

Aurelian Springs Institute of Global Learning



**10536 Highway 48
Littleton, North Carolina 27850
Office: (252) 586-4944 Fax: (252) 586-2707**

Principal

Katina Lynch

HALIFAX COUNTY SCHOOLS

Dr. Eric L. Cunningham, Superintendent

Dr. Tyrana Battle, Assistant Superintendent

MISSION STATEMENT

The faculty and staff of Aurelian Springs Institute of Global Learning seeks to create a challenging environment that encourages communication, collaboration, critical thinking, and creativity that will enable all students to be productive global citizens of tomorrow.

VISION STATEMENT

The faculty and staff of Aurelian Springs Institute of Global Learning is committed to creating a fair and challenging global environment conducive to learning.

School mascot: Hornets

School colors: Purple and Yellow

Motto: “Strengthening our Youth, Building a Better World”

Aurelian Springs Institute of Global Learning



Dear Aurelian Springs Families,

It is with great pleasure and excitement that I say welcome back to school as your new principal. I trust your summer has been enjoyable and filled with fun and relaxation. This will be a year that we continue to embark upon new adventures in your scholars' educational journeys.

Our team will continue to embed critical thinking and collaboration across all content areas. We will also continue working diligently to meet the diverse needs of our students through small group instruction across all grade levels, school-wide implementation of our adopted Global Goals of Good Health and Well Being, Responsible Consumption and Production, and Zero Hunger, and emphasize meaningful, timely feedback to help them work towards academic mastery.

I have heard one of the greatest characteristics of the Aurelian Springs learning community is the genuine care and compassion shared between staff, students, and parents. I look forward to being a part of the community and ensuring this tradition continues this school year. Staff, students, and families working together in partnership will help ensure that the children entrusted into our care grow to be productive, confident, and compassionate global citizens.

Many of the questions that you may have can be answered by reading this handbook. Please take a moment to read this year's Hornets' scholar and parent handbook with your scholar.

I look forward to an amazing year full of meaningful experiences!

Educationally Yours,

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



Katina Lynch, Principal

Please review the Student Handbook and the Code of Conduct, a separate insert provided by our Superintendent, Dr. Eric Cunningham.

____ My child, _____ and I have reviewed and understand the Student Handbook for the 2022-2023 school year.

____ My child, _____ has permission to be photographed and videotaped. I understand that these pictures and video may be used on the in-school morning broadcast, school newsletter, local newspaper, school's website, and the school's social media websites.

Student signature: _____

Parent/Guardian signature: _____

Date: _____

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



Dual Language Immersion Program: In our immersion programs, students are immersed into Spanish through study of core academic content areas such as language arts, reading, math, science, and social studies. Spanish is the medium of instruction as well as the object of instruction. Language immersion programs are an exciting option for parents who want their children to have the advantages of a rigorous academic program while also learning two languages.

Our school will have an international focus, helping students develop diverse perspectives and achieve in an interconnected world. With the global framework, students will be able to learn by doing activities in and out of the classroom, increase in student engagement, and gain equitable access to a quality education for all students.

We are excited to provide our student with this opportunity to become educated, active, and responsible global citizens. We have adopted three goals from the United Nations Sustainable Development Goals for the upcoming school year, the goals are as follow:

- Zero Hunger: End hunger, achieve food security and improve nutrition, and promote sustainable agriculture.
- Good Health and Well-Being: Ensure healthy lives and promote well-being for all at all ages.
- Responsible Consumption and Production: Ensure sustainable consumption and production patterns.

Motto: “Strengthening our Youth, Building a Better World”

Aurelian Springs Institute of Global Learning



Emergency/Important Telephone Numbers

Superintendent, Dr. Eric Cunningham	252-586-5111
Police Department (252-583-1991 and 252-583-2388)	911
Sheriff's Department (252-583-8521)	911
Fire Department, County	911
Fire Department (252-583-9611)	911
Rescue Squad (252-445-2233)	911
Transportation Department	252-583-2381
Aurelian Springs Institute of Global Learning	252-586-4944

Policies and Procedures

Absences and Tardies: School hours are from 7:40 am – 3:30 pm. Scholars will be marked tardy at **8:00 am if they are not in class**. In order for scholars to receive the maximum benefit of the education program designed by the Halifax County School system, attendance and promptness are essential.

There is an abundance of material to be covered within the 180 instructional days of this school year. We encourage scholars to be in school unless they are ill or there is an emergency. We encourage parents to make non-emergency appointments after the school day, if possible.

Parents are asked to come into the office and sign their scholars in when arriving late and sign them out if they must leave before the end of the school day. No scholars will be dismissed via telephone call. Parents must show identification when signing scholars out.

When scholars are absent, they should bring a written excuse signed by the parent the **first day** the scholar returns to school. Absences will be coded as unexcused if a note is not received-. After three unexcused absences, parents will be notified. Three unexcused

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



absences will equal up to one day of absence. After five unexcused absences, parents will be asked to come to school for a conference with the principal and/or counselor. Ten unexcused absences may result in a report being filed with the District Attorney's office.

When scholars are absent for an educational activity, they are excused and will be allowed to make-up their work. Documentation will be required as proof of attendance of the educational activity.

Accidents: Parents will be notified of accidents needing medical care or immediate attention. Parents must be sure that the school secretary and teachers always have a **current emergency phone number**.

