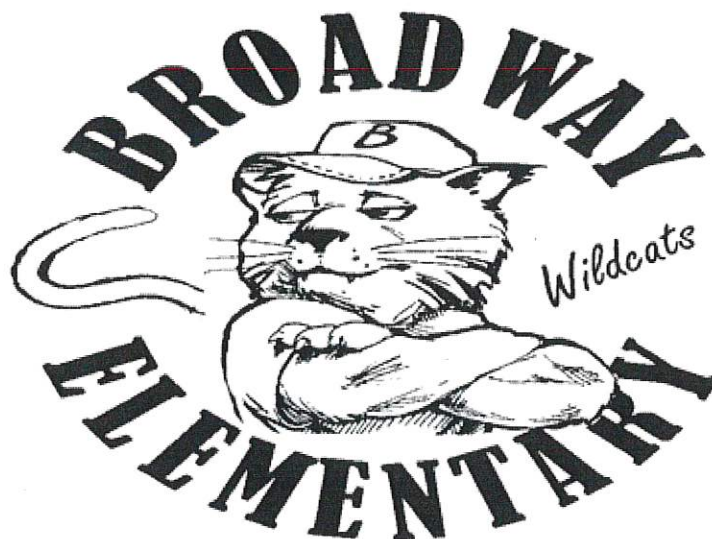


# BROADWAY ELEMENTARY SCHOOL

307 South Main Street  
Broadway, NC 27505  
(919) 258-3828



## PARENT - STUDENT HANDBOOK 2021-2022

\*The information provided in this handbook is subject to change. Specifically related to COVID-19 and health protocols, throughout the 2021-2022 school year Lee County Schools will follow the most up-to-date public health guidance for public schools provided by the North Carolina Department of Health and Human Services in the [\*StrongSchoolsNC Public Health Toolkit\*](#), along with additional guidance from the North Carolina Department of Public Instruction.

## **PREFACE**

This is your handbook for the school year. It is an important guide for you as a member of the Broadway Elementary School Student Body.

Each student and parent should be familiar with the contents of this handbook .

Students are here for one purpose and that is to learn. Education is the one thing that no one can take from us. It helps us understand and appreciate the world in which we live.

Rules and regulations are necessary for harmony in living and working together. Students who have reached school age are old enough to apply the simple test of the “Golden Rule” to their lives and to be responsible for their behavior.

In order to have the kind of school we all desire, we must establish a mutual trust. This is achieved with understanding and good communication. Get to know Broadway Elementary School and its staff and help build a positive relationship with the school.

## **School Philosophy**

The staff at Broadway Elementary School believes that all children can learn. The primary purpose of the school is to provide its students with a safe environment for intellectual, social, emotional, and moral growth. The school program reflects consistency of mission and design with system curriculum guidelines and encourages a spirit of commitment to excellence and cooperation among school staff, students, parents, and community.

## **Lee County School Board of Education Mission Statement**

The Lee County Board of Education mission is to create a quality partnership in education with students, parents, schools, and community which develops lifelong learners.

## **Broadway Elementary School Mission Statement**

Broadway School's mission is to provide our students a safe and nurturing environment where they are actively engaged in learning. Different instructional approaches, particularly the use of the AVID System, are used to meet the unique needs of each in helping them to become lifelong learners. Our school, parents, and community help to enable each student to make tomorrow better today.

Broadway is an AVID (**A**dvancement **V**ia **I**ndividual **D**etermination) Elementary School. AVID's mission is consistent with our school's mission in that we both strive "to close the achievement gap by preparing all students for college readiness in a global society."

***Vision: We Make Tomorrow Better Today!***

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**Welcome to Broadway Elementary School**  
**Home of the Wildcats**

We are excited to begin the 2021-2022 school year with you and your child. This school year will mark the eighth year of Broadway being an AVID Elementary School. We are the only school in the district to be following AVID’s mission in grades K-5<sup>th</sup>. AVID’s mission is “We can close the achievement gap by preparing all students for college readiness and success in a global society.”

In the pages that follow you will find our policies and procedures that we follow on a daily basis. We encourage you to contact the school for any and all concerns. Please contact us as any concern arises at 919-258-3828.

**SCHOOL DAY**

Breakfast served	7:30-7:55
Morning Duty for Early Arrivals	7:30-7:45
Instruction Begins	8:00
Morning Announcements	7:55
Tardy Recorded	8:00
Dismissal	2:30

Walking students and car-riders should not arrive at school before 7:30.

The safest route for walking students is to use the front entrance of the school from Main Street at the cross-walk beside the auditorium in the mornings and afternoons. Afternoon walkers must leave in an orderly fashion and follow the directions of supervising staff. All students crossing Main Street **must** use the crosswalk area. Parents that walk with their children will wait at the playground gate or by the main entrance to the auditorium lobby for their children.

**ARRIVAL BEFORE THE FIRST BELL**

Students who arrive before 7:45 and are not going to breakfast must wait in rooms designated for their grade level. A teacher will be on duty at 7:30 to supervise these students. Parents are not to go to the classroom in the morning because the staff uses this time to organize for the day. Explain to your child that the principal does not allow visitors in the classrooms unless permission is given for a special

purpose. Monitoring of visitors in the halls and classrooms is always a top priority. We encourage parents to visit our school and become part of our team to help our students. We require that this visitation take place by checking in at the office and registering. (See section on Visitors). If you are interested in setting up a parent conference with the teacher you can do so via e-mail or phone call.

