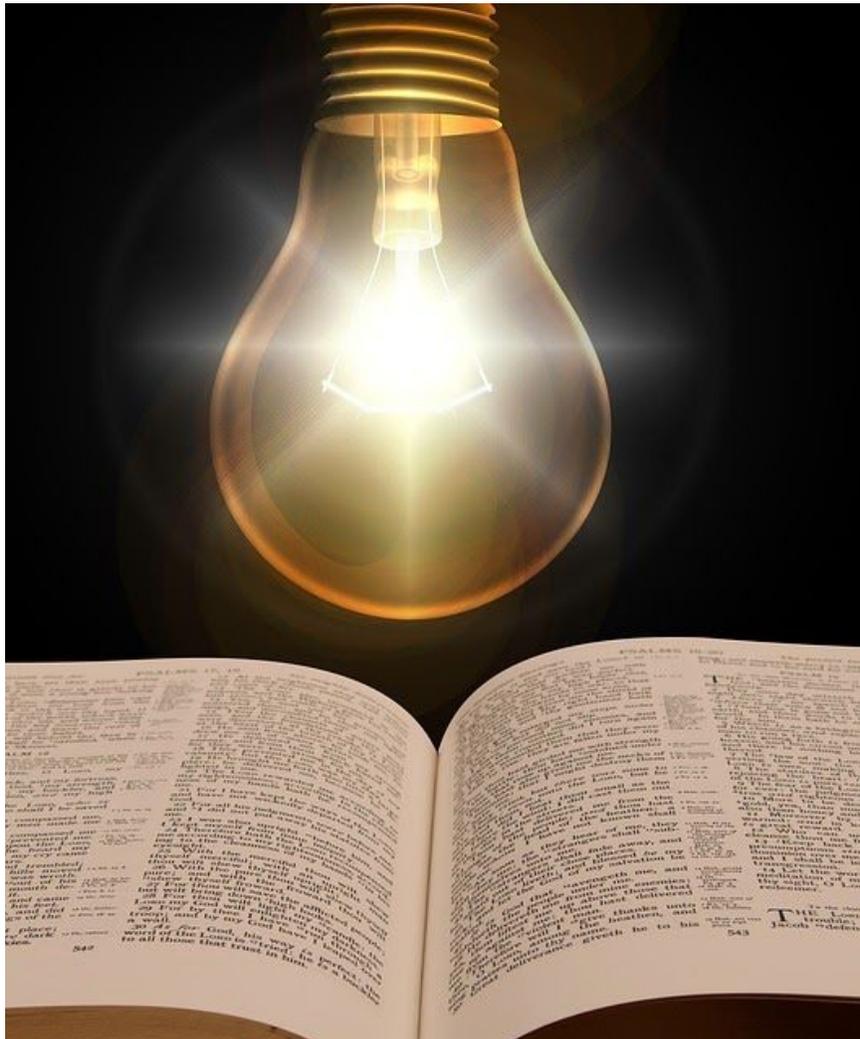
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Eastern Motto

“Be the Light!”



SECTION A

Eastern Elementary Staff

2020-2021

PRINCIPAL

Robert Johnson

ASSISTANT PRINCIPAL

Claudia Wall

KINDERGARTEN TEACHERS

Carrie Cornwell	Kristen Penny
Elizabeth Dunn	Haley Smith
Megan McDowell	Chandler Whitten

FIRST GRADE TEACHERS

Payton Banks	Taylor Dougherty
Spencer Brown	Brittany Harrison
Brittany Congleton	

SECOND GRADE TEACHERS

Leslie Biggs	Courtney Poole
Rakenya Johnson	Joelle Trongone
Kate Lee	Jennifer Tyler

THIRD GRADE TEACHERS

Blythe McGowan	Elizabeth Proctor
Michelle Money	Emily Sims
Erica Paulosky	Amanda Smith

FOURTH GRADE TEACHERS

Gina Beaman	Kelley Phillips
Maddy Iannucci	Travis Such
Hilary Patty	

FIFTH GRADE TEACHERS

William Keys	Toni Sheriff
Megan Neal	Elizabeth Simmons
Jessica Pinner	

SUPPORT STAFF

Craig Anderson (Title I Interventionist)	Katie Reynolds(CARE – Reading Specialist)
Tricia Briley (STRIDE & AIG)	Lindsey Stalls - (STEM Teacher)
Melissa Coxe (Music)	Sandra Suncin (ESL)
Sharon Crockett (Media)	Beth Ward (Physical Education)
Latonya Grimes (Social Worker)	Bobby Waugh (Physical Education)
Charlotte Kassnove (Art)	Carmen Webb (Instructional Coach)
Kristina Norment (School Counselor)	Jennifer West (CARE- Reading Specialist)

Lindsay Pahe (CARE-Reading Specialist) Nicole White (Counselor)
Rachel Parkerson (Nurse)

EXCEPTIONAL TEACHERS

Emily Klinedinst (EC Resource)
Sarah Leonard (Speech/Language)

Laura Murray (EC Resource)
Wanda Washington (SED Teacher)

TEACHER ASSISTANTS

Olive Barrett
Elizabeth Branch
Christine Brown
Candace Easley
Joe Friday
Tamrita Johnson

Natasha Joyner
Jacqueline Mitchell
Antonia Moore
Deniqua Nelson
Fannie Palmer
James Ware

CAFETERIA

Shakiyla Gray (Manager)
Stacey Baker
Latisha Kilpatrick

Shante' Evans (Assistant Manager)
Janese Barrett

CUSTODIAL

Dwayne Barker (Head Custodian)
Johnny Neal (Lead Custodian)

Ja'Quez Johnson
Jhaliyah Thomas

David Vines

OFFICE PERSONNEL

Gail Daniels (Payroll Secretary)
Victoria Miller (Data Manager)
Tinisha Banks (Bookkeeper)

The MISSION of Eastern Elementary

Eastern's purpose is to provide a curriculum and environment in which each student will have the opportunity to experience continuing progress. Eastern students will develop a positive self-image, show respect and concern for others while developing an understanding and appreciation for technology, fine arts, and physical competencies.

The VISION of Eastern Elementary:

The students of Eastern Elementary will graduate as 21st Century learners who think critically, creatively, possess an attitude of self-worth and an internal drive to contribute positively to society.