Awards: Rewarding students for demonstrating leadership within the school environment is an important aspect of our school. We believe that honoring our students for academic and scholarly behavior is key in their success as young adults. We will have various awards celebrations throughout the year, if we are able to do safely for all students/staff, and will invite parents via school communication home and Blackboard.

Blackboard EdConnect: An automated phone message system will be used frequently throughout the year to inform you of events at our school as well as school cancellations and delays. Please listen to the message to ensure clear communication between school and home. It will come from the school's telephone number and will leave a message on voicemail. Note: If you are not receiving the automated calls, it is the parent/guardian responsibility to notify the school to get the information updated.

Bus Safety: Transporting students safely to and from school is a big responsibility. Riding the school bus is a privilege, not a right. Students who ride the buses are expected to conduct themselves in an orderly manner at all times. It is the responsibility of our scholars to provide a calm and safe atmosphere on our buses to maintain order and safety.

Students must meet these expectations:

1. Stay seated at all times.
2. Keep aisles clear and safe.
3. Maintain a low voice level.
4. Follow all instructions of the driver, including seating assignments.
5. All school rules will apply on school buses.

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



Bus Regulations: Scholars who come to school on the bus should return home on the bus unless they have a note from the parent that is approved by the school administration. Only regularly scheduled students are allowed to ride the school bus.

Bus Changes: If you need to change your scholar's bus, please send a note to school with the specific address to which your scholar should be sent. No bus changes will be approved over the telephone. ALL bus notes should be received by administration **before 11:30 am daily**. In order to make sure that all scholars reach their destination safely, all bus change notes should include the following:

- Date note is written
- Student's first and last legal name (please do not use middle or nicknames)
- Teacher's name
- Bus #
- Address to drop off
- Date(s) affected
- Parent/Guardian signature and contact information

Bus Discipline

Offense	Descriptor
1st	Parents and students will be issued a warning and may be asked to come in for an administrative conference.
2nd	Scholars will be excluded from the school bus for three days. Parents shall be required to provide transportation to and from school during this time.
3rd	Scholars will be excluded from the school bus for five days. Parents shall be required to provide transportation to and from school during this time.
4th	Scholars will be excluded from the school bus for five to ten days. Parents shall be required to provide transportation to and from school during this time.

We prioritize scholar safety above all else. With your support of our scholars, we know that we can keep our buses and routes safe.

Cafeteria Program: Halifax County Schools participate in the Community Eligibility Provisions Program. This program provides free breakfast and free lunch for all students.

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



<u>Breakfast - Served 7:40-8:20</u> <u>Students - free</u> <u>Adults - items purchased a la carte</u>	<u>Lunch:</u> <u>Students - free</u> <u>Adults - items purchased a la carte</u>
---	---

*Note - Use of microwaves by students (or teachers to assist students) to warm food is prohibited at all Halifax County Elementary Schools.

Students are expected to exhibit respect and responsible behavior in the cafeteria.

Classroom Celebrations: The elementary administration team of Halifax County Schools realize that students' birthdays are very important moments in their lives. **Birthday celebrations must be approved by the principal at least two days in advance.** Celebrations will take place from 2:45 p.m. to 3:30 p.m. Only store purchased cupcakes or individually wrapped cakes (little Debbie cakes) and individual size ice cream cups will be allowed into classrooms. **No balloons, gift bags, birthday presents, or additional food items will be allowed in the classroom.** If other items are brought to school, they will not be allowed into the classrooms. Due to COVID protocols and procedures, no parents will be allowed to enter the classrooms for birthday celebrations. Items purchased will have to be left at the front office for the teacher to distribute. **Note: Holiday celebrations will be coordinated by the homeroom teachers in partnership with school administration.**

School Level Concern(s): In an effort to support our scholars, please use the process below to address concerns with your child's teacher:

1. Contact the teacher via email or telephone requesting more information or a conference. Staff is expected to respond to your request within 24 hours.
2. Parents who feel that the situation warrants further attention are asked to contact the principal.
3. The principal will have a discussion with the parent, scholar, and the teacher to find resolution.
 - a. **Note: Parent/guardian seeking a meeting pertaining to non-emergency concerns are asked to schedule appointments with school administration.**
 - b. **Please allow 24 hours for school administration to schedule the meeting/conference.**
4. At this present time, no parents will be allowed to enter the halls of Aurelian Springs Institute of Global Learning for classroom visitations. However, all parent conferences must be scheduled after 3:30 p.m. or during the teacher's planning period. This policy is for the protection of our scholars' education and to avoid

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



disruption of the instructional day. Student visitors and small children are not permitted to visit the school during class hours.

Confiscated Items

If a staff member confiscates non-educational items (toys, cell phones, etc.) from scholars, they will be turned in to the principal's office with the scholar's name on it as well as the teacher's name. Parents will need to meet with the principal to claim these items. It is imperative for scholars to keep cell phones at home. The school is not responsible for anything that happens to scholars' cell phones if they are brought on the school campus.

Curriculum: The State Board of Education adopted the North Carolina new Standard Course of Study. The curriculum is also referred to as Common Core Standards in English Language Arts and Math. The other subjects such as social studies and science are referred to as Essential Standards. The curriculum is designed to develop well-rounded scholars, who continuously **Strive for Five** each and every day. As a district, we are teaching our scholars and staff to **Strive for Five** in all aspects of life. This simply means that our scholars and staff are:

- Ready
- Respectful
- Resilient
- Triumphant
- Proficient

ALL instructional days include two timed ninety minute blocks, English Language Arts and Math. In ALL kindergarten through fifth grade classes, the focus is on literacy, math, science, and social studies. Resources and programs have been purchased specifically to narrow the educational deficits caused by the COVID pandemic. We will continue to infuse action-based learning activities which allow our scholars to remain active throughout the school day. With your assistance, the educational deficits will decrease as the school year progresses.

