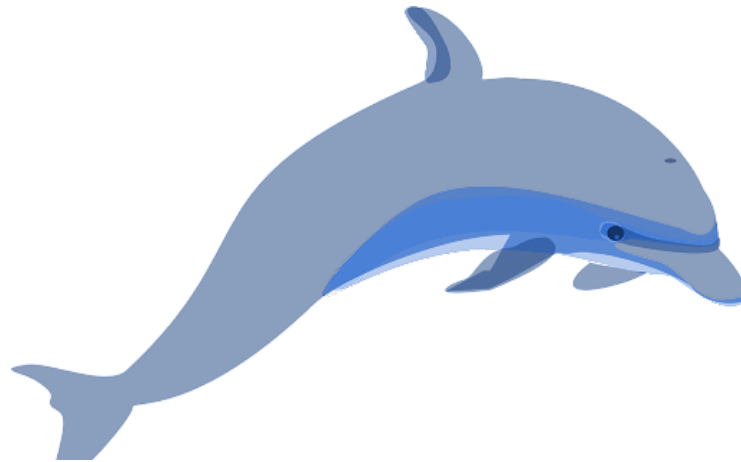


2025-2026
Leaksville-Spray
Elementary
School
Student & Title I Handbook



415 Highland Drive
Eden, NC 27288
(336) 627-7068 - Phone
(336) 627-8823 - Fax
www.leaksville-sprayelementary.org



Leaksville-Spray Elementary
415 Highland Drive Eden, NC 27288
leaksville-spraye elementary.org - 336-627-7068



Tia Scales
Principal
tscales2@rock.k12.nc.us

Amanda Wall
Assistant Principal
awall@rock.k12.nc.us

Dear Leaksville-Spray Elementary Families,

I am thrilled to welcome you to another exciting school year at **Leaksville-Spray Elementary**! Whether you're returning to our school community or joining us for the first time, we are so glad you're here and welcome you to our Dolphin Family. Our staff is energized and ready to begin another year filled with growth, learning, and connection.

Last year, our students made incredible progress and achieved so much—and we are so proud of them. As we begin this new chapter, we look forward to building on that success together.

Our theme for this year is **“Unleash Your Superpowers... Be a Hero Every Day!”** We believe that every student and staff member has unique strengths and talents that, when embraced, can truly make a difference. Just like superheroes, we show courage, kindness, perseverance, and leadership—both inside and outside the classroom. Throughout the year, we'll focus on identifying and using those superpowers to support one another, face challenges with confidence, and grow both academically and personally. Whether you're learning something new, lending a helping hand, or simply showing kindness, every day is a chance to be a hero in our school community.

As we head into the school year, I encourage our students to embrace new friendships, approach challenges with a growth mindset, and be open to discovering just how capable and powerful they truly are.

Let's work together to make this year one filled with learning, laughter, and lasting memories. We can't wait to work with you on this journey and watch our students unleash their superpowers—every single day.

Please take the time to read our Student & Title I Handbook and the RCS Handbook to familiarize yourself with our procedures and protocols. Should you have any questions or concerns, please do not hesitate to call our front office. You can also reach me by phone, Class Dojo, or email. Welcome Back!

Warm regards,

Ms. Scales

Ms. Scales

Leaksville-Spray Elementary School

Title I Handbook

Rockingham County Schools Vision 2020

Rockingham County Schools will empower each child to be a life-long learner, equipped to contribute in a changing, complex society.

Rockingham County Schools Mission

Through effective relationships with family and community partners, Rockingham County Schools will provide a safe, dynamic, nurturing, and innovative learning environment in which each child has the opportunity to reach his/her highest potential.

Rockingham County Schools Belief Statements

In Rockingham County Schools:

- We believe in our children. In Rockingham County Schools, we model and teach responsibility, healthy behaviors, integrity and acceptance, while embracing diversity, to develop successful individuals.
- We believe in communication. In Rockingham County Schools, we promote open and honest communication in order to build trust.
- We believe in collaboration. In Rockingham County Schools, we value partnerships between teachers, students, staff, parents and our community.
- We believe in leadership. In Rockingham County Schools, we provide opportunities for all involved to grow as leaders.
- We believe in innovation. In Rockingham County Schools, we provide unique opportunities and individualized education in order to remove barriers and problem-solve, helping each student reach his/her potential.
- We believe in a safe environment. In Rockingham County Schools, our schools and related facilities will be safe and well-maintained in order to support our students.

Link to Title I Policy: <https://boardpolicyonline.com/?b=rock&s=180210>

**Rockingham County Schools
511 Harrington Highway
Eden, NC 27288
336-627-2600**

Notice of Non-discrimination

The Rockingham County School system does not discriminate on the basis of race, color, national origin, sex, disability, age, homelessness or otherwise in its educational programs and activities and in employment. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

ADA Coordinator

**Dr. Star Norton, Director
of Exceptional Children's Program
(336) 627-2715
sanorton@rock.k12.nc.us**

**Age Discrimination
Other Non-discrimination Laws**

**Mr. Lowell Rogers, Executive Director
of Human Resources Department
(336) 627-2679
jlrogers@rock.k12.nc.us**

Title IX and Boy Scouts

**Dr. Cindy Corcoran, Assistant Superintendent
of Instructional Support Services
(336) 627-2688
ccorcoran@rock.k12.nc.us**

Section 504

**Ms. Amy Wilson, EC Program Specialist,
MTSS/PBIS, 504, and NCSIP Coordinator
(336) 627-2662
awilson2@rock.k12.nc.us**

6.25.25

Leaksville-Spray Elementary School Office Staff

Principal	Tia Scales
Assistant Principal	Amanda Wall
Secretary/Bookkeeper	Taylor Shields
Secretary/Data Manager	Bobbie Knighten
School Counselor	Maegan Shaffner
School Psychologist	Michelle Knight
School Nurse	Courtney Shelton
School Social Worker	Lisa Barnett

Important Phone Numbers

School Offices	(336) 627-7068/Phone (336) 627-8823/Fax
RCS Weather Line	(336) 623-1385

Daily Schedule

7:45am-2:45pm	Student School Day Students may BEGIN entering the building at 7:20am. Students are TARDY if not in class by 7:46 am or if they leave school before 2:30 pm.
8:00am-2:30pm	Teacher Assistant Working Hours
7:15am-4:30 pm	School Office Hours

Rockingham County Schools Special Resources Guide for Parents

English as a Second Language (ESL)

What: Additional instruction for students learning English as their second language.

