



**Snow Hill Primary School  
Parent Handbook  
2025-2026**

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## **Pre-K-13 Attendance Procedure/Guidelines**

Regular attendance at school is critical to student success. Chronic absences are statistically linked to a student's risk of failure in school. With proper procedures, we can counteract failure and have successful student attendance. The following guidelines will focus on unexcused and excused absences:

Any student who misses school must present a **written excuse**, signed by a parent/guardian or medical provider. Absences may be waived for a legitimate/lawfully excused reason. Notes should be turned in within **five days** of the student's return to school. The maximum number of handwritten parent notes accepted and recorded due to a legally excused absence for illness will be **five per school year**.

### **Students will be granted a lawfully excused absent when:**

- They are ill (to include injured) and their attendance in school would endanger their health or the health of others.
- Death in (immediate) family (must submit proper documentation. i.e., obituary)
- Medical or Dental appointment (must submit proper documentation i.e., doctor's note)
- Religious Exemption (i.e. recognized religious holiday of their faith).
- Educational opportunity/school-initiated and scheduled activities (must be approved in advance by the principal).
- The student is suspended from school.
- The student has court or legal appointments (must submit proper documentation i.e., note provided by the courts).

### **Students will be considered unlawfully absent when:**

- Student is willfully absent from school without the knowledge of their parent or guardian.
- Student is absent without acceptable cause with the knowledge of their parent or guardian.
- Events not associated with the school will not be excused (i.e., sporting events, family vacations, or other personal reasons).
- Days missed due to a student not having their required immunizations if the family was notified in advance and given time to obtain the required immunizations.

### **Documentation for All Absences:**

- Official documentation must be submitted to the school for all absences.
- A written legal excuse (signed by a parent/guardian) OR by a medical provider

should be offered within five days after returning to school.

### **Snow Hill Primary Arrival and Dismissal Procedures**

Your child's safety and education are very important. We ask that you be familiar with and follow our arrival and dismissal procedures.

#### **Early Arrival**

If you bring your child to school between 7:15 and 7:45, he/she should be dropped off at the back breezeway entrance. We have "before school care" in the gym from 7:15 until 7:45. **We do not allow students to be dropped off in the office before 8:00.** If you are late and your child is not in class by 8:00, please park in a parking spot in the front of the school and sign your child in at the office. An adult must sign the child in. If your child is not in class by 8:00, he/she must have a tardy slip from the office.

### **SHP Afternoon Carpool Safety Reminders and Details**

We realize that the afternoon car rider lanes may seem congested and long, and we will do all we can to run this process smoothly and quickly. In the back car rider lane, we typically have about 80 students. From start to finish, we are eventually able to place 80 students safely in their cars in 10 MINUTES!! We want to thank you for being patient with us and remind you of a few safety reminders and details about the car rider line behind the school to help our car riders get to their cars safely and quickly:

1. **Please have your carpool tag visible in the window:** We are able to get the students lined up and loaded up in your car quickly simply using your carpool tag. Please have that with you everyday. If you do not have a carpool tag or lose yours, then please contact the front office at 252-747-8113 and we will make you a new one. **If you or anyone picking up your child does not have their carpool tag, then please be prepared to be asked for an ID.**
2. **Entering the Carpool line behind the school:** All cars need to enter from Dobbs Street, pass the Pre-K center, and then turn right on 1st street to enter the line. See illustration below. A single file line will be required on 1st st to allow access for emergency vehicles as well as regular traffic flow. Once you enter the paved parking lot entrance behind the school we will form 2 parallel lines of cars to maximize our space to get students into their cars. If everyone will follow this process it will allow our car line pick up to move quickly and safely. Please do not cut into the carpool lane by turning left into the line.
3. **Car Seat buckling:** Once your child is placed in your car by a staff member, please follow the flow of carpool traffic and pull over into the grassy area at the back of the parking lot, out

of the flow of traffic to safely secure your child. The beginning of the school year is a great time to teach your children how to buckle themselves!

4. **Walk-up Pickup:** For the safety of our students, we do not allow parents to walk-up and pick up **unless previously approved by an administrator**. If you have an emergency in which you cannot wait in the line, you need to speak with an administrator in the office and pick up your child in the office.
5. **Other Safety and Courtesy Reminders.** Please be courteous of the homes and traffic behind our school. Do not block the roads and do not drive in the yards or driveways of the homes there. Also, if at all possible please have the child enter the car on the passenger side to ensure safety of our teachers as well as your students. We ask that all parents stay in the cars and wait for teachers to assist your child as they get in the car.

