

# SOUTHERN ELEMENTARY SCHOOL

## FAMILY HANDBOOK



2019-2020

## EDUCATIONAL PHILOSOPHY

*I believe this nation must educate all its citizens for their personal well-being and that of our democratic government. Schools must recognize the individual needs of each student and strive to meet those needs, allowing each to develop skills, interests, and sensibilities that will serve them for a lifetime. Teachers must plan for effective instruction that is rigorous, engaging, and relevant. Teachers must be prepared to understand each student from psychological, social, developmental, and academic points of view.*

*I also believe that all people have a right to pursue an economically successful life. Opportunities come to those who can function in a culture which fosters a strong work ethic, ability to work cooperatively, and think critically. Each student, therefore, must be equipped with marketable skills to compete in a global society. As Guilford County Schools is committed to preparing students who are college and career ready, teachers must ensure that all students can access the many and varied opportunities they are offered.*

*All those involved in the education of our children in Guilford County, from the members of the School Board to the students, must work cooperatively to promote the physical, and emotional health, social maturity, intellectual abilities, interests, and moral sensitivity of all our students.*

Carol Hilbert, Principal



## Southern Guilford Elementary School

### **Mission Statement**

*Southern Elementary strives to develop responsible students who are given the opportunity to achieve success in academic, personal, and social development in a safe and nurturing environment where caring and learning go hand in hand. By teaming the staff, students, families, and community, we bring out the highest potential in everyone.*

### **Motto**

**"Where Caring and Learning go Hand and Hand"**

### **Vision**

**The vision of Southern Elementary is to become a school of excellence, where students will prosper as life-long learners.**

## **VISITORS TO THE SCHOOL CAMPUS**

The Board of Education of the Guilford County School District is dedicated to maintaining a secure and educationally sound environment for its students and staff. Therefore, to ensure safety, security, and an atmosphere conducive to teaching and learning on all campuses, it shall be the policy of this board that upon entering the campus of any school within this district, all visitors must report immediately to the main office of the school and obtain his/her permission before visiting any part of the campus. Permission to travel within the school may be denied by the principal if there is the potential to disrupt the security or education of students and staff within the building.

Each visitor must sign-in in the main office and state their business. A visitor's badge will be issued and must be worn at all times while on the school campus. The badge will be returned to the main office when the visitor departs the campus. Visitors are expected to exhibit respectful, courteous behavior at all times.

After 8:00 am, all doors will be locked. Visitors will need to ring the front doorbell to be admitted.

Please remember that our students and teachers are busy working throughout our instructional day from 7:15 until 2:25. We will protect that time from disruptions so that opportunities to learn are not impacted. Please email or call your child's teacher to schedule conferences.

No one without authorization will be allowed on campus. The Guilford County Sheriff's Department will be called to investigate persons of interest and/or to investigate disruptions to the learning environment.

### **PTA:**

Please become a member of the Southern Elementary School Parent Teacher Association (PTA) to show your support for our school and students. Membership is \$6 for 1 person and \$10 for 2. You don't have to commit time to be a member. There is no obligation to be a member. Membership in the PTA makes you a part of the nation's oldest and largest advocacy group for children.

The PTA coordinates volunteer efforts for school activities such as field day and raises funds to support school programs that further enrich the experience of **all students**. The PTA pays for several instructional and/or motivational programs that support student achievement such as Accelerated Reader and the field trips, Book Fair. PTA sponsors Teacher Appreciation Week activities and much, much more.

**COMMUNICATION: CONTACT PRINCIPAL HILBERT AT 336-674-4325 or hilberc@gcsnc.com**  
**There are a number of ways that parents receive information about their child's school experience.**

**Phone Calls/Voicemail** is available to all staff members. When you call during the instructional day, you will be sent to the teacher's voicemail. Please leave a clear, detailed message so your child's teacher can return your call. Sometimes teachers call during the day to ask a question or share information. ConnectEd calls may also go out during the day, please listen to the message in its entirety before calling the school.

**Email and ClassDojo** is available to all classroom teachers. Please email or Dojo your child's teacher with a clear, detailed message so she or he can respond to your concerns. Teachers will also contact you through ClassDojo.