Who Qualifies: Students who have any primary language other than English used in their homes are assessed to see if they meet the state requirements to receive these services.

Contact: Val Pyrtle @ (336) 445-1997

Exceptional Children's Services

What: Special instruction for students having disabilities that make learning or other activities difficult.

Who Qualifies: Students who meet the North Carolina criteria for Exceptional Children's Services.

Contact: Star Norton,, EC K-12 Curriculum Coordinator @ (336) 627-2600

Homeless Assistance

What: Help for students who are without a permanent home.

Who Qualifies: Office personnel at each school assist families in accessing services.

Contact: School Social Worker or Amanda Vernon @ (336) 627-2600

Migrant Education

What: Tutorial services for students, parent workshops, translation and transportation, food/clothing, support services, and summer tutoring.

Where: 212 Lawsonville Avenue, Reidsville (Lawsonville Learning Center)

Who Qualifies: Children ages 3-21 whose families have moved within the last three years to seek work in agriculture or seasonal work.

Contact: Roman Gunn @ (336) 349-5476

Leaksville-Spray Elementary School

Policies, Rules, and Procedures

All information is in alphabetical order. All information will supplement RCS Policies and the RCS Student Handbook.

ARRIVAL & DISMISSAL: Together we are responsible for the safe arrival and departure of 400+ students. It is the parent's responsibility to communicate the information below to ANY person providing transportation for the student. Students may arrive AFTER 7:20am and dismissal will begin at 2:45pm.

- **Arrival:** Students may begin entering the building at 7:20am once staff members are on duty at their assigned posts. Students will be tardy if they are not inside the building by 7:46am. When the "School In Session" sign is displayed, you will need to bring your child to the front door to sign in. We ask that you walk in with your child, as there will not be an adult on duty out front after 7:45. During arrival and dismissal times, parents/guardians should not walk students to the door. This is for the safety of all students and staff. All families should go through the car line or have students ride the school bus.
 - **Car Riders:** Please pull into the car rider line in front of the school. A staff member will direct you to a cone where your students will unload. Students should have all belongings ready and be ready to unload quickly. Students will exit the car on the passenger side directly onto the sidewalk. Please do not pull around cars in the left lane. You will be directed when to exit the car rider line. Reminder the staff parking lot is for staff use only and should not be used during arrival. Cars should enter from Glovenia Street and College Street. Cars are not allowed to enter the circle from Highland Drive.
**Kindergarten parents may walk students to the door on their staggered entry days ONLY - August 25, 26, 27, 2025.*
 - **Bus Riders:** Students should be waiting at their assigned bus stop and be ready to board the bus upon its arrival. Students will unload the bus and report to class upon their arrival at school.
- **Dismissal:** Dismissal will begin at 2:45pm. For the safety of all students and staff, parents/guardians should not park and walk to pick up students. All families should go through the car line or have students ride the school bus. The school parking lots will be closed during arrival and dismissal unless arrangements have been made with Ms. Scales.
 - **Car Riders:** All parents/guardians should display the student name card on their dashboard or on the window so that staff may call student names and cone numbers. The driver will pull to the cone that the staff member calls. Students will be listening for their names and walk to the corresponding numbered cones. Cars will pull up and the student will load quickly. Any parent that is not at school to pick up by 3:00pm should come to the door to check their child out.
 - **Bus Riders:** Students will load the buses in an organized manner. A parent must be at the bus stop to receive the students.

ATTENDANCE: It is very important for students to be in school every day when they are well. Just as adults have the responsibility of attending work, students are responsible for attending school. Each day, students should be in class and ready to learn from 7:45am to 2:45pm. Excessive absences and/or tardies can be detrimental to student progress requiring them to be retained in the current grade level. Leaksville-Spray follows RCS guidelines for absences. More information on those procedures and regulations can be found in the RCS Student Handbook.

- **Absences:** When a student is sick or must be absent for any other reason, a note is required upon his/her return to school. The student should turn the note into the teacher and the teacher will ensure that the appropriate office staff member receives the note to enter the correct attendance code. Notes are kept on file.
- **Excessive Absences:** Students who have ten (10) or more absences will be required to produce a doctor's note for each subsequent absence. Please be aware that any absences (excused or unexcused) of twenty (20) or more days could result in retention.
- **Tardies:** Any student who arrives at school after 7:45am must be escorted to the door by the parent/guardian. **Leaksville-Spray follows these guidelines and will contact parents regarding tardiness as follows:**
 - **Excessive tardies/early checkouts** - Parents will receive a notification from the principal and school social worker each grading period once a student's tardies or early checkouts equate to more than 20% of the days of enrollment in a grading period. If excessive tardies/early checkouts persist, this may result in implementation of parent inventions agreed upon by principal and school social worker; disciplinary actions could be assigned by administration.
- **Early Checkouts:** Any parent/guardian needing to check their child out before 2:45pm, should come to the door and request the student to check out. The adult must be listed on the student's information sheet as having permission to pick up the student. Per RCS School Board Policy 5020, all persons wishing to pick up a student must also present a valid ID. **FOR THE SAFETY OF OUR STUDENTS, NO CHECKOUTS WILL BE ALLOWED AFTER 2:15PM AS WE WILL BE PREPARING FOR DISMISSAL**

BULLYING POLICY: Leaksville-Spray Elementary and Rockingham County Schools are opposed to bullying. Bullying is behavior by an individual or group, repeated over time, that intentionally inflicts suffering on another individual or group. Bullying is wrong and damages children. It can include intentional harm to others, can be physical or emotional, and it can be motivated by prejudice against particular groups. We recognize the seriousness of bullying in causing psychological damage. For this reason we seek to promote good behavior in all that the students do, rather than merely deter anti-social behavior. It is recognized that no school is likely to be completely free from incidents of bullying from time to time but the schools regard bullying as particularly serious and firm action will always be taken against it. In cases of severe and persistent bullying the more serious disciplinary sanctions as outlined in the *Disciplinary Regulation Reference Guide* may be imposed by the school. The school district has several policies around bullying that apply to all members of our school community.

