

W.L. Manning Elementary



2023-2024

Student/Parent Handbook

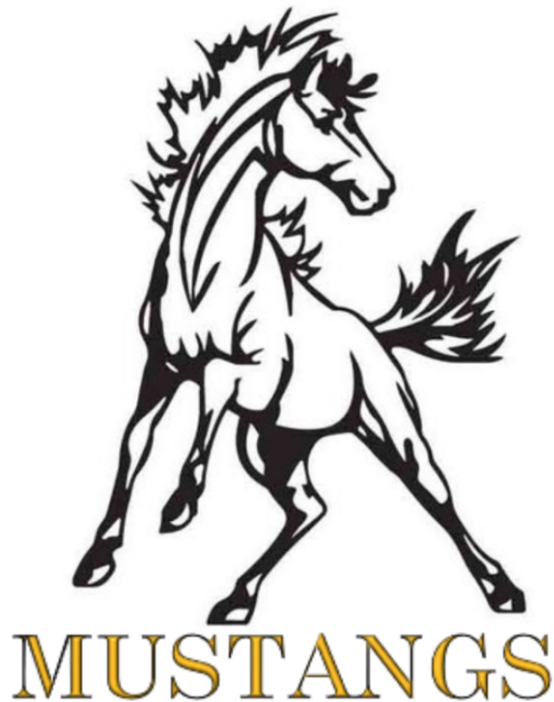
Contents

| | |
|--|----|
| Manning Mission, Vision, and BEST | 1 |
| Letter from the Principal | 3 |
| School Hours | 4 |
| Attendance | 4 |
| Compulsory Attendance Law | 4 |
| Tardies/Early Dismissals | 5 |
| Afternoon Transportation Changes for Students | 5 |
| Custody | 5 |
| Campus Security/Safety Procedures | 6 |
| Student Drop Off-Pick Up and Parent Parking | 6 |
| Place to Play–Before & After School Care | 7 |
| RRGSD App/Rooms | 7 |
| Parent Portal | 8 |
| Closing of School | 8 |
| Emergency Evacuation Procedures for Buildings | 9 |
| Emergency Drills | 9 |
| Student Directory Information | 9 |
| Pupil Promotion | 10 |
| Pupil Progress Reports and Grading Scale | 10 |
| How You Can Help Your Child Become a Better Reader | 11 |
| Manning Elementary Library | 11 |
| Homebound Services for Students | 11 |
| Programs for Students with Disabilities | 12 |
| MTSS/Assistance for Struggling Students | 12 |
| Private Lessons | 13 |

| | |
|---|----|
| Cafeteria | 13 |
| First Aid | 13 |
| Medications | 13 |
| Use of School Facilities | 14 |
| Non-School-Sponsored Use of School Grounds | 15 |
| Smoke-Free Environment | 15 |
| Visits to Schools | 15 |
| Lunch Visitors | 16 |
| Classroom Visits by Parents | 16 |
| Telephone Use, Messages, and Cell Phones | 16 |
| Classroom Interruptions | 17 |
| Parental Involvement/Conferences | 17 |
| School Pictures | 18 |
| Spirit and Pride Days | 18 |
| Manning Elementary School PTA | 18 |
| RRGSD Student Code of Conduct | 18 |
| Dress Code | 22 |
| Bus Discipline Code | 22 |
| Parties, Picnics, and Socials | 23 |
| Distribution of Publications by Non-School Groups | 24 |
| Field Trips | 24 |

MANNING VALUES

**Integrity
Communication
Learning
Hard work
Safety & Security**



MANNING MISSION:

**We lead all learners to be engaged, thoughtful, and
hard-working citizens of our community.**



Always do your Mustang

Be responsible

- for myself and my work

Earn respect

- by respecting others

Stay safe

- by controlling my actions

Take ownership

- of my actions and school

W.L. MANNING ELEMENTARY SCHOOL
ROANOKE RAPIDS GRADED SCHOOL DISTRICT

Dear Manning Students and Parents,

Welcome to the 2023-24 school year! I am excited to kick off another fabulous school year as a Manning Mustang, and am super excited to be here for you and your student(s) along this journey.

Our school community is as committed as ever to your child's growth and success, both in academics and in social-emotional. A true partnership between school and home has never been more essential, and we will work continually to ensure strong, open lines of communication and robust instructional support throughout this school year.

This handbook is designed to answer any procedural questions you may have as we move through the year. We encourage you to access this handbook often as a helpful resource, and as always, please don't hesitate to contact us if needed.

Again, our staff are so excited to welcome our Mustangs to school this fall. Even though there may be challenges along the way, I truly believe that #TogetherWeSucceed. I am looking forward to a fantastic 2023-24 school year ahead!

Sincerely,

Jen Ott

Principal

SCHOOL HOURS

Students may enter classrooms at **7:45 AM**. **The tardy bell rings at 8:10 AM**. **Dismissal for car riders and buses in all grades will begin at 3:10 PM**.

- A. With the exception of students being transported on buses operated by the Roanoke Rapids Graded School District, and those involved in before/after school programs, the school does not assume responsibility for students on the school grounds prior to 7:45 AM and after 3:30 PM.
- B. School grounds and facilities are reserved for educational purposes and school use during hours of school operation. Parents, non-enrolled children, and others who might provide a distraction to the educational process, to physical education classes, to the Place to Play program, and to the daily use of playground and equipment, are requested to remain off the school campus during program operation unless conducting official business at the school.

Part of the educational growth process involves students being separated from their parents during the school day. Parents are urged to assist in the growth process by leaving and entrusting their children in the care of school personnel during the hours of school operation.

ATTENDANCE

Regular attendance is a must for *Manning Mustangs* to perform well academically & behaviorally every day. Students who miss more than 20 days a year may not be promoted to the next grade. Please note that an excused absence still counts as an absence. Listed below are the seven lawful reasons for an "Excused Absence".

