

PLAIN VIEW PRIMARY SCHOOL

PARENT AND STUDENT HANDBOOK

2020-2021



#TogetherWeCan

Principal's Message And Greeting

Dear Parents, Guardians and Students,

It is my pleasure to welcome you to Plain View Primary School for the 2020-21 school year. The teachers and staff join me in saying we are happy to have you as part of our school family. Although, this year will have its challenges due to the current COVID pandemic, we know this will be a successful and satisfying year for you. One of our biggest goals for the year is to help your child feel successful and achieve academic excellence in spite of these new education adjustments. By working together as parents and educators, we can build a foundation of lifelong learning and create an environment where children are intellectually challenged in ways appropriate to their individual strengths, needs, and experiences.

We believe that parents play a critical role in the success of our students. Parents, you are your child's first and most important teacher. You know your child better than anyone else and we invite you to work in partnership with your child's classroom teacher. You have first hand knowledge about your child's unique needs, talents, and interests. Please feel free to share any information that you believe will help us increase your child's success. Teachers, however, have a unique perspective on your child. They will see your child as a member of the class and watch as they interact with peers, face new challenges, ask questions, and solve problems. Parent and teacher perspectives, working in partnership, are critical to ensure that your child's time at Plain View Primary is exciting and rewarding. Together we can overcome any obstacle. Thank you for your involvement, support and cooperation in advance. Working together, we are confident that your family will have a positive educational experience at Plain View, the home of the Busy Bees. #TogetherWeCan

**Vanessa Ruffin
Principal**

PLAIN VIEW PRIMARY SCHOOL



“Home of the Busy Bees”

Student/Parent Handbook Acknowledgement of Understanding 2020-2021

By signing this page, we acknowledge that we have read and discussed the 2020-2021 Plain View Primary School Student/Parent Handbook and that we agree to abide by the expectations explained therein.

Student Signature: _____ Date _____

Parent Signature: _____ Date _____

Parents: Please sign and return to Homeroom Teacher on the following day.

Mission Statement

Plain View Primary School provides students a nurturing environment which enables them to be globally competitive with 21st century skills in a multicultural society.

Vision Statement

Plain View Primary School will strive to create a safe learning environment where all students are encouraged to take the initiative for improving the quality of life for themselves and others.

Three Bee Motto

Be Respectful

Be Responsible

Be Safe

**PLAIN VIEW PRIMARY SCHOOL SCHEDULE
2020-2021**

7:30-7:45	Bus and Car Students arrive/Breakfast in the Classroom
7:45	Classes Begin/Tardy Bell Rings
7:45-9:30	Reading Block
9:35-11:00	Math Block
11:00-1:00	Lunch
2:45	Car and Bus Dismissal

Please contact your child's teacher for their individual grade level online remote instruction schedule.

**Bladen County Schools
P.O. Box 37
Elizabethtown, NC 28337
(910)862-4136**

Dr. Robert Taylor, Superintendent

**Bladen County Board of Education
Roger Carroll, Chairman
Glen McKoy, Vice-Chairman
Chris Clark
Dennis Edwards
Berry Lewis
Vinston Rozier
Gary Rhoda
Cory Singletary
Alan West**



Plain View Primary School Professional Staff

Principal
Treasurer/Data Manager
Custodian

Vanessa Ruffin
LaQuana Montgomery
Steve McDonald

PreK

Victoria Newkirk-Corbett

Kindergarten

Mary Quinn
Darlyn Purdie

Grade 1

Roberta Graham-McMillan
Cathy Posey

Grade 2

Patricia Melvin
Linda Douglas

Grade 3

Ashley Davis
Dana Rogers

Grade 4

Carla Bethea
Shawn Cox

Exceptional Children

Tina Owens

ESL
Migrant Teacher

Rocio Bollinger
Constance Derry

Art
Music
Physical Education
Guidance
Media
School Nurse

Kalah Magruder
Becky Davisson
Jeff Atkinson
Jessica Oxendine
Elizabeth Priest
Jennie Arnold Graham

Teacher Assistants

Bria McCoy/Quessie Munn
Alexander Glover
Janice Robinson
Trenisa Singletary

Support Personnel

Cafeteria

Jennie Powers, Manager
Tiffany Sweat

Child Nutrition

All **students** in Bladen County Schools will have the opportunity to eat breakfast and lunch at **No Cost**. Students may bring lunch from home, but canned/bottled drinks are not allowed. Ice cream or approved snacks may be available for purchase on some days.