- [4329/7311](#) - Bullying and Harassment Behavior Prohibited
- [1720/4020/7230](#) - Discrimination and Harassment Prohibited by Federal Law
- [1730/4022/7231](#) - Nondiscrimination On the Basis of Disabilities
- [4300](#) - Student Behavior Policies and Code of Student Conduct

Please report any bullying behavior to the school by calling administration, notifying a staff member, or reporting on the Bullying form that is located on our school website.

BUSES (STUDENT CONDUCT AND LOADING/UNLOADING PROCEDURES): *School bus transportation service is a privilege and in order to maintain that privilege students are expected to be responsible for their behavior.* Buses unload and load in the bus parking lot. RCS policy requires that students are allowed only to ride the bus to which they are permanently assigned and be picked up/dropped off at their designated stop. While riding a school bus or other school vehicle, students shall observe the directives of the driver. The following conduct is specifically prohibited and may result in temporary or permanent suspension from school and/or bus transportation services to and/or from school.

- Delaying the bus schedule
- Fighting, smoking, using profanity, or refusing to obey the driver's instructions

- Tampering with or willfully damaging the school vehicle
- Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle as outlined in Board Policy
- Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation.
- Failing to observe established safety rules and regulations
- Throwing objects on or from the bus
- Willfully trespassing upon a school bus
- Violating any other rule of the Code of Student Conduct while on the school bus or other school vehicle.

Bus misbehavior will result in consequences laid out in the RCS Discipline Regulation Reference Guide.

CARE OF SCHOOL PROPERTY: Defacing or damaging school property, i.e., walls, desks, doors, walkways, books, technology, and/or any other items, is unacceptable. School property belongs to everyone and should be treated with respect and care. Anyone who damages, defaces, or in any manner destroys school property will be expected to replace and/or pay restitution. In addition, further disciplinary actions may result as outlined by the RCS Discipline Regulation Reference Guide.

CELL PHONES, TOYS, AND OTHER ELECTRONIC DEVICES: Any item that distracts from the learning process is prohibited, including but not limited to; cell phones, iPods, toys, etc. (unless being used for instructional purposes deemed appropriate by the teacher). Any item that distracts from learning will be confiscated and returned to parents. Continuously bringing items which cause distractions may result in a disciplinary consequence. **The school is not responsible for lost or stolen items that should not be brought on campus.**

STUDENTS ARE NOT PERMITTED TO HAVE CELL PHONES AT SCHOOL unless there is a special circumstance or event. If a student needs a cell phone for afternoon activities, he/she may keep it turned off and in his/her bookbag. Cell phones will not be out during the instructional day.

CHILD CUSTODY: Leaksville-Spray Elementary will utilize the following procedures as our policy concerning child custody. Any questions concerning documents need to be directed to Mrs. Bobbie Knighten, Data Manager, or Ms. Tia Scales, Principal.

1. **Custody paperwork, restraining orders, or any other legal documents still in effect must be in the child's folder at school.**
2. Legal opinion states that either parent has an equal right to the child unless one of the above-mentioned legal documents has been issued.
3. In the event that a parent says he/she has such a document or notarized copy at home, it becomes imperative that the document or notarized copy be brought in as soon as possible to be included in the child's records.
4. Custodial parents will provide the school with a list of non-custodial adults that may pick up their child in case of an emergency. The Student Emergency/Sign-Out/Pickup Information form must be completed and updated when any of this information changes.
5. All custody issues should be settled legally and away from school so as to not distract from the learning environment.

CHILD NUTRITION SERVICES: Rockingham County Schools' School Nutrition Program is responsible for providing nutritious meals and snacks for all students enrolled in our schools across the district. We value the opportunity to participate in your student's education and nutritional experience and strive to provide balanced, nutritious meals while promoting positive food habits. In Rockingham County, our School Nutrition Program adheres to federal and state statutes and guidelines to ensure that we are in compliance with all requirements to continue to receive funding. All meals served meet nutritional guidelines set forth by the United States Department of Agriculture (USDA) and support our students' healthy growth and development.

All students in Rockingham County will receive breakfast and lunch at no cost through our participation in the Community Eligibility Provision (CEP). The Community Eligibility Provision is a program that allows school districts that meet certain criteria to offer meals to students at no cost. By participating in this federally funded program, families of Rockingham County students will **not** have to submit free and/or reduced lunch applications to receive meals at reduced or no cost. Students also have the option to bring their own lunch from home. **Due to federal regulations and restrictions associated with meal funding, no person is permitted to have food from outside restaurants in our cafeteria. Soft drinks are also not permitted at school or in the cafeteria.**

- **Charges** - Breakfast and lunch are provided to all students at no cost. Smart snack options, i.e., a la carte items, are available for purchase by students and adults at the point of sale. Students and adults are not permitted to charge a la carte items.
- **Linq Payments**- RCS School Nutrition has switched to a new Point of Sale system in our school cafeterias for the 2025-2026 school year. The following is the new link that parents/guardians will need to use to add money to their student accounts. We will have free breakfast & lunch for all students again this coming school year. However, money can be put on this account for extras such as snacks, ice cream, etc. Cash will still be accepted by the cashier. If you have issues finding your child's account, wait a few days as student data from the district is in the process of rolling over. The online payment link is: linqconnect.com
- **Dietary Orders** - In accordance with USDA's regulations for "substitutions or diet modifications in school meals for children whose disabilities restrict their diet, all diet orders must reflect the current dietary needs of the child." It is the responsibility of our School Nutrition Program to make the necessary substitutions as listed by a licensed physician on the medical statement form.

