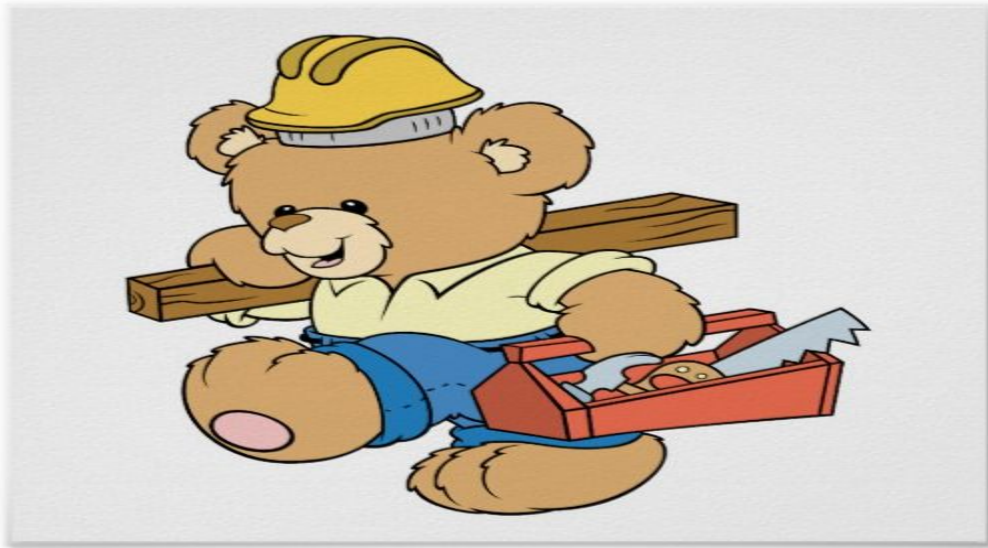


FALKLAND ELEMENTARY 2018-2019



"CONSTRUCTING A NEW YEAR"

Parent / Student Handbook

Falkland Elementary Faculty & Staff

Principal

Ferdonia Stewart

Assistant Principal

Chevonne F. Sharpe

Office Personnel

Secretary/Bookkeeper

Lakesha Beamon

Payroll

Iylene Dunn

Power School

Linda Harris

Kindergaren Teachers

Ranisha Moore

Teacher Assistant

Lavivian Graves

Gwendolyn Yarrell

First Grade Teachers

Kimberly Evarts

Teacher Assistant

Kadian Brady-Henton

Buffy Moore

Second Grade Teachers

Patricia McArthur

Third Grade Teachers

Carla Davenport

Cory Moore

Heather Sutton

Tyler Harrison

Alicia Hart

Fourth Grade Teachers

Nicy Cooper

Fifth Grade Teachers

Zachery Morgan

Patrick Searcy

Jalil Davis

Smith-Watson

Crystal Jones

Exceptional Children Teachers

Tracy Jackson (K-2 Resource)

Danian Carr(SED) Vacant(TA)

Eulysa Artis (3-5 Resource)

Allison McDowell (Speech)

Encore Teachers

George Johnson, Jr. (P.E.)

Katie Jones (Music)

Katherine Tharrington (Art)

Sara Levin (Media)

Mary Ann Hedgepath(Media Assistant)

Support Staff

Keisha Speight (Instructional Coach)

Emily Limbrunner (ESL)

Kristen Lee (AIG)

Counselor

Marshica Watson

Title 1

Elizabeth Ward

ISS

Billy Walls

Custodial

Dache Selby, Head Custodian

Carlos Mercer, Lead Custodian

Cafeteria

Bridget Tyson, Manager

Tish Norville, Assistant Manager

Cassandra Askew

Mary Harden

Falkland Mission Statement

The Falkland Elementary School family will work collaboratively with students, parents, and the community to provide a quality education for all students by utilizing sound instructional practices in a safe, orderly, and nurturing environment which respects individual differences, develops strong character, and instills a love of learning that will last a lifetime

Falkland School Vision

At Falkland Elementary School, our students will be equipped to be effective communicators, critical thinkers, and collaborators in order to be productive citizens and lifelong learners in a global environment.

Falkland Elementary School Goals:

- Every student at Falkland will graduate from high school prepared for work, further education, and citizenship.
- Every student at Falkland will have a personalized education.
- Every student at Falkland will have an excellent educator every day.
- Every student at Falkland are provided a healthy, safe, and responsible environment.

Pitt County Schools Mission Statement

The Pitt County Schools, will ensure that all students are provided a rigorous and personalized education that prepares them for the ever-changing challenges of the 21st Century.