**Homework Folders** go home each night with the child's homework, and any additional notes from teachers such as behavioral updates, field trip information, school updates, etc. Please check your child's homework folder each night. Sign and return any necessary papers. Parents are expected to monitor the homework, including the daily requirement to read 30 minutes each night, as homework supports student achievement.

**Pride Packs** (manila work folders) with student work and informational flyers will come home on Tuesdays. Please empty your child's folder, review the information, sign, and return the Pride Pack. Students in grades 3-5 are allowed to correct work (except for quizzes and tests) and return it to the teacher to improve their scores.

**Weekly grade level newsletters** are sent via ClassDojo when available or as a hard copy with your child if requested. Newsletters contain information about what your child is learning, information about grade level events such as field trips, and general information. Please except the invitation to participate in ClassDojo. If you would prefer receiving an email, please make you're your child's teacher has that email address. Email addresses are not available for everyone to see.

**ConnectEd** messages are sent out regularly to inform parents about upcoming events. Please listen to these messages and write down on your calendar events that you would like to keep in mind. There are limits to the time allowed for these messages, so events may not be repeated in future messages. ConnectEd messages will also be sent out to notify parents of emergency situations, early school closings, or other pertinent information. Please listen to the full message before calling the school to ask about the message. Phone lines are usually quite busy after ConnectEd calls and we need to keep the lines open so that we can receive updates. If your phone number changes or if you would like to have the ConnectEd calls sent to your cell number, please notify the front office.

**Websites** for Southern Guilford Elementary and Guilford County Schools hold lots of useful information. They are updated frequently. Please visit those websites to learn more.

Please feel free to call, email, or Dojo your child's teacher with questions or concerns. If questions are not answered to your satisfaction, please call the principal, Mrs. Hilbert, at 336-674-4325. Praise reports are always welcome and appreciated. Conferences will be scheduled as outlined by GCS and/or as needed.

### **ATTENDANCE:**

**Our instructional day is from 7:15 until 2:25. Students who arrive late or leave early miss important instruction. Children benefit from having a few minutes to get settled upon arrival so you are encouraged to bring students between 7:15 and 7:30. Please adjust your schedules so that your child is not missing valuable learning opportunities.**

**All parents are expected to follow state compulsory attendance laws. Students should attend school in a timely and regular fashion. Those who are noncompliant with local and state laws, will be subject to review by the school social worker. Legal measures are in place for parents of student under the age of 16 who do not attend school regularly.**

Please have your child at school no later than 7:40 a.m. Children should **NOT** arrive earlier than 7:15 a.m. **School doors will not open until 7:15 a.m.** Supervision **will not** be provided for students who arrive before 7:15 a.m. If your child arrives after 7:40, he or she must be escorted to the office to be signed in. The above procedures are designed for the safety and well-being of your children.

If absent, a student **must** provide his/her teacher with a written explanation **within 3 days** of the absence containing: Date(s) of absence (s), Reason(s) for absence, and Signature of parent.

The following constitutes valid excuses for temporary non-attendance of a student at school: student's personal illness or injury, court proceedings, death in the immediate family, religious observances, and medical appointments.

**Absences due to family trips will be counted as unexcused.**

Students must be present at least half of the school day to be counted present. Any student arriving later than 11:15 a.m. or leaving earlier than 11:15 a.m. will be considered **absent** for the day.

**TARDY POLICY:** A student arriving **after 7:40 a.m.** must go to the office and present a note from (or escorted by) his/her parent explaining why he/she is arriving late. **If your child accumulates five or more unexcused tardies in a nine-week period, it will be reported to the School Social Worker and other appropriate school officials who will take whatever action is deemed necessary.**

**EARLY DISMISSAL AND CHECKOUT POLICY:** We urge parents to leave children in school all day; therefore, **checking students out prior to 2:25 is highly discouraged.** Early dismissals are exactly like tardies. When possible, please schedule doctor or other appointments outside of school hours and on school holidays/workdays. If it is necessary to take your child from school during the day, follow the procedures listed:

- Send a note to your child's teacher that morning stating what time the child needs to be dismissed.
- Parents must come to the office upon entering the building and office personnel will get your child for you. **Parents are not permitted to go to the classrooms during the school day without permission from the office.** Teachers are not permitted to dismiss a student without office approval.

