

Stokesdale Elementary School Home of the Vikings



Student & Parent Handbook 2024-2025

“Alone Vikings Can Achieve Success,
Together Vikings Can Achieve
Excellence!”

Mrs. Allison Bennett, Ed.S. – Principal
Ms. Kenya Donaldson-Assistant Principal

Stokesdale Elementary School

8025 US 158
Stokesdale, NC 27357-9399
(336) 643-8420

August 2024

Dear Stokesdale Families,

Welcome to the 2024-2025 school year at Stokesdale Elementary School. It is a pleasure to have your children in our school. Our teachers and staff are committed to providing high quality educational opportunities for all students within a setting that nurtures academic, social, and emotional growth. In order for all children to succeed at the highest levels of their potential, we believe a strong relationship between the home and school is necessary. We encourage parents and community volunteers to take an active role in our school.

During this year we have four requests of you:

1. Become as actively involved in our school as possible.
2. See that your child completes homework assignments and/or projects in a timely manner.
3. Please speak positively about your child's school. The child who believes his/her parents support the school is more likely to work hard and succeed in school.
4. If there is a problem or misunderstanding, please discuss it with your child's teacher immediately.

This handbook is a very important tool. You will find important policies and new information that will be helpful to you and your child in the coming year. Please read through it carefully and keep it in a handy place for quick reference.

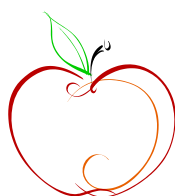
Thank you for sharing your children with us. We will do our best to provide them with an excellent education, a positive self-concept, and enjoyment of learning.

Sincerely,

Mrs. Allison Bennett, Ed.S
Principal

STOKESDALE ELEMETARY SCHOOL

SCHOOL VISION STATEMENT



STOKESDALE VISION STATEMENT

**THE FACULTY AND STAFF AT STOKESDALE
ELEMENTARY SCHOOL BELIEVE ALL STUDENTS CAN
ACHIEVE MASTERY OF ALL GRADE LEVEL SKILLS
REGARDLESS OF THEIR FAMILY BACKGROUND, PREVIOUS
ACADEMIC PERFORMANCE, SOCIO-ECONOMIC STATUS,
RACE, OR GENDER.**

**WE BELIEVE THAT OUR SCHOOL'S PURPOSE IS TO
SUCCESSFULLY EDUCATE ALL STUDENTS BY PROVIDING THE
MOST ACADEMICALLY RIGOROUS ENVIRONMENT
POSSIBLE, WHILE FOSTERING POSITIVE GROWTH IN BOTH
SOCIAL AND EMOTIONAL DEVELOPMENT.**

PHILOSOPHY, OBJECTIVES, AND COMMITMENTS

The Philosophy of Stokesdale Elementary School is based upon the principle of meeting individual educational needs of all students. In order to meet these basic needs, the faculty and staff of Stokesdale Elementary School believe there must be a dedicated faculty and support staff that has the ability to understand and consider individual differences when planning educational programs. They must keep abreast of new ideas in the educational community and communicate these to parents so that individual differences may be better served. Teachers must consider the ideas, interests, and special needs of students and the community as an integral part of curriculum planning and evaluation.

The faculty and staff of Stokesdale Elementary School believe our program should provide students with ability to understand and shape their environment, to develop positive social attitudes, and prepare them for a responsible life in modern society. Our program should nurture self-esteem, self-discipline, and self-direction within children while instilling in them the desire to further their knowledge about themselves and the society in which they must function.

The faculty and staff of Stokesdale Elementary school believe that the school should provide facilities, resources, and programs to foster an atmosphere for experiences in which all children can attain success according to their abilities.

The faculty and staff of Stokesdale Elementary School are committed to carrying out the following objectives in order to meet the educational needs of all students.

1. To remain aware of new developments in education and to apply them when relevant.
2. To develop and maintain a good relationship between the school and parents through the Parent Teacher Organization, and parent-teacher conferences.
3. To assess each child's ability through the use of informal teacher inventories, formal inventories, and the community agencies.
4. To challenge each child to progress according to her/his ability by providing appropriate opportunities and a variety of interesting and meaningful learning experiences.
5. To identify students who have special needs and to make recommendations for those needs through the use of special teachers, materials, and techniques.
6. To promote self-discipline and the ability to be self-directed in learning experiences.
7. To develop the importance of each child as an individual.
8. To impress upon the students the importance of being a responsible member of home, school, community, country, and world.
9. To develop positive social attitudes by providing instruction and guidance in social issues and situations.
10. To continuously evaluate the program and curriculum and make change when appropriate.

REGULAR DAILY SCHEDULE

7:00 a.m. Supervision Begins

SCHOOL IS NOT OPEN FOR STUDENTS AND THERE IS NO ADULT SUPERVISION PRIOR TO 7:00 a.m.

7:25 a.m. Tardy Bell Rings and Instruction Begins

TARDY STUDENTS MUST REPORT TO THE OFFICE AFTER 7:25 a.m.

2:10 p.m. Dismissal



ABSENCE FROM SCHOOL

In the event a child is absent from school, a parent/guardian of the child must send with the child upon his/her return to school a note stating the reason for the absence. If a child returns before the recommended time because of a contagious disease and/or if there is concern about the child, the principal may request that the parent/guardian provide the school with a statement from a physician.

For an absence to be excused (1) the child must bring a note from his/her parent/guardian explaining the absence and (2) the reason for the absence must be one approved by N.C. State Board of Education. Excusable reasons are illness or injury, quarantine, death in the immediate family, medical or dental appointments, court ordered administrative proceedings, religious observances and educational opportunities. In order for a student to be excused for reasons other than illness or emergency, the parent should send a note to the teacher in advance. Absences for which a parent does not send a note are considered unexcused.

In order for an absence to be considered an educational opportunity, a note must be sent to the teacher prior to the absence explaining how it will be educational. The child's teacher must agree on how work missed during the absence will be done. A note stating that a child was absent because he/she was "out-of-town" is unexcused. A reason must be given.

To the extent possible, medical or dental appointments should be made so that a child need not miss a great portion of the school day if they must be scheduled during school hours.

According to The Guilford County Schools Board Policy, a child must be in attendance at least one-half of the school day to be counted present. 11:00 a.m. is considered the half-day point. The attendance record kept by the school and the report card indicate actual attendance.

ACCIDENTS

Any accident in which a child is injured will be reported to the office and an accident form filled out immediately. If a child is seriously injured, the parent/guardian will be notified and he/she will be taken to the hospital if necessary. Please make sure all information regarding your child is updated in case of an emergency.

ADMISSION OF CHILDREN

Children entering kindergarten are required to be five years old on or before August 31st for the school year in which they are enrolling. Pre-registration takes place in the spring. Parents/Guardians must register **online** through **SchoolMint**, gcsnc.schoolmint.net (link is on the GCS and Stokesdale Elementary School website). Required documents that will need to be uploaded into the online registration include: **Birth Certificate, Proof of Residence** (Gas, Water, Electric bill, note: we do not accept phone, cable/internet bills; or a copy of a Driver's License along with a Car or Voter Registration), **Immunization Record, NC Health Assessment Form** (to be completed by the pediatrician).

If a student is transferring from a different school, Stokesdale will request the records from the previous school.

ANIMALS/PETS

No animals or pets are allowed on school property at any time due to risk of injury, allergies, etc.

