

Don D. Steed Elementary School Student Handbook 2025-2026

800 Phillipi Church Road
Raeford, NC 28376
Phone: (910) 875-1125

Haley Y. Hall
Principal
haley.hall@hcs.k12.nc.us

Allison Bell
Assistant Principal
allison.bell@hcs.k12.nc.us

**DSES is where curiosity leads and learning
follows:**



Don D. Steed Elementary School
2025-2026

Dear Parents/Guardians and Students,

We are excited to welcome you and your student to the 2025-2026 school year at Don D. Steed Elementary School. We hope you had a restful and enjoyable summer and are ready to begin another exciting year of learning and growth. It is always a pleasure to have your child as part of our school community.

This handbook is designed to provide you with quick and helpful answers to common questions, as well as to outline important procedures and expectations. While we've included a wide range of information, please don't hesitate to reach out to your child's teacher or the school office if you have any additional questions. We're always happy to help.

We encourage you to read through the handbook carefully and keep it handy for reference throughout the school year. Each new year brings fresh opportunities and challenges, and we're here to support your student every step of the way.

We communicate with families in a variety of ways to ensure you're always informed. These include student agendas, communication folders, phone calls, email, and apps such as Class Dojo and Remind, which serve as our primary tools for daily updates. To make the most of these communication methods, we ask that you check them daily for notes regarding your student's behavior, assignments, and overall progress.

At Don D. Steed, our staff is dedicated to creating a safe, structured, and nurturing environment where all students are encouraged to thrive. We believe that strong partnerships between home and school are the key to a successful educational experience. Together, we can make this a fantastic year for your student.

Welcome to the Don D. Steed family, we're glad you're here!

Sincerely,

A handwritten signature in dark ink, appearing to read 'Haley Y. Hall', written in a cursive style.

Haley Y. Hall
Principal

DISCLAIMER

By no means is this manual all-inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help Parents/Guardians , students, and school personnel work together. Many guiding statements are included in this document, but this does not include every situation.

As new policies or regulations are developed by the school board, the State or Federal Statutes, additions and/or deletions will be made to this manual. **We will continue to make every effort to ensure our students are aware and understand what is expected of them.**

THIS HANDBOOK IS PROVIDED AS AN INFORMATION SOURCE FOR HOKE COUNTY SCHOOLS STUDENTS AND THEIR FAMILIES. IN THE EVENT OF ANY INCONSISTENCY BETWEEN THIS HANDBOOK AND THE HOKE COUNTY SCHOOLS BOARD OF EDUCATION POLICY MANUAL, THE BOARD OF EDUCATION POLICY MANUAL WILL CONTROL.

Vision and Mission Statements for Student Learning 2025-2026

Hoke County:

Vision: As a trusted community partner, we will ensure an inclusive and supportive environment that provides authentic learning opportunities to prepare future-ready students.

Mission: 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.

Don Steed Elementary:

Vision: Don Steed Elementary School will collaborate as a professional learning community to inspire all students to become innovative learners who will be college, career, and life ready through relationships and learning opportunities, while exemplifying integrity.

Updated August 2021

Mission: Rigor, Relevance, Relationships- Every Classroom, Every Student, Everyday

Motto: Passion for Learning, Excellence for All

To accomplish our **vision** and **mission**, we believe:

- Quality instruction will result in students producing quality work.
- Education is a shared responsibility among school, family and community.
- Diversity is valued by treating all with dignity.
- High expectations will result in excellence for all.

DON D. STEED ELEMENTARY SCHOOL and DISCLAIMER	1-2
DON D. STEED VISION AND MISSION STATEMENTS FOR STUDENT LEARNING	3
TABLE OF CONTENTS	4-6
AFTER SCHOOL CARE	7-8
ARRIVAL/DISMISSAL TIMES FOR STUDENTS	8-9
ATTENDANCE	9-11
BALLOON/FLOWER DELIVERY/CLASSROOM CELEBRATIONS	11-12
BOOKBAGS/BACKPACKS	12-13
BULLYING POLICY-HOKE COUNTY SCHOOLS	14-15
BUS INFORMATION	15-18
CAFETERIA/FOOD SERVICES	18-19
CELL PHONES/ELECTRONICS AND STUDENTS	19
CODE OF CONDUCT/DISCIPLINE	19-21
COMMUNICATION	21
CONFERENCES	21
CONFIDENTIAL RECORDS	21
PBIS MATRIX	22-23
CUSTODY PAPERS	24
DAILY SCHEDULE	24
DIET ORDERS	24
DRESS CODE	25-26

COLORED EMERGENCY CARD	26
FIELD TRIPS AND ACTIVITIES INVOLVING SCHOOL TIME	27-28
GRADING SCALE FOR GRADES K-5/Report Card Release Dates	28-29
HEALTH SCREENINGS	29-30
HOMEWORK	30
HOURS	30
IMMUNIZATION INFORMATION	31-32
INCLEMENT WEATHER	32
INDIVIDUAL INTERVENTION PLANS/INDIVIDUAL READING PLANS (IIP's/IRP's)	33
LIBRARY BOOKS	33
LOST AND FOUND	33
MEDICATIONS	33
MTSS/SAT REFERRALS AND EXCEPTIONAL CHILDREN	34-35
PARENT INVOLVEMENT AND PARTICIPATION	35
PARENT PORTAL/Infinite Campus	36
PROMOTION AND RETENTION POLICY	36-37
PTO	37
SAFE SCHOOL PLANS	37-38
SCHOOL FEES	38-39
SUPERINTENDENT'S APPROVAL OR REASSIGNMENT APPROVAL REQUIREMENTS	39-40
TECHNOLOGY	41

TITLE ONE PARENT AND FAMILY ENGAGEMENT	41-50
ATTENDANCE POLICY CODE:4400	50-55
HOKE COUNTY SCHOOLS 2025-2026 CALENDAR	56
Who/How to Contact	57

After School Care

We would like to take this opportunity to welcome you and your children to Don D. Steed's After-School Program. Our mission is: Rigor, Relevance, Relationships- Every Classroom, Every Student, Every Day! Our motto is: Passion for Learning, Excellence for All.

The goal of our after-school program is to provide a quality program that is safe, fun, and affordable. Our program offers age-appropriate activities under the supervision of a competent, trustworthy, caring, and qualified staff that understands and meets the needs of the children in our care.

To meet the physical, intellectual, social, emotional, and recreational needs of children, our program will:

- o Offer a fun, safe, secure, and nurturing environment staffed by warm, friendly childcare professionals
- o Offer educationally enriched activities that help foster learning throughout the school day
- o Provide recreational activities that help promote confidence, self-esteem, and responsibility
- o Provide a relaxed atmosphere where children can socialize and make new friends
- o Provide a nutritious snack
- o Provide time for homework assistance

At Don Steed, we believe that when children are away from home, they should be provided with a quality program of well-supervised activities that stimulates new interests, encourages creativity, and builds self-confidence, while providing their parents with "peace of mind."

