



# **Student & Family Handbook 2024-25**

1501 Spry Street  
Greensboro, NC 27405  
Phone: 336-375-2545  
Fax: 336-375-2542

Mrs. Stephanie Rakes, Principal  
Mr. Brenden Kee, Assistant Principal

## **2024-2025 Theme: Growing Together**

### **Guilford County Schools Mission & Vision Statement**

#### **Mission**

Guilford County students will graduate as responsible citizens prepared to succeed in higher education, or in the careers of their choice.

#### **Vision**

Transforming learning and life outcomes for all students

### **Rankin's Mission & Vision Statement**

#### **MISSION**

Our mission is to commit daily to nurturing the needs of the whole child in order to ensure that every child is academically successful.

#### **VISION**

Our vision is to be a school in which our students reach their full potential and continue on the path of excellence.

## General School Information

Arrival Time is 7:00 am  
Tardy Bell Rings at 7:25am  
Instructional Day Begins at 7:25am  
Dismissal Begins at 2pm

Mascot is a Ram  
School colors are burgundy & gold  
Front office is open 7am-4pm  
We serve students in grades PreK-5th

We do not provide ACES  
Join our Class Dojo for info  
Free breakfast & lunch for all

**COMMUNITIES IN SCHOOL:** provides after school enrichment for students.

The After-School Enrichment Program at Rankin is sponsored by *Communities In School* which is a part United Way. Our CIS Director organizes this program and will send home information about varied opportunities. Participation is free, but after-school transportation is not provided.

## Procedures & Expectations

**ARRIVAL:** our school day begins at 7:00 am Monday through Friday.

Students may not be dropped off at school before 7:00 AM, at which time the doors will be unlocked. We cannot offer supervision for students who are brought to school earlier than this time.

**Any student who arrives after 7:25 must be signed in by a guardian in the front office.** Tardies are disruptive to the classroom environment and deny your child access to important instruction. Additionally, frequent tardies are in violation of the NC Compulsory Attendance Law, which states, *"All students must attend school daily for the length of the time school is in session."* Students who arrive after 7:25 because of a bus issue will not be counted tardy. Excessive tardies (more than 10) will initiate a conference with the school social worker or administration.

When arriving at school, all students will walk independently to their classrooms unless prior permission has been obtained by the Administration. Allowing adults in the school who have not checked in the front office poses a safety risk for students and staff. We provide several staff along the hallways to support students in getting to their classrooms safely.

**Daily Dismissal and Early Dismissals:** dismissal begins at 2:00 pm.

Car riders in grades K & 1 will be picked up in the front circle drive on Spry Street. Car riders in grades 2-5 (and their K or 1 siblings) will be picked up in the gym parking lot close to Summit Ave.

Walkers in grades K-5 will be picked up at the Spry Street door near the track. Adults must walk up to the door and present a photo ID before children will be dismissed.

Students in PreK and following the Adaptive Curriculum will have separate dismissal processes that will be communicated by their staff.

Early dismissals are disruptive to the classroom environment and deny your child access to important instruction. Additionally, frequent early dismissals are in violation of the NC Compulsory Attendance Law, which states, *"All students must attend school daily for the length of the time school is in session."*

Please note the following:

1. During regular daily dismissal, please remain in your car and we will load your child(ren) for you. Walking up to the school and through the parking lot to your parked car is dangerous.
2. If your child has an early dismissal, we will release them to someone listed on our Guilford County Schools Emergency contact list maintained in PowerSchool. Changes to this list must be made in the office, not with the teacher.

### 3. Only in cases of extreme emergency will early dismissals after 1:30pm be approved.

If your K-5<sup>th</sup> grade child has an early dismissal, please follow these procedures to ensure safety and to protect instructional time:

- **Ring the doorbell and identify yourself;** if you are listed on the authorized pick-up list, you will be buzzed into the school. Please be prepared to present your photo ID when you enter the office. Please do not expect to enter the building if you are not authorized to pick up a child.
- Once inside the office, **present your photo ID for verification.** Front office staff will call for your child at that time. We will not call for your child prior to your arrival.
- You will be asked to **sign your child out** and will remain in the office until your child arrives.