Custody Issues: In the event that parents are separated or divorced and there are no court documents signed by a judge nor is there any documentation from Social Services, both the father and the mother of a student have equal rights and privileges in the school setting. The

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



school cannot deny one parent any information concerning a scholar, nor can we deny access to a scholar based on the word of the opposing parent. A copy of legal documentation related to custody should be immediately brought to the principal and will be added to the scholar's cumulative record upon review by the principal.

Policy 4120 Domicile or Residence Requirements

A student who is domiciled within the geographic area served by the school system, who is under age 21 (22 for scholars entitled to special education services), who has not completed the prescribed courses for high school graduation and who otherwise qualifies for admission, is entitled to be admitted without payment of tuition. Under certain circumstances specified by law, a student who resides in the area served by the school system and who otherwise qualifies for admission to its schools also is entitled to be admitted without payment of tuition. In addition, students who are homeless or in foster care may be entitled to continue attending their school of origin without payment of tuition regardless of a change in their domicile or residency status.

Children with disabilities are required to meet state domicile requirements to be entitled to admission to school without payment of tuition unless they are “grandfathered” into the system under subsection C.5, below, or unless they otherwise meet one of the circumstances that entitle them to admission without payment of tuition. (See Section C, below.)

A. Domicile and Residence Defined

Domicile requires the intent to abandon one's prior home and remain in the new location as a permanent home for an indefinite period. In contrast, a residence need not be one's exclusive home and does not require an intention that the residence be the permanent home.

B. Meeting Domicile Requirements

1. Domicile of Students Generally

The domicile of a student under 18 years of age is presumed to be the domicile of his or her parents, legal guardian or legal custodian as defined by the General Statutes of North Carolina.

2. Domicile of Emancipated Students

Motto: “Strengthening our Youth, Building a Better World”

Aurelian Springs Institute of Global Learning



If a student is at least 18 years of age, is married, or has been abandoned by his or her parents, or if the court declares a student to be emancipated, the student may establish a domicile independent from that of his or her parents, legal guardian or legal custodian. A student who establishes domicile as a result of being emancipated is a domiciliary of the school system and is entitled to the same rights and privileges of other scholars domiciled in the school system.

3. Domicile of Students with Divorced or Separated Parents

Domicile for the purpose of school admission and assignment will be determined by the following criteria.

- a. In the event that a student's parents are divorced or separated and physical custody has been given to only one parent, the scholar's domicile follows that of the parent who has been granted physical custody.
- b. If physical custody has not been determined or has been granted jointly to both parents, or if the custodial parent wishes the student to attend school in the non-custodial parent's system of residence, then the parents must jointly agree on which residence will be used to determine the scholar's domicile. The selected residence must be submitted in writing to the superintendent.
- c. The selection may not be changed during the school year unless the parents satisfy the board's policies on transfers and releases.
- d. In the event that the parents cannot agree on which residence will be used to determine the student's domicile for school assignment purposes, school officials shall assign the student according to the residence of the parent with physical custody of the student at the beginning of each school year.

C. Meeting Residence Requirements

A student who resides in the system in any of the following circumstances will be admitted without payment of tuition.

1. The student is homeless as defined in state and federal law and policy [4125](#), Homeless Scholars. A student living with a friend or relative is not a homeless student unless he or she lives there due to conditions that constitute homelessness under state and federal statutes. A homeless student will be

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



assigned in accordance with policy [4125](#), Homeless Scholars.

2. The parent, guardian or legal custodian residing in the school system attendance area is a student, employee or faculty member of a college or university or is a visiting scholar at the National Humanities Center.
3. The student resides in a group home, foster home or other similar facility or institution.
4. The student resides in a pre-adoptive home following placement by a county department of social services or a licensed child-placing agency.
5. The parent, guardian, or legal custodian residing in the school system attendance area is on active military duty and is assigned by official military order to a military installation or reservation in North Carolina.
6. The student is considered a student with a disability by the General Statutes and the North Carolina *Policies Governing Services for Children with Disabilities*, and the was (a) enrolled in the school system on the last day of school for the 2006-07 school year or (b) enrolled in and attending a school in the school system on August 1, 2007, for the 2007-08 school year, so long as the student lives within and is continuously enrolled in the system.
7. The student resides with an adult who is a domiciliary of the school system as a result of any of the following.
 - a. The death, serious illness of incarceration of the student's parent or legal guardian.
 - b. The abandonment by the student's parent or legal guardian of the complete control of the scholar as evidenced by the failure to provide substantial financial support and parental guidance.
 - c. Abuse or neglect by the parent or legal guardian.
 - d. The physical or mental condition of the parent or legal guardian is such that he or she cannot provide the scholar with adequate care and supervision.
 - e. The relinquishment of physical custody and control of the student by the student's parent or legal guardian upon the recommendation of the

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



department of social services or the Division of Mental Health.

f. The loss of uninhabitability of the student's home as the result of a natural disaster.

g. The parent or legal guardian is one of the following: (1) a member or veteran of the uniformed services who is severely injured and medically discharged or retired (but only for a period of one year after the medical discharge or retirement of the parent or guardian); or (2) a member of the uniformed services who has died while on active duty or as a result of injuries sustained on active duty (but only for a period of one year after the death of the parent or guardian). Assignment under this subsection is only available if some evidence of the medical discharge, retirement, or death is tendered with the affidavits required under [G.S. 115C-366](#).

h. The parent or legal guardian is on active military duty, not including periods of active duty for training for less than 30 days, and the commanding officer of the parent or legal guardian provides in a signed letter that the parent or legal guardian's military orders prevent him or her from physically residing with the student. Assignment under this subsection is only available if the signed letter from the commanding officer is included with the affidavits required under [G.S. 115C-366](#), and the commanding officer indicates the time period that such military orders will be in effect.