Pitt County Schools:

VISION: Pitt County Schools: a system of excellence partnering with family and community to prepare students to function effectively in a rapidly changing world by developing global citizens through academic excellence.

MISSION: The Pitt County Schools will ensure that every student is provided a rigorous and personalized education that prepares them for the ever changing challenges of the 21st century.

MOTTO: Celebrating every child, challenging every learner.



The ABC's of Eastern Elementary

Accident/Injury

Any time a student has an accident or injury, the teacher or assistant will contact the parent/legal guardian. An Accident/Injury Report will be completed and filed in the office within 24 hours. A copy will be available to the parent upon request.

After-School Program

Pitt County Community Schools offers after school care at Eastern from 1:30-6:00 p.m. daily and will provide an all-day program for students from 7:00 a.m. – 6:00 p.m. on teacher workdays. Applications and Parent Guides are available in the office. You may reach Community Schools at (252) 902-1975.

Arrival

Morning Arrival

Student arrival time is 7:30 a.m. No student should be dropped off prior to this time, nor should students arrive early and stand outside the front entrance unless accompanied by a parent. Proper supervision is necessary to ensure the safety of all students, and personnel are not required to be

on duty until 7:30 a.m. If your child needs to arrive earlier than 7:30 a.m., see **Early Bird** below for more information. The tardy bell rings at **8:00 a.m.** Tardy students will report to the front office to receive a tardy pass before being permitted to enter the classroom. Tardiness and excused or unexcused absences will count against perfect attendance. Perfect attendance is achieved when a student does not miss any time during the instructional day.

Student Drop Off

Our staff will be on duty at the **Kiss and Go Lane** at 7:30 am to assist students with exiting cars. Under NO circumstances should a child be dropped off in the parking lot or from a parking space to walk unattended. A second Kiss and Go Lane is in the back parking lot behind the K-1 hallway beginning at 7:30am. This door will be locked at 8:00am and all students must be escorted to the main office to sign in by their parent/guardian. Please adjust your schedule as needed to ensure your child has adequate time to get from the drop-off area to class at least several minutes ahead of 8:00 to allow time for unpacking/getting settled. We expect students to enter their classrooms and follow routines for unpacking book bags and taking care of morning business as outlined and taught by the classroom teachers. Teachers spend a good amount of time getting students used to these procedures and what is expected. We thank you in advance for working with staff to help your child gain this independence.

Attendance

Face to Face Students:

Regular attendance is an important factor for student success in school. Pitt County Schools attendance policy requires students to be in school by 11:30 am to be counted present. If you check your child out before 11:30 am, he or she will be counted absent for that day. The policy further states that parents will be notified after the student have accumulated three (3) unexcused absences in the school year. Notification of excessive absences is warranted after an accumulation of six (6) and ten (10) absences. Families can be referred to work with the school social worker if excessive absences become a problem and may include court action if the absenteeism cannot be resolved.

When a student is absent, he/she is required to bring a written excuse from home including the child's name, date of absence(s), reason for absence(s) and signature of parent on the FIRST day the student returns to school. Refer to p. B-11 of this handbook for a list of the 9 lawful absences and PCS Policy 10.101 & Procedure 10.101-P.

In order for a student to receive perfect attendance for the year, the student must not only be in attendance each day, but also have not been tardy to school or had any early checkouts. There will be no exceptions made to this procedure.

Virtual Students:

PCS student attendance will be tracked by student progress as evidenced by logging into our learning management systems (Canvas or SeeSaw), submission of assignments by due dates, and individualized participation in face to face or online work settings. In cases where a student is not engaging that student will not be counted present.

Students should log in daily by 11:59 pm. Schools will follow a 2, 4, 6, 8 day protocol when students are not engaging. Ranging from a parent phone call, to a school counselor referral, social worker referral, principal support, etc.

Numbers of Days Missed	Protocol (document all steps)
2	At 2 days - the teacher will document in school spreadsheet and make parent contact via phone/ClassDojo/Email
4	Teacher will contact the parent and the School Counselor will follow up with the family and document. Data Manager will send letter home
6	School Counselor will reach out and offer support/problem solve and contact Social Worker, if needed. Data Manager will send letter home
8 (or more)	Social Worker will reach out/home visit and discussion for mediation will take place. Data Manager will send letter home

Assemblies

At this time schools are required to discontinue in person activities that involve bringing large groups of people or activities that do not allow for social distancing (Assemblies, performances, field trips, etc) according to Strong Schools NC Public Health Toolkit for K-12.

Assemblies are held during the school year for many purposes. Students will demonstrate respectful behavior during assemblies by listening, participating, and following directions. Students will be taught appropriate audience behavior.

Terrific Kid assemblies are held at the end of each nine weeks to recognize students for academic and citizenship growth. Students recognized in the following areas will receive certificates and/or tags for their lanyards.

Terrific Kid (K-5)
 Super Class (specials) (K-5)
 Math Award (K-5)
 Reading Award (1-5)
 Principal's List (3-5)

Honor Roll	(3-5)
BUG Award	(3-5)

Times are scheduled as follows:
K-1 @ 8:15; 2-3 @ 9:45; 4-5 @ 12:45

- 1st 9 weeks Assembly:* **TBD**
- 2nd 9 weeks Assembly:* **TBD**
- 3rd 9 weeks Assembly:* **TBD**
- 4th 9 weeks Assembly:* **TBD**
- 5th grade promotion ceremony & yearlong awards**

Birthday Parties/Celebrations

At this time schools are required to limit nonessential visitors and activities involving external groups or organizations according to Strong Schools NC Public Health Toolkit for K-12. We will not be allowing parents to eat lunch with their students.

At this time due to health regulations no outside food can be shared with the class (no cupcakes, doughnuts, etc). Parents cannot bring in items for birthdays this year.

