North End Elementary School
Parent/Student Handbook

Home of the JETS
Dear Parents,

On behalf of the North End Elementary School, I am happy to welcome you to the school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child’s education.

As partners, we share the responsibility for our children’s success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child’s learning by ensuring that he/she:

1) Attends school daily and arrives on time, ready for the day’s learning experience
2) Completes all homework assignments given by teachers
3) Reads daily to develop a love for reading and to improve literacy skills
4) Shares school experiences with you so that you are aware of his/her school life
5) Informs you if he/she needs additional support in any area or subject

Please consider joining our school volunteer program as our students can greatly benefit from your involvement and contributions to the school’s program and its operations. To become a volunteer please complete the volunteer application by clicking on the following link:

If you have any questions regarding the information in this handbook, please feel free to contact me any time. It is very important that you and your child are fully informed regarding expectations related to the curriculum as well as appropriate behavior for a safe and productive school year.

Sincerely yours,

Sherita Fuller
Principal North End Elementary
**Parent/Family Engagement Policy:**

In support of strengthening student academic achievement, North End Elementary receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school’s expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district. To learn more about the Parent/Family Engagement Policy click on the blue hyperlink, or you may request a hard copy of the policy at any time.

**Enrollment at North End Elementary**

To attend North End Elementary School, a student must maintain a legal residence in the North End district. Legal residence is defined as the full-time residence of the child’s parent(s) or legal guardian. Children may not live with family members who live in our district to attend North End unless that family member has legal custody of the child. Also, you may not use someone else’s address as a means to establish residency in the North End district. Exceptions to these requirements may only be made by the Person County Board of Education. The Transfer Request form is located on the district website. Enrollment is now handled at the Welcome Center located at the county board of education building.

**Attendance**

Prompt, regular attendance at school is very important. Parents should always contact the school when their child is absent. When a student returns to school following an absence, he/she **MUST** bring a written note from the parent/guardian to explain the reason for the absence. Work missed because of an excused absence from school may be made up. Absences due to family trips/vacations will be unexcused absences. There is a form on the PCS website if parents wish to request that a trip be considered an educational experience. **Please note: if the primary purpose of the trip is family vacation, the absence will not be approved.** Parents will receive attendance information in each report card. They will also receive letters if their child has excessive and/or unexcused absences from school. Please pay close attention to the Attendance Policy for the Person County School System.

**Early Checkouts from School**

Parents are encouraged to make medical or other appointments for their child outside of the school day when possible. When it is necessary for the child to be dismissed early, the parent or legal guardian must check the student out through the main office so we will have a record of the child’s departure time. Parents are not permitted to go directly to the classroom to pick up a child. If parents wish to have someone else checkout their child, we must have written permission from the parent for the child to leave with that individual. Anyone who picks up a child should be prepared to provide a photo ID to office personnel. **Students who check out prior to 12:25 p.m. will be counted absent for the day. Students must be in school four (4) hours to be counted present.**

**Tardy to School**

Students who arrive late must check in by 11:00 a.m. to be counted present for the day. **Parents are required to come into the office to check the child in if they arrive after 8:20 a.m.** Failure to do so may result in a parent having to return to school to sign the child in late.
School Hours

Students at North End Elementary should be in their assigned classroom by 8:25 when the tardy bell rings. Students who arrive after this time must be checked in through the office. Students who need to arrive prior to 8:00 am should be enrolled in the before/after school program. Recommended arrival time for students is 8:00 – 8:15 a.m. Students are dismissed at 3:00 p.m. Parents who transport their children should be prompt in picking them up or enroll them in the after school program.

Emergency Closing of School

During inclement weather, it sometimes becomes necessary for school officials to decide to close schools. When a decision is made in the early morning to close schools for the day, it must be relayed quickly to parents, students, and school staff. If no announcement is made, school will operate on the normal schedule. Blackboard Connects will be used to make a mass phone call to all parents/staff. You may also listen to area television or radio stations. The information will also be posted on the Person County Schools website. Please do not call the school or expect a phone call from your child’s teacher. We need to keep our phone lines open for emergencies. If the opening of school is delayed, please do not bring your child to school earlier than announced. For example: if there is a two hour delay, your child should not arrive at school prior to 10:00 a.m. Also, buses will run two hours later so if your child is normally picked up at 7:30 they will be picked up at 9:30. Please make arrangements in advance so the child and teacher know what to do in the event that school closes early. Keep all numbers updated in PowerSchool. This includes those listed as emergency contacts. Please note: school day care does not operate if school is dismissed early or is closed due to inclement weather. If you use another child care provider, please check with them about their plan for inclement weather and notify the teacher in writing.