### **VISITOR PARKING**

Visitors may park in the circular drive between 8:00 am and 2:00 pm. All cars must pull up as far as they can behind the Lee County Sheriff's vehicle. On days the vehicle is not present all cars are to pull as far up past the auditorium as possible. All cars need to be moved from the circular drive by 2:15 pm for our dismissal procedures. Visitor parking is available on Main Street and Mansfield Drive.

### **VISITORS**

**ALL VISITORS must first report to the office for recognition and registration.** Visitors become guests only with the knowledge and consent of the principal or their delegate according to their judgment regarding the purpose of the visit and the possible influence of the visitor's presence. Parents are welcome to come for a conference with teachers after 2:30 but should arrange for the conference by written note or by calling the school office to set up an appointment.

### **CAR RIDERS**

The designated student drop-off area for parents is the U shaped drive in front of the school. Students may then use the sidewalk to enter the school. **Please remain in one line in your vehicle and pull all the way forward to the teachers assisting with drop off.** We ask that your child unloads from the passenger side of the vehicle to ensure their safety. Any student who is a car rider and wishes to eat breakfast **MUST** arrive in the cafeteria between 7:30 a.m. and 7:55 a.m.

When school is dismissed in the afternoons students must use the sidewalk leading from the school to the pick-up area. Please be prompt in picking up your child after school. Remain in your car while waiting for your child. A staff member will direct/assist your child to your vehicle. All students will be loaded at designated spots and assisted by staff into the vehicle. If you arrive to pick up your child after 3:00 pm you will need to sign them out from the front office. All students are expected to be picked up with a car sign hanging from the rear view mirror. Families that inform the teacher prior to the start of the school year that their child will be a car rider will receive two car signs free of charge, as will families that need to make a change throughout the year. If you choose not to receive signs you will need to send in a note to your child's teacher stating that your child will be a car rider, as well as stating who will be picking your child up from school. Cars that enter the line without a car sign or note will be asked to go to the office for an ID check before they are allowed to pick up students.

**CAR RIDERS ARE NOT ALLOWED IN THE BUS PARKING LOT AT THE REAR OF THE**  
**SCHOOL**  
**TARDIES**

Students who are not in their classroom when the bell rings at 8:00 a.m. are considered tardy. As per Lee County School's Policy 4400 on Attendance, no student shall be tardy in his/her arrival for school or class without permission or excuse by school officials. No student who attends school during any portion of any school day shall thereafter leave the school grounds prior to the end of the school day without permission or excuse from school personnel. If a student is tardy, he/she must report to the office with a parent to sign in to school.

**The following are the discipline procedures for Broadway students**  
**regarding tardies:**

**4<sup>th</sup> Unexcused Tardy/Early Pick Up Each Quarter: Letter given to Parent upon drop off and referral to our social worker**

**5<sup>th</sup> Unexcused Tardy/Early Pick Up Each Quarter: Up to one day ISS**

**NOTES FROM PARENTS**

Notes written and signed by parents should be sent to school by the child for the following reasons:

- |                    |                                 |
|--------------------|---------------------------------|
| 1. Absences        | 4. Conference with teacher      |
| 2. Tardy           | 5. Any change in normal mode of |
| 3. Early Dismissal | transportation.                 |

All notes to school should include the following information:

1. Full name of child
2. Date of note
3. Reason for the note
4. A Contact Number
5. Signature of Legal Guardian
6. Child's Homeroom Teacher



## **CUMULATIVE RECORD LAW**

(Family Educational Rights and Privacy Act of 1974)

Any parent or guardian desiring to inspect a student's permanent school record should make a request through the principal's office. Within one week after the inspection request is made, an appointment will be made and a school official will be present to review and interpret the record. If an individual should object to any part of the record, such an objection should be given in writing to the principal. A parent or legal guardian has the right to a hearing to challenge the validity of the contents of the record.

## **NORTH CAROLINA COMPULSORY ATTENDANCE LAW AND LEE COUNTY REGULATIONS**

Every parent, guardian, or other person in this State having charge or control of a student between the ages of seven and sixteen years shall cause such student to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. No person shall encourage, entice or counsel any such child to be unlawfully absent from school. The parent of a child shall notify the school of the reason for each known absence of the child, in accordance with local school policy.

The principal shall have the right to excuse a child temporarily from attendance on account of sickness or other unavoidable cause which does not constitute unlawful absence as defined by the State Board of Education. Lee County Board of Education Attendance Policy states a student must be in attendance 164 school days to be considered for promotion.

### **Attendance**

School attendance plays an important role in the success of your child. Please make every effort to ensure your child is in school. In order to be considered in attendance, a student must be present for one-half of the school instructional day. Lee County Board of Education Attendance Policy states a student must be in attendance for 164 school days to be considered for promotion.

### **Lawful Absences**

The principal shall have the right to excuse a student temporarily from attendance on account of sickness or other unavoidable causes. Listed below are the valid lawful excuses for temporary non-attendance of a student at school:

1. Personal Illness or Injury
2. Quarantine
3. Death in Immediate Family
4. Emergency medical or dental appointments
5. Religious Observation
6. Court or administrative proceedings
7. Educational Opportunity with prior approval of Principal
8. Miscellaneous causes of an emergency nature approved by the principal



### **Unlawful Absences**

For students between the ages of seven and sixteen, and all other students who are entitled to attend public school and who have enrolled in a public school, an unlawful absence is defined as:

1. a student's willful absence from school with or without the knowledge of the parent; or
2. a student's absence from school for any reason other than those listed under "Lawful Absences"

Parents who refuse to comply with the health regulations of a community, such as compulsory vaccination, thereby causing a student to be excluded from the school, or parents who permit a student to stay at home or to be employed in any way contrary to the Child Welfare Law shall be responsible for the non-attendance of the student.

