

BELMONT BEES

PARENT / STUDENT HANDBOOK

2009-2010



Introduction



Dear Parents and *Belmont Bees*:

It is my pleasure to welcome you to Belmont Elementary School. The teachers and staff join me in saying we are happy to have you as a part of the Belmont family. We hope this will be a successful and satisfying year for you.

We are using this handbook as a means of communicating between the home and school. There are many policies, regulations, and services discussed in these pages. Please read and keep this handbook readily available throughout the year.

Close cooperation between the home and school is essential to promote the best interests of the child. It is our hope that this handbook will be helpful to you and that it will promote that understanding.

Thank you for taking the time to familiarize yourself with this document.

Loretta Riddick
Principal

BELMONT SCHOOL PLEDGE



I PLEDGE

to *bee* the best person I can *bee*
to learn all that I can learn
to treat others as I would want them to treat me
to always try to do my best.

BELMONT STAFF TO STUDENT PLEDGE



Belmont Staff Pledges to:

- Model respect and treat students with respect
 - Discipline with dignity
- Frame directives positively - speaking in do's and not don'ts
 - Speak in a professional manner and tone

BELMONT ELEMENTARY SCHOOL MISSION STATEMENT

Belmont Elementary will help students learn to be respectful, responsible, cooperative and courteous by providing a safe environment with opportunities to learn and succeed.



CODE FOR BEST BEE BEHAVIORS

School wide emphasis is placed on four character traits that we want students to use. They are presented in a matrix that describes appropriate behaviors for each trait throughout the school. Help your child become familiar with the matrix and each of the behaviors described. The Behavior Matrix is found in the appendix.

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PART I GENERAL INFORMATION

SCHOOL HOURS

School Hours are from 7:55 to 3:00. Students arriving after 8:10 must sign in at the office. Office Hours are 7:55 to 5:00 Monday through Thursday and 7:55 to 4:00 on Friday. Bus Riders Only will enter the cafeteria from the side entrance. They will wait in the multi-purpose room if they are not having breakfast. Other students will enter the building at 7:55 and may report to breakfast at that time. To help Belmont follow its School Safety Plan, please do not leave your child on campus before 7:55 or after 3:15 unless they are involved in before or after school programs. No supervision is provided until 7:55 and after 3:15.

PLACE TO PLAY HOURS

Before School	6:30-8:00 am
After School	3:00- 6:00 pm
Teacher Workdays	6:30- 6:00 pm
Early Release Days	1:00- 6:00 pm
Summer	6:30 am – 6:00 pm

BELL TO BELL INSTRUCTION

Bell to bell instruction is a focus at Belmont. Teachers are to begin instruction immediately after morning announcements. Students should be in place and ready to learn. Instruction will be the focus throughout the day with minimal interruptions or distractions.

VISITORS

All visitors should enter through the front entrance to the school campus and report to the main office **FIRST**. All visitors are expected to sign in and receive a visitor tag that must be visible to staff at all times. Students are not allowed to take visitors to class or on the playground with them at any time. Thanks for helping keep our school a “safe school”.

Classroom Visits by Parents

Parents are welcome in our school. If you wish to visit your child’s classroom during the instructional day, you must make your request known to the teacher and the administration for approval. Classroom visits require the Principal’s approval and will be limited to 30 minutes within a week. Our focus is on high quality instruction for all students. Conferences about your child’s progress should be held in private and not at the classroom door. School opening and school dismissal times are not appropriate times for a parent-teacher

conference. At these times, students require close supervision by the teacher. Please schedule conferences so that the teacher can give her attention to your child only at that time.



ATTENDANCE

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

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

Perfect Attendance

Perfect Attendance is a designation given to students that have no absences, no tardiness and no instances of checking in or out early during the school day.

Homebound Services are offered when illness occurs that will cause extended absence from school. The parents should inquire at the office about eligibility for homebound services.

CHECKING OUT OF SCHOOL

Students will be permitted to leave school with a parent, legal guardian, or an authorized person by signing out in the main office. Please wait in the office and the student will be sent up. Students cannot be signed out after 2:50.

We discourage signing students out early because they will miss valuable instruction. The end of the day is when teachers are instructing students about homework and important reminders for the next day. This has an impact upon your child’s learning.

