

J.W. McLauchlin Elementary School Parent and Student Handbook 2025-2026



"Building a Legacy Everyday"

David Renninger
Principal

drenninger@hcs.k12.nc.us

**326 North Main Street
Raeford, NC 28376
(910) 875-8721
Fax-(910)904-6868**

Hoke County Schools' Mission Statement

Hoke County Schools creates a **student-focused learning community** that fosters **high expectations** for all stakeholders, promotes **lifelong learning**, provides **individualized support**, and prepares students for **success**.

McLauchlin's Mission Statement

At J.W. McLauchlin Elementary, we grow lifelong learners by providing solid foundations upon which academic, behavioral and emotional growth can occur. Positive relationships and collaboration exist between the school, home and community to ensure that our students will become productive citizens and future leaders.

McLauchlin's Vision Statement

At J.W. McLauchlin Elementary, we aim to provide a safe place in which all are welcomed. We provide a supportive environment that promotes and cultivates relationships that allow our students to embrace challenges as they grow towards becoming lifelong learners.

McLauchlin's Motto

"One Team, One Dream"

McLauchlin's School Pledge

This is my life and I will take charge of it.

When I experience a setback, I will be resilient.

Being positive makes me and everyone around me better.

Today and every day, I will use my ears for listening, my hands for helping, and I will take responsibility for what I say and do.



Elementary School Fees and Dues 2025-2026

Fee Name	Fee Description	Cost
After-school Care Cost	Weekly payment	\$60.00 / child
After-school Care Registration	Non-refundable, annual registration fee	\$20.00 / child
After-school Extra-Curricular Clubs	Materials needed for club(s), as applicable (e.g. uniforms, project materials, etc)	Varies at each school
Battle-of-the-Books Team	T-shirt, competition-day lunch	\$20.00
Beta Club	Certificate, pin, t-shirt	\$35.00
Replacement Student ID	Materials needed for a replacement student ID	\$5.00
Robotics Club	T-shirt, competition-day lunch and/or snacks	\$35.00
School Fees	One (1) student ID, one (1) lanyard, communication folder and/or agenda, teacher instructional supplies	\$10.00
VEX Robotics Club	T-shirt, competition-day lunch and/or snacks	\$35.00

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After School Care Program

McLauchlin has an After School Care Program which operates from 2:30 to 6:00. An enrollment packet must be completed for review by the administration prior to the student officially being enrolled. A waiting list is utilized to maintain an appropriate student-teacher ratio. For questions about our After School Care Program, please contact our Bookkeeper or Administrator. An After School Care Handbook will be provided for parents upon enrollment into the program.

Americans with Disabilities Act

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity in the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons believed they have been subjected to discrimination on the basis of disability may appeal to the Director of Exceptional Children of Hoke County Schools. The director can be reached through the Board of Education at 310 Wooley Street, Raeford, NC 28376.

Arrival/Dismissal Times for Students

Students are not permitted to enter the school building prior to 7:15 am. If your child is a car rider, please remain in the parking lot with your child until 7:15 am. All students will report directly to their classrooms when the building is open.

Dismissal is at 2:30pm; no check-outs will be permitted after 2:00pm.

*****All car riders should be dropped off in the parking lot entrance of the school, not the Donaldson Street entrance. Students will not be allowed to enter the school through this entrance.*****

Attendance Requirements

Attendance in school with active participation is an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional, as well as personal success in life, and is mandatory - the State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school or engaged with remote learning daily.

Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

Every student is expected to be present each day that school is in session. **When a student must miss school, a written explanation signed by a parent or guardian must be presented to the teacher on the day returning after an absence.** A note explaining daily absence from school is expected. All notes should contain the following information:

- A. Date the note was written
- B. Exact date of absence(s)
- C. Exact and specific reason for absence
- D. Signature of parent or guardian

Attendance Requirements- con't.

According to our attendance policy, which is commensurate with the county policy code 4400, the following actions will be followed:

After 3 absences:

- 1) All teachers will take daily attendance
- 3) A 3-day letter will be printed for all students with 3 absences (excused and unexcused)
- 4) A School Social Worker or Administrative Designee will follow-up on the 3 – day letter as needed

After 6 absences:

- 1) A 6 - day letter will be printed for all students with 6 absences;
- 2) A School Social Worker or Administrative Designee will follow-up on the 6 - day letter as needed;
- 3) A home visit will be made by the School Social Worker or the Administrative Designee, as needed;
- 4) A conference will be scheduled with the school's Attendance Committee (K-8 only). This will include the parent, administrator, teacher, school social worker, school counselor and dropout prevention specialist. Other support staff such as IEA, migrant, school nurse, etc. should be included as needed;
- 5) An Action Plan will be developed as needed;
- 6) Failure to comply with the attendance policy may result in court action.

After 10 absences:

- 1) A 10 – day letter will be printed for all students with 10 unexcused absences. The letter will be sent registered mail with return signature required;
- 2) A School Social Worker or Administrative Designee will follow-up on the 10 – day letter as needed;
- 3) A home visit will be made by the School Social Worker or the Administrative Designee.

Regular attendance is necessary so students may take advantage of all educational opportunities provided by the school. Should you have any questions regarding your child's attendance, please feel free to contact the Student Information Data Manager or Social Worker.

Attendance Requirements-con't.

Excused absences must be documented by one of the following reasons specified by the state:

- A. Illness or injury
- B. Quarantine
- C. Death in the IMMEDIATE family
- D. Medical or dental appointments
- E. Court or administrative proceedings
- F. Board-approved religious observance
- G. Educational travel (Approved by Administration 2 weeks in advance)
- H. Deployment activities
- I. Medically fragile (life-threatening illness)

The school discourages family trips or vacations during the school year. However, if a child must be out, advance arrangements (at least 5 days notice) should be made with the individual teachers for make-up work. **Extended trips of more than 3 days must be approved by the principal 2 WEEKS prior to the date of the trip through a Prior Approval for Absences Form.**

McLauchlin Elementary Tardiness Policy

Tardiness impacts learning when students arrive at school after 7:45 am. Students who are tardy miss the beginning of the instructional day and activities that are used to review the previous day's lessons. **Students are expected to be in class, ready for instruction no later than 7:45 am every morning. If students arrive after 7:45 am, A PARENT OR GUARDIAN IS REQUIRED TO SIGN IN THE STUDENT IN THE MAIN OFFICE. Students will be marked tardy if they arrive after 7:45 am.**

The following actions have been established as a countywide effort to reduce the amount of instructional time that is lost due to student tardiness:

Tardies/Attendance

Chronically absent is defined as students who miss more than 10% of the school year.

1. Teacher Phone Call home about concerns of missing days.
2. A 3 or 6 Day Letter will be sent home

Tier II- Tardies/Attendance

1. 5 late check ins
2. 5 early check outs
3. 4 unexcused absences

Parents will have a meeting with a Social Worker to create a Plan of Action.

Tier III- Tardies/Attendance

1. 10 late check in's
2. 10 early checkouts
3. 10 unexcused or excused absences

Parents will be put on a monitored Action Plan and could face Truancy Court.

Backpack Policy

In order to maintain the safety of all of our students and staff, all backpacks must be clear or mesh. A limited number of backpacks will be available based on need. (moved from later section of handbook and reworded)

Balloon/Flower Delivery/Classroom Celebrations

NO DELIVERIES WILL BE ACCEPTED FOR STUDENTS. Please have balloons, flowers, etc. for students delivered to your home address. Deliveries to students create a distraction to the learning environment. Please accept our thanks for your cooperation.