### **Perfect Attendance**

Each semester we will recognize students with perfect attendance at the semester awards ceremony. In order for your child to receive the award they must be present **for the entire school day, every day**. ANY instance of being absent, arriving at school late, or being signed out early will cause a student to not receive a perfect attendance award.

### **Procedures to Follow after Being Absent**

Each student will be required to present a written note from their parents or legal guardian to their teacher. The note should contain the following information:

1. Student's first and last name
2. Dates that the student was absent
3. Reason why the student was absent
4. Signature of the parent or guardian (parent may be called to verify the note)

Students who fail to bring a note with the proper signature within three days of their absence will receive an unexcused absence. Students who present false information or a false signature to the schools will receive an unexcused absence.

**Students with 10 or more absences will receive a letter from the school requiring a doctor's note for any further absences.**

### **EARLY DISMISSALS**

If it becomes necessary for a student to leave early, they must bring a note from their parent to their teacher, stating the reason and dismissal time. In all cases, regardless of the reason, the pupil must receive the approval of the principal or their designee. All written statements signed by parents will be kept on file for the duration of the school year. The early dismissal note from the parents will let the student's teacher know ahead of time that you plan to pick him/her up early and will give the teacher time to give them any assignments necessary before they leave school. **When parents come for their child, they must report to the office using the main entrance and sign out the child. The office staff will**

then notify the teacher that the parent has come for the child. Due to the busy schedule at the end of the day all early dismissals for students must take place before 2:15 pm.

### **SICKNESS DURING THE SCHOOL DAY**

If a student becomes sick at school, parents will be notified by the teacher, nurse or school office. Parents are responsible for providing transportation for their child when they are sick. School personnel and friends are not allowed to drive the student home. One parent or guardian will be contacted before the student leaves school unless emergency conditions prevail. Emergency names and phone numbers must be on file with the school in the event parents cannot be contacted. **Please notify the main office of any phone or address changes during the year.**

If a student is sent home because a contagious infection is suspected - conjunctivitis, impetigo, scabies, etc. - the students **must** present a note from a doctor or clinic stating whether or not the student has the suspected infection and when he/she can return to school. (In most cases, the student must be treated for 24 hours with the prescribed medication before he/she returns to school unless otherwise indicated by a doctor.)

### **ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

If medication is to be given during school hours (such as Ritalin, asthma medication including inhalers, Tylenol as needed for chronic headaches, antibiotics) for either prescription or non-prescription medication, the following is required:

(a) a "Request for Medication To Be Given During School Hours" form **must be completed and signed by you and your child's doctor**

(b) Medication must be in a labeled bottle/container.

**All medication should be brought to the office by the parent,** along with the medication form or the note from the doctor for short-term medication. All medication and notes will be kept on file in the school office. The use or possession of non-prescription drugs or prescription drugs of any kind by pupils is forbidden on the school grounds or at any school function except under supervision of the school's program, "Administration of Medication During School Hours," as outlined above.

*If you withdraw your child from Broadway during the school year, you will need to contact the front office 24 hours in advance so that we may have time to prepare all records for transfer to the next school.*

### **CARE OF SCHOOL PROPERTY**

Good school citizens should take care of all school property. This includes desks, doors, walls, walkways, textbooks, and library books. Cooperation is expected in keeping our classrooms and all other rooms and grounds free from paper and litter. Students / parents must compensate the school for damage to school property.

### **TEXTBOOKS/LIBRARY BOOKS/LAPTOPS**

Textbooks, laptops and library books are issued to students by Lee County Schools and Broadway Elementary School, and are considered school property. Students **must** pay for lost or damaged textbooks, supplementary books and laptops. Students are allowed to check out library books on a regular basis. Students will be expected to pay for any lost or damaged library books.

### **INSURANCE**

The Lee County School System provides insurance for students at no cost to the parents. The insurance provides a limited benefit accident insurance plan for all students in Pre-K through 12; and student athletic participants in grades 7 through 12. Details regarding coverage and filing claims can be found on the Lee County Schools website ([www.lee.k12.nc.us](http://www.lee.k12.nc.us))

All injuries occurring at school **must be reported to the teacher immediately** following the accident. **PLEASE READ ALL INSURANCE INFORMATION SENT HOME TO PARENTS BY STUDENTS.**

### **PERSONAL PROPERTY**

Students, not the school, are responsible for their personal property. Cell phones, ipods, ipads, and other electronic devices, etc, are not allowed at school. Toys, cards, and any other items that threaten to interfere with the educational environment will be confiscated and turned over to the office. Parents may make arrangements to pick up the item from the office.

Students should **put their name on their coats, wallets, purses, tennis shoes, notebooks, etc.** This will help identify an item if it is found.

No student is permitted to bring goods to school for the purpose of selling or trading.