Students are responsible for the cleanliness of their assigned eating area. Staff, students, and visitors will keep the cafeteria clean and inviting by cleaning their tables and putting all trash in trash receptacles. Spills should be reported immediately to a staff member and then cleaned up.

Students are not allowed to charge extra items such as milk, cookies and snacks. Money can be added to your child's account online at k12paymentcenter.com or anytime in the school cafeteria.

NOTE: Kindergarten students may eat breakfast in the cafeteria beginning at 7:20am. Students in grades 1-5 may eat breakfast in their classrooms beginning at 7:20am. A grab-and-go breakfast will be offered to late arrivals. Breakfast will also be served on days that school is delayed.

- **Classroom Food/Snacks:** For the safety of our students, the Rockingham County Health Department and RCS require that any food provided to students for snack and/or celebrations be pre-packaged or purchased from a commercial source. Classroom teachers encourage healthy snacks that are not high in sugar or fat content.

COMMUNICATION: Communication between staff, parents/guardians, and students is very important to us at Leaksville-Spray Elementary. We encourage open communication through each of the channels listed below to ensure that we are working together to best support our students. Teachers and staff are required to follow up on any parent/guidance correspondences within 24 hours, Monday through Friday. Correspondences sent after school hours or during weekends/ holidays will be addressed once the staff member returns to work.

- **Email:** Staff and students have email addresses issued and managed by Rockingham County Schools. All email addresses end with @rock.k12.nc.us. Email is a great way to communicate; however, please use caution when sending private information as emails are public record.
- **ClassDojo:** ClassDojo is a communication platform where parents, teachers, and students can communicate about learning. On the School Story you will be able to see posts from administration and specialists. This is also where we will share information that is pertinent to your student's class. The platform also allows teachers and parents to communicate and message back and forth. Parents can connect with the class by getting a class code from the teacher at Open House. Once parents are connected with the classroom teacher, they are also connected with the school! Download the ClassDojo APP to any smartphone, tablet, and/or computer. Messages received between 7:20am and 3:15pm on school days will be addressed by staff after school. Any message sent after regular school hours, on weekends, or holidays will be viewed and responded to on the next school day. If there is a time sensitive question or concern, please contact Leaksville-Spray (336) 627-7068.
- **Phone:** All certified staff have phones and corresponding voicemail boxes. They check these during school hours. Please feel free to call the school to speak with any staff member. Please note that teachers and support staff may not be available to answer phone calls during the instructional days. All phone calls received during the instructional day will be forwarded to voicemail.
- **Automated Telephone Messaging System:** The district provides an automated telephone messaging service to keep parents informed. From time to time you will receive recorded messages from the school and central office personnel. Please keep your phone numbers updated in the office to receive information. Send any and all new contact information to your child's classroom teacher AND Mrs. Bobbie Knighten, our school data manager, to be changed in our school's database. Messages are also sent to parents through email. Please keep us informed of your email address.

CRISIS/SCHOOL EMERGENCY PROCEDURES: It is essential that our records stay up-to-date in order to reach you in case of a school crisis or emergency. **Please notify your child's classroom teacher AND Mrs. Bobbie Knighten, our school data manager, when any contact information changes.** In the event of a school crisis or emergency, an automated phone message/Dojo message will be sent to parents to communicate the procedure to be followed to access your child and/or provide additional information. We ask that parents follow the directions carefully to maximize the safety of everyone involved.

DISCIPLINE CODE REFERENCE: Leaksville-Spray Elementary School students are expected to exhibit appropriate behavior during the school day and all school-sponsored activities. Our students, staff, and parents are expected to treat everyone with respect and dignity. Our students and staff will conform to the Rockingham County School Code of Conduct, Rockingham County Schools Discipline Regulation Reference Guide, Rockingham County Dress Code, and Leaksville-Spray Elementary School rules as established by the school administration and school staff.

DRESS CODE POLICY (RCS): We ask that our students dress in an appropriate manner for school. Clean, neat, appropriate sized, comfortable clothing, which allows students to participate in all events of school without undue concern, will be most appropriate. Reasonable consideration will be made for those students who, because of sincerely held religious beliefs, cultural heritage, or medical reasons, request in writing to the school administrator a waiver of a particular guideline for dress or appearance. Decisions of this nature will be made by the school administrator.

- Clothing must be age appropriate, cannot be distracting, revealing, indecent, or vulgar.
- No short skirts or short shorts are allowed. Skirts and shorts must be mid-thigh.
- No headgear including but not limited to hats, caps, earmuffs, bandanas, hoods, sweatbands, or sunglasses will be worn inside of the school, unless prior approval has been obtained by administration.

- All tops must have a fitted arm opening. No spaghetti string tops are allowed. All tops must cover the waistband of the bottom garment. Upper garment must cover the midriff at all times.
- Leggings must be worn with a shirt no shorter than mid-thigh.
- Clothing will not be allowed which promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence, is of a sexual nature, is racially offensive.
- Demeaning or degrading to a particular group or individual, or is disruptive in nature.
- Clothing is not to be sheer or of mesh material as to reveal the body or undergarments.
- Any accessories or attire that has the potential to be used as a weapon is prohibited.
- All pants must be worn and fitted at the waist.
- All rips or tears of any nature above the mid-thigh should be worn.
- Sleepwear is not permitted, unless prior approval has been obtained by administration.
- Appropriate footwear should be worn at all times. Flip flops in elementary school should not be worn for safety purposes.
- Jewelry or body piercings that pose a health risk, safety risk or are disruptive to the learning environment is prohibited.

