



# *Sedalia*

- ELEMENTARY SCHOOL -



## Student-Parent Handbook

### 2018-2019

Principal: Pam Moore

Phone 336-449-4711 Fax 336-449-6523



## Sedalia Elementary

Pamela Moore  
*Principal*



"Together we can  
make a difference."



Dear Students and Parents:

I welcome you back for the 2018-2019 school year at Sedalia Elementary School. We are committed to providing a respectful, thoughtful, and challenging environment for all of our students. Student safety and achievement are our main objectives. Parental interest, involvement, reinforcement, and guidance will be important to your child's success. It is essential that we work together to help our Sedalia students reach their highest educational goals and potential.

We hope you find this handbook as a guide to the operation of Sedalia Elementary School. It contains key information to help make this year a successful one. **Please read it carefully** keep it in a secure place for quick reference throughout the school year. It can also be located on our website. From time to time, you may have questions about our school and this document may help you. Do not let a question go unanswered. If there is something that is not in the handbook, feel free to call the school for clarification.

Mutual benefits increase when there is a meaningful exchange of information and communication between school and home. Parents are encouraged to visit the school and attend all meetings that take place throughout the year. Children need to know that the home and school are **working together** as one unit. This will help them feel secure; therefore, creating an open gateway for improved academic achievement. We welcome your suggestions and solicit your support in any form that you can contribute.

We hope this handbook will be helpful to you and that it will promote the understanding we are seeking. Thank you for sending us your children. WE look forward to working with every family and are so happy that you chose Sedalia.

Sincerely,

***Pam Moore***

Pamela Moore, Principal

6120 Burlington Road, PO BOX A, Sedalia NC 27342

P 336.449.4711 F 336.449.6523

## SEDALIA ELEMENTARY PHILOSOPHY

The Sedalia Elementary Staff believes that every child is valuable and able to learn.

We believe that each child can make valuable contributions to our changing society.

We believe that the success of our school depends upon the professional habits of our staff and the continued efforts to provide a quality curriculum that will meet the needs of all children.

We believe that the responsibility of the school is to provide an environment in which each student is able to grow physically, mentally, and emotionally successfully.

## HISTORY OF SEDALIA ELEMENTARY SCHOOL



1938 Sedalia Glee Club



**P**rior to the founding of Palmer Memorial Institute by Dr. Charlotte Hawkins Brown in 1902, the children and young adults of the community had attended a mission school in the Bethany Congregational Church, which is presently located across from the school. The Reverend M.L. Baldwin served as both principal and minister for blacks in the community.

Charlotte Hawkins Brown left the faculty of Bethany Institute in 1902 to establish the Palmer Memorial Institute, which was the only school for black children in Eastern Guilford County and surrounding areas until 1937. Since students attending Palmer were required to pay tuition, Charlotte H. Brown requested that the Guilford County Board of Education build a public school for the community. In September, 1937 Sedalia School was built adjacent to Palmer Memorial Institute.

Mrs. Beatrice Cole was the first principal at Sedalia. The students came from Sedalia, Wadsworth, and McLeansville communities, with the Beulah community students joining in 1939. When Mrs. Cole retired, Sedalia had an enrollment of approximately two hundred students.

## MISSION STATEMENT

The community of Sedalia School will work together to assure that each child will be respected, feel important, and grow academic, emotional, and social skills in our multicultural world.

## VISION STATEMENT

We continue to strive for excellence using best practices in our classrooms to meet the needs of all learners. We will constantly endeavor to become a school of excellence in which all children grow to their full potential.

## SEDALIA SCHOOL SONG

(Tune: Simple Gifts)

Oh, we are the Tigers from Sedalia School.

We play, learn, and live by the rules.

We are caring, giving, and respectful to all.

If you need some help (clap-clap) just call.

*(Chorus)*

Tigers, wherever we may go.

Our character and knowledge will surely show.

We will do our best—we've had a great start.

And Sedalia is ever in our hearts.

We are all looking forward to the future, it's true.

We will be teachers, firemen—(clap)—lawyers, too;

Doctors and the writers of tomorrow are we.

We can be anything that we want to be.

*(Repeat Chorus)*

## SEDALIA SCHOOL PLEDGE

I am a Sedalia Tiger.

As a Sedalia Tiger, I promise to be respectful, responsible and safe in all that I do.

I pledge to do my best in reading, math and all the rest.

I came to school to learn today and I will have a Tigerrific Day!

## PROGRAM GOALS

1. To provide a structured learning environment that promotes student achievement and effective instruction.
2. To promote students' abilities to inquire, reason, and think logically and critically in everyday life.
3. To increase oral and written communication skills through curriculum integration.
4. To enrich instruction through the integration of technology.
5. To provide students with a challenging curriculum that will strengthen their intellectual, social emotional and physical development.
6. To increase parent and community involvement.

## PARENT TEACHER ASSOCIATION

**Parents, your P.T.A. needs you!** Be a supporter and join your P.T.A. Please help Sedalia Elementary membership reach 100%. Contact the school or any member of the P.T.A. Board for information.

## 2018-2019 PTA EXECUTIVE BOARD

**President-** Dyriest Williams

**Vice President-** Ebony Moore

**Treasurer-** Angela Johnson

**Secretary-** Jenna Statham

**Member at Large-**

Eric Cavanaugh

Tiffey Williams

Tony Rogers

**PTA email address:** [sedaliaschoolpta@gmail.com](mailto:sedaliaschoolpta@gmail.com)

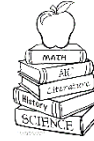


**PTA Board Members**

## SEDALIA ELEMENTARY SCHOOL POLICIES AND PROCEDURES

### The School Day

The school day for children is 7:45 am until 2:25 pm Monday through Friday. **The building is not open to students until 7:20 am each day.** The school staff can assume no liability for any student who arrives before 7:20 in the morning.



The hours for teachers are **7:15 am to 2:45 pm.**

If you desire to speak to your child's teacher, we request that you call the school and leave a voice mail message or e-mail message, or call after 2:40 pm. The teachers check their voice-mails/e-mails and will return your call within 24 hours after receiving it. If the call is an emergency, you should tell the front office staff person answering the