If anyone other than the parent or legal guardian is to pick up a child at school, the office must have **written** permission from the parent or legal guardian for that person to take the student off campus. All adults will be expected to show ID before leaving with a student.

**PERFECT ATTENDANCE POLICY:** To qualify for perfect attendance, a student may have no more than 3 tardies and/or early dismissals each quarter as well as no absences. Students who are tardy or leave early three or more times will not be recognized as having perfect attendance.

**FIELD TRIPS:** Field trips are aligned with grade level standards and curriculum for each grade level. They are designed to allow our students hands-on opportunities to apply what they have learned in the field. Field trips are not family outings; it is a regular school day at a different location where students can experience, apply, and/or explore what they are learning in school. Some events require additional chaperones, and some do not allow parents to attend. It depends on the event. Teachers will send out a request for volunteers when chaperones are needed.

**All** chaperones must fill out the GCS volunteer application online. Any parent wishing to chaperone should allow at least 10 days to be processed prior to the field trip date. Chaperones are parents or grandparents who have been GCS approved, who are volunteering to supervise a small group of students. Chaperones must follow the schedule created by the teacher. Chaperones ensure the learning activities and goals are met. Chaperones are to model responsible, respectful behavior for the students they are supervising. Adults are not allowed to ride the GCS buses due to liability. Only enrolled student attendees and employees can ride the buses. Students or children of any age, who are not enrolled in the grade level at Southern Elementary are not allowed to accompany the class on field trips. Guests are not allowed on field trips, except in Pre-Kindergarten. Again, this is a school day activity to support learning goals.

Parents who arrive at the field trip site having not registered as a volunteer or with additional children, will be required to sign their student out for the day. They may tour the site as a family unit rather than with the school group. Parents are encouraged to follow the field trip guidelines so that their child may enjoy the learning experience with their classmates. Students who are touring with their families may not have the opportunity to engage in the learning activities.

**CAR RIDER LINE:** Parents are expected to stay in the car rider line in the morning when dropping off students and in the afternoon when picking up students. The line moves quickly when started in the morning and afternoon. Car doors are opened at 7:15 to welcome students to school and students are dismissed at 2:25. Coming early to sit in the car rider line increases your wait time and doesn't necessarily get you off campus any quicker. Once the line starts, it is cleared within 5-7 minutes. Please do not park and wait on the sidewalk or in the hallway for your child in the afternoon at dismissal.

**Do not park and walk your child into the school in the mornings. We are trying to build independence and competency. There are adults all along the way to see that your child gets to his/her classroom without incident.**

Please do not cross through traffic with your child in the am or pm. This is a matter of safety for parents and students. After you drop your student off in the car rider line, park your car if you are going inside to conduct school business such as attend a conference, make inquiries, or volunteer. In the afternoon, if this is the case, please call the school by 2:00 so that we can hold your child in the office at dismissal. You will pick your child up in the office upon your arrival

**CAR RIDERS:**

**The building does not open for students until 7:15 a.m.**

Please have your child prepared to immediately exit the car in the “Kiss and Go lane” each morning so as not to impede the traffic flow. A staff member will be on hand to exit your child from the vehicle.

Please **do not** park in the general parking lot to drop off or pick up children. It is not safe for children or adults to cross the area during these very busy times of the day.

For afternoon dismissal, students will be placed at a section on the front sidewalk based on the car line. Please pull up to the next available section designated by the color markings on each pole. The design is to have 5 cars loaded at the same time.

**DRESS CODE:** Notice appropriate play shoes **must** be worn at all times by students, no flip flops, slides, or heels. Students have recess or PE daily and should be dressed in safe, comfortable shoes for play. This is a safety concern.

Also, please be aware that the temperature in our building fluctuates by location and season. It is often too warm or too cool for some students. Having a sweater or lightweight jacket in their book bag is a suggestion for helping students to maintain an adequate level of comfort.

**BEHAVIOR GUIDELINES**

All Southern students are expected to follow and are held accountable for the behavioral expectations contained in the Guilford County School Student Handbook. In addition, Southern Elementary School is a PBIS (positive behavioral intervention support) school. School-wide procedures will be taught and are expected of our students and staff. Please review the guidelines below with your child. Adults at Southern are expected to enforce the guidelines for all children. Our behavioral expectations are designed to maintain a safe, productive learning environment.



