

**E.E. Miller Elementary School**



**2024-2025**

Principal: Hannah Gray  
Assistant Principal: Sarah Ruddock  
Reading Coach: Katherine Greene  
Math Coach: Karla Zuniga

Bookkeeper: Bernicia Monroe  
Data Manager: Stephanie Hodges  
Office Manager: Mildred Schuster

Doors Open: 7:15 a.m.  
Tardy Bell: 7:45 a.m.

Early Check-out: Allowed before 1:45 p.m. only!  
The parent must be in the office prior to 1:45 p.m. to check-out the student.

Dismissal Bell: 2:25 p.m.

School Office Hours: 7:15 a.m. – 3:45 p.m.

School Colors: Red & Black  
School Mascot: Bulldog

School Website: <http://eemes.ccs.k12.nc.us/>

District Website: <http://ccs.k12.nc.us/>

Social Media: <https://twitter.com/EEMillerElem>

School Phone: 868-2800

School Fax: 867-1960

Cafeteria: 868-4888

Prime Time: 678-2451

# E.E. Miller Elementary School



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Assistant Principal: Sarah Ruddock

Dear Bulldog Students, Parents, and Guardians,

Welcome to the home of the E.E. Miller Bulldogs! We are very excited to have you as a member of our learning community and look forward to having an outstanding year with each and every child, providing them the opportunity to become life-long learners and leaders.

We believe parents and families are our partners in educating children and strongly encourage your involvement. Your participation is needed and highly valued. Ongoing communication is a vital component to the success of ALL our students. Important information can be found on our school website, on our marquee, on ClassDojo and on our Twitter page. Be sure to stay connected with us this school year.

This handbook is designed to assist you in becoming familiar with our school and district. A clear understanding of the rules and procedures will encourage a school environment that is positive, safe, and conducive to learning. Please read it and review the appropriate sections with your child.

The elementary school years are critical times of development for students and families alike, and our staff is committed to providing the best learning environment for your child. We bring a firm commitment to students and families as well as a love of learning and problem solving.

Together, we will provide your children with innovative and engaging learning experiences that are rigorous, relevant, and help them build relationships while making real-world connections. If you have any questions, please contact your child's teacher, the school office, or administration.

Sincerely,

*Hannah C. Gray*

Hannah Gray, Principal

2024-2025 CUMBERLAND COUNTY SCHOOLS  
YEAR-ROUND CALENDAR

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
July 8 & 12	Monday & Friday	Workdays	2		
July 9 - 11	Tuesday - Thursday	Required Workdays (System-Wide PD)	3		
July 15	Monday	First Day for Students			
August 13	Tuesday	Student Holiday/Required Workday (System-Wide PD)	1		
September 2	Monday	Student/All Staff Holiday			1
September 13	Friday	End of Grading Period			
September 16	Monday	Student Holiday/Telework Workday	1		
September 17 - October 4	Tuesday - Friday	Intercession			
October 7	Monday	Student Holiday/Workday	1		
October 22	Tuesday	Student Holiday/Required Workday (System-Wide PD)	1		
November 5	Tuesday	Student Holiday/Workday	1		
November 11	Monday	Student/All Staff Holiday			1
November 27	Wednesday	Student Holiday/Telework Workday	1		
November 28 - 29	Thursday - Friday	Student/All Staff Holidays			2
December 13	Friday	Student Early Release/End of Grading Period			
December 16 - January 2	Monday - Thursday	Winter Holidays (Pupil/Teacher) Required Annual Leave		10	4
January 3	Friday	Student Holiday/Workday	1		
January 20	Monday	Student/All Staff Holiday			1
February 18	Tuesday	Student Holiday/Required Workday (System-Wide PD)	1		
March 7	Friday	End of Grading Period			
March 10 - March 27	Monday - Thursday	Intercession			
March 28	Friday	Student Holiday/Workday	1		1
April 18	Friday	Student/All Staff Holiday			1
April 21	Monday	Student Holiday/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		1	
May 26	Monday	Students /All Staff Holiday			1
June 4	Wednesday	Last Day for Student/End of Grading Period/2 Hour Early Release			
June 5 - 6, 9 - 10	Thursday - Friday & Monday - Tuesday	Required Workdays (Retest Assessments and Closeout)	4		
June 11	Wednesday	Workdays	1		
TOTALS			19	11	11

**Schedule of Required Teacher Workdays for System-Wide Professional Development / Testing Assessments and Closeout:**

July 9, July 10, July 11, August 13, October 22, February 18, / June 5, June 6, June 9, June 10

**Additional Teacher Workdays:**

July 8, July 12, September 16, October 7, November 5, November 27, January 3, March 28, June 11

**Make-Up Days if Needed:**

October 7, November 27

## Home/School Communication

We believe that productive home-school communication is one of the most important variables in guaranteeing school success. As parents, you can help keep communication open and productive by:

- taking a minute to read and listen to Parent Links which are sent from the school.
- making a commitment to attend Open House, parent-teacher conferences, and curriculum nights.
- returning correspondence in a timely fashion. You may need to work with your son or daughter to ensure they return notes on time. Signing this student agenda daily shows that you are monitoring your child's performance in school.
- talking with teachers and the administration about positive things happening at school. Calling attention to successful practices is important for reinforcing them.
- discussing questions or concerns about a classroom or teacher with that teacher as soon as they arise. Teachers appreciate honesty and early communication. They also appreciate knowing that parents realize there are two sides to every story.
- discussing concerns **not resolved at the classroom level** with the Principal. Bringing unresolved issues to the attention of the principal will usually result in a satisfactory resolution.



- \*Login to the ParentPortal to monitor your child's grades
  - \* review student work that has been checked
  - \*read classroom newsletters
- \*always call the teacher first if you have questions or concerns
  - \* attend school functions
- \*use the school website and follow us on Twitter

## Attendance

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. After three unexcused absences, the teacher will report the absence to the school social worker and

principal. Letters are sent to parents after 3, 6, and 10 unexcused absences. The school social worker shall work with the student and the family to eliminate the attendance problems and may request that a law enforcement officer accompany him/her on a home visit. After ten accumulated unlawful absences in a school year, the principal shall review any report or investigation and determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the parent, guardian, or custodian has not made a good faith effort, the principal and social worker will make an appropriate recommendation to the Cumberland County Court system. **When a student who has been absent returns to school, the parent needs to provide a written note to the teacher to verify the reason for the absence. The school will accept up to 10 parent notes. After ten parent excuses, a doctor's note will be required to excuse the absence. School absences are monitored carefully throughout the year.**

Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, with prior approval from the principal (Request must be made a week in advance. Request forms are available in the office).
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the principal, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

When a student is late, not only is important instruction missed, but also class is disrupted. Students are required to arrive in class on time. **All students arriving after 7:45 must check into the office before going to class. This late code will be placed on their permanent attendance record.** A student who is in the building, but not in their class at 7:45 may be coded late in their agenda.