Pitt County Schools Vision Statement

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.

Absences

It is important to your child's education to attend school regularly. Your child must be in school for at least half of the day to be counted present. Children missing more than 21 days could possibly be retained.

Excused absences include personal illness and injury, quarantine, emergency medical/dental appointments, court or administrative proceedings, death in the immediate family, religious observances, and educational opportunities pre approved by the principal.

Educational Leave procedures: (approval from the principal must be given prior to student being absent or leave may not be approved as excused)

- Parent sends letter of request including following: student's name, date of travel, site/activities and assignment students will complete
- An approval letter will be sent if educational leave is granted
- Send assignments to classroom teacher upon students return to school. Please note if assignments are not turned in to the teacher, approval may be revoked and the absence(s) will be coded unexcused.
- Students are expected to share knowledge gained from their trip.

The North Carolina Compulsory Attendance Law(GS 115C-380) requires that your child bring a written note stating the reason for any absence. Please address the excuse to your child's teacher and include the following information:

Child's Name

Date of Absence

Specific Cause of Absence

Your Signature

***The written note(or either via email) MUST be submitted on the day after returning from the absence.**

North Carolina Compulsory Attendance Law plainly states the following procedures:

- After 3 days of unexcused absences-parents receive written documentation
- After 6 days of unexcused absences-parents receive written documentation that they are in violation of the law(DA Letter), which may result in a home visit by the social worker.
- After 10 days-parents receive written documentation and possibly court proceedings (DA Letter).

Students must be in attendance til 11:30 to be counted present, however, if you check-out prior to the end of the instructional day, it will be counted as an unexcused tardy.

Accident/Injury Report

Anytime a student has an accident/injury, the teacher or assistant will contact the parent/legal guardian prior to the student leaving school that day. If the parent/legal guardian cannot be reached by phone, then the teacher or assistant will send a note in the planner. We are required by law, to complete an incident report that is kept on file during the academic school year. Please notify the teacher, if there was a follow up appointment as a result of the accident/injury.

After School Schedule

It is extremely important that students are picked up on time in the afternoons. Car and daycare van riders are dismissed at **2:40 pm** daily, and children must be picked up **no later than 3:30 pm**. **OUR SCHOOL OFFICE CLOSSES AT 4:00 PM.**

The parent will be required to come into the school and sign out the child who is being picked up late. If a student is consistently picked up late, then address verification forms will need to be completed with a follow up from the the school social worker This policy **applies to all daycare vans riders.**

Bus Transportation

In an effort to provide safe and efficient transportation for your child, Falkland Elementary School will continue to enforce Pitt County School board policies regarding student busing assignments. North Carolina School Transportation Law and Pitt County Schools policies obligate schools to provide transportation to and from a student's residence/domicile(or a designated pickup spot). Students will be permitted to ride a school bus to and from the bus stop nearest the address of residence. **Students will only be able to ride on their assigned bus,** unless given permission from administration.

Proof of residency needs to be provided to the Powerschool Data Manager two to five days in advance before the Assistant Principal will approve the new bus assignment. **Phone calls will not be accepted for address changes.**

Due to capacity issues and route planning, Falkland administration will not approve requests for a student to ride a bus that they are not assigned to on a daily basis. (For example: If a student is having a sleepover and requests their friend ride home the bus home with them, the

request will not be approved. Other arrangements must be made for transportation.)

If your child is normally a bus rider and will be a car rider for one or two days, **a written note must be submitted to the child's teacher each day there is a change in transportation**. The note should be signed and dated by the parent/guardian and should include the teacher's name, child's name, the parent's name, parent's contact number, and the effective date. A separate note should be written for each child. **Transportation changes cannot be made over the phone, email, or DOJO to the teacher.**

As a reminder, bus stops are not under the jurisdiction of Pitt County Schools. **Parents/guardians are responsible for the supervision of their children prior to the time they board the bus and after they are delivered back to the designated bus stop.**

PBIS Bus Rules/ Procedures

- **Remain in your assigned seat, unless instructed to do otherwise.**
- **Keep hands, feet, and possessions to yourself.**
- **Use "inside voices" at all times.**
- **Do not touch windows, unless instructed to by the bus driver.**
- **Do not eat or drink on the bus.**

PAW RULE: If it will distract the bus driver, DO NOT DO IT!

Cafeteria

Students may place money on their Personal Account for the purchase of ala carte items as these items are not free. Menus are sent home on a monthly basis.