1. Student's personal injury or illness
2. Quarantine of student as ordered by the Department of Health
3. Death in the immediate family (extent will be ruled upon by the principal)
4. Medical or dental appointment of the student
5. The student is a party or subpoenaed as a witness in a court proceeding
6. Religious observances
7. Educational travel opportunity through prior approval of principal

Please send a written note to explain the reason for absence when your child returns to school. If they were seen by a medical professional please send that excusal note to the teachers/school for documentation of the excused absence reason. Tardies and early check-outs are recorded and monitored by the teachers, office, and our Community Outreach Liaison.

COMPULSORY ATTENDANCE LAW

There is a North Carolina Compulsory Attendance Law, G.S. 115C-378.

Attendance is important to help ensure the educational success of your child/ren. In an effort to address the high incidence of chronic absenteeism, Roanoke Rapids Graded School District has

updated the attendance and late check-in/check-out procedures. Please make every effort to get your child to school on time and keep them in school.

Attendance procedure for **unexcused** absences

Day 3: Teacher calls student's parent or guardian. A 3 day unexcused attendance letter mailed to the address in power school.

Day 6: Teacher notifies the Community Outreach Liaison (COL) of student absences. COL will contact the parent or guardian and hold an attendance meeting with the parent and administration by telephone or face-to-face. The COL will mail or send home in the student's folder a follow up letter to the parent or guardian summarizing information provided in the meeting with the attendance policy, **Policy Code 4400: Attendance**. A 6 day unexcused attendance letter mailed to the address in power school.

Day 10: Truancy court paperwork work will be completed when a student reaches 10 unexcused days. The COL may choose to contact the parent or guardian by telephone or letter notifying them of the 10th unexcused absence and of the truancy filing with the court. A 10 day unexcused attendance letter mailed to the address in power school. The truancy court process will be repeated at the occurrence of each additional 10 unexcused absences. Please note, students over the age of 16 are not covered by truancy laws. Therefore, any student over the age of 16 **may** be withdrawn if they miss 10 consecutive days.

Attendance procedure for **unexcused** tardies and early checkouts

An accumulation of five (5) unexcused tardies or five (5) unexcused early departures shall be equal to one unexcused absence for the purpose of enforcing the compulsory attendance law and addressing a student's excessive absences.

Handwritten notes and communication

If your child will be absent, coming in late, or leaving early from school, please notify each of your child's teachers on that day if possible via our two way messaging service (eg. Rooms) or email. Please send medical documentation or a handwritten note of the absence or early check-out within 1 week (5 business days) of your child's return to school. Please be aware that RRGSD is only allowing handwritten notes for 10 excused absences and 10 excused tardies/early check-outs. The parent has 1 week (5 business days) once the student returns to school to provide a handwritten note for the excused absence. After the limit of 10 days excused with a handwritten note, the absence, tardy, or early check-out will be considered unexcused without medical documentation.

TARDIES/EARLY DISMISSALS

Students will be permitted to leave school with a parent, legal guardian, or an authorized person by signing out in the main office. Parents are asked to wait outside and the student will be sent up. Please keep our **bell-to-bell instruction** in mind and only check your child out of school early in emergency situations. Documentation will be kept and monitored as noted above, should a child repeatedly arrive at school late or be checked out early. After **5 tardies or early check outs**, our Community Outreach Liaison will be contacting the parent to review data.

AFTERNOON TRANSPORTATION CHANGES FOR STUDENTS

Changing a child's way home in the afternoon: If you need to change the way that your child is getting home after school, it is critical that the parent send a signed note to the child's teacher on that day. **The office cannot accommodate changes made by phone.** Any notes dropped off or faxed to the office will be delivered to the classroom at 2:30. **In order to ensure the safety of all children, any exceptions to this will require administrative approval.** Your cooperation and understanding are appreciated in this matter.

CUSTODY

It is **REQUIRED** that the school be given a copy of guardianship or **custody documents** in cases where a student does not live with both parents or lives with some other person. ***The school does not have authority to prevent a natural parent from having contact with a student without proper documentation.***

CAMPUS SECURITY/SAFETY PROCEDURES

Front Door Bell Ring: Anyone wishing to access the front office staff must ring the bell at the front of the school. The technology will allow the staff to communicate with you prior to entry. The front office staff will ask you to identify yourself and the nature of your visit and that you show identification into the door camera. Your patience is appreciated as there are some times of the day when staff are assisting students and cannot immediately respond to the bell.

Photo ID Required: Bring a photo ID to school with you when you visit the school for verification purposes.

Video Surveillance: The Manning Elementary campus is under continuous video surveillance, which allows us to monitor indoor and outdoor areas of our campus 24 hours a day, 7 days a week.

STUDENT DROP OFF-PICK UP AND PARENT PARKING

Drop-Off Procedures and Parent Parking

The most efficient and safe way to deliver your child to school will be to follow the loop that enters between Forrest Hills Service Station and the Manning Elementary School sign and continue to the drop-off area in front of the building. When dropping off or picking up your child, please pull as far forward as you can. Drop-off should only occur within the sidewalk area in order to ensure your child's safety. Our first bell will ring at 7:45 with the tardy bell ringing at 8:10. **There is available parking at the lot near the track if parents choose to walk their child to the building; however, due to staff parking needs and safety concerns the lot in**

front of the building will be enforced as staff only.

Dismissal Times and Procedures

ALL Car Riders grade K-5 will be dismissed at 3:10. Teachers will walk students to the pick up area prior to 3:10. Parents can enter the loop as in the mornings and pick up their child in the pick-up area in front of the school. Parents will be provided placards to hang on their rearview mirror with their child's name and teacher name. There is parking available in the lot by the track if parents choose to walk to pick-up their child. **Due to rising safety concerns and the need for staff parking, the lot directly in front of the school will be for STAFF only and will be enforced.**

All bus riders (grades K-5) will be dismissed from the bus loop at the rear of the school and buses will depart school at 3:10.