### **Unexcused Tardiness/Early Check-Outs**

Habitual, chronic tardiness is a major factor in the loss of instructional time for students regardless of age. It is also one of the most valuable life skills a student can learn and can be easily transferred as a valuable asset for the future.

The Cumberland County School system is continuing its efforts of "Every Minute Counts" to ensure that students attend school for the entire school day unless excused. If a student is tardy, it is the parent/guardian's responsibility to inform the school in writing the reason for tardiness. Parents should make every attempt to make appointments outside of the school day so interruptions and missed school time are minimal. All check-outs must take place in the front office. No student is to be checked-out from the classroom.

- The loss of instructional time due to tardiness and early checkouts may affect a student's grades, achievement, and overall success in school.
- All instances of tardiness are recorded, whether excused or unexcused, in the district database.
- After 3 unexcused cumulative instances of tardiness or early checkouts, the school social worker will notify the parent/guardian using the district form letters.
- After 6 unexcused cumulative instances of tardiness or early checkouts, the school social worker will notify the parent/guardian by letter that he or she may be in violation of the Cumberland County Schools' Policy Regulation 4400-R1 Unexcused Tardiness/Early Checkouts. The school social worker will work with the child and the parent to develop a plan for addressing the chronic tardiness.
- After 10 cumulative instances of unexcused tardies or early checkouts, the school social worker will notify the parent/guardian by letter of the need for a meeting. In this meeting, the principal or the principal's designee will determine if the parent/guardian has made a good faith effort to comply with the regulation code. If the principal finds that the parent/guardian has not made a good faith effort, the school social worker will work with the child and the parent to develop a plan for addressing the chronic tardiness. Failure to attend this meeting may result in an immediate referral to attend Parent Accountability classes or a referral to the Cumberland County Truancy Mediation Council for violation of Cumberland County Schools' Regulation Code 4400-R1: Unexcused Tardiness/Early Check-outs.
- After 20 cumulative instances of unexcused tardies/early checkouts, the Principal/Social Worker may refer a parent to attend a series of mandatory Parent Accountability Sessions. Parents will be notified using the district form letter.
- After 25 cumulative instances of unexcused tardies or early checkouts, the Principal/Social Worker may refer a parent to Truancy Mediation Council (TMC).

**Choice School students are not allowed flexibility from attendance expectations. Principals will inform the Student Assignment office when the Choice School student has six (6) unexcused tardies. The Student Assignment office will then provide a warning of pending dismissal to the parent/guardian in writing. After 10 cumulative instances of tardiness or early checkouts a Choice School student may be returned to the home school.**

### **Breakfast**

Parents are asked to cooperate and help plan for their child to arrive on time. Upon arrival at school, students not participating in the breakfast program go directly to the classroom. As a service to our children and parents, BREAKFAST is served in the cafeteria between 7:15 a.m. and 7:45 a.m. Students in grades Kindergarten through 2nd will drop off their belongings in their class and pick up their breakfast card before reporting to the cafeteria to eat their breakfast. Students in grades 3rd through 5th grades will report directly to the cafeteria to pick up breakfast and eat in their classrooms. Lunch cards for 3rd - 5th grade students will be housed in the cafeteria.

**Please remember that if your child plans on eating breakfast, they should plan to arrive at school earlier than 7:35 to help prevent being marked tardy in their student agenda and to be ready for classroom instruction to start at 7:45.**

### **Community Eligibility Provision School**

The Healthy, Hunger Free Kids Act of 2010 (HHFKA) provides an alternative to household applications for free and reduced price meals in local educational agencies (LEAs) and schools in high poverty areas. This alternative is referred to as the Community Eligibility Provision (CEP). All students enrolled at E.E. Miller receive breakfast and lunch at no charge. Applications for Free or

Reduced-price meal benefits are not collected at CEP schools. Additional funds can be added to a student's lunch account to purchase snacks.

No glass containers, aluminum cans, and soft drink containers should be packed in a student's lunch.

### **Please Be Respectful**

Any person who jeopardizes the safety of our students, staff, and/or visitors by failing to adhere to our safety rules, directions, traffic patterns, and/or procedures will be reported to law enforcement and could receive a "No Trespassing" letter from Cumberland County Schools.

### **Early Arrival**

Parents who arrive prior to 7:15 a.m. will need to supervise their child until the 7:15 a.m. bell rings. Parents and children can wait in their vehicle or parents can wait outside with their child until the 7:15 a.m. bell rings. Failure to accompany your child/children and to provide appropriate supervision of your child/children in the mornings creates a danger to our students' safety and well-being.

**Walkers/Bike Riders:** Students should cross the road using the crossing guard's assistance. Students should park their bikes at the bike rack located closest to the 2nd through 5th grade dropoff.

**Daycare Riders:** Daycare vans will pull up to the front entrance to unload and pickup students. All daycare vans must have a sign in the front window of the vehicle.

### **Car Riders:**

Students will be dropped off and picked up at the parking lot behind the Rec Center (The side of our building). Please have your number card displayed upon arrival for ease of pickup or identification card ready to be shown.

### **Early Checkouts**

**There are no student checkouts after 1:45 p.m.** Please plan your appointments accordingly and arrive ahead of time to check your child out. **The parent/guardian must be in the office prior to 1:45 p.m. The parent/ guardian must be prepared to show a valid ID.**

### **Half-Day Mark**

The half day attendance mark for students is 10:45 a.m. Students who arrive after 10:45 a.m. are considered absent for the day. Students who check out prior to 10:45 a.m. are also considered absent for the day.

### **Dismissal - 2:25 p.m.**

Teachers and staff will escort students to the buses, daycare vans, car pick-up, and Prime Time locations. Walkers will be escorted to the crossing guard. Checking-out from school prior to regular dismissal time more than 3 times per nine weeks may result in a child not being recognized for perfect attendance and will result in referral to our school social worker. Parents are responsible for ensuring that their children are picked up from school at 2:25 p.m. Students who are not picked up by 2:45 p.m. will be escorted to the front office and parents will need to go into the front office to sign their child out. **The parent/ guardian must be prepared to show a valid ID.**



### **Changes of Transportation**

Parents are to send written notification of any change in their child's dismissal procedure (this note must be signed and dated by the parent/guardian). Please understand we cannot accept your child's word in this matter due to obvious reasons, safety precautions, etc. We do not accept changes in your child's dismissal procedures over the phone due to safety precautions (as we cannot see or make an appropriate identification over the telephone of who we are speaking with through the telephone connection.)