	All Settings	Hallway	Cafeteria	Arrival/Dismissal	Bathrooms	Playground	Buses
<b>S</b> tay Safe	<ul style="list-style-type: none"> <li>- Keep hands, feet, and objects to self.</li> <li>- Use appropriate personal space.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk on the right hand side</li> <li>-Look forward.</li> </ul>	<ul style="list-style-type: none"> <li>-Enter using the door on the right in a single file line.</li> <li>-Remain seated during lunch.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk on right hand side in a single file line.</li> <li>-Stay on the sidewalk until the student's name is called.</li> </ul>	<ul style="list-style-type: none"> <li>-Only 1 person per stall</li> </ul>	<ul style="list-style-type: none"> <li>-Play in areas above the back slope.</li> <li>-Climb up the ladder and slide down the slide.</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated at all times except to get on the bus or off the bus.</li> <li>Buckle up.</li> </ul>
<b>O</b> utstanding Attitude	<ul style="list-style-type: none"> <li>-Help others.</li> </ul>	<ul style="list-style-type: none"> <li>-Voice level 0.</li> </ul>	<ul style="list-style-type: none"> <li>-Quietly ask supervising staff for help.</li> </ul>	<ul style="list-style-type: none"> <li>-Say hello and wave in the morning.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep voice level at 0.</li> </ul>	<ul style="list-style-type: none"> <li>-Include others in play.</li> </ul>	<ul style="list-style-type: none"> <li>Follow the directions of the bus driver or safety assistant.</li> </ul>
<b>A</b> lways Respectful	<ul style="list-style-type: none"> <li>-Use polite and kind language.</li> <li>- Apologize and problem solve disagreements.</li> </ul>	<ul style="list-style-type: none"> <li>-Use quiet feet.</li> </ul>	<ul style="list-style-type: none"> <li>-Speak on voice level 2 and use polite words.</li> </ul>	<ul style="list-style-type: none"> <li>-Hold the door for the next person.</li> </ul>	<ul style="list-style-type: none"> <li>-Give others privacy.</li> </ul>	<ul style="list-style-type: none"> <li>-Use playground equipment safely and appropriately.</li> <li>-Stay away from the building and windows.</li> </ul>	<ul style="list-style-type: none"> <li>Talk quietly and only with those in nearby seats.</li> </ul>
<b>R</b> esponsible	<ul style="list-style-type: none"> <li>-Follow directions the first time given.</li> <li>-Have appropriate materials throughout the school day.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands by your side.</li> </ul>	<ul style="list-style-type: none"> <li>-Students have lunch cards ready to scan.</li> <li>-Pick up your milk, utensils, and condiments before sitting down.</li> <li>-Your area should be clean before leaving the table.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk on the right hand side of the hallway.</li> <li>-Stay together with your class during dismissal.</li> </ul>	<ul style="list-style-type: none"> <li>-Throw all trash away in the trash cans.</li> <li>-Turn off the water.</li> <li>-Use 1-2 pumps of soap and 2 pumps of paper towels.</li> </ul>	<ul style="list-style-type: none"> <li>-Paper and trash should be placed in the trash can.</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself.</li> </ul>

## **GRADING SYSTEM**

The GCS grading system for students in grades 3-5 is as follows:

- A 90 - 100
- B 80 - 89
- C 70 – 79
- D 65 – 69
- F 64 and below

All incomplete grades must be made up before the quarter ends. If the incomplete work is not successfully completed before the quarter ends, the incomplete grade becomes a failing grade.

A minimum of nine grades shall be recorded for each student in each academic course during each nine-week grading period. A minimum of four grades will be given after progress reports. To dispute a grade, please contact your child’s classroom teacher. After grades have been recorded, they will not be changed unless there has been a mathematical error in calculating the grade. Grades are recorded in PowerSchool within 5 days of submission.

## **HOMEWORK**

Homework is a very important phase of the educational program for your child. It is used to supplement the class work and strengthen the student's understanding of what he/she is studying. Students should be reading a minimum of 30 minutes each night. Parents are encouraged to cooperate with the school in seeing that assignments, including the nightly reading are completed on time.