Adult/Visitor Meal Prices:Visitors are Limited due to COVID-19

Breakfast- A LA CARTE

Lunch- \$3.75



Tardy Student

When students are tardy or not in class by 7:45 AM, they must be dropped off the office by the parent/guardian and be signed in. They will receive a tardy slip from the office personnel and take it to class. Teachers will ask for tardy slips when students come to class after 7:45 AM. Parents should make sure students are in school on time. Remember when your child is absent or tardy, he or she is missing valuable instructional time. It is the parent's responsibility to make sure students arrive at school on time.

Attendance

In order for your child to receive the maximum instructional time in classes, he or she must be in attendance daily. In the event that your child is absent, a note signed by the parents or guardian must accompany the child to school following the absence. The note must contain the following:

- Each date/day of absence
- Reasons for being absent

Absences of three consecutive days will be referred to School Counselor. When your child has been absent three, six, and ten or more days his/her name will be submitted to the Dropout Prevention Coordinator and our School Social Worker. Parents will also receive a letter from the child's school. Parents, please make appointments (Doctor, Dentist, etc.) during the after school hours so that your child does not miss valuable instructional time. **Excessive absences could place your child in danger of possible retention.**

The following attendance guidelines are approved for Bladen County Schools. School administrators, parents, and students should refer to this LEA policy when determining student promotion or retention or credit for high school coursework.

	Principal/School follows LEA Policy	Waiver required for promotion /retention Committee Review and Hearing	Superintendent Decision (Review of waiver documentation)
Elementary and Middle School K-8 (Annual requirements)	Up to 20 absences Total excused and unexcused	21-30 absences Waiver Required Minimum Documentation Student portfolio PEP Plan 3, 6, 10 day notices Conference notifications Evidence of counselor or social worker involvement	More than 30 absences
High School (Semester requirements)	Up to 7 absences Total excused and unexcused	8-15 absences Waiver Required Minimum Documentation: Student portfolio PEP Plan 3, 6, 10 day notices Conference notifications Evidence of counselor or social worker involvement	More than 15 absences

Students are Coded 1R during Remote Learning Days

Hours of Operation/Car Student drop-off

All entrance doors will remain locked until 7:30 A.M. **Students may not arrive before 7:30.** There will be a single lane for parents dropping off (KISS AND GO LANE) and picking up students along the front of the building. Between the hours of 7:30 – 8:30 AM and 2:00 PM no vehicles will be allowed to **PARK** in the “KISS AND GO LANE”. It is strictly for dropping off or picking up students. The drop off point and pick-up point will be at the cafeteria entrance of the building. **DO NOT USE THE BUS DRIVEWAY OR LOT FOR DROPPING OFF OR PICKING UP STUDENTS.** Parents that come in the building will need to park by the road at the white fence.

In the afternoons, students will exit the building by way of the double doors near the cafeteria. To expedite the pick-up process, we ask that parents remain in their cars at all times, pull up to the shelter and your child will be assisted in your vehicle.

Ensuring the safety of all students is our primary concern, therefore pick-up will be on a first come first serve basis. We need your continued cooperation as we strive to maintain an orderly and timely beginning and ending to the instructional day.

The teacher workday begins at 7:30 and ends at 3:00. The official time for the beginning of school is 7:45. All students must be in their classes and ready for work at this time.

Temperature Check and COVID questions will be asked daily before entrance to the building.

Early Dismissal

Parents should fill out a student information sheet which lists the persons who are responsible for picking up students in the event that they will be leaving school prior to 2:45 PM. The form will be in the office and used each time a child is picked up prior to school dismissal. **If a person’s name is not listed, he or she will not be permitted to pick up the student.** Parents are urged to make sure every person who will be picking up your child is listed on the form.

Prior to 2:00 pm, the adult picking up the child must report to the office and present a photo ID. Students will not be allowed to meet the person picking them up outside. **Early sign out will end at 2:00 pm**

Please be aware that early dismissal disrupts classroom instructions. Students checked out before 11:30 AM will be counted absent for the day.