For classroom celebrations and activities, parents are not allowed to bring in homemade food items. All food supplied for a classroom or school event, must be store bought. Classroom celebrations will be determined by the classroom teachers. Classroom teachers will use their discretion to schedule celebrations in order to maximize classroom instruction. Celebrations may sometimes occur in the cafeteria or during recess.

Hoke County Schools Bullying Policy

Bullying is a form of harassment. Bullying means the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse, or through attacks on the property of another. Bullying is a pattern of harassing or intimidating behavior over a period of time.

Reporting and Procedures:

1. Forms of bullying may include (without limitation) any of the following behaviors or any combination thereof: verbal taunts, non-verbal gestures, name-calling/put-downs, extortion of money or possessions; implied or stated threats; exclusion from peer groups.
2. All school employees are required to report alleged violations.
3. Parents of both the possible victim and the witnesses will be contacted in order to start an investigation.
4. During the investigation, the findings will be documented.
5. After the investigation, administration will determine whether the policy and or state law have been violated.
6. Administration will determine appropriate discipline.

Consequences for Bullying

First violation – Referral to support group program; Intervention Plan developed in conjunction with the school administrators, students, parents, guardians, and appropriate staff; 1-5 days suspension.

Second offense- 5 day suspension, review and strengthening of the Intervention plan with the school administrators, students, parents, guardians, and appropriate staff; Convene Student Assistance Team.

Third offense- 10 day suspension and recommendation for long-term suspension; parent conference, refer to the appropriate agency, if necessary.

* Administration reserves the right to assign consequences based on the severity of the behavior regardless of the number of referrals received on a child.

*If any of the acts of teasing, bullying and harassment continue beyond the third offense after the implementation of the listed consequences, a recommendation for long-term suspension may be considered. Referral to the Juvenile Services Department and Department of Law Enforcement will be made as appropriate and/or required by law.

Buses and Student Conduct

It is a privilege to ride a school bus in the state of North Carolina for students who attend the public schools. Safety is first.

Parent Required at Bus Stop- Students in grades K, 1 and 2 must have a parent or guardian at the bus stop in the afternoons to greet them from the bus. If a parent or guardian is not present at the bus stop (physically standing at the bus stop, not just standing on the porch or looking out the house window), the child will be brought back to the school. The parent will then be called to pick up the child from the school. **After the third time a child is returned to the school due to the absence of a parent or legal guardian at the bus stop, the child's bus privileges will be discontinued for the remainder of the school year.**

Assigned Seating- Students will be assigned to a seat and expected to sit in that seat for the entire school year unless moved by the driver or assistant principal. Students are assigned to seats by grade level to ensure the safety of our younger and smaller students. Parents' requests for the front seat or family seating cannot be honored.

Requesting a change in buses, bus stop location, or becoming a car rider- A written note is required to make any changes in mode of transportation or bus stop location. These requests will be honored only if there is space on the bus. All notes should include the child's full name, the address of the desired stop location, an emergency contact name and number as well as the home room teacher's name. Any changes after 10:00 may not be honored and the child's regular afternoon transportation will be used. **No phone calls or emails will be taken to change buses or for students to become car riders.**

Bus Stop Timeliness- It is important that students get on and off the bus at their designated bus stops and can **board the bus within 10 seconds**. Bus Drivers will not turn around to pick students up if the student is not at the stop the first time through, pick students up at non-designated stops, or honk horns to announce the bus has arrived. Routes, bus stops, and times are determined by the Director of Hoke County Schools Transportation.

Monitoring Student Behavior- Consequences for engagement in prohibited behavior may result in temporary or permanent suspension from school transportation services and/or school in addition to other consequences for violating other student behavior policies. Video cameras have been installed on many of our school buses. They will be viewed randomly or as part of an investigation. In addition, it is a criminal offense for students/adults to unlawfully or willfully stop, impede, delay, or detain a school or activity bus or to disturb the peace, order, or discipline on a school or activity bus. The consequences for bus infractions are as follows:

- First Offense: Warning/Parent phone call or letter
- Second Offense: Parent phone call or letter, 1 day suspension
- Third Offense: Phone call or letter, 3 day suspension
- Fourth Offense: Phone call or Parent Conference, Letter, and 5 day suspension
- Fifth Offense: Phone Call or letter, and 10 day suspension
- Final Offense: Phone Call, letter, suspension for the remainder of the school year

***Administration reserves the right to make changes to consequences due to the severity of the behavior.**



Cell Phones/Electronics –Hoke County Rule

Cell phones and other types of hand-held electronic devices **may not be audible, visible, or used in any way during the school day**, including on the buses, except under the direct supervision and permission of a school staff member, such as when a student is allowed to call a parent in the event of an emergency or to utilize for a classroom activity.

First Violation: Confiscate the device and allow parents to pick it up at the end of the school day.

Second Violation: Confiscate the device and allow parents to pick it up at the end of the current grading period.

Third Violation: Confiscate the device and allow parents to pick it up at the end of the current semester.

Parents and students are hereby placed on notice of the following:

- a) When a student is asked to hand over a device, the student is expected to immediately do so, without any resistance, back talk, disruption, or disrespect. Failure to comply with this part of the rule may result in disciplinary consequences arising from disruption, disrespect, or other applicable portions of the Code of Student Conduct.
- b) Unauthorized use of a device in violation of this rule may, in addition to confiscation of the device, result in separate disciplinary consequences arising from disruption, disrespect, sexual harassment, or other applicable portions of the Code of Student Conduct.
- c) When a device is confiscated by school personnel, those personnel will take reasonable precautions to safeguard the device until it may be retrieved by a parent, but all risk of loss or damage will be assumed by the student and his/her parent (s).
- d) Students and parents shall have no expectation of privacy with respect to any device which is confiscated under this rule.

Check-in and Check-out Procedures

Students who report to school after 7:45 am are considered tardy and MUST be checked-in through the office by the individual bringing the student to school. The adult signing in the student will be asked to sign the student's check-in/check-out card. See McLauchlin Tardy Policy for information regarding tardiness. Repeated tardiness or failure to follow check-in procedures will be referred to administration and the social worker.

Students leaving during the school day must be checked-out through the office by the adult picking up the child. **The person must provide picture identification before the student can be released. Only persons listed on the child's check-out card will be allowed to pick up a student.** The parent or guardian will be asked to sign a check-in/check-out card. If you must have someone else pick up your child, they must have written permission from a parent or guardian. Parents are asked to wait in the office for their child to come up.

We discourage parents from picking up students early as they miss valuable instruction. **No child is to be checked out from school after 2:00 pm.** During this time, teachers are reviewing homework assignments and ensuring that students understand their assignments. Picking up students during this time increases the chances that homework will not get written down or completed. **If you arrive during this time, you will be asked to wait in the car rider line.**

Dismissal is at 2:30 pm. All car riders are dismissed from their classrooms only and will be called by designated school personnel at the appropriate times. No students will be released to parents from the bus lot or from the Donaldson Street parking lot. This is for the safety of all students.

If picking up your student for the day, either remain in your vehicle or in the designated area for student pick-up. Please do not try to take your child directly out of the line. All students will be released by a staff member to their families. This is for the protection of all students and staff.

Check Return Policy

It is the policy of McLauchlin Elementary School to accept checks on behalf of students for various reasons, such as the following: school fees, school store, damage fees, lunch accounts, after-school day care, field trips and school-wide fundraisers. We will accept checks and process them in a timely manner to assure that no accounting issues arise. **We will not accept checks from persons who owe previous balances on returned checks, persons who have had one or more returned checks or persons who fail to correct previous financial obligations that have gone unresolved during the previous school year or the current school year.** A \$35.00 service fee will be charged for all returned checks plus the amount of the returned check. It is our hope to operate in a manner that will allow parents to choose the method in which they pay their financial obligations. If there are any questions regarding this policy or if we may be of further assistance, please feel free to contact us.