PBIS Cafeteria Procedures

1. Go through the line only once.
2. Have money ready for snacks (if student wishes to make purchase)..
3. Talk quietly after you finish eating.
4. Pick up all food and trash from tables.
5. Wipe tables and sweep the floor.
6. Students are not allowed to use the microwave nor will staff be permitted to microwave food for students.

Each classroom will assign at least two students to clean up lunch areas. The tables and seats

need to be wiped off and swept under, and all trash needs to be thrown away.

Snacks: Parents, please try to send only nutritional snacks for break time.

Parents/guardians are encouraged to have lunch with their child throughout the year. We request that you make arrangements **at least 24 hrs in advance** with the classroom teacher so that a lunch pass may be prepared for you. If a grandparent or other relative is to have lunch with your child, a written request needs to be made to the classroom teacher or administrator **at least 48 hrs in advance**.

Car Rider Form/Procedures

If your child is to be a car rider, the parent must complete a **car rider form**.

- Car riders will be issued two car rider tags at the beginning of the school year. Please assist your child in memorizing the number that has been assigned to him/her.
- Siblings will be issued the SAME number.
- The car tag should be displayed prominently or hung from the rear view mirror so the staff members can easily see this number to “call” your child to your vehicle. These car tags should be given to an adult who is also listed on the child’s sign out sheet and has permission to pick your child up from school.
- We also ask that adults REMAIN in their vehicle as children are escorted to you. Without a car tag, the driver must present an appropriate form of photo identification to the staff member on duty.
- This information will be verified by the office staff before the student is dismissed. **There will be a \$10 fee to replace a lost car tag.**

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 in writing immediately if your address or phone number changes. We may send home a form so that demographic and emergency information will be updated approximately four times per year.

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!**

PBIS Classroom Procedures

Students are to conduct themselves as responsible citizens in the classroom and school community. Responsible behavior can be summed up in one word-RESPECT. Students are to act respectfully towards all persons and all school property.

Students are expected to follow the 4 Cub B:

- Be Responsible
- Be Respectful
- Be Prepared
- Be Safe

Consequences

1. Warning
2. 5-10 minute timeout in classroom
3. 15-30 minute timeout in another classroom
4. Parent contact
5. Office Referral

Other Resources

- Counseling with guidance counselor
- Working/Silent Lunch(if applicable)
- Parent conference with teacher and administrator
- Individual Behavior Action Plan
- In School Suspension (ISS)
- Suspension-Principal's discretion.

**Severe behavior will go directly to the office (example: fighting, stealing money or items belonging to the teacher or the classroom, assaulting an adult, possession of a weapon, etc.).

CURRICULUM

Falkland Elementary School follows the English Language Arts and Mathematics Common Core Curriculum and North Carolina Essential Standards Curriculums. Every effort is made to meet the needs of the individual students.

In the area of English/language arts (reading, writing, spelling and language), an integrated approach is used to address the different learning styles of children. Teachers will incorporate

balanced literacy, phonics, basal texts, guided reading, writer's workshop, word work, and novels . A variety of classroom and library resources are available to meet the developmental needs of the students. Special emphasis is placed on reading comprehension and writing skills.

Teachers will implement a variety of instructional strategies to meet the needs of the students in the areas of reading, writing, speaking, listening and viewing. Students will use a variety of reading materials that may include a basal reader, fiction and nonfiction book sets, poetry, magazines and newspapers, subject integrated readings, as well as other materials. Reading will be presented to students by using a process model, which presents reading as an interactive language process focused on comprehension. Essential skills will be taught as relevant to actual reading situations.

Along with common core and district pacing guides, the Accelerated Reading Program will be used Grades 2-5. Spelling/Vocabulary words will be taken from units of study and from reading selections. This approach will make the spelling lessons more meaningful and relevant. Student progress may be monitored through benchmarks, progress monitoring, STAR testing, Schoolnet data base, I-Station, Reading Mastery, and Corrective Reading. Writing will be taught as a natural and integral part of the entire curriculum. The stages of the writing process include prewriting, drafting, revising, editing and publishing. Writing folders will be kept for each student with writing samples and assessment data that will monitor the student's' writing progress.

In math, Falkland follows Common Core Math Concepts using Envision Math, and the Accelerated Math program will be used to support problem solving and thinking skills Teachers use a variety of activities and numerous classroom manipulative (materials that can be moved and touched) to help children apply math concepts to their daily lives.

Students receive regular instruction in the areas of social studies, science, health, art, music, library skills, physical education and computers. To make learning meaningful, subjects are not taught in isolation. Teachers integrate (connect) concepts from various curricular areas.