### **School Visitors**

Parents are always welcome at E. E. Miller Elementary School. We ask all visitors to report directly to the main office upon arrival. Parents coming to eat lunch with their child will be provided a space to visit with their child and eat lunch separate from the regular lunchroom tables. School visitations are 30 minutes in length. If you would like to stay longer, please return to the office to sign-in as a volunteer.

Volunteers must have a current cleared criminal background check on file (<https://www.ccsvolunteers.com>). We appreciate your assistance as we continue to keep E. E. Miller safe.

When visiting our campus to complete an observation please follow these procedures:  
Call the school office 24 hours in advance to schedule a classroom observation. Specify what learning opportunities you would like to observe at school. Do not bring other children with you during observations. Sign in at the office and receive further instructions. We believe student-learning time is very important and wish for all observations to be successful for the observer and the class. We are committed to protecting our instructional time and using the time for students.

When an individual disrupts the educational environment, acts in a disorderly manner, damages school property, or violates board policy or the law, the principal or designee has authority to:

1. order the individual to leave school property;
2. notify law enforcement; or
3. take any other action deemed appropriate under the circumstances.

Violations of CCS policies by visitors will support issuance of a no trespass letter.

### **Behavior Expectations/ PBIS**

Since positive behavior is essential to academic progress, the teachers and staff of E.E. Miller works together to encourage productive behavior in a firm, fair, and consistent manner. Our school discipline plan is based on the premise that teachers are here to teach and students desire to learn and be safe

Therefore, it is our expectation that all students will behave in such a way that will not interfere with the learning of other students. Each child will receive a copy of the Code of Conduct as outlined by Cumberland County Schools. Students disrupting our learning environment will be subject to disciplinary action.

These are specific rules and consequences that each student is expected to follow. Please read and discuss the code with your child. If, after due process, proper conduct is not established, students may be sent home until further notice. Positive Behavior Intervention & Support (PBIS) is a process for creating safer and more effective schools. It also helps schools decide how to respond to a child

who misbehaves. A hallmark of a school using PBIS is that everyone knows what's appropriate behavior. Throughout the school day—in class, at lunch and on the bus—kids understand what's expected of them. Please review the PBIS matrix with your child.

We expect all students to:

1. Treat everyone and everything with respect and dignity
2. Behave in a safe, caring, and orderly manner
3. Make good choices
4. Follow the PBIS Matrix for all areas of our school
5. Take responsibility for their own learning and do their best at all times

Our PBIS Behavior Plan includes the following actions before an office referral for minor offenses is completed:

- First Offense - verbal warning
- Second Offense - verbal warning and code in student agenda
- Third Offense - code in student agenda, reflection sheet completed, possible “bounce” to another classroom
- Fourth Offense - third code in student agenda, office or student services referral, and phone call home.
- Continued offenses or a severe behavior incident will result in a student services or office referral and after due process, may result in an out-of-school suspension.

A severe disruption such as fighting is an immediate referral to the administration. Please know that it is our intention to keep our students in school and learning.

We need your help! Continue to reinforce personal responsibility and self-respect with your child; it will help ensure a successful year. Checkout our school's PBIS matrix on the next page!

E. E. Miller Expectations Matrix

	All Settings	Classrooms	Halls/Walkways Dismissal	Restrooms	Recess	Cafeteria	Bus
<b>Be Safe</b>  <b>I will...</b>	Follow directions of ALL staff  Keep hands/feet/objects to myself  Maintain personal space  Travel with appointed buddy	Use equipment and materials in a safe manner  Walk and sit appropriately	Stay to the right in a straight line  Take one step at a time on the stairs  Walk at appropriate speed  Use the traveling position	Use restroom equipment/facility appropriately  One person per stall/urinal  Wash hands  Keep water in sink  Dispose of waste materials properly	Use equipment properly  Follow all activity rules  Stay in designated area  Be aware of surroundings  Notify teacher of danger	Wait my turn  Clean up after my eating area  Walk and move carefully  Use equipment and materials in a safe manner	Remain bottom to bottom/back to back  Walk when getting onto and off the bus  Approach bus only when stopped  Use appropriate voice level
<b>Be Respectful</b>  <b>I will...</b>	Follow directions of ALL staff  Use peaceful language  Respect others, myself, and property  Exhibit self-control  Be polite and courteous	Wait my turn  Listen attentively  Use inside voice and appropriate tones  Follow classroom rules and directions  Do my best  Be prepared	Use inside voice and appropriate tones  Be silent in hallways  Wear no head coverings	Pick up after myself  Respect others' privacy  Keep the restroom clean	Demonstrate good sportsmanship  Use equipment properly  Share equipment and space	Wait my turn  Use inside voices and appropriate tones  Ask permission before leaving the table	Keep hands/feet/objects to myself  Use appropriate voice levels
<b>Be Responsible</b>  <b>I will...</b>	Follow directions of ALL staff  Keep hands/feet/objects to myself  Solve problems peacefully  Be here, be ready with appropriate materials  Be a participant	Complete all assignments on time  Take home all school notes and return all forms on time  Be here, be ready with appropriate materials on time  Own my actions	Report to my destination promptly  Take all necessary materials with me	Have a pass  Use designated restroom  Flush  Exit promptly after use	Dress appropriately for the weather  Use the traveling position	Wait to be dismissed by my teacher  Clean up after myself  Finish eating before participating in conversation	Report any concerns to driver/adult  Gather all materials before exiting bus

## PBIS Behavior Codes

<b><i>T</i></b>	<b>Talking</b>
<b><i>OT</i></b>	<b>Off-Task:</b> playing, not working, daydreaming, sleeping, out of chair, inappropriate use of technology
<b><i>NL</i></b>	<b>Not Listening:</b> not following directions, not paying attention
<b><i>D</i></b>	<b>Disruptive:</b> calling out, name calling, inappropriate touching, crying, bullying
<b><i>OR</i></b>	<b>Office Referral</b>
<b><i>DR</i></b>	<b>Disrespect:</b> rolling eyes, talking back, smacking lips, obstinate
<b><i>U</i></b>	<b>Unprepared:</b> missing assignments, communication documents, or materials that day
<b><i>TDA</i></b>	<b>Turned Day Around:</b> received one or two warnings but stopped negative behavior
<b><i>PD</i></b>	<b>Positive Day</b>

ALL students will receive an agenda at the beginning of the school year. This agenda is to be used to write behavior codes and notes to parents. Students are expected to take agendas home to share with their parents.