ASSEMBLY PROCEDURES

Children will exhibit appropriate, respectful behavior during all assemblies. Procedures to ensure successful assemblies as follows:

- ✚ Teachers will review expectations for student behavior before going to an assembly.
- ✚ Children should go to the restroom before going to an assembly.
- ✚ Children will be taught that it is rude to get up and down or leave their place during a performance.
- ✚ Children are not to talk to each other during an assembly.
- ✚ Children are to keep their hands and feet to themselves.
- ✚ Teachers will discuss with children appropriate occasions for clapping.
- ✚ Children should not make verbal noises during an assembly unless directed to do so by the presenter.
- ✚ The teacher will sit where he/she can observe the class and the children should also be able to see the teacher.
- ✚ Teachers will correct problems they observe immediately.
- ✚ Children who do not demonstrate appropriate behavior will be removed from the assembly to sit in the front office or other supervised area until the assembly is over.

B

BOOKKEEPING

When your child brings monies to school, a staff member will write a receipt to each individual child from whom they collect \$10.00 or more. If the amount is less than \$9.99 per child, each child will be listed on a collection form, the amount paid, and the type of payment he/she made. In this instance a receipt will not be provided.

1. Monies collected will be turned into the office the same day as they are collected.
2. In the instance of field trips, since vendors are paid in advance, we cannot issue refunds if your student is unable to attend. No refunds will be given.
3. The office is not allowed to cash checks for parents. If a parent writes a check for more than one child, please handle in one classroom, indicating both children's names and other teacher(s) on the collection report with a bracket indicating one check.
4. Checks for student lunches should be written to Stokesdale Elementary School Cafeteria.

BOOKS

Teachers are responsible for the books assigned/checked out to children. Once books are assigned/checked out to children, it is the child's responsibility to take care of them and report to the teacher if they have been lost as soon as it occurs.

If a book is lost during the school year, the child will be charged for the book at that time.

Book Damage Fee Schedule

<i>Torn pages</i>	<i>5 cents</i>
<i>Badly marked and Soiled</i>	<i>\$2.00</i>
<i>Lost Books</i>	<i>100% cost of book, w/ one year's use</i>
	<i>80% cost of book, w/ two years</i>
	<i>60% cost of book, w/ three years</i>
	<i>40% cost of book, w/ four years</i>
	<i>20% cost of book, w/ five years</i>
<i>Back/Front torn off</i>	<i>Same as for lost books</i>

Textbooks will be assigned to children at the discretion of the teacher and periodically checked to ensure that the students are keeping up with their books.

BREAKFAST POLICY

The instructional day at Stokesdale officially begins at 7:25 a.m. daily. In an effort to protect instructional time and enhance learning, the breakfast program at Stokesdale will operate as follows:

- ✚ Children eat breakfast in their classrooms. If your child arrives after 7:20 and is in need of breakfast, they will be allowed to get breakfast to take to their classroom.

- ✚ Breakfast will end promptly at the 7:25 bell.
- ✚ Please remind your child while eating breakfast they should use breakfast time wisely and refrain from socializing as much as possible due to time constraints.
- ✚ Student Cost: **Breakfast is \$1.00 and Lunch is \$2.85.**

BUS POLICIES AND BEHAVIOR

The safe operation of school buses is one of the most important responsibilities of our school. It can be a life or death operation. Misbehavior of passengers on the bus could easily cause an accident. School bus regulations state that passengers on the bus must observe classroom conduct. Bus drivers have the authority and responsibility to maintain order on their buses.

Riding a bus is a privilege. Unsafe riding behavior will not be tolerated.

Listed below are guidelines for expected behavior on our school buses. Each driver will report violations of these rules.

- ✚ Wait your turn, enter the bus and sit down quietly.
- ✚ Take your assigned seat, or sit as directed by the bus driver
- ✚ Observe classroom conduct while riding. Loud or unusual behavior could distract the driver's attention and cause an accident.
- ✚ Permission to open windows should be obtained from the driver.
- ✚ Keep your hands and feet to yourself. No hitting, kicking, fighting, or tripping.
- ✚ Keep your head, arms, and hands inside the bus.
- ✚ Do not throw objects within the bus or from the bus.
- ✚ Keep the aisle clear of objects which could cause someone to stumble.
- ✚ Refrain from the use of profane or indecent language, name-calling, and arguing.
- ✚ Remain in your assigned seat at all times.
- ✚ Remain seated until the bus has stopped.
- ✚ Keep the bus clean and sanitary.
- ✚ Never damage or deface the bus. Children damaging school property may be required to pay for repairs.
- ✚ Do not talk to or otherwise disturb the driver when the bus is in motion.
- ✚ Observe all safety rules.
- ✚ Always obey the driver.
- ✚ Fireworks, sharp objects, glass, tobacco, alcohol, and drugs are not allowed on the buses.
- ✚ Children may ride only the bus to which they are assigned unless a change is authorized by the principal.

The number and seriousness of violations of school bus and safety rules will determine the action to be taken by school personnel. Violations may result in principal-child conferences, warnings, notices to parents, principal-parent-child conferences, suspension from the bus, or other options.

ADDITIONAL RULES FOR BUS PASSENGER SAFETY

Listed below are some additional rules for bus passenger safety.

- ✚ If you have to walk along the road to your bus stop, you should walk on the left side of the road, facing traffic. When cars are coming toward you, get well off the road to avoid danger of being hit.
- ✚ Be at your bus stop on time, and wait for the bus in a safe place off the road.
- ✚ Buses will not stop unless you are at the bus stop.
- ✚ If it is necessary to cross the road at the bus stop, do so only when the way is clear and the bus has stopped. Be sure that all traffic has stopped, and look both ways.
- ✚ Always WALK—never run—when crossing the road at the bus stop. Cross in front of it so that you can see the driver and he/she can see you.
- ✚ Use the handrail when entering and leaving the bus.
- ✚ In the event you have to stand, please stand sideways (facing the side of the bus), and hold on to seats. All passengers must stay behind the vertical bars.
- ✚ Passengers should immediately move away from the bus and out of danger after unloading.
- ✚ In the event of an accident or emergency, passengers may have to unload the bus. They should go to a safe place off the highway. Another bus will pick up passengers or other suitable arrangements will be made to take you to school or to your home.
- ✚ Any misbehavior or vandalism should be reported to the bus driver.
- ✚ Do not bring large items, glass, or other dangerous items on the bus.
- ✚ Eating and drinking are not permitted.
- ✚ Sit in the seat facing the front with your legs and school materials out of the aisle.
- ✚ The only adults authorized to ride the school bus is the driver or other Guilford County Schools employee. Parent(s)/guardian(s) are not allowed to board a Guilford County Schools bus at any time.
- ✚ No radios, electronic devices, cell phones, or toys.

QUESTIONS ABOUT BUS TRANSPORTATION

- ✚ If you have questions about bus discipline, call the assistant principal at Stokesdale Elementary School (336) 643-8420.
- ✚ If you have questions about schedules, bus drivers, bus stops, or changes in bus routes, call GCS Bus Transportation at 1-888-511-4427



CAFETERIA

Free and reduced lunch forms will be given to all children at the beginning of the year. Please be sure that the teachers name is indicated on each form to assist with keeping track of the documents. These forms need to be submitted to your child's homeroom teacher. Children

that were provided free/reduced lunches last year have a grace period of 10 days, so please turn the forms in as soon as possible.

When a child brings in a check or cash to pay for the week or the month, they will be sent directly to the cafeteria in the morning.