Rules of Conduct

Classroom and school rules have been established at McLauchlin Elementary School and students are made aware of what is expected of them at all times. Each parent will receive written notification of the School Wide Discipline Plan that we follow according to the Positive Behavioral and Interventions Support system. Students will receive 10 days of thorough instruction on these matrices. A Behavior Chart will be sent home every day to keep up daily communication with parents as to student academics, homework, and behavior concerns.

Notebooks must be signed by a parent or guardian each evening and returned each morning. The rules, consequences, rewards/incentives have been posted in every classroom. It is expected that students will behave accordingly. A more detailed list of expectations/consequences will be sent home by your child's teacher.

 Mustang POWER!						
EXPECTATIONS P PRIDE O Ownership W Work Together E Empowering R Responsible	Hallways/Lines Voice Level 0-1	Classroom Voice Level 1-3	Bathrooms Voice Level 1-2	Cafeteria Voice Level 1-2	Playground Voice Level 4	Bus Voice Level 1-2
	Keep hallways clean	Always try your best even when it is difficult Care about the work you produce	Throw all trash in the away Pick up behind yourself	Clean up the table and area when finished	Play fairly and take turns	Listen to the driver and sit in your assigned seat
	Keep Your hands to yourself	Be in charge of your own learning and help support the learning of others	Use the equipment properly and use only what you need Flush	Wait patiently and quietly for your meal Wait patiently for your class to dismiss	Follow the rules even when no one is watching	Keep the bus clean No eating or drinking Keep up with your belongings
	Maintain appropriate spacing Keep the line straight	Work cooperatively with your peers Encourage your peers to be great and do their best	Encourage others to do what's right	Share the table with ALL your classmates	Use problem solving strategies to during conflicts	Encourage others to behave and do what's right on the bus
	Share a smile as you pass others in hall	Share encouraging words to your classmates Say kinds words to your teacher	Respect the personal space and privacy of others	Speak nicely to cafeteria staff	Include everyone that wants to play and invite others to join the game	Be an ally and treat others with kindness Respect your bus driver
	Face forward and walk on the right side of the hallway	Have all materials and ready to learn each day	Return to class promptly Refrain from horseplaying Report any incidents that may occur	Know your lunch choice and get everything you need before your sit down	Take care of the equipment and keep up with classroom sports equipment	Keep your hands feet and belongs to yourself

Code of Conduct

The Student Code of Conduct handbook is located on our district website under "Family Resources". There is also a link to the handbook on our school website. Decisions made at the school level align with the district policies. The policies and consequences are applicable in all of the following circumstances:

1. while in any school building or on any school premises before, during, or after school hours;

2. while on any bus or other vehicle as part of any school activity;
3. while waiting at any bus stop;
4. during any school function, extracurricular activity, or other activity or event;
5. when subject to the authority of school personnel; and
6. any time or place when the student's behavior has a direct and immediate effect on maintaining order and discipline in the schools.

It must be clear that the following behaviors will not be tolerated and may result in suspension (Further information may be found in the Hoke County Student Code of Conduct:

1. Consistent use of Profanity/Vulgarity/Unwelcomed Slang or Slurs (verbal or written)
2. Theft
3. Damage to Property and Vandalism (parents and/or students will assume financial responsibility for school property that is damaged)
4. Disrespect to School Employees which Substantially Disrupts the Educational Environment
5. Disruptive Behavior
6. Fighting/Assaulting/or Causing Personal Injury (to include instigating a fight)
7. Inappropriate touching/sexual contact/sexual battery
8. Trespassing
9. Setting the Fire Alarm (will result in automatic suspension with a required parent conference; Students will pay any fines related to the false alarm.)
10. Possession of Weapons and Dangerous Instruments (to include dangerous toys, or any toys that resemble weapons)
11. Electronics (to include, but not limited to radios, cell phones, IPODS, recording devices; These items will be confiscated and the parent(s) will be notified to pick them up in the office. The school will not be responsible for lost or stolen items.) See Cell Phone/Electronics Section.)
12. Illegal Drugs, Controlled Substances, and Alcoholic Beverages- Students cannot possess or use tobacco of any form, regardless of the packages being open/closed or sent to school by accident/purpose. All drugs are prohibited on school campuses.
13. Gambling or selling items (Outside groups may not solicit or sell items at the school.)
14. Clear threats to the safety of students and employees (verbal and written)
15. Bullying/Teasing/Harassment (verbal, physical, or visual harassment)
16. Integrity and Civility (refers to standards or rules established by the schools such as cheating, plagiarizing, falsifying information, violating copyright laws, and willfully, directly or indirectly accessing or causing to be accessed any computer, computer system, computer network or any part thereof without proper authorization)

***Severity Clause: The principal and assistant principal have the right to administer punishment deemed necessary depending on the severity of the behavior and the number of incidences reported.**

Custody Papers

Please make sure the Administration receives a copy of any custody papers in reference to custody of your student. In order to uphold any custody agreements, Administration must have a current copy to maintain in the student's file. Custody of a student will not be relinquished to any person without the prior approval of the parent or guardian having physical custody. However, if the parents are divorced or separated, the student may be released to either parent, unless the school has been provided with a copy of a court order or agreement that specifies otherwise. Administration has the right to question copies and may request a certified copy. If the principal or designee judges that the student's health or safety may be harmed by releasing the student, the principal will contact law enforcement and/or the department of social services as appropriate. (Policy Code 4210)

Daily Schedule

7:15 am Staff Arrive

7:15am - Buses and Car Riders Arrive (Students report to their classrooms)

7:45 Announcements/Instructional Day Begins

7:45 Tardy Bell; students arriving after 7:45 am will be marked tardy and must have an adult sign-in at the main office for a tardy pass-Don't drop students off by themselves.

7:45am-2:30pm Instructional Day

(Parents may not sign students out after 2:00)

2:30 pm Dismiss Car Riders/Daycare Vans

2:35 pm Dismiss Bus Riders

2:40-Dismissal Ends

Diet Orders

If your child has allergies that limit the foods he/she can eat, **please have your physician complete a Diet Order and return to the Principal.** If the foods that your child can eat are limited due to religious reasons, **please submit a letter signed by the parent detailing the limitations and return to the Principal.** A copy of the diet order or parent notification will be given to the school nurse, classroom teacher, and the cafeteria manager. If you have any questions about the Diet Order, you may consult the school nurse or cafeteria manager.

Dress Code for Students

In order to provide a positive learning environment, we expect students to follow the dress guidelines below. Inappropriate dress can cause distractions to the learning environment and prevent students from participating in some activities. Every student will participate in moderate to vigorous outside/indoor activity every day as outlined by the NC State Law; therefore, students must dress accordingly. **Parents will be called to bring a change of clothes if necessary.** Students may want to bring a small jacket to keep in the classroom should they get

cold due to the air conditioning. Please label your students' jackets and coats. Please make sure your child checks the Lost and Found should he or she lose his coat or any clothing items.