***Parents are expected to review comments and sign the agendas daily as well.***

Students are given 2 warnings if they exhibit inappropriate behavior. If a student does not correct the behavior they are then to get a code that matches the behavior written in their agenda. The codes are in the chart above. This is to be done right away so the behavior is addressed and the student is given time to correct it. Codes can be given at any time, anywhere, and by any staff member in the school. Remember the entire school is using the same matrix and codes. If a student is coded 3 times in one day they lose their paw.

Each day students are able to earn a PAW for PAWSitive behavior. These PAWS should be given each day so students are aware of their good choices and continue to strive to earn more PAWS.

Note the following:

- PAWS cannot be taken away once a student earns it.
- If a student is absent they do not get a PAW.
- If a student is coded 3 times in one day they do not earn their PAW
- PAWS are earned each day.
- Students enter school on a clean slate each day.
- Poor choices should not carry with them into the next day.

As students earn their PAWS, their PAWS turn into rewards. Students can earn different rewards each nine weeks. Students earn rewards in increments of five that keep adding on to each other. For example if John gets his first 5 PAWS he will get the first reward. Then the second week he earns 5

more. He will have earned his 10 PAW reward. This continues through the nine weeks. At the start of each nine weeks the PAWS reset to zero and they start earning all over again.

Brag Tags are rewards that students can earn individually for showing good behavior choices at any time and anywhere throughout the day. Any staff member can give a brag tag to any student. When a student receives a brag tag they are to take it to the front office and put it in either the K-2 or 3-5 brag tag box that matches their grade level. On Fridays, brag tags will be drawn for the students to go to the principal's office and fit the school's treasure box. The more brag tags they earn the better their chances of winning.

Applause for the Big Dogs is an award that is earned as a class. Classes earn this award when they go to resources (Art, Music, P.E., Library, Computers, & Guidance). Resource teachers give Applause for the Big Dogs to classes that exhibit good behavior together as a whole. At the end of each nine weeks the class from each grade level that has the most Applause for the Big Dogs will win Brava or Bravo (stuffed bulldog) to carry around and keep in their class the following nine weeks. The next nine weeks everything resets and classes compete again to earn the most Applause for the Big Dogs to win or keep Brava or Bravo.

Safety Patrol Tickets are given out by the Safety Patrol Students in the morning and in the afternoon. Students caught walking silently and in "travel position" can earn these tickets.

When students get a ticket they need to write their first and last name on the ticket along with their teacher's name. They will then take it to the Safety Patrol Box in the office on the front counter.

Names will be drawn on Friday for students to go to the principal's office to receive a prize from the treasure box.

### **Code of Conduct**

The goal of student discipline is to maintain safe and caring schools, to teach students to behave in ways that contribute to academic achievement and school success and to support a school environment where students and staff are responsible and respectful. As such, school disciplinary measures should be used to preserve the safety of students and staff. Cumberland County Schools is committed to providing an environment where teaching and learning take place in an atmosphere free from disruption and obstacles that impede learning. **Violations of the Code of Conduct may result in disciplinary action.**

### **Bus Safety**

The safe transportation of our students to and from school is very important. We are positive that you feel the same. With this in mind, we appreciate your cooperation in reviewing the following safe riding procedures with your child. Bus Transportation is a privilege afforded to students living in our E. E. Miller Bus Transport Zone. Students are assigned to a bus at the beginning of the school year. Students may not ride any bus other than the one assigned to them. Students who do not follow bus safety rules and procedures can lose their bus riding privilege.

Students are expected to:

1. Follow all county and school rules and procedures while at the bus stop, while on the bus, and departing from the bus.
2. Respect and cooperate with the bus driver and all persons on the bus. Respect everyone.
3. Be prompt and ready to board the bus in an orderly manner at your designated stop. Bus drivers cannot wait for students who are not at the bus stop waiting for the bus.
4. Remain seated in your assigned seat until the bus comes to your stop or until given permission to leave your seat.
5. Refrain from eating, drinking, or chewing gum on the bus.
6. Keep your hands, feet, body, objects, and body fluid to yourself at all times.
7. No toys, electronics, iPods, beepers, weapons, dangerous items, trading/game cards, non-academic items etc... allowed on the school bus. Items will be confiscated by the bus driver and turned in to administration. Cell phones are not allowed to be utilized on the bus. If a student possesses a cell phone for safety reasons, it must be kept in the student's book bag at all times and it must remain powered off.
8. No throwing items or yelling out the window.
9. Parents must send in specific written transportation information and emergency information signed and dated concerning school arrival and dismissal transportation of their child. Any changes in student transportation must be approved by administration and signed and dated by parent, teacher and administration. Parents must notify the school in written form of any change in transportation for their child immediately.
10. Students will be permitted to carry items that can fit into their book bag or a grocery size bag that can be placed on the student's lap. This item should not obstruct the view of the driver.

### **Internet Acceptable Use Policy**

Students are provided technology resources to use for educational purposes. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. All students and parents must sign an Internet Acceptable Use Policy form to be kept on file at school. Using technology in an inappropriate manner, may result in loss of privileges.

### **Read to Achieve**

Read to Achieve (RtA) The state's Read to Achieve program, a part of the Excellent Public Schools Act, is designed to ensure that every student reads at or above grade level by the end of the third grade. Third grade students are given multiple opportunities, through various means, to show reading proficiency throughout the school year. A Read to Achieve Summer Reading Camp is offered to every first, second and third grade student that has not shown reading proficiency by the end of the school year. Non Proficient third grade students can move to the fourth grade, but will have a "reading retained" label and will receive additional reading support in the classroom. They will also have opportunities during the fourth grade year to have the label removed. Third grade students who do not show reading proficiency on the Beginning-of-Grade (BOG) or End-of-Grade (EOG) tests can move to fourth grade without the "reading retained" label by qualifying for a Good Cause Exemption(GCE) such as: • Limited English Proficient students with less than two years of English as a Second Language program Students with disabilities. • Students who demonstrate reading proficiency through an approved alternative assessment. • Students who demonstrate reading proficiency through a student reading portfolio. • Students that have received reading intervention and previously been retained more than once in kindergarten, first, second or third grades.

## **Parent Teacher Organization (PTO)**

Supporting the Parent Teacher Organization (PTO) is a way of showing you care about E. E. Miller Elementary School. PTO dues are \$5.00. Your time and participation will make a difference in our students' success.