Student Transportation Changes

Parents/guardians must notify the office by note before a student can make a change to their transportation. A car or bus change slip will be sent to the teacher and student. Please try to avoid last minute changes to transportation. These changes may be difficult to ensure efficient procedures.

No Bus transportation will be allowed during COVID restrictions

School Cancellation

Cancellation of school will only take place during circumstances of extreme weather, equipment failure, or public crisis. School cancellation will be broadcast on local television networks. Please follow the Weather Watch Bulletin for more information. You may also receive information through our county's automated phone system. Please be sure that you have an updated and working phone number throughout the school year on file in the office.

Withdrawal of Students

If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give the school sufficient time to complete your child's records and ensure that the new school can enroll your child promptly.

Immunization

State law requires that every student who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, pertussis (Whooping Cough), and polio. The state requires a total of 5 DTP doses, 4 oral polio doses, (1 DTP dose and 1 oral polio dose must be administered on or after the 4th birthday), 2 MMR doses (measles, mumps, rubella) (First one on or after the child's 1st birthday). For all children born on or after July 1, 1994, three doses of Hepatitis B are required for school entry. Students must have the above vaccinations before he/she is allowed to stay in school.

Health Care

If your child becomes seriously ill at school, we will contact you immediately. In the event that we can not reach you, we will use the emergency contact information you have provided.

Parents are advised to please:

- Make sure the telephone number is correct on the form in the office. Let the school know immediately of a number change. Provide us with an emergency contact number of someone that we will be able to pick your child up from school.
- Children who are ill should remain at home until they are well enough to participate in the regular school program or who have been given the doctor's approval to return.
- Children may not carry medicine to school. Medicine, including aspirin, may not be taken at school without a permission slip completed by the doctor and signed by both the doctor and the parent. Forms are available at the office. The school does not provide any medication. In the event that you have any questions about the policy or other issues related to the administration of medication in school, please contact the school nurse at Bladen County Board of Education at 862-4136.
- **Students with COVID Symptoms will be escorted to isolation room and parents will be required to pick students up.**

Discipline

At Plain View Primary a positive approach is taken towards discipline. We believe the best form of discipline is self-discipline. If students have been warned on several occasions about their misbehavior at school or on the school bus, they will be referred to the administration. The Administration will make the final judgment based on the Bladen County Discipline Handbook.

Although a discipline code is established by the local Bladen County Board of Education, the school system is not responsible for teaching discipline standards to students; however, teachers will instruct students on this code.

School Wide Rules

There are three General Rules that will apply to all students here at Plain View:

1. All Students will respect and obey all adults at all times.
2. All students will take care of all school property which includes desks, textbooks, bathrooms, etc.
3. All students will treat each other with respect and kindness.

Student Behavior

All children have a right to learn; therefore, no child will be permitted to disrupt the learning process of others. Teachers and the administrator will make behavior expectations clear to all students. Classroom goals will be posted in all classrooms and communicated to parents at the beginning of the year. Rules and regulations are intended to promote an atmosphere within the school, which is conducive to learning, as well as to insure the protection of the rights of the students. *Bullying and name-calling will not be tolerated under any circumstances and instances of such will be dealt with according to the Bladen County Discipline Code of Conduct.*

Please read and discuss with your child the Student Code of Conduct booklet. If your child comes to the office for behaving inappropriately, parents will be contacted by telephone or note sent by the administration.

Non-educational Items at School

Students must not bring toys, games, balls, skateboards, radios, tape players, CD's or any other personal items to school. Disruption and items stolen often result from their presence in school. If students violate this rule, the items will be held by administration. Parents or guardians must pick up the items. The school will not be responsible for lost or stolen items.

Bus Regulations

Only regularly scheduled bus students are to ride the school bus. No bus stop or bus changes will be permitted unless prior approval and permission has been granted from the office. Riding the school bus is a privilege. Riding the school bus requires that students be cooperative, courteous, and safety conscious while on the bus. Students must be obedient to the driver and stay seated at all times. Students must also sit in the seat which he or she may be assigned by the driver.