- Shorts and skirts must measure with the tips of the fingers when arms are held down to the side.
- Sneakers are expected, however; sandals may be worn with straps. Children tend to fall when they have no support of the heel especially during recess or physical activities. NO FLIP-FLOPS, slides and Heelies. This is a safety concern. If Students do not have proper shoes for PE class, students will be expected to sit out.
- No spaghetti straps, tank, halter, or strapless tops should be worn.
- Clothing should not have graphics that may be considered offensive. Graphics on clothing should not have offensive language, negative language, or pictures to include references to alcohol, tobacco, drug related, disrespect. Clothing articles that are deemed to be gang related will not be allowed.
- Bandannas, hats, toboggans, or other headgear/attire are not permitted to be worn inside of the building.
- Please make sure that your child's attire is comfortable and fits according to their height and weight (no sagging pants or skin tight clothing). Clothing should cover the child's belly, waistline, and armpits.
- Heels are discouraged; the height of the heel should not prohibit the student from participating in classroom or physical education activities.
- If a child wears clothing that presents a distraction to other students or disruption to the school environment, the parent will be notified and will be required to bring in a change of clothing in order for the student to remain in the school environment.

Enrolling/Withdrawing Students

In order to enroll students, guardians must provide a certified birth certificate, shot record, and two proofs of address (rental lease, mortgage, utilities). Any other paperwork from previous schools, such as report cards and progress reports, would be helpful. Grade placement must be verified by a report card or by contacting the school. In order to withdraw a student, you must see the Student Information Data Manager in the front office for the appropriate paperwork. All balances must be cleared before withdrawing a student.

Emergency Information

All parents and guardians should make an effort to supply the school with information that is pertinent to emergencies and updated. Students can be better protected if we always have **at least two phone numbers where one or both parents can be reached in the case of an emergency.** This is only possible through cooperation of ALL parents. Please keep the teacher and Student Information Data Manager updated on any changes in your phone number (work, home, cell, other emergency contacts), changes in your address, changes in guardianship or custody, and deployments. A Care Plan is requested for children of parents who are both deployed.

Field Trips and Activities Involving School Time

The Hoke County Schools Administrative Handbook states that a field trip is to introduce, reinforce, or enhance classroom activities and is related to the curricula as specified in the North Carolina Standard Course of Study or to a special event, which would be an educational experience for students. **Field trips are not a time for family outings.** Listed below are some general provisions for all Field Trips:

1. Permission slips must be signed by the student's parent/guardian before the field trip and filed at the school. In addition, a Volunteer Form must be completed and submitted to the front office at least 3 days prior to the trip (delete sentence). **ALL CHAPERONES ARE REQUIRED TO COMPLETE AN EMPLOYMENT BACKGROUND AUTHORIZATION AND RELEASE FORM AND A VOLUNTEER CODE OF CONDUCT FORM 3 DAYS PRIOR TO FIELD TRIP!(delete this last part as forms must be filled out as soon as possible)** These forms are available by request. **These forms need to be updated yearly.**
2. Transportation will be furnished by vehicles owned by the Hoke County Board of Education or leased public carriers, except for small groups of less than five.
3. Chaperones will be decided upon based on the nature of the trip. If chaperones are required, the ratio is 10 students to 1 adult.
4. **Non-school age children are not allowed to attend.** Please make prior arrangements for these children.
5. While on a field trip, all students must remain under the supervision of school personnel and chaperones.
6. School Bus insurance will only cover staff and students who are enrolled as students of McLauchlin Elementary School. For this reason, **parents are not allowed to ride any school buses for field trips.**
7. At times, parents may be required to attend their child's field trip due to various classroom issues/concerns at the discretion of administration.
8. Parents who attend any and all field trips are expected to serve as chaperones and to adhere to the following:
 - o Pay any and all fees associated with the field trip in accordance to the same deadlines as the students.
 - o Assist the teacher accordingly to meet the educational and safety needs of all students.
 - o To supervise and manage a select group of students.

- o Assist the teacher with food preparations, bathroom privileges, and other needs assigned by the teacher.
- 9. **Chaperones may not take any additional students or children with them on the trip. This includes students in other grade levels/siblings.**
- 10. Chaperones who drive and follow the buses on a field trip are expected to follow the same guidelines as stated above.
- 11. Chaperones who attend field trips are asked to remain for the entire field trip.
- 12. Chaperones are limited to the parent, grandparent, and/or legal guardians.
- 13. **Due to the tremendous increase in transportation costs, field trip refunds will not be issued.**

Fire Drills/Lockdown Drills/Crisis Management

At times during the school year, your child will participate in several drills in an effort to create a safe, learning environment. Fire Drills are required by law and are an important safety precaution. It is essential that when the fire alarm goes off, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students should refrain from talking and remain outside the building until a signal is given. All visitors on campus must adhere to the Fire Drill procedure.

Lockdown Drills will be conducted periodically with and without law enforcement throughout the year. Classroom teachers will instruct their students on the proper procedure and expectations during a Lockdown Drill and conduct practice drills prior to the school-wide drill. All visitors on campus must adhere to the Lockdown procedure and students will not be allowed to be checked until an All-Clear is given by administration.

Tornado Drills will also be conducted throughout the year. Classroom teachers will instruct their students on the proper procedure and expectations during a Tornado Drill and conduct practice drills prior to the school-wide drills. All visitors on campus must adhere to the Tornado Drill procedure.

If visitors to the school arrive at the time that a drill is being conducted, they will be required to remain outside of the school until the drill is completed. If visitors are in the school building, they will be required to follow the instructions of school personnel in regards to the drill. At all times, visitors will be required to follow any instructions given by school personnel or emergency responders in order to keep the school environment safe for all students and staff.

FERPA: Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students at least 18 years of age have both the right to inspect records kept by persons other than the parents or the student is limited, and generally requires prior consent by the parents of the student.

Grading Periods and Grading Scales

The academic year is divided into nine-week grading periods. Report cards will be distributed within ten school days following the close of each nine-week grading period.

Grading Scale for grades K-2

The grading scale on K-2 report cards and progress reports are as follows:

Academics:

M - Exceeds Proficiency (Pass, Level 4)

P - Proficient (Pass, Level 3)

LP - Limited Proficiency (Fail, Level 2)

NP - Not Proficient (Fail, Level 1)

NA - Not Assessed

Conduct:

O-Outstanding

S- Satisfactory

N- Needs Improvement

U- Unsatisfactory

Grading Scale for grades 3-5

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

Conduct:

O-Outstanding

S- Satisfactory

N- Needs Improvement

U- Unsatisfactory

Students in grades 3- 5 will receive numerical grades on their report cards.

Homework-(Policy Code 3135)

The board recognizes the importance of homework in supplementing classroom instruction and furthering the goals of the educational program. Homework reinforces learning and stimulates independence, responsibility and self-direction. Homework assignments should strengthen and provide practice in skills which have already been taught in class. In addition, homework assignments should improve a student's ability to work independently. Assignments also should be reasonable in the amount of time necessary to complete the tasks in light of the age and maturity of students and other assignments given to the students. Principals will be responsible for ensuring that homework assignments are made in accordance with this policy.

Principals are encouraged to involve staff, parents and students in developing guidelines for standards of appropriate homework for school or particular grade levels.

Inclement Weather

During extremely bad weather, it sometimes is necessary to close the schools. When a decision is made that schools will close for the day, it must be relayed quickly to all pupils and parents. In order to do this as quickly as possible, school officials are asking all pupils and parents to cooperate by following the suggestions listed below:

1. DO NOT telephone the weather bureau, radio or television stations, newspaper offices, school officials, or school offices. Announcements will reach you fastest by radio and television. Telephoning only serves to slow down the process of getting out the news.
2. A phone message will be sent from a member of the district or school to all families to notify them of a 1 hour or 2 hour delay, or the closing of the school. The message will be sent out as early as possible. Please keep your numbers updated.
3. Visit the Hoke County Schools website at www.hcs.k12.nc.us for information.