Emergency Information

It is vital that we have accurate contact information on how to reach each child’s parents/legal guardians. Please update your information in PowerSchool when a change in contact and/or contact number is needed. This includes home/cell/work numbers. You are also required to list the names and phone numbers for at least two people we can contact in an emergency if parents/legal guardians cannot be reached. If a child feels ill, his/her temperature will be taken. Parents will be called to pick up the child if he/she is running a temperature, is vomiting or has diarrhea, or if a head or other serious injury has occurred. If parents/legal guardians cannot be reached, the individuals named within the system as the Emergency Contact will be contacted.

Medication

If a student needs to take any medication during the school day (including over the counter medications), we must have a medication form signed by the parent and physician. This form will indicate the medication and dosage information. Prescription medications must be in a current prescription bottle. Non-prescription medications must be in the original container. The school nurse can answer questions you may have about medications. Medication forms must be updated annually.

Discipline

All students deserve an atmosphere free of noise and confusion. It is our responsibility to see that this is provided. All parents will receive a copy of the PCS Parent Gazette and a copy of the School Discipline Plan. Disciplinary issues will be handled by the principal if actions taken by the teacher and/or bus driver have not been effective in reducing the problem behaviors.
Homework

Homework is important because it provides additional practice on skills and concepts learned in class. Each grade level will set reasonable guidelines for the amount of homework assigned. Generally, homework for K-3 should take 30 – 45 minutes to complete; in grades 4 & 5, homework should be completed in 45 minutes to one hour. In addition, parents are asked to read with their child 15-30 minutes each night.

Cafeteria Operation

The health and well-being of our students is very important to us. Well-nourished students take better advantage of the learning process. Breakfast and lunch are provided daily in the school cafeteria for any child. Due to a new provision in school meal program regulations, there will be no charge for meals served during the school year. That means a free healthy breakfast and lunch will be made available to all students wishing to participate! Families do not need to complete a meal benefit application to receive this benefit. Students wishing to purchase extra items will still need to bring money for those items. Parents wishing to pay online may do so at www.k12paymentcenter.com. You will need your child’s identification number to use this service. Breakfast and lunch menus can be found online at www.person.k12.nc.us/Departments/ChildNutrition. Lunches brought from home should include a balanced meal and should not require refrigeration to stay fresh. Also, please do not send food that needs to be heated in a microwave. We encourage parents to join us for lunch when their schedule allows. Please note: Food purchased from “fast food” or other restaurants is not permitted in the cafeteria. Soft drinks are not allowed in the cafeteria either.

Transportation

School bus transportation is provided for all students who live in the North End district. Appropriate behavior is expected at all times to ensure the safety of all students on the bus. Bus Conduct can be found at the back of this handbook. Repeated failure to follow these rules may result in suspension from the bus.

Transportation Changes

A written note is required for transportation changes and must be approved by the principal. While we understand that circumstances may occasionally make it necessary to change transportation plans after your child has left for school, please keep this to a minimum. If we do not have a note from the parent, the child will go home in his/her usual manner. Due to safety concerns, transportation changes will not be approved after 2:45pm.

Before/After School Care

Day care for North End students is available before and after school. The center operates from 6:00 – 7:50 a.m. and from 3:00 – 6:15 p.m. Cost and availability can be obtained from the daycare director. An application is required along with a non-refundable $25.00 application fee.

Parking and Traffic

If your child is a car rider in the mornings, please park across the road in the bus parking lot. Cars should park in a single file line in the order in which they arrive. Buses will unload in the front of the school at 8:00 am. Car riders will be signaled when it’s appropriate to cross the road to begin unloading. If your child is a car rider in the afternoon, you will use the same parking process. Please note: The bus parking lot will not be open until 2:45 pm in the afternoons. Cars will be released to cross the road for pick-up once the buses depart. Please stay in a single file line. If your child loads before the child in the car in front of you, please wait patiently. DO NOT try to pass the car in front. This creates a very dangerous situation in which someone could get hurt. Parents are required to wait in the car line to pick up/drop off children. Failure to follow traffic procedures could result in restrictions during drop off/release times. Please be alert at all times while driving on campus to ensure the safety of our children.
Visiting and Conferences

Parents and other family members are welcome to visit our school. All visitors are required to report to the school office upon arriving on campus to register and receive a visitor’s pass. Visitors also need to sign out when they leave. Parents will not be allowed to visit classrooms or talk to the teacher without a scheduled appointment time. At North End Elementary, instructional time is sacred time. Therefore, we ask that you schedule meeting times with your child’s teacher before or after school hours. Please understand that when classes are interrupted, your child and all other class members lose valuable instructional time. Parent/teacher conferences are scheduled for every child at the end of the first grading period. Additional conferences will be scheduled at the end of other grading periods for students who are struggling academically. Teachers will contact parents to schedule those conferences. Conferences may be scheduled at any time at the request of the parent or teacher.