Walkers and bike riders should enter and leave campus where the crossing guard is located in front of the 9th Street intersection. There will also be a crossing guard at the corner of 9th and Virginia Avenue for students walking from the neighborhood behind the school. **Absolutely no students should be dropped off on Virginia Avenue.**

Visitor Parking during the school day is available in front of the cafeteria from 8:15 AM until 2 PM. This area will be closed during Drop-off and Pick-up times in order to ensure the safety of students. Parking is available at all times in the lot by the track.

PARENTS: PLEASE REMEMBER THAT YOUR COOPERATION AND ADHERENCE TO THESE REGULATIONS HELPS ENSURE THE SAFETY OF ALL STUDENTS. WE ENCOURAGE AND SUPPORT LEGAL ENFORCEMENT OF THESE REGULATIONS BY THE RRPD.

Walking Students:

Parents should teach students good safety habits and establish the safest walking route to and from school. Walk with children until you are confident they know the way and are abiding by your rules. Teach them to:

- Use extreme caution when there is no sidewalk.
- Walk facing traffic.
- Cross Tenth and Park Avenue with the traffic officer or crossing guard

Bicycle Safety:

Parents should instruct their children with the following bicycle safety rules:

- Wear a helmet—it's the law.
- Ride with traffic
- Cross Tenth and Park Avenue with the traffic officer, crossing guard, or staff member on duty
- Park your bike in the rack provided. Always lock it.
- Walk bikes on and off campus

- Register bikes with the Roanoke Rapids Police Department

PLACE TO PLAY—BEFORE & AFTER SCHOOL CARE

The Place to Play Program provides before and after school care for children at a reasonable fee. Place to Play operates at Manning from 6:30 - 8:00 AM and from 3:10 - 6:00 PM and is housed in the cafeteria. Parents who are interested in this service should contact the Coordinator of Place to Play, Ms. Janina Pinnicchia, at 519-7119 for more details and an application.

RRGSD App (Powerschool, alerts, Rooms)

Parents are urged to download and use the RRGSD app for quick and easy accessibility to school alerts, Rooms (the new 2 way form of communicating between admin, teachers, and school based staff members and parents that replaces Parent Square). This tool allows parents to receive all up to date alerts and notifications from the school and district, use text messaging formats for quick, easy communication, and to connect to your student's powerschool parent portal. Teachers will review and respond as needed during their "office hours."

PARENT PORTAL

Powerschool Parent Portal allows parents easy online access to their student's grades and attendance and acts as a means of communication between the home and the classroom. Please follow the instructions on the district website to create a parent account once you have received the parent login information from Manning office staff upon request.

CLOSING OF SCHOOL

In the event that inclement weather or an unforeseen emergency makes it necessary to alter the normal operation schedule of schools, the following steps will be taken to inform parents, students, and employees.

1. In most situations, the Superintendent of Schools will make the decision to alter the normal operational schedule. In the absence of the Superintendent, the Assistant Superintendent will make the decision. In sudden emergencies which affect a single school, the Principal may find it necessary to make the decision. In all cases, these individuals will acquire and consider information available from local weather, law enforcement, transportation and emergency preparedness officials.

2. In all cases, decisions to alter or continue normal school operations will be made with the safety of students and employees as the first and primary consideration.
3. Cancellations will be posted on the district's web-site at www.rrgsd.org , RRGSD App, Alert Now call, and Rooms notification will be sent to parents. Information can also be found on the RRGSD App, which is available for free download in the Apple App Store and Google Play. General public announcements will be aired over the following radio and television stations:

WCBT 1230 AM

WRAL Channel 5

WSMY 1400 AM

WLGQ 97.9 FM

WNCT Channel 9

WPTM 102.3 FM

Members of the public are encouraged to listen to these stations for information on closings and delays rather than trying to call school officials by telephone.

4. A decision to cancel school due to inclement weather will be made by 7:00 am.
5. In the event school is canceled all after school activities including Place-to-Play are also canceled.

EMERGENCY EVACUATION PROCEDURES FOR BUILDINGS

During any situation that requires the evacuation of the building(s) the following procedures will be used:

- All students and personnel will be evacuated to the track.
- If it is not a drill, a check-out area will be set up in the lower parking lot by the track.
- No parent will be allowed to go into the track area.
- Parents will present themselves to the secretaries at the check-out area to initiate the sign out procedure.
- A school official will deliver your child to you in the check out area (lower parking lot). Please teach your children to act responsibly and to follow authority. When adults ignore authority, children tend to ignore authority, which has the potential to place them in danger.

If further evacuation is needed, our school location will be the Kirkwood Adams Civic Center, as detailed in our *Manning Elementary Emergency Operations Plan*. If you have questions regarding this procedure, please contact Mrs. Ott, Mrs. Odom, or Mr. Hinton.

EMERGENCY DRILLS

Safety regulations pertaining to fires and tornadoes are strictly enforced. Evacuation and tornado drills are held periodically throughout the school year. Maps showing exit routes are posted in

every classroom and teachers review these routes and procedures with their class. Students are to follow all directions once an evacuation or tornado drill has begun.

Refer to the RRGSD Student Policies and Regulations Handbook for more information about drills.

STUDENT DIRECTORY INFORMATION

"Directory information" about students is public record and shall be released upon request. Directory information shall include: the student's name, address and telephone listing; the parents' or guardians' names, address, and telephone listing; the student's date and place of birth; the student's photograph; the student's participation in officially recognized activities and sports; the weight and height of members of athletic teams; the dates of student's attendance; degrees and awards received by the student; and the most recent previous educational agency or institution attended by the student.

Annually, parents, guardians and emancipated students will be given an opportunity to object to release of directory information. **Objections must be made in writing to the principal and will be placed with the student's record.** If an objection is made, no directory information about that student will be released.