Individual Intervention Plans (IIP's)

Individual Intervention Plans (IIP's) are required on every K-5 student who is not performing at a level 3 in reading, math, or writing. Any students that had been previously retained will also be required to have an IIP. Your child's classroom teacher will share this IIP with you each nine week period to discuss student concerns and student progress. IIP's will need to be signed by the parent each nine week period. The IIP will document extended instructional opportunities designed to improve the student's performance to grade level proficiency. Strategies may include special homework, tutoring sessions, modified instructional programs, parental involvement, and access to selected educational software.

Infinite Campus

Infinite Campus is the new student information system that will be used by Hoke County Schools. Parents will be able to access the Parent Portal through Infinite Campus to view their child's grades, attendance, assignments, and schedule. This portal also provides real-time access to school announcements, notifications, and other important information. Additional information will be available soon with instructions for parents to create their accounts.

Integrated Pest Management Policy

Please see Hoke County Board Policy 9205; Pest Management.

Library Books/Student Devices

Students may check out books during their morning Open Circulation Times. With the support from the teachers and parents, students are responsible for selecting appropriate reading material from the library that matches their instructional reading level and to help them reach their reader goals. Students who owe money or books from the previous school year or have damaged or lost books may NOT check out any books until the account has been cleared.

All students are assigned an electronic device at the beginning of the school year. Before your student receives a device, you and your child must sign and return to school the county technology policy. All student devices remain at the school unless you sign an opt-in form to have the device brought home by your child on a daily basis.

Lunch/Breakfast Rules

Each student is able to receive a breakfast and lunch at no charge on a daily basis. Each student is expected to practice the general rules of good manners during lunch or breakfast times. All lunches will be served and eaten in the cafeteria while breakfasts are served and eaten in the classrooms. Adults will be responsible for passing out lunch items. Some simple rules of courteous behavior are as follows:

1. Students should demonstrate good dining room manners and control their voice volume while eating.
2. Leave their desk, tables and the surrounding areas clean and orderly.
3. Put trash in proper containers.
4. **No canned drinks or fast foods are allowed in the cafeteria.**

Students who pack their lunches should pack healthy lunches. When packing your child's lunch, please include foods that your child will eat and will minimize their sugar intake.

Students will not be allowed to use a microwave. In addition, teachers will not be allowed to heat a student's food due to safety concerns. Students cannot bring bottles and cans into the cafeteria.

For the safety of all students and staff, outside individuals will only be able to participate in lunch with their children if they have received prior approval from school administration. These individuals must be on the child's information cards and must bring proper ID.

Make-Up Work

Students who have an excused absence have the privilege to make up missed class work. However, it is the student and parent's responsibility to get the assignments from the teachers. Students shall be allowed one day plus the number of days absent to complete the assignments. Students who are absent for extended periods may be given special consideration. When requesting work in advance due to an upcoming absence, please give at least five days notice to the classroom teacher.

Medicine

The following are guidelines contained in the Hoke County School Medication Administration Policy. A copy of the entire policy as well as the forms mentioned can be obtained in the school office.

1. If at all possible, medications should be administered at home.
2. When medications must be given at school, parents must complete one of the following:
 - **Long term medication form**-This form is for medications which must be given for over 2 weeks. It must be completed by the parents and the doctor/health care provider. Medication to be given must be in a pharmacy labeled container.
 - **Over the counter medications**-Over the counter medications **WILL NOT be given at school unless they are in a pharmacy labeled container and the long term medication form is completed by the doctor/health care provider.**
3. Medication must be transported to and from school by the parent. You may find it helpful to get the pharmacist to label two containers, one for home and one for the school.
4. Allergic reactions-If your child has a severe allergy which requires Epi-Pen or another injectable, please make sure the school administration, teachers, and nurses are notified. You must also furnish such emergency drugs and complete the Long Term Medication Form.
5. Students may not keep medications in their possession or self-medicate during school unless the medications meet the guidelines set by the county policy, (i.e. Inhalers, Epi-Pens, Insulin.) Students should not have cough drops, aspirin, vitamins, etc in their possession.
6. If possible, get the necessary forms completed prior to the beginning of school if you know that your child will have to be given medication during school hours.
7. Please notify the school in writing when a medication is discontinued and have a new medication form completed if the medication or dosage is changed.
8. At the end of the school year, please pick up any unused medication from the school, it will be destroyed if left after 2 weeks.
9. A copy of the entire Hoke County School Medication Policy, as well as the medication forms, may be obtained from the school office.

If you have any questions regarding the above information, please feel free to contact your child's school nurse.



Open Communication

The faculty and staff at McLauchlin Elementary would like to maintain open communication between home and school. When you have concerns, please contact the school. The Student Planners/Folders are a way to keep constant communication between the parent and the child's teacher. If you have concerns regarding your child, please make an appointment with the classroom teacher first. If you have not seen the classroom teacher prior to contacting administration, your concern will be forwarded to the appropriate teacher first.

The best time for a telephone conference is prior to 7:30 am or after 2:40 pm. **During the instructional day, phone calls are sent to classroom teachers' voicemail or a note is placed in their mailbox. We do not allow phone calls to the classrooms during the instructional day which begins at 7:45.** Please schedule conferences before or after school. Conferences by appointment eliminate classroom disruptions.

Parent Involvement and Participation

In order to keep all students and staff safe, parents and other family members will only be able to come into the front office in the building, unless they have either filled out a volunteer background form and/or have received prior approval to visit the classroom. If you are interested in volunteering, you will need to receive prior approval from the principal and must fill out a background form before you are able to do so. You can contact your child's teacher for opportunities for volunteering in this manner.

***Conferences with Teachers-** Parents should not expect to conference with teachers without an appointment, particularly during the instructional day, which begins at 7:45 and ends at 2:40. Teachers will be available to conference with parents by appointment during resource times, before and after school. These conferences will be by phone, by Zoom or in-person. To schedule an appointment with your teacher, please call the front office and/or leave a message, write a note in the daily Student Planner/Folder, or email the teacher. Information will be sent home prior to the conference to set a time. Master Policy 115 supports all of our military parents to attend scheduled parent conferences.

Notification will be sent home to notify you of upcoming events. You may also check the website, marquee, and your child's backpacks for letters from the teacher and administration. Parents may also be asked to attend IEP, SAT, or IIP meetings with selected staff. Please make arrangements to attend these meetings when you receive notification.

Parent Concerns

Complaints concerning instruction, discipline, or materials are to be directed to the appropriate level for response according to the following sequence:

1. Classroom teacher – **by appointment**
2. Administration- **by appointment**
3. Designated director, supervisor, or assistant superintendent- **by appointment**
4. Superintendent- **by appointment**
5. Board of Education (see Hoke County Board Policy 1740/4010; Student and Parent Grievance Procedure)

Promotion and Retention Policy

Guidelines have been established by Hoke County Schools and the NC Department of Public Instruction to determine whether a child is promoted to the next grade level. Social promotion and parent request for promotion will not be honored if the student fails to comply with these guidelines. If a parent desires his/her child to be retained, a conference must be held with the Principal, Assistant Principal, Teacher, and Counselor.

By monitoring your child's grades, you can stay aware of your child's academic progress. Possible retention letters will be sent home at the end of each nine-week marking period. Factors such as the student's report card, benchmark data, homework and classwork grades, classroom assessments, state test data, attendance and teacher observation are all utilized to determine a student's promotion or retention. The school will determine if a student has mastered the objectives taught according to the guidelines outlined by the NC Standard Course of Study. All decisions for promotion and retention are the final decision of the Principal. See Policy Code: 3420-A for more information.