Our hours of operation are Monday-Friday, 2:30 pm - 6 pm.
AFTER-SCHOOL CARE WILL BEGIN THE FIRST DAY OF SCHOOL.
AFTER-SCHOOL CARE WILL BE CLOSED ON ALL TEACHER WORKDAYS,
HOLIDAYS, AND EARLY DISMISSALS

Registration, Fees, and Procedures for Payment

- There is a \$20.00 annual registration fee for each child
- The cost of after-school care is \$60.00 per week in advance of providing services.
- All paperwork must be completed and on file, and all fees must be paid before the student attends ASC.
- Payment for childcare services is for a designated slot. You are paying for a slot in our program, whether your child attends or not. To maintain your child's slot in our program, all payments must be kept current.
 - Payments will not be prorated for any missed days of school due to sickness, family emergencies, or other unforeseen circumstances.
- Payment is due on **THURSDAY** of each week.
 - PLEASE NOTE: YOU ARE PAYING FOR THE UPCOMING WEEK. Failure to do so will result in losing his/her slot.
 - Late payments may result in dismissal from the program. There will also be a \$20 late fee for late payments.
 - Accounts will be considered delinquent when the balance becomes five days past due. Students will not be allowed to return to After School Care until the fees are paid.
 - Should the school building be closed due to unforeseen reasons, such as weather, pre-paid fees will be prorated on a daily basis, and credit given for the next week.
 - NO REFUNDS ARE GIVEN AT ANY TIME.

A copy of the after school handbook will be given to families after completion of registration.

ARRIVAL/DISMISSAL TIMES FOR STUDENTS

For the safety of our students, students are not permitted to enter the school building prior to 7:15 am. This will ensure all staff members are ready and in place to receive students into the school building. If your student is a car rider, please remain in the car rider line with your student until 7:15 am, when someone is there to welcome them on campus. Students will report directly to class each morning starting at 7:15 am.

To help keep our community safe and our mornings running smoothly, we'll continue using our "Kiss and Go" drop-off and pick-up procedures. We kindly ask that all parents

and guardians remain in their vehicles during these times, as no one will be permitted to exit their car in the drop-off or pick-up line.

All car rider families will need to obtain a new Car Tag for the 2025-2026 school year.

Dismissal is at 2:30pm for all students and no check-outs will be permitted after 2:00 pm. NO EXCEPTIONS.

*****All car riders will be dropped off in our kiss and go car rider line in the morning and picked up in the car rider line each afternoon. To maintain smooth traffic flow and ensure efficient dismissal, walk-ups are not permitted.**

To encourage student independence and ensure a calm, focused start to each day, no visitors will walk students to class in the mornings. Thank you for your continued partnership and support. We're looking forward to a fantastic year together! ***

ATTENDANCE

Tardy

Prompt arrival at school is expected of all students. Late arrival disrupts class and delays instructional time. **Students will be considered tardy after 7:45 am. Tardy students must be brought into the office by their Parents/Guardians in order to be signed in and receive a pass to class. This will be done through our IDENTIKID process.** Students will not be permitted to class without a pass. Students with consistent and/or excessive tardies will be turned over to the School Social worker as appropriate. If your child is checked into school at 8:00 am or after, they will be asked what they would like to eat for lunch and the order will be written on their tardy slip to turn into their teacher upon entering the classroom.

Attendance Requirements-Board Policy 4400

School attendance and class participation are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

Please refer to Board Policy 4400 included in this handbook for the full text. (Digital Attendance Form)

According to **GS 115C-378**: Children required to attend, which is commensurate with the county policy code 4400, the following actions will be followed:

After 3 unexcused absences:

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

After 6 unexcused absences:

1. All teachers will take daily attendance.
2. A 6 - day letter will be printed for all students with 6 unexcused absences.
3. A School Social Worker or Administrative Designee will follow-up on the 6-day letter as needed.
4. A home visit will be made by the School Social Worker or the Administrative Designee, as needed.
5. 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.
6. An Action Plan will be developed as needed.
7. Failure to comply with the attendance policy may result in court action.

After 10 unexcused absences:

1. All teachers will take daily attendance.

2. A 10-day letter will be printed for all students with 10 unexcused absences. The letter will be sent registered mail with a return signature required.
3. A School Social Worker or Administrative Designee will follow-up on the 10-day letter as needed.
4. 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 Student's attendance, please feel free to contact the Student Information Data Manager, Tammie McLean (tammie.mclean@hcs.k12.nc.us) or our Social Worker, Russ Schelle Strickland (rstrickland@hcs.k12.nc.us). You can also complete an absence excuse by going to the [25/26 Absence Reporting Link](#) which can be found on our website.

Attendance/Make-up Work

Missed work must be made up within a reasonable amount of time depending upon the length and cause of the absence. Your child's teacher will assist in gathering any work missed due to absences, but please remember that it is up to your child to complete the work by the make up work due date. Students will have the same number of days to make up missed work as the number of days that they were absent for full credit. Late assignments will have points deducted at the teacher's discretion. This agreement **must** be communicated to the parent(s) in writing with the signature of the parent at the beginning of each school year. Please note that if a parent signature can not be obtained, but attempts have been made by the teacher to secure the signature, the teacher will make admin and parents aware through email in case any questions arise at a later time. (Per Hoke County Policy 4400)

Attendance/Early Dismissal

Our instructional day ends at 2:30 p.m. A student will not be permitted to leave school early unless the parent/guardian comes to the office and signs the student out.

Parents/Guardians will not be allowed to sign out students after 2:00 p.m.

BALLOON/FLOWER DELIVERY/CLASSROOM CELEBRATIONS

NO DELIVERIES WILL BE ACCEPTED FOR STUDENTS. Please have balloons, flowers, etc. for students delivered to your home address. **This includes**

bringing them for events like awards and assemblies. Deliveries to students create a distraction to the learning environment. Please accept our thanks for your cooperation.

For classroom celebrations and activities, no homemade food items are allowed to be brought into school by student/family. Classroom celebrations will be determined by the classroom teachers. **Please remember NO OUTSIDE food can be brought into the cafeteria. This includes: Cupcakes/desserts, pizza, fast food, other celebration items, etc.** Classroom teachers will use their discretion to schedule celebrations in order to maximize classroom instruction. Please get with your Student's teacher to request the best time for the celebration. Thank you.

Cupcakes and other food or drink items from classroom celebrations are not allowed on the bus—either in the morning or afternoon. This policy helps prevent accidents, messes, and potential safety issues during transportation. Thank you for your understanding and support in keeping our buses safe and clean.

Bookbags/Back Packs:

As part of Hoke County Schools ongoing efforts to provide safe and secure learning environments, only clear backpacks (book bags) will be permitted for all students.

Backpack Requirements:

- Students are required to carry backpacks made of clear plastic, vinyl, mesh, or similar transparent materials.
- Backpacks with colored elements, stripes, colored straps, mesh pockets, or leather reinforced corners are allowed as long as they do not obstruct visibility (designs or decorations can not hinder the ability to see inside the backpack).
- Mesh bags are an acceptable material or backpack (book bag) type. Colored transparent backpacks are not allowed.
- Logos and Branding: Backpacks may include small company logos or branding, but they should not impede visibility through the backpack.

Gym or spirit bags: All gym or spirit bags must be in compliance with the clear backpack (book bag) requirements.

The only exceptions permitted are:

- A small non-transparent purse or pouch for personal hygiene items.

- Lunch boxes or lunch bags.

- Sport-specific carrying case for athletic equipment (ex: baseball or softball bat packs).