**Transportation Changes:** *must be in writing and done before 7:30am.*

*If your child needs to change his/her afternoon transportation, and in order to ensure your child's safety, the parent/guardian must send written communication (text, email, Dojo message or handwritten note) of explanation to the teacher. **In the absence of such a note, the child will be sent home in the manner she/he usually travels.** Because we cannot verify a caller's identity, we cannot accept phone calls to change a child's transportation.*

***Please recognize that staff may not check their emails, Dojo or texts after their planning time, so to avoid confusion and misunderstood messages, please notify the teacher before 7:30am.***

*If a child is going home with a child(ren) from another family, written permission from the student's parent/guardian must be submitted to the teacher in advance.*

**Student Absences:** *are either excused or unexcused.*

*Written excuses for all absences must be sent with your child upon returning to school. Guilford County Schools policy requires that the parent/guardian send a note telling the reason for an absence within three (3) school days of the absence. Otherwise, it will be considered an unexcused absence.*

***All notes must include:*** *the student's name, date (s) when they were absent, the reason for the absence, and a guardian signature. The note may be handwritten and sent in with the student, emailed to the teacher, or sent through Class Dojo to the teacher.*

*Unexcused absence letters will be issued to parents once a child accumulates 3, 6, and 10 unexcused absences.*

*Students must be present at least one half of the school day to be counted present. Any student arriving later than 11:00 a.m. or leaving earlier than 11:00 a.m. will be considered absent for the day. You will be notified by mail when your child accumulates 3, 6 and 10 unexcused absences.*

**Excusable absences permitted by the NC State Board of Education Attendance Rules are as follows:**

- |                                 |  |
|---------------------------------|--|
| • Illness                       | * Injury                                       |
| • Quarantine                    | * Death in immediate family to attend services |
| • Medical or dental appointment | * Court or administrative proceedings          |
| • Religious observances         | * Educational opportunity                      |
| • Suspension                    | * Expulsion                                    |

Please note that we recognize that family trips can be a great learning experience, but please try to schedule them when school is not in session, so students are present for learning. Travel is not an excused absence until it relates directly to the educational opportunity and has received prior administrative approval.

Excessive absences can lead to a student's inability to learn, which could create grounds for retention.

**Celebrations:** must be pre-arranged, include only store-bought items, and no balloons.

We recognize that birthday parties can be a big deal to students, but we also want to be considerate of those who do not celebrate birthdays and protect instructional time.

If you would like to celebrate your child at school, please adhere to the following:

- Celebrations will occur during lunch unless otherwise arranged with the teacher.
- Only store-bought items are allowed; we encourage you to consider an individually wrapped health snack.
- Guests must sign in at the front office.
- Balloons are not permitted; please do not have gifts, balloons or flowers sent to school. Such items will be held in the front office and must be picked up by the guardian.
- No left-over food will be sent home on the bus with the student; it will be disposed of at the end of the day.

**Cafeteria:** all students will receive free breakfast and lunch; if students pack their own lunch, we cannot refrigerate it or warm it up. Visitors are encouraged to eat with their students and must check in the office.

**Cell phones** are not allowed on the bus, on field trips or while at school; phones must be turned off and put away. Please remember that GCS & Rankin are not responsible for lost or stolen cell phones. The first time a cell phone is seen, the student will receive a verbal warning. The second time it will be confiscated and returned to the student at the end of the day. The third offense will result in the guardian picking up the cell phone from Administration.

**Communicating with Staff** will occur outside of instructional hours. We deeply value communication and partnership, and families can expect return phone calls/emails/texts/Dojo messages within 48 hrs. Please do not expect to speak to teachers or administrators during the instructional day since we will be engaging with students. In case of emergency, please let the front office know and someone will be happy to assist you. Please make an appointment to meet with teachers and staff so we can be prepared for the meeting. Visitors who come to the office without an appointment may not be able to speak with someone immediately. Thanks for your understanding.

**Emergencies** will be handled swiftly. Guardians will be contacted; if the primary guardians cannot be reached, 911 may be called. Please remember that teachers and staff are not medically trained and are not expected to administer drugs or treatment beyond reasonable first aid. Guardians will be contacted if a child is sick or injured and needs to be picked up.

**Emergency Drills** will be completed to assist students in understanding how to handle an emergency. Fire drills will be completed monthly; tornado drills will be completed each semester, and lockdown drills will be practiced at various times during the school year. Practicing our drills will help everyone know what to do in an emergency.