## **CHEATING**

Any student caught cheating on a test or other school assignments will receive a grade of 0(zero), and the parent will receive written notification from the teacher. Students who cheat on Accelerated Reading tests will not be eligible for the AR trips. Cheating includes taking tests for someone who hasn’t read the book, letting someone take a test for you, or getting answers to the test from someone else. Students will lose points for those books and will be **INELIGIBLE FOR THE AR TRIP/INCENTIVE FOR THAT QUARTER.**

### **PARENT ASSIST**

Parents may register on the GCS website for an account to monitor their child's progress throughout the quarter. Go to the GCS website. Select the Parents/Students link. Click PowerSchool Parents' Portal to create an account. Assistance with this is available through our media center.

### **CAFETERIA INFORMATION:**

Parents may pay by the week, month, or send a specified amount to be placed in the child's cafeteria account. (EX: \$20.00) The amount spent daily will be subtracted. All checks for this purpose should be made out to **SOUTHERN ELEMENTARY CAFETERIA**. One check may be sent for two or more children. Please list the children's names and a note to divide the money equally between accounts. There is a policy requiring a process charge of \$25.00 for any returned checks. GCS provides a link to pay for lunches online if you would prefer to do that.

No glass containers of any type are permitted in the cafeteria.

If your child forgets or loses lunch money, he/she may charge lunch in the cafeteria for that day. We ask that you send the money the next day to pay for the charged items.

**BREAKFAST** is served from 7:15 until 7:30 in the cafeteria, afterwards students can pick up a breakfast to take to class to eat until 8:00. There is no cost for breakfasts for students.

**LUNCH VISITATION:** Parents or family members are always welcome to have lunch with a student. **Please register in the office before going to the cafeteria and then join your student at the assigned table.** Food from outside sources (pizza, fast food, home cooked, etc) can be provided for your child only. You may not bring food for another child. Children eating with a family member may choose **one** guest only for lunch. Siblings may eat with the visiting family member if it does not interfere with instructional time.

**TRANSPORTATION:** **Written** permission is requested when a student needs to go home differently than their normal way. Since we have the responsibility of protecting the safety of each child, please refrain from making these requests **unless it is an emergency.** **If a note is not received, your child will be sent home as they normally do.**

### **BUS RIDERS: Buckle Up**

In order to maintain the safety of your child and other children who ride the bus, we ask your help in enforcing good bus behavior. Please discuss bus behavior and rules with your child and make clear your expectations for responsible bus behavior.

**Students are expected to follow the guidelines on the bus:**

- Follow directions of the driver and teacher
- Always remain buckled up while on the bus, unbuckle only at your stop
- Stay seated unless getting on or off the bus
- Keep hands, feet, and objects to one's self
- No shouting, teasing, or inappropriate language
- No fighting or threat of physical harm
- No throwing objects on the bus.
- No eating on the bus.

Students who chose not to follow the bus rules will be written up and issued a warning the first time. Students who continue to misbehave will be suspended from the bus. The safety and welfare of all riding the bus will be the priority. Parents will have to make arrangements to drop off and pick up students suspended from the bus.

For questions about your bus stop, please contact the GCS Transportation Department.

**CHILD CUSTODY:** If you and your spouse are separated or divorced and you have been granted sole custody of your child through a court order or deed of separation, please advise us of this fact. **The only way we can comply with the court's order is to have a copy to present to the ex-spouse or sheriff should the situation arise where we need to do so. Without the court documentation, we cannot deny a parent the right to see his/her child or check them out from school.**

**ADDRESS/PHONE CHANGES:** It is **CRITICAL** that we be able to reach you in case of an **EMERGENCY**. If you do not have a phone, please send the number of a relative or a neighbor. Please notify the school of any changes in address.

**TELEPHONE USAGE:** The school telephone is for office use, and students are permitted to use the phone only for emergency situations with the Principal's or secretary's permission. **AN EMERGENCY DOES NOT MEAN CALLING TO ASK PARENTS**

**TO BRING A FORGOTTEN PAPER OR BOOK TO SCHOOL, OR TO ASK PERMISSION TO GO HOME WITH A FRIEND.** Parents and students must finalize all arrangements before arriving at school.