Please do not be offended if we ask for a picture ID. Parents should make sure the teacher and the office are aware of anyone the court has ruled cannot pick up their

child. Official court documents indicating custody must be on file in the main office before a parent may be denied access to his/her child. We will take every measure to insure the safety of your *Belmont Bee*.

FORGOTTEN ITEMS

If your child has forgotten something that he/she will need during the school day, please bring it to the office. Items brought in after 8:10 will be delivered to the classroom by a staff member. Classroom interruptions are discouraged.

DISMISSAL

The hallway should be clear so that students can exit safely. A teacher will bring car riders and students that walk, to the front entrance at 3:00. Students that have not been picked up by 3:15 will wait in the office while phone contact is made. There is no supervision provided after 3:15. All bus riders wait in the bus room until their bus is called. Students are not to be picked up from their bus room. If you change your plans, please send a note to the child's teacher on that day or notify the office before 2:00.

PLACE – TO – PLAY SCHOOL

This program provides morning and after school child care for *Belmont Bees*. Place to Play operates during regular school days. **On days that school closes early because of bad weather or other emergency closings, Place to Play will not operate.** You or someone you designate will need to pick up your child at Belmont School as soon as possible. For more information concerning this service, call 519-7722.



WEATHER WATCH

In the interest of maintaining a sound instructional program and with concern for the health and welfare of the children in our care, school will be dismissed or canceled on those days when the weather conditions become disruptive to the normal operations of the schools. **A decision to cancel school due to snow or inclement weather will be made by 7:00 am. General public announcements will be aired over the following radio and television stations:**

WCBT – 1230 AM	WRAL TV – CHANNEL 5
WSMY – 1400 AM	WNCT TV – CHANNEL 9
WLGQ - 97.9 FM	WNVN TV – CHANNEL 20

- You should listen only for directives about **ROANOKE RAPIDS CITY SCHOOLS**, not Halifax County Schools information.
- **Do not** call the school for information concerning closings.
- When school is canceled, all school activities will be canceled.
- If no announcement is made, schools will operate on a normal schedule.
- Severe weather conditions, such as snow, ice, tornadoes, etc., may occasionally cause the early dismissal of school and the cancellation of Place to Play. Area radio and television stations will be notified. Please **do not** call the principal, superintendent, or stations. Messages usually are repeated several times.
- Connect Ed Service is now operational. This allows us to reach you by phone immediately with important announcements or changes in the schedule. It is important that you keep your phone contact numbers and emergency contact numbers current in the system. This will allow you to receive the important messages and announcements from the superintendent’s office. This system will be used for inclement weather announcements.

BELMONT BEE DROP OFF OR PICK UP



Unless you are transporting a handicapped child, please use only the front entrance of the school to drop off or pick up students. The other entrances are for staff and buses **only**. Please do not use those entrances. The Director of Transportation will be notified of those who refuse to adhere to this safety rule.

TRAFFIC

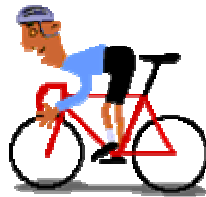
Please follow our traffic procedures closely so that students can arrive and be dismissed safely and efficiently. Remember to:

- Park only in marked spaces if you must come in the building.
- Double parking creates a major problem for everyone.

- Cars should not be left unattended in the student-loading zone.
- There will be no loading of students on the side of the building or in the back parking lot.
- Parking on Robinson drive creates a safety hazard for everyone. Please pick your child up at the front of the building only.
- Follow the directions of the staff members out front. They know the traffic pattern and how it should flow.
- Students will wait under the awning and at the front entrance. This area should be clear for students only. Each grade level has a designated area to wait along the walkway.

BICYCLES

Bicycles will be walked on and off campus. Upon reaching campus, walk your bike to the bike racks and lock it up. All students under 16 are required by state law to wear helmets when riding a bike. **Skateboards, mopeds, four wheelers, three wheelers and scooters are not allowed on the Belmont campus at any time.**



TELEPHONE USE

Telephones are for school business or an emergency. Messages for students should only be of extreme importance. Messages to students or teachers will be placed in the teacher's mailbox for retrieval at lunch or by 2:30 each day. **NO CALLS WILL BE FORWARDED TO THE CLASSROOMS DURING INSTRUCTIONAL TIMES.** These types of classroom interruptions take time away from instruction. Please help us *become* the number one school by keeping these interruptions to a minimum.