Cafeteria

Breakfast and lunch are served by the cafeteria daily. Menus are sent home on a monthly basis. Students may pay on a daily, weekly, or monthly basis or bring their lunch. Please send money by your child in a sealed envelope. **Please work with your child on remembering their lunch number to ensure funds are credited to the proper account.** Free or reduced-price lunches and breakfast are available for those who qualify. An application can be obtained in the school office at any time during the school year. Each student is given a lunch number that they key into a pin pad in the cafeteria. **Students bringing in money to pay in advance need to tell their teacher. Student money will be collected during breakfast delivery with the exception of 4th & 5th grade students. These students should turn in any money as they pick up their breakfast.**

Student lunch monies can be deposited into your child’s account over the internet 24 hours a day, 7 days a week using **PaySchoolsCentral**. By logging onto www.payschoolscentral.com, parents can easily:

- *Set up an account
- *Deposit Money
- *Set email reminders to notify when the student’s account is low
- *Set up recurring payments
- *Check the student’s account balance
- *Request an activity report that will display what the student has eaten in the previous 30 days

All that is needed to set up an account is:

1. A valid email address
2. A credit card
3. The student’s identification number (contact our cafeteria manager, Mrs. Gray or your child's teacher for this unique identification number).

If money is deposited before 9:00 pm Eastern Time, it is available in the student’s account the next morning.

Customer service may be reached at 800-572-6642 Monday through Friday from 8:30am to 7:30pm.

Breakfast Prices

Paid Student - \$ 1.00
Reduced - free

Lunch Prices

Paid Student - \$ 2.35
Reduced - \$ 0.40
Adult - A la Carte

Beginning Tuesday, September 1, 2020 all students that have not received an approval letter from School Nutrition Services will be required to pay full price for breakfast and lunch. Please call the School Nutrition Office at 252-830-4226 with any questions.

Cafeteria Charge Policy

1. The student will be allowed to call the parent to bring the lunch money to school.
2. The student will be allowed to charge for one meal but will not be allowed to charge again until it is repaid. The charge and repayment of the charge will be handled by the Cafeteria Manager or Assistant Manager. A charge is considered a debt to the school and a student will not receive a report card until it is paid and may be held from extracurricular school activities such as field day.
3. Charging for adult meals or a la carte’ purchases in any school is not allowed.

Cafeteria Rules

Since social distancing is not possible in the cafeteria and to limit mixing between cohort groups as much as possible, students will be eating lunch in their classrooms.

Snacks: Students should bring nutritional snacks (ex. fruits, raw vegetables, salty snacks) for break time. **Sweets are not appropriate for a morning snack.**

Change of Address or Telephone Number

It is very important to notify the school when your address or telephone number changes. Accurate information for an emergency or discipline situation is most important when the school is trying to contact a parent. Please notify the school immediately if your address changes or phone number changes. There is a form located in the office to update this information.

Child Custody

If you and your spouse are separated or divorced, and you have been granted custody of your child through a court order, affidavit of hardship or deed of separation, please advise the school principal, secretary, and the teacher of this fact. Also, provide us with a copy of the custody order. **Without a copy on file, we cannot withhold a child from a parent!**

Chorus

Due to restrictions tied to COVID-19, chorus will be suspended until further notice.

Chorus is an extracurricular activity provided for our fourth and fifth graders. Most of the practice sessions are scheduled around the classroom lunch times. It is done this way to protect each student's instructional time during the day. Bringing their lunch on practice days would help. Losing the privilege of chorus:

- Score below that set by Mrs. Coxe on the report card (contract will be signed by student & parent to begin the school year.
- creating discipline problems in school
- inappropriate conduct during rehearsals
- suspension from school

If a student brings up a grade, he/she may choose to enter Chorus again the next 9 weeks.

Communication Folders

Eastern homeroom teachers will send home a weekly communication folder EVERY MONDAY (or the next school day if a Monday is a holiday) in an effort to keep parents informed of their child's progress and school information/events. The folder will contain graded papers/tests, notes, newsletters, etc. Please look over the papers with your child. The folder needs to be signed and returned the next day so your child's teacher will know you have seen their work and received school information. Thank you so much for your cooperation to keep open communication between school and home.

Raptor System

Raptor System is the computer program we use to verify the identity of visitors. In order to visit, attend a meeting or sign out a student, you must have your license or state issued identification card. New this year: you must answer attestation questions in Raptor before being able to successfully sign in.

Conferences

Pitt County Board of Education understands the importance of Parent /Teacher conferences. Previously, Parent/Teacher conference days have been built into the school calendar. Currently, parents are encouraged to contact the teacher any time there are questions or concerns. Regular communication between the home and school is critical. There are a few things you can do to prepare yourself for a productive conference.

- Plan ahead the questions you would like the teacher to answer. Some examples may be: How is my child performing? Do you have concerns about his/her performance? How can I help support my child at home?
- Be ready to discuss with the teacher your child's strengths. Does your child learn best through hands-on experiences or a variety of techniques?
- What suggestions do you have for your child's teacher?

SUGGESTIONS FOR PARENTS AT A SCHOOL CONFERENCE:

1. Decide in advance what you want to ask the teacher. Write down questions to prepare for the conference.
2. Ask the child if there is anything he/she would like you to discuss with the teacher.
3. Share information about your child with the teacher. We are more effective in working with your child when we know about him/her.
4. If you have a concern, remain calm until you and the teacher have had time to discuss it thoroughly.
5. Ask the teacher how you can help meet some of your child's needs at home and try some of the suggestions.
6. Schedule conferences in advance. Teachers cannot interrupt their classes during the day.

Always remember- **Be objective**. You and your child's teacher have the same ultimate goal for your child – **SUCCESS!**

The principal, assistant principal and counselor are available to discuss parent concerns or questions; however, **PARENTS SHOULD TALK TO THE TEACHER FIRST UNLESS IT IS AN EMERGENCY OR URGENT MATTER.**

COVID-19 Symptoms and Procedures

We will be following the [NC Public Health Toolkit](#). We encourage all families to look through this and view the [FAQs](#) that the state updates regularly.

As a required component of symptom screenings, daily temperature screenings will be conducted for all people entering the school facility. Fever is determined by a measured temperature of 100.4 degrees Fahrenheit or greater. Car riders temperature checks will be performed before they leave their vehicle in the morning. Students who walk to school from the surrounding area will also need to have their temperature checked before entering the building as well as bus riders.

Students, staff, and all visitors should stay home if:

- They have tested positive for or are showing COVID-19 symptoms, until they meet criteria for return.

- They have recently had close contact with a person with COVID-19, until they meet criteria for return. If they have been in close contact with someone diagnosed with COVID-19, they must remain out of school for 14 days since the last day of exposure.