Conflict Resolution

As school issues and conflicts arise, parents are encouraged to contact the teacher, bus driver, or other staff member who has first hand knowledge concerning the student

Should a parent have an academic or classroom concern regarding their child, initial contact should be made with the child's teacher to discuss the concern. If the issue is not resolved, the parent can request the teacher schedule a meeting with administration.

If there is a transportation issue, the parent should contact the bus driver or assistant principal during school hours.

We respectfully request that parents refrain from contacting teachers, administrators, or other staff members at home unless specific permission has been granted by the individual involved.

Crisis/Emergency Information

In order to respond to a school emergency or crisis, various drills are conducted to prepare the students and staff for actual emergencies. Please encourage your child to take all drills seriously and to follow all instructions from staff members.

Fire drills are practiced monthly. Tornado drills and lockdown drills are held at least two times per semester. All drills are either announced or unannounced in order to simulate an actual emergency.

Should an actual crisis or emergency occur, we will notify parents through written communication and/or the Connect 5 calling system.

Daily School Schedule

7:25 a.m.	Unloading of buses / Breakfast
7:30 a.m.	Car riders enter building
7:55 a.m.	Tardy Bell Pledge of Allegiance / Morning Announcements
8:00 a.m.	Instructional day begins
2:35-2:40 p.m.	K- 2 students dismiss
2:40-2:45 p.m.	3-5 students dismiss

Dress Code (Students)

In order to provide an educational environment that is safe, conducive to learning, promotes school pride, and student self-esteem, Falkland Elementary School has established a more specific set of rules for student dress.

- Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment.
- Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, obscene, or which endangers the health or safety of the student or other is prohibited.
- Flip-flops are not allowed. Athletic shoes are required on PE days.
- Abnormal hair color will not be allowed (i.e. sprayed blue, green, orange, etc.)
There shall be no jewelry affixed to a student's nose, tongue, lips, cheek, or eyebrow.

Disciplinary action may be taken if a student's dress or appearance is such that it constitutes

a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates Pitt County Schools' Student Dress Code.

More information can be found on PCS Website.

Early Arrival

Arrival time is 7:30 a.m. No student should arrive prior to 7:30 am. Proper supervision is necessary to ensure the safety of students. Personnel are not on campus to supervise students at this time.

If for some reason your child needs to arrive earlier, there will be daily charge of \$2.00 per day per child to provide adult supervision between 7:00 and 7:30. The student will report to the front office. Students are not allowed to enter classrooms before 7:30 a.m.

Early Checkout/Tardy

We discourage early checkout at Falkland Elementary since it interrupts the instructional day. However, we know that students may have doctor's appointments from time to time. A student leaving early during the school day must be signed out in the office by the parent or legal guardian. The office personnel may request picture ID for verification. Please see the tardy/early dismissal section regarding consequences for early dismissals.

- **We will not call students to the office to wait for parent arrivals. When the parent arrives, the student will be called to the office.**
- **Any early checkout before 2:40 will be counted as an unexcused tardy until the parent has brought documentation.**
- **To be recognized for perfect attendance, a student must not only be in attendance each day but also have no tardies or early checkouts.**

Emergency Information

In case of emergency, each student is required to have the following information on file in the school office:

- Parent(s) or guardian(s) names
- Child Custody documents that may be in effect
- Working home phone, place of employment phone numbers, cell phone numbers
- Emergency phone numbers of two other people who will be responsible for your child if you cannot be reached
- Physicians' name and number
- Medical alert information

We will send home a Student Contact Form so that demographic and emergency information will be updated throughout the year.

Environment

Falkland staff believes in a school environment in which students are able to learn and teachers are able to teach. Learning takes place in an atmosphere of acceptance, high expectation, encouragement, and positive motivation. We strive to have a family friendly environment by enhancing a welcoming atmosphere. This is achieved by:

- Clearly marked entrance to school
- Signs are friendly and welcoming
- Comfortable place for visitors to wait
- A parent resource section is available
- Staff are trained to be welcoming
- Secretary recognizes visitors right away
- Student work is displayed in halls

Field Trips

All money paid for field trips are nonrefundable. Students who will be riding with a parent/guardian to/from a field trip must have completed a “Permission to Travel with Parent” form. **Students who have multiple discipline referrals may forfeit the opportunity to participate in the field trip.**

Flower/Gift Delivery

We strongly discourage the delivery of flowers, balloons, and gifts for students. However, if such gifts are delivered, these gifts will be presented to the student at the end of the school day. As a reminder, none of these items can be transported home on the school bus.