However, these bags should be stored in designated areas upon the student's arrival, as directed by coaches, instructors, staff, and administration.

- Instrument-specific carrying case for band equipment. However, these bags should be stored in designated areas upon the student's arrival, as directed by instructors, staff, and administration.

This practice and requirement will be implemented on the first day of school.

FAQs

What type of clear backpacks and bags are permitted?

Students are required to carry backpacks made of clear plastic, vinyl, mesh, or similar transparent materials.

Students are required to carry backpacks made of clear plastic, vinyl, mesh, or similar transparent materials.

Are transparent colored backpacks allowed?

No. All backpacks (book bags) and gym bags must be clear and made of transparent plastic or vinyl material and must not have any opaque or tinted parts.

Can the backpack have colored straps?

Yes

Are lunch bags or boxes required to be made of clear plastic, vinyl, or similar transparent materials?

No. Non-clear lunch boxes are permitted.

What is considered a purse vs a tote bag?

A purse, also known as a handbag, is a small to medium-sized bag used primarily by women to carry personal items. A tote bag is a larger,

open-top bag with parallel handles that emerge from the sides of its pouch. A tote is designed for carrying a variety of items that include larger items that cannot fit into a purse. A small non-transparent purse or pouch may be carried for personal hygiene items. A tote cannot be carried by students unless it meets the same requirements as a backpack (book bag.)

******Please remember that no bookbags on wheels are permitted for safety purposes.******

BULLYING POLICY-HOKE COUNTY SCHOOLS [Policy 4329/7311](#)

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/Guardians 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, the administration will determine whether the policy and or state law have been violated.
6. Administration will determine appropriate discipline.

Bullying Consequences-Hoke County Conduct Book

First violation - This violation may result in short-term suspension or other disciplinary measures as deemed necessary by the building principal.

Second offense- This violation may result in short-term suspension up to 10 days.

Third offense- This violation may result in short-term suspension up to 10 days.

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

*If any of the acts of teasing, bullying and harassment continues under 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.

BUS INFORMATION

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. Bus transportation is provided for all students upon request. The transportation office for the Hoke County School System coordinates bus routes and schedules. Concerns and questions about bus routes and safety should be directed to the Transportation Office (910-875-9271). All concerns of discipline should be directed to the school administrator that is over buses, **Mrs. Bell**.

*****Continuing for the 2025-2026 school year, students will only be permitted to ride the bus to their place of residence. If your Student will be picked up at a location other than your home address in the morning/dropped off in the afternoon, the bus they ride can only be changed at the beginning of the school year. After the initial change has been made students can only ride their assigned bus and no further bus changes can be made for the 2025-2026 school year. *****

A parent is required to be at the bus stop for students in grades PreK, K, 1 and 2 in the afternoons to greet students from the bus. Students will be brought back to school if a parent or guardian is not physically at the bus stop (not just standing on the porch or looking out the window). The parent will then be called to pick up the student from the school. **After the third time a student is returned to the school due to the absence of a parent or legal guardian at the bus stop, the student's bus privileges may 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/Guardians' requests for the front seat or family seating cannot be honored.

Requesting becoming a car rider or changing to a daycare van rider: ***All transportation changes going from being a car rider/daycare van rider to a bus rider (only if they have been assigned a bus since day 1 of school) including Daycare changes must be in writing. Any changes after 12:00 pm may not be honored and the student's regular afternoon transportation may have to be utilized.***

Please remember that changes will not be accepted over the phone. They must include the date that the transportation change needs to take place, along with the parent/guardian's or emergency contact's name and number, as well as the home room teacher's name. This can be done via written note, email to the teacher, fax, Remind or Class Dojo apps, or the teachers platform. If a parent needs to change a child's transportation for the afternoon, the parent must give written notice of the change prior to 12:00 pm. ***

BUS INFORMATION CONTINUED

The request will only be granted if space is available on the bus.

Bus Stop Timeliness- It is important that students get on and off the bus at their designated bus stops and will need to be able to **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 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.

Bus Rules

1. Follow directions the first time given.
2. Stay in the assigned seat with feet on the floor while the bus is in motion.
3. Keep hands, feet, and objects to self.
4. No loud talking, inappropriate language, or rude gestures.
5. Do not write on, damage and/or litter on the bus.
6. No food, drinks, flowers, or balloons on the bus.

Bus Law-North Carolina Public School Law 115-C-245

Bus riding privileges may be revoked for any of the following reasons:

1. Refusing to be seated
2. Refusing to remain seated/moving up and down the aisle while the bus is moving
3. Not allowing others to be seated
4. Fighting
5. Throwing objects in or out of the bus
6. Spitting/Littering
7. Unnecessary noise, yelling, or talking too loudly
8. Tampering with bus equipment/emergency door
9. Inappropriate language
10. Distracting the driver
11. Eating or drinking on the bus
12. Rude or discourteous conduct
13. Bringing radios, video games or other electronic equipment

The consequences for bus infractions are as follows:

- First Offense: Warning/Parent/Guardian 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
- **Failure to sit in assigned seat consequences**
 - 1st offense - notify school administration - off bus 3 ridership days
 - 2nd offense - notify school administration - off bus 5 ridership days
 - 3rd offense - notify school administration - off bus 10 ridership days

- o 4th offense - notify school administration - off bus for remainder of school year.

***Administration reserves the right to make changes to consequences due to the severity of the behavior.** The above actions may be by-passed and alternate suspensions or consequences may be given depending on the nature of the offense and the number of incidents. Severe actions may cause immediate suspensions.

CAFETERIA/FOOD SERVICES

A nutritious breakfast and lunch is served daily in a self-service line. Students are encouraged to participate in the lunch program. **Don Steed is a CEP school for the 2025-2026 school year, which means that every student will receive breakfast and lunch at no charge for the entire year. The only items students will need to purchase will be additional snacks if they wish.** We encourage your students to eat both breakfast and lunch each day at school with us. Your Student will be given a number for their lunch account. Please direct questions regarding your student's lunch account to the cafeteria staff. The cafeteria phone number is 875-6567. Monthly menus will be provided. Please know that breakfast will continue to be served in the classroom this year from 7:30-8:00 and lunch will be served and eaten in our cafeteria daily.

We are happy to welcome parents and families to join their students for lunch! All visitors must sign in at the front office and wear a visitor sticker while on campus. When joining your child for lunch, we kindly ask that you either purchase a meal from our café or bring a packed lunch from home. Please note that fast food, pizzas, carbonated beverages, and class treats (such as cupcakes) are not permitted in the cafeteria.

Beginning in the 2025-2026 school year, a designated seating area will be provided whenever possible to ensure a pleasant dining experience for you and your child. Thank you for your support in helping us maintain a positive and safe lunch environment for all students!

Cafeteria Rules

1. Students must wash hands before and after lunch per district policy.
2. Enter the cafeteria in a single line, ready for lunch service.
3. Arrive and leave on time according to your class's lunch schedule.
4. Sit at your class's assigned table.
5. Keep voices low to maintain a respectful environment.
6. Clean your area (table and floor) before disposing of trays.

7. Remain seated until your class is called to clean up and exit.
8. Teachers will actively monitor their classes at all times while in the cafeteria.

