

Eastern

Parent/Student Handbook

2022-2023



“Be the Light”

Eastern Elementary School

1700 Cedar Lane
Greenville, NC 27858

Phone: 252-758-4813

Mr. Robert Johnson
Principal

Fax: 252-758-7508

Mrs. Brooks Sutton
Assistant Principal

August 2022

Dear Eastern Families,

We are very excited to have the opportunity to serve your child at Eastern Elementary School for the 2022-2023 school year! The 2021-2022 school year was a successful one for everyone at Eastern and we are excited about a new school year with you and your children!

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

Please keep this handbook and read it carefully. Please also discuss its content with your child. In addition, your child's teacher will help your child study and abide by this handbook. Updated information specific to the 2022-2023 school year has been included.

We work very hard to schedule events for the entire school year; please be aware the events listed in the handbook are subject to change. We will make every effort to keep you informed of events and any changes via the Monday Communication Folder, the Connect5 calling system, our school website <https://www.pitt.k12.nc.us/eastern>, Eastern's Facebook Page <https://www.facebook.com/EasternEaglesSOAR>, Class Dojo, as well as teacher websites and notes. We also use the marquee located at the front of the school to advertise Eastern events. For your convenience, we have included this year's district calendar.

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

Sincerely,

Robert Johnson
Principal

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Eastern Motto

“Be the Light”



SECTION A

Eastern Elementary Staff **2022-2023**

PRINCIPAL **ASSISTANT PRINCIPAL**

Robert Johnson
Brooks Sutton

KINDERGARTEN TEACHERS

Carrie Cornwell	Megan McDowell
Elizabeth Dunn	Kristen Penny
Donielle Faison	Jennifer Tyler

FIRST GRADE TEACHERS

Payton Banks	Ashley Lancaster
Brittany Congleton	Erica Paulosky
Taylor Dougherty	Joelle Trongone
Brooke Hill	

SECOND GRADE TEACHERS

Leslie Biggs	Rakenya Johnson
Caitlyn Cherry	Theresa Kramer
Tori Daughtridge	Kate Lee

THIRD GRADE TEACHERS

Callie Bullock	Elizabeth Proctor
Blythe McGowan	Emily Sims
Michelle Money	Ashley Yates

FOURTH GRADE TEACHERS

Cornelia Monti	Travis Such
Hilary Patty	April Webb
Amanda Smith	

FIFTH GRADE TEACHERS

William Keys	Kelley Phillips
Megan Neal	Toni Sheriff
Jessica Pearsall	

SUPPORT STAFF

Kristina Ambrose (School Counselor)	Katie Reynolds (CARE- Reading Specialist)
Dottie Black (Media)	Lindsey Stalls (STEM)
Spencer Brown (Go Grow)	Megan Taylor (AIG)
Bobbie Sue Collier (Nurse)	Beth Ward (Physical Education)
Melissa Coxe (Music)	Bobby Waugh (Physical Education)
Sandra Huerta (ESL)	Carmen Webb (Instructional Coach)
Latonya Grimes (School Social Worker)	Jennifer West (CARE- Reading Specialist)

Lauren Mabe (Art)
Lindsay Pahe (CARE- Reading Specialist)

Nicole White (School Counselor)

EXCEPTIONAL TEACHERS

Emily Klinedinst (EC Resource K-2)
Sarah Leonard (Speech/Language)

Laura Stancil (EC Resource 3-5)
T.B.D. (SED Teacher)

TEACHER ASSISTANTS

D'Anna Boyd
Christine Brown
Candace Easley
Joe Friday
Tamrita Johnson
Natasha Joyner

Jacqueline Mitchell
Antonia Moore
Austina Mooring
Deniqua Nelson
Tyreek Anthony

CAFETERIA

Octivia Best (Manager)
Stacey Baker
Minnie Elbert

Demetria Kilpatrick
Shanice Stancil

CUSTODIAL

Curtis Moore (Head Custodian)
Corey Payton (Lead Custodian)

Janese Barrett
Dineshia Bowden

OFFICE PERSONNEL

Gail Daniels (Payroll Secretary)
Victoria Miller (Data Manager)
Diane Prince (Secretary/Bookkeeper)

The MISSION of Eastern Elementary

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

The VISION of Eastern Elementary

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

Pitt County Schools

VISION: Pitt County Schools will inspire and motivate all learners by providing educational opportunities that engage, empower, and elevate students to lead healthy, resourceful and responsible lives.