**Lost and Found** will be placed in the front office for 30 days, then donated to charity.

**Medications:** procedures are established for those with health care plans, meds without a prescription will not be given. Please contact the front office if your child takes a daily medication, has an inhaler, or other medications prescribed by a doctor that must be administered at school so we can walk you through the required paperwork. Medications without a prescription (Tylenol, allergy medication, etc.) will not be given to your child and should not be brought to school.

**Personal belongings** are not the responsibility of the school. Students are encouraged to leave personal items (cards, footballs, dolls, etc) at home. If items are brought to school and are causing a distraction, they may be kept by the teacher and picked up by a guardian.

**Student Illness** can occur, and we need your correct phone number to contact you. As a general guideline, students should be “fever and symptom free” without medication for 24 hours before returning to school. Remember to send a note with your student when he/she returns to school.

**Visiting Classrooms** is encouraged and will occur by appointment. Visitors must check in the front office and receive a visitor’s sticker. Please understand that classroom instruction cannot stop to accommodate a conversation without an appointment. Visitors may not video or take photographs of any students, other than those they have custody of, while visiting the classroom. Visits should be short and not interrupt instruction. Cell phones should be on silent while in classrooms.

## **Academic Achievement**

**Academic Reporting:** provided 8 times per school year; should be signed and return to teachers  
Report Cards are sent to guardians every nine weeks. Please take the time to discuss these and provide positive, helpful, and encouraging feedback to your child. Your attention to your child’s progress will help you and your child.

Interim Reports will be sent home in the middle of each nine weeks to all students. This is to let you know your child’s progress at the mid-point of the grading period; this is also known as a “progress report.”

Report Card & Interim Report Schedule for 2023-24

- September 26, 2024 (interim report)
- November 1, 2024 (official report card)
- December 10, 2024 (interim report)
- January 24, 2025 (official report card)
- February 26, 2025 (interim report)
- March 28, 2025 (official report card)
- May 8, 2025 (interim report)
- June 11, 2025 (official report card mailed home with end-of-year test scores)

Family conferences are provided at least 2 times per school year, and we encourage all guardians to attend a conference with their child’s teacher at the end of the first quarter and again during the third quarter. Please feel free to request a conference at any time. Tuesday afternoons are not available due to planned faculty meetings.

**Assessments** are given multiple times per school year to identify your child’s academic strengths and areas for growth. Some classroom assessments are graded, while district-level and national assessments are NOT graded, but students should absolutely do their best since it will guide teachers in providing help in areas of academic weakness.

- GCS Interim Assessments are created by the GCS Testing & Accountability Office and are given three times per year to students in grades 3-5 in reading and math and fifth grade science. These assessments are not graded.
- DIBELS 8 assessments are national reading assessments that are given three times per year to students in grades K-3. These assessments are not graded.
- CogAT assessments are national assessments given to second graders in the fall to help identify who may qualify for services through the Academically & Intellectually Gifted program. These assessments are not graded.

- ACCESS & WIDA assessments are national assessments given to multi-lingual students in grades K-5 to determine levels of service in English instruction. These assessments are not graded.
- End-of-Grade assessments (EOGs) are North Carolina created assessments given in June to students in grades 3-5 in reading and math and science (5<sup>th</sup> grade only). These assessments are not graded.

**Field trips** are provided to enhance students' instructional experiences. Students are expected to follow all school rules and any additional rules that may be required to ensure safety. Chaperones are encouraged and may be allowed depending on the location of the field trip. Chaperones must complete a background check through the GCS website and will be assigned by the teacher. Chaperones must provide their own transportation and because they will be assigned a group of students, they may not bring siblings or children not assigned to the class.

**Grades** are assigned to students and are reflected on their quarterly report card.

GCS K-2 grading scale (PE, art and music)	GCS 3-5 grading scale
1= Below grade expectations with support 2= Needs support to meet grade level expectations 3= Consistently meets grade level expectations independently 4= Consistently exceeds grade level expectations  O= Outstanding M= Most of the time S = Sometimes N= Not yet displayed	A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 and below I= Incomplete

**Homework** should be an extension of the learning at home and reinforcement of skills learned at school. If your child does not have any homework assigned for the evening, we encourage you to read with them, practice math facts and explore concepts like cooking, taking a walk together, and playing games. If you have any questions about homework, please reach out to your child's teacher.