*****Students are not allowed to bring carbonated drinks from home, to include all energy drinks and coffee.*****

Cell Phones/Electronics and Students -Hoke County Policy 4318

Cell phones and other types of hand-held wireless devices, including Wireless phone watches **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 for instructional purposes.

CODE OF CONDUCT/DISCIPLINE

The Don D. Steed staff teaches independence, respect for self and others, and other character traits in addition to the standard course of study. It is imperative for the school staff to protect the school day and deter behavioral interruptions. We will have zero tolerance for any student who interferes with other students' learning and who endangers or threatens the safety of other students. We will also not tolerate students being disrespectful to teachers.

When a student is referred for discipline, the school will communicate with the parent. This communication will help Parents/Guardians be proactive in helping to correct disruptive behaviors or to resolve problems or conflicts. If a student continues to exhibit poor behavior, the parent will be required to meet with the school team to develop a plan for their student. All students are responsible for complying with and are expected to be familiar with the HCS Code of Student Conduct and school board policies governing student behavior and conduct.

Positive Behavioral Support is a positive, proactive approach to supporting students through the use of strategies for achieving social and learning outcomes while preventing problem behaviors. The PBIS focus is on doing what is right in regards to behavior while at school which can be incorporated into the home and into the community. Teachers and staff will teach the expectations that are consistent across the school. (www.pbis.org for more information)
All students will receive a Student Code of Conduct Handbook at the beginning of the school year. Please refer to the handbook for

consequences. 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 at any school in Hoke County and may result in suspension (Further information may be found in the Hoke County Student Code of Conduct, Along with the 4,000 series board policies)

1. Consistent use of Profanity/Vulgarity/Unwelcomed Slang or Slurs (Verbal or written)
2. Theft
3. Damage to Property and Vandalism (Parents/Guardians 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 off 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, cell phones, IPODS, or 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.

COMMUNICATION-Board Policy-1310/4002

Agenda/Communication Folder: Please be sure to check these daily for important updates and communications, and return them signed to school the following day. If you need to send a written message to your child's teacher or leave a voicemail that requires a response, please allow up to 24 hours for a reply. We also ask the same in return, as we value open and timely communication as a key part of the strong relationships we build here at Don Steed Elementary.

Please understand that during the instructional day and after school hours, our staff's primary focus is where it should be—on students and their families. This ensures that every student receives the best possible experience each time they walk through our doors. Thank you for your continued cooperation and support, it truly makes a difference.

CONFERENCES- Board Policy-1310/4002

Parents/Guardians are encouraged to call the school to request a conference with their student's teacher, counselor or administrator at any time to discuss how best to work with their student in meeting his/her educational and social needs. Please schedule parent-teacher conferences for before or after school. We also ask that you request a parent/teacher conference, before a request can be made to speak to the administration about the same issue.

CONFIDENTIAL RECORDS

Addresses and telephone numbers are part of the student's record and are not intended for any use apart from school.

Parents/Guardians may view cumulative records by request to the school counselor or administrator.

PBIS MATRIX

DSE School Wide Expectations

	Classroom	Cafe	Hallway	Playground	Bathroom	Bus	Assembly
R Respect	-Listen and follow directions. -Keep hands and feet to myself.	-Follow directions in cafe -Keep my voice low. -Wait my turn.	-Walk on the right side of the hallway. -Keep hands and feet to myself.	-Be polite. -Use my manners. -Use equipment appropriately.	-Respect the space and privacy of others. -Keep hands, feet and objects to myself.	-Stay seated. -Listen to adults.	-Sit quietly. -Keep hands and feet to myself. -Give the presenter my attention.
A Attitude	-Give my best. -Complete classroom assignments. -Turn in classroom assignments on time.	-Use manners with cafe staff and others.	-Admire others' work with my eyes. -Greet others with a smile.	-Praise others and encourage others.	-Be polite. -Speak in quiet voices.	-Be on time. -Greet my driver.	-Use my manners by being polite.
C Citizenship	-Participate in all activities. -Walk in traveling position. -Treat others the way I want to be treated.	-Walking in traveling position -Leave my area clean.	-Greet others in a positive manner. -Walk in traveling position.	-Keep hands and feet to myself. -Keep playground clean.	-Flush toilet. -Walk in line quietly. -Keep restroom clean.	-Be safe. -Keep buses clean.	-Enter and exit quietly. -Keep activity room clean. -Walk in traveling position.
E Engaged Learners	-Work as a team and support my classroom. -Planners/folders signed nightly.	-Use cafe time to eat and socialize quietly. -Get all items needed before sitting down.	-Be focused on where I am going.	-Share equipment. -Follow rules to games and activities.	-Wash hands with soap. -Throw trash in the trash cans.	-Practice Safety Rules. -Use inside voices.	-Applaud the presenter. -Be a good listener. -Participate when signaled by the presenter.

PBIS Matrix
DSE School Online Expectations

	Technology Device	Instruction	Google Hangouts	Zoom or Google Meet	Email
R Respect	<ul style="list-style-type: none"> -Keep learning device charged. -Handle device with care. -Audio off. -Keep keyboards clear of all materials. 	<ul style="list-style-type: none"> -Be prepared to learn. -Have camera on at all times. -Audio off. -Actively participate. -Listen and Follow directions. -Be mindful of others. -Keep interruptions to a minimum. 	<ul style="list-style-type: none"> -Notify others that you are on a video chat. -Have materials ready. -Choose your words wisely. -Be clear and polite. 	<ul style="list-style-type: none"> -Be on time. -Have camera on at all times. -Audio off unless responding to questions/conversations. -Have materials ready. -Actively participate. -Listen and follow directions. -Notify others you are on Zoom or Google meet. 	<ul style="list-style-type: none"> -Use proper greeting. -Choose words wisely. -Be clear and polite. -Consider others.
A Attitude	<ul style="list-style-type: none"> -Ask for help when needed in chat or conversations. -Be patient. -Use headphones/earbuds when appropriate. 	<ul style="list-style-type: none"> -Do my best. -Schedule a time to complete work/tasks. -Ask for help when needed. 	<ul style="list-style-type: none"> -Think before responding. -Be considerate of others. -Assist others who might need assistance. 	<ul style="list-style-type: none"> -Choose a quiet area. -Be kind. -Assist others who might need assistance. -Ask for help when needed in chat or during conversations. 	<ul style="list-style-type: none"> -Check my feelings and tone before I post. -Proof-read before sending. -Have others proof-read.
C Citizenship	<ul style="list-style-type: none"> -Follow Technology Code -Be kind and safe in your communication -Display integrity -Be an upstander -Follow Copyright Laws 	<ul style="list-style-type: none"> -Be on time. -Be prepared. -Turn in assignments as directed. -Ask questions when you have them. 	<ul style="list-style-type: none"> -Report unsafe behavior. -Treat others how you want to be treated. -Limit chatting with friends. -Limit screen time. 	<ul style="list-style-type: none"> -Use chat function responsibly. -Be aware of surroundings. -Alert others when you are on Zoom or google meet. -Be an active participant. -Complete and turn in assignments. 	<ul style="list-style-type: none"> -Use subject line. -Check recipient. -Choose words wisely. -Allow others time to respond.
E Engaged	<ul style="list-style-type: none"> -Check communication daily. -Know my email address. -Use agenda to track assignments and meetings. 	<ul style="list-style-type: none"> -Complete assignments. -Be an active listener and participate. -Ask questions when you have them. -Take notes. 	<ul style="list-style-type: none"> -Balance your time. -Be clear and polite. -Put forth your best effort. -Proof-read messages. 	<ul style="list-style-type: none"> -Limit distractions. -Use chat function responsibly. -Turn in work on time. -Be on task and present. 	<ul style="list-style-type: none"> -Use complete sentences. -Proof-read messages.