In order to be admitted under this provision, the student may not be currently under a term of suspension or expulsion from a school for conduct that could have led to a suspension or an expulsion from the local school administrative unit, unless the student is identified as eligible for special education and related services under the *Individuals with Disabilities Education Act*, [20 U.S.C. 1400, et seq.](#), and evidence of such eligibility is tendered with the affidavits described below.

The adult with whom the student resides and the student's parent, guardian or legal custodian, if available, must complete and sign separate affidavits available from the superintendent's office attesting to information required by [G.S. 115C-366\(a3\)](#). If it is found that a person willfully and knowingly provided false information in the affidavit, the maker of the affidavit will be guilty of a Class 1 misdemeanor and will pay to the board an amount equal to the cost of educating the student during the period of enrollment. Repayment

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



will not include state funds.

D. Remote Enrollment of Children of Military Families

A student who is not domiciled in the school system attendance area is permitted to enroll by remote means, including electronic means, prior to commencement of the student's residency in the school system attendance area if all of the following apply.

1. The student's parent or legal guardian is on active military duty and is transferred or pending transfer pursuant to an official military order to a military installation or reservation in North Carolina.
2. Upon request by the school system, the parent or legal guardian provides a copy of the official military order transferring to the military installation or reservation.
3. The parent or legal guardian completes and submits the school system's enrollment forms and documentation, except that proof of residency and documentation related to disciplinary actions required under policy [4115](#), Behavior Standards for Transfer Students, will not be required until the student transfers into the school system.

The school system will make available to a student who registers to enroll pursuant to this section the same opportunities available to a domiciled student, such as requesting or applying for school assignment, registering for courses, and applying for any other programs that require additional request or application. A student enrolled pursuant to this section may not attend school until proof of residency is provided.

E. Students Participating in the North Carolina Address Confidentiality Program

In determining whether a student meets the domicile or residence requirements of this policy, school personnel shall consider the actual address of a participant in the North Carolina Address Confidentiality Program established by [G.S. Chapter 15C](#), but such address will remain confidential in accordance with law and policy [4250/5075/7316](#), North Carolina Address Confidentiality Program.

F. Appeal of Admission Decisions

Within 10 working days of receiving all of the information required under this policy, the superintendent or designee shall provide a written decision to the

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



applicant for admission to the school system. The superintendent's decision regarding admission of the student may be appealed to the board in accordance with subsection E.5 in policy [1740/4010](#), Student and Parent Grievance Procedure.

Legal References: [10 U.S.C. 2031](#)(g); Elementary and Secondary Education Act, [20 U.S.C. 6303 et seq.](#); Individuals with Disabilities Education Act, [20 U.S.C. 1400 et seq.](#), [34 C.F.R. pt. 300](#); McKinney-Vento Homeless Assistance Act, [42 U.S.C. 11431 et seq.](#); *Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care*, U.S. Department of Education and U.S. Department of Health and Human Services (June 2016); *Non-Regulatory Guidance on Education for Homeless Children and Youths Program*, U.S. Department of Education (July 2016); [G.S. 7B art. 35](#); [35A art. 6](#); [15C-8\(i\)](#); [50-13.1 to -13.3](#); [115C-106.2](#), [-106.3](#), [-107.6](#), [-108.1\(a\)](#), [-366](#), [-407.5](#); *Policies Governing Services for Children with Disabilities*, State Board of Education Policy [EXCP-000](#), available at <http://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities>

Cross References: Student and Parent Grievance Procedure (policy [1740/4010](#)), Children of Military Families (policy [4050](#)), Behavior Standards for Transfer Students (policy [4115](#)), Homeless Students (policy [4125](#)), North Carolina Address Confidentiality Program (policy [4250/5075/7316](#))

Replaces: 6014 (in part) (adopted November 4, 1991)

Adopted: December 6, 2010

Revised: March 18, 2014; November 3, 2014; March 6, 2017; December 3, 2018; July 6, 2020; January 18, 2022 Halifax County Schools

Discipline: Elementary Administration Team of Halifax County Schools believe that a strong discipline program promotes a child's self-worth and dignity while also developing a child's own inner discipline system. Our program helps children learn socially acceptable behaviors, considers the best interest of students and school, and strives to be reasonable, appropriate, and fair. Please see the Student Code of Conduct Policy approved by Halifax County's School Board and Elementary Administration Team Discipline Plan below.

DISCIPLINE WITHIN THE SCHOOL ENVIRONMENT

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



G.S. 115-146 – “It shall be the duty of all teachers..., when given authority over some part of the school program by the Principal, to maintain order and discipline in the respective schools...”