**HEAD LICE:** Students found with head lice must be sent home. Guilford County School policy states a child must have a 75% reduction in nits before returning to school. For additional information please refer to the GCS website @ [www.gcsnc.com](http://www.gcsnc.com).

**MEDICATION:** The school recognizes that a student with chronic or unusual health problems may require medication during school hours. When possible, arrangements should be made with the physician to adjust the dosage so that it can be given at home before and after school. If this is not possible, please adhere to the following procedure.

- ✓ The school must be provided with written authorization of the doctor as well as the parent for **ANY MEDICATION** to be administered at school. (A form may be secured from the school secretary.) This includes any kind of over the counter medication including Chapstick, Tylenol...Students may not bring any type of medicinal substance to school.
- ✓ Medication must be delivered in person **by the parent or guardian** at the time the Parent's Authorization Form is submitted.
- ✓ Medicine shall be provided in the original prescription bottle, which shall include the name of the student, the name of the drug, the frequency, the description of the anticipated reactions of the student to the medication.
- ✓ Whenever medication is changed by the physician, the parent is responsible for informing the school by submitting a new form and delivering medication to the school. Telephone calls cannot be accepted for this purpose.
- ✓ If you send medication and a form has not been filled out, we **cannot** give the medication to your child. We are required by Guilford County School policy to adhere to this regulation and there will be no exceptions. Medication of any kind must be delivered to the school office **by the parent or guardian**.
- ✓ Any over-the-counter medication such as **cough medicine, cough drops, acetaminophen, aspirin, lip balm, etc.** must be properly labeled and contained, showing the child's name, dosage, and frequency, and **must be accompanied by the "Authorization of Medication for a Student at School" form and filled out by the child's physician. NO EXCEPTIONS!**
- ✓ **ALL MEDICATIONS (prescriptions or over-the-counter) WILL BE KEPT IN THE OFFICE.**
- ✓ Medications must be picked up at the end of the year by a parent.

**SCHOOL CLOSINGS:** In case of snow or bad weather, announcements will be made through the news media by 6:30 a.m. for the day. If snow begins during the day, **please do not telephone the school office**. Closing announcements will be aired immediately. Whenever possible, we will send a ConnectEd message to all parents.

Be sure that you have made prior arrangements with your child so that he/she will know what to do in case of early school closings. **REMEMBER THAT ACES WILL NOT OPERATE ON EARLY RELEASE DAYS DUE TO WEATHER.**

Many parents request that the school call them or another individual to pick up their child in the event of early dismissal. **WE CANNOT HONOR THIS REQUEST.** Please do not tell your child to call you since it is very hard to get an open telephone line on these days.

### **INVITATIONS AND GIFTS:**

- ✓ Party invitations and gifts may not be distributed at school unless they include **EVERY CLASS MEMBER**. This is to avoid hurt feelings of children who might be excluded. If you have questions about how to handle this, please talk to your child's teacher or the principal.
- ✓ The school **will not** accept balloon/flower deliveries from florists/parents for students on special occasions.

**CELEBRATIONS:** We will have **two** class celebrations this year – one before Winter Break beginning @11:30 and one at the end of the school year. These are usually arranged by the grade parents who would appreciate cooperation of parents providing snacks, favors, etc. The teacher must be involved in the planning and will have final say over activities and snacks. Due to limited classroom space and various safety factors, we ask that parents make other arrangements for pre-schoolers and/or older children during these times. This is an opportunity for you to share quality time with your school-aged child.

A **simple** snack planned with the teacher may be provided by grade parents for other special occasions such as Halloween, Valentine's Day, etc. Teachers will share the snack with students after lunch in the cafeteria.

**REMEMBER:** Homemade foods **are not** allowed to be shared at school. Healthy snacks are encouraged such as fruit, cheese, veggies.

**Volunteers:** Parents and grandparents are urged to volunteer their help at our school. **We believe that volunteers have much to contribute to the educational process.** Our school welcomes and encourages parent participation through various projects and programs. All volunteers must register online with GCS. Information about how you can become a volunteer is available through our media specialist. If you are chaperoning a field trip, remember to sign up at least 10 days prior so that you can be processed and approved. Only GCS approved volunteers are allowed to chaperone a school group. When you come to school to volunteer, please sign in the office so that we will have a record of all volunteer hours and wear a nametag so that you will be recognized as a volunteer. Please let your child's teacher know if you have a special interest or if you would be available to help in a particular way.