Policy Code: 3420-A

The Hoke County Board of Education holds high expectations for all students and believes staff, students, parents, and community must share accountability for student achievement. Local student standards and performance guidelines are based on the need for students to demonstrate proficiency in Reading, Writing, Mathematics, Science and Technology and a belief in the need to provide early and ongoing assistance to students who are not performing at a proficient level. It is imperative that promotion standards be rigorous enough to provide students with the skills, knowledge, and confidence they need to be successful at the next grade level.

Recognizing the State's guidelines for retention, the Board of Education acknowledges the necessity of thoughtful decisions regarding retaining students. The complex dimensions of all promotion/retention decisions make it clear that each child's placement deserves to be decided on its own merits. The school principal has the ultimate responsibility for promotion/retention decisions in accordance with General Statute 115C-288(a) and in alignment with North Carolina Student Accountability Standards.

The purpose of this policy is to establish guidelines for the promotion or retention of students in

the Hoke County Schools. This policy addresses students in Grades K-12 and is the result of recommendations made by a committee comprised of classroom teachers, guidance counselors, curriculum coordinators, and administrators.

A. Promotion Criteria K-2 for Grades

To be considered for promotion to the next grade level, a student must meet the criteria specified for the given grade level. Any student who does not meet the criteria shall be considered for retention. In addition, students must be in attendance at least 150 days in a grade in order to pass that grade unless absences are due to documented reasons specified by the State:

- A. Illness or injury
- B. Quarantine
- C. Death in the immediate family
- D. Medical or dental appointment
- E. Court of administrative proceedings
- F. Religious observances
- G. Educational Opportunity
- H. Local School Board Policy
- I. Absence related to deployment activities

Parents shall be notified in writing after each three days of unexcused student absences.

B. Promotion Criteria for Grades K-5

Kindergarten to First

Promotion from Kindergarten to first grade is based on growth in a child's social skills and maturity level as well as academic abilities. Teachers and principals will consider all factors in determining whether a child needs additional development in all or some areas before promoting him/her to first grade. The following criteria set the standard for academic skills that must be attained before promotion to first grade.

Literacy

Consistently demonstrates mastery of grade level skills, strategies, and content.

Demonstrates proficiency on standards for Kindergarten from the ELA Standard Course of Study based on the State and/or a locally developed Assessment Instrument.

Mathematics

Demonstrates grade level proficiency on standards for Kindergarten from the mathematics objectives in the North Carolina Standard Course of Study based on the State and a locally developed Assessment Instrument.

Consistently demonstrates mastery of grade level skills, strategies and content.

First Grade to Second Grade

To be considered for promotion from the first grade to the second grade, a student must meet the following academic standards.

Literacy

Consistently demonstrates mastery of grade level skills, strategies and content.

Demonstrates proficiency on standards for first grade from the ELA Standard Course of Study based on the State and/or a locally developed Assessment Instrument.

Mathematics

Demonstrates proficiency on standards for first grade mathematics objectives in the North Carolina Standard Course of Study based on the State and/or a locally developed Assessment Instrument.

Consistently demonstrates mastery of grade level skills, strategies and content.

Second Grade to Third Grade

To be considered for promotion from the second grade to the third grade, a student must meet the following academic standards.

Literacy

Consistently demonstrates mastery of grade level skills, strategies, and content.

Demonstrated proficiency with objectives for second grade from the ELA Standard Course of Study based on the State and/or a locally developed Assessment Instrument.

Mathematics

Demonstrates grade level proficiency of second grade mathematics standards in the North Carolina Standard Course of Study based on the State and/or a locally developed Assessment Instrument.

Consistently demonstrates mastery of grade level skills, strategies and content.

Grade 3

The student must receive a passing grade in 3 of the 4 core subjects (Language Arts, Social Studies, Science and Mathematics) for the school year. Two of the four subjects passed must be Language Arts (Reading, English, and Writing) and Mathematics.

In addition to the Reading and Math End of Grade Assessments, Third graders must also take the Beginning of Grade Reading Assessment at the beginning of the school year to establish their baseline.

Grades 4-5

The student must receive a passing grade in 3 of the 4 core subjects (Language Arts, Mathematics, Social Studies, and Science) for the school year. Two of the four subjects passed must be Language Arts and Mathematics.

Reading Expectations

1. All students are required to read each evening as part of their nightly homework. Parents will verify the reading when he/she signs the communication sheet in the Mustang Communication Folders.
2. Students should be reading a variety of genres, and should also be reading text within their reading level.
3. Classroom teachers may require additional reading products, such as book reports and tic-tac-toe reading boards. Reading homework and products can be utilized as a grade.

School Fees

The school fees for the upcoming school year are listed on pg. 3 of this manual. The district policy for requesting waivers or support for these fees is Policy 1310/4002 Parental Involvement Section C subsection 3 paragraph cc. This policy can be found on our district website.

Section 504

There are times when a student may become temporarily, physically disabled to perform his/her classroom duties. Such an injury or disability may warrant the use of a Section 504 Plan to provide modifications and accommodations. Please see the school counselor if you have specific needs that fit this category.

Snacks

Some grade levels and classrooms have scheduled snack times during the day, prior to lunch or after lunch. Parents may be assigned or be asked to sign up for a day to provide a classroom snack. For classroom snacks, nutritional options such as crackers, granola bars, fruits, fruit drinks, water, etc. can be provided. **Please remember that we cannot accept any homemade food items for distribution to any children other than your own.** If preparing snacks for the class or a celebration, ALL food items must be store bought and cannot be prepared in the home.

Superintendent's Approval or Reassignment Approval Requirements

If a student is enrolled at our school through Superintendent's Approval, he or she must adhere to the following guidelines:

1. Must provide own transportation to and from school. (Students cannot be dropped off prior to 7:15 am)
2. Must adhere to the attendance and tardy guidelines. Excessive absences and tardies will result in the student no longer being eligible for reassignment.
3. Must maintain appropriate behavior, attend school regularly and on time, and show academic progress. They must also adhere to the Student Code of Conduct.
4. Must be picked up in the afternoons on time. (All students should be picked up by 2:45 pm.). We do have an after school care program if spots are available.
5. Must stay in good financial standing with the school, such as lunch balances and after school care charges.

Tobacco Free Schools

Effective August 1, 2008, all Hoke County Schools are 100% Tobacco Free. We ask for your help to ensure compliance with our 100% Tobacco-Free School policy. This policy prohibits the use of tobacco products on any school campus at any time including the parking lot or car line.

Visit www.hcs.k12.nc.us for more information.

Visitors

For the safety of our students and staff, we can not allow for visitors on our campus without prior approval given by the principal. When arriving on our campus, parents and family members will be first directed to the front office.



Volunteer

For the safety of our students and staff members, all volunteers during school events must receive prior approval from the school principal and must complete a background check form. We also encourage you to contact your child's teacher for opportunities to volunteer from the home environment.

Health Screenings

Hoke County Schools' Health Program helps with early identification and correction of vision and hearing problems by providing health screening to a certain population of students. If a potential problem is identified, a referral letter will be sent to the student's parent or guardian. The following screenings will be performed:

Pre-K (More at Four), Kindergarten and 5th Grade Students:

- Dental Screening by a Public Health Dental Hygienist with the North Carolina Dental Health Section.

3rd and 7th Grade Students

- Vision Screening
- Hearing Screening

MTSS/SAT Referrals and Exception Children

- Vision and Hearing Screening

If you **do not** wish for your child to participate in the above screenings, please notify the school by completing and returning the bottom portion of the screening notification letter sent home with your child prior to the screenings.