Coming to school and volunteering time is just ONE way to be a part of our school volunteer program. (It is required that all volunteers have a completed background check that has been cleared by Cumberland County Schools before they are allowed to volunteer for school events on/off campus). We will be sending out literature on ways you can actively be a part of your child's education. For example, you may be able to put us in contact with a civic, work, church, or senior citizen group/organization that can assist us at various times throughout the year. There are many ways to assist students other than working in individual classrooms. Our goal is to continue to expand our volunteer program into a school-wide program. We need your help! **Please contact the Executive Board Members via email- eemillerpto@gmail.com with any questions.**

## **Home Base Parent Portal**

The Home Base Parent Portal gives parents and students access to real-time information including attendance, grades, and assignments. Home Base, powered by PowerSchool application, helps keep everyone connected and informed about what is happening in the classroom. Students can keep up with assignments, parents can track their child's progress, and teachers can more easily share information about student progress with parents and students. Contact your child's teacher or the school's data manager for more information about receiving login information. In order to maintain compliance with the U.S. Family Educational Rights and Privacy Act (FERPA), all Home Base users are required to access Home Base using their own account. Access codes will only be given to parents/guardians of CCS students. Student data is not accessible by anyone who does not have the authority to do so. Detailed steps on how to set up your Portal accounts can be found at the following link: <http://homebaseportal.ccs.k12.nc.us/>

Student grades will be updated weekly for parents to review progress. Please take advantage of this opportunity to review your child's progress, as needed, in between progress reports and report cards.

## **Immunizations**

No child shall attend a school (pre-K to 12) unless a certificate of immunization indicating that the child has received the required immunizations has been provided to the school. If documentation of the required immunizations is not presented on or before the first day of Attendance, the parent/guardian shall have 30 calendar days from the first day of attendance to obtain the required immunization(s). The student will not be allowed to continue beyond the 30 calendar days or the extended period unless the required immunization(s) has/have been obtained.

## **Withdrawal from School**

The procedure to be followed by the parent/guardian for withdrawing their student:

1. Inform the school data manager of the last day the student will be at school and complete the student withdrawal form.
2. Inform the data manager of the new address of the student and the new school he/she will attend, if known.
3. Turn in library books and textbooks before leaving; pay any fees owed to school.

### **School Admissions/Residency Requirements**

To be eligible to attend E.E. Miller Elementary School, the child, or his parent, guardian, or person having lawful control of the child shall reside in the E. E. Miller School attendance area. Since E. E. Miller is a Choice School, anyone within Cumberland County can opt to attend. However, only students that are within our district will be offered bus transportation. If you live outside the transport zone then you must provide transportation to and from school.

Students who move within the Cumberland County Administrative Unit after the first thirty days of the school year may remain in the school that they are attending until the end of the school year – provided the parents furnish the transportation. Students who move outside the Cumberland County Administrative Unit after the first thirty days of the school year may remain until the end of the school year – provided the follow occur:

Application to remain in said school is submitted to the local Board of Education and approved by said Board.

Request for release is submitted to the Board of Education in whose jurisdiction the applicant resides and the release from said Board is approved.

Students and/or parents furnish transportation.

If it is determined that a student resides outside the school district and entered E. E. Miller, without meeting residency requirements or choice school approval, said students will be subject to immediate dismissal.

### **Snacks/Food/Parties**

Per Board Policy 6140 Student Wellness, school principals shall establish rules for foods and beverages brought from home for classroom events or parties during the school day or for extracurricular activities after the school day (section D.3 of the policy).

Please also keep in mind Regulation 5020-R Deliveries to Student(s) During School Hours limits food deliveries to lunch meals items only by the parents/guardians on file.

Based on these guidelines, rules related to cupcakes, treats or goodie bags for birthdays are at the principal's discretion, but they must be delivered outside of school hours (before or after school) therefore we do not accept cupcakes, etc. brought in during the school day. All foods and snacks provided to students as a shared snack during school hours must be store bought and display an ingredient label for food allergen verification.

Please make sure the parent delivers this outside of school hours. Before 7:45 or after 2:25.

### **Cell Phones and Other Personal Devices**

Cell phones and other electronic devices must be stored in the student's backpack prior to boarding a school bus in the morning or entering our campus. All cell phones and devices should be turned off to not disrupt the learning environment. The school will not be responsible for any lost, damaged, stolen or confiscated electronic devices. Use of a cell phone or electronic device in the classroom is not permitted at E.E. Miller.

Cell phone guidelines are as follows:

- Cell phones will be returned only to the parent/guardian of the student.
- Students violating the cell phone policy may receive disciplinary action.



## **Concerns/Complaints**

The school has adopted a clear set of procedures to address concerns and complaints. Please use the following steps when you have a concern.

1. Classroom concerns should first be brought to the attention of your child's teacher. Please call or email the teacher to explain your concern. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
2. If the classroom concern is not satisfactorily addressed with the teacher or the concern is a school level concern, then please call the school administrator. Small concerns may be addressed through a phone call; larger concerns are better addressed in a conference.
3. If the concern is not satisfactorily addressed with the school administrator, then a call should be made to the School Support Office in Cumberland County Schools.

## **Dress Code**

All Cumberland County Schools will make any necessary religious accommodations for any type of headgear or head coverings otherwise restricted or prohibited under existing individual school dress codes.

No student shall be suspended out of school based solely upon violation of an existing individual school dress code.

Students' dress contributes to our safe & orderly school atmosphere, self-respect, and supports positive "first impressions". Students are earnestly advised to dress with good taste and in so, they will be contributing to the general pride of the school. School dress/attire/appearance concerns will be addressed by school staff. Students with questionable dress/attire/appearance will be sent to the office to call home for assistance. Thank you for helping to teach children to dress for success.

The following is a dress code that we feel will maintain an atmosphere of comfort and learning.

Students must wear skirts and shorts that are no more than three inches above the knee when standing. It is recommended that young ladies wear shorts under their skirts.

Students must not wear clothing depicting intoxicating beverages, tobacco products, weapons, or obscenities. Clothing which causes a disruption en-route to or at school is not permitted.

Students must wear jeans, pants, shorts, shirts, or slacks that fit at the waistline. – no biker shorts, leggings, jeggings, ripped clothing that exposes too much skin, bagging/sagging attire or too tight attire.

Blouses/shirts must cover shoulders & midsections (stomach) – no spaghetti straps (2-fingers wide).

Your child's safety is our priority! NO flip-flops, open-toed shoes, heels (higher than one inch) or wheels on shoes are permitted. In an effort to keep students safe, all students need to wear tennis shoes to PE class. If a student is not wearing proper footwear, he/she will be asked to step/walk around the perimeter of the gym for the duration of class (as an alternative way to stay active).

Closed-toe footwear is appropriate for your child's daily physical activities.

Attire will be clean, neat, and not revealing.

Headgear will not be worn in the building and must be kept inside the book bag. This includes hats, hoods, kerchiefs, scarves, bandanas, etc.

All clothing must be free of offensive language (or pictures) relating to violence, controversial issues/topics, drugs, race, or sex. Clothing should represent respect for self and others and promote a positive attitude in our positive emotional learning environment.