Children are responsible for knowing their lunch number and must have money ready when they approach the cashier. This helps keep the line moving briskly.

School wide cafeteria rules/procedures/manners will be taught the first several weeks of school. Teachers will eat with their classes the first week of school and the last week of school to monitor/teach proper procedures. At all other times during the year, children will be monitored by non-core classroom assigned school personnel.

CAFETERIA RULES AND GUIDELINES



- ✚ HAPPY BIRTHDAY is not to be sung in the cafeteria.
- ✚ Children will leave the classroom and return to the classroom in an orderly manner.
- ✚ Children will follow all cafeteria rules.
- ✚ Children will be respectful to the lunch monitors.
- ✚ Children need to get all utensils, condiments, and extras before sitting down to eat.
- ✚ Children may not get out of their seats without permission once seated in the cafeteria.
- ✚ Teachers will review cafeteria rules with the children and frequently check with cafeteria monitors on a regular basis to address specific concerns that occur during the teacher's absence.
- ✚ Children will be taught the correct manner in which to place their trash into the trash cans. Children will be taught to pick up their own trash. Spills will be cleaned up by the monitors or custodians.
- ✚ Children must tell a cafeteria monitor of their need and will be escorted to and from the restroom by a cafeteria monitor.
- ✚ Responsible and dependable children will be chosen in grades 2 – 5 to stay behind and clean tables. Tables should be left clean for the next class.
- ✚ Appropriate cafeteria manners, behavior, and noise level is expected of children at all times.

CAR RIDERS



Parent(s)/guardian(s) who bring children to school in the morning or pick up children from school (at dismissal) in private vehicles shall use the drive off of Athens Road. Arrows indicate the direction of traffic flow and the area for loading and unloading. For the safety of all children, please cooperate with these procedures. Due to the congestion in the hallways at dismissal time and the hazard caused by people crossing the loading zone, parents are asked not to come into the building to get children at the end of the day (with the exception of Pre-K). SAFETY IS INCREASED IF ALL CAR RIDERS ARE PICKED UP IN THE CAR RIDER PICK-UP AREA ONLY. CROSSING THE LINE OF TRAFFIC IS DANGEROUS EVEN WHEN THE CHILD IS WITH AN ADULT.

When picking up your child(ren) at dismissal, maintain one lane of traffic in the driveway. Staff will be on duty to assist children to cars. Be prepared to wait your turn in the line of traffic.

MORNING ARRIVAL

-  **DO NOT USE THE BUS LOADING AND UNLOADING AREA AT THE FRONT OF THE SCHOOL. ONLY BUSES ARE ALLOWED IN THE CIRCLE PARKING LOT IN FRONT OF THE SCHOOL FROM 7:00 – 7:25.**
-  **DO NOT DROP YOUR CHILD OFF IN THE PAVED AREA BEHIND THE CAFETERIA NEXT TO HIGHWAY 68 or BESIDE THE 2ND GRADE WING DURING MORNING ARRIVAL. THESE AREAS ARE UNSUPERVISED.**

AFTERNOON DISMISSAL


-  **DURING AFTERNOON DISMISSAL, ONLY DAYCARE VANS/BUSES ARE ALLOWED TO ENTER OR EXIT THE PARKING LOT BESIDE THE SECOND GRADE WING FROM 2:10 – 2:30. THIS PROCEDURE IS NECESSARY TO PROVIDE AN ORDERLY FLOW OF TRAFFIC AND THEREBY CREATE A SAFE DEPARTURE FOR ALL CHILDREN.**
-  **DURING AFTERNOON DISMISSAL, DO NOT PARK IN THE PARKING AREA BESIDE THE SECOND GRADE WING OR IN THE PARKING AREA NEXT TO HIGHWAY 158 AND ATTEMPT TO CALL YOUR CHILD TO YOU IN ORDER TO AVOID THE CAR RIDER LINE.**

CELEBRATIONS

Stokesdale Elementary will conduct three celebrations per year, (winter break, spring break, and at the end of school). At no time should celebrations violate the Board of Education's Discrimination Free Environment Policy with regard to race, religion, national or ethnic origin, color, age, military service, disability or gender. All other celebrations must be approved in advance by the principal. Any food served in conjunction with school celebrations should follow the guidelines of Student Wellness Policy IHB-P (see Policy under Section S).

***CELL PHONES/ELECTRONIC DEVICES**

All student cell phones and other specified electronic devices on campus must be stored in “off” mode in their book bag during the instructional day. From 7:00 am until 2:10 pm no student should have a cell phone outside of their book bag.

-  Cell phones cannot be used inside the school building at any time. If there is an emergency, parents will be notified by office staff/administration.

- ✚ Tablets such as Nooks or Kindles, or other devices for **reading**, are allowed to be used during *Guided Reading* or other *Self-Selected Reading* times approved by the teacher. If students are using them at other times, or inappropriately (taking pictures, texting, gaming, or searching the web) during those times, devices will be confiscated.
- ✚ **Stokesdale Elementary is not responsible for the loss or damage of these items if they are brought to school.**

CHILD CUSTODY

If parent(s)/guardian(s) are separated or divorced, and a custody arrangement of your child(ren) has been made by a court order or deed of separation, please advise the school office of this fact and see that we have the most current copy of the court or separation agreement.

With the rising number of single parent families, the issue of who has access to children or to information about children is becoming an increasing concern. Often teachers and school personnel must deal with situations involving the right of non-custodial parents and people acting as the parent in the absence to the natural parent. The information provided does not address every potential situation but does reflect the more common ones.

“Parent includes a parent, a guardian, or an individual acting as parent in the absence of a parent or guardian e.g., child living with grandparents. Generally, where an individual has assumed the obligation of support, care, or maintenance of the child(ren), access should be allowed”.

1. Either parent has the authority to inspect and review the child’s records unless the school has evidence that there is a State law or court order governing such matters as divorce, separation or custody, or a legally binding instrument that states otherwise. This is a rule even if the custodial parent has told the school the other parent should not be granted access to records.
2. “The right to inspect and review records includes the right to a response to a reasonable request for explanations and interpretations of records”.
3. Non-custodial parent(s)/guardian(s) can request conferences regarding their child if there is no legal document stating otherwise. They can also request copies of report cards and progress reports.
4. Conferences with the non-custodial parent should be done at a convenient time so as not to disrupt the school program or interfere with the performance of the teacher’s duties.
5. A principal may prevent a parent who does not have custody of a child from visiting with the child on the school premises and in the classroom.

CLASS COVERAGE

Parent(s)/guardian(s) and/or visitors may not perform class coverage or any other duties of a supervisory nature in the absence of the teacher regardless of how brief the time period or nature of the coverage needed. This policy applies even if the parent(s)/guardian(s) and/or visitor is a qualified GCS substitute – unless they are

subbing for the specific teacher for which they are providing coverage (and not another teacher) in an official capacity.

CLASSROOM WEBSITES

Classroom websites contain information such as homework, class projects/due dates, daily schedule, upcoming events, contact information, etc. Our goal is to continuously strengthen communication between school and home. Our classroom websites are a perfect venue to ensure this occurs.

CONFERENCES

You may request a conference and are encouraged to do so whenever you feel a need. Conferences will be scheduled before or after the regular instructional day. You may call the school office or send a note to the teacher by your child when you need to schedule a conference. The teacher will contact you about a convenient time for the conference. Of course, short emergency conferences can be arranged through the principal's office.