DRESS CODE The *Belmont Bee* dress code complies with the District's policy. The goal is to maintain a dress policy that is not disruptive to the educational process and meets safety standards. ***Parents please help us model appropriate dress for our Belmont Bees.***

BASICS OF THE DRESS CODE

- All student dress must comply with the health and safety codes of the federal, state, and local government.
- Blouses, tops, and shirts will cover the shoulders, chest, and midriffs. Tank tops or spaghetti straps are unsuitable for school; however, sleeveless apparel is acceptable.
- Dresses, skirts, and shorts shall reach the fingertips of the individual wearing it.
- Pants shall fit appropriately at or near the natural waist. Wearing pants far below the waist and covering them up with a large shirt is unacceptable.
- Logos and sayings shall not include profanity, sexual innuendos, or references to violence, alcohol, or tobacco. Clothing or other attire that contains slogans, sayings, or other references that are derogatory or insulting to (a) fellow students and staff members, (b) the race or ethnic background of others, (c) the religious preferences of others, and/or (d) the patriotism of anyone are unacceptable.
- Hats, caps, scarves, bandannas, headbands, or other headdress (male or female) are forbidden any time a student is in the building.
- Chains shall not be attached to clothing or allowed on campus.
- All clothing should be properly fastened.
- Shoes must be laced and tied. No roller blade shoes or bedroom slippers.
- When wearing wheelies, the wheels can not be out at any time.
- **The administration reserves the right to determine the appropriateness of any *Belmont Bee's* attire.**

LOST AND FOUND

Articles will be kept in a designated area of the building. Please have your *Belmont Bee* check this area for missing items. Unclaimed items will be given to a local charity in December and June. Name labels will be helpful in identifying recovered items. If it comes to Belmont, please label it.



PARTIES

Parties, picnics, and other in-school social events have value if carefully planned. Use of instructional time for these events must be kept at a minimum. Classes should plan to have a party before the Christmas vacation and at the end of the school year. Any other parties must have the principal's prior approval.

Invitations for out of school social events may be passed out at the teacher's discretion. However, Belmont is not responsible for activities or incidents that may occur at these events. Parental discretion is advised.

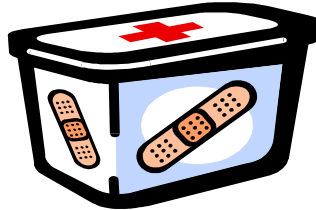
Special snacks or treats for the class must be approved by the teacher. The teacher will apply the Student and Staff Wellness policy. Due to the possibilities of allergic reactions, flowers and balloons are not to be brought in to the cafeteria or the classroom.

MEDICATION



1. You may come to school and give the medication to your child at the appropriate time(s).
2. If you do not wish to come to school and give the medication to your child, then you must obtain a copy of the medication form from the school. You must take the form to your child's doctor and have the doctor complete the form by listing the following: (a) name of the medication(s) needed, (b) the strength and prescription number of the medication, (c) the purpose for which the medication is to be administered, (d) the dosage, (e) any possible side effects of the medication, (f) any special instructions concerning administration of the medication, and (g) emergency treatment for adverse reaction(s).
3. This form must be completed by the physician for both prescription and non-prescription (over the counter) drugs. The doctor must sign the form.

4. Prescription and non-prescription medicines must be brought to school **in the original container**, which contains instructions on how and when the medication is to be given.



FIRST AID

School personnel will administer emergency first aid for minor injuries. In the event of severe injuries, the school nurse or other appropriate staff will administer emergency first aid only until the student can receive attention from a medical professional.

HEAD LICE – NO NIT POLICY

The Roanoke Rapids Graded School District recognizes the need to maintain a healthy learning environment for all children in the school system. Therefore, any student who has evidence of head lice infestation will not be allowed to attend school until all head lice and/or nits have been removed and treatment has occurred. The student must be checked by the school nurse or a designee before returning to the classroom. These absences will be recorded as unlawful and unexcused. A student with recurring incidents of head lice may be in violation of the NC Compulsory Attendance Law. Please refer to Policy 4111-R for the specific procedures that will be followed. This policy is located in the RRGSD Student Policies and Regulations manual.