### **LOST AND FOUND**

Any student missing personal items should check in the office or the clothing rack near the cafeteria to see if their items have been turned in. All personal items found at school should be turned in at the office. Any clothing items will be turned into our Clothing Corral Club in which the items will be on display for students to claim.

### **SCHOOL VOLUNTEERS**

The Lee County Board of Education approves and encourages involvement of volunteers in the schools. The School Volunteer Program exists to:

1. provide more individual attention for students
2. increase students' motivation for learning and improve students' self-esteem
3. enrich students' experience beyond what is available as provided by salaried staff
4. relieve teachers and other school staff of various non-teaching tasks
5. provide an opportunity for interested citizens to contribute to school program
6. increase positive school-community relations

We encourage parents to become involved in the School Volunteer Program. Some areas where volunteers are needed are tutoring students, library assistance, Book Fair, field trips, and special PTO activities. To be a volunteer, it is necessary to complete an authority to release information form (background check).

### **INCLEMENT WEATHER**

It is a good idea for parents and children to have a plan in case inclement weather should cause school to be closed during the day. Please listen to the local radio stations and TV stations for information concerning closings.

The following radio and television stations will be notified of closings and delays:

#### **Radio Stations**

WWGP	1050 AM
WPTF	680 AM
WFJA	105.5 FM
WQDR	94.7 FM
WRAL	101.5 FM
WDCG	105.1 FM
WNCB	93.9 FM
WTKK	106.1 FM
WRDU	100.7 FM
WLHC	103.1 FM

#### **Television Stations**

WRAL	Channel 5
WTVD	Channel 11
WUVC	Channel 40
WNCN	Channel 17
WBF	Channel 46

### **PARENT-TEACHER CONFERENCES**

Your interest and support at home and school are important to your child and greatly appreciated by all of us here at school. Let's work together to help your child achieve to the best of their ability.

Parents of students in grades K-5 will be expected to come for a conference by the end of the second grading period. Parents of elementary students should at no time be in doubt of their child's progress. If you feel that a conference is necessary, please call the school (919-258-3828) for an appointment with the teacher. Special conferences are held Tuesday through Thursday between 2:30 and 3:30. Teachers planning conferences on work days will notify parents of the dates and times available. **TEACHERS CANNOT LEAVE THE STUDENTS DURING THE DAY FOR CONFERENCES.**

### **REPORTING SYSTEM**

Mid-term Progress Reports will be issued mid-way through each quarter. Report cards will be issued every nine weeks. In grades K-2, S, N, and U will be used to report some of the students' progress. S= Satisfactory Progress, N= Needs Attention, U=Unsatisfactory. Grades K-5 will use the following letter grades: A = 90-100, outstanding work; B = 80-89, good work, C = 70-79, average; D = 60-69, below average; F = 59 or below, failing.

### **DISCIPLINE AND RULES**

Disciplinary measures are behavior interventions that focus on ending unwanted behavior. Actions will be progressive and measured to take into account the circumstances, age of the student, and past disciplinary record. Disciplinary actions can include, but are not limited to, warning; call to parents; time out; loss of privilege; assignment to the school Behavior Improvement Program (BIP); suspension; and suspension from the bus. Actions that are rule violations and are generally considered to bring on disciplinary actions include:

- Disruptive, loud, disorderly behavior
- Bad language
- Being out of proper areas
- Disrespect to staff, students, self
- Not following directions of staff or posted rules
- Inciting others to misbehave
- Failure to keep hands, feet, etc. to self
- Forgery, lying, misrepresentation
- Bringing toys and non-school objects without permission

- Endangering safety of self or others
- Intimidating or aggressive behavior
- Stealing
- Fighting
- Violence
- Weapons

Disciplinary measures will be in accord with the Code of Student Conduct of Lee County Schools.

### **4X4 Discipline Form**

A 4X4 discipline tracking form will be used in all classes and on all school buses. This form will provide documentation for all students not following clearly defined procedures. This form provides suggestions and steps for redirection prior to writing a student referral. For each violation, the teacher OR the student will record the date, time, and location of the incident. The teacher OR the student will also record what the student was doing that was inappropriate. By the 3<sup>rd</sup> Incident it is mandatory that the teacher contact the parent regarding the child's behavior. Upon the fourth documented incident, the teacher will contact an administrator. At this time an administrator will utilize the Lee County Student Code of Conduct to administer a consequence for the child's behavior. Things that are reported immediately to administration and are not part of the 4 X 4 are things such as assault and bullying. All future infractions for a child that has completed a 4 X 4 for the marking period will be placed on a referral document and sent to administration for issuing a consequence following the Lee County Schools Student Code of Conduct. New 4X4's start for EVERY student at the beginning of a new 9 week marking period.

### **BEHAVIOR IMPROVEMENT PROGRAM**

The Lee County School System is committed to implementing behavior improvement programs for those students who need to be provided opportunities to develop the degree of self-discipline to take advantage of the academic program of the school. Such programs provide students with assistance in examining their behavior and the consequences of their actions. A behavior improvement program provides a practical alternative to out-of-school suspension and is an important component of the school's overall approach to discipline. At the elementary level the program is a Behavior Intervention classroom staffed by a Behavior Specialist (Instructional Assistant). Habitually disruptive students will be assigned to the program by school administrators. Classroom teachers will provide appropriate assignments, counselors will provide counseling services as needed, and the students will be provided the opportunity to make-up academic work.