From 7:00 a.m. until 2:10 p.m. teachers are responsible for supervising and providing instruction to children. When you stop for a brief conference during this time, YOUR child and others miss out on instruction.

If you have a concern, the most effective and efficient procedure is to contact the teacher first.

CORPORAL PUNISHMENT

No staff member may administer corporal punishment to a child. No parent may administer corporal punishment to their child on Guilford County School's property. The GUILFORD COUNTY SCHOOL BOARD has banned the use of corporal punishment.

D

DEVICES

All students are being issued devices, with chargers, to support learning at school and home. Students are responsible for taking care of his/her device. Students in kindergarten through third grade will receive an iPad and fourth and fifth grade students will receive a Chromebook. Students will complete Responsible Use courses on Canvas, at school during the first couple of weeks of school. These courses will include GCS Acceptable Use Policy. Courses are found on your child's Canvas page. To learn about the expectations of students when using GCS devices, please refer to the GCS [Device Handbook](#). Devices are permanent property of Guilford County Schools.

DISCIPLINE PROCEDURES

The best disciplined child is one with self-discipline. Children will be encouraged and praised for good behavior. The following guidelines will be followed by each staff member:

- ✚ Establish clear, fair, and consistent classroom expectations and procedures. Inform children and parent(s)/guardian(s) of these expectations.
- ✚ Children may be kept after school for disciplinary reasons if prior arrangements have been made with the parent(s)/guardian(s).
- ✚ School and classroom expectations, procedures, rewards, and consequences must be posted in a highly visible area of the classroom. Establish an effective system for dealing with problems as they arise. Be consistent in dealing with these problems. If a problem cannot be resolved, contact the parents. The school counselor can also be consulted if the problem is not resolved. If these approaches are not successful, a referral to the principal is appropriate. When a major discipline problem occurs it can be referred immediately and directly to the principal.

Classroom expectations including whole group, small group, and independent work as well as arrival and dismissal procedures.

Non-classroom areas such as hallways, cafeteria, restrooms, and playground will have clear expectations for appropriate behavior.

The classroom teacher will actively supervise students in all areas and correct misbehavior as it occurs. Parents will be given Standards of Success as well as School-Wide Rules to review at home in their welcome packet.

If your child is having difficulty with following the rules and expectations, classroom teachers or specialists will use the following process:

<u>Corrective Consequences:</u>	
<ul style="list-style-type: none">• Loss of privilege• Write what was said• Brief Delay• Positive Practice• Practice Cards	<ul style="list-style-type: none">• Time Owed• Restitution• Time Out• Time Out Reflection Sheet

THE PRINCIPAL WILL BE CONTACTED IMMEDIATELY WHEN:

A child is a constant behavior problem, a fight ensues, repeated disrespect is given to adults or children, or a child is a danger to him/herself or others.

Administration consequences are aligned to the Guilford County Student Handbook and include:

Examples of Admin Consequences

- Loss of Privilege
- Conference with Student – problem solving
- Parent Contact – problem solving
- Time Out
- Individualized Instruction – re-teaching

- Restitution/Restorative Discipline
- Teach self-management strategies
- Counseling – Individual and/or Group
- In-School- Suspension
- Out-of-school suspension
- Bus Suspension
- IST referral for Behavior Intervention Plan based on function – FBA/BIP

Standards of Success	School-Wide Rules
Today I will SAIL to success by...	Keep hands, feet, and objects to self.
Showing Self-Control	Use kind and polite words (“put-ups”) when talking to others.
Accepting Responsibility	Follow adults directions first time given.
Improving Flexibility	Include all peers in conversations and play.
Learning to Show Honor and Respect	Use appropriate space.
I will choose to make it a great day.	Take ownership of my decisions.
	Keep the school campus clean.

DISMISSAL OF CHILDREN LEAVING BEFORE THE END OF THE SCHOOL DAY

Parent(s)/guardian(s) will send a note with the child stating the time the child will be picked up. The child will bring the note to the office (attendance) by the 7:25 bell. The office will issue a slip that the child will take to the classroom teacher. The child’s classroom will be called for the child to report to the office upon the parent(s)/guardian(s) arrival. If the dismissal time is during a specials class, the child will take the slip to the special. If the dismissal time is during an outside activity (PE or Recess), the parent will be sent to collect the child and then the child should be brought to the office by the parent in order to sign the child out. **Be prepared to show your identification to office personnel every time a child is signed out.** Children will not be released to persons not listed on the emergency data card unless office personnel receive WRITTEN notification from the parent(s)/guardian(s). To protect instructional time, parents are asked not to go directly to classrooms without permission from the office personnel. **Only volunteers and visitors for lunch will be allowed in the building. Parents picking up students or dropping students off at the front office will not be allowed in the building to pick or drop a student off.**

PLEASE DO NOT GO DIRECTLY TO THE PLAYGROUND OR TO THE CLASSROOM TO GET CHILDREN. ALWAYS REPORT TO THE FRONT OFFICE FIRST AND CHECK OUT A FOB BEFORE GOING TO THE CLASSROOM TO COLLECT YOUR CHILD.

Dismissal time is very hectic. Teachers and children need this time to prepare to go home. All calls should occur for early dismissal before 1:30 if you have an emergency and need to get your student before 2:10.

Children should not be left at school after **2:30** due to no supervision.

If a parent comes to pick up or calls to make changes without a note, a copy of this policy will be given to the parent. Office staff will retrieve the child(ren) from the classroom. After multiple occurrences, a conference will be scheduled with the principal.

DISMISSAL PROCEDURES

Please make sure your child's teacher has written documentation of how your child will be dismissed. K – 2 classrooms will dismiss at 2:10 daily. At that time, teacher assistants will take ACES and CAR RIDERS to their designated areas, with teachers taking the remaining children to the van and bus loading area. If the Daycare Van/Bus has not arrived, teachers will take these children to the designated classrooms on the second grade hall

- ✚ All children in Grades K-2 will be dismissed **by the bell** at 2:10. Children in grades 3-5 will be dismissed by 2:15 **by the second bell**.
- ✚ Children will be brought to the buses/vans by the teacher in a quiet, single file line.

DRESS CODE

Children are encouraged to dress comfortably and appropriately (clothing which neither detracts from, nor disrupts the educational process). Closed-toe shoes should be worn during recess and PE. Some examples of inappropriate clothing are (1) **very short shorts**, (2) **spaghetti strap tops** (3) bicycle pants (tight fitting), (4) clothing which displays offensive wording or which advertises alcohol, tobacco, or drugs. **Hats will not be allowed to be worn in the building or sweatshirt hoodies on student's heads.**

E

EARLY DISMISSAL (DUE TO WEATHER OR OTHER EMERGENCIES)

Parent(s)/guardian(s) should provide written directions to the classroom teacher during the first two weeks of school as to how their child is to go home in the event school must be dismissed early because of an emergency. A form will be sent home by the classroom teacher for parents(s)/guardian(s) to complete. Buses will take children home but many daycares do not pick up children and some close when school is dismissed early. Parent(s)/guardian(s) should develop an emergency plan for these situations. If we have the Parent(s)/guardian(s) directions in writing, they will be followed. Otherwise, the child will be sent home in the normal manner. The ACES Program will not be in operation on days when there is an emergency early dismissal.

When children are dismissed early because of emergency conditions, all school activities or after-school activities are canceled on such a day.