PUPIL PROMOTION

The school principal has primary responsibility for promotion/retention decisions. In considering a pupil's promotion the school principal should evaluate all the factors that may affect the pupil's future educational life and personal development. Maximum growth of the pupil is the chief objective.

Teachers are responsible for ongoing diagnosis of students' strengths and weaknesses. This includes early identification of students who are at risk of not meeting promotion standards, keeping their principals informed of these students' progress and seeking assistance from appropriate resource personnel such as the school counselor, community outreach liaison, other teachers, and central office support staff.

Parents(s) or guardian(s) must receive notice no later than the end of the third grading period in grades K-8 and for a year-long course, or no later than the fourth week of the second grading period for semester courses. The notice should request that the parent(s) or guardian(s) schedule/attend a conference within two weeks following the date of the notice.

State promotion standards will be met in any application of the promotion policy.

PUPIL PROGRESS REPORTS AND GRADING SCALE

Teachers shall report pupil progress to parents as follows:

- Grades K-2, by written reports and scheduled parent conferences.

The grading scale in K-2 will be:

Level 4 – Advanced in Independent Performance and Understanding of Standard

Level 3 – Proficient in Independent Performance and Understanding of Standard

Level 2 – Progressing in Performance and Understanding of Standard

Level 1 – Limited Performance and Understanding of Standard

- Grades 3-12 by written report cards, with the grading scale as follows:

A= 90-100

B= 80-89

C=70-79

D=60-69

F = Below 60

- By notes, interim reports, letters, and informal parent-teacher conferences as the need arises at any level. Tuesday Folders will be the primary method of communicating with parents each week.

Students in grades 4-12 who maintain an exemplary academic record are honored each spring at the Scholar's Reception. To be eligible, a student must maintain an overall "A" average through the third 9-week grading period.

More information on grading can be found in the [RRGSD Student Policies and Regulations Handbook](#).

HOW YOU CAN HELP YOUR CHILD BECOME A BETTER READER

- Talk about books with your child. Ask what he's reading in school. Look for books to come home with him, read *to* him, read *with* him, or simply *listen* as he reads. Reading aloud to your child should continue at least through the end of elementary school.
- Share often something that you're reading with your child—books, newspapers, recipes, magazines, etc.- to let them know that you value reading. Do the same with writing. When you write a note or letter, share it and talk about it with your child. Seeing their parents as readers and writers really makes an impression on children.
- Get a library card for your child at the public library if possible, and visit on a regular basis.
- Consider giving your child a choice at bedtime: "Would you like for me to turn out the light, or would you like to read a book for 10 minutes?"
- Keep reading and writing materials available for your child.
- Read aloud to your child, even after he or she learns to read. Reading aloud should continue at least through elementary school.

MANNING ELEMENTARY LIBRARY

The school library is a wonderful resource for your children. It provides books for pleasure reading as well as school study. We try to provide a wide variety of resources that are in good condition. No one wants to read a book that has been written in or torn. Therefore, we remove

items that are damaged from the collection. If your child loses or damages a book, he or she will be asked to pay a fine to help offset the replacement costs. The fine charged would be based on the age of the item. If the book is damaged, the child may keep it after the fine has been paid.

The scale for damaged and lost items is as follows:

| | |
|----------------------------|--------------------------|
| Books 0-3 years old | 100% of replacement cost |
| Books 4-6 years old | 75% of replacement cost |
| Books 7-9 years old | 50% of replacement cost |
| Books 10 or more years old | 25% of replacement cost |

Roanoke Rapids Graded School District Homebound Services

Introduction

Roanoke Rapids Graded School District Homebound Services Procedures provides guidelines for educating students who are confined at home or in a health care facility for periods that would prevent normal school attendance as documented by a licensed physician or licensed clinical psychologist.

Homebound instruction is designed to provide continuity of educational services between classrooms and home or health care facilities for students whose medical needs, physical or psychiatric, contraindicate school attendance. Additionally, homebound instruction may be used to supplement the classroom program for children with health impairments whose conditions may interfere with regular school attendance. Homebound services are available to all qualifying students enrolled in Roanoke Rapids Graded School District. Homebound instruction is temporary. While no specific number of days can be set due to the many complex variations among children, the “temporary” requirement is based on the premise that instruction should take place in the school setting to the fullest extent possible. The inability to attend school for medical reasons, both physical and psychiatric, must be certified by a licensed physician or licensed clinical psychologist.

Operational Procedures

Roanoke Rapids Graded School District provides homebound instruction for any student who is expected to be confined for four or more consecutive weeks at home for treatment or convalescence. The homebound instruction, based on the individual needs of the student, should be approximately two to three (2-3) hours per week. Students who qualify for homebound services may receive up to 2 sessions weekly. Once homebound services are approved medical updates are required every six to eight (6-8) weeks to determine continuation of services.

PROGRAMS FOR STUDENTS WITH DISABILITIES

The educational programs of the Roanoke Rapids Graded School District should reflect sensitivity to the individual needs of each student, including those with disabilities. Instructional decisions relating to students with disabilities will be made in accordance with state and federal laws and regulations. The Superintendent shall develop and implement procedures for screening, evaluation, identification, and placement of students in compliance with state and federal laws for children with special needs. Students with identified disabilities will be educated in the least restrictive appropriate environment and will be provided with a free and appropriate public education.

DUE PROCESS

The parent, guardian, or surrogate parent shall be given prior written notice when the Roanoke Rapids Graded School District proposes to initiate or change, or refuses to initiate or change the identification, evaluation, or educational placement of a child as a child with special needs. The written notice shall contain a full explanation of all the procedural safeguards available to the parent, guardian, or surrogate parent.

MTSS/ASSISTANCE FOR STRUGGLING STUDENTS

At Manning, we are committed to the overall growth and success of each individual student. To help us reach our goals in this area, we began to operate under the framework of a Multi-Tiered System of Support (MTSS) during the 2016-17 school year. We will continue to work diligently and intentionally to improve core instruction. We will be working to identify, monitor (through various assessment processes) those students who may be struggling with either academic content or behavior. Our School Improvement and MTSS Teams meet monthly to review where we are and address any areas of need.