### **Emergency Card**

Each year parents are requested to fill out an emergency card listing the names and telephone numbers to be used if it is necessary to reach parents or other designated adults during the school day. If the information you have originally turned in changes, please notify the school so that the card can be updated. Emergency cards can be the lifeline for the proper care of your child. **Children cannot be released to individuals not listed on their emergency card, even under emergency conditions.**

If there has been a parent separation, we cannot withhold information from either parent unless legal documents are on file. Please speak with an office staff member if you need further information in this area.

The only person who may change information on the emergency card is the parent/guardian. The parent/guardian should be prepared to show their ID in order to change information.

### **Emergency Procedures**

The school has a well-developed and complete emergency response plan that is coordinated with local agencies. The emergency plan clearly identifies the specific actions for any emergency situation. Students and staff practice monthly emergency procedures such as fire drills, lockdown, and classroom evacuations during the school year and are familiar with how to respond in an emergency situation.

Emergency plans have been developed with the assistance of other public agencies, and our staff has been trained on these plans with our main goal being to reunite children with their parents/guardians as quickly as possible. Students will not be released except to the care of parents/guardians or to an adult designated on their emergency card.

### **Field Trips**

A field trip permission form is sent home with your child for each field trip. This form must be returned with a parent signature in order for your child to leave on the trip. Permission will not be granted by phone. All students are expected to ride the bus to and from the field trip and may not be released to ride home with his/her parents from the field trip. **All parents accompanying students on a field trip must have a clear background check completed with Cumberland County Schools.** Siblings are not allowed to accompany parents chaperoning a field trip. Undesirable behaviors may restrict students from participating in the field trips.

### **Child Custody Orders**

If there are special custody agreements for a child, the parent(s)/guardian(s) should provide a copy of the custody papers signed by a judge, law enforcement official, or DSS caseworker to the office and notify the teacher. Without custody papers on file in our office, school personnel consider both parents to have equal access to the child.

### **Fire Lane**

Do not leave cars unattended in the marked fire lane at the front loop of the school. The Fire Marshal will issue citations / fines for all vehicles illegally parked in the fire lane.

### **Homework**

Homework should be an extension or practice of what was learned in school. Students are expected to complete and hand in homework. Homework should be designed so that parents can serve as a resource to their child without diminishing the student's sense of responsibility.

To be effective, homework assignments should not place an undue burden on students and families. Homework should reinforce classroom learning objectives and be related to students' individual needs and abilities.

Homework is defined as school-related work that is an important part of the instructional program. When it is properly implemented, students will:

- Develop regular study habits and the self-discipline necessary for study to be effective and the ability to work independently
- Gain more information than would be possible in the classroom situation alone
- Have more opportunity to develop a personalized, creative approach to projects and other school work
- Learn to budget their time effectively
- Come into contact with out-of-school learning resources.

Recognizing the individual abilities of children, the time it takes to complete homework will vary.

### **Illness or Injury**

Parents will be promptly notified of any serious injury or illness that occurs on the school grounds or on the bus. It is important that the school knows who to call. Be sure to keep up-to-date information on your child's emergency card, which is on file in the school office. If the accident or injury warrants, the school will call 911 and notify the parents immediately. The school does not have a full-time nurse.

### **Bookbags and Belongings**

Rolling book-bags, radios, hand held electronic devices, laser pens, CD Players, iPods, iPads/Tablets, Kindles, MP3s, walkie-talkies, pagers, valuables, collectables, trading cards, or certain athletic equipment (composite/aluminum/ metal/ wooden bats, metal cleats, etc.), and toys are prohibited at school. Cell phones are only allowed for emergency purposes, but they must be kept in the student's book bag and turned off at all times while on campus and/or on the school bus. These items in the learning environment or on the school bus can be disruptive to our school learning

environment as well as the school bus environment. Students should not bring non-academic items to school to share, trade or sell. When discovered these items will be confiscated, an administrative conference with parents will be scheduled, and disciplinary action will be determined by administration. (\*Toys, games, jewelry, or other personal items should not be brought to school unless the child is directed to do so by a staff member. The school is not responsible for any loss or damage to these items.) The school assumes no responsibility for personal technology or other personal prohibited items brought to school. Please use a permanent pen to write your child's name in clothing or items before they wear or bring them to school so staff may quickly identify them and give them back to your child as needed. (Inside labels or tags work well)

### **Personal Property/Prohibited Items**

Personal property having no bearing on studies is a distraction to the learning environment and should be left at home. It is also advisable not to bring large sums of money to school. All objects which in any way might be considered dangerous or disruptive to the learning environment shall not be brought to school. The school is not responsible for housing or theft of confiscated items, nor is it responsible for personal property that is lost, stolen, or damaged. Repeated confiscation may result in administrative consequences.

### **Report Cards**

The primary purpose of report cards is to clearly communicate a student's areas of strength and areas needing improvement based on grade level standards. The goal is for students to meet all grade level standards by the end of the school year. Teachers use a variety of common assessments to determine whether a student is meeting standards. Parents are asked to read report cards carefully, note teachers' comments, and if there are any concerns, request a conference with the teacher to discuss the student's performance.

### **Grading Scale for 3-5**

The lowest permissible grade to be reported (report card grades) to a parent or student is 50. The exact averages may be necessary for student referrals or for a true identification of areas of student weakness. Progress reports may display the "true" average of the student assessments without manual adjustment to a grade of 50 and above.

90 to 100	A
80 to 89	B
70 to 79	C
60 to 69	D
0 to 59	F

## Grading Scale for K-2

Alpha marks will be updated on a weekly basis. Teachers will post the alpha mark of I, II, III, or IV for progress reports and report cards.

IV	Above Grade Level
III	On Grade Level
II	Below Grade Level
I	Well Below Grade Level

## Awards

This school year your child will have the opportunity to celebrate his or her many successes. Each nine-week period we take the opportunity to celebrate and acknowledge all of our Bulldogs hard work and accomplishments. At the end of the nine weeks, we honor those successes with an Awards Program. Due to the size of our grade levels, each one has their own Awards Day Program. We encourage our students to set a goal for the nine-weeks and then offer several opportunities in many areas to achieve those goals. Below, we have described many of the opportunities that are available.

**A Honor Roll – Grades 3-5:** Students must have A's in all academic areas with no less than "S" in resource classes.

**A/B Honor Roll – Grades 3-5:** Students must have A's and B's in all academic areas with no less than "S" in resource classes.

**BUG (Bringing Up Grades) -- Grades K-5:** Students will be awarded a BUG award if they bring up two grades without allowing any grades to drop and maintain S's in resource classes. (2nd – 4th Quarters Awards)

**Academic All Star Award:** The Academic All Star award is given to students in grades K-2nd who have earned 3's and 4's in all academic areas with no less than "S" in resource classes.