PART II ENROLLMENT REQUIREMENTS

REGISTRATION

Requirements—(2) Proofs of residence (west side of Roanoke Avenue), a copy of student’s certified birth certificate, social security card, and immunization records are needed. Items that can be used for proof of residence include a current Purchase or Lease agreement or a current utility bill. Physicals for *Kindergarten students* are required at registration. Students entering kindergarten in the fall of 2009 must be 5 years old by August 31, 2009.

WITHDRAWAL

A student who will be transferring to another school within the district or out of the school district should notify the teacher as soon as possible. All textbooks and media books must be returned along with payment of any fees that are outstanding. The lunch account must be cleared out by the cafeteria manager. School records are released to the receiving school.

PART III RECORDS & ACCOUNTABILITY

STUDENT RECORDS

Belmont provides safeguards regarding the confidentiality of and access to student records. These safeguards are taken to protect children not to put roadblocks in the path of concerned parents/guardians. Please contact Belmont's guidance counselors if you have questions about student records.

HOMEWORK

Assignments will be given at each teacher's discretion. Please provide your *Belmont Bee* a certain time and an area in which to do this work. Monitor your *Bee's* progress and assist by calling out spelling words, listening to students read orally, and checking math facts with flashcards, etc. If a *Belmont Bee* is absent for more than two days, call Belmont's main office and leave a message for your *Bee's* teacher by 10:00 am. Assignments will be in the main office by 3:15 if sufficient notice is received. Missing work that is the result of less than two days of absences should be handled through teacher or a classmate. If illness is severe or of a long duration, please contact the office about home bound services. For each day that your child is absent, the computer will automatically dial your home to inform you of the absence.



GRADING SCALE

Student progress will be reported numerically and/or according to proficiency indicators. The grading scale of RR Graded School District is given below.

INDICATORS GRADES K – 5	GRADES 3 – 5
(4) Exceeds grade level expectations by using and applying strategies beyond expectations.	A = 93-100 Superior B = 85-92 Above Average C = 77-84 Average
(3) Meets grade level expectations by consistently using strategies.	D = 70-76 Below Average F = 69-0 Unsatisfactory
(2) Meets some expectations as demonstrated by inconsistently using strategies.	
(1) Not yet meeting expectations as demonstrated by making limited use of strategies	

REPORT CARDS

Report cards will be sent home on the fifth day after the last day of the nine weeks. Conferences with parents may also be held to discuss student progress.

PROMOTION / RETENTION

No student may miss more than 20 days per school year in order to be promoted to the next grade. Teachers should notify parents no later than the end of the third grading period that a child may possibly be retained. The school principal has primary responsibility for promotion/retention decisions.

PART IV PROGRAMS & SERVICES

SPECIAL PROGRAMS

The Roanoke Rapids Graded School District complies with mandates of Public Law 94-142 in diagnosing, placing, and educating children with special needs. We serve all who are identified and eligible for services as academically gifted, behavioral/emotionally handicapped, autistic, hearing impaired, mentally handicapped, multi-handicapped, orthopedically impaired, and visually impaired. Needed related services are also available. Additional information about programs, requirements, and procedures can be obtained from Belmont's guidance counselors, principal, or special needs coordinator at 519-7100.



PHYSICAL EDUCATION

Physical education classes are required for all students. A parent's note or call will excuse a student **ONE** day for routine illnesses. A student who must be excused for a longer period of time should present a doctor's note. Even though a student may not be able to participate, he/she will report to class. If your child suffers from asthma, it is vital that he/she have the needed medication on hand here at school. Please inform the PE instructors of your child's needs.

FOOD SERVICE

The cafeteria serves nutritious meals for our students. For special occasions, you are invited to have lunch with your child. Please eat in the parent-designated areas only. The PTA has provided picnic tables for outdoor seating.

The following expectations are given to make your visit more pleasant.

1. Please sign in and get a pass. When signing in, please write your child's name also.
2. This pass is to the cafeteria only. Please wait for your child in the visitor section. Students can eat with a parent, grandparent or guardian only. Other students are not permitted to sit with you and your child. The seating is limited and we cannot accommodate more than 2 visitors per student.
3. Fast Food brought in must be eaten in the visitor section. Please do not bring balloons, flowers, and other gifts at this time.
4. A special snack for classmates cannot be distributed in the cafeteria and it must be approved by the teacher in accordance with school policy.
5. When approved, special snacks will be delivered to the classroom by a staff member.
6. Watch for your child's class as they are dismissed. He/she should join the line and leave the cafeteria with the class. Say goodbye at the cafeteria door. Parents and visitors do not go to the classroom or playground with students.