CUSTODY PAPERS- [Board Policy 4210](#)

Please make sure the Administration, your child's teacher, and our data manager 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/Guardians 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

7:10 am Staff must be in classrooms on campus

7:15am- Buses and Car Riders Morning Arrival Begins

7:15-7:45 Unpack/Morning Work/Breakfast in the Classroom

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- Please don't drop students off by themselves.

7:50-8:00-Schoolwide-DEAR (Drop Everything and Read) Time

7:45am-2:30pm Instructional Day

(Parents/Guardians will not be able to sign students out after 2:00 pm)

2:30 pm Dismiss Car Riders/Daycare Vans/Bus Riders

2:50-Dismissal Ends

DIET ORDERS

If your student has allergies that limit the foods he/she can eat, **please have your physician complete a Diet Order and return to the nurse.** If the foods that your Student can eat are limited due to religious reasons, **please submit a letter signed by the parent detailing the limitations and return to the nurse.** 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-Board Policy 4316-Student Dress Code, 4300-(Student Behavior Policies)

At Don Steed Elementary, we believe that a student's attire reflects their readiness to learn, their conduct, and the overall positive image of our school. We expect students to wear clothing that is clean, comfortable, and appropriate for a dynamic learning environment. Any clothing that is distracting, offensive, or causes disruption is not permitted. The principal has the final say on all dress code matters.

If a student's attire is deemed inappropriate, they will be sent to the office. Parents or guardians will be contacted to bring a change of clothing, or the student may choose suitable items from our clothes closet. The student will remain in the office, continuing their school assignments, until appropriate clothing is provided. **Repeated violations may lead to disciplinary action.**

Important Dress Code Guidelines:

To help ensure a safe and respectful learning environment, please keep the following in mind:

- **Length:** Shorts, skirts, and dresses must be no more than three inches above the knee. Please ensure coverage is maintained even when bending.
- **Footwear:** For safety and full participation in all school activities, including recess and PE, athletic sneakers are the expected footwear. While sandals with straps are allowed, flip-flops, slides, heels, UGG slippers, and Heelys are prohibited due to significant safety risks. We also strongly advise against Crocs, as they frequently cause tripping hazards. Students without proper PE shoes will not be able to participate in physical activities.
- **Tops:** No spaghetti straps, halter tops, or strapless tops are allowed. Tank tops are permitted as long as they meet the "three-finger wide" rule for shoulder straps. Clothing should always cover the belly, waistline, bottom, and armpits.
- **Graphics & Language:** Clothing cannot display offensive graphics, language, phrases, or pictures, including references to alcohol, tobacco, weapons, or drugs.
- **Headwear:** Bandanas, hats, toboggans, and other headgear are not permitted inside the school building.
- **Fit & Condition:** Clothing should be comfortable and fit appropriately (no sagging pants or overly tight clothing). Clothing should cover the student's belly, waistline, bottom, and armpits.

- All pants must be free of holes, rips, and tears above the knee at all times. If pants are too large, belts must be worn.
- **Layering:** If a student wears anything sheer, a cami or t-shirt must be worn underneath.
- **Special Attire:** Costumes and pajamas are not allowed unless it is a designated spirit week event.
- For safety reasons, no rolling bookbags are allowed.

Colored Emergency CARD- [Board Policy-1310/4002](#)

In case of an emergency, each student is required to have a file in the school office on the colored emergency card, listing people to notify in the event of an emergency. Please assist the school in keeping this source updated as changes may occur during the school year.

Students can be better protected if we always have at least two phone numbers where one or both Parents/Guardians can be reached in the case of an emergency. Please keep the teacher and 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 Students of Parents/Guardians who are both deployed.

****Please remember, if a person is not listed on the colored emergency card, they will not be allowed to pick the student up. Only parents/guardians, not school personnel can add people to this card and must be done in person, so please make sure to have everyone you feel is a possibility of picking up your child on the card in the beginning of the year. ****

FIELD TRIPS AND ACTIVITIES INVOLVING SCHOOL TIME - [Board Policy- 3320](#)

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. Please remember 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 **2 weeks prior** to the trip. **ALL CHAPERONES ARE REQUIRED TO COMPLETE A BACKGROUND Check AND RELEASE FORM AND A VOLUNTEER CODE OF CONDUCT FORM AT LEAST 2 WEEKS PRIOR TO FIELD TRIP!** These forms can be

picked up at our front office or requested from your Student's teacher. They can also be found on our HCS website. **These forms need to be updated yearly.**

2. For students only, 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. Field trips may extend beyond the school day; however, adequate prior arrangements must be made for students to be picked up and returned to their homes following the completion of the field trip.
4. **Chaperones:** Field trip chaperones are selected by the grade level and classroom teacher, based on the nature of the trip. If chaperones are required, we aim for a ratio of 1 adult per 10 students. Due to frequent space and ticket limitations for our field trip destinations, parents can only attend if they have obtained prior approval from the classroom teacher or principal. Your cooperation and understanding in this matter are greatly appreciated.
5. **Non-school age children, siblings, or additional students are not allowed to attend.** To ensure the safety and proper supervision of our students, chaperones are required to focus entirely on their assigned group. Because of this, **non-school age children, siblings, or additional students are not permitted to attend field trips.** Please secure **alternative care for any child previously listed** before committing to chaperoning.
6. While on a field trip, all students must remain under the supervision of school personnel and chaperones.
7. School Bus insurance will only cover staff and students who are enrolled as students of Don Steed Elementary School. For this reason, **Parents/Guardians are not allowed to ride any school buses for field trips.**
8. At times, Parents/Guardians may be required to attend their Student's field trip due to various classroom issues/concerns at the discretion of administration. **These Parents/Guardians will also need to have completed a background check as well.**
9. Parents/Guardians 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.

10. Chaperones are expected to drive/car pool in order to follow the buses to the destination and must adhere to all school safety rules and regulations throughout the field trip.
11. Chaperones are limited to the parent, grandparent, and/or legal guardians and are asked to remain for the entire field trip.
- 12. Due to the tremendous increase in transportation costs, field trip refunds will not be issued.**

GRADING SCALE FOR GRADES K-2

Academics:

M - Exceeds Proficiency (Pass, Level 4)

P - Proficient (Pass, Level 3)

LP - Limited Proficiency (Fail, Level 2)

WA - With Assistance (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

Tests	30%	Minimum 3 per grading period
Quizzes	20%	Minimum of 3 per grading period
Projects	20%	Minimum of 2 per grading period
Homework <i>completion only, not accuracy</i>	10%	Minimum of 6 per grading period
Classwork	20%	Minimum of 6 per grading

Elementary Progress Report/Report Card Release Date

Quarter	Progress Report Release Date	Report Card Release Date
First	September 19, 2025	October 29, 2025
Second	November 21, 2025	January 09, 2026
Third	February 13, 2026	March 25, 2026
Fourth	May 01, 2026	May 29, 2026

Conduct:

O-Outstanding

S- Satisfactory

N- Needs Improvement

U- Unsatisfactory

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

HEALTH SCREENINGS: [Board Policy-1310/4002](#)

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

If you **do not** wish for your Student 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 Student 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.