The Superintendent has been assigned the responsibility for determining whether to close or delay school when inclement weather is predicted to the Director of Transportation. If there is

a chance of inclement weather before the school day begins, one of the following three recommendations will be made to the Associate Superintendent for Student Services:

1. School will open at the normal time.
2. The opening of school will be delayed one or two hours.
3. School will not open that day.

If school opens at the normal time, NO ANNOUNCEMENT WILL BE MADE. A decision to close or delay school will be given to the media, posted on the GCS web page and on Guilford Educational Television by 5:30 a.m.

EATING LUNCH WITH YOUR CHILD

Custodial Parent(s)/guardian(s) are encouraged to join their child during their regularly scheduled lunch time. However, do not invite your child's classmates to deviate from their normal lunch time routine such as sitting in a different seat or moving to another table. Do not give any other child food or drink of any kind unless approved in advance by the teacher.

Parent(s)/guardian(s) who are disrupting children, the operation of the cafeteria and/or engaging in inappropriate behavior will be asked to leave campus by the principal.

**DO NOT GO DIRECTLY TO THE CAFETERIA OR CLASSROOMS
WITHOUT REGISTERING AT THE FRONT OFFICE.**

F

FIELD TRIPS

Field trips are planned to provide educational experiences for the children. Parent(s)/guardian(s) may be asked to chaperone when the need arises and when space and the activity planned lend themselves to parent(s)/guardian(s) participation.

The following field trip guidelines MUST be followed:

1. Any field trip must be a direct outgrowth of the instructional program and must include documented preparatory instruction and follow-up.
2. The sponsoring teacher must get the principal's prior approval before discussing or arranging the field trip with children or parent(s)/guardian(s).
3. Proper and adequate supervision is required by the classroom teacher at all times.
4. Written permission will be required for all children on all field trips. Permission via the phone is not allowed.
5. ***No child may be denied a field trip due to behavior***, without principal approval. When this occurs, the parent(s)/guardian(s) will be notified.

6. *Any parent who would like to chaperone on a field trip will need to get preapproved a week ahead of the field trip through gcsvolunteers.com.*

G

GRADING POLICIES

- + Each grade level will develop and adhere to a uniform grading policy
- + Grading policies will be shared with parent/guardian(s) in writing at the beginning of the school year. The grading policy should govern the grading of any and all assignments such as class work, homework, tests, quizzes, etc.
- + Parents will be contacted prior to receiving any grade below a Satisfactory in grades K-2 and below a C in grades 3-5 on quarterly report cards.
- + Fellow classmates of a child nor parent volunteers should **NEVER** grade a child's work or have access to a child's academic performance. This includes but is not limited to the compilation of weekly folders.
- + **A child's conduct should NEVER factor into the academic grading of a student. Conduct issues (good or bad) are to be handled separate and apart from the assigning of grades at all times.**

GRADING SCALE

Grades 3-5 will use the following grading scale:

A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
E	Below 60	Failing

Parent(s)/guardian(s) will be notified in writing on how grading procedures will be carried out in each classroom. Parent(s)/guardian(s) are required to read and sign the grading policy and return to your child's teacher.

SPECIALS GRADING POLICY

Grades for specials classes will be included in determining students who qualify for A and A/B honor roll. Students on the honor roll must also earn a Satisfactory or Outstanding grade in art, music, and PE. To qualify for a Satisfactory or Outstanding grade, students must participate and display appropriate behavior to allow appropriate participation to occur in all specials classes.

The specials grading policy is as follows:

- O- Outstanding = A (A or A/B honor roll)
- S- Satisfactory = B (A or A/B honor roll)

- N- Needs improvement = C
U- Unsatisfactory = D/F

GUIDANCE

Counseling is available to assist where needed. The school counselor will conduct classes, small group counseling and individual sessions on a regular basis as needs arise. Please feel free to share with the counselor any concerns you have.

Child Abuse And / Or Neglect

When school personnel have cause to suspect abuse/neglect of a child, by law it **MUST** be reported.

Suicidal Thoughts

If a child expresses thoughts about suicide or self-harm or it is heard by another child, a report will be made to the school counselor on the same day, as soon as possible.

H

HOMEWORK

Homework is given to children each night, on an increasing basis as they progress in school. Parent(s)/guardian(s) may wish to set aside 20 to 60 minutes each evening for children to read, practice math, or do other assigned homework. It would be helpful if this “special time” could be in a quiet location for concentration purposes. It is an important pattern in responsibility to establish these routine habits when children are young. Each grade level will develop a homework policy that is clear and consistent. Homework may be assigned each night. The assignments may be an extension of material previously taught in class or preview to new material which will be expanded on in the classroom. Homework should be turned in as determined by the classroom teacher. Parent(s)/guardian(s) are encouraged to look over their child’s homework for completion and to reinforce learning.

Teachers will review and return homework. Children that consistently fail to turn in homework may incur further penalties. Missing and late work is annotated in children’s planners and/or weekly folders. All missing work must be turned in one week prior to the end of the grading period. Parent(s)/guardian(s) will be contacted to conference about persistently late or missing work.

Suggested timeframes are:

Kindergarten	30 minutes
Grades 1 – 2	30 – 45 minutes
Grades 3 – 5	45 minutes – 1 hour

HONOR ROLL AND PERFECT ATTENDANCE

Children will be recognized quarterly for achieving A and A/B Honor Roll and Perfect Attendance in grades 3 – 5. In order to qualify to receive Honor Roll recognition, children must earn grades of A and/or B in all subject areas, and must earn a Satisfactory or Outstanding grade in art, music, and PE. To qualify for a Satisfactory or Outstanding grade, children must participate and display appropriate behavior to allow appropriate participation in all specials classes. In order for a student to qualify for Perfect Attendance a student must have less than 5 tardies each nine weeks.

I

INCLEMENT WEATHER

In case of school cancellations, delayed opening and/or early dismissal of school due to inclement weather, emergency and/or hazardous conditions, the following procedures shall govern all employees. The official closing notice will be put on the district's information line, our public access television channel and the local news channel. When school is canceled, days will be rescheduled in the school calendar.

IMMUNIZATIONS

The North Carolina immunization law states that every child residing in North Carolina shall be immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles, and rubella. G.S. 130-90 states that every child admitted to school must have the required immunizations within thirty days from the first day of school or the child will not be allowed to continue in attendance. The only exemptions are for health or religious reasons and evidence must be presented for these exemptions.

School personnel are responsible for verifying that all students are appropriately immunized according to North Carolina Law. Requirements:

PreK:

4 DTP

3 Polio

3 or 4 HIB

3 Hep B

4 PCV (Pneumonia)

1 MMR (measles, mumps, rubella)

1 Varicella

K-5:

4 or 5 DTP

3 or 4 Polio

3 Hep B

2 MMR (measles, mumps, rubella)

2 Varicella

INTERIM REPORTS & REPORT CARDS

Interim reports will be sent home four times a year. The interim should be signed by the parent and returned to school. In the event a signed interim is not returned, the parent will be contacted to verify receipt.

Report cards will be sent home four times a year. All report cards will be reviewed by the principal prior to being sent home. Parents should be able to match the work sent home with the grades on the report card. Report card comments should be used as an opportunity to appropriately address the current status of each child's academic performance.

INTERNET

Children are only allowed to go to appropriate websites approved by the teacher. Children should not be allowed to go to websites that are not educational.