If a student begins to demonstrate significant, ongoing struggles in one or more academic subjects and/or in managing their behavior, the teacher or parent of the student may refer that student to the HELP (Helping Elevate Learning Potential) Team here at Manning. The purpose of this team is to provide additional strategies and interventions to the teacher and parents, observe and monitor the child's ongoing progress or lack thereof, and through ongoing discussion determine next steps for the child.

PRIVATE LESSONS

No private lessons or paid tutoring may be given to pupils during the regular school day.

CAFETERIA

Again this year **all students will receive FREE Breakfast and Lunch** through the Community Eligibility Provision. As in the past, additional a la carte items; such

as chips and ice cream, will still be available for purchase. There will be no need for free/reduced cafeteria applications to be submitted for students this year.

FIRST AID

Before school starts each year, the principal shall determine which persons at the school will provide emergency first aid treatment for pupils injured in connection with school activities. Emergency first aid treatment should be administered by school staff only until the student can receive attention by a person who has had further medical training or experience.

Supplies for minor injuries are available in classrooms and the office. Attempts will be made to inform parents of serious illness and injury.

MEDICATION

Medication will be administered to students with proper documentation on file, signed by the parent and physician. If your child must have medication of any type administered during school hours, including over-the-counter drugs, you have the following options:

1. You may obtain a copy of a medication form from the school. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. **This form must be completed by the physician for both prescription and over-the-counter drugs.** The form must be signed by a licensed healthcare provider. Prescription medicines **MUST be brought to school in a pharmacy labeled bottle**, which contains instructions on how and when the medication is to be given. The medication **must** be brought to school by the parent/guardian or delivered directly by the pharmacy. The parent/guardian should be responsible for knowing the number of doses in the container and should assume responsibility for maintaining the supply. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
2. You may discuss with your physician an alternative schedule for administering medication (e.g., outside of school hours).

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the physician, and the medication has been received in the proper manner. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy. **Children cannot self-medicate.**

If you have questions about this policy, or other issues related to the administration of medication at schools, please contact Tara Medlin, School Nurse at 519-7400 ext. 7482.

USE OF SCHOOL FACILITIES

A. Philosophy

The Roanoke Rapids Board of Education owns, maintains and operates facilities on the school campuses for the purpose of providing education programs. These programs are operated by the Board of Education, for children enrolled in the district's schools. The use of the facilities for this purpose is the Board's top priority.

Under certain circumstances the Board also wishes to make these facilities available for use by the general public. However, the Board intends that, in such cases, no funds appropriated for the operation of the school be used to defray the cost of such operation. Consequently, the user will be required to pay the full cost of operating and maintaining the facility.

B. Use by School Groups

First priority in the use of school facilities will be given to activities sponsored by the school system and operated by the school system or community college as part of the process of educating the students or adults domiciled in the school district. There will be no charge for such use.

C. Use by School-Affiliated Groups

Second priority in the use of school facilities will be given to activities sponsored by school affiliated groups which provide a direct support service to children enrolled in the district's schools. To secure status as a school-affiliated group, the organization must receive designation as such by the Board of Education. The Superintendent will maintain and periodically review a list of school-affiliated groups. This list will include organizations such as parent teacher associations and booster clubs. There will be no charge for such use and prior approval must be received from the principal of the school.

For more information about the use of RRGSD facilities, please contact the principal or Central Services staff.

NON-SCHOOL-SPONSORED USE OF SCHOOL GROUNDS

A. Vehicles on School Property

No unauthorized motor-powered vehicles (cars, trucks, motorbikes, go-carts, or other motor-driven vehicles) are permitted on school property at any time except for the purpose of parking in clearly designated parking areas. Principals are authorized and directed to enforce this policy, using law enforcement authorities if necessary. Pupils and parents should be advised of this restriction through whatever means the administration deems to be effective and appropriate.

B. Duty to Exercise Reasonable Care in the Use of School Property

School grounds are used year-round by people of all ages, but especially by children. The Board of Education encourages this use by organized recreation groups and by individuals. Any person or persons using school grounds for any purpose must exercise reasonable care and cannot cause damage to the building and grounds, cause injury to others, or create a dangerous condition that may result in injury or damage to persons or property.

Principals are authorized and directed to take whatever actions they deem necessary to protect school property such as excluding persons from school property if they are not using reasonable care and assessing damages against anyone who damages school property. Vandals will be prosecuted.

SMOKE-FREE ENVIRONMENT

The Roanoke Rapids Board of Education recognizes the harmful effects of smoking and the use of any other tobacco products. These acts, including the use of electronic cigarettes, are prohibited in all buildings, campuses, and vehicles owned or leased by the Roanoke Rapids Graded School system and at all school-sponsored activities.

VISITS TO SCHOOLS

Visitors wishing to access the building must do so at the front door. Once at the front door, visitors must ring the bell and wait for office staff to assist. The technology will allow the staff to communicate with you prior to entry. The front office staff will ask you to identify yourself and the nature of your visit and you must show a photo ID into the camera. Your patience is appreciated as there are some times of the day when staff are assisting students and cannot immediately respond to the bell.

LUNCH VISITORS

With student safety a top priority, parents will be allowed to visit our campus for lunch on the 1st and 3rd Friday of each month. Parents will remain outside at the patio/picnic area by the cafeteria. As parents arrive, a designated staff member will verify the photo ids and the student will be brought out to join. To keep the process moving efficiently, we ask that parents sign up in advance through the Rooms app option that will be sent by the homeroom teacher. Note: There will be limited seating and there will not be another seating option if it is raining outside. No other Manning children may join a family who is eating together and a student's designated lunch time must be followed.