Free Lunch Policy

Children need healthy meals to learn. Pitt County Schools offers healthy meals every school day. Falkland Elementary will be participating in the Community Eligibility Provision

(CEP) for the 2017-2018 school year. Students will automatically receive free meals at breakfast and lunch. No application is needed for students and applications will not be sent home with your child. However, if you have children attending a school other than the CEP schools please complete an application for those students. **Students attending a CEP school must be listed as family members in Part I on these applications with their school, grade and income or no income listed. They have to be included as part of your household.**

Child Nutrition will still need to be accountable and track student meals back to the individual student. Therefore, each student will still need to state their assigned Personal Identification Number (PIN) also called a lunch number, when they reach the cashier.

We offer Grab and Go breakfast whereby students eat their breakfast in the morning.

Fundraisers

The school uses fundraisers to help support activities for the total environment. They are held at different points in the school year. They are optional in participation. Some fundraisers include: Candy Man, Picture Day, School Spiritwear, SGA initiatives, and PTA.

Grading Scale

Grades 3 - 5 are on a 10 point scale.

10 Point Scale

100 - 90 A

89 - 80 B

79 - 70 C

69 - 60 D

59 - Below F

Grades K - 2 will remain on the S, I, U scale

K-2

S=Satisfactory

I= Improvement needed

U= Unsatisfactory

Homework

1. The assignment will have educational value. Every possible effort will be made to individualize each assignment rather than blanket assignments.
2. Assignments will be of reasonable length.
3. Homework is assigned in order to help your child learn; thus it should be completed.
4. Students who do not complete required homework will be expected to make up assignments.
5. If your child indicates that they do not have homework or if they are struggling with the content/completion, please contact the classroom teacher.

Homework must be returned by the student following the procedures implemented by the teacher. In order to limit interruption to instruction and due to the availability of office staff, late or missed homework that is delivered after the tardy bell may not be accepted by the office. This also includes books, musical instruments, weekly folder, or any other miscellaneous items. Students should bring their lunch with them to school.

Independence Day

During the first two weeks of school, we allow parents to escort students to class. You must arrive between 7:30 and 7:50 and obtain a visitors pass to escort your child to homeroom.

Pitt County Schools will recognize Monday, September 17th -as “Independence Day” which means students must walk to class without an escort for the rest of the school year. If you are needing to speak with your child’s teacher, you will have to get prior approval from the principal before entering the main facility.

INTERNET/NETWORK USE BY STUDENTS

Internet access at school is to be used for educational support and/or research. Access may also be approved by school personnel and does not violate the other provisions of this policy, in accordance with local and state educational objectives. Uses other than school-approved access is not permitted.

Student-created websites relating to the school curriculum must have a faculty member sponsoring them. The faculty member is responsible for monitoring the content of the site and helping the student to update the site regularly. Pitt County Schools is not responsible for any student-created and student-maintained websites that are not related to the classroom curriculum.

A responsible user may: access the internet for researching information related to school instruction under the direct supervision of the teacher or designee and use e-mail for activities related to curriculum goals as supervised by the teacher. A responsible Internet user will notify the teacher if he or she encounters inappropriate or questionable materials. **If this policy is violated, access to the Internet will be terminated.** 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 your request on file at the school.

Media Center/Multimedia Access

Our media center offers open book check out times and scheduled classes. 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.

LOST & DAMAGED PROPERTY

We feel that pupils should become increasingly responsible for their own property as well as that of the school. In keeping with this policy, if pupils lose or damage school property, it is expected that they either replace the article or pay the damage. This policy pertains to textbooks, library books, bus seats and other school property.

Clothing which is easily lost (gloves, hats, coats, etc.) should be marked with the owner's name. Lost items will be kept at least two weeks before being donated to a charitable agency. **A Lost & Found box is located near the Cafeteria.**

MAKE-UP WORK

If your child must be out of school for a period of time (funeral, family illness, etc.) please notify your child's teacher as soon as possible for makeup work. Please do not expect your child's teacher to have immediate work available for family trips or other such occasions. Make-up work should be completed in a timely manner. Your child's teacher will establish the timeline.

MOMENT OF SILENCE

Pitt County Board of Education has adopted the following policy for all schools: "A moment of silence shall be observed at the beginning of each school day in all grades in the school system. The moment of silence may not exceed one minute in length, must be completely unstructured and free of any influence from any source, and no other activity shall be allowed during that time."

News Media Access

During the school year, students are likely to be recorded, videotaped, interviewed and/or quoted by various types of news media (i.e. radio, television, and newspapers). If you do not wish for your child to be interviewed or photographed, please contact the principal in writing during the first fifteen days of school expressing your child's restriction to the news media.