MISSION: Pitt County Schools will lead collaboration between school, home and community to foster student growth and success, both socially and academically, in order to develop productive, global citizens.

The ABC's of Eastern Elementary

Accident/Injury

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

After-School Program

Pitt County Community Schools offers after school care at Eastern from 2:30-6:00 p.m. daily and will provide an all-day program for students from 7:30 a.m. – 6:00 p.m. on teacher workdays. Applications and Parent Guides are available online at <https://pittcsr.com/after-school/registration/>. You may reach Community Schools at (252)902-1975.

Arrival

Morning Arrival

Student arrival time is 7:25 a.m. No student should be dropped off prior to this time, nor should students arrive early and stand outside the front entrance unless accompanied by a parent. Proper supervision is necessary to ensure the safety of all students, and personnel are not required to

report until 7:25 a.m. If your child needs to arrive earlier than **7:25 a.m.**, see **Early Bird** below for more information. The tardy bell rings at **7:45 a.m.** Tardy students will report to the front office to receive a tardy pass before being permitted to enter the classroom. Tardiness and excused or unexcused absences will count against perfect attendance. Perfect attendance is achieved when a student does not miss any time during the instructional day.

Student Drop Off

Our staff will be on duty at the **Kiss and Go Lane** at 7:25 am to assist students with exiting cars. Under NO circumstances should a child be dropped off in the parking lot or from a parking space to walk unattended. Morning drop-off is busiest at around 7:25 am. Any student can be dropped off in the back parking lot behind the K-1 hallway beginning at 7:25am. This door will be locked at 7:45am and all students must be escorted to the main office to sign in by their parent/guardian. Please adjust your schedule as needed to ensure your child has adequate time to get from the drop-off area to class at least several minutes ahead of 7:45 to allow time for unpacking/getting settled. We encourage students to enter their classrooms on their own and follow routines for unpacking book bags and taking care of morning business as outlined and taught by the classroom teachers. Teachers commit ample classroom time at the start of the year teaching students these procedures and expectations. We thank you in advance for working with staff to help your child gain this independence and follow through on these expectations. "Independence Day;" is when students must walk themselves to class and parents may no longer be in the building without signing in as a visitor. 1st - 5th grade students must walk themselves beginning the 2nd day of school, August 30, 2022. Kindergarten students have a staggered start and will be allowed to be walked in by a parent until September 6, 2022 but parents should not go down the hallway to older sibling classrooms.

Dropping Off Items at School

To help minimize classroom disruptions, after 9am parents may only return to school to drop off medications or glasses. After the 9am cut off the office staff will not take lunchboxes, snacks, money, etc. that students did not bring to school with them.

Attendance

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

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

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

Assemblies

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

Terrific Kid assemblies are held at the end of each 9 weeks to recognize students for academic and citizenship growth. Students are recognized in the following areas:

Terrific Kid	(K-5)
Super Class (specials)	(K-5)
Reading Goal	(K-5)
Math Goal	(K-5)
Principal's List	(3-5)
Honor Roll	(3-5)
BUG Award	(3-5)

Birthday Parties/Celebrations

Student birthday celebrations can only be held during a student's lunch time in the cafeteria. Due to celebrating in the cafeteria, there is not enough time for bringing outside guests, clowns, balloons, opening gifts, etc. Parents will need to schedule this in advance with their child's teacher. This ensures that on days when the lunch schedule may change for various reasons, parents do not miss their student's designated lunch time.

Cafeteria

Breakfast and lunch are served in the cafeteria daily. Menus are sent home on a monthly basis. Students may pay on a daily, weekly, or monthly basis or bring their lunch. Please send money by your child in a sealed envelope. **Please work with your child to remember their lunch number to ensure funds are credited to the proper account.** Free or reduced-price lunches and breakfast are available for those who qualify. An application can be obtained in the school office at any time during the school year. Each student is given a lunch number that they key into a pin pad in the cafeteria. Students pay for their lunches as they go through the cafeteria line. **Students bringing in money to pay in advance need to tell their teacher. All student money will be brought down to the cafeteria after the first bell rings (7:45 a.m.), so breakfast students can get through without interruption, and no later than 8:15 a.m.**

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

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

To set up an account you will need the following:

1. A valid e-mail address
2. A credit card
3. The student's identification number (contact our cafe' manager, Ms. Octivia Best or your child's teacher for this unique identification number).