### **BUS RIDERS**

Evidence supports the fact that children creating problems on buses distract the bus drivers and inhibit their performance-thus causing accidents. These problems must be dealt with in a uniform manner. The Lee County Board of Education hereby adopts these procedures as policy for bus students.



It is to be understood that the measures described are the minimum actions to be taken. School administrators may use their discretion to increase punishment as needed.

At Broadway, we will strive to make sure that every second your child is on a school bus they are completely safe.

Because we want every child to be safe on the bus, we enforce the following rules:

1. Show respect to driver, other passengers, and bus.
2. Stay in your assigned seat: back to back/ seat to seat
3. Keep your hands and feet to yourself.
4. No eating and drinking on bus.
5. Be at bus stop on time.
6. An adult must be present at drop off if K-2 parent slip is signed and returned. (If a driver brings your child back to school, a school incident referral form will be submitted and the following rules will apply.

### **BUS DISCIPLINE**

- A. First Offense - written warning given to students, placed on file, and parent notified (returned with parent signature).
- B. Second Offense - 1-3 school days bus suspension with written or oral communication with parents.
- C. Third Offense - 3-5 school days bus suspension with written or oral communication with parents.
- D. Fourth Offense - ten (10) school days bus suspension with written or oral communication with parents with notification that students will be denied bus privileges upon fifth offense.
- E. Fifth Offense - bus suspension for remainder of school year and notification to the parent.

It is further understood that the offenses listed below carry bus suspensions and also suspension from school for secondary students. Elementary pupils will be dealt with at the discretion of the principals.

- (1) Fighting on bus (5 days out-of-school suspension)
- (2) Other matters which present imminent danger to driver/passenger (5 days out-of-school suspension)

Bus stops shall be no closer together than 0.2 miles unless mandated by safety factors. Once the time and place of a bus stop is established, students should be ready for the bus or coming to the bus. The bus driver will **not** be permitted to wait for the students who are not ready to board the bus. **The bus driver will not blow the horn to alert students that the bus is approaching a designated stop.**

### **BUS TRANSPORTATION CHANGES**

School bus transportation can only be made available to carry students to and from their regular designated stop. Bus space is not available to arrange for students to accompany friends or connect to other activities. If a genuine need for an alternate bus stop occurs, the matter will be handled by the school administration on a case-by-case basis. Any request should be forwarded to the school at least one day in advance when possible. All requests must be in writing and contain the following information:

1. signature of custodial parent or guardian



2. full name of student
3. date of request
4. dates for which the change will be in effect
5. address and identification of alternate stop (ex. 0000 School Road; Johnny Doe's house)
6. name of student's teacher

The student will be given a note signed by the administration approving all changes.

## **BUS ROUTES / DRIVERS**

	Drivers
Bus 46-	Daria Jordan
Bus 55-	Brandy Morton
Bus 58 –	Betty Patterson
Bus 75-	Angel Wagoner
Bus 86 -	Kelli Womack
Bus 87-	Amy Carter
Bus 90-	Chris Chesley
Bus 198 –	Cynthia Abercrombie

## **PERMISSION TO PRINT PHOTOGRAPH-TO BE INCLUDED IN SCHOOL HANDBOOK**

The Lee County School System may photograph your child at school for use in district publications including, but not limited to, calendars, brochures, district website, promotional materials, advertisements, instructional materials, and flyers. If you object to your child being photographed for these purposes, please notify us in writing by the 10<sup>th</sup> day of the school year. If we do not hear from you regarding this, it is assumed that you have no objection.

## **PERMISSION TO PUBLISH STUDENT'S WORK ON THE WORLD WIDE WEB**

Your child's work may be selected for submission to the school system's web site at [www.lee.k12.nc.us](http://www.lee.k12.nc.us) on the World Wide Web, a part of the Internet. Student work featured on this site reflects some of our school system's best and serves as an educational resource for others. The work will appear in an educational context on the web pages. No home address or telephone number will appear with the work published on the Internet. If you object to your child's work being on the school system's web page, please notify us in writing by the 10<sup>th</sup> day of the school year. If we do not hear from you regarding this, it is assumed that you have no objection.

### **RELEASE OF DIRECTORY INFORMATION FROM STUDENT RECORDS**

“Directory Information” may be released without written consent. It includes a student’s name, address, telephone listing, electronic mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards, the most recent previous school attended, and other similar information. Parent(s) may request in writing within ten (10) days of the receipt of this handbook, that any or all directory information not be released for their particular child. In order to make this request for active records and in active records within a two year period, submit this request to the principal of the student’s assigned school. Requests for inactive records after a two year period should be submitted to the Director of Student Services located at the Heins Educational Building; telephone number 774-6226.

### **BOARD OF EDUCATION POLICIES**

A complete copy of the policies of the Lee County Board of Education is available for public review at the Heins Education Building; telephone number 774-6226, and on the Lee County Schools website, [www.lee.k12.nc.us](http://www.lee.k12.nc.us). Policies of special interest include:

- Student and Parent Grievance Procedure; Policy Code 1740/4010 – guidelines for formal proceedings
- Sexual Harassment Complaint Procedure for Students; Policy Code 1745/4027 – prohibition of sexual harassment and guidelines for submitting complaints
- Curriculum Development Policy; Policy Code 3100 – diversity, statement of goals, and support for professional staff
- Evaluation of Student Progress and Final Exams; Policy Code 3400
- Comprehensive Healthful Living Program; Policy Code 3540– healthful behavior and responsibility, for good health, drug education, physical education
- Guidance and Counseling Program; Policy Code 3610 – adjusting to the school environment, career planning, individual sessions, small group sessions, large group sessions
- Student Code of Conduct; Policy Code 4300
- Student Records; Policy Code 4700

### **FOOD ITEMS AT SCHOOL**

Home-cooked food should not be sent to school for snacks. Focus on pre-wrapped items (store bought cookies, cakes, candies, soft snack items, non-sweet snacks, and packaged drinks) when sending snack items to a class. You are only allowed to purchase/bring in lunch for your own child.