Homework- [Board 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/Guardians and students in developing guidelines for standards of appropriate homework for school or particular grade levels.

HOURS

The school office will be open daily from **7:15 a.m. to 3:30 p.m.**, except for holidays. All telephone calls and other communications, unless it is an emergency, will be returned within a 24-hour period.

IMMUNIZATION INFORMATION/Health Assessment Requirement - [Board Policy 4110](#)

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

Vaccine	Number Doses Required Before School Entry*
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*

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.

Please remember that all students new to North Carolina schools, whether kindergarten or fifth grade, must provide their health assessment to the school within the first thirty days of attendance. If this is not provided, your student will not be allowed to return to school until the health assessment is completed. ([G.S. 130A-440](#))

INCLEMENT WEATHER- [Board Policy 5050/3102](#)

During extremely bad weather, it sometimes is necessary to close the schools. When a decision is made that schools will close for the day or transition to remote learning for the day, it must be relayed quickly to all pupils and Parents/Guardians. In order to do this as quickly as possible, school officials are asking all pupils and Parents/Guardians 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 School Blackboard phone message will be sent to all families to notify them of a 1 hour or 2 hour delay, the closing of the school or a switch to remote learning. 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 on closings, as well as an in depth look at our [Remote Instructional Plan](#).
4. Visit your child's teacher's class platform, as well as our school website, and facebook page, for information as well.

INDIVIDUAL INTERVENTION PLANS/INDIVIDUAL READING PLANS (IIP's/IRP's)

Individual Intervention Plans (IIP's) are required on every K-5 student who is not performing at proficiency in reading, math, science (grade 5) or writing on the EOG, mCLASS, or on the Check-Ins. Any students that have been previously retained will also be required to have an IIP/IRP. Your student's classroom teacher will share this IIP/IRP with you each nine weeks once they have been created to discuss student concerns and student progress. IIP's/IRP's will need to be signed by the parent each nine weeks. The IIP/IRP 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, as well as other interventions being done daily with students to help them be successful in the classroom. .

LIBRARY BOOKS

Library books should be used with care and returned in good condition. Students will be responsible for books which are lost, stolen, or damaged beyond use. The media specialist will send a statement for lost books. If library books are found after they are paid for, it becomes the property of the student. (No Refunds).

LOST AND FOUND

Items that are found at school are to be turned into the lost and found located in the activity room. **Parents/Guardians are strongly encouraged to label coats, gloves, sweaters, lunch boxes, etc.** for proper identification. Items not claimed during the year are donated to local charities.

MEDICATIONS- [Board Policy 6125](#)

If a student needs to take any type of medication at school, a form is available in the office and must be filled out and signed by a parent. NO Medication will be administered without proper documentation. This includes prescribed, over the counter, emergency medications such as inhalers or EPIPENS. **Absolutely no over the counter medication will be given unless prescribed by a physician.** ALL medication must be brought in an official prescription container. Parents/Guardians are the only ones permitted to transport medication to and from school. Students can not transport medication to and from school in their

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

MTSS/SAT Referrals (IIP/IRP)/SAT Referral come through SIT team

What is MTSS?

It is the Multi Tiered System of Support Framework that Hoke County Schools uses to help ensure that all students are successful each and every day. What does this look like in Hoke County and here at Don D. Steed Elementary?

- It starts with differentiated CORE Instruction that we do in our classrooms with all of our students everyday, meeting them where they are. This is done with our whole group, as well as small group teaching so that we can differentiate our instruction to meet the needs of all of our students each and every day. (Tier 1)
- As we see students that need extra assistance in reaching their goals, teachers meet as grade level teams to help come up with ways to assist students and start interventions within their day in order to see if students progress along their learning pathways. Parents are notified of change from Tier 1 to Tier 2. (Tier 2-IIP/IRP)
- Once a month admin and our student support team meet with grade levels to progress monitor students' success in process. (Progress Monitoring)
- During progress monitoring, students are discussed to see how they are doing with their interventions. The team monitors to see if students are continuing to make progress. If they are not making progress, this will lead to new interventions or to trying the same intervention at a different intensity and/or higher frequency. If either is the case with a new intervention being implemented or a change in frequency or intensity with the same intervention, then the student is moved to Tier 3. Parents are again made aware of student response to intervention. (Tier 3-IIP/IRP)
- After another 4-6 week period of time, the final decision is then made as to whether students have made enough progression to just continue to be monitored with interventions being used or if the student needs to take the next step onto having the teacher complete the SAT packet and meeting with the SAT team in order to discuss the next steps in success for our student. Parents will again be made aware of these next steps in the process. (SAT Process)

- Please be aware that attendance issues can be a rule out when trying to get through the SAT process, so it is imperative that your child be at school on time and every day so that they can get the best instruction possible.

Parents/Guardians are continuously informed of what is going on during this process, so that they can be kept abreast of the progress that their student is making throughout the year. Any student that is in consideration of retention, homeless, or has been retained is required to go through our TIP's process as part of the MTSS framework. For more information on Hoke County's MTSS Framework, please visit: <https://www.hcs.k12.nc.us/Page/208>

**PARENT INVOLVEMENT AND PARTICIPATION- [Board Policy 1310/4002/](#)
-School Volunteers- [Board Policy 5015](#)**

We love welcoming families to Don D. Steed Elementary and truly value your involvement in our school community! To keep our campus safe, we follow specific procedures as part of our Safe Schools Plan. All visitors must check in at the front office, sign in, and wear a visitor's pass while on campus during the school day. This is an important part of our commitment to keeping students and staff safe.

If you'd like to join your child for lunch, you must be listed on your student's emergency card in the front office, and you'll need to let the classroom teacher know ahead of time. When visiting, please bring a state-issued ID, which will be scanned through our Ident-A-Kid system for verification.

If you're interested in volunteering, whether it's helping in a classroom, supporting school events, chaperoning a field trip, or assisting around the school, you'll need to complete a background check before getting started since this is a requirement for any activities where you may be working directly or alone with students. Background checks are valid for one calendar year from the date of approval, so we encourage families to complete the process early. Also, please coordinate any volunteer plans with your child's teacher ahead of time.

During testing weeks, we kindly ask that volunteers refrain from visiting classrooms or the cafeteria to minimize distractions and maintain a quiet, focused environment. Thank you for your support in keeping our school safe and welcoming for all!

PARENT PORTAL/Infinite Campus

The Infinite Campus Parent Portal is a web-based system that provides parents and guardians with real-time access to their child's educational information within the Infinite Campus student information system. It allows parents to stay informed about their child's grades, attendance, assignments, schedules, and school-related announcements. More information will be available later this fall about parent access.

PROMOTION AND RETENTION POLICY-[Board Policy-3420](#)

Guidelines have been established by Hoke County Schools and the NC Department of Public Instruction to determine whether a student 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 student to be retained, a conference must be held with the principal, assistant principal, teacher, and counselor.