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

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

Breakfast Prices

Paid Student - \$ 1.25

Reduced - free

Lunch Prices

Paid Student - \$ 2.50

Reduced - free for 2022-2023

Adult - A la Carte

Cafeteria Charge Policy

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

Cafeteria Rules

1. Talk quietly.
2. Have money ready.
3. Go through the line only once.
4. Pick up all food and trash from the table.
5. Form a single file line at the tray window.
6. Wipe tables and sweep the floor.

It is the responsibility of all Child Nutrition workers, teachers, assistants, parents, and students to help keep the noise level down in the cafeteria. If the noise level gets too high, the lights will be cut off for Silent Lunch.

Each classroom will assign at least 2 students to clean up the lunch area. The tables and seats need to be wiped off, swept under, and all trash thrown away.

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

Cell Phones/Unauthorized Technology Devices

No student shall have in sight, have turned on, or use any unauthorized personal communication or electronic device on school property(including buses) during school hours. These devices include, but are not limited to, cellular/ smart phones, tablets, scanners, laser pointers, radios, compact disc cassette players, cameras, handheld video games, and video recording devices. If a device is brought to school it should remain turned off and in the bookbag during school hours. If found during the school day the item can be confiscated and parents will be notified to pick up from the office. This policy pertains to students that ride the bus to and from school as the bus is PCS property. Bus drivers will confiscate devices that are out during the route and it will be turned in to the administration for parents to come pick up.

Change of Address or Telephone Number

It is very important to notify the school when your address or telephone number changes. Accurate information for an emergency or discipline situation is most important when the school is trying to contact a parent. Please notify the school immediately if your address changes or phone number changes. There is a form located in the office to update this information. To change your address please bring with you 2 proofs such utilities or phone bill within the last 30 days, new lease or rental agreement, etc.

Child Custody

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

Chorus

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

- 69 or below on report card
- creating discipline problems in school
- inappropriate conduct during rehearsals
- suspension from school

If a student brings up a grade, he/she will be eligible to participate again during the next 9 weeks.

Communication Folders

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

Raptor System

Raptor System is the computer program we use to verify the identity of visitors. In order to visit, attend a meeting or sign out a student, you must have your license or state issued identification card.

Conferences

Pitt County Board of Education understands the importance of Parent /Teacher conferences. Therefore, Parent/Teacher conference days are built into the school calendar. Parents are encouraged to contact the teacher any time there are questions or concerns. Regular communication between the home and school is critical.

There are a few things you can do to prepare yourself for a productive conference.

- Plan ahead the questions you would like the teacher to answer. Some examples may include: How is my child performing? Do you have concerns about his/her performance? How can I help support my child at home?
- Be ready to discuss with the teacher your child's strengths. Does your child learn best through hands-on experiences or a variety of techniques?
- What suggestions do you have for your child's teacher?
- It is expected that parents and teachers treat each other with mutual respect when discussing an individual student.

SUGGESTIONS FOR PARENTS PRIOR TO A SCHOOL CONFERENCE:

1. Decide in advance what you want to ask the teacher. Write down questions to prepare for the conference.
2. Ask the child if there is anything he/she would like you to discuss with the teacher.
3. Share information about your child with the teacher. We are more effective in working with your child when we know about him/her.
4. If you have a concern, remain calm until you and the teacher have had time to discuss it thoroughly.
5. Ask the teacher how you can help meet some of your child's needs at home and try some of the suggestions.
6. Schedule conferences in advance.

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

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

Departure from School

Student departure time is 2:30 p.m. All students should be picked up by cars at their assigned dismissal area (front or back) by 2:45 p.m. and by daycare providers by 3:00 p.m. Due to the number of students that have been late pickups as car and van riders, a charge will occur for students who are not picked up by the designated time. Daycare providers have also been notified about this policy and will be provided the first two weeks of school to adjust their afternoon routes. Please make sure that your child's daycare provider has the personnel and transportation to meet the 2:30-3:00 p.m. pick up time. The charge will be the following:

2:46-2:50	\$1.00	2:56-3:00	\$3.00	3:16-3:30	\$5.00
2:51-2:55	\$2.00	3:01-3:15	\$4.00	3:31-4:00	\$10.00

If more than 3 late pickups occur, a school social work referral will be made to help assist families in after-school plans. **Our staff is off duty at 3:00** and time is necessary in the afternoons for parent-teacher meetings, professional development, and instructional planning which cannot occur when children are still on campus requiring supervision.

If your child rides a van to an afterschool program, please make sure you communicate directly with the program staff and your child's teacher if your child has a change in after school transportation plans.