EMERGENCY INFORMATION: Parents/Guardians should ensure student contact information is current. The following information should be updated immediately if it changes:

- Student address
- Home/cell phone number(s)
- Parent(s) work phone number(s)
- Name of person with whom the student resides
- Emergency contacts and phone numbers
- Allergies, medication to be administered at school, and/or recurring illnesses
- Individuals authorized by parents/guardian to pick up student
- Family doctor

FIELD TRIPS: Students at Leaksville-Spray will participate in (2) curriculum-related grade level field trips per year. Teachers will organize and carry out all field trips specifically for their grade level. **No other grade-level or non-school age children (including siblings) are permitted on the trips.** Leaksville-Spray Elementary School also follows the Rockingham County Schools' field trip guidelines. Children must use the transportation provided by the school to the destination, but with written documentation prior to the trip, may be signed out with the teacher and leave with the parent at the end of the event. *Students are only allowed to leave with their custodial parent(s) or with an emergency contact(s) identified in a written note by the custodial parent prior to leaving. All custodial parents and emergency contacts must provide a photo ID when signing out students.*

FUNDRAISING: Projects from our fundraising enable our students to benefit from "extras" which would otherwise be impossible to provide. "Extras" include: playground equipment, additional materials and supplies for classroom teachers, etc. In addition, funds from several of our fundraising events are utilized to reduce the overall cost of field trips.

HOMEWORK: Homework is determined by each teacher and assigned to reinforce skills, encourage independent study, and to develop good study habits. Parents should check homework assignments in all grades to stay informed of their child's progress. When a child is absent, it is important that all work missed (daily and homework) be made up.

ILLNESS AT SCHOOL: When a student becomes ill during the school day and is unable to continue, every effort will be made to contact the parent or guardian to pick up the student. Please ensure that both the teacher and the office have current, up-to-date contact information for emergencies. We follow the guidance of our local health department in determining when

students should stay home or may return to school after an illness. In general, students may return to school when they have been symptom-free and feeling better for at least 24 hours.

If the student had a fever, they must be fever-free for 24 hours without the use of fever-reducing medication. More details may be reviewed at <https://www.rock.k12.nc.us/page/student-health>. All parents or designated adults must present a valid state-issued photo ID when checking a student out of school.

INCLEMENT WEATHER POLICY: Occasionally due to snow, sleet, or other unsafe weather conditions, the operation of school may have to be changed. A decision to delay the opening of school or close school due to inclement weather will affect all schools throughout the Rockingham County School System and is made by the Superintendent. When winter weather is forecasted, listen to one of the area radio or TV stations late in the evening and early in the morning for an announcement concerning schools being closed or delayed. You will also receive an automated message indicating any changes in the normal schedule. The decision to close or operate on a delay will be made by 6am, if at all possible. The announcement will designate whether schools are closed or will be operating on a delayed schedule. If a delay is announced, schools may still close if conditions do not improve before buses are scheduled to depart. If bad weather begins after school is in session, early dismissal may be called to permit students to get home before the roads become too dangerous.

INSURANCE: At Leaksville-Spray, our main goal is to provide a safe environment for all students, staff, and visitors; however, accidents do happen. Student insurance is available upon request and is an inexpensive investment in case of an accident. Information on coverage during school hours or for 24-hour coverage will be explained in a brochure given to each student. This insurance is strongly recommended. It also meets the field trip requirement for students to be insured.

KINDERGARTEN PHYSICAL AND IMMUNIZATIONS: All students entering kindergarten for the 2025-2026 school year must be 5 years of age on or before August 26th, 2025. All entering kindergarten students must have their immunizations and physicals completed upon 30 calendar days of entering school. Students who do not have both immunizations and physicals on file at school by the deadline will be suspended until this requirement has been met. This also includes students in grades 1-5 that are attending public school in the state of North Carolina for the first time.

LOST AND FOUND: It is important that student's names be written on the inside of all outerwear worn to school. Our school maintains a Lost and Found for all clothing items/lunch boxes that are turned into the office. If a student loses an item, parents/guardians or students should check the Lost and Found located in the cafeteria. Unclaimed items will be donated to Goodwill Industries at the end of each semester.

MEDICAL INFORMATION: It is important that the school has up to date medical information for each student. Our School nurse, Mrs. Shelton, will be at Leaksville-Spray Elementary approximately 2.5 days each week. When she is not here, we have trained staff to address students' basic medical needs (bandaids, taking temperatures, basic first aid) when possible. We also have staff members that are trained in both AED/CPR. If your child needs medication at school it may be administered with the proper documentation from the doctor. The nurse will review the paperwork and develop a plan for the student. It is a parent's responsibility to provide the school with a new medication form each year or if there is a change in medication and/or dosage during the school year. Please contact the school nurse or the front office to obtain this form. School staff cannot administer medication to a child unless the proper form with a doctor's signature is on file.

MTSS: Leaksville-Spray Elementary uses MTSS as our framework for improvement and to meet the needs of each learner. Per the NCDPI definition, MTSS is a multi-tiered framework which promotes school improvement through engaging, research-based academic and behavioral practices as well as Social Emotional Learning (SEL). MTSS employs a systems approach to using data-driven problem-solving to maximize growth for all students. With the framework, Leaksville-Spray Elementary is able to intervene and enrich students daily to maximize their learning.

PARENT TEACHER ORGANIZATION (PTO): Leaksville-Spray Elementary School's PTO is a key component to student success. The PTO provides support for our school through fundraising and volunteering. We encourage all parents/guardians to be an active

member of our PTO and participate in as many scheduled meetings and activities as possible. All funds raised are used to support programs and student success.

PARENT TEACHER CONFERENCES: Each parent is expected to have at least one face-to-face conference with the child's teacher during the first of the school year. If you wish to talk with a staff member about your child, please arrange an appointment in order to eliminate interruption of instruction. Teachers are available to schedule conferences during their planning time and after 2:45 p.m. on days when they are not involved in meetings after school. We will also make arrangements to accommodate our parents' work schedules for conferences if needed.