CLASSROOM VISITS BY PARENTS

Parents and members of the school community are welcome at Manning. Please understand, however, that our first priorities must be safety and student learning. If you wish to visit your child's classroom during the instructional day, you must make your request known to the teacher and administration for approval. Classroom visits require the Principal's approval and will be limited to 30 minutes within the week. Our focus is on high quality instruction for all students. Conferences about your child's progress should be scheduled and held in private, not at the classroom door. School opening and dismissal times are also not appropriate times for a parent-teacher conference. At these times, students require close supervision by the teacher. Please schedule conferences so the teacher can focus on your child only.

Any person who refuses to leave a school building or school grounds after being directed to do so by the principal or her designee will be considered to be trespassing. If you wish to speak with your child's teacher or an administrator, please call and make an appointment so that instruction will not be interrupted.

TELEPHONE USE, MESSAGES, & CELL PHONES

Messages for teachers will be placed in the teacher's mailbox for retrieval at lunch or by 2:30 each day. **NO CALLS WILL BE FORWARDED TO THE CLASSROOMS DURING INSTRUCTIONAL TIMES.** These types of classroom interruptions take time away from instruction. Please help us continue to improve and ensure all children are learning by keeping these interruptions to a minimum.

Cell Phones

Students are discouraged from bringing cell phones to school. However, the school recognizes that a cellphone may provide convenience for both students and parents.

If you choose to allow your child to bring a cellphone to school, please instill the responsibility that comes with this privilege. The cellphone must be turned off and kept in the book bag at all times. **It will be taken if it is seen or heard.** See excerpt from RRGSD Student code of conduct:

Use of Wireless Communication Devices - [RRGSD Policy 4318](#)

Level I, Level II, or Level III Offense (UB: Cell Phone Use, UB: Inappropriate Item on School property) ** Refer to each school level handbook for cell phone use policy

Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices. Except as permitted by this policy, no student shall use, display, transmit or have in the "on" position on school property any wireless communication device or personal entertainment device, including but not necessarily limited to cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games or similar devices until after the conclusion of the instructional day.

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use. Electronic devices may be used by students for instructional purposes with the permission and under the personal supervision of the teacher within the classroom.

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent.

PLEASE NOTE: The school is not responsible for lost or stolen cell phones. If you allow your child to have a cell phone it is strongly recommended that, if there is one, the 'phone tracking' feature is turned on. This feature will assist you in recovering a lost or stolen cellphone. Administration is not responsible for lost/stolen cell phones and will not track or search for missing cell phones.

CLASSROOM INTERRUPTIONS

Principals shall enact guidelines that will minimize interruptions of classroom time. At a minimum, the guidelines should include the following terms:

1. School personnel should use the public address system sparingly. Except in emergency situations, announcements should be scheduled to avoid interference with instructional time.
2. School and central services personnel, parents, and visitors should, when possible, schedule conferences/appointments with teachers when they will not interfere with instructional time.
3. Parents or legal guardians should, when possible, make prior arrangements with the school principal for early dismissal of their children.

PARENTAL INVOLVEMENT/CONFERENCES

The Roanoke Rapids Graded School District Board of Education believes that the education of children is a cooperative effort between parents and schools. Parents are their children's first teachers and involvement by parents improves the educational achievement of their children. We believe that the involvement of parents increases the effectiveness of the program and contributes significantly to the success of the children. The Roanoke Rapids Graded School District staff will strive to involve parents in activities throughout the school year. You can find Manning's Family and Community Engagement Plan on our school's webpage under Menu > Documents > Parent/Student Forms & Info.

The plan-- as well as our School-Parent Compact-- is also available on our district's Instructional Services website under the section "Federal Programs". School staff will invite parents of all children to scheduled annual meetings. The purpose of these meetings will be to discuss the programs and activities provided by the school. School staff will solicit input from parents.

The Roanoke Rapids Graded School District staff will also consult with individual parents of students being served. Parents may be invited to visit classrooms and to volunteer in school activities.

SCHOOL PICTURES

Student photographs are taken every year in fall and spring. Specific information about picture dates will be sent home with each child shortly after school begins.

SPIRIT AND PRIDE DAYS

Spirit and Pride Days are scheduled for the first Friday of each month. School colors are black and gold and our mascot is the mustang. We encourage everyone to show their colors and Mustang Pride on that day!

MANNING ELEMENTARY SCHOOL PTA

Manning Elementary School is very fortunate to have a very active parent/teacher organization.

PTA Events and Activities include:

- Sponsoring of Spirit and Pride Days: including selling shirts with Manning's logo, distribution of Manning items such as pencils and rulers, and sponsoring weekly campus clean up by individual classes.
- Book Fairs: Held in the fall and spring, the book fairs provide wonderful opportunities to add to your home library for children.
- Teacher Appreciation: Held each May, this is a favorite of the Manning Staff.

RRGSD Student Code of Conduct

Consequences by Level

Offenses are given a Level rating based on seriousness; a range of consequences for each level is set forth in this Handbook. If a particular offense may be classified in more than one Level, the administrator should select the appropriate level consequence based on the seriousness of the offense. This is also known as considering aggravating and mitigating factors. Aggravating and mitigating factors are relevant when, in the judgment of responsible school officials, they have a bearing on the student's level of responsibility for the behavior. When both aggravating and mitigating factors are present, principals should exercise their discretion in weighing and balancing them. Administrators should note any relevant aggravating or mitigating factors that led them to choose a particular consequence in the disciplinary write-up.

Examples of **aggravating factors**, or factors that make an offense more serious:

- Repeated instances of the same misconduct after prior warnings or discipline;
- Not telling the truth when questioned by staff about the incident, or falsely blaming another;
- Causing injury to another or destroying property of others;
- Inducing others to take part in the prohibited behavior;
- Repeated and blatant disrespect for school officials;
- Causing a significant disruption of the educational environment.