Please be aware that...

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

Thank you in advance for your support.

Daily School Schedule

7:25 a.m.	Staff on duty Unloading of buses Breakfast
7:45 a.m.	Homeroom
7:45 a.m.	Tardy Bell Pledge of Allegiance, Moment of Silence Morning Announcements
2:00 p.m.	No early check outs are permitted between 2:00-2:30
2:30 p.m.	Dismissal

Discipline: Procedures, School Rules and Consequences

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

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

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

Discipline Procedure

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

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

Students that need to be disciplined in Art, Music, Media, or P.E. are not to be sent back to the classroom. The teacher or assistant may not be there and this becomes a supervision issue. It is also important to remember that students also need to be

written up in encore classes if they are not following the Behavior Management System for that special class.

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

Eastern's School Wide Consequences

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

1. Redirection: Verbal warning to refocus students off task behavior.
2. Time Out: Student goes to a separate assigned area in the room to continue with assignment or task.
3. Bounce: Student is sent to another classroom to cool down and reflect on the inappropriate behavior. Students in grades K-2 will complete the "Think Sheet" and students in grades 3-5 will complete the "Thinking Map" after they have had a chance to "cool-down."
4. Parent Contact: Parent is notified of inappropriate behaviors. Teachers may also contact parents before their child reaches this step. Early intervention and support by parents will help reduce future calls from school.
5. Student is sent to the office with a referral.

Other Permissible Classroom Consequences

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

Dress Code

The Pitt County Board of Education approved changes to the student dress code policy in 2022. A copy of the entire policy can be viewed at <https://www.pitt.k12.nc.us/Page/7202>

Early Bird: 7:00am-7:25am

Early Bird is a service provided to parents that may need to drop their children off prior to 7:25am. Early Bird begins each school day at 7:00 am in the school cafeteria. The charge for this service is **\$1.00** per day. The student will enter through the cafeteria doors where your child will be greeted by our Early Bird teacher. Please remember, students are not to be dropped off and may not enter the building prior to 7:25 a.m. unless attending Early

Bird or other school-sponsored event. Students cannot stand outside the front entrance unless accompanied by a supervising parent.

Early Check-out

Students should not be picked up early from school if at all possible because this is a class disruption and students need to be in attendance for the entire school day. Please remember that students should only leave school early for the same reason as an excused tardy. Please refer to the [county online handbook](#) for more information about legitimate reasons for early checkout. A student leaving early during the school day must be signed out in the office by the parent/legal guardian. We use a computerized program called ***Raptor*** to facilitate the check-out process. The program requires a Driver's License or Department of Motor Vehicles Identification. Once your picture ID has been verified, your child will be called down to the office. Repeated early dismissal from class is a Category I offense according to PCS Code of Conduct. Parents of students that are repeatedly picked up early from school will be contacted by the teacher. If the early pick up continues, the teacher will notify administration and the parent/guardian will be contacted by administration. This could result in social worker referral or mediation through the courts. **Eastern Elementary administration does not allow EARLY CHECKOUT of students between 2:00 and 2:30.** Written parental permission is required when someone other than the parent/legal guardian is picking up a student. The office needs to be informed of any special circumstances.

Early Release Days

Pitt County Schools designates several days within the school year as Early Release days. On these days, students will be dismissed 3 hours earlier than its regular dismissal time. Lunch will be served each Early Release Day. Eastern will dismiss students at 11:30am on Early Release Days. These days are as follows:

October 13, 2022
November 10, 2022
December 21, 2022
February 23, 2023
March 23, 2023
April 13, 2023
May 3, 2023
June 9, 2023 (Last Day of School)

Fees: \$10.00 per child

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

Field Day

Field Day is conducted by Coach Ward and Coach Waugh. Shirts will be sold by the PE Department and be on sale leading up to the event. We strongly encourage you to utilize School Cash Online for these purchases. Parents may also purchase a shirt. **Shirts will not be available for purchase the day of Field Day.**

Field Trips

Classes may take 1 field trip per year. Field trips are to serve an instructional purpose that is an extension of the Common Core Curriculum, Essential Standards (Standard Course of Study goals and objectives). Students are required to use the mode of transportation being used by the school for the trip and to be present for the day. **Parents wanting to attend must provide their own transportation.** Any student may order and pay for a bag lunch through the cafeteria for the trip.