PARTIES/CELEBRATIONS: School board policy states that two parties per school year are allowed. These parties usually occur just before winter break and spring break. Parties will be scheduled to cause the least disruption to instructional time. Birthday parties are not permitted during the school day; however, parents may contact the child's teacher and offer to provide a special snack on a designated day to be served after 1pm. The snack must consist of store-bought/package refreshments. Please do not send birthday cakes, ice cream, or balloons.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS): Positive Behavior Intervention and Support (PBIS) is a research based, schoolwide student behavior program that focuses on expectations and positive behavior. Students will be taught the procedures and expectations throughout the building when they return. Students will have the opportunity to celebrate positive behavior and re-learn behaviors when they do not follow expectations. The PBIS program ensures that we are consistent with rules and consequences. We will continue to follow these expectations in virtual learning to help with transitioning when students come back for face to face learning.

All Rockingham County Schools are committed to maintaining a safe and orderly school environment in order to enhance educational opportunities for all students and to maintain schools as a safe haven. Detailed student behavior standards are established in Board Policy series 4300. Any student who does not follow the expectations of Leaksville-Spray Elementary School and the RCS Student Code of Conduct will be subject to interventions and consequences set forth by the RCS Discipline Regulation Reference Guide. The reference guide can be located at <https://www.rock.k12.nc.us/parents-and-students>.

RECESS: Students will receive 30 minutes of daily physical activity each day. When at all possible, they will go outside unless the grounds are wet or muddy. Please see that your child is appropriately dressed (including footwear), especially during colder weather. It is advised that your child wear appropriate footwear when it is recess time; flips flops and heels are not recommended for recess. Students who are coming back to school from an illness may be excused from physical activity for up to three days with a note from home. To be excused any longer will require a note from your child's doctor.

SAFETY DRILLS: Fire drills are held monthly. Tornado drills are held twice a year. We will also participate in regular lock down drills where we anticipate practicing these 4 times a year. Our students practice these drills with their teachers to know the proper safety rules in each case. You may wish to discuss these safety rules with your child. Our Crisis Intervention Team monitors these drills.

TECHNOLOGY: At Leaksville-Spray Elementary, we pride ourselves in being able to provide every child with his/her own school-issued device to use during the school day. Should any damages occur to your child's device accidentally, as a courtesy, we will pay to have the device repaired. If your child's device has any further damages (other than those caused by the failure of the device itself), the parent/guardian will be responsible for: (1) Any cost associated with the device repairs; and/or (2) Providing a device for your child's use at school. All students that have damages to any school-issued device(s) will receive additional training about how to properly care for the device, and a follow-up letter will be sent to the parent. Please see list of replacement charges below:

- Screen- \$60.00
- Individual keys- \$20.00
- Keyboard- \$100.00

- Cords- \$25.00
- Other- Cost will vary depending on severity of damages

TITLE I: Leaksville-Spray Elementary is a Title I School. As a Title I School, our Teachers, Students, and Parents are required to sign a Compact outlining expectations for teaching and learning at school and home. This Compact will be shared with parents either during Open House or at our first Title I Night Event.

TRANSPORTATION ARRANGEMENTS: Please give any information for the day's transportation to your child and your child's teacher before the school day begins (i.e., being a bus rider, car rider, etc.). Parents are required to submit written documentation if a change in ridership is requested (i.e., if a bus rider needs to be a car rider). ***Students will only be given one morning and one afternoon bus assignment if requested.*** Although written notice is requested in advance, if an emergency arises during the day and you need to communicate a change in transportation, ***please contact the office before 2:00 pm to allow ample time to communicate this change with the student, teacher, and bus driver.***

VISITORS: Parents are welcome and encouraged to visit Leaksville-Spray, especially during lunch. Beginning at 7:20 am each morning teachers are responsible for supervising students and providing instruction and are unable to give parents their full, undivided attention. If a conference with a teacher or member of the faculty/staff is needed, please make an appointment to help eliminate interruption of instruction and can be scheduled by contacting the teacher via phone, Dojo, or sending in a note with your student. All visitors are required to sign in at the front office and receive a visitor's badge to be worn while on our campus. All visitors must display a visitor's badge at all times while in the buildings and sign out before leaving campus. Staff members will notify the principal if a visitor is in the building without displaying a visitor's badge. To expedite the process, all visitors must have a valid ID card to sign in..

VOLUNTEERS: Leaksville-Spray could not fully function without volunteers and we welcome all volunteers onto our campus. In order to serve as a volunteer in Rockingham County Schools, all individuals must have a valid background check completed through the Background Investigation Bureau (BiB) and complete volunteer training at the school. This online system can be accessed through the RCS website. If you are interested in becoming a volunteer, please contact your child's teacher or Ms. Scales to discuss ways in which you would like to support our school in this capacity. All volunteers are required to sign in/out in the front office.

YMCA AFTER SCHOOL CARE: After school care is provided by the Eden YMCA for parents that request it. Parents wanting this service should contact the Eden YMCA at (336) 623-8496, as Leaksville-Spray Elementary School does not coordinate the program.

**Title I Parent Involvement
Policy Code: 1320/3560
Rockingham County Schools**

The Board of Education believes that the education of children is an ongoing cooperative partnership between the home and the school. Parents are their children's first teachers; therefore, the continued involvement of parents in the educational process is most important in fostering and improving educational achievement. The involvement of parents in their children's education has been demonstrated to increase student success and to result in better schools. The school district will strive to support parents and provide parents with opportunities to become involved in the programs offered by the Title I schools. Parents are expected to cooperate with the school systems by becoming knowledgeable of program goals and activities and by working to reinforce their children's learning at home. For the purposes of this policy and the Title I program, the term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring the following:

1. That parents play an integral role in assisting their child's learning;
2. That parents are encouraged to be actively involved in their child's education at school;
3. That parents are full partners in their child's education and are included, as appropriate, in the decision making and on advisory committees to assist in the education of their child; and
4. That the school district engages in activities to support parental involvement in the Title I programs.

A. Purpose and Operation of Title I Program

The purpose of the Title I program is to provide instructional activities and supportive services over and above those provided by the regular school program for eligible economically disadvantaged students. Where applicable, students will be selected to receive Title I services based on objective criteria that are consistent with federal and state requirements, such as standardized test scores, teacher judgment, results of pre-school screening and home-school surveys.