\*\*If you do not have students to pick up at other schools, you might consider waiting until 2:55 or 3pm to come to SHP. The line is much shorter then and you will not have to wait long to get your child.

Thank you for helping to make this a smooth process for all! We appreciate our parents!!



## MORNING PROCEDURES

***\*\*Our instructional day begins at 8:00. There should be no parents in the halls or classrooms after 8:00 without an appointment or approval by an administrator. It is very important that students follow their routines and procedures and begin their day on time without interruption. We encourage children to be responsible and independent. Therefore, they should enter the classroom and follow the procedures taught for unpacking and preparing for the day independently. After the first few days of school, parents should not help their children unpack and begin their day. It is very important that they learn to independently follow procedures. Parents are always welcomed to make appointments with the teacher during a planning period or after school.***

## TARDINESS

**Any child arriving after 8:00 must be signed in at the front office by an adult.** The child will need a tardy slip to enter class late. It is very important that your child arrive at school on time. Children who arrive late have difficulty catching up with the morning's assignments. The morning routine is disrupted for both the late student and others already at work in the classroom. When students are tardy more than 3 times within a month, the parent will be notified by letter. Persistent tardiness may result in a mandatory parent conference. Tardiness may result in a referral to our child/family support team or an administrator. **If your child has missed a significant amount of instruction, learning will be impacted.**

## EARLY CHECK – OUT

It is important that your child remain in school for the full day. If a student needs to be released early, he/she needs to take home and complete work missed as well as homework. When children need to be picked up early, parents are required to come to the front office to meet their child, and sign him or her out. No child will be allowed to leave a classroom early unless a parent/guardian comes to the office and signed that child out.

Teachers will be notified that a parent/guardian has signed the child out and they are to be released from the classroom. Aside from emergencies or doctor appointments we encourage our parents to avoid picking their child up early.

**Our instructional day begins at 8:00 and ends at 2:45**

## **BUS TRANSPORTATION**

Snow Hill Primary is committed to the safe transport of our students to and from school. This is a very serious responsibility that we share with our students and our families.

As part of our Transportation Plan, the following procedures for **bus riders** are in place:

Parents must come to school and complete a Temporary Change of Transportation form each time the student needs to ride another bus or become a car rider. Parents may come the day the change is needed or a few days before. Any change in transportation must be made by a parent/guardian in person.

Parents must come into the school office **before 2:30** on regular days or **11:30** on days with a 12:00 dismissal to make changes in transportation.

***\*Riding the bus to and from our school is not a right but a privilege that is based on obeying the bus driver and following our stated rules.***

**All children must:**

1. Follow the directions of the bus driver the first time they are given.
2. Stay in their assigned seats, facing the front with their feet in front of them.
3. No pushing, shoving, tripping, and fighting.
4. Keep hands, feet, and objects to themselves.
5. No cursing, swearing, and loud talking. All of our buses, by the order of the bus driver, may be designated as a "No Talking Bus" when the driver finds it necessary for the safety of the children.
6. Be on time.
7. No littering, writing on, or damaging the bus. Parents are financially responsible for any damages their child does on the bus.
8. No eating or drinking on the bus.
9. Follow the directions of the bus driver for walking to, entering, and leaving the bus. Look for hand signals.

**Parents will sign a bus information form with more detailed information.**

**The consequences for disobeying bus rules are immediate, serious, and frequently result in a suspension of bus privileges for a designated amount of time. Any behavior that results in physical injury to another child will result in an automatic suspension from the bus.**

## VISITORS

Parents and visitors are encouraged to visit our school campus and must report to the main office upon entering the building. You will receive a nametag that identifies you as a visitor.

***\*Please do not ask to go to a classroom unless you have an appointment with a teacher or are accompanied by an administrator. The teachers and students should not have their instructional time interrupted. Teachers will be happy to meet with you during their planning period or after school.***

## VOLUNTEERS



Volunteers are very important people at SHP. We hope that family members and community friends will volunteer to help in a classroom or share a talent with our children. Please contact your child's teacher if you would like to volunteer. If you would like to volunteer in the library, please call 747-8113 ext 313.