### **CAFETERIA**

Our cafeteria serves breakfast and lunch. Students have the option of pre-paying or paying daily for their lunches. Pre-payment will be accepted once a month for two days only, (see chart below).

Pre-payment can be accepted for lunches only, not breakfast or supplemental items; and only on the 2 specified days. Prepayment of lunches will not be accepted for the first 16 days of school or the last 8 days of the school year. During these times, students must pay for lunches daily.

In the event of a student's absence, an adjustment should be made in the pre-payment paid for the following period. Daily payments are accepted in all schools.

Students are not allowed to have more than two outstanding charges.

#### Daily Prices

Lunch	\$2.10	Breakfast	\$1.50	Reduced Lunch	\$ .40
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School-wide rules of conduct are in effect in the cafeteria. Listed below are some general cafeteria policies.

- (1) Use good table manners
- (2) Each grade will sit as a group
- (3) Talk quietly to the students at your table
- (4) Keep table and chairs clean
- (5) Pick up and clean up any food that is dropped or spilled
- (6) Running, yelling or throwing food will not be tolerated
- (7) Students are encouraged to eat a balanced meal

#### **CHARGING LUNCH**

No child will be deprived of a school lunch for not having money. Letters are generated and phone calls will be made by the cafeteria staff. Teachers are asked to assist with contacting parents and notifying them of any outstanding lunch balance. Any charge total over \$5.00 will be referred to the principal. No additional items such as ice cream will be charged. The cashier will complete a charge form and give a copy to the teacher to send home with the student. Immediate payment is expected.

#### **APPLICATIONS FOR FREE AND REDUCED LUNCH**

Forms will be sent to parents within the first week of school. Within ten working days of the receipt of application, parents will be notified of the acceptance or denial of their applications from Lee County Central Office.

Items that must be completed on the form are:

1. Student's name, grade, and teacher
2. Names of all family members living in home
3. Total of all income. (Only if no food stamp or AFDC number is shown)
4. Social Security numbers
5. Form signed by parent/guardian
6. Application on file for each student

Students who were on the lunch program last year may remain on the program for the first 30 days. After 30 days a new approved application must be on file. Students who were eligible for free or reduced lunch last year and choose to pay for their lunches may do so.

**STUDENT DRESS CODE** adopted 5-13-02 by LCBOE

STUDENT DRESS AND GROOMING MUST BE APPROPRIATE, SAFE AND NOT DISRUPTIVE TO THE EDUCATIONAL ENVIRONMENT. THE FOLLOWING ARE INAPPROPRIATE AND NOT PERMITTED:

- Sagging pants and oversized clothing.
- Sunglasses and head coverage of any kind are not to be worn inside the buildings.
- Clothing and accessories which can be perceived as weapons
- Clothing and attire with any symbols or styles frequently associated with intimidation, violence or violent groups
- Clothing and items with messages or illustrations which are lewd, derogatory, indecent, vulgar, or advertising for any product or service not permitted by law to minors such as drugs, illegal substances, tobacco and alcohol
- Clothing, shorts, dresses and skirts which are excessively tight or shorter than mid-thigh.
- Clothing with excessive holes, see-through materials, strapless, tank, and spaghetti tops
- Clothing exposing cleavage, midriff, and undergarments
- Clothing worn inappropriately such as unbuckled belts, inside out or backwards, unfastened, pants and skirts not at waistline, rolled-up pants and shoes not tied or secured.
- Face paint is not allowed unless it is related to school activities or events.

Individual schools have the discretion to specify additional examples of dress or appearance that are appropriate at that school under the terms of this policy.

**NOTICE TO PARENTS/COMMUNITY REGARDING INTEGRATED PEST MANAGEMENT (IPM)  
CONTROL PROGRAM**

Each school year each school will send out a notice regarding the Integrated Pest Management (IPM) Control Program.

IPM is a comprehensive approach that combines effective, economic, environmentally sound, and socially acceptable methods to prevent and solve pest problems. IPM emphasizes pest prevention and provides a decision-making process for determining if, when and where pest suppression is needed and what control tactics are appropriate.

Through its IPM program, the school district will strive to do the following:

1. minimize any potential health, environmental and economic risks from pests or from the use of pest control methods;
2. minimize loss or damage to school structures or property from pests or from the use of pest control methods;
3. minimize the risk of pests spreading into the community; and
4. enhance the quality of facility use for the school and community.

Pesticide use will not be based *solely* on a monthly schedule by a contracted pesticide company. School personnel in charge of pest management will consider how and when pesticides need to be used to achieve the pest management goals. Each year, the principal or designee will ensure that the student handbook includes the schedule of anticipated pesticide use on the school property and notify parents, guardians and custodians of their right to request notification of non-scheduled pesticide use. Additionally, the principal or designee shall annually notify school staff of scheduled pesticide use on school property and of their right to request notice of non-scheduled pesticide use. Notice of non-scheduled pesticide use should be made at least 72 hours in advance of such use, to the extent possible.