The Elementary Administration Team of Halifax County Schools knows that all students can be successful. We also value instructional time in the classroom, as that is where the learning takes place. They facilitate this success, alternative settings are offered for students that disrupt the teaching and learning process. Halifax County Elementary Schools focus our discipline policy on mutual respect and **Positive Behavior Intervention Support** within our building. We use positive expectations to motivate our students to self-regulate their behavior for success in school. In the case that students cannot comply with our behavior expectations, we may use the following for additional support:

Discipline Partners:

Teachers have an established classroom (their discipline partner) in which to send students when a time-out away from the classroom is needed. The length of the time out will be determined by the teacher.

Alternative Setting Assignment (ASA):

- ASA will be assigned by an administrator.
- If a student needs to be placed in an ASA during the school day, then the sending/receiving teacher will notify an administrator or designee to escort the student to the office. The administrator or a designee will escort the student to the ASA. The student is expected to exhibit appropriate behavior in the ASA to avoid OSA.

Out-of-School Alternative (OSA):

OSA will be assigned by an administrator. For each day a student is in the OSA, the teacher will develop a learning packet. The completed packet must be returned to the teacher upon the student's return to school. Students will receive credit for completed work while assigned OSA. A conference with the principal, parent, and student must be held on the return date before the student can return to class.

Dismissal:

Car riders will be dismissed at 3:20 and will be escorted to the front lobby. Parents are required to sign out all car riders. Please be prepared to show identification if needed to pick up your scholar. There may be individuals on afternoon duty that may not know you. Please be appreciative of our efforts to keep your scholar safe.

Motto: “Strengthening our Youth, Building a Better World”

Aurelian Springs Institute of Global Learning



Bus riders will be dismissed at 3:20

We encourage parents to try to schedule your child's doctor and/or dental appointments after school hours, if possible. If you must sign your child out of school prior to the end of the school day, parents are to come to the office to do so. Parents have to show identification. This procedure will be followed for safety purposes.

Dress Code Policy

Policy Code: 4316 Student Dress Code and Uniforms

The board believes a safe and disciplined learning environment is the first requirement of a good school. The dress and personal appearance of students greatly affect their academic performance and their interaction with other students, the board prohibits any appearance or clothing that does the following:

- violates the school system's dress code developed by the superintendent and adopted in accordance with this policy and publicized by each school;
- is substantially disruptive;
- is provocative or obscene; or
- endangers the health or safety of the student or others.

A. Student Dress Code

The board requests that parents outfit their children in clothing that is conducive to learning and displays good judgment as it relates to age, developmental stages, and body type. Student school attire should be neat, clean, properly fitted and suitable for the learning environment. The following is acceptable under the dress code policy:

- 1. Bottoms, Jumpers, Dresses, Pants, Capris, Walking Shorts, Skorts, and Skirts**
 - a. Bottoms should not show excessive skin. Distressed jeans are allowable.
 - b. Bottoms should be sized appropriately, including waist and length, with no undergarments exposed.
 - c. Dresses, jumpers, shorts, skorts and skirts must be of modest length. The length of these items may not be above the student's fingertips when the student's arm are relaxed at his/her side.
 - d. If belts are worn, they must not be oversized and must be buckled.
 - e. Leggings and jeggings are not appropriate.
- 2. Shirts and Tops**
 - a. Undergarments should not be visible at any time. Students may wear t-shirts or camisoles that are solid in color underneath his/ her top.

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



- b. Shirts and tops should have an appropriate neckline and obvious shoulder line.
- c. Clothing displaying obscene language and/or promoting illegal activity is not allowed.
- d. See Halifax County Schools Board Policy 4326, Gang-related Activity Section A, for restrictions on clothing related to gangs.

3. Shoes

- a. Footwear should fit securely on the feet and must be worn at all times.
- b. Shoes should be appropriate for school activities such as P.E. classes, recess, ROTC, science labs, etc.
- c. No bedroom slippers or slip-on shoes allowed.

4. Outerwear

- a. Hoodies and hooded jackets may not have the hood covering the head while in the school building. Violation of this may result in not being allowed to wear hoodies to school.
- b. Hats, toboggans, head scarves, sunglasses, etc. must not be worn in the school building.
- c. Bandanas, skullcaps, sweatbands, etc. should not be worn to school.

B. Exceptions to Dress Code Policy

1. Religious or Medical Waivers

- a. Reasonable consideration will be made for those students who, because of sincerely held religious beliefs or medical reasons, request a waiver of a particular requirement for dress or appearance.
- b. Written waiver requests must be submitted on an annual basis. In considering a waiver request, the principal or designee may request additional documentation from medical officials and/or religious leaders.

2. Special Activity Accommodation

- a. The principal shall make reasonable accommodations for students involved in special duties, activities, or projects approved by the school. Such special duties, activities, and projects include, but are not limited to, athletics, P.E. classes, and other activities that require non-conforming dress on a school campus during the school day.
- b. Students who are taking classes that require a special dress code (such as JROTC or career and technical education internships) may wear that clothing to other classes.

C. Enforcement

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



Each principal and/or designee shall ensure that this policy is enforced in a manner that is consistent with other Halifax County schools and applied consistently within their assigned school building.