INSURANCE

Accident insurance and dental insurance will be available this year through private carriers. Additional information will be sent to you. Payment for coverage and claims for injury are made directly to the companies.

L

LICE (PEDICULOSIS)

What causes Head Lice?

Head Lice is caused by the "louse", a small gray insect about the size of a pinhead found on the head. The louse usually does not survive more than 2-3 days away from the human body.

Where does it occur?

Lice occur worldwide. It is common among school-aged children and their close contacts. It is not related to cleanliness. Routine hair care will not prevent or cure the problem.

How is it spread?

It is spread by close contact with an infested person or by contact with their personal belongings, such as combs, brushes, hats, bed linens or towels.

What are the signs and symptoms?

Persons usually become aware of the problem by finding lice or eggs (nits) in their hair. The female louse attaches her egg to the hair near the scalp. The egg hatches and leaves nits. Many nits may resemble dandruff. Itching of the scalp is very common, but with light

infections children may not complain. Irritation of the skin at the hairline and ears may be present due to scratching.

How is it treated?

Any of the following medications can be used.

R & C OR RID SHAMPOO (non-prescription)

NIX CREAM RINSE (non-prescription)

Procedures

Pediculosis, or head lice infestation, has been a public health nuisance for thousands of years. Lice are small insects that live only off human blood. Head lice do not transmit disease nor are they a sign of poor hygiene. They can cause embarrassment and concern for children, parents, and schools. Since head lice spread person to person, the Guilford County School system has adopted procedures.

If an individual is suspected of having an infestation with head lice, that person will be referred to the school nurse or designated trained staff member for examination. When an infestation is confirmed, the following action will be taken:

- *The principal will be notified.

- *If live head lice have been detected, the parent/guardian will be notified to pick up the child from school.

- *If nits alone are seen, the parent/guardian will be notified by telephone by the end of the school day. In either case, the parent/guardian will be given treatment options and education on the biology of head lice and methods to eliminate the infestation.

- *Children who have had live lice identified may be readmitted to school when the parent/guardian provides **proof of purchase of the lice treatment product and no live lice are present**. There should be a significant reduction (75%) in the number of nits observed. The school nurse or trained school staff may recommend that the child be sent home for additional nit removal.

- *The expectation is that children should be able to return to school the following day. **The child must be checked by school personnel prior to being admitted back to class.** In unusual circumstances where the problem persists, a total of three excused absences will be allowed per episode. After three days of absences for lice infestation, the absences will be counted as unexcused.

- *Individuals with repeated infestations will be referred to the school nurse who will determine appropriate interventions.**

LOST AND FOUND

Found items are housed on the wall hooks outside the car rider entrance and in the container outside the bus rider entrance. Please encourage your child to check if there are items missing or lost. Parents are encouraged to write their child's name on clothing, lunch boxes, and any other items brought to school. Items that are labeled can be returned to students immediately.

Due to limited space, lost and found items not claimed will be discarded at the end of each quarter.

M


MAKE-UP WORK POLICY

When absent, children will be given an assignment sheet of the missed work with a due date from the teacher. Children will have the number of days absent plus one more to complete assignments. If parent(s)/guardian(s) feel that the child needs more time to complete missing assignments, they will need to conference with the teacher. Weekends are not counted towards the total time allotted for make-up work.

Parent(s)/guardian(s) are encouraged to call the school in the morning of the day their child is absent and pick up the work after school. Parent(s)/guardian(s) who know in advance that a child will be absent are asked let the teachers know as soon as possible so that they can prepare assignments. There may still be some missed assignments that children will need to complete upon return to the classroom.

MEDIA CENTER

We strive to offer full access to the resources in the library including daily check out for students and teachers, instruction for individuals, small groups, and whole classes, and access to resources for independent student research.

 **Open Checkout will occur each morning and students will visit in grade level groups. All students entering the media center between 7:05-7:25 must have an ID badge (One Card) from their homeroom. Students also have an opportunity to check out books during their normal media class each week.**

Our media program strives to serve both the curriculum needs and personal interests of our students. We circulate books home with students. Non-print and reference materials remain at school. Books have a two-week circulation period. Weekly overdue notices, beginning in late September, are generated as reminders. Circulation privileges end until overdue books are renewed or returned.

No fines are charged for overdue books. Replacement cost is expected for lost or damaged books. Reimbursement is made for books lost, paid for, then found and returned in good condition. Reimbursement cannot be made after the school year has ended.

MEDICATIONS AT SCHOOL

The Guilford County Schools Board of Education has a policy outlining specific guidelines for administering medication to students at school. To assure adequate protection of students and the rights of employees, personnel shall be guided by procedures developed by the Superintendent and his staff. **NO MEDICATION, PRESCRIPTION OR NON-PRESCRIPTION, SHALL BE ADMINISTERED BY A SCHOOL EMPLOYEE, UNLESS A PARENTAL PERMISSION STATEMENT HAS BEEN SUBMITTED TO THE OFFICE FOR VERIFICATION. ALL MEDICATIONS MUST BE STORED IN A SECURE LOCATION IN THE FRONT OFFICE AREA.**

○ NON-PRESCRIPTION MEDICATION

The medication must be properly labeled and in an original container, showing child's name, dosage and frequency, and must be accompanied by a note. A Medical Authorization Form must be on file before any medication can be given, including aspirin, cough drops, etc. Medication cannot be administered until the proper form is completed. All prescribed medicine should be brought to school by the parent(s)/guardian(s) in the original container, showing the student name, dosage, and date.

○ PRESCRIPTION MEDICATION

Whenever medication is prescribed by a physician to be given during school hours, signed permission by the physician and parent must be on file in the school office before any prescribed medication will be dispensed. Official school forms must be used for this purpose and may be secured from the school. All medication will be administered in the form and manner as directed by the physician and according to the instructions prescribed. The physician instructions must include the name of the child, the name of the drug, the frequency, the dosage, and the description of anticipated reactions of the student to the medication. Whenever the medication is changed by the physician, the parent is responsible for informing the teacher in writing by submitting a new form and delivering the medication.

MESSAGES FOR CHILDREN

Because of the limited number of phones and the time it takes children from class, parents are urged to make every effort to plan with their children in advance so that it will not be necessary to use the phone. We will try to limit the use of phones by children to emergency situations only. For important matters, however, we will deliver messages to the child.

MISCELLANEOUS ITEMS DELIVERED FOR CHILDREN

When dropping off items for your child such as a forgotten lunch, homework, tennis shoes for PE, etc., adhere to the following procedure:

- Report to the main office and deliver the item(s) to one of the front office staff. Your child's item(s) will be delivered to the classroom at the convenience of the front office staff. **DO NOT TAKE ITEM(S) TO YOUR CHILD'S CLASSROOM AS THIS INTERRUPTS INSTRUCTION**

N

NURSE

The school nurse is on campus one day per week. She is available to teach health/nutrition classes, check vision (if there is still a concern after the assistant has checked it), conference with parent(s)/guardian(s) if there is an ongoing health problem with a child, assist parent(s)/guardian(s) with getting glasses, and check individual children if there is a health concern. If you need to speak with the nurse or request her assistance please call the school at (336) 643-8420.

O

OFFICE DECORUM

In order to maintain an environment in which the office staff can concentrate on answering phones, greeting visitors, and conducting school business, parents and visitors are asked **not to gather in the office for social conversations with one another.**

ONECARDS

The purpose of the OneCard is to ensure safety and security on each school campus. Student Identification Cards will be provided to every student. EVERY student must always wear their ID cards while on school grounds. It is crucial that we can identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised when it comes to safety of students and staff. ID cards help us in identifying students as well as other individuals on the school campus. Students will wear their OneCards to and from home everyday.