Throughout 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 school if you wish for your child not to be photographed, videotaped, or recorded.

Parent /Teacher Conferences

Parents are encouraged to consult with their child's teachers concerning the student's total development and overall progress at Falkland Elementary School at least once each semester. **Conferences usually can be scheduled after 3:00 on Monday, Thursday, and Friday. Conferences are not held during the instructional day unless scheduled during the teacher's planning time.**

When requesting a conference with a teacher or administrator, we ask that parents make appointments with teachers and administrators at least 2 days in advance. We respectfully request that parents not expect to have impromptu conferences since school staff need time to prepare, but we will make the effort to accommodate the request.

Picture Days

Proof picture packages will be sent home with the students. Parents will select which package they wish to purchase. Cash, checks, or money orders are accepted. Please make checks payable to Barksdale Pictures. Pictures may also be ordered on-line.

If you wish to send additional dressy clothing that meets other dress code requirements, your child may be allowed to change into them for the photo sessions. (For girls: dresses of appropriate length, no spaghetti straps, no low cut blouses. For boys: dress pants and dress shirts)

Planners

Students in K -5th grade will be issued a planner for homework and communication between parents and teacher. Assignments and comments will come home daily from the teacher. Parents are to sign the planner daily and return back to school with signature and comments as needed.

Returned Check Policy

Pitt County Schools has made arrangements with the Federal Automated Recovery System, Inc. (FARS) to collect all returned checks for our school. When you provide payment, you authorize FARS to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize FARS to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid.

FARS will notify the school if a check is issued on a "CLOSED ACCOUNT". The school will notify the person whom this account belongs to and will result in a \$25 fee. This is considered a school debt until it is paid.

PLEASE INCLUDE THE FOLLOWING ON YOUR CHECK:

- Driver's License #
- Full Name
- Street Address
- Phone numbers – Home, work, cell
- The student's name for whom this check is for (if applicable)

If checks are issued to the school without the above information, it may be returned to you by the school so you can put the information on it.

School Fees -Total: \$10.00

All students are expected to pay school fees for the current year. This money is used to purchase instructional supplies for your child during the school year.

School Insurance (Optional)

The student accident insurance coverage for the academic year 2018-2019 will be provided through the agency of The Young Group out of Raleigh. Coverage will be provided through Gerber Life Insurance Company. Please refer to Pitt County Schools website.

Since the school does not carry insurance on your child, you may wish to purchase this optional insurance if you do not have other health coverage in the event your child is injured at school.

SCHOOLWIDE DISCIPLINE

It is the belief of all stakeholders that school should be a place where students behave in an appropriate manner, so as not to interfere with the teacher's job of teaching or the student's job of learning.

We strive to provide an atmosphere of communication and cooperation among students, teachers and parents. This atmosphere should be one free of fear, indignities, danger and disruptions. Students not only develop their academic talents during these years, but also develop respect for adults and peers and a sense of fair play. Simply stated, students are expected to obey reasonable rules. Teachers make every effort to reward good behavior, just as they must stop misbehavior.

STUDENT RULES/REGULATIONS/RIGHTS

Students are expected to demonstrate acceptable behaviors in order to maintain a place for learning where students may pursue an education in an atmosphere free of fear, indignities, danger and disruptions.

As students develop their academic talents, the school also insists that they develop a respect for each other, practice the idea of fair play, respect the property rights of others, conduct themselves in such a way as not to interfere with the safety or the educational opportunities of others, and obey reasonable rules.

A copy of Falkland's School wide Behavior Management System Matrix is located in Appendix Section.

PBIS School Rules

- 1. Listen and follow directions the first time given.**
- 2. Respect yourself, others, and all property.**
- 3. Only walk and talk with permission.**
- 4. Avoid behaviors that are unsafe and/or disruptive.**

Discipline is defined as a process of helping students understand what they have done that is inappropriate, and learning how to correct the behavior while leaving the student's dignity intact. Students are taught to take responsibility for their behavior and to accept the consequences for inappropriate behavior.

Further, students should learn how to change and/or adjust behavior to guide themselves in the future. Student discipline is a joint responsibility of the school and home. Parental support for good discipline enables schools to maintain a wholesome environment for learning. Students are expected to show respect for all adults in the building.

Title 1 Days

September – Curriculum Night/Title 1
October – Learning to Read/Language Development
November – Comprehension/Fluency
January- EOG Parent Night
February-Let's Do Math

Why RSVP? It's lets us know how many materials and food to prepare for.