Buses are an extension of the classroom and children are expected to behave appropriately. Improper conduct or misbehaving on the bus will result in bus suspension or denial of bus privileges. For more information, review the Student Code of Conduct document. A written note is required from the parent if you wish for your child to ride a bus other than their assigned bus. **No Changes will be made during COVID-19 restrictions**

Visitors at School

Parents/guardians are welcome at Plain View Primary School. However, classrooms are not to be disturbed during reading block instructional time. If you have an appointment with a staff member, please check in at the office. All visitors must wear a visitor badge available in the office. Visitors may not photograph or video students or adults. Videos and photographs at school programs may be taken. **Visitors are not allowed at this time due to COVID restrictions.**

School Pictures

School pictures will be made twice yearly. PreK and Fourth grade will take graduation pictures in the Spring. Pictures order forms will be sent home for parents to order online or through the order form. **COVID restrictions may change the times for school wide pictures.**



Bladen County Schools Title I Parent and Family Engagement

LEA Title I, Part A Parent and Family Engagement for 2020-2021

LEA: Bladen County School: District Wide

Sections 1118 of the Every Student Succeeds Acts (ESSA) requires the involvement of parents of

participating children in the design and implementation of Title I projects that will support effective parental involvement and strengthen student academic achievement.

This Parent and Family Engagement Policy (Policy) describes the means for carrying out designated Title I, Part A, parent and family engagement requirements pursuant to the Every Student Succeeds Act (ESSA) Section 1116(a).

PART I.

The Bladen County School District agrees to implement the following statutory requirements: SEC. 1118. PARENTAL ENGAGEMENT.

(a) LOCAL EDUCATIONAL AGENCY POLICY-

(1) IN GENERAL- A local educational agency may receive funds under this part only if such agency implements programs, activities, and procedures for the involvement of parents in programs assisted under this part consistent with this section. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

(2) WRITTEN POLICY- Each local educational agency that receives funds under this part shall develop jointly with, agree with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy shall be incorporated into the

local educational agency's plan developed under section 1112, establish the agency's expectations for parent and family engagement, and describe how the agency will —

(A) involve parents and family in the joint development of the plan under section 1112, and the

process of school review and improvement under section 1116;

(B) provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance;

(C) build the schools' and parents' and families' capacity for strong parent and family engagement as described in subsection (e);

(D) coordinate and integrate parent and family engagement strategies under this part with parent

and family engagement strategies under other programs, such as the Head Start program,

Reading First program, Even Start program, Parents as Teachers program, and Home Instruction

Program for Preschool Youngsters, and State-run preschool programs;
(E) conduct, with the involvement of parents and families, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served under this part, including identifying barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), and use the findings of such evaluation to design strategies for more effective parent and family engagement, and to revise, if necessary, the parent and family engagement policies described in this section; and
(F) involve parents and families in the activities of the schools served under this part.

PART II.

1. The Bladen County School District will take the following actions to involve parents and families in the joint development of its district wide parent and family engagement plan under section 1118 of the ESSA:

- Title I schools will identify a teacher, parent, or administrator to serve on the district level Parent Advisory Committee (PAC).
- PAC members will be notified of information meetings through Alert Solutions calling system, by written notice, on the district website, and in the monthly district calendar and to the extent possible, provide a choice of the day and time of the meeting(s).
- A Title I PowerPoint will share information about the process and be available on the district website and at all Title I meetings. (Maybe held virtually due to COVID-19)
- Parents and families are encouraged to make suggestions, ask questions, participate in surveys, visit the school campus, and be involved at all levels of the school operation; Allow for two-way communication.
- Parents and families will have access to various Title I information brochures provided by NCDPI.

2. The Bladen County School District will take the following actions to involve parents and families in the process of school review and improvement under section 1118 of the ESSA:

- Parents and families are a part of the School Improvement Team, PTO organization and Advisory Council.
- Parents and families are notified of all meetings in advance.
- Parents and families are encouraged to make suggestions, ask questions, participate in surveys, visit the school campus, and be involved at all levels of the school operation; Allow for two-way communication.
- Parents and families are given an update on the progress of the school program on a periodic and/or as-needed basis.

3. The Bladen County School district will provide the necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance by:

- Providing schools and principals with timely and updated resource materials related to Title I and Parent and Family Engagement.