1. All students must wear their current year ID cards to:
 - a. Be in class
 - b. Move between classes and to the restroom
 - c. Buy lunch
 - d. Borrow library books
 - e. Ride a bus
2. The ID Card must be worn on a breakaway lanyard hanging from their neck.
 - a. School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of shirt.
 - b. If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
 - c. The ID Card must be presented to any school staff member or person of authority when seeking student identification.
 - d. The front and back of the ID Card must remain plain and free of stickers, markings, other photos, etc.

- e. Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY through the secretary or designated ID facilitator.
 - f. Cost for replacement is \$5.00 for a new ID Card and \$1.00 for a new Lanyard
 - g. Students are excused from wearing IDs during classes where they present a hazard to student safety. They should be properly secured during this time.
3. OneCards will be scanned every morning upon student arrival.

P

PARENT/GUARDIAN CONFERENCES AND COMMUNICATION

Conferences should be set up before or after school in order to protect instructional time. You may also set up conferences during the time students are with the specialist teachers. Mandatory conferences will be held for 1st and 3rd nine weeks, per Guilford County Schools policy.


Weekly Folders will be sent home on Fridays or Mondays with samples of class work, graded homework, tests, newsletters, forms, etc. **Remember: Volunteers are not allowed to stuff folders with confidential information such as test scores or graded assignments.** This will be handled by school employees including teachers and teacher assistants.

PLAYGROUND BEHAVIOR

Appropriate, safe playground behavior is expected at all times from children. Children engaging in inappropriate behavior will be asked to sit out during a portion of recess or may lose recess privileges for a given period of time deemed appropriate by the teacher and/or principal.

PLAYGROUND USE (AFTER-HOURS)

The school provides **no supervision** of playgrounds after children are dismissed at the close of the school day, on weekends, or in the summer. For this reason, parents are encouraged to come with children or make provisions for their supervision before permitting them to come to play on the playground after school hours. Play cannot interfere with the ACES activities.

-  **Community members are only allowed to use the playground and/or walking track before or after regular school hours.**

PROMOTIONAL POLICIES

Decisions as to promotion of children will be made by the principal, with input from the teacher. Teachers are to notify parent(s)/guardian(s) (after discussing with the principal first) if there is a possibility of retention as soon as the teacher is certain that retention is possible.

PTO

The Stokesdale Elementary PTO exists to promote the welfare of its children. Parents and teachers are encouraged to join and participate in PTO so that together we can forge a true partnership to provide the very best in educational opportunities for our students. Membership is \$6.50 Effective PTO work depends upon members.

PTO MEETINGS

PTO meetings are held monthly. At the meetings, we hear from the principal or a principal designee, get grade level updates from the teacher representative, vote on how PTO funds will be raised and spent, and discuss items of information and/or concern. **All parents, staff and community members are invited and encouraged to attend.**

The board of directors shall manage the affairs of the local PTO during the intervals between general membership meetings. The board shall be responsible to assure that all activities and expenditures of this local PTO shall be consistent with the budget approved by the general membership. Regular meetings (usually monthly) of the board of directors shall be held during the fiscal year. At the meetings, we hear from the principal or a principal designee, get grade level updates from teacher and parent representatives, vote on how PTO funds will be raised and spent, and discuss items of information and/or concern.

Programs Provided by the PTO

- ✚ Beautification
- ✚ Character Education
- ✚ School Directory
- ✚ Reflections
- ✚ Spirit Wear
- ✚ Parent Communications such as Newsletter, Facebook Page, E-Mails, Web Site
- ✚ Yearbook
- ✚ Teacher Appreciation
- ✚ Volunteer and Grade Parent Coordination

Programs Funded by PTO

- ✚ Media Center/Literacy Library
- ✚ Academic Competitions such as Science Fair and Spelling Bee
- ✚ Teacher Discretionary Funds
- ✚ Field Trip Scholarship Funds
- ✚ Special Funding Requests
- ✚ Celebration of Success
- ✚ Performing Arts/Cultural Arts Programs
- ✚ School Safety Initiatives
- ✚ Technology

S

SCHOOL FACILITIES (USE)

All individuals/groups must submit an application for district approval for use of school facilities. The application can be obtained from gcsnc.com. Applications for use of school buildings and grounds should be completed and returned to GCS.

SCHOOL TRANSFERS

A child transferring from another school will need to officially withdraw from their former school and complete the online registration through SchoolMint, gcsnc.schoolmint.net (link is on the GCS and school website). Parent(s)/guardian(s) may bring report cards or other records in his/her possession to aid in correct placement for the child until official records are received. Once a child is enrolled in Stokesdale Elementary School, office personnel will make a request to the former school for the official school records of the child.

If a child is withdrawing from Stokesdale Elementary School, the parents/guardians should notify his/her teacher prior to leaving, return all books, and pay all fines. School personnel will send all official school records about the child to his/her next school when the receiving school requests them.

SCHOOL CLOSINGS

In case of inclement weather, excessive heat, or other emergencies, announcements concerning school closings will be made by news media. In case of early closing because of snow or heat during the day, please keep your radio or television on, and listen for closing announcements. Please do not telephone the school. Calling the school only ties up the phone lines and delays our getting the message to dismiss.

SCHOOL PICTURES

Individual pictures of each child enrolled in school will be taken during the fall. Group pictures will be taken during the spring. You will be notified as these dates approach. A make-up date will be scheduled for fall pictures only.

SELLING AND SOLICITATION

Children are not to sell any items or collect money for any reason from other children at school, on the school bus, or at the bus stop.

STUDENT CONDUCT

The faculty and staff of Stokesdale Elementary School believe that good discipline is necessary for a successful school program. With that in mind, we expect students to behave in acceptable ways that do not interrupt the educational process for any student or violate the rights of any persons. The Guilford County Schools Board of Education has established the rights and responsibilities for all students enrolled in the school system. These guidelines are published in the Guilford County Schools Student Handbook. All students will receive a copy and it is also available on-line at www.gcsnc.com. Teachers and principals will develop local

school and classroom rules necessary to maintain good discipline and will use a variety of methods to enforce those rules.

Listed below are some of the expectations we have for our students.

1. Show respect for yourself and other children, as well as, faculty, staff, substitute teachers, volunteers and visitors through your actions, your talk, and your dress.
2. Help keep your school clean and in good order.
3. Walk in the buildings and on walkways.
4. **Bring only those materials and supplies that are needed for school. Toys, athletic equipment such as bats, balls, etc. are not to be brought to school for any reason.**
5. Obey all federal, state, and local laws and the policies of The Guilford County Schools Board of Education and Stokesdale Elementary School.
6. Do your work and come to school regularly and on time.
7. Learn, enjoy our school, and have some fun each day.

These items are not allowed on Guilford County Schools Property

Weapons, “poppers,” tobacco products and lighters, E-Cigarette or Vaping products, alcohol, drugs, water guns, and other dangerous items are not allowed.

STUDENT INFORMATION (PLEASE KEEP CURRENT)

School personnel need to have up-to-date information on each student in case of emergencies. If your address, telephone number, or other information changes during the year, be sure to notify your child’s teacher or the Student Data Manager, Kendrick Davis, with the correct data.