Adhere to the following criteria to return to school:

- a. If they have had a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medications and have felt well for 24 hours
- b. If they are diagnosed with COVID-19 by a medical professional based on a test or other symptoms or do not get a COVID-19 test, but have symptoms, they should not be at school and should stay at home until they can answer YES to the following 3 questions:
 - i. Has it been at least 10 days since they've first had symptoms?
 - ii. Has it been at least 24 hours since they've had a fever (without using fever reducing medicine?)
 - iii. Has there been symptom improvement, including cough and shortness of breath?
- c. They receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19 symptoms once there is no fever without the use of fever-reducing medicines and have felt well for 24 hours.

If a student is exhibiting any of the following symptoms (fever, chills, shortness of breath/difficulty breathing, new cough, new loss of taste or smell) or come to school with a fever, they will be quarantined under staff supervisors away from others and a parent will be notified to come and pick up the student.

Departure from School

Student departure time is 1:30 p.m. All students should be picked up by cars at the front of the school by 1:45 p.m. and by daycare providers by 2:00 p.m. Due to the number of students that have been late pickups as car and van riders, a charge will occur for students who are not picked up by the designated time. Daycare providers have also been notified about this policy and will be provided the first two weeks of school to adjust their afternoon routes. **The start date for the late pick up fee will begin on Wednesday, September 9, 2020.** Please make sure that your child's daycare provider has the personnel and transportation to meet the 1:30-2:00 p.m. pick up time. The charge will be the following:

1:46-1:50	\$1.00	1:56-2:00	\$3.00	2:16-2:30	\$5.00
1:51-1:55	\$2.00	2:01-2:15	\$4.00	2:31-3:00	\$10.00

If more than 5 late pickups occur, a school social work referral will be made to help assist families in after-school plans. **Our staff is off duty at 2:00** and time is necessary in the afternoons for virtual instruction, parent-teacher meetings, professional development, and instructional planning which cannot occur when children are still on campus requiring supervision.

Please be aware that...

- Students leaving school other than their normal departure must have a **written note or Dojo message from their parent or legal guardian.**
- No changes to transportation can be made after 1:00 pm daily.
- No students can be checked out after 1:00 pm daily. Parents must wait until the 1:30 dismissal.
- Students may not ride a different bus home; they may only ride the bus that goes to their legal residence. Transportation is **NOT** provided to grandparent's home, babysitter, etc.
- Please do not phone the office for a change of departure unless it is an emergency. **No phone call changes will be accepted.** Written requests faxed by 12:30pm will be accepted. The school day is very busy in the office after 12:30 pm and the possibility of a miscommunication between the office and the classroom could occur.
- Any person not appearing on the student pickup sheet located in the office will not be permitted to remove the student from the school premises.
- Additions/deletions of people having permission to pick your child(ren) up must be completed on the student pickup sheet by the parent/ legal guardian only.

Thank you in advance for your support.

Daily School Schedule

7:30 a.m.	Staff on duty Unloading of buses Breakfast (4th / 5th Grade)
8:00 a.m.	Tardy Bell Pledge of Allegiance, Moment of Silence Morning Announcements
1:30 p.m.	All students dismiss

Discipline: Procedures, School Rules and Consequences

We recognize the importance of fair, consistent, and equitable treatment of all students. We pledge our commitment to supporting students through the modeling of our school-wide expectations called "SOAR" and ensuring that all children are treated in a nurturing and positive manner.

It is important for each child to know and understand what behaviors are expected from him/her in each setting of the school, the rewards in place and the consequences for inappropriate behavior. All staff members will actively teach these school-wide expectations at the beginning of the school year and continue to model throughout the year.

Your child's teacher will send home a copy of our classroom and school-wide expectations within the first two days of school. Please refer to the **Pitt County Code of Conduct** for further information.

Discipline Procedure

*(*Remember: The office is a last resort.)*

1. Classroom consequences were followed. The teacher will indicate all that apply on discipline referral and add in any that aren't on form.
2. Parental contact must be attempted and noted on discipline form. (Phone number called, time, date, left message, spoke with...)
3. All students are given a **Warning of In-School Suspension** and **Out of School Suspension** upon the first visit with administration. **In severe cases such as weapon possession, assaulting an adult, aggressive and threatening behaviors or excessive force in fighting, no warnings will be given and the PCS Code of Student Conduct will be used in assigning consequences.**

Students that need to be disciplined in Art, Music, Media, or P.E. are not to be sent back to the classroom. The teacher or assistant may not be there and this becomes a supervision issue. It is also important to remember that students also need to be written up in special classes if they are not following the Behavior Management System for that special class. It is also important to remember that students also need to be written up in encore classes if they are not following the Behavior Management System for that special class.

- Classroom rules and consequences are to be posted for students and parents to see.
- Teachers will send home a letter the first week of school stating classroom rules and consequences (positive and negative) so parents will be informed about the Behavior Management System (**BMS**) used in the classroom.

Eastern's School Wide Consequences

Our school uses Class Dojo to communicate student successes and areas for improvement. Please refer to your child's teacher for directions on how to connect!

1. Redirection: Verbal warning to refocus student's off task behavior.

2. Time Out: Student goes to a separate assigned area in the room to continue with assignment or task.
3. Parent Contact: Parent is notified of inappropriate behaviors. Teachers may also contact parents before their child reaches this step. Early intervention and support by parents will help reduce future calls from school.
4. Student is sent to the office with a referral.

Other Possible Classroom Consequences

- Visual/verbal warning
- Time Out, isolation, silent lunch, miss break
- Teacher/student conference
- Note/phone call to parent
- School Counselor referral
- Parent conference (with an administrator if needed)

Dress Code

The Pitt County Board of Education approved changes to the student dress code policy in 2020. A copy of the entire policy can be viewed at <http://www.pitt.k12.nc.us/Domain/84>. Our school colors are: Kelly Green and Gold. Shirts and Tops: Any solid color with a collar. Bottoms: Bottoms can be any solid color with no rips or holes. Dresses: Solid color with collar and sleeves.