Fire/Lockdown/Tornado Drill

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

Fire Drill Procedure

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

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

Lock Down/Tornado Drills

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

Immunizations

State law requires the following minimum doses:

- 5 doses of DTaP
- 4 doses of Polio
- 3-4 of Hib (4-year-olds only)
- 2 doses of MMR
- 3-4 of Hib (4-year-olds only)
- 3 doses of Hepatitis B
- 2 doses of Varicella
- 4 doses of Pneumococcal conjugate (4-year-olds only)

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

It is the duty of school authorities to inform the parent/legal guardian of the requirements for kindergarten assessment and immunization before the first official day of the school year or first day of admission. The principal shall not permit a child to continue in school after expiration of a 30-calendar day period unless evidence of kindergarten assessment and immunization are presented. Exemptions are allowable only for medical and/or religious reasons with proper documentation.

Internet Use (Policy 10.213)

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

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

A responsible user may:

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

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

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

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

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

Using e-mail to offend others.

Using chat rooms at Eastern.

Purchasing of items by students over the Internet.

Violating copyright laws and guidelines for fair use of materials.

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

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

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

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

Loading/Unloading/Transportation:

Buses will load and unload in the lot in front of the Multipurpose Room. Buses unload at **7:25am** and load at **2:30pm**. **Car riders** will load and unload in the drop-off circle at the front of the building. Staff is on duty each morning from 7:25am-7:45am to open doors for exiting students. Children should exit the vehicle on the passenger side. The bus lot will also be open for student drop off AFTER ALL buses have arrived and unloaded. Cars are to pull forward and wait until the door is opened by a staff member if in the car line. Daycare vans will load and unload in the bus parking lot after the buses have left. Please DO NOT let your child out and pull around the other cars in line. This becomes a safety issue. There is a parking lot available for parents who want to walk their child up to the building. Under NO circumstances can children be dropped off in the parking lot or on Cedar Lane. Please park in designated spaces and walk your child to the cross-walk.

- Bike racks are available between the K-1 buildings. Bikes need to be locked during the school day. No skateboards are permitted.
- Parents who permit their children to walk to school are encouraged to escort them across busy streets, such as Cedar Lane and Wright Road, to ensure student safety.

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

Lost and Found

Lost items will be returned to the student or placed in the teacher's box when they are turned in to the office with a student's name on the item. ***Please label coats, sweaters,***

handbags, lunch boxes, etc. with the student's name. Items left unclaimed are donated to a charitable organization. Lost and found is located in the main office.

Media Center/Multimedia Access

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

Students will be encouraged to use the internet for research projects completed throughout the year. **Please read the Internet Acceptable Use Policy.**

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

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

Parent Involvement

Our 2022-2023 Title I Parent Meeting schedule is listed below. Parents and guardians are strongly encouraged to attend all events.

- **K-5 Curriculum Night** September 8, 2022 - 5:30pm
- **(K-2)How to Help your Child w/Reading & Writing at Home** October 6, 2022
- 6:00pm
- **(K-5)STEM Family Night** January 12, 2023 - 5:30pm
- **(K-5)Preventing the Summer Slide** April 13, 2023 - 5:30pm
- **Kindergarten Readiness (rising K students)** May 3, 2023 - 5:30pm

Parties

Teachers may hold 2 classroom parties per year. Only pre-packaged commercially prepared foods may be eaten in the classroom. Parents are encouraged to help teachers with the planning and implementing of parties. Parties may only be held after the classroom lunch time. Please contact your child's teacher if you are interested in helping.

Picture Dates

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

Fall Pictures - September 22, 2022

Fall Makeup Date - November 3, 2022

Class Pictures - February 9, 2023

Spring Pictures - April 4, 2023

Planners/Assignment Books:

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

PTO dues: \$5.00

Eastern's PTO (Parent/Teacher Organization) is very active and supports many activities and events at Eastern. We encourage parents and guardians to join PTO. Below is our Executive Board:

Co Presidents	Christina Bell and Tonya Stevens-Price
Vice-President	Rachel Zigas
Secretary	
Treasurer	Zach Nicholss
Teacher Reps	

Report Cards & Interim Reports

<u>Marking Period</u>	<u>End of Marking Period</u>	<u>Report Cards Go Home</u>
(1)	11/1/22	11/7/22
(2)	1/20/23	1/30/23 (Promotion/Retention letter)
(3)	4/4/23	4/17/23 (Promotion/Retention letter)
(4)	6/9/23	Last Day of School

Interim Reports

1. 9/26/22

2. 12/5/22

3. 2/20/23 (Promotion/Retention letter)

4. 5/1/23 (Promotion/Retention letter)

* Interim Reports are sent home for every student mid-way through each marking period. If applicable, Promotion/Retention Letters will be sent home with students who have made unsatisfactory progress or are failing or who have a borderline average in at least one subject beginning with 2nd nine weeks report cards.