## CUSTODY

Custody is a very important safety consideration for our students. When a student's parents are divorced or legally separated, **parents have to provide the school with the part of the court or separation agreement that pertains to child custody.** The school will follow the terms of the custody agreement and will release the child only to the parent or guardian who has been assigned custody. **Without a copy of the agreement, the school will release the child to either parent.** Custody issues need to be promptly brought to the attention of the school office and the classroom teacher.



## WEBSITE



SHP is on the World Wide Web, and we encourage you to find us there. We put valuable information on our web page including safe websites for you and your child. (<http://shp.gcsedu.org>). SHP also has a Facebook page. Check Facebook for important information about SHP. Please check there for school closings, emergencies, and special events.

## INCLEMENT WEATHER

The superintendent will make the decision as to whether or not the school will operate or close early in unusual weather circumstances (fog, ice, snow, etc.) or because of unforeseen circumstances. This information will be posted on the SHP website and on local television and radio stations. The Alert Now calling system may also be used.

## SCHOOL SUPPLIES

Before the beginning of the school year, parents will receive a list of the school supplies that their children will need. Since storage area is very limited, we ask that children do not bring in any other materials. Although we will ask children to bring in back packs, our policy does not allow backpacks with wheels.

## LOST AND FOUND

We have lost and found boxes in every hallway. It is very important for children's names to be placed on clothes and belongings, so lost items can be returned to their owners.

## DRESS CODE



All children in the Greene County School District are required to follow the Greene County Schools Dress Code. **We also ask that the children at SHP wear comfortable shoes that are appropriate and safe for gym classes, recess, and for quiet walking in the hall. Tennis shoes or sneakers seem to offer the most comfort and safety for our students. Students may NOT wear flip-flops, high heel shoes, and sandals that slide on with no strap. These shoes create difficulty for young children the gym, in the hall, or on the playground.**

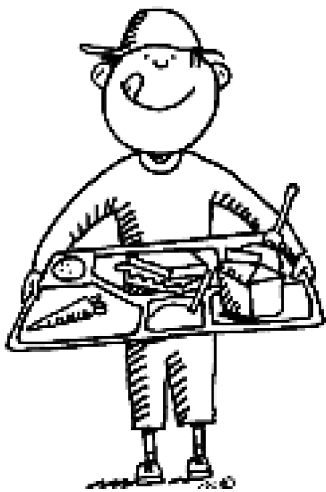
## TOBACCO FREE POLICY

### **Tobacco Free Policy for all Greene County Schools, Buildings, and Grounds:**

**Our school is tobacco free at all times. (NCGS 115-C-407) Parents may not use tobacco on the school campus at any time.** This includes events such as field trips or any other school-sponsored event.

## MEALS

**The Greene County Public School District is participating in the Community Eligibility Provision program during the 2025-2026 school year, allowing all students at the school the opportunity to receive meals offered by the cafeteria at no cost.**



Many children bring lunch from home. They need to have their names on their lunch boxes. Due to the possibility of food allergies, children are not allowed to share food. Parents must inform teachers and the school nurse of food allergies.

## TREATS FROM HOME

Due to Health Department guidelines, no home baked goods should be brought for class parties or special events. If providing baked goods for a class party, these need to be prepared in a commercial kitchen. Hard candy is never allowed in school due to the danger of choking.

## ADMINISTRATION OF MEDICATION

Our school has a written policy to assure the safe administration of medication to students during the school day. If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

- 1) You may come to school and give the medication to your child at the appropriate time(s).
- 2) You may obtain a copy of medication form from the school nurse. 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 that the medication is to be administered. The physician, for both prescription and over-the-counter drugs, must complete this form. 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. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
- 3) You may discuss with your doctor an alternative schedule for administering medication (i.e., 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 both doctor and parent/legal guardian, and the medication has been received in an appropriately labeled container. This is to protect the safety of your child and in fairness to those administering the medication.

We also remind our parents that children cannot bring cough drops to school to self-medicate or share with others. Medication is brought to school by parents only, according to our stated procedures. We encourage parents whose children are taking medication to be easily available by phone at their designated phone number. It is critical that we always have the most current phone numbers for parents and for their emergency contacts. We absolutely need to be able to contact you easily in the event of an illness or medical emergency.