Early Bird: 7:00am-7:30am

Early Bird is a service provided to parents that may need to drop their children off prior to 7:30am. Early Bird begins each school day at 7:00 am in the school cafeteria. The charge for this service is **\$1.00** per day. The student will remain in their car until their temperature is checked by an Early Bird staff member. The student will then enter through the cafeteria doors where your child will be greeted by our Early Bird teacher. Please remember, students are not to be dropped off and may not enter the building prior to 7:30 a.m. unless attending Early Bird or other school-sponsored event.

Early Check-out

Students should not be picked up early from school if at all possible because this is a class disruption and students need to be in attendance for the entire school day. Please remember that students should only leave school early for the same reason as an excused tardy. Please refer to the PCS Code of Conduct for more information about legitimate reasons for early checkout. A student leaving early during the school day must be signed out in the office by the parent/legal guardian. We use a computerized program called **Raptor** to facilitate the check-out process. The program requires a Driver's License or Department of Motor Vehicles Identification. Once your picture ID has been verified, your child will be called down to the office. Repeated early dismissal from class is a

Level I offense according to PCS Code of Conduct. Parents of students that are repeatedly picked up early from school will be contacted by the teacher. If the early pick up continues, the teacher will notify administration and the parent/guardian will be contacted by administration. This could result in an online intervention and/or lunch detention. **Eastern Elementary administration reserves the right to eliminate EARLY CHECKOUT of students between 1:00 and 1:30.** Written parental permission is required when someone other than the parent/legal guardian is picking up a student. The office needs to be informed of any special circumstances.

Early Release Days

Pitt County Schools designates several days within the school year as Early Release days. There is only one Early Release day scheduled for this year on June 4th, 2020 (Last Day or School). On this day, students will be dismissed 3 hours earlier than its regular dismissal time. Lunch will be served each Early Release Day. Eastern will dismiss students at 11:30am on Early Release Days.

Face Coverings

All K-12 students, staff, and visitors are required to wear a face covering unless the person (or family member for a student) states that an exception applies, is eating, or is engaged in strenuous physical activity. Cloth face coverings must be worn by all on buses or other school transportation vehicles, inside school buildings, and anywhere on school grounds, including outside. Face masks must be worn by staff and students when entering and exiting the building as well. Teachers will add breaks in their schedules so that they can take their class outside to remove their masks. Students will be socially distanced during this time. *If you would like for your child to opt out of removing their mask during the break, please send in a letter to your child's teacher.* Students can also wear masks that families purchase. These can be student choice, colors and design. They must not have inappropriate images or wording and bandanas are not permitted. The gator style mask is appropriate as well. The school will be providing students with 5 masks. Please properly launder cloth face covering using hot water and a high heat dryer between uses.

Consequences for Violating the Requirement:

Students who do not meet the requirements of section (I)(A)(3) of this procedure and who refuse to wear a face mask in all instances shall be referred for fully online instruction after a conference with the students' parents or guardians. Students who temporarily remove their masks (i.e. full removal from the face, uncovering their nose, or uncovering their mouths) in violation of this policy shall receive consequences as follows:

1. For a first time offense, the student shall receive counseling on the importance of mask wearing.
2. For a second offense, the teacher or principal shall conduct a

parent-teacher conference.

3. For a third offense, the student will receive a disciplinary consequence in accordance with the Code of Conduct and/or policy 4316.
4. For a fourth offense, the student will be referred for full time online instruction.

Principals have discretion to impose a higher level consequence for an earlier offense based on the severity of the incident and the age of the student.

Please see these CDC guidelines on how to safely wear and take off a face covering: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf> and how to wash masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>.

Fees:

School Fee \$10.00 per child

All students are expected to pay school fees for the current year. This money is used to purchase additional instructional supplies to enhance the curriculum. Payment of fees or an attempt to pay fees will need to occur prior to students going on a field trip or participating in Field Day activities. Checks and money orders should be made payable to Eastern Elementary. If there are any special circumstances, please contact the office.

Technology Fee \$25.00 per child

A technology fee was added this year to assist our district in transitioning to 1-to-1. This will assist all families by helping with repairs when a student device is damaged. The \$25 Annual Technology fee can be paid by check, cash, money order, or online with payschoolscentral.com. Families have four options:

1. Pay the entire fee upfront
2. Pay \$5 per month for the next 5 months
3. Opt out of the fee, but still use a PCS device (assuming full responsibility for repairs)
4. Opt out and provide a personal device for their students

If families want to provide a personal device, they will need to fill out an Opt Out Form that can be made available at the front office.

Field Day

At this time schools are required to discontinue in person activities that involve bringing large groups of people or activities that do not allow for social distancing (Assemblies, performances, field trips, etc) according to Strong Schools NC Public Health Toolkit for K-12.

Field Day is conducted by Coach Ward and Coach Waugh. Field Day for K-5 will be **March 31, 2020**, K-2 Field Day will be held from **8:30 a.m.-10:00 a.m.** Grades **3-5** will be **10:30-12:00**. This is assuming all students are back to school full-time by this date. Shirts will be sold by the PE Department and be on sale for \$10.00 each. Please send the correct change and indicate the correct size needed before the day of Field Day. You will be notified of the color of shirt your child needs by your child's teacher. Parents may also purchase a shirt. **Shirts will not be available for purchase the day of Field Day.**

Field Trips

At this time schools are required to discontinue in person activities that involve bringing large groups of people or activities that do not allow for social distancing (Assemblies, performances, field trips, etc) according to Strong Schools NC Public Health Toolkit for K-12.

Classes may take 1 field trip per year. Field trips are to serve an instructional purpose that is an extension of the Common Core Curriculum, Essential Standards (Standard Course of Study goals and objectives). Students are required to use the mode of transportation being used by the school for the trip and to be present for the day. **There may not always be space for parents to ride the bus and/or some field trips may be for students only.** Your child's teacher will let you know in advance if room is available or if the trip is a student only trip. Any student may order and pay for a bag lunch through the cafeteria for the trip.