D. Compliance Measures

1. Each school should strive to achieve full compliance through the use of incentives and positive reinforcement measures, and should resort to disciplinary action only when positive measures fail to ensure compliance. In addition, schools shall communicate with parents so that expectations, rationale and benefits are fully understood by the student and his/her family.
2. Prior to initiating any disciplinary action against a student not complying with the policy, a conference with the parent must be held with a school administrator or counselor to solicit parental cooperation and support.
3. Disciplinary action is to be initiated only after the student has been out of compliance for two (2) school days and all other measures to secure support and cooperation as mentioned above have not succeeded. A "progressive discipline" approach is to be employed by the school support staff so as to encourage full and consistent compliance with the least amount of disciplinary action.
4. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall 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 violation of the dress code.

Dropping-Off and Picking- Up Students

- **Dropping-Off Students** - Students who are car riders should be dropped off at the front entrance between 7:40 a.m. and 8:00 a.m. After 8:00 a.m., an adult should escort the student to the front office to sign them in to school.
- **Picking-Up Students** - Parents picking up students are to come to the school front entrance to sign out students. Only parents or adults listed on your child's emergency form are allowed to sign your child out of school in the front office. We ask parents picking up students in the afternoon do so prior to 2:15 p.m. to help ensure afternoon dismissal is a safe and streamline process of car lines beginning at 3:15 p.m. and bus dismissal.

Early Dismissal (Excused) If a student needs to be dismissed early due to a doctor's appointment, dental appointment or emergency, parents/guardians will come into the school to sign the child out. Such dismissals are excusable if they do not exceed one half of the

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



school day. Only parents or adults listed on your child's emergency form are allowed to sign your child out of school in the front office.

If a student leaves school before 11:30 a.m. or comes to school after 11:30 a.m., he/she will be counted absent for the whole day.

Early Release Days If school is dismissed early due to inclement weather, notification will be sent to the local radio, television stations, and via Blackboard Connect Ed messaging.

Electronics/Devices Electronics such as personal electronic games, cell phones, personal CD players, iPods, etc. are not allowed on buses or campus. Such items take away from the focus on academics and present a potential theft situation. Special permission for projects using such electronics may be obtained from the principal, by the student, teacher, or parent.

End of Grade tests All students in grades 3, 4, and 5 must take an End of Grade test as stated by North Carolina law. These important tests are administered in late spring. Parents will be informed of the dates and how they can assist their students to be as successful as possible on these critical assessments.

Exclusion from Physical Education

If your scholar is unable to participate in physical education due to illness or injury, a written notice from home is required. A doctor's statement is required if the exclusion will exceed three days.

Family Educational Rights and Privacy Act

The intent of this law is to protect the accuracy and privacy of student educational records. These records include files, documents, and other materials containing information directly related to your child. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's records.

Field Trips Field trips are part of the instructional curriculum in that they provide educational experiences, which enhance classroom teaching and learning. We hope that all of our students will have these field trip opportunities. However, if you choose for your child not to participate in a field trip, then he/she will have an alternative setting at school, if it is not a whole school field trip.

Fire Drills Fire drills are to be held within the first 10 days of school and monthly thereafter. Evacuation routes are posted in each classroom next to the door.

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



Fundraising, on-going campaigns Several fundraisers will be sponsored this year. The money from these fundraisers will be used to provide resources for students and teachers.

Receipted Money All monies sent to school by parents with students for fundraisers, field trips or other school activities should be given to his/her teacher in the morning immediately after entering the classroom. Any money submitted to the school on behalf of the student after 9:00 a.m. should be given to the Bookkeeper.

Grading System

In grades Kindergarten-2nd the following numeric grades are used to record students' progress.

Grading Descriptor	Level
Needs to Improves	N
Unsatisfactory	U
Satisfactory	S

In grades 3rd through 5th the following numeric grades are used to record students' progress.

A= 90-100
B= 80-89
C= 70-79
D= 60-69
F= 59 and below (unsatisfactory)

Honor Roll Criteria

Honor roll may be utilized to encourage students' academic performance at grades 3 through 5 in the following categories:

- The Principal's List will include students with all As
- High Honors will include all students with As and Bs, with an average of 90-100 and no grade less than a "B".
- Honors will include all students with As, Bs, and Cs, with an average of 80-89 and no grade less than a "B".

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



Guidance and Counseling Guidance services are available to each student to help facilitate academic success, social adjustment and self-understanding. The counselor works closely with teachers, the home and community agencies in implementing the program. Counseling is a process by which a student is helped by conferences to understand himself in relation to the developing and changing world. Although students may sometimes meet in groups, the emphasis is always upon the individual. Social Emotional Learning (SEL) services are available to all students and parents of Halifax County Schools. Counselors, social workers, and teachers work the SEL program into daily learning opportunities at the school level.

Grievances: A student, parent, or guardian may initiate grievance procedures to appeal final decisions of school personnel within the school system to the extent provided by Board Policy 4010. This policy is located in the Halifax County Schools Policy Manual, which may be obtained from the principal's office or the office of the superintendent.

Homework Policy – It is our belief that homework should be a time when children practice and reinforce lessons taught during the school day. Parents should understand that homework encourages independence and creativity. Parents can provide a helpful home atmosphere that encourages their child to do his/her best. Homework is generally assigned Mondays through Thursdays. Research supports that approximately 50 minutes should be spent on homework in fifth grade, 40 minutes in the fourth grade, 30 minutes in the third grade and 30 minutes in the K-2 grades. These times include written work, studying, and reading assignments.