STUDENT RESPONSIBILITIES

Students have a responsibility to:

- Attend school regularly, arrive on time, be prepared, bring appropriate materials, participate in class and do homework.
- Strive for academic growth.
- Respect the rights, feelings and property of fellow students, parents, school personnel, visitors, guests and school neighbors.
- Conduct themselves properly on school grounds, in route to and from school, on school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the right of another student to learn.
- Accept the consequences for failure to follow discipline guidelines adopted by the school and district.

STUDENT RIGHTS

Students have a right to:

- Discuss education concerns with teachers and other school staff.
- Receive a copy of the Guidelines for Student Behavior.
- Receive fair discipline without discrimination in every aspect of the education system.
- Study and learn in a positive atmosphere free from verbal and physical threats and abuse.

Student Government Association (SGA)

Falkland's SGA is composed of two representatives from each classroom in grades 2 – 5. The student body elects the officers during a general election held each year. The purposes of the SGA are to make members more familiar with good usage of Parliamentary Procedure, and to sponsor various projects and activities.

Student Loading and Unloading

Buses load and unload on the north side of the campus---in the morning by the gym room, and in the afternoon in the parking lot. Passenger cars load and unload ONLY in the front parking area. Cars are to remain in a single file line. The first car in line should pull up so the front bumper is parallel with the mailbox in order to load and unload three cars at a time.

Parents who walk up to pick up their child will need their hang tag or will be asked to come in and present identification. Daycare vans load by the gym.

If you are late picking up your child, the parent will be required to come into the school and sign out the child who is being picked up late. Numerous late pick-ups will result in a conference with administration with address verification.

This policy **applies to all daycare van riders** as well.

Student Services

Pitt County Schools strives to provide optimum teaching and learning conditions for all students through a comprehensive education program. It is recognized that in addition to academic challenges, students are at times faced with a variety of social, developmental, emotional, and behavioral issues that may interfere with their educational success. Qualified professional personnel are available to provide preventive, remedial, and crisis interventions to identify and remove barriers to learning.

Utilizing a team approach, these professionals will be partnered with other educators, parents, and the community to support students throughout the educational process. **The Student Services Team includes School Counselors, School Social Workers, School Psychologists, School Health Specialist and additional specialized staff.**

PARENT PORTAL

The Home Base Parent Portal gives parents and students access to real-time information including attendance, grades, and assignments. Home Base, powered by Pearson's Power School application, helps keep everyone connected and informed about what is happening in the classroom. Students can keep up with assignments, parents can track their child's progress, and teachers can more easily share information about student progress with parents and students.

Using a single login, families with multiple students have the ability to set up their accounts to view all of their students at one time. Access to the parent portal is currently available for students of all grade levels, but it is most beneficial to students in grades 3-5. Contact your school's data manager for more information about the Parent Portal..

Parent Partnership

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 parent while the child is in school.
2. Teaching the child respect for 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 schedule time for study at home.
7. Suggesting an alternative when told there is no homework such as:
 - Reading—a continuous assignment for everyone including magazines, newspapers, and books chosen for enjoyment.
 - Reviewing—class work, arithmetic processes, grammar usage, spelling
 - Research—science or long term projects that have been assigned
8. Adhering to family agreements regarding the use of the telephone or TV during study time.
9. Establishing a set bedtime to assure adequate rest.

Your interest and support at home are important to your child and greatly appreciated by his or her teacher.

Tardy/Early Dismissals Procedures

The tardy bell rings at 7:55am. Students arriving in their homeroom after 7:55 a.m. are considered tardy.

- Tardy students will report to the front office to receive a tardy pass before entering the classroom. Parents must sign in children who are tardy. Teachers will not let students enter without a tardy pass. In this way, we can be sure the attendance records are accurate.
- After three (3) tardies or early dismissals in a semester, a letter is sent home to the parents.
- When a student has accumulated six (6) tardies or early dismissals during a semester, a second letter is sent home.
- After ten (10) tardies or early dismissals in a semester, it is considered a Category I consequence and students will be assigned in-school suspension, or out of school suspension.
- Beginning with the 11th tardy or early dismissal, each additional tardy or early dismissal will result in the student receiving a consequence.
- After fifteen (15) tardies or early dismissals, a school based meeting with the parents and school administration or social worker visit will be scheduled. Please refer to Pitt County Code of Student Conduct.

To be recognized for perfect attendance, a student must not only be in attendance each day but also have no tardies or early checkouts.

Telephone Communication

In order to protect instructional time, parents who call during the school day will always be connected to the teacher's voicemail unless the teacher has notified the office they are expecting your phone call. Teachers generally check their voice mail before and after school.