Drills

The laws of our state, the rules and regulations of our school board and common sense require that children in our school be trained to leave the school building in accordance with procedures known as a fire drill. The main purpose of the drill is to make the exit of pupils from the building as automatic as possible, to lessen the chance of injury in the event of fire. This drill takes precedence over every other school activity, and aims at the rapid and safe exit of every pupil and teacher from the school building. A fire drill is not a race or an exhibition but a serious undertaking intended to decrease the likelihood of injury in an actual fire. Fire drills occur monthly. You can help your child by discussing with him/her the serious nature of the drill and by practicing the following behaviors at home:

Fire Drill Procedure

****In case of fire, the teacher has complete responsibility of his/her group.**

1. Close all windows and doors.
2. Leave the building quietly. No student shall speak during the evacuation of the building.
3. Leave the room in a single-file line maintaining 6 ft of social distancing. Move rapidly and quietly as several classes will have to use the same exit.
4. Appoint students or teacher assistant to close windows and doors.
5. The teacher should follow students out of the room to confirm that the room is vacant.
6. Teachers should have their class grade book and class roster with them.
7. See map in the classroom for exit route. (Mandatory that map with exit route be posted.)
8. The signal for returning is an announcement that the building is secure or a long bell. Students should reenter the building in a quiet and orderly manner while maintaining 6 ft of social distancing.

Lock Down/Tornado Drills

Lockdown and tornado drill are held throughout the year. In order to ensure drills are completed within Pitt County Schools Guidelines and to ensure staff and students are prepared in the event of an actual emergency early checkout and return check-ins are not permitted during this time as no outside visitors may enter the building until all drills are complete.

Immunizations

State law requires the following minimum doses:

- 5 DTaP, DTP, or DT doses (If 4th dose is after 4th birthday, 5th dose is not required) DT requires medical exemption.
- 4 Polio Vaccine doses. The booster (4th) dose is required on or after the 4th birthday and before entering school for the first time.
- 1-4 Hib doses (Children beyond their 5th birthday are not required to have any Hib vaccine).
- 4 Pneumococcal conjugate (if born on or after July 1, 2015)
- 3 Hep B doses (Children born on or after July 1, 1994 are required to have 3 doses; 3rd dose on/after 6 months).
- 2 Measles doses (At least 28 days apart; 1st dose on/after 12 months of age).
- 2 Mumps dose (1st dose on/after 12 months of age).
- 1 Rubella dose (On/after 12 months of age).
- 2 Varicella doses administered at least 28 days apart or documentation of disease from a physician, nurse practitioner or physician's assistant verifying history of

varicella disease. (Documentation must include student's name, approximate date or age of infection and healthcare provider signature.)

A kindergarten health assessment form must be completed by a private health provider or the local public health center. It is the parent's responsibility to pay for any costs involved in securing the assessment. Forms are available at the school or health center.

If documentation of the required immunizations is not presented on or before the first day of attendance, it is the duty of the school principal/designee to notify the parent/guardian of the deficiency. The parent/guardian shall have 30 calendar days from the first day of attendance to obtain the required immunization(s).

If the administration of the vaccine in a series of doses given at medically approved intervals requires a period in excess of 30 calendar days, additional days may be allowed to obtain the required immunizations upon certification by a physician. The student will not be allowed to continue beyond the 30 calendar days or the extended period unless the required immunization(s) has/have been obtained.

Independence Day

With the current restrictions in place parents will no longer be allowed to walk their students to class during the 2020-2021 school year. Additionally, we ask that all car rider parents please drop off their students in the car rider drop off lines so that their temperatures may be checked/verified prior to them exiting your vehicle.

Internet Use (Policy 10.213)

*(*See page B-24, 25, 26 for the Network/Internet Use Policy for Students)*

Eastern supports Internet usage as a part of an instructional lesson plan. In addition, it requires responsible and ethical behavior from all Internet users. If this policy is violated, access to the Internet will be terminated. The use of the Internet in the Media Center, Computer Lab and Classrooms is a privilege and should be used accordingly.

A responsible user may:

Access the Internet for researching information related to school instruction under the direct supervision of the teacher or designee.

Use email for activities related to curriculum goals as supervised by the teacher.

Encounter inappropriate or questionable materials and therefore will not access the information and will leave the site or information and immediately report the incident to an adult.

Irresponsible uses of the Internet include, but are not limited to the following:

Accessing Internet sites or files that violence, inappropriate language, or inappropriate pictures:

Using e-mail to offend others.

Using chat rooms at Eastern.

Purchasing of items by students over the Internet.

Violating copyright laws and guidelines for fair use of materials.

Before using a search engine that searches the entire Internet, students should:

Have a search strategy that considers if the Internet is the best source of information.

Have the key words for the search written down and the spelling checked for the search.

Note: This strategy safeguards the student against locating any inappropriate sites inadvertently, but also helps students practice search strategy objectives included in both the Information Skills and the Computer Skills curriculum.

Loading/Unloading/Transportation:

Buses will load and unload in the lot in front of the Multipurpose Room. Buses unload at **7:30am** and load at **1:30pm**. **Car riders** will load and unload in the drop-off circle at the front of the building. Staff is on duty each morning from 7:30am-8:00am to check student temperatures and ensure they make it to their classroom. Children should stay in their car until their temperature is taken. They will then exit the vehicle on the passenger side. The bus lot WILL NOT be open for car rider drop off or pick up. Cars are to pull forward and wait until a staff member comes to the car in the car line. Daycare vans will load and unload at the back of the building. Please DO NOT let your child out and pull around the other cars in line. This becomes a safety issue. The parking lot in the front of the school will not be available due to students being required to stay in their car until their temperature is taken by an EES staff member. Under NO circumstances can children be dropped off in the parking lot or on Cedar Lane. Parents must drive their children through the line.

- Bike racks are available between the K-1 buildings. Bikes need to be locked during the school day. No skateboards are permitted.
- Parents who permit their children to walk to school are encouraged to escort them across busy streets, such as Cedar Lane and Wright Road, to ensure student safety.
- Students walking to school must have their temperature checked by a staff member before entering the building. Students coming from Cedar Lane should go to the bus entrance while those coming from Wright Road should go to the back of the K-1 building.

Bus transportation is only provided to the home address of the student. Any changes made to the mode of transportation from school must be submitted to the child's teacher in writing. Example: If your child normally rides the bus home and you wish for your child to be a car rider for one day or one week, a note must be submitted to the teacher stating the mode change. No changes will be accepted over the phone.

Lost and Found

Lost items will be returned to the student or placed in the teacher's box when they are turned in to the office with a student's name on the item. ***Please label coats, sweaters, handbags, lunch boxes, etc. with the student's name.*** Items left unclaimed are donated to a charitable organization. Lost and found is located in the main office.