Returned Checks

Returned checks will be handled by the Federal Automated Recovery Systems Dishonored Check Recovery Program. Parents will be contacted by this company directly to handle return checks.

School Improvement Team (SIT)

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

SIT Parent Representatives for **2022/2023**:

(K-5 Reg. Ed. Rep) To be elected/Reach out to administration if you are interested

(K-5 EC Rep) To be elected/Reach out to administration if you are interested

SIT meetings are held on the third Monday of each month beginning at 2:45 p.m. as long as there are agenda items. Please check the PTA bulletin board for meetings and information.

School Insurance (optional)

School Coverage Ranges from \$10.00-\$35.00

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

Since the school does not carry insurance on your child, you may wish to purchase this optional Insurance. Information can be found on the Pitt County School's website at

<https://www.pitt.k12.nc.us/Page/456>.

School Fundraiser:

The fundraiser for this year will be a Read-a-thon. The fundraiser will begin on September 19, 2022 and end on October 7, 2022. If you have more than 1 child at Eastern, please send the money separately with each child so the child gets credit with their room. Make all checks payable to Eastern Elementary School. Please have correct cash if you are sending cash with our child.

Spirit Week & Kindness Week:

Students will be allowed to dress in the appropriate theme days during Spirit Week in the fall and Kindness Week in the spring.

Student Government Association (SGA):

Eastern's Student Council is composed of one representative from each classroom in grades 4-5. The officers, president, vice-president, secretary, and treasurer are elected by the student body during general elections held in September. The Student Council becomes familiar with Parliamentary Procedure, creates the yearly scrapbook, maintains upkeep of the courtyard, and conducts small fundraisers.

Textbooks:

Students are supplied with various textbooks and reading books throughout the year. If a book is lost or damaged, the debt must be paid before another one is reissued. The student may not receive a report card until the debt is paid. The teacher will provide proper notification to the parent with the book title and cost of the book.

Textbook Replacement Guidelines

New (1 year)	pay 100%
2 years	pay 80%
3 years	pay 60%
4-5 years	pay 40%

Student Services

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

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

School Psychologists also serve the K-12 schools through weekly and as needed contact at their multiple school assignments. Psychologists provide evaluations and analyze test results to identify students' cognitive strengths and weaknesses as well as learning, emotional, and behavioral problems. They are extensively involved in all aspects of the Exceptional Children's Program including consultations with staff and parents, behavioral intervention plans, serving as members

of School-Based and Administrative Placement Committees, program planning and staff development, and all compliance issues. Additional services include community resource information and referral and coordinating contractual services for assessments.

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

Suggestions for Parents

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

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

Toys

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

Visitors/Volunteers

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

- (1) Check in at the office and state your purpose. (Students will be called to the office if you need to see them.)
- (2) If you would like to visit/observe/or meet, please schedule an appointment in advance with the teacher/principal or administrator.
- (3) Secure a visitor/volunteer pass before leaving the office. Anyone without a pass will be asked to return to the office.
- (4) Please park in a designated parking area, not on the yellow curb that serves as our fire lane.

No one is to go directly to the classrooms for the safety and security of the students and staff.

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

Title I Parent and Family Engagement Policy

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

To involve parents in the policy process we will:

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

To share responsibilities for high student academic achievement we will:

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

To build capacity for involvement we will:

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

To be accessible to all parents we will:

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

Eastern Elementary School Title I Program

Description:

The Title I Service Model at Eastern includes the C.A.R.E. Reading Plan. C.A.R.E. (Collaboratively Achieving Reading Excellence) Plan is based on several research-based instructional principles and best practices that include the Anna Plan, Reading Recovery, Four Block and Balanced Literacy. The C.A.R.E. Reading Plan provides a five-day framework that will serve as an early intervention model as a whole class or as an intense small group instructional model, both designed for reading, writing, phonics and word study. Three Literacy Specialists will take part in on-going professional development in order to effectively support literacy instruction for regular classroom teachers and students. Eastern will participate in the Whole Class Model. In addition, Eastern Elementary School provides opportunities for parents to attend sessions to assist their child (ren). Some of the parent sessions are listed in the parent involvement section of this handbook.