Homework Requests – Parents are encouraged to call the school to request missed assignments when their child is absent for a series of days. Please make that request by 11:30 AM to provide adequate time for teachers to create learning opportunities to keep students on track to not experience learning loss. One of the best ways that families can support their child/children is to provide structure for homework. Here are some ideas for providing structure for homework:

- ❖ Have the student to complete homework at the same time every day
- ❖ Make sure the T.V., radio, computer games, etc. are turned off
- ❖ Provide a quiet, well-lit working space at home
- ❖ Require your child to read independently each night
- ❖ Check to make sure homework is complete

Motto: “Strengthening our Youth, Building a Better World”

Aurelian Springs Institute of Global Learning



Immunizations State law requires all students to be immunized against certain diseases. Students without the required immunizations will not be allowed to remain in school. In North Carolina, all students in K-12 grades are required by law to have received the following immunizations:

- 5 DTP (Diphtheria, Tetanus, Pertussis) doses, the 4th dose given on or after the child's fourth birthday and the 5th Tdap booster dose prior to entering 6th grade (unless a tetanus containing vaccine was given in the last 5 years). (Effective August 1, 2008)
- 4 OVP (Oral Polio Vaccine) doses, if the 3rd dose is given on or after the child's fourth birthday, the 4th dose is not needed.
- 2MMR (Measles, Mumps, and Rubella) doses, one dose given on or after the child's first birthday, one dose at 4-6 years of age, prior to the child's first day of enrollment.
- 3 HBV (Hepatitis B) - if born on or after July 1994
- 1 Varicella - if born on or after April 1, 2001

A Health Assessment is required for Kindergarten students prior to the child's first day of enrollment. The parent, guardian, or responsible person shall have 30 calendar days from the first day of attendance in order to obtain the required immunizations and health assessment for the child. Upon termination of the thirtieth calendar day, the principal shall not permit any child to attend the school unless he/she is immunized as required by law.

Length of a School Day The building is open to students beginning at 7:40 a.m. Students can report to their classrooms after going through breakfast procedure and are considered tardy after 8:00 a.m. School dismisses at 3:30 p.m.

Medication The parent is responsible for submitting a properly completed and signed medication authorization form to the school nurse. Medication forms can be picked up at your child's school or sent home with your child. All medications must be received in their original container. Please call or see your School Health Nurse for Halifax County Schools medication policy and procedure.

Chronic Disorders

The school nurse should be notified of scholars with diabetes, asthma, severe allergies, seizures, other disabilities or hospitalizations.

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



News / Media Access Throughout the school year there may be occasions when media and or school/school system personnel will be photographing and or videotaping classroom and school-related activities to be used in school/school system publications and/or sent to the local media for publishing. **If you do not wish** for your child to be interviewed or identified in photographs or other types of media, please contact the principal in writing, expressing your child's restriction.

Parent / Teacher Conferences We will designate specific days throughout the year when we will have Parent/Teacher Conferences. This information will be shared with you at a later date and time. Of course, teachers are always available by appointment. Report cards will be sent home in the student's Take Home folder. Parent/Teacher conferences for the end of each grading period will be held at a time agreed upon by the teacher and the parent. If you wish to meet with your child's teacher at any other time you are encouraged to communicate with him/her via email, Class Dojo or by contacting the office and leaving a message. Conferences, unless otherwise scheduled by the teacher, during the school day are discouraged.

3 PM Rule: We want our scholars to stay at school for the duration of the day, but we do understand the need for students to be picked up early in special circumstances. That said, we ask that parents pick students up prior to 3:00 p.m. If you come after 3:00 p.m. to get your child, we will ask that you join the carline. This will minimize confusion at the end of the school day and allow us to get all students home safely in the afternoon. If you have any questions, please contact the school administration.

PTA The Hollister PTA's goal is to provide parent leadership and support for school programs and initiatives. The PTA will conduct joint fundraisers and hold meetings together throughout the school year. To become involved with your PTA, contact our parent leader at school, or any PTA officer.

Parent Involvement We believe that the education of children is a cooperative effort between parents and school. We also believe that parent involvement is crucial to the success of our children and our school. We encourage and need parents to become actively involved in their children's education.

Safe Schools In 1997, the North Carolina General Assembly passed the Safe School Act, which established a set of state guidelines to provide each student a safe and orderly educational environment.

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



Selling Items on Campus Selling of any items on school property by a student is prohibited unless authorized by the principal and the superintendent's office.

School Health

Your child's health is very important to us. Please notify the school nurse of any medical problems or changes in health that your child has. We will work with you and your physician to adjust your child's school program according to his/her health needs.

School Social Worker Halifax County Schools employs social workers that serve several schools across the school district. School social workers create nurturing relationships with students that enhance students' academic achievement and personal success. Our social workers provide services that strengthen home, school and community partnerships and alleviate barriers to learning. Social workers are also available to work with and assist parents of Halifax County School students.

Student Records Halifax County Elementary Schools maintain official student records of each student. These records which include all information related to the student's education are commonly known as cumulative record folders. Records of a temporary nature, such as a teacher's grade book and personal notes, are not a part of the cumulative record folder. Every effort is made to ensure that the welfare of the students is the only criteria used in developing student records and releasing information from them. In so doing, access to student records is limited to parents or guardians, individuals having the written consent of the student's parents, and school officials who have been determined to have a legitimate educational purpose in examining the records. The counselor and the administrative assistant are responsible for maintaining and preserving the confidentiality of student records; thus, they are responsible for granting or denying access to them. When a parent requests to see a child's cumulative record folder, the request will be honored as quickly as possible. Records may not be removed from the school; however, the parent upon request may obtain a copy of any part of the record.