If you need to speak with an administrator, we ask that you contact the school to set up a time for a meeting. Meetings may be set up in advance before or after the school day. Please remember that we too have very busy schedules and many required meetings are scheduled well in advance. Calling to set up a meeting time, will provide us with more time to effectively address a concern. The administrators will make every effort to return phone messages within 24 hours. If you need immediate assistance, the best line of contact is to email the principal at fullers@person.k12.nc.us.

Volunteers

All volunteers who work with children are required to submit a volunteer application which will allow the district to conduct a criminal background check. This includes parents who chaperone field trips. Anyone wishing to volunteer does need to reapply this school year even if they were approved last year. The volunteer application can be found on the Person County Webpage under the Parents & Family Tab. You may also click on Volunteer Application.

Educational Field Trips

Field trips are taken by all grade levels during the year. These trips are planned as an extension of classroom instruction. You will receive information and are required to sign a permission form for your child to participate. We usually have more parents who want to chaperone than we can accommodate. Parents going on Field Trips must be approved volunteers. You cannot be considered to be a chaperone unless you are approved in advance.

Personal Items

Please label all items especially coats, sweaters, and lunch boxes. Please remember that students should not bring valuable items or large amounts of money to school at any time.

Classroom Celebrations/Birthday Parties

Classroom celebrations are controlled by the school and are limited to two per year (winter break and end of year celebrations). We do not allow for birthday parties at school. You may contact your child’s teacher if you would like to send a snack to be distributed at the end of the day in lieu of a party.

Dress Code

Expensive clothing is not necessary for school. We do expect students to come to school clean and dressed appropriately. Many types of clothing that are fashionable are not appropriate for elementary students. Please see the dress code information in the PCS Code of Conduct.
**mSchool Pictures**

Twice a year, students will have the opportunity to have individual pictures taken by a professional photographer. Payment is expected when the pictures are taken. Class group pictures are taken in the spring. Participation in the school picture program is voluntary. All students will have a picture taken in the fall since those are used for our yearbook.

**Deliveries of Flowers, Balloons, and Similar Items**

All deliveries of these items must be made after 2:00 p.m. Items may be picked up by the student at the end of the school day. **Please remember that glass containers and balloons are not allowed on buses.** We will not be responsible for items delivered to the school at the request of individuals or groups not affiliated with the school or school system.

**Parental Support/ Involvement - Parent-Teacher Compact**

We encourage you to show interest in your child’s education by supporting the efforts of the school and by talking to your child about the day and what was learned. Educators and parents must realize that high standards are necessary, that virtually all students can attain those standards, and that hard work is the key to learning. There are no “shortcuts” in the learning process. Hard work and sustained effort are necessary. Parent support and student effort are very important. Be sure to read over the Parent-Teacher Compact that requires your electronic signature during the online registration process. Let’s give every child the chance to succeed by working together!

**Tobacco Free Policy**

As a reminder, the Person County Board of Education passed a tobacco free policy which bans the use of all tobacco products on school property at all times. Please abide by this policy when you visit our school.

**Laptop Usage Policy:**  
Link to [Laptop Handbook, Usage Agreement, and Fee Schedule - Required](#)

**Use of Wireless Communication Devices**

The board recognizes that cellular phones and other wireless devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible, during the instructional day or as otherwise directed by school rules or school personnel.

Students are personally and solely responsible for the security of their cell phone/wireless communication devices. The school system is not responsible for such items that are lost or stolen and is not required to investigate claims of loss, damage or theft including when the device is in the possession of school officials due to a student violation. For more detailed information regarding this policy please refer to the Person County Parent Gazette.
North End Elementary
Acknowledgement of Understanding

My child and I have read and understand all policies outlined in the NEES Parent-Student Handbook.

My child and I have read and understand the policies outlined in the PCS Parent Gazette.

My child and I have read and understand the routines & procedures in the classrooms and in the school.

Student Name: ____________________ Student Signature: ____________________

Parent Name: ____________________ Parent Signature: ____________________

Date: ____________________

***Please return this page to your child’s teacher.