If a parent, guardian, teacher or other educational professional requests a student to have a hearing or vision screening, written permission from the parent or guardian must be obtained.

Educational Information (Garrett's Law)

Vaccines are available to prevent Meningitis and Influenza.

Two vaccines (Cervarix and Gardasil) are available to protect females against the types of HPV that cause most cervical cancers. Both vaccines are recommended for 11 and 12 year-old girls, and for females 13 through 26 years old, who did not get any or all of the three recommended doses when they were younger.

For more information please contact the school nurse, your local health department or your health care provider.

You may also visit <http://www.immunizenc.org/schools>

Immunization Information

The North Carolina General Statutes (G.S. 130-A-152(a)) require immunizations for every child present in this state. Every parent, guardian or person in loco parentis is responsible for ensuring that their child(ren) receive required immunizations. Below is a list of required immunizations.

<i>Vaccine</i>	<i>Number Doses Required Before School Entry*</i>
Diphtheria, tetanus and pertussis	5 doses*
Polio	4 doses*
Measles	2 doses*
Mumps	2 doses*
Rubella	1 dose*
Haemophilus Influenzae type B (Hib)	4 doses*
Hepatitis B (Hep B)	3 doses*
Varicella (chickenpox)	1 dose*

Immunization Information

Vaccine Requirements (Tdap) for Students Entering Sixth Grade

The North Carolina Commission for Public Health has made several changes to the rules regarding vaccination of school-aged children and college students. Effective January 1, 2008, the administrative rule, 10A NCAC 41A.0401, has been changed, adding requirements for a booster dose of Tdap (tetanus, diphtheria, and acellular pertussis) vaccine and a second dose of mumps vaccine.

- All individuals attending public school who are entering the 6th grade on or after August 1, 2008, if five years or more have passed since the last dose of tetanus/diphtheria toxoid are required to have the Tdap vaccination.

Non-Discriminatory Statement

The Hoke County School System is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, disability, or national origin.

STUDENT AND PARENT GRIEVANCE PROCEDURE

Policy Code: 1740/4010

The Hoke County Board of Education recognizes that a wholesome environment free from unfair, impartial treatment is essential if students are to achieve their maximum potential. The board has adopted a grievance for students to ensure that each student has the opportunity to have his/her complaints heard and his/her problems dealt with by the leaders of the school district.

Questions, concerns, complaints, or requests for additional information regarding the Student and Parent Grievance Policy, please contact your school administrator. The full text of the policy is published on our District's webpage www.hcs.k12.nc.us.

Title IX Prohibits Sexual Harassment and Sexual Violence

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Questions, concerns, complaints, or requests for additional information regarding Sexual Harassment and Sexual Violence, please contact your school administrator. The full text of the policy is published on our District's webpage www.hcs.k12.nc.us.

Title I Parent and Family Engagement

1320/3560

Policy Code:

The board of education recognizes the value of family engagement in a child's academic success and believes that the education of children is an ongoing cooperative partnership between the home and the school. Parents, guardians, and other family members are their children's first teachers; therefore, the continued involvement of them in the educational process is most important in fostering and improving educational achievement. School system officials shall strive to support parents, guardians, and family members and provide them with opportunities to become involved in the programs offered by the Title I schools. The board encourages participation in the design and implementation of the programs and activities in order to increase the effectiveness of the school system's Title I program in helping students meet state and local achievement standards.

A. Definition of Parent and Family Engagement

For the purposes of this policy, "parents" and "parental" are inclusive terms intended to represent both parents and guardians. Also, the term "parent and family engagement" means the participation of parents, guardians, and other family members in regular, two-way and meaningful communication involving student academic learning and other school activities, including the following:

1. that parents and family members play an integral role in assisting their child's learning;
2. that parents and family members are encouraged to be actively involved in their child's education at school;
3. that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
4. that the school system utilizes in activities that support parent and family engagement in the Title I programs.

B. Purpose and Operation of Title I Program

The Title I program is a federally supported program that offers assistance to educationally and economically disadvantaged children to help ensure they meet the school system's challenging academic standards. The Title I program provides instructional activities and supportive services to eligible students over and above those provided by the regular school program. When applicable, students must be selected to receive Title I services based on objective criteria that are consistent with federal and state requirements, such as standardized test scores, teacher judgment, and results of pre-school screening and home-school surveys.

Qualified Title I schools will operate as school-wide programs or targeted assisted programs based upon federal eligibility criteria. School-wide programs will utilize a comprehensive school improvement process enabling schools to serve all students in the school. Targeted assistance programs will provide services to eligible students in the school having the greatest need for assistance.

Both school-wide and targeted assistance programs shall be based on effective means of improving student achievement and shall include strategies to support parent and family engagement.

C. Annual Meeting

Each year, Title I parents must be invited to an annual meeting, at which time parental rights will be explained, programs and activities provided with Title I funds will be discussed, and input will be solicited on the Title I program and this policy. In addition, all parents will have an opportunity to evaluate the effectiveness of the Title I programs and the parent and family engagement policies and plans. Data collected from these findings will be used to revise Title I programs and parental involvement plans.

D. Parent and Family Engagement Efforts

The board believes that the involvement of Title I parents and family members contributes significantly to the success of children. The Title I staff and all school system personnel shall strive to involve parents and family members in activities throughout the school year.

The superintendent shall ensure that this system-level parent and family engagement policy is developed with, agreed upon with, and annually distributed to parents and family members of participating students. In addition to the system-level parent and family engagement policy, each school participating in the Title I program shall jointly develop and annually distribute to parents and family members a school-level written parent and family engagement plan that describes the means for carrying out school-level plans, sharing responsibility for student academic achievement, building the capacity of school staff and parents for involvement and increasing accessibility for participation of all Title I parents and family members, including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children. School-level plans must involve parents in the planning and improvement of Title I activities and must provide for the distribution to parents of information on expected student proficiency levels and the school's academic performance.

School officials will invite appropriate school personnel from private schools to consult on the design and development of its programs in order to provide equitable services to students enrolled in private schools. The superintendent or designee will establish any additional procedures necessary to achieve timely and meaningful consultation with private school officials in accordance with federal law.

In addition, school system officials and Title I school personnel shall do the following:

1. involve parents and family members in the joint development of the Title I Program and the process of school review and improvement;
2. provide coordination, technical assistance and other support from various central office departments necessary to assist participating schools in planning and implementing effective parent and family engagement activities that are designed to improve student academic achievement and school performance;
3. build the schools' and parents' capacity for strong parent and family engagement ;
4. coordinate and integrate parent and family engagement strategies in the Title I Program to the extent feasible with parent and family engagement activities established in other federal, state, and local laws and programs (such as Head Start, SmartStart and similar programs), that prepare children for school and parents for their role in supporting their children's learning;
5. with the involvement of parents, conduct an annual evaluation of the content and effectiveness of the school system parent and family engagement policies and program in improving the academic quality of the school and assisting student to met the school system's academic standards;
6. strive to eliminate barriers to parent and family participation by assisting parents and family members with disabilities and parents and family members who are economically disadvantaged, have limited English proficiency, are migratory, or have other backgrounds or characteristics that may affect participation;
7. provide assistance to parents and family members of participating Title I children in understanding the state's testing standards, the assessments used, Title I requirements and all national, state and local standards and expectations through varied and multiple means of communication (e.g., community-based meetings, sending information home, newsletters, workshops and newspaper articles);
8. design a parent–student–school staff compact that sets out respective responsibilities in striving to raise student achievement and explains how an effective home/school partnership will be developed and maintained;
9. with the assistance of parents, ensure that teachers, pupil services personnel, principals and other staff are educated in the value of parents as partners in the educational process and understand how to work with, communicate with and reach out to parents as equal partners in education;
10. distribute to parents information on expected student proficiency levels for their child and the school's academic performance, and provide materials and training to help parents monitor their child's progress and work with educators to improve achievement;

11. coordinate and integrate, to the extent feasible and appropriate, parent and family engagement programs and activities with federal, state, and local programs, including Hoke County Public Schools' pre-school programs and conduct other activities in the community that encourage and support parents and family members in education;
12. strengthen the partnership with agencies, businesses and programs that operate in the community;
13. ensure that parents and family members are involved in the school's Title I activities; and
14. provide such other reasonable support for Title I parent and family engagement activities as requested by parents and family members.