## NOTIFICATION OF RIGHTS

### Title IX

Lee County Schools does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The Board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any program or activity of the school system.

The Board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. Inquires about the application of Title IX and its implement federal regulations may be referred to the Title IX coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Right at the U. S. Department of Education.

The contact information for the Title IX coordinator is as follows:

John Conway, 106 Gordon Street, Sanford, N. C. 27330

jconway@lee.k12.nc.us

919-774-6226

The contact information for the Office for Civil Rights with jurisdiction over North Carolina is as follows:

4000 Maryland Ave., SW

Washington, DC 20202-1475

Telephone: 202-453-6020

TDD: 800-877-8339

FAX: 202-453-6021

Email: OCR.DC@ed.gov

<https://boardpolicyonline.com/bl/?b=lee>

#### Section 504

It is the intent of Lee County Schools to ensure that students with disabilities as defined by Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate education services while ineligible for services under IDEA. In addition, students may be eligible for services under Section 504 and IDEA. Information regarding referral services may be obtained by contacting your child's school principal.

#### FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

<https://boardpolicyonline.com/bl/?b=lee#&&hs=158056>

- The right to inspect and review the student's educational records and the procedure for exercising this right.

The parent and/or eligible student should contact the school principal to arrange a time and place for the records to be inspected.

- The right to request amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student's privacy rights, and the procedure for exercising this right:

-The parent and/or eligible student notify the principal in writing of the information that needs to be changed and why.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;

- The type of information designated as directory information and the right to opt out of release of directory information.

-Lee County Schools will release "directory information" about individual students upon request as explained in Board Policy 4700 <https://boardpolicyonline.com/bl/?b=lee#&&hs=158056>

unless the parent has opted out of the disclosure of directory information by providing written notice to the school principal or superintendent's designee no later than thirty (30) days after the beginning of the school year. Any such opt-out must be renewed annually and/or when the child changes schools.

- That the school district releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;

- The right to opt out of releasing the student's name, address and phone number to military recruiters or institution of higher education that request such information;

- A specification of the criteria for determining who constitutes a school official and what constitutes a legitimate education interest if a school official discloses or intends to disclose personally identifiable information to school official without consent;

A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff, school security, and school resource officers); a Board of Education member; or person or company with whom the school system has contracted to perform a specific task that it would otherwise use its own employees to complete and who is under the direct control of the school with respect to the use and maintenance of education records. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

- Notification if the school district uses contractors, consultants, volunteers or similar persons as school officials to perform certain school district services and functions that it would otherwise perform itself; and

- The right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

#### Title I Annual Parental Notification

In accordance with federal law, parents of students in Title I schools are being notified of the following parental rights as well as other required information regarding Title I.  
<https://boardpolicyonline.com/bl/?b=lee#&&hs=157854>

- Title I parent and family engagement policy (see policy 1320/3560)

<https://boardpolicyonline.com/bl/?b=lee#&&hs=157855>

- Parent rights related to student records (see policy 4700, Student Records)

<https://boardpolicyonline.com/bl/?b=lee#&&hs=158056>

- Parental rights related to student surveys (see policy 4720, Surveys of Students)



<https://boardpolicyonline.com/bl/?b=lee#&&hs=15805>

- The approximate dates of any non-emergency, invasive physical examination or screening that is: a) required as a condition of attendance, (b) administered and schedule in advance by the school administration, and (C) not necessary to protect the immediate health and safety of students;

- The schedule of pesticide uses on school property and their right to request notification of on scheduled pesticide use (see policy 9205, Pest Management);

<https://boardpolicyonline.com/bl/?b=lee#&&hs=158291>

- Student behavior policies, the Code of Student Conduct, and school standards and rules (see policies in the 4300 series)

<https://boardpolicyonline.com/bl/?b=lee#&&hs=158008>

- The permissible use of seclusion and restraint in the schools (see regulation 4302-R, Rules for Use of Seclusion and Restraint in Schools);

<https://boardpolicyonline.com/bl/?b=lee#&&hs=158019>

- Policy 4329/7311, Bullying and Harassing Behavior;

<https://boardpolicyonline.com/bl/?b=lee#&&hs=924551>

- Policy 1740/4010, Student and Parent Grievance Procedure;

<https://boardpolicyonline.com/bl/?b=lee#&&hs=157866>

- The dates of the system-wide and state-mandated tests that students will be required to take during that school year, how the results from the tests will be

- Required to take during that school year, how the results from the tests will be used, and whether each test is required by the State Board of Education or by the local board;

- Grading practices that will be followed at the school and, for parents of high school students, the method of computing the grade point averages that will be used for determining class rank (see policies 3400, Evaluation of Student Progress <https://boardpolicyonline.com/bl/?b=lee#&&hs=157938>

and 3450 <https://boardpolicyonline.com/bl/?b=lee#&&hs=157945> Class Rankings);

- Available opportunities and the enrollment process for students to take advanced courses and information explaining the value of taking advanced courses;

- If applicable, that their child will be provided advanced learning opportunities in mathematics or will be placed in an advanced mathematics course;

- A clear and concise explanation of the North Carolina testing and accountability system that includes all information required by federal law;

A report containing information about the school system and each school, including, but not limited to:

- The following information both in the aggregate and disaggregated by category: student achievement; graduation rates; performance on other school quality and/or student success indicators; the progress of students toward meeting long-term goals established by the state; student performance on measures of school climate and safety; and, as available, the rate of enrollment in post-secondary education;

The performance of the school system on academic assessments as compared to the state as a whole and the performance of each school on academic assessments as compared to the state and school system as a whole;

The percentage and number of students who are:

- assessed,

- assessed using alternate assessments,

- involved in preschool and accelerated coursework programs, and

- English learners achieving proficiency;

The per pupil expenditures of federal, state, and local funds; and

Teacher qualifications.