Qualified Title I schools will operate as school wide programs or targeted assisted programs based upon federal eligibility criteria. School wide programs will utilize a comprehensive school improvement process enabling schools to serve all students in the school. Targeted assisted programs will provide services to eligible students in the school having the greatest need for assistance.

B. Annual Meeting and Evaluation

Each year, Title I parents will be invited to an annual meeting at which time parental rights will be explained, programs and activities provided with Title I funds will be discussed and input will be solicited. In addition, all parents will have an opportunity to evaluate the effectiveness of the Title I programs and the parental involvement policies and plans. The Rockingham County Schools federal programs staff will also evaluate the effectiveness of the Title I programs and parental involvement policies. Data collected from these findings will be used to revise Title I programs and parent involvement plans.

C. Parental Involvement Goals and Efforts

The board believes that the involvement of Title I parents in the design and implementation of the Title I program will increase the effectiveness of the program and contribute significantly to the success of the children. The Title I staff and all school district personnel will strive to involve parents in activities throughout the school year.

Rockingham County Schools in coordination with parents of participating children will develop programs, activities and procedures, which have the following goals:

1. To inform parents of the reasons for their children's participation and the specific instructional objectives and methods of the program.

2. To consult with parents, on an ongoing basis, concerning the manner in which the school and parents can better work together to achieve the program's objectives.
3. To train parents and teachers to build a partnership between home and school.
4. To provide a comprehensive range of opportunities for parents to become informed about how the program will be designed, operated, and evaluated.
5. To ensure opportunities for the participation of parents who lack literacy skills or whose native language is not English.
6. To provide parents with information concerning North Carolina's Standard Course of Study, student academic achievement, and state and local academic assessments.
7. To provide parents upon request information about the professional qualifications of their child's classroom and any teacher or paraprofessional who teaches their child.
8. The superintendent will ensure that the district level parent involvement policy is developed with, agreed upon with and distributed to parents of participating students. In addition to the district level parent involvement policy, each school participating in the Title I program will jointly develop and distribute to parents a school level written parental involvement policy that describes the means for carrying out school-level policy, sharing responsibility for student academic achievement, building the capacity of school staff and parents for involvement, and increasing accessibility for participation of all Title I parents including those with limited English proficiency, parents with disabilities, and parents of migratory children. School level plans will involve parents in the planning and improvement of Title I activities and will provide for the distribution to parents of information on expected student proficiency levels and the school's academic performance.

In addition, the school district and Title I schools will do the following:

1. Involve parents in the joint development of the Title I Program and the process of school review and improvement by including parents on the school advisory committee and committees that review the Title I program, by using the School Improvement team members, and by providing the parents at each school with an opportunity to review the plan;
2. Provide coordination, technical assistance and other support from various central office departments necessary to assist participating schools in planning and implementing effective parent involvement activities that are designed to improve student academic achievement and school performance, including, but not limited to, Parent Curriculum and Testing Nights, Family Fun Nights and lesson observations;
3. Build the schools' and parents' capacity for strong parental involvement by collecting and disseminating information on effective parent involvement techniques;
4. Provide assistance to parents of participating Title I children in understanding the state's testing standards, the assessments used, Title I requirements and all national, state and local standards and expectations through such efforts as community based meetings, sending information home, newsletters, workshops and newspaper articles;
5. With the assistance of parents, ensure that teachers, pupil services personnel, principals and other staff are educated in the value of parents as partners in the educational process and understand how to work with, communicate with and reach out to parents as equal partners in education;
6. Distribute to parents information on expected student proficiency levels for their child and the school's academic performance, and provide materials and training to help parents monitor their child's progress and work with educators to improve achievement through such methods as technology or literacy training;
7. Coordinate and integrate parental involvement strategies with parent involvement activities in other programs, such as preschool, Head Start, Parents as Teachers and similar programs;

8. With the involvement of parents, conduct an annual evaluation of the content and effectiveness of the school district parent involvement policies and program to determine current and future needs, and ensure that such policies are developed/modified with, agreed upon with and distributed each Fall to parents of participating students;
9. Strive to eliminate barriers of parental participation by assisting parents who are disabled, economically-disadvantaged, have limited English proficiency, are migratory or have other backgrounds or characteristics that may affect participation, including making a conscientious effort, to the extent practicable, to provide all written communication, including parental involvement policies, in a language that is spoken or read at home;
10. Design a parent, student, school staff compact that sets out respective responsibilities in striving to raise student achievement and explains how an effective home/school partnership will be developed and maintained;
11. Coordinate and integrate all parent involvement strategies in Rockingham County Schools and conduct other activities in the community that encourage and support parents to more fully participate in the education of their child;
12. Strengthen the partnership with agencies, businesses and programs that operate in the community and provide opportunities for schools to conduct programs in the community;
13. Ensure that parents are involved in the school's Title I activities;
14. Provide parents with regular progress reports and hold at least one parent-teacher conference for each child to discuss progress, placement, methods of instruction and the parent/teacher/student/principal compact; and
15. Provide such other reasonable support for Title I parental involvement activities as requested by parents.

D. Activities and Use of Funds

Parent programs and activities will include the following:

1. Parent/student/teacher/principal compact;
2. Conferences, resource centers and training programs;
3. Reporting on children's progress through interim reports and report cards on a regular basis;
4. Coordinating parent activities and making contacts in the home through phone calls and home visits;
5. Use of classroom volunteers, tutors and assistants;
6. Reinforcement of classroom activities and student motivation through take-home assignments and activities;
7. Support for parents and students through the Homework Assistance Line and RCS Parent Resource Center; and
8. Information on programs and the annual evaluation of these programs.
9. Reasonable and necessary expenditures associated with parent training sessions and hiring, training and utilization of parental involvement/curriculum support personnel may be supported by each program's funds.
10. The superintendent will develop administrative procedures to implement the requirements of this policy.