**Terrific Kid - Character Education Program:** Students are awarded a TK award by being a role model and exhibiting great character characteristics in the classroom as well as around the school building on a daily basis. Each month one student per class is selected to receive this award.

**Perfect Attendance:** Students are acknowledged for having perfect attendance if they have no absences and *no more than three tardies and or early checkouts* for the nine week period.

**Citizen of the Week:** This award goes to students who demonstrate positive character traits on a weekly basis. Throughout each week they serve as role models for other students.

**SuccessMaker:** All students who make 3 months growth on SuccessMaker in a quarter will be recognized for this award.

**Accelerated Reader:** Students in 2nd through 5th grade are given a nine-weeks goal based on their STAR test and independent reading level.

At E. E. Miller, we expect all of our children to do their very best and we celebrate their successes!

## **Choice Programs**

All assignments will be for a full academic year. Students may change assignments during the school year only if they move out of their current attendance area or meet hardship requirements. Reassignment will only be approved for return to the home school district. Any student whose choice is to remain at their assigned home district school will not need to complete an application. Students currently assigned to a choice program will remain assigned to their current school unless a "choice exit intent" form is completed and submitted to the Student Assignment Office.

E.E. Miller has both Year-Round and Spanish Immersion Choice Programs. A student is committed to each of these programs for a full academic year unless they meet the above hardship requirements and wish to return to their home school.

## **Medication Policy**

Prescription medicine can only be administered by school personnel under the following guidelines:

1. An order signed by a physician with specific directions for administration must be submitted to the office. A parent or guardian must also sign this order. These forms are available in the school office and at the offices of most area physicians.
2. Parents must bring the medication in a bottle with a pharmacist's label designating the patient's name, dispensing instructions, name of drug, and the physician's name. Office personnel will count medication in pill form while observed by the parent.
3. A record will be kept of all children receiving medication. This record will be accessible in the office.
4. A note regarding the medication will be attached to the child's health card.
5. All medication will be kept locked in the office and administered by office personnel. Teachers or assistants will be given medication to administer on field trips.

Non prescription medicine:

The above procedures also apply to all nonprescription medicines administered to students in pre-kindergarten through fifth grade

## **Student Health Care Forms and Information**

[www.ccs.k12.nc.us/Page/3645](http://www.ccs.k12.nc.us/Page/3645)

## **Educational Student Leave**

Parents may complete an educational leave form for their student if they would like to request leave that is educationally based. **This needs to be completed and submitted to administration for approval two weeks prior to the requested leave dates.** If approved, the student must document their trip and present learned information to his/her class within five days of returning to school. Parents are responsible for scheduling the presentation with the classroom teacher.

## **Special Education**

The district strives to provide an educational program to meet the needs of all children within the district. A student shall be referred for special educational eligibility only after the resources of the general education program have been considered and modified in an attempt to meet the student's needs. If a student is referred to special education, parents will receive a notification of parental safeguards and an explanation of the proposed assessments. Following the completion of the assessments, a written report will be compiled. The results of the assessment will be discussed at an Individual Educational Program (IEP) meeting. At the IEP meeting, the team will determine if the

student meets eligibility for special education. If the student meets eligibility, a plan will be developed that will be reviewed at least annually. The district provides special education services.

### **Student Success Team (SST)**

The Student Success Team is a school-site team, which identifies effective strategies to meet the needs of individual students who are not progressing due to academic, social, emotional, behavioral, medical, or other concerns. The Student Success Team process is a collaborative process between the school and the parents on behalf of the student. The Student Success Team meeting will include the parent, the student's teacher, administrator, and other support staff as needed.

### **Multi-Tiered System of Supports**

E.E. Miller will support the individual needs of our students by implementing and sustaining a layered system of support, MultiTiered System of Support (MTSS), so that all students succeed academically, behaviorally, and emotionally.

- Tier One includes high quality curriculum and instruction in the classroom that all children receive--Core Instruction.
- Tier Two includes additional targeted, supplemental instruction for small groups of students who need more support on a targeted skill.
- Tier Three includes intensive interventions that are customized to meet the individual needs of students.

For more information on the specific support, please contact your child's teacher or school counselor.

### **PARENTS RIGHT TO KNOW STATEMENT**

As required by the Elementary and Secondary Education Act (ESEA), Title I Part A. Information is available at our school to include but is not limited to the following:  
the school improvement plan  
qualifications of your child's teacher and/or teacher assistant  
professional development opportunities for teachers and assistants to ensure highly qualified personnel  
opportunities for parent involvement and input  
the district improvement plan  
the district parent involvement policy  
the district report card and the school report card  
Please contact our school and we will be glad to provide you with this information upon request.

### **DECLARACION DEL DERECHO A SABER DE LOS PADRES**

Como requerido por el Acto de Que Ningún Niño se Quede Atrás (NCLB) del 2001, Título 1 Parte A.

Información está disponible en nuestra escuela que incluye pero que no está limitada a lo siguiente:  
Plan de Mejoría de la Escuela  
Calificaciones del maestro(a) de su hijo/a  
Oportunidades del desarrollo profesional de los maestros y de los asistentes para asegurar personal altamente calificados  
Oportunidades para la participación y las opiniones del padre  
Plan de Mejoría de las Escuelas del Condado de Cumberland  
El Plan del Título 1 para la Participación de los Padres y el Plan para la Participación de los Padres en las Escuelas  
Reporte de Calificación del Condado de Cumberland  
Reporte de Calificación de la Escuela.

Favor de comunicarse con nuestra escuela y será nuestro placer en proveerle con información a su petición.

### **Grievance Procedures: Title IX**

Students who believe that they have been mistreated because of sex discrimination in the public school may appeal to the person designated in each school as the one responsible for hearing said complaints. If after appealing to this designated official the student is dissatisfied, he/she may submit a request in writing to the Superintendent for review of the case.

The Superintendent or his designated representative will arrange a conference with the student and make a decision regarding the grievance. If the decision rendered by the Superintendent is unsatisfactory to the student, the student shall within ten days give written notice to the Superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render its decision within thirty days of receipt of the grievance.

### **Family Education Rights and Privacy Act (FERPA):**

The Family Education Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or the student (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents of the student is limited and generally requires prior consent by the parents of the student. Copies of this policy may be found in the office of the Superintendent and in the principal's office of each school within the Cumberland County School System. Complaints about failures of school personnel to comply with the Family Education Rights and Privacy Act may be made in writing to the Family Policy Compliance Office, US Department of Education, 400 Maryland Ave SW, Washington, DC, 20202.

### **Section 504/Americans with Disabilities Act:**

No otherwise qualified individual with a disability shall solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free and appropriate public education.