PRICE LIST

Breakfast	1.00 Full Price	.30 Reduced Price
Lunch	1.75 Full Price	.40 Reduced Price

Adults are served a la carte. Juice and snack items can be purchased also.

Students that do not bring a lunch or do not have money in their accounts will be given an alternate lunch. All students must go through the lunch line or have a packed lunch with them.

PART V RULES & POLICIES

BUS TRANSPORTATION

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

In order to guarantee your child and the other children riding the bus have the safe transportation that they deserve, we will follow, but are not limited to, the following:

- The bus driver is in complete charge at all times. The bus driver shall report any extreme or continuous misconduct to respective principal or designee.
- All riders shall remain seated when the bus is in motion.
- Students sit in their assigned seat only.
- Keep hands, head, arms, legs, and feet inside the bus.
- The driver may change the assigned seat when necessary & for as long as necessary.
- Scuffling, fighting, and obscene language are forbidden.
- Eating, drinking, or chewing gum is prohibited.
- Bus riders will not litter the bus with food, chewing gum, or other debris.
- Parents shall be notified of misconduct and if it continues, bus riders will be denied the privilege of riding the bus.
- The rider/parent will pay for any damage to the bus other than normal wear.

- Pupils must be at the loading place at the scheduled time both morning and afternoon. Bus drivers will not wait until riders come from home to the stop.
- Parents should wait at the bus stop with their child and be there to pick up the child at the scheduled time.

CONTRABAND ITEMS

The following items are considered contraband items and should not be brought on campus. These items will be taken. The parent/guardian will need to come to school for it.

radios, tape players, CD players, CD's, tapes, MP3 players, tobacco products, playing cards, obscene pictures or magazines, headphones, cell phones, pagers, electronic games, toys, or devices that may be deemed as disruptive or dangerous by the administration or designee.



SAFE SCHOOLS PLAN

NC law provides that each school operate under a Safe School Plan adopted each year to promote a safe learning environment for all students. All school groups are responsible for maintaining a safe learning environment. Parents can assist the school by monitoring items that the child may bring to school. Specifically prohibited are knives and other items that could be used as a weapon. When these items are brought to school, a police report must be filed with the state and the child will be suspended from school for up to 10 school days. Please check the book bags often to see what your child may be taking to school.

Another item that causes great concern is a toy gun. Children play with these outside of school and may not understand that it is not acceptable in the school environment. Board policy requires a suspension for up to 10 days when a toy gun or any facsimile of a gun is brought to school. Please talk with your child about these items and check the book bag often.

POSITIVE BEHAVIOR SUPPORT PLAN

Belmont staff has adopted this plan to assist students with their own personal growth. A clear set of positive expectations and behaviors is established school wide and taught consistently. Elements of the plan include a school wide signal, the raised hand. When students see the teacher or assistant give the signal, they are to stop, look at

the teacher, and listen for directions. Also, a behavior matrix showing all the best behaviors is posted in each classroom. Everyone knows what behavior is expected of them. When those expectations are not met, students may experience some of the following consequences.

- Letters of apology, explanation for misbehavior
- Remaining after school with parent notification
- Lunch detention
- Assigned tasks such as cleaning boards or other school improving tasks
- Isolation from class, such as designated time out area in room, etc.
- Conference with counselor
- Conference with parent and school personnel
- Refocus Room
- Suspension due to numerous discipline referrals
- In/Out of school suspension
- Loss of contraband items
- Loss of the privilege of riding the bus
- Expulsion
- Legal Action
- Any disciplinary action deemed necessary by the administration

Please see the complete Behavior Matrix found in the appendix. Students are taught the expected behaviors and will be held accountable.

A more detailed explanation of discipline policies can be found in the RRGSD Student Policies and Regulation manual received along with this handbook.