For students needing to self-administer medication, such as asthma inhalers, EpiPens, insulin, etc., a self-contract should be completed by physician, parent/legal guardian, student, and reviewed by school nurse, in addition to medication request form/health plan.

### **Parents must inform the teacher and school nurse of any allergy.**

If you have questions about the policy, other issues related to the administration of medication in the schools or any health-related issues, please contact Lauren Pate, School Nurse, Monday through Friday at 747-8113.

## **WEDNESDAY FOLDER**

Our Wednesday folders go home each Wednesday and provide a wealth of information for our families. Classroom teachers will send completed schoolwork to review with your child, announcements, newsletters, and procedures for spelling words and weekly homework. All parents are encouraged to review all the information in the folder. Parents are requested to sign the folder and use it as a communications tool with the teacher and the assistant.

## **PARENT INVOLVEMENT/ RESPONSIBILITY**

We believe that establishing a strong home/school relationship is very important. SHP strongly encourages parental involvement through parent orientation, open houses, parent/teacher conferences, phone calls, home visits, weekly folders, SHP newsletters, parent forums, and the Parent Faculty Organization. We also have special programs for parents and grandparents throughout the year. At the beginning of the school year, student/parent responsibility agreements will be sent home with students. Please read and familiarize yourselves and your child with the content. At Snow Hill Primary we believe that our parents play an integral part in the education process. Please remember to keep the school informed of changes in phone numbers so that you can be contacted in case of an emergency.



## **WAYS TO HELP YOUR CHILD SUCCEED IN SCHOOL**

### **May we suggest?**

- Your child should have a smooth and easy bedtime procedure, and get plenty of rest.
- Your child should get up in plenty of time so he does not have to hurry to get ready for school.
- Your child should get to school at the proper time.
- Keep a healthy perspective on your child's progress. Please encourage, but do not pressure.
- Keep up with your child's progress in school by attending parent conferences.
- Pay special attention to the Wednesday Folder, go over papers and be positive about your child's best efforts. However, please let the teacher know if you do not believe that your child is doing his or her best work. We always look for a team approach for helping children succeed.
- Encourage your child to discuss daily school activities. Be a very good listener.
- Read to your child often and listen to your child read Take Home Books each night. Please ask your child to talk about or retell the story
- Pay close attention to the amount and appropriateness of television watching and video game playing. There is absolute evidence that children who watch violence on TV become more violent and often have serious behavioral issues at school.
- Encourage your child to share responsibilities at home as it will help him become more responsible at school.
- Send your child to school neat, clean, and healthy, but keep your child home when he or she is not feeling well.
- Keep in touch. We are partners and want to work together to help your child succeed.

## RESPONSIBLE BEHAVIOR

Teachers and parents need to work together to teach and reinforce appropriate student behavior. Teachers will share their expectations with parents as well as students so parents can help students reach their fullest potential.

There are several school-wide programs that have been implemented to help encourage safe, positive, and responsible behavior. These programs are in addition to the strategies and behavior plans that are used in individual classrooms.

The following programs are part of our school-wide discipline plan, the SHP Responsibility Plan.

### Terrific Kids

All of our students can work toward the honor of “Terrific Kid” and its special reward. These students need to complete all class and home assignments, exhibit our building blocks of character education (respect, friendship, cooperation, perseverance, and responsibility), and demonstrate safe and responsible behavior in school and on the bus. Terrific Kids are nominated by their classroom teachers and are recognized with small gifts from our Guidance Counselors.

Parents are encouraged to celebrate these successes and encourage their children to continue the responsible behavior and follow the motto of “Do your Best, and Help the Rest.”

Teachers and parents also need to work together to correct inappropriate student behavior before it becomes a discipline problem. If a severe and/or recurring discipline problem occurs, an office referral will be implemented using the “Greene County Student’s Code of Conduct” plan. All parents will receive a copy of this plan.

Help your child be responsible by reviewing these guidelines. Our motto is, “Do Your Best and Help the Rest.” All schools in Greene County follow the Ram Code as part of our PBIS program.

1. **Be Responsible.** You must always decide how you will act. We expect you to do what is right whether anyone is watching you or not. This is being responsible. It is important to remember that you are in charge of your self and you need to make good choices.
2. **Be Respectful.** Treat Everyone with Dignity and Respect. Snow Hill Primary is a safe and supportive place to be. Any behavior that hurts others will not be allowed. Take care of school property, play equipment, and the property of other students. Treat others as you want to be treated.
3. **Be Positive.** Approach each day with a positive attitude. Students will encounter work that is challenging. We teach students to have a growth mindset and that it is okay to ask for help.
4. **Be Prepared.** Come to school each day prepared to learn and be a good student.