Disabled person who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district ADA/Section 504 Coordinator at Cumberland County Schools.

Cumberland County Schools  
P.O. Box 2357  
Fayetteville, N.C. 28302  
Phone: 678-2495

### **Nondiscrimination Statement:**

As required by law, Cumberland County Board of Education does not discriminate on the basis of race, color, creed, nation, origin, sex, or handicap.



## **Mission Statement**

Our mission is to create a safe, caring, respectful, and responsible learning community where students are inspired and empowered to grow into 21st-century global citizens.

## **Vision Statement**

The Miller Way: Committed to excellence for ALL students.

## **Core Beliefs**

**M**aking every minute count

**I**n the best interest of kids

**L**oving staff

**L**eading by example

**E**xceptional teaching

**R**elationships first



## 2024-2025 School & Family Learning Compact Teaming Up for Success: Parents, Students, School

A school compact is a written agreement between a school, its parents and students. The compact gives strategies to help support students' success in school.

The compact explains what families and schools can do to make a connection for the student between the two "worlds" they live in, home and school.

Parents, students and the school work together to create a group of ideas that can assist the student with realizing their potential. This becomes the compact that is signed as an agreement by all those involved in the child's education.

As a student, I will be responsible for...	As a parent/guardian, I will be responsible for...	As a teacher, I will be responsible for...	As the principal, I will be responsible for...
<p>Coming to school and performing my best.</p> <p>Completing all of my assignments on time.</p> <p>Treating everyone and everything with respect and dignity.</p> <p>Behaving in a safe, caring, and orderly manner.</p> <p>Following the PBIS Matrix for all areas of our school.</p> <p>Taking responsibility for my own learning and doing my best at all times.</p>	<p>Making sure my child attends school every day on time and that my child completes his or her homework every day.</p> <p>Attending parent-teacher conferences</p> <p>Contacting teachers or staff when I am concerned or have a question about my child.</p> <p>Asking my child every day for home/school communication.</p> <p>Providing study space, study materials and learning opportunities for my child.</p>	<p>Providing a nurturing learning environment, implementing instruction that addresses my students' specific needs, and keeping all students safe.</p> <p>Helping parents identify ways to help their children learn.</p> <p>Communicating regularly with parents and families about their child's academic performance.</p> <p>Making at least two teacher-parent contacts annually.</p>	<p>Setting high standards and implementing effective programs throughout the school.</p> <p>Allocating resources to ensure that high standards are met for all students.</p> <p>Providing communication regularly.</p> <p>Welcoming all families and creating a positive school climate.</p> <p>Being available to allow students, parents, faculty, and staff to address concerns.</p>

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 2024-2025 Parent & Family Engagement Policy

In accordance with Sec. 1116(a)(3)(D) of the Title I *Every Student Succeeds Act* requirements, our Title I school will implement the following parent and family engagement policy.

- Parents reflecting the socioeconomic and racial diversity of our school will serve on the School Improvement Team (SIT). Our SIT will meet on the following dates to develop and implement school improvement strategies, the school improvement plan, and other school wide programs. Our meetings will begin at 2:55 p.m.

July 29, 2024	August 19, 2024	September 9, 2024	October 21, 2024	November 25, 2024	December 9, 2024
January 27, 2025	February 24, 2025	no March Meeting due to intersession	April 28, 2025	May 19, 2025	June 6, 2025

- Provisions will be made for parents to receive information in a timely manner. Information includes, but is not limited to the following:
  - school and district report cards,
  - student assessment results and interpretation of such results,
  - description of curriculum, state content standards, and how student progress is measured,
  - proficiency levels students are expected to meet,
  - opportunities for parent and family meetings to share in educational decision making,
  - qualifications of teachers,
  - timely responses to parents and family suggestions, and
  - inclusion of parents and families input on school wide school and district project plans.
- Our school will convene regular meetings at flexible times for parents and families throughout the school year for the purpose of planning, reviewing, sharing information, and organizing school improvement efforts.
- An Annual Title I public meeting will be held on **August 10** at E.E. Miller to discuss our schoolwide Title I program, new federal regulations, and requirements as it relates to our Title I program.
- A School & Family Learning Compact that outlines how parents and families, entire school staff, and students will share the responsibility for improved student achievement will be sent home for parent review.
- Parents and families are provided opportunities to meet regularly with school personnel to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

Parent and family engagement activities at our school include, but are not limited to:

Title 1 / PBIS Night; Fall Carnival; Science Curriculum Night / Math Curriculum Night / Reading Curriculum Nights; EOG Night; Skate Nights; Dances; Music Programs; PTO Nights; Awards Programs / Graduation; Book Fairs; Open House / Parent-Teacher Conferences; Field Day; School Angel Program.



## LAWFUL ABSENCES FOR EDUCATIONAL FIELD TRIPS

The Public School Laws of North Carolina require compulsory attendance for all children between the ages of seven and sixteen years (General Statute 115C-378). Every parent or person having control of a child between these ages enrolled at E.E. Miller Elementary is responsible by law to make sure the child attends school on a regular basis during the time school is in session. North Carolina Public Schools' attendance policy states that when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, it can be considered a lawful absence. Approval for such an absence must be granted prior to the absence. To request that an absence be considered as lawful and educational, this form must be completed by the student's parent/guardian and filed with the principal at least five school days prior to the day of absence. Educational trips are limited to one per year and should not exceed five days.

Student Name: \_\_\_\_\_

Date of Absences: \_\_\_\_\_

Site of Educational Trip: \_\_\_\_\_

Educational Benefit for Student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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(This Section to be Completed By Principal)

Consideration of Lawful Absences:

Request Accepted for \_\_\_\_\_ Days. Request Denied: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## LAWFUL ABSENCES FOR MILITARY FAMILY LEAVE REQUEST

The Public School Laws of North Carolina require compulsory attendance for all children between the ages of seven and sixteen years (General Statute 115C-378). Every parent or person having control of a child between these ages enrolled at E.E. Miller Elementary is responsible by law to make sure the child attends school on a regular basis during the time school is in session. North Carolina Public Schools' attendance policy states that a student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian (G.S. 115C-407.5 Article V (E)) may have 5 days marked as lawful absences. Approval for such an absence must be granted prior to the absence. To request that an absence be considered as lawful and educational, this form must be completed by the student's parent/guardian and filed with the principal at least five school days prior to the day of absence.

Student Name: \_\_\_\_\_

Date of Absences: \_\_\_\_\_

Purpose of Trip or Activity: \_\_\_\_\_

Educational Benefit for Student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
(This Section to be Completed By Principal)

Consideration of Lawful Absences:

Request Accepted for \_\_\_\_\_ Days. Request Denied: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_