Title I Parent Involvement Policy Leaksville-Spray Elementary

Parental involvement at Leaksville-Spray Elementary School is strongly encouraged. Parents play a vital role in their child's education and their involvement can further the educational opportunities and achievement of their children. *We strive to build a strong, positive relationship between home, school, and community in the following ways:*

- A copy of the Parent Involvement Policy will be included in the Leaksville-Spray Elementary School Title I Handbook and will be provided to every parent at the beginning of the school year.
- The School Improvement Plan will be made available for parents to review and to make comments/suggestions. The School Improvement Plan will be located in the school lobby, on the school website and in the Title I room. A comment sheet is included inside the SIP binder. Parent representatives will serve on the School Improvement Team.
- A yearly schedule of Parent Involvement Opportunities will be provided to parents at the beginning of the year.
- A Title I Annual Meeting/Classroom Orientations Meeting will be held during open house. Parents are given the opportunity to meet the staff, learn about the Title I Program and become familiar with grade level curriculum and expectations.
- Parent/Student/Teacher Compacts are signed at the first parent conference at the beginning of the year or sent home if a conference has not been had by the first quarter, indicating responsibility for learning from all parties.
- Weekly automated voice messages inform parents of curricular matters, classroom activities, programs and parent involvement opportunities.
- A school marquee placed in front of the school informs parents of upcoming events and activities.
- Information regarding the RCS Parent Resource Centers and the Homework Assistance Line will be provided to every parent. Parents are encouraged to use this service throughout the year. Teachers also refer students to the RCS Parent Resource Center for access to additional instructional materials that can be used at home.
- Parents and students may access the RCS website and the Leaksville-Spray Elementary School web-page to obtain information about classroom and school activities.
- Parent Trainings will be conducted throughout the year in order to present information to parents regarding curriculum and strategies that can be used at home to reinforce skills taught at school. These trainings will focus on the curriculum areas of reading, writing, math, technology and test taking skills. Parents will be given an opportunity to evaluate the parent workshops and make suggestions/comments.
- Information about curriculum, assessments, programs and activities will be provided in a language and format understandable to non-English speaking parents. Interpreters will be provided as needed.
- Parent Conferences will be scheduled to discuss student progress. Conferences are also held, if requested, to help parents interpret EOG test performance.
- The staff at Leaksville-Spray Elementary School will maintain an open communication system.

Title I Schools – Working Together to Make a Difference

Purpose of Title I

Title I, Part A (Title I) of the Elementary and Secondary Education Act, provides financial assistance to school districts and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. There are many components of Title I and one that we believe makes a significant difference is parental involvement. By parent, we are referring to a natural parent, a legal guardian or other person responsible for the child's welfare.

Making a Difference

Parental involvement has always been a centerpiece of Title I. Parental involvement is defined as the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, ensuring:

- that parents play an integral role in assisting their child's learning;
- that parents are encouraged to be actively involved in their child's education at school;
- that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

Families have a significant influence on their child's achievement in school and in life. When we take a team approach by including schools, families, and community groups to support learning, children tend to do better in school, stay in school longer, and like school more. Studies have found that students with involved parents, no matter what their income or background, are more likely to:

- earn high grades and test scores, and enroll in higher-level programs;
- pass their classes, earn credits, and be promoted;
- attend school regularly; and
- graduate and go on to postsecondary education.

In the words of Brian Tracey, "If you raise your children to feel that they can accomplish any goal or task they decide upon, you will have succeeded as a parent and you will have given your children the greatest of all blessings."

**Rockingham County Schools
511 Harrington Highway
Eden, North Carolina 27288
Phone: 336-627-2600**

To: All Parents of Students Enrolled in Title I Schools

From: Human Resources Department

Subject: Notification to Parents of Teacher Qualifications

The federal No Child Left Behind law requires school districts to notify parents of children attending a Title I school of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, Rockingham County Schools will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and core academic subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether teacher assistants provide services to your child and, if so, their qualifications.

In addition, the law requires that all schools that receive Title I funds must provide notification to every parent in the school whose child is being taught for four or more weeks by a teacher who is not "Highly Qualified," regardless of whether or not the teacher is being paid with Title I funds.

Rockingham County Schools is committed to providing instruction for all students and does by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please complete the enclosed form and send in as directed.

Teacher/Teacher Assistant Information Request Form

Request for Information about Teacher/Teacher Assistant Qualifications

Instructions to Parents: Please complete this form. Use a separate form for each teacher or teacher assistant. Return the completed form to your school's office or mail to: Rockingham County Schools, Human Resources Department, 511 Harrington Hwy, Eden, North Carolina 27288. Information will be sent to you within 30 days.

School Name: _____

Name of **Teacher**: Mr. Mrs. Ms. _____

or

Name of **Teacher Assistant**: Mr. Mrs. Ms. _____

Grade Level: _____ Subject (if applicable): _____

Name of Parent(s) Requesting Information: _____

Name of Student: _____

Mailing Address (where information is to be sent or faxed):

Street Address City State Zip Code

Fax number: _____

Daytime telephone number in case of questions: _____

For district use:

Received by school/date/initials:

Received by HR/date/initials:

Completed by initials/fax/date:

Copy to:

Notes:



Rockingham County Traditional Calendar

2025-2026 School Calendar

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	★	26	27	28	29	30
31					5	10

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
					19	22

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
				21	23	

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30					15	20

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
					15	23

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
				17	22	

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
					18	20

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					20	22

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
					15	22

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31					19	21

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
					4	10



First Day of School for students

Annual Leave - 10

Holidays - 11



Mandatory Teacher Workday - 18

Optional Teacher Workday - 8

Early Release - Protected - 2

215 Staff Days

168 Student Days

Quarter 1 - October 29th

Quarter 2 - January 16th

Quarter 3 - March 20th

Quarter 4 - June 4th

Graduation Dates: June 4th - Morehead & Reidsville High School
 June 5th - McMichael and Rockingham County High

Calendar 101

Based on calendar law, students return on the Monday closest to August 26 and end no later than the Friday closest to June 11

1025 required hours of instruction

168 X 6.5 hrs = 1092 - 4 hours for early release = 1088

Provides a 63 hour cushion for any delays or early release for weather