## **PETS**

Visiting pets must be curriculum related and approved by the principal. The animal must have a safety clearance and shot record signed by its veterinarian. If approval is granted, the parent should bring the pet for the designated time period. The pet should be on a leash or in a cage.

## **RECESS**

Students are required by state law to have daily physical activity. This does not have to be “free play.” Movement such as walking the track, playing kickball or soccer, engaging in teacher-led physical activities, fulfills this requirement. Students cannot sit out the entirety of recess for inappropriate behavior. Students who misbehave on the playground may be given an age appropriate timeout to reflect and regroup before being allowed to play again. The safety of our students on the playground necessitate students following our rules and procedures.

## **RECESS/PLAYGROUND RULES**

The playground tends to be an area of concern in terms of safety and discipline for all schools. Although there is adult supervision, when students are often allowed free play, sometimes even the best students, will behave in ways that are inappropriate. Please review these rules with your child to ensure that he/she understands the school’s expectations on the playground.

1. Students are to stay away from the building and windows.
2. Students need to play in areas above the back slope so they can be seen.
3. Students should not bring toys from home to play with on the playground.
4. Paper and trash should be placed in the trashcans.
5. No playing tag or roughhousing is allowed.
6. Students may not: fight, kick, tackle, pull on others’ clothing, push, or pick up sticks, dirt, rocks, and/or other items to throw at others.
7. They need to climb up the slide on the ladder side only and slide down in a seated position.
8. No jumping from an unsafe height.
9. Students should not exclude others from playing, tease, bully, or be ugly to others.

## **END OF YEAR AWARDS**

Southern Elementary recognizes success in academics and character throughout the year and also at the end of the school year by conducting an award ceremony for each grade level. We invite families to encourage their children to strive for these honors. All children can work toward and earning these awards. To help families better understand the different recognitions, we are providing an overview of most general awards that may be given. Teachers and grade levels may have additional awards/recognitions that they give at the end of the year.

**Specialists Awards:** Art/Music/PE/Spanish/Technology, etc. will each choose 1 boy & 1 girl per classroom who show exemplary work/attitude all year.

**Special Awards:** Speech (upon exiting the program), ESOL (for hard work & improvement in English reading, writing, speaking & listening)

### **Reading Medals:**

- 1<sup>st</sup> -5<sup>th</sup> grade will be awarded based on each student's individual AR point goal. Goals may change each quarter. This information can be accessed by visiting <https://hosted283.renlearn.com/36408/HomeConnect/Login.aspx> and logging in using your child's AR username and password provided by your child's teacher. (This website can also be accessed via the Southern Elementary website, under *Parent Links*.)
- Students in grades 1<sup>st</sup> – 5<sup>th</sup> must make their AR goals each quarter to receive a reading medal.
- Kindergarten will be given for students who are on grade level in reading at the end of the year.

**Student Council Officers and Classroom Representatives (3<sup>rd</sup>-5<sup>th</sup> only):** Awards will be given to members based on exemplary work and attitude.

**Honor Roll (3<sup>rd</sup>-5<sup>th</sup> grade only):** Students who earn all A's ALL year and those who earn all A's **and/or** B's ALL year will receive these awards.

**Good Citizenship All Year:** 1 boy & 1 girl per classroom who have exhibited REACH behavior will be selected to receive this honor. **REACH stands for: Respect & Responsibility, Eagerness to Learn, Awesome Attitude, Caring & Cooperation, and Honesty.**

**Perfect Attendance:** Students must be counted present all 180 school days to qualify for this award. The following circumstances equal an absence:

- Arriving at school after 11:00 am= 1 absence
- Departing from school before 11:00 am= 1 absence
- 3 tardies= 1 absence

This is not a comprehensive list of all honors that will be celebrated at the end of the year ceremonies, and other awards may be given at the teacher's discretion. If you have any questions about awards or how to help your child succeed, please contact his or her teacher.

Please feel free to contact your child's teachers or Mrs. Hilbert with any questions or concerns at 336-674-4325.