E. Notice Requirements

School system officials and Title I school personnel shall provide effective notice of the following information as required by law. The notice must be in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

1. LEP Program

a. Each year the principal or designee shall provide notice of the following to parents of limited English proficient (LEP) children identified for participation in a Title I, Part A-funded language-instruction educational program:

- i. the reasons for the child's identification;
- ii. the child's level of English proficiency;
- iii. methods of instruction;
- iv. how the program will help the child;
- v. the exit requirements for the program;
- vi. if the child has a disability, how the language instruction educational program meets the objectives of the child's individualized educational program (IEP); and
- vii. any other information necessary to effectively inform the parent and family of the program and the parental rights regarding enrollment, removal and selection of an LEP program.

b. The principal or designee of a school with a Title I, Part A-funded language instruction program that has failed to make progress on the annual achievement objectives for LEP students, shall notify the parents and family members of such failure no later than 30 days after the failure occurs.

2. System Report Card and School Progress Review

a. Each year, school system officials shall disseminate to all parents, schools, and the public a school system report card containing aggregate information, including, but not limited to, student achievement (disaggregated by category), graduation rates, performance of the school system and teacher qualifications.

b. Each year, school system officials shall disseminate to all parents, schools and the community the results of the LEA's yearly progress review of each school.

3. Teacher Qualifications

a. Each year, school system officials shall notify parents of Title I students of the right to request certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child (see policy 7820, Personnel Files).

b. The principal or designee of a Title I school shall provide timely notice informing parents that their student has been assigned to or has been taught for at least four consecutive weeks by a teacher does not meet applicable State certification or licensure requirements at the grade level or subject area in which the teacher has been assigned.

4. Parental Rights and Opportunities for Involvement

Each year, the principal or designee of a Title I school shall provide notice to parents of the school's written parent and family engagement policy, parents' right to be involved in their child's school and opportunities for parents and family members to be involved in the school.

F. Website Notification

When a Title I school is identified for improvement, corrective action or restructuring, the school system will display on its website the following information in a timely manner to ensure that parents have current information regarding supplemental services and public school choice:

1. Beginning with data from the 2007-2008 school year and for each subsequent school year, the number of students who were eligible for and the number of students who participated in public school choice;

2. For the current school year, a list of available schools to which students eligible to participate in public school choice may transfer;

3. Beginning with data from the 2007-2008 school year and for each subsequent school year, the number of students who were eligible for and the number of students who participated in supplemental educational services; and

4. For the current school year, a list of supplemental educational services providers approved by the state to serve the school system and the locations where services are provided.

The superintendent shall develop any additional administrative procedures necessary to implement the requirements of this policy.

Legal References: Elementary and Secondary Education Act, as amended, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200.; 20 U.S.C. 7801(32); *Public School Choice Non-Regulatory Guidance*, U.S. Department of Education (January 14, 2009); *Supplemental Educational Services Non-Regulatory Guidance*, U.S. Department of Education (January 14, 2009); U.S. Department of Education approval of Elementary and Secondary Education Act (ESEA) Flexibility Request (May 29, 2012); State Board of Education Policy TCS-R-000

Cross References: Parental Involvement (policy 1310/4002), Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100), Personnel Files (policy 7820)

Other Resources: *Giving Parents Options: Strategies for Informing Parents and Implementing Public School Choice and Supplemental Educational Services Under No Child Left Behind*, U.S. Department of Education Office of Innovation and Improvement (September 2007)

Adopted: January 14, 1997

Revised: December 11, 2001; April 10, 2012; January 8, 2013; June 7, 2018

McLauchlin Elementary School

Title I Parent and Family Engagement Plan

McLauchlin Elementary intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, *Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.*

In General

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement plan, agreed on by such parents, that shall describe the means for carrying out the requirements. Parents shall be notified of the plan and LEA Board Policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. The policy shall be made available to the local community and updated to meet the changing needs of parents, families, and the school.

- ☐ schools shall provide opportunities for the participation of parents and family members, including those with migratory children, limited English proficiency, or have disabilities. Parent shall be notified of the Hoke County Schools Parent and Family Engagement Policy, information related to school and parent and family programs, meetings, and other activities in an understandable and uniform format and to the extent practicable provided in a language the parents can understand;
- ☐ convene an annual parent and family meeting scheduled at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents and family members of their school's participation under this part and to explain the requirements of this part, and the right of the parents and families to be involved;
- ☐ involve parents and family members in an organized, ongoing, and timely way, in the planning, review, and improvement of the school Parent and Family Engagement Policy;
- ☐ provide opportunities for parents and family members to participate in decisions relating to the education of their children. The school shall provide other reasonable support for parental family engagement activities;
- ☐ provide parents of participating children timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents and families work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand;
- ☐ educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners;
- ☐ coordinate and integrate parental engagement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

What is Title I?

The purpose of this title is to ensure that all children have a fair, equal!, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. This purpose can be accomplished by:

- (1) ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement;
- (2) meeting the educational needs of low-achieving children in our Nation's highest-poverty schools, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance;
- (3) closing the achievement gap between high- and low-performing children, especially the achievement gaps between minority and nonminority students, and between disadvantaged children and their more advantaged peers;
- (4) holding schools, Local educational agencies, and States accountable for improving the academic achievement of all students, and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education;
- (5) distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest;
- (6) improving and strengthening accountability, teaching, and learning by using State assessment systems designed to ensure that students are meeting challenging State academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged;
- (7) providing greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance;
- (B) providing children an enriched and accelerated educational program, including the use of schoolwide programs or additional services that increase the amount and quality of instructional time;
- (9) promoting schoolwide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content;
- (10) significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;
- (11) coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families; and
- (12) affording parents substantial and meaningful opportunities to participate in the education of their children.

What you can expect from the State, Hoke County Schools, and Title I Schools as a result of receiving Title I funds?

Annual Report Card

Parent's Right-to-Know-student Achievement on state assessments

School's Identification for School Improvement and Sanctions Teacher and

Paraprofessional Qualifications Non-Highly Qualified Teachers

Written Parental Involvement Policies

Title I Part A Meeting

Title I Part A Information

Title I Funding for Parent Involvement

Parental Capacity--participation in training sessions and meetings

Family Literacy--encourage

Parent/Student Sign Off

Parents and Students,

Please read the contents of this booklet together and sign below to signify that you have done so.
Please tear this sheet out of this booklet and return it to your child's teacher when completed.
Thank you.

I, (parent name) _____ have read the contents of this book with my child
(child's name) _____ and understand that these are the policies of Hoke County
Schools and McLauchlin Elementary School. I also understand that I am responsible for knowing
these policies and adhering to them.

I understand that I need a background check to attend Field Trips and other school functions.

_____ (parents name).

Parent Signature: _____ Date: _____

Student Signature: _____

Teacher Name: _____

Grade : _____