Media Center/Multimedia Access

Students are encouraged to read. There is open book check out time daily. Students who lose or damage books are subject to a fine or replacement charge and may not check out books or receive a report card until the debt is paid.

There is a full computer lab in the Media Center. Students will be encouraged to use the internet for research projects completed throughout the year. **Please read the Internet Acceptable Use Policy.**

If you do not want your child to be able to participate in the use of the internet, please contact the principal in writing so we can keep on file at the school.

During the school year, many teachers photograph, videotape, and record students for various instructional purposes. Please contact the principal in writing during the first fifteen days of enrollment if you wish for your child not to be photographed, videotaped, or recorded.

Parent Involvement

Our 2019-2020 Title I Parent Meeting schedule is listed below. Parents and guardians are strongly encouraged to attend all events.

*Based on state guidelines on the event date will determine if they are held virtually or face to face.

Thursday, September 17, 2020 Virtual K-5 Curriculum Night 6:00 pm

Thursday, October 22, 2020 How to Help Your Child with Reading and Writing at Home (K-2) 6:00 pm

Tuesday, March 1, 2021 Helping Prepare My Child for EOGs (3-5) 6:00 pm

Thursday, April 22, 2021 STEM Night (K-5) @ 5:30 pm

Tuesday, May 20, 2021 Preventing the Summer Slide (K-5) @ 6:00 pm

Parties

Parties have been put on pause due to COVID-19 restrictions to begin the current school year.

Picture Dates

Strawbridge is our school picture provider. Strawbridge will take pictures of students 3 times a year - fall, spring and class pictures.

Fall Pictures	A Week Friday September 11th B Week Monday September 14th
Fall Makeup Date	A Week Friday October 23th B Week Monday October 26th
Class Pictures	TBD
Spring Pictures	TBD

Planners/Assignment Books:

Students in 4th and 5th grade are issued Student Assignment Books for homework and two-way communication between the classroom and home. If the assignment book is lost, the student will be charged \$5.00 before another one will be issued. This becomes a debt to the school and the student may not receive a report card until the debt is paid. The teacher will provide notification to the parent if this occurs.

PTA dues: \$5.00

Eastern's PTA (Parent/Teacher Association) is very active and supports many activities and events at Eastern. We encourage parents and guardians to join PTA.

Report Cards & Interim Reports

<u>Marking Period</u>	<u>End of Marking Period</u>	<u>Report Cards Go Home</u>
(1)	10/14/20	10/26/20
(2)	12/18/20	1/11/21 (Promotion/Retention letter)
(3)	3/16/21	3/22/21 (Promotion/Retention letter)
(4)	6/4/21	Last Day of School

Interim Reports

1. 9/21/20
2. 11/16/20
3. 2/8/21 (Promotion/Retention letter)
4. 4/26/21 (Promotion/Retention letter)

* Interim Reports are sent home for every student mid-way through each marking period. If applicable, Promotion/Retention Letters will be sent home with students who have made unsatisfactory progress or are failing or who have a borderline average in at least one subject.

Returned Checks

Returned checks will be handled by Check Redi Check Recovery Program. Parents will be contacted by this company directly to handle return checks.

School Improvement Team (SIT)

A School Improvement Team, made up of the principal, assistant principal, teachers, teacher assistant representative, and parents of children enrolled in the school, are to develop a school improvement plan to improve student performance. Parent members of the team are to be elected by the parents. Those parents that have children attending the school are eligible to vote for the parent team members.

SIT Parent Representatives for **2020/2021**:

(K-5 Reg. Ed. Rep) To be elected

(K-5 EC Rep) To be elected

SIT meetings are held on the third Monday of each month beginning at 3:00 p.m. in the Media Center. Please check the NCStar link on our school website for meetings and information.

School Insurance (optional)

School Coverage Ranges from \$10.00-\$35.00

24 Hour Coverage Ranges from \$50.00 - \$160.00

Since the school does not carry insurance on your child, you may wish to purchase this optional Insurance. Information can be found on the Pitt County School's website at https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/90/QBE_0414PFTB_NS-P-E_CC2%20Final.pdf

School Fundraiser:

No school fundraiser has been selected for the current school year. More up-to-date information may be provided once the school year is under way.

Spirit Week:

Red Ribbon Week: Students will wear uniforms with the following school spirit week privileges:

Week B

10/26/2020: Don't let Drugs Steal your Dreams. Wear your pajamas to school

10/27/2020: Drugs can't find me! Wear Camouflage

10/28/2020: Lei off Drugs! Wear Hawaiian/Luau attire

10/29/2020: Saying "No" is No Sweat! Wear your favorite athletic or workout gear

10/30/2020: Leave Drugs in the Past. Wear attire from any decade

Week A

11/2/2020: Don't let Drugs Steal your Dreams. Wear your pajamas to school

11/3/2020: Drugs can't find me! Wear Camouflage

11/4/2020: Lei off Drugs! Wear Hawaiian/Luau attire

11/5/2020: Saying "No" is No Sweat! Wear your favorite athletic or workout gear

11/6/2020: Leave Drugs in the Past. Wear attire from any decade

Student Government Association (SGA):

Eastern's Student Council is composed of one representative from each classroom in grades 3-5. The officers, president, vice-president, secretary, and treasurer are elected by the student body during general elections held September. The Student Council learns to voice student concerns in a constructive manner and take action to improve the school community for all students. Our Student Government Association will participate in at least one fundraiser each year.

Student Services

School Counselors are assigned to each school to provide on-site services and essential student services coordination. Counselors provide developmental, preventive, and responsive direct services to students through individual and group counseling, group guidance, academic and career planning, student assessment, consultation, referral, and follow-up. Indirect services include the coordination of support services within the system and from outside agencies, assisting teachers in integrating guidance goals into classroom instruction, and collaboration within schools, with the parents and the community to address student needs.

School Social Workers have multiple school assignments and work in K-12 schools on a weekly and as needed basis. Social Workers serve as liaison between home, school, and community with a primary focus on encouraging parental input and involvement. Assistance is provided in identifying and addressing concerns through assessment of the influences in a student's total environment that may impact the educational setting. Direct services are provided to students and families in the school and home that include individual, group, and family counseling, community resource information, referral, and coordinating contractual services for assessments.