Examples of **mitigating factors**, or factors that may merit a lower level consequence:

- Age, maturity level, developmental level of the student;

- Lack of intent;
- Playing a passive or minor role in the offense;
- Truthfulness and taking responsibility;
- Repairing damage one has caused or making appropriate restitution;
- Respectful cooperation during the investigation and discipline process;
- Lack of recent prior offenses.

Description of Levels

Level I:

- Classroom interventions - These interventions aim to teach and correct behaviors so students can learn and demonstrate safe and respectful behavior. Teachers are encouraged to try a variety of instructional and classroom management strategies.
- MTSS Team interventions - These interventions often involve support staff, both school-based and from the community, and aim to engage the student's support system to ensure successful learning and consistency of interventions, and change the conditions that contribute to the student's inappropriate behavior or disruptive behavior.

Level II: These interventions can involve the school administration and aim to correct behavior by stressing the seriousness of the behavior while keeping the student in school.

Level III: These interventions may involve the short-term removal of a student from the school environment because of the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as practicable while adequately addressing the behavior.

Level IV and V: These interventions involve the removal of the student from the school environment because of the severity of the behavior. They may involve the placement of the student in an alternative learning program that provides structure to address behavior. These interventions focus on maintaining the safety of the school environment while supporting the student with ending dangerous behavior.

Level I Responses

This list contains some of the interventions that may be used by the classroom teacher or school administrator in addressing student conduct. This is not intended to be an exhaustive list. Classroom teachers or administrators may choose to use a combination of interventions.

Teacher Issued Consequence:

- Parent Contact
- Teacher Conference with Parent
- Teacher Conference with Student
- Confiscation of Unauthorized Items
- Reteach Expectation
- Student Written Warning
- Teach Replacement Behavior
- Verbal Warning

Administrative Issued Consequence:

- Administrative Conference with Parent
- Administrative Conference with Student
- After School Detention
- Behavior Contract
- Bus Suspension
- Confiscation of Unauthorized Items
- Lunch Detention, recess detention, after school detention, No power block, Jacket Time Detention
- Referral to MTSS Team
- Referral to School-Based Mental Health Services
- Referral to Student Services Team

- Refocus
- Restriction of School Privileges
- Reteach Expectation
- Student Written Warning
- Student Pays Restitution/Work Detail with Parent Permission
- Teach Replacement Behavior
- Verbal Warning

Level II Responses

This list contains some of the interventions that may be used by the school administrator in addressing student conduct. This is not intended to be an exhaustive list. Administrators may choose to use a combination of interventions.

Elementary

- Choice of Response from Level I
- ISS (In School Suspension) for Up to 5 Days
- ISS - Partial Day
- Sent Home Early

Middle and High School

- Choice of Response from Level I
- ISS (In School Suspension) for Up to 5 Days (Depending on the number of previous offenses and the severity of the incidence)
- ISS - Partial Day
- Sent Home Early
- Incident-related Training Module (First Offense)

Level III Responses

This list contains some of the interventions that may be used by the school administrator in addressing student conduct. This is not intended to be an exhaustive list. Administrators may choose to use a combination of interventions.

Elementary

- Out of School Suspension (OSS) for Up to 10 Days
- Referral to Mobile Crisis
- Report to Law Enforcement for Offenses Labeled as PD and RO
- Short Term Placement at ACES

Middle and High

- Out of School Suspension (OSS) for Up to 10 Days
- Recommendation for Long-Term Suspension Based on Aggravating Factors
- Referral to Mobile Crisis
- Report to Law Enforcement for Offenses Labeled as PD and RO

Level IV Responses

- OSS with possible recommendation for Long-Term Suspension or long-term alternative placement
- Recommendation for OSS 365 days (Only for Specific firearm Offenses Under State Law)

Level V Response

- Expulsion: The indefinite removal of a student from school and all school properties for a student (age 14 or older) whose continued presence constitutes a clear threat to other persons or who is a registered sex offender. Expulsion requires a hearing before the Board of Education.

Offenses by Level

| Offense | Level I | Level II | Level III | Level IV | Level V |
|---|---------|----------|-----------|----------|---------|
| Aggressive Behavior | x | x | x | | |
| Attendance | x | x | x | | |
| Arson | | | x | x | x |
| Assault | | | x | | |
| Bullying or Harassment | x | x | x | | |
| Bus Misconduct | x | x | | | |
| Bomb Threats | | | x | x | x |
| Buying, Selling, or Trading Items | x | | | | |
| Cheating or Falsification | x | x | | | |
| Communicating Threats | x | x | x | | |
| Disrespectful Behavior | x | x | x | | |
| Disruptive Behavior | x | x | | | |
| Dress Code Violation | x | x | | | |
| Drugs and Alcohol: Alcohol | | | x | | |
| Drugs and Alcohol: Paraphernalia | | x | x | | |
| Drugs and Alcohol: Use, Influence, or Possession of Drugs | | | x | | |
| Drugs and Alcohol: Sale or Distribution (Attempt or Actual) | | | x | x | |
| Excessive Display of Affection | x | x | | | |
| Extortion | | | x | | |
| False Alarm | | x | x | | |
| Fighting | | | x | | |
| Firearms or Destructive Devices | | | | | x |
| Gambling | x | x | | | |
| Gang Related Activity | x | x | x | | |

| | | | | |
|--|---|---|---|---|
| Minor Infractions of Classroom and School Rules | x | x | | |
| Noncompliance | x | x | x | |
| Possession of Contraband | x | x | x | |
| Pornographic, Profane, and/or Violent Material | x | x | x | |
| Sexual Activity: Mutual Sexual Activity | | x | x | |
| Sexual Activity: Sexual Harassment | | x | x | |
| Sexual Activity: Indecent Exposure | | x | x | |
| Sexual Activity: Sexual Assault (not involving rape or sexual offense) | | | x | |
| Sexual Activity: Sexual Battery | | | x | x |
| Technology Responsible Use | x | x | x | |
| Theft | x | x | x | |
| Tobacco and Vaping Products | | x | x | |
| Trespassing | | x | x | |
| Unsafe Action | x | x | x | |
| Use of Wireless Communication Devices | x | x | x | |
| Vandalism | x | x | x | |
| Violations of NC Criminal Statutes | | | x | x |
| Vulgar or Profane Language | x | x | x | |
| Weapons or Dangerous Instruments (Not Including Firearms) | | | x | x |

DRESS CODE

The RRGSD board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. **If a student is dressed or groomed in a way that disrupts the orderly process of learning or reveals too much of the body for a school setting, parents may be called to bring the student a change of clothes.** The following list is not all inclusive but provides guidelines regarding what is appropriate/inappropriate clothing for school.