STUDENT WELLNESS – GCS POLICY CODE IHB-P

Student Wellness Policy and Procedures

I. Guilford County Schools incorporates wellness into the curriculum consistent with the North Carolina Standard Course of Study.

Procedure:

- ✚ In grades K-5, physical education teachers and classroom teachers shall utilize the most current Healthful Living Standard Course of Study. In grades 6-12, health and physical education teachers shall utilize the most current Healthful Living Standard Course of Study.
- ✚ In physical education courses, students will learn, practice and receive assessment on developmentally appropriate motor skills, social skills, and knowledge as defined in the North Carolina Healthful Living Standard Course of Study and receive support and guidance for being physically active. Classes shall be the same class size as other regular classes.

- ✚ All teachers are encouraged to incorporate nutrition and physical activity into other subject areas.

II. Guilford County Schools includes physical activity as an important part of education for students.

Procedure:

- ✚ Structured physical activity shall not be taken away nor used as a form of punishment.
- ✚ In grades K-8, a minimum of 30 minutes a day of physical activity at a moderate to vigorous intensity level will be provided to support significant health benefit to students. This 30 minutes a day does not include the time needed for transition between classes or dressing out for class.
- ✚ Certified physical education teachers should be hired to implement the requirements of the Healthy Active Children Policy.

III. Staff wellness is emphasized in order to serve the entire school community.

Procedure:

- ✚ Each school will maintain a staff wellness contact to serve as liaison for staff wellness activities.
- ✚ Guilford County Schools will plan and implement activities that support personal efforts by staff to maintain a healthy lifestyle.

IV. The district requires well-planned and implemented school nutrition practices, where every meal meets the criteria established by State and Federal authorities.

Procedure:

- ✚ All breakfast and lunch meals will meet minimum nutrition requirements established by local, state and federal statutes and regulations.
- ✚ Unless limited by facilities, lunch should be scheduled between 11:00 a.m. and 1:00 p.m.

V. The district focuses on safety in the preparation and storage of all consumable food.

Procedure:

- ✚ Guilford County Schools shall provide on-going Serve Safe training for all Child Nutrition Employees.

- ✚ Guilford County Schools will implement a Hazard Analysis Critical Control Point Plan in each school cafeteria.
- ✚ **Foods from any source other than Environmental Health Services inspected facilities (i.e. stores or restaurants) shall not be served to students during snack time, celebrations (such as international theme days) or as rewards. This procedure does not apply to students who bring their lunch to school.**
- ✚ Schools should discourage students from sharing their foods or beverages with one another during meal or snack times due to possible allergies or restrictions on some children's diets.
- ✚ Schools shall provide students access to hand washing or hand sanitizing before each meal service or snacks.
- ✚ Foods from outside sources shall not be stored in cafeteria refrigeration.

VI. The district requires that all foods available on campus meet the goals of the Wellness Program.

Procedure:

- ✚ All snacks and beverages shall meet General Statutes Chapter 115C-264.2 and State Board of Education regulations (16 N.C.A.C.6H.0104) which states that no food of any kind may be sold by any source other than the Child Nutrition Program during breakfast and lunch until the last child is served the meal. Also included:

Elementary Schools- no soft drinks sold at any time; bottled water is available in every school that has beverage vending; no snack vending.

Schools shall not use foods or beverages that do not meet Eat Smart Nutrition Standards as rewards for academic performance or good behavior or for celebrations.

- ✚ Food or beverages shall not be withheld as punishment.
- ✚ Students should be encouraged to bring healthy choices for snacks and avoid items high in fat, sugar and/or sodium.
- ✚ Schools are encouraged to use foods that meet the Eat Smart Standards when used for fund-raising activities.

School Nutrition Information

Monthly menus and pricing information are provided on the Guilford County Schools website

Lunch is served daily according to the schools lunch schedule.

Applications for free or reduced meals are sent home at the beginning of the year or are available in the school office at any time during the year.

Parents are welcome to eat lunch with their child(ren). **Parents are allowed to eat with their child and ONE classmate only if empty space is available in the cafeteria. Parents are not allowed to purchase or give food to students other than their own child.** Adult lunches are priced A la Carte.

T

TARDINESS

Children suffer when they are tardy to school. The directions for the day have been given and instruction has begun. Children coming to school under those circumstances are often frustrated and spend much of the day trying to “catch up.” Additionally, we strive to develop the habit of being at our “jobs” on time. Therefore, school personnel ask you to have your child at school on time. If arriving to school late, bring your child to the office. All students who arrive tardy shall receive an admit to class permit in the office.

TEACHER’S LOUNGE & MAILROOM

The teacher’s lounge and mailroom are off limits to ALL parents, visitors, and students. **No exceptions.**

TRANSPORTATION CHANGES

Should a child need to go home by any way other than the normal means, the parent(s)/guardian(s) must send a note of explanation to the teacher. In the absence of a note, teachers are instructed to send the child to the office to make phone contact with the parent(s)/guardian(s). If contact cannot be made or if it is dismissal time, the child will be sent home in the manner she/he usually travels. To avoid confusion and misunderstood messages, please try to make these arrangements prior to the student coming to school.

PLEASE NOTE:

NO CHANGES IN THE WAY CHILDREN ARE TO GO HOME WILL BE ACCEPTED AFTER 1:30 p.m. UNLESS AN EMERGENCY HAS CAUSED A CHANGE IN PLANS. PLEASE CONTACT THE FRONT OFFICE IF AN EMERGENCY OCCURS.

Every child should know when she/he leaves home in the morning how she/he is to get home in the afternoon. Frequent changes create confusion for the child and for school personnel.

In the event that a child is going home with a child(ren) from another family, written permission from **both** students parent/guardian must be submitted to the office in advance.

- ✚ **Often we receive correspondence from the transportation office informing us that only students assigned to a particular bus are allowed to ride due to the bus being filled to capacity. Approval from transportation for your child to ride home on a bus that is different from their normal mode of transportation prior to the day this change will be necessary.**

V

VISION SCREENINGS

Children will be administered a vision screening by teacher assistants in kindergarten, first, and fourth grade. These screenings will be completed before October. Please contact your child's teacher for further information.

VISITORS TO SCHOOL

Visitors are welcome at Stokesdale Elementary School. To protect instructional time and the safety and welfare of our children, **ALL** visitors to the school shall report to the main office immediately upon arriving on campus. **Visitors must sign in, trade your keys for a fob, and wear a visitor badge while on campus.** The buildings on campus are locked throughout the day as a safety precaution. Key fobs must be used to enter the buildings on campus during the school day with the exception of the main office entrance. Key fobs must be checked back in upon departure from the campus.

VOLUNTEERS

Parents and community volunteers are a strong asset to the school program. Information regarding the volunteer programs will be provided by the PTO. If you have time and talents to volunteer, please look for the information. The faculty and staff encourage your support and participation. All volunteers are to complete the volunteer training program and have a clear criminal records check before beginning an assignment-gcsvgvolunteers.com

Non-school age children of volunteers are not permitted during regular school hours and must be supervised at all times outside of regular school hours.

ADDITIONAL INFORMATION

Additional information can be obtained by consulting the Student Handbook of The Guilford County Schools or by calling Stokesdale Elementary School.

In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is

appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401; 336.370.2323.

All Guilford County Schools facilities, both educational and athletic, are tobacco-free learning environments.

Thank you for reviewing the Stokesdale Parent/Student Handbook. Please use this handbook as a quick reference throughout the year.