"TEN DAY" RULE - When a student has accumulated three (3) unexcused absences during a school year, the student's teacher shall notify the principal. The principal (or his/her designee) shall notify the parent, guardian, or custodian of the child that unexcused absences have occurred. After not more than six (6) unexcused absences, the parent shall be notified by the principal and/or designee that he/she may be violating the Compulsory Attendance Law and the consequences of the violation. After the parent, guardian or custodian has been notified of possible violation of the Compulsory Attendance Law, school personnel will conference with the parent, guardian or custodian to determine the reason for the absences.

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



If necessary, alternatives to the student's education program should be considered. A written report of this investigation shall be given to the principal. When the student has accumulated ten (10) unexcused absences, the teacher shall notify the principal and drop the student from membership, but not from enrollment. After being notified of the 10th unexcused absence, the social worker, principal and/or designee shall review the results of the investigation and meet with the student and parent, guardian or custodian to determine if a "Good Faith" effort has been made to comply with this law. If it is determined that the parent, guardian or custodian has not made an effort to comply with this law a referral will be made to the Halifax County Judicial System.

Use of Telephone The telephone is **not** to be used by students unless under the supervision of their teacher. Phone calls received for the students will be handled by the school's administrative office. In the event of an emergency, messages will be received at the office and delivered to students. **Teaching time in the classroom at Halifax County Schools is valuable. For that reason we discourage any phone calls to our teachers during the school day.** We will be happy to receive a message at the office and will ensure that each teacher receives it. However, neither teachers nor students will be called out of the classroom for phone calls from 8:00am– 3:30pm

Vacations Occasional educational family vacations are certainly an asset to a student's growth. If the teacher and principal are contacted ahead of time, we will make every effort to provide school work prior to the trip. School work can be made up following the trip. While we expect students to make up their work and receive grades for that work, the absence is considered an unexcused absence in our computer system.

Visitors All visitors to the school are required to report to the office before going to other places in our school buildings. This includes parents who are helping in the school, conferencing with teachers, or picking up their children. **Visitors or parents should not go into classrooms during instructional time unless it has been pre-arranged with the teacher and administration.** Younger children (friends and relatives) are asked not to come to school to spend the day with our students. **Everyone is required to wear a school ID badge or a visitors/volunteer/substitute badge.**

Workdays – Teacher workdays are scheduled into our school calendar specifically for the use of the teacher. Teachers are given these days to help them prepare for upcoming events such as Report Cards and Parent Teacher Conferences. If you would like to meet with your child's teachers during one of the scheduled teacher workdays, please call ahead and confirm that they are available.

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



Weather – In the event of inclement or severe weather school may be delayed or canceled.

The following radio stations will be notified of our school's cancellations or delays:

*Cancellations/delays will also be announced via the Blackboard Connect Ed messaging system.

Television Stations	Radio Stations
WRAL-TV RALEIGH – Channel 5	WRAL- 101 FM RALEIGH
WNCT-TV GREENVILLE - Channel 9	WCBT-1230 AM ROANOKE RAPIDS
WITN-TV WASHINGTON – Channel 7	WSMY-1400 AM WELDON
WTVD-TV DURHAM – Channel 11	WRSV – 92.1 FM ROCKY MOUNT
WNVN-TV Roanoke Rapids-Channel 30	WYAL-1280 AM SCOTLAND NECK
	WPCT-90.1 FM ROANOKE RAPIDS

Parent/Guardian Classroom Visits ***Suspended until further notice***

- **Who May Visit** The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers.
- **Who May Be Observed** The sole purpose of a classroom visit by a parent is to observe their student and the instructional program being presented. At no time should a parent's motive for or focus of a classroom visit be to observe another student or students in the classroom. If the Principal has knowledge of or suspects that the focus of a parent's classroom visit is to observe another student, he/she reserves the right to deny a requested visit or to end a visit in progress.
- **Scheduling** Visits must be scheduled through the Principal for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance. No visits will be allowed while students are participating in assessments, quizzes or tests.
- **Duration** To minimize potential interruptions and distractions during instructional time, the Principal reserves the right to limit the duration of classroom observations.
- **Conduct During Classroom Visitation** Parents visiting classrooms should arrange their schedules to enter and exit the classroom in a manner that would not interrupt the instructional activities in progress. While visiting the class, the teacher will

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



designate an area for parents to sit, generally in the back of the classroom. (Parents are asked NOT to sit with their student as this could create an unnecessary disruption for other students.) Once in the classroom and seated, parents are asked to remain seated and refrain from interacting with students or the teacher unless the classroom teacher initiates the interaction. Unnecessary noise and /or movement must be kept to a minimum. Parents wishing to discuss their student's behavior or academic performance after observing him/her during class should schedule a parent conference with the teacher. Parents who fail to observe the stated guidelines during their visit may be asked to leave the room if their presence or conduct unduly interferes with the orderly operation of the classroom. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

- **No Audio or Video Taping of Classroom** Video and/or audio recording of classroom visits by the parent or guardian is prohibited. Electronic devices which could be used to video or audio record should not be visible during the visit. Violation of this guideline can result in dismissal from the classroom visit, and/or school site.
- **School Administration** In certain cases, the Principal or his/her designee may also be in the room during the parent observation to protect the learning environment for all students.

Motto: "Strengthening our Youth, Building a Better World"

Aurelian Springs Institute of Global Learning



Motto: “Strengthening our Youth, Building a Better World”