TESTING PROGRAM

The school administers assessments throughout the year to test achievement. The following are state tests administered during the year: READ 3D Assessments(K-3), Read to Achieve Test (3rd grade), EOG Reading/Math(3-5)and EOG Science in 5th. These dates will be provided through school communication folders, school website, and Connect Five phone calls.

Title I Program Description

All students will receive title one supplemental instruction based on needs identified through various reading and math assessments. We have designated Title 1 teachers that provide the differentiated instruction to students using a variety of instructional practices.

Several parent workshops will be held throughout of the school year. Parents are encouraged to attend curriculum night and scheduled conferences. **Title I Parent Involvement Plan can be found in the Appendix Section.**

Toys

Toys are not permitted in the school. If toys are brought to school, the teacher may confiscate and keep it until a parent comes to pick it up and the student could be disciplined according to Falkland policies and Pitt County School's Code of Conduct. This includes electronic toys, iPads, iPods, cell phones, Kindles, Spinners, etc. Upon the second violation of this procedure, the item will not be returned until the last day of school.

Transportation Changes

Any changes made to the mode of transportation from school must be submitted to the child's teacher in writing. **Faxed notes and email notes will only be accepted in emergency situations.** Example: If your child is normally a bus rider and will be a car rider for one or two days, a written note must be submitted to the child's teacher each day there is a change in transportation. The note should be signed and dated by the parent/guardian and should include the teacher's name, child's name, the parent's name, parent's contact number, and the effective date. A separate note should be written for each child. **Changes cannot be made over the phone.**

Unless a discipline or safety violation has occurred, children will not be held off the bus without a written note from the parent.

Visitors

We encourage parent and community participation in all of Falkland's activities. We want all of our guests to feel welcome. In order to provide for the safety and well being of our students and staff, we respectfully request that all guests go directly to the office upon arrival to sign in with the secretary and receive a visitor's badge. This procedure includes all persons and helps us to maintain a safe learning environment for our students and staff. 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.
2. If you would like to visit in a classroom, arrangements must be made with the teacher/principal in advance. The principal has the final authority to determine length and frequency of observations.

Procedures for observing a teacher

- Call the teacher at least 48 hrs prior to the day you would like to observe.
- Observation times will be determined by the teacher and arrangements made
- Classroom observations will be up to 45 mins. long. Secure a visitor's pass before going to the classroom. Visitor passes must be visible and worn on the left or right shoulder. Anyone without a Visitor's Pass will be asked to return to the office.

Parents are not permitted to go to the classroom to get the child, but should come to the office. The office staff will call for the student. Because attendance in school is critical for optimal learning, parents are encouraged to make medical/dental appointments after school hours whenever possible.

Volunteers

The school actively seeks help from the community. We realize your help make Falkland 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 will be asked to complete and submit a volunteer application.
- All volunteers are requested to sign in and sign out with each visit in the office and receive a volunteer pass.

If you'd like to visit your child's classroom, please notify the teacher or administration at least 2 days in advance so that adequate preparation may be made to make your visit as beneficial to you as possible. **Visitations aren't permitted more than 45 mins.**

WEATHER DELAY, CANCELLATION & EARLY DISMISSAL

In the event of extreme weather conditions such as snow or ice, Dr. Lenker, Superintendent, is responsible for making the decision to close schools. This information will be announced on local TV and radio stations. Please do not call the school for this information.

When a delay is announced the buses will run 2 hours later than usual, the school will open at 9:30 a.m., class will begin at 10:00a.m. and lunch will be served instead of breakfast.

Occasionally, extreme weather conditions develop during school hours and school is dismissed early.

Parents should anticipate such emergencies and instruct children where to go if there is no one at home. The Pitt County Schools weather delay hotline number is 252-830-3535.

Weekly Folders

Falkland will be sending home a weekly folder every Wednesday in an effort to keep parents informed of their child's progress, school information and 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 that you have seen it. Teachers may impose consequences for students if folders are not returned or returned unsigned. If the folder is lost, the students will be charged \$2.00 before another weekly folder is issued. Thank you so much for your cooperation to keep communication open between school and home.

Note: If a teacher workday or holiday falls on a Wednesday , the folder will be sent the next student day.

Wellness

Falkland is partnering with Injury Prevention to promote student wellness. This program allows students to work towards healthy living, such as participating in, “ Walking at School, Bicycle Safety, and Helmet Fitting.

Please contact Mrs. Stewart at 252-752-7820 if you have any questions or concerns about the content of this handbook.