STUDENT BILL OF RIGHTS

FOR

BELMONT BEES

-Student Rights-

The right to be respected
The right to highly qualified teachers
The right to appropriate materials
The right to a safe environment

-Student Responsibilities-

To respect others
To do the best you can to learn
To let the teacher teach
To let the other students learn



BELMONT LUNCH SCHEDULE
2008 – 2009

10:50 – 11:30 Kindergarten

11:30 – 12:00 Second Grade

11:45 – 12:15 First Grade

12:15 – 12:45 Fourth Grade

12:30 - 1:00 Third Grade

12:50 - 1:20 Fifth Grade

EARLY RELEASE LUNCH SCHEDULE
2008 - 2009

10:45 – 11:05 Kindergarten

11:00 – 11:20 Second Grade

11:30 – 11:50 First Grade

11:45 – 12:05 Fourth Grade

12:10 – 12:30 Third Grade

12:30 – 12:50 Fifth Grade

****This schedule will be followed on days designated as early release days. School dismisses at 1:05 on those days.**

Belmont Staff Listing for 2009-2010

KINDERGARTEN

Bennett, Kim/Austin, Dianne
Huffman, Becky/Warren, Jennifer
Hyman, Kim/Sledge, Nancy
Irby, Tammy/Davis, Tammy
Kearney, Laura/Potter, Joan
White, Kay/Langley, Dayna

FIRST GRADE

Chang, Sheri/Ott, Cindy
Clements, Jessica/Burton, Allison
LaChance, Jeanne/Ott, Cindy
Lithgow, Michele/Burns, Mamie
Phelps, Beth/Burton, Allison
Redwine, Jennifer/Hawks, Marsha
Wood, Cindy/Creech, Lisa

SECOND GRADE

Bierbauer, Beth/Massey, Janet
Edwards, Dana/Gentry, Cindy
Hedgepeth, Beverly/Meinsen, Jennifer
McKnight, Debbie/Meinsen, Jennifer
Medlin, Deborah/Gentry, Cindy
Stallings, Debbie/Massey, Janet

THIRD GRADE

Allen, Kelly/Bullock, Bunny
Allen, Shawn/Patrick, Terry
Eure, Rachel/Patrick, Terry
Ferguson, Susan/ Lowe, Betty
Moody, Kathy/Lowe, Betty
Vincent, Kim/Bullock, Bunny

FOURTH GRADE

Allen, Kay/Creech, Lisa
Archer, Mary/Potter, Joan
Johnson, Kathy/Langley, Dayna
Karns, Heather/Burns, Mamie
Outland, Jessica/Warren, Jennifer

FIFTH GRADE

Blackwelder, Debbie/Sledge, Nancy
Hardy, Donna/Davis, Tammy
Pair, Juliette/Snyder, Arlene
Taylor, Cheryl/Austin, Dianne
Temple, Susan/Hawks, Marsha

EXCEPTIONAL CHILDREN

Cahoon, Paula
Casey, Sheila/Peterson, Laura
Lyles, Marlene/Majors, Susan
Melvin, Cheryl/Dickens, Patti/
Garner, Florence

Tickel, Wendy/Davis, Terry

READING

Dickens, Heather
Hunsucker, Norma
Sawyer, Polly

ENHANCEMENT

Art – Chambers, Mat
Media–Conner, Elizabeth/Lewis, Terry
Music – Ford, Andrea
PE – Nelson, Ed/Snyder, Arlene

GUIDANCE

Garner, Janice –K,2,4
Huffman, David – 1,3,5

AIG - Maye, Beth/ Patterson, Lisa
Williams, Sheila (PM Only)

CHILD NUTRITION, MANAGER –
Britt, Phylis

ESL - Heather Wynn

INTERVENTIONIST - Gowen, Anne (AM Only)

LAB PROCTOR - Wright, Debra

OCCUPATIONAL THERAPIST –
Coleman, Frank

REFOCUS – Rita Tart

SCHOOLS / COMM. RELATIONS –
Portela, Gilbert

SPEECH - Youngblood, Julie

OFFICE STAFF

Barnes, Dana - NC Wise Data Manager
Boulden, Susan – Asst. Principal
Davis, Sarah - Nurse
Oliver, Dean– Receptionist
Riddick, Loretta – Principal
White, Kim – Bookkeeper

CUSTODIANS

Askew, Shirley
Edwards, Stanley
Simmons, Richard