- Conduct quarterly district meetings with Title I principals to review progress.
- Assist with all school generated documents concerning Title I and Parent and Family Engagement to include, proofing, editing, and writing.
- Assist with planning and implementing school level parent nights, conferences, and PTO meetings where necessary.
- Advise according to best practices positive communication efforts.
- Town Hall meetings conducted at Title I schools by the superintendent and administrators.

4. The Bladen County School district will coordinate and integrate parental and family engagement strategies in Part A with parent and family engagement strategies under the following other programs; Smart Start (district partner) and NC Pre-K by:

- Informing parents and families of informational Title I meetings and to the extent possible, provide a choice of the day and time of the meeting(s).
- Parents and families are encouraged to make suggestions, ask questions, participate in surveys, visit a school campus, and be involved at all levels of a schools' operation; Allow for two-way communication.
- Parents and families are given an update on the progress of the school program on a periodic and/or as-needed basis.

5. The Bladen County School District will take the following actions to conduct, with the engagement of parents and families, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents and families in parent and family engagement activities (with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent and engagement policy and activities to design strategies for more effective parent and family engagement, and to revise, if necessary (and with the involvement of parents and families) its parent and family engagement policies.

- Annual parent/family survey will be disseminated to all Bladen County School parents/families via Survey Monkey online system. Results will be tabulated by Survey Monkey or Google Forms and shared with PAC at both the district level and the school level to determine if any changes or improvements need to be made to the plan.

6. The Bladen County School district will build the schools' and parents'/families' capacity for strong parent and family engagement, in order to ensure effective engagement of parents and families to support a partnership among the school involved, parents, families, and the

community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide

assistance to parents and families of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described below:

- the State's academic content standards,
 - the State's student academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Part A,
 - how to monitor their child's progress, and
 - how to work with educators:
- ✓ Accountability standards are sent home by every student at the beginning of the school year and explained at orientation.
 - ✓ Accountability reports are sent home by every student. (State Report Card provided by NCDPI).
 - ✓ Individual student reports (ISR) are sent home with each student and discussed at parent conferences.
 - ✓ Title I requirements are discussed at PTO meetings and Advisory Council meetings.
 - ✓ Interim Progress reports are sent home each two (2) weeks to inform parents; EC Progress reports are sent home each nine (9) weeks.
 - ✓ Report cards are sent home every nine (9) weeks and parents are invited for conferences.

B. The school district will, with the assistance of its schools, provide materials and training to help parents and families work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental and family engagement. These communications will come from various departments concerning their particular program by:

- Math Night
- EOG Night
- Curriculum Night
- Club Night
- Literacy Night/AR Night
- Provide parents/families with US Department of Education brochures. (Title I)
- Provide parents/families with literacy training (target area K-4)
- NC Pre-Kindergarten Nights
- Preventative measures/resources as they relate to EC students.

C. The school district will, with the assistance of its schools and parents/families, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents and families as equal partners, in the value and utility of contributions of parents/families, and in how to implement and coordinate parent/family programs and build ties between parents, families and schools, by:

- NC PTA Toll-Free: 1-800-255-0417 www.pta.org: Building Successful Partnerships Training
- Involve PTO in the decision-making process and share with staff.
- Provide links on the school website for staff development and parent/family

training.

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Smart Start (district partner) and NC PreK, and conduct other activities, such as parent resource centers, that encourage and support parents/families in more fully participating in the education of their children, by:

- A monthly calendar of school wide and district wide activities is provided for all parents/families.
- Student planners are provided by the school. Space is provided for teacher-parent communication.
- Correspondence from school and district.
- Alert Solutions notification system for phone/text/email communication.

E. The school district will take the following actions to ensure that information related to the school and parent-family programs, meetings, and other activities, is sent to the parents and families of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Parents/families of English Language Learners (ELL) students are sent information in Spanish when available.
- The ELL coordinator calls parents/families to communicate immediate and important releases.
- The ELL coordinator serves as a liaison with parents/families to provide communication support.

Plain View Primary Title I Parent and Family Engagement

PART IV. Addendum

In addition to the above policies Plain View Primary will incorporate the following:

- **Book Fair, ELA, Math, EOG Family and Parent Engagement Nights**
- **Update Marquee with upcoming school events**
- **Make all calls to inform parents of pertinent school information**

**Covid-19 Restrictions may limit some activities to be held
virtually.**