The grade earned by the school on the most recent annual report card issued for it by the State Board of Education if the grade was a D or F;

- Supportive services available to students, including guidance, counseling, and health services (see policy 3610, <https://boardpolicyonline.com/bl/?b=lee#&&hs=157965> Counseling Program)

- Information about meningococcal meningitis and influenza, including the causes, symptoms, and vaccines, how the diseases are spread, and places where parents and guardians may obtain additional information and vaccinations for their children;

- For parents of students in grades 5 through 12, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places parents and guardians may obtain additional information and vaccinations for their children;

- How to reach school officials in emergency situations during non-school hours;

- Information about and an application form for free and reduced price meals and/or free milk (see policy 6225 <https://boardpolicyonline.com/bl/?b=lee#&&hs=158100>, Free and Reduced Price Meal Services);

- Information about the school breakfast program

- Information about the availability and location of free summer food service program meals for students when school is not in session;
- For parents of children with disabilities, procedural safeguards (see also policy 1730/4022/7231 <https://boardpolicyonline.com/bl/?b=lee#&&hs=157865>, Nondiscrimination on the Basis of Disabilities);
- Information on the availability of the asbestos management plan and planned or in-progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities;
- Education rights of homeless students (see policy 4125 <https://boardpolicyonline.com/bl/?b=lee#&&hs=157987>, Homeless Students)
- The content and implementation of the local school wellness policy (see policy 6140,) <https://boardpolicyonline.com/bl/?b=lee#&&hs=15805>)
- Their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in G.S. 95-28.3 (see policy 5015, <https://boardpolicyonline.com/bl/?b=lee#&&hs=158064> School Volunteers);
- That the school system does not discriminate on the basis of race, color, national origin, sex, disability, or age, and that the school system provides processes for resolving discrimination and harassment complaints (see policies 1710/4020/7230, <https://boardpolicyonline.com/bl/?b=lee#&&hs=924454> Discrimination and Harassment Prohibited by Federal Law, 1720/4030/7235, <https://boardpolicyonline.com/bl/?b=lee#&&hs=924524> Title IX Nondiscrimination on the Basis of Sex, and 1730/4022/7231, <https://boardpolicyonline.com/bl/?b=lee#&&hs=157865> Nondiscrimination on the Basis of Disabilities
- That the school system provides equal access to its facilities, programs, and activities to the Boy Scouts and other designated youth groups (see policy 1710/4021/7230, <https://boardpolicyonline.com/bl/?b=lee#&&hs=924454> Discrimination and Harassment Prohibited by Federal Law; and
- The availability of and the process for requesting a waiver or reduction of student fees (see policy 4600, <https://boardpolicyonline.com/bl/?b=lee#&&hs=158055>) Student fees

# Broadway Parent and Family Engagement Policy

Broadway Elementary School will involve parents in regular, two-way meaningful communication addressing student achievement and ensuring:

- That families play an integral role in assisting their child's learning.
- That families feel encouraged to be actively involved in their child's education.
- That families are able to be fully involved in their child's education and are included, as appropriate, in decision-making and on advisory committees to support the education of their child.

In compliance with the Elementary and Secondary Education Act (ESEA), Broadway Elementary School agrees to implement required statutory requirements to:

- Involve families in the joint planning and development of the district's Title 1 plan through representation on the School Improvement Team.
- Involve families in an Annual Local Review of the Title 1 Program and use the results of the Annual Review to address any identified barriers to parental participation. The Annual Review will be conducted during a SIT meeting with a parent representative present.
- Involve families in the planning and development of effective parent engagement activities through representation on Title 1 Needs SIT team. SIT meetings will be scheduled flexibly with the scheduling needs of parents in mind.
- Build the school's and parents' capacity for parent involvement by:
  - Providing families with information on state standards, assessments, requirements of Title 1, monitoring their child's progress and working with educators. Information will be provided during a fall meeting, through quarterly progress notices, at parent-teacher conferences and on the district website.
  - Communicating regularly with families in clear and understandable terms and in the language families speak. Communication will include opportunities for parents to participate in decision-making roles, volunteering, classroom newsletters, parent surveys, parent school compacts, and parent-teacher conferences. Parent-teacher meetings will be scheduled at any time, as requested by parents.

Lee County Schools Parent and Family Engagement Policy may be found

here: <https://www.lee.k12.nc.us/cms/lib/NC01001912/Centricity/Domain/2589/Title%201%20Parent%20and%20Family%20Engagement%20Policy-13203560.pdf>

**You and your child's signatures are  
needed to verify that you have read  
and understand the procedures and  
policies outlined in this handbook.**

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**Parent Signature**

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**Student Signature**

**This form needs to be returned to your  
child's homeroom teacher within the  
first 5 days of enrollment.**