By monitoring your Student's grades, you can stay aware of your student's academic progress. **Possible retention letters will be sent home at the end of each nine weeks marking periods that need to be signed and returned (Letters A, B, and C). Even without signature, these letters will serve as documentation of communication with parents about their child's progress in school and teachers will date the letters each time contact was attempted to discuss progress.** Factors such as the student's report card, benchmark/check-in 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.

[Policy Code: 3420-A-Promotion/Retention](#)

The Hoke County Board of Education holds high expectations for all students and believes staff, students, Parents/Guardians, 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 Student'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 composed of classroom teachers, guidance counselors, curriculum coordinators, and administrators.

PTO

The PTO (Parent Teacher Organization) will be highly involved in improving our school. All Parents/Guardians are encouraged to actively participate. The PTO will sponsor several fun activities throughout the year to include our fall festival, holiday shopping for our students and teacher appreciation week for all of our staff. They are looking to have many other great activities planned this year and with the help of all Parents/Guardians, these projects can be very successful. It takes the support from our awesome DSES families in order to make this happen. We're excited for another amazing school year with our DSES PTO, where—thanks to your support—curiosity leads the way and learning naturally follows.

SAFE SCHOOL PLANS- [Board Policies: 1510/4200/7270](#)

School safety is important and a Don D. Steed School safe schools plan is on file in the school office. Don D. Steed School adheres to a strict emergency plan regarding student safety. This plan is outlined in the staff handbook and charges all staff members with specific duties during an emergency. We also practice these plans with our students throughout the year to include fire drills, lock down drills, as well as tornado drills, to help ensure that our students know what to do if these types of situations were to occur on our campus. Exit maps are posted by each classroom door in case of fire emergencies and all classrooms also have crisis bags set and ready to go that include updated rosters, emergency cards, health cards, as well as 1st aid kits.

Safety Drills that take place throughout the year in order to have staff and students practice steps to take in case emergency were to actually happen:

- Fire Drills-Monthly-Unannounced
- Lockdown-Twice a year-1st one-Fall-Announced
2nd-Spring-Unannounced
- Tornado-Spring-Unannounced

SCHOOL FEES-Elementary- [Board Policy-4600](#)

School fees are \$10.00 per child. These monies are used to purchase instructional supplies and materials to include: Student agendas/communication folders, materials needed to create ID cards and lanyards for students, teacher instructional supplies, and incentives for PBIS, Fees should be paid within the first ten days of school, but we will continue to collect them throughout the school year. Other elementary school fees are listed in the table.



**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

*** subject to change based on National Fees*

****Any fees imposed must be waived or reduced for students who demonstrate economic hardship.****

SUPERINTENDENT'S APPROVAL OR REASSIGNMENT APPROVAL REQUIREMENTS-[Policy 4150](#)

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

1. **Annual Renewal:** This transfer approval is valid only for the requested school year. You must apply annually for renewal, which is not guaranteed.
2. **Registration Requirement:** You must register the student at the reassigned school within two weeks of this approval. Failure to do so will result in the cancellation of this transfer, and the student will then be required to attend their zoned home school. For questions regarding registration or enrollment, please contact the principal or guidance counselor at My Preferred School.

3. **Limit on Transfers:** Generally, only one transfer per student is allowed per school year.
4. **Student Expectations:** The student must maintain appropriate behavior, attend school regularly and on time, and show academic progress. They must also adhere to the Student Code of Conduct.
5. **Eligibility of Transfer:** Students who demonstrate serious or persistent misconduct or are placed in an alternative learning environment may have their transfer eligibility revoked. In such cases, they will no longer be eligible for reassignment in future years. The principal reserves this right to make these decisions based on the student's conduct.
6. **Transportation:** As the parent or guardian, you are responsible for arranging transportation to and from school. (Drop off starts at 7:15 am, students are tardy at 7:45 am.
7. **Accuracy of Information:** Any transfer approved based on false or misleading information will be voided, and the transfer rescinded. Falsification of information may also lead to the denial or revocation of this transfer.
8. **Notification of Changes:** You must notify the school of any change in domicile or in the reasons for which the transfer was granted. Failure to do so may result in the student's withdrawal from the school.
9. **Attendance Policy:** If a student accumulates excessive tardies/absences will no longer be eligible for reassignment.

At the beginning of each school year, each family that is on reassignment will sign the agreement saying that they understand and agree to their child having to remain in good standing academically, behaviourally, as well as in regards to attendance in order to stay at Don Steed Elementary. If their child is not able to do any or all of the three listed above, then their reassignment will be reported to the superintendent and the student will have to report back to the school assigned to his or her district.

TECHNOLOGY: Students and Parent/Guardians must complete an agreement saying that they will take care of technology and if said technology is damaged or destroyed during the school year, then they agree to pay for said damages or loss.

TITLE ONE PARENT AND FAMILY ENGAGEMENT

Policy Code: **1320/3560**

The Board of Education recognizes the value of family engagement in a Student's academic success and believes that the education of Studentren is an ongoing cooperative partnership between the home and the school. Parents/Guardians , guardians, and other family members are their Studentren'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 , 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/Guardians " and "parental" are inclusive terms intended to represent both Parents/Guardians and guardians. Also, the term "parent and family engagement" means the participation of Parents/Guardians , 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/Guardians and family members play an integral role in assisting their Student's learning;
2. that Parents/Guardians and family members are encouraged to be actively involved in their Student's education at school;
3. that Parents/Guardians are full partners in their Student's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their Student; 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 students 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/Guardians 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/Guardians 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/Guardians and family members contributes significantly to the success of Studentren. The Title I staff and all school system personnel shall strive to involve Parents/Guardians 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/Guardians 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/Guardians 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/Guardians for involvement and increasing accessibility for participation of all Title I Parents/Guardians and family members, including Parents/Guardians and family members with limited English proficiency, Parents/Guardians and family members with disabilities, and Parents/Guardians and family members of migratory Studentren. School-level plans must involve Parents/Guardians in the planning and improvement of Title I activities and must provide for the distribution to Parents/Guardians 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/Guardians 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/Guardians ' 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 Students for school and Parents/Guardians for their role in supporting their Studentren's learning;
5. with the involvement of Parents/Guardians , 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/Guardians and family members with disabilities and Parents/Guardians 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/Guardians and family members of participating Title I Studentren 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/Guardians , ensure that teachers, pupil services personnel, principals and other staff are educated in the value of Parents/Guardians as partners in the educational process and understand how to work with, communicate with and reach out to Parents/Guardians as equal partners in education;
10. distribute to Parents/Guardians information on expected student proficiency levels for their Student and the school's academic performance, and provide materials and training to help Parents/Guardians monitor their Student'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' preschool programs and conduct other activities in the community that encourage and support Parents/Guardians and family members in education;
12. strengthen the partnership with agencies, businesses and programs that operate in the community;
13. ensure that Parents/Guardians 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/Guardians 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/Guardians can understand.