We welcome your child to our school and look forward to providing a safe, happy, and productive learning environment for him or her.

Snow Hill Primary School  
502 South East Second Street  
Snow Hill, N.C. 28580  
Phone: 252-747-8113  
Fax: 252-747-4656  
<https://gcsedu.org/SHP>

Emery Smith ([emerysmith@greene.k12.nc.us](mailto:emerysmith@greene.k12.nc.us)), Principal

As required by the No Child Left Behind Act (NCLB) of 2001, 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  
Professional development opportunities for teachers and assistants to ensure highly qualified personnel  
Opportunities for parent involvement and input  
The Greene County Schools Improvement Plan  
The Greene County Title I Parent Involvement Plan and School Parent Involvement Plan  
Greene County System Report Card  
School Report Card

Please contact our school and we will be glad to provide you with this information upon request.

**Our school also hosts an annual Title I meeting at the beginning of each school year. Our Title I meeting is scheduled for September 23 at 3:30.**

**2025-2026**  
**Snow Hill Primary**  
**Parent and Family Engagement Plan**

Snow Hill Primary is committed to provide each student with the tools needed to be successful in life. We understand that our families, school staff and community work together to make this happen. This plan shows how we intend to accomplish this task.

**I. Prioritized Plan**

Snow Hill Primary has addressed the following student achievement goals for students in grades K-1. Snow Hill Primary's student achievement goal is to increase reading and math proficiencies for all students in grades K-1

**II. School-Parent-Student Compact**

The School-Parent-Student Compact is reviewed at the annual meeting, and reviewed at each parent meeting. Parents are asked for comments regarding the compact. A roster of signed compacts is filed in each teacher's room along with the actual signed School-Parent-Student Compacts. Copies of the School-Parent-Student Compact (English/Spanish versions) and Parent Involvement Policy are attached.

**III. Annual Title I Public Meeting**

Snow Hill Primary will host an annual public meeting for all parents and staff members. This meeting is to inform parents about their rights under the law and to provide them with the information that will allow them to be fully active in their child's education. This meeting will be held in conjunction with the annual Back to School Night. Snow Hill Primary will send parents a letter, both in English and Spanish, of the invitation to the Annual Title I meeting which will include the beginning and ending time of meeting. Sign in sheets will be available for parent signatures.

**IV. Flexible Meetings**

Each parent meeting will be held at two different times to make it more convenient for parents to attend. The information shared at the Annual Public meeting will also be shared with parents of new students as they enroll and will be included in the monthly school newsletter for parents who may not be able to attend. Future meeting dates, times, and places will be discussed at every meeting.

**V. Parent Meetings**

Parent meetings will be held throughout the year, which gives parents a chance to be actively involved in their child's education. A parent survey will be developed and distributed. Parent conferences will be scheduled at a time available to parents and teachers. Parents will be given a chance to give feedback on a weekly basis via Wednesday folders, quarterly basis via report cards, and on an annual basis at meetings.



## **VI. Parent Communication**

The parent policy is reviewed throughout the year and any concerns will be submitted to the district office. Parents will be asked for their comments and suggestions regarding the compact as well. An annual survey of parent/school issues will be conducted. The School Improvement Team will review results. Progress reports will be provided to parents during each quarter. Parenting education sessions will also be conducted throughout the school year to share ways to assist parents and teachers to work together as partners. Parents will be asked for their suggestions or recommendations at all meetings. Parents will receive information on a regular basis through the Wednesday Folder, grade level curriculum meetings, school newsletter, website, and quarterly report cards. Parents' questions and concerns will be addressed at each session throughout the year.

## **VII. Parent Training**

Parent materials will be ordered from Department of Education and other various agencies that help parents work with their child to improve student achievement. These materials will be sent home via Wednesday Folders on an on-going basis.

## **VIII. Educating School Personnel**

Parent resource materials will be available for faculty and parents. These materials will help both faculty and parents build ties between parents and school.

## **IX. Ensuring Information is Understandable**

All information related to school and parent programs is provided in both English and Spanish.