School Psychologists also serve the K-12 schools through weekly and as needed contact at their multiple school assignments. Psychologists provide evaluations and analyze test results to identify students' cognitive strengths and weaknesses as well as learning, emotional, and behavioral problems. They are extensively involved in all aspects of the Exceptional Children's Program including consultations with staff and parents, behavioral intervention plans, serving as members of School-Based and Administrative Placement Committees, program planning and staff development, and all compliance issues. Additional services include community resource information and referral and coordinating contractual services for assessments.

School Health Specialists are being provided by Pitt County Memorial Hospital to serve the K-8 schools on a weekly basis. These professionals are Registered Nurses and have multiple school assignments. Coordination of health care services is provided to promote healthy lifestyles and behaviors, disease and injury prevention, education, evaluation of specific medical concerns affecting student achievement, linking students to health care providers, medication management, and assisting with coordinating care of children with exceptional needs.

Suggestions for Parents

The parent is the child's first teacher and should encourage the child to develop good behavior and a positive attitude toward school. The parent can help by:

1. Recognizing that the teacher takes the place of the parent while the child is in school.
2. Teaching the child respect for law and authority, the rights of others, and for private and public property.
3. Arranging for prompt and regular school attendance and compliance with attendance rules and procedures.
4. Working with the school in carrying out recommendations made in the best interest of the child, including discipline.
5. Talking with the child about school activities and showing an active interest in report cards, interim reports, and progress.
6. Providing a suitable quiet place and a scheduled time for homework.
7. Reading daily.
8. Limiting the amount of T.V.
9. Establishing a set bedtime to assure adequate rest.

Toys

Toys **are not permitted** in the school or on the bus. If toys are brought to school, school personnel may confiscate the item(s) and will only be returned when a parent comes to pick it up.

Visitors/Volunteers

Due to restrictions associated with COVID-19, visitors are not allowed on campus at this time. If that restriction is lifted, the following will be implemented:

Visitation: Parents are welcomed to visit the school campus anytime. We ask that you observe the following procedures whenever you arrive at the school campus:

- (1) Check in at the office and state your purpose. (Students will be called to the office if you need to see them.)
- (2) If you would like to visit/observe/or meet, please schedule an appointment in advance with the teacher/principal administrator.
- (3) Secure a visitor/volunteer pass before leaving the office. Anyone without a pass will be asked to return to the office.

(4) Please park in a designated parking area, not on the yellow curb that serves as our fire lane. **No one is to go directly to the classrooms for the safety and security of the students and staff.**

Volunteers: The school actively seeks help from the community. We realize your help will make Eastern an even better place for your child to learn. If you would like to volunteer or have a special talent you would like to share, please contact your child's teacher or the office. **All volunteers need to sign in each visit in our volunteer notebook in the office and receive a volunteer pass.**

Title I Parent and Family Engagement Policy

Section 1118 of the No Child Left Behind Act (NCLB) requires the involvement of parents of participating children in the planning and implementation of District and School Title I projects. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

To involve parents in the policy process we will:

- Encourage all parents to attend the Curriculum Night Meeting, held at the beginning of the year, to learn about Eastern Elementary School's participation in Title I, the requirements of the Title I program, and your rights as parents to be involved.
- Hold Title I Parent Involvement meetings at different times and on different days, and may provide child care to accommodate the scheduling needs of our parents.
- Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Eastern Elementary School's Title I programs, including the planning, review, and improvement of the school parental involvement policy.
- Provide parents with timely information about Title I programs, a description and explanation of the curriculum in use at Eastern Elementary School, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
- Upon request, provide parents with opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to suggestions as soon as possible.
- If Eastern Elementary School's school wide program plan is not satisfactory to the parents, we are required to submit any parent comments on the plan to Pitt County Schools Federal Programs Office.

To share responsibilities for high student academic achievement we will:

- Develop with parents, a school-parent compact that outlines how parents, school staff, and students will share responsibility for improved student academic achievement.
- Help parents create a supportive and effective learning environment at home by providing information on the importance of attendance, homework completion and the positive use of extracurricular time; limiting time spent watching television and playing video games; and volunteering in their child's classroom and participating in decisions relating to the education of their children.

- Address the importance of communication between teachers and parents through parent-teacher conferences, progress reports, and provide reasonable access to staff, opportunities to volunteer, and observe classroom activities.

To build capacity for involvement we will:

- Ensure effective involvement of parents and support partnerships among the Eastern Elementary School, our parents, and our community to improve student academic achievement.
- Provide assistance to parents in understanding topics such as the State’s academic content standards, the State’s student academic standards, State and Local assessments, the requirements of Title I, and how to monitor your child’s progress and work with educators to improve the achievement of your children.
- Provide parents with materials and training, such as Language Development, Comprehension Fluency, and EOG –help your child prepare, to help them work with their children to improve their achievement, and to foster parental involvement.
- Educate teachers and school staff about the value of the contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; implement and coordinate parent programs; and build ties between the parents, the school, and the community.
- Coordinate and integrate Title I parent programs and activities with other programs, and conduct activities and provide resources that encourage and support parents in more fully participating in the education of their children.
- Ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and to the extent practicable, in a language the parents can understand.
- Provide other reasonable support for parental involvement activities as requested.

To be accessible to all parents we will:

- Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- Provide information related to Pitt County Schools, Eastern Elementary School, plans, meeting notices, report cards, and other accountability information in a format, and to the extent practicable, in a language that parents understand.

Eastern Elementary School Title I Program

Description:

The Title I Service Model at Eastern includes the C.A.R.E. Reading Plan. C.A.R.E. (Collaboratively Achieving Reading Excellence) Plan is based on several research-based instructional principles and best practices that include the Anna Plan, Reading Recovery, Four Block and Balanced Literacy. The C.A.R.E. Reading Plan provides a five-day framework that will serve as an early intervention model as a whole class or as an intense small group instructional model, both designed for reading, writing, phonics and word

study. Three Literacy Specialists will take part in on-going professional development in order to effectively support literacy instruction for regular classroom teachers and students. Eastern will participate in the Whole Class Model. In addition, Eastern Elementary School provides opportunities for parents to attend sessions to assist their child(ren). More information on those sessions can be found on page 26 of this handbook.