1. LEP Program

- a. Each year the principal or designee shall provide notice of the following to Parents/Guardians of limited English proficient (LEP) Studentren identified for participation in a Title I, Part A-funded language-instruction educational program:
 - i. the reasons for the Student's identification;
 - ii. the Student's level of English proficiency;
 - iii. methods of instruction;
 - iv. how the program will help the Student;
 - v. the exit requirements for the program;
 - vi. if the Student has a disability, how the language instruction educational program meets the objectives of the Student'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/Guardians 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/Guardians, 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/Guardians, 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/Guardians 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 Student (see policy 7820, Personnel Files).

b. The principal or designee of a Title I school shall provide timely notice informing Parents/Guardians that their student has been assigned to or has been taught for at least four consecutive weeks by a teacher who 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/Guardians of the school's written parent and family engagement policy, Parents/Guardians' right to be involved in their Student's school and opportunities for Parents/Guardians 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/Guardians 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/Guardians Options: Strategies for Informing Parents/Guardians and Implementing Public School Choice and Supplemental Educational Services Under No Student 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

Don Steed Elementary School Title I Parent and Family Engagement Plan

Don D. Steed 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/Guardians and family members of participating Studentren a written parent and family engagement plan, agreed on by such Parents/Guardians, that shall describe the means for carrying out the requirements. Parents/Guardians 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/Guardians can understand. The policy shall be made available to the local community and updated to meet the changing needs of Parents/Guardians, families, and the school.

- ☐ schools shall provide opportunities for the participation of Parents/Guardians and family members, including those with migratory Studentren, 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/Guardians can understand;
- ☐ convene an annual parent and family meeting scheduled at a convenient time, to which all Parents/Guardians and family members of participating Studentren shall be invited and encouraged to attend, to inform Parents/Guardians 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/Guardians and families to be involved;
- ☐ involve Parents/Guardians 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/Guardians and family members to participate in decisions relating to the education of their Studentren. The school shall provide other reasonable support for parental family engagement activities;
- ☐ provide Parents/Guardians of participating Studentren 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/Guardians and families work with their Studentren to improve their Studentren's academic achievement in a format, and when feasible, in a language the Parents/Guardians and family members can understand;
- ☐ educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of Parents/Guardians in the value and utility of contributions of Parents/Guardians, how to reach out to, communicate with and work with Parents/Guardians 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/Guardians in more fully participating in the education of their Studentren.

What is Title I?

The purpose of this title is to ensure that all Studentren 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/Guardians, and administrators can measure progress against common expectations for student academic achievement;
- (2) meeting the educational needs of low-achieving students in our Nation's highest-poverty schools, limited English proficient students, migratory students, Students with disabilities, Indian Students, neglected or delinquent students, and young students in need of reading assistance;
- (3) closing the achievement gap between high- and low-performing Students, especially the achievement gaps between minority and nonminority students, and between disadvantaged students 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 Students 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 students 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, students, and families; and
- (12) affording Parents/Guardians substantial and meaningful opportunities to participate in the education of their Studentren.

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

ATTENDANCE: [Policy Code: 4400](#)

School attendance and class participation are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to

professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

A. ATTENDANCE RECORDS

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Students will be considered in attendance if present at least half of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity.

To be in attendance during remote instruction days (with the exception of the initial enrollment day), students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled. School officials shall communicate the attendance procedures to students and their families before the first day remote instruction begins.

B. LATE ARRIVALS AND EARLY DEPARTURES

Students are expected to be at school on time and to remain at school until dismissed. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends. When a student must be late to school or leave school early, a written excuse signed by a parent or guardian should be presented upon the student's arrival at school.

Tardies or early departures may be excused for any of the reasons listed below in Section C.

Any disciplinary consequences for unexcused tardiness or unexcused early departures from school or class will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range

of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days.

C. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a health care practitioner. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the local health officer or the State Board of Health or isolation or quarantine that is a required state or local control measure;
3. death in the immediate family;
4. medical or dental appointment;
5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary;
9. a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty or inactive member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting; or
10. any other reason as approved by the board in a board resolution.

D. SCHOOL-RELATED ACTIVITIES

While recognizing the importance of classroom learning, the board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school; and
5. Career and Technical Education student organization activities approved in advance by the principal. In addition, students participating in disciplinary techniques categorized as in-school suspension will not be counted as absent.

E. MAKEUP WORK

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

F. UNEXCUSED ABSENCES

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive, unexcused absences. Any school disciplinary consequences for unexcused absences will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days.

G. CHRONIC ABSENTEEISM

Because class attendance and participation are critical elements of the educational process, any absences, whether excused or unexcused, can have a negative impact on a student's academic achievement. Regular attendance must be prioritized within each school and encouraged throughout the community. School administrators shall monitor and analyze attendance data to develop and implement strategies for reducing chronic absenteeism. Such strategies should involve engaging students and parents, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance.

H. SPECIAL CIRCUMSTANCES

1. Students with Chronic Health Problems

No penalties will be imposed for absences due to documented chronic health problems.

2. Students Experiencing Homelessness For students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

3. Attendance Requirements for Extracurricular Activities

Absences may impact eligibility for participation in extracurricular activities. Principals shall inform students and parents of the applicable attendance standards for the various types of extracurricular activities, including interscholastic athletics. See also policy 3620, Extracurricular Activities and Student Organizations.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, et seq.; G.S.

115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(l), -390.5, -407.5, -407.12; 130A-

440; 16 N.C.A.C. 6E .0102, .0103, .0106; State Board of Education Policies ATND-000, -003

Cross References: Extracurricular Activities and Student Organizations (policy 3620), Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Immunization and Health Requirements for School Admission (policy 4110), Homeless Students (policy 4125), Student Behavior Policies (policy 4300), Short-Term Suspension (policy 4351)

Other Resources: NC DPI Multi-Tiered System of Support Implementation Guide, available at

<https://www.livebinders.com/play/play?id=2957986#anchor>

Adopted: June 11, 1991

Revised: July 13, 1997; August 9, 1994; April 10, 2002; April 14, 2001; July 18, 2011; July 23,

2013; May 12, 2015; December 11, 2015; November 10, 2022

HCS Academic Calendar - 2025/2026 - Traditional

July 2025						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 2025						
S	M	T	W	R	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

December 2025						
S	M	T	W	R	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2026						
S	M	T	W	R	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Holiday (Schools/District Closed)
- Annual Leave (Schools/District Closed)
- Mandatory Workday (No School for Students)
- Optional Workday (No School for Students)
- Parent/Teacher Conference Day (No School for Students)
- Grading Period Begins
- Grading Period Ends
- Half day for Students (Elementary 11:30PM, Middle/High 12:30PM)

All workdays should be considered possible inclement weather make-up days.

Who/How to contact: Phone Number- 910-875-1125

Title	Name	Phone Number	Email
Receptionist	Tiffany Sigmon	Ext. 1	tiffany.sigmon@hcs.k12.nc.us
Principal	Haley Hall	Ext. 2	haley.hall@hcs.k12.nc.us
Assistant Principal	Allison Bell	Ext. 3	allison.bell@hcs.k12.nc.us
Book Keeper	Linda Harris	Ext. 4	linda.harris@hcs.k12.nc.us
Data Manager	Tammie McLean	Ext. 5	tammie.mclean@hcs.k12.nc.us
Counselor	Robin Goan	Ext. 6	rgoan@hcs.k12.nc.us
Social Worker	Russchelle Strickland	Ext. 7	rstrickland@hcs.k12.nc.us
Nurse	Angela Chenevare	Ext. 8	angela.chenevare@hcs.k12.nc.us
Cafe Manager	Gloria Baxley	Ext. 9	gloria.baxley@hcs.k12.nc.us