- A. Tops/shirts shall be worn at all times and should have no exposed chests or midriffs. Midriffs should not show during normal daily movement.
- B. Clothing that exhibits logos and sayings, which include profanity, sexual innuendos, or references to violence, alcohol, tobacco are prohibited.

- C. Sunglasses, hats, bandanas, or caps should not be worn in the building.
- D. Pants, shorts, dresses, shall be worn to not expose undergarments or private areas during normal daily movement.
- E. No costumes should be worn, unless related to school events/activities.

BUS DISCIPLINE CODE

The responsibility for safe transportation of students is shared by administrators, parents, bus drivers, and students. **School transportation service is a privilege, not a right.** Students at all times while riding a school bus or other school vehicle shall observe the directives of the bus or vehicle driver. Necessary action will be taken by school officials to ensure that all students conduct themselves properly at all times. Where there is evidence of misconduct by a student, immediate action will be taken to correct the situation. Bus drivers shall report to an administrator the name of any student whose conduct interferes with safe driving or who acts disruptively. After investigation of students' misconduct/incident, school administrator may implement consequences aligned with the behavior matrix below. The administrator will then notify parents by phone and/or mail of current and repeated bus misbehavior.

Bus Rules

1. Listen to the driver/monitor
2. Be respectful to others at all times.
3. Follow rules of the driver/monitor and bus rules.
4. Quietly enter and exit the bus.
5. No loud talking, yelling, or making noises.
6. Talk quietly only to the person sharing your seat.
7. Keep your hands, feet, and other objectives to yourself; out the aisles.
8. Do not throw any objects out the windows.
9. Cellphone should not be in use or visible.
10. Do not take pictures/ videos.
11. No horseplaying, fighting, name calling, or using profane language.
12. Be on time at bus stop.
13. Loading/ unloading buses in a timely manner.
14. Remain seated when the bus is in motion.
15. Respect the property of others.
16. Keep up with your belongings; not responsible for lost or stolen items.
17. Sit in your assigned seat.

Disciplinary Matrix

- 1st Offense** – Conference with student, warning issued, parent contact (subjected to ISS/ OSS depending on severity)
- 2nd Offense** – 1-3 day bus suspension and/or ISS/OSS, parent contact
- 3rd Offense** – 3-5 day bus suspension and/or ISS/OSS, parent contact

4th Offense – 5-10 day bus suspension and/or ISS/OSS, parent contact

5th Offense – Up to a 20 day bus suspension, parent contact

6th Offense – Bus suspension for remainder of the year

- **The administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus, but are not specifically mentioned above.**
- **Parents are responsible for transportation if/while students are suspended from the bus.**
- **Parents should notify the teacher of the alternate transportation arrangements.**
- **All of the rules apply on the bus and at bus stops. If a student chooses to break a rule, the following consequences will apply.**
- **Administration reserves the right to bypass any consequence level if warranted by the severity of the infraction.**

***Only those students that are assigned to a bus by the transportation office will be allowed to ride a bus.**

PARTIES. PICNICS. AND SOCIALS

Parties, picnics, and other in-school social events have value if carefully planned. Use of instructional time for these events must be kept at a minimum. Classes should plan to have a party before Christmas vacation and at the end of the year. This is expected; however, it is imperative that administration and the office be aware of events occurring on campus. Therefore, **ALL parties must have principal's prior approval.**

Special snacks or treats for the class must be approved by the teacher and only served during regular snack time. **Any food items brought must be purchased and in the original container.** The teacher will apply the Student and Staff Wellness policy 6140.

Invitations for out of school social events may be passed out at the teacher's discretion. However, Manning is not responsible for activities or incidents that may occur at these events. Please do not send birthday or other party invitations to school unless there is one for everyone in the class. This causes hurt feelings among students.

Due to the possibility of allergic reactions, flowers and balloons are not to be brought into the cafeteria or the classroom. Please have these items delivered to a home address.

DISTRIBUTION OF PUBLICATIONS BY NON-SCHOOL GROUPS

Except as provided in this policy, non-students shall not be permitted to distribute publications on school grounds during the school day or at school activities if the materials are unrelated to instruction or a school-sponsored activity. Materials directly related to the subject of a school-sponsored activity might be distributed, with the prior approval of the principal. We

also recognize that the school is a hub of the community; therefore, additional publications from civic and community organizations connected to student-related events might also be distributed, only with prior approval from the principal.

Commercial advertisements or other promotional materials shall not be distributed on campus by any person unless they relate to an approved school or school system promotion or are contained in school-sponsored publications or productions.

On election days at schools used as polling places, candidates may place posters on school property and campaign workers may offer prospective voters printed campaign materials in accordance with the restrictions imposed on those activities by law and the respective boards of elections.

FIELD TRIPS

We recognize that community and out-of-town resources are a valuable part of the school program. Parents are notified and must give their consent in writing before a child is allowed to participate in such a trip. Transportation will be provided by either activity or charter buses. Trips are carefully planned to match grade level curriculum objectives. **Therefore, children are allowed to only go on a trip with the class to which they are assigned by the principal. *Due to safety concerns, space considerations, and maintaining the instructional focus of the field trip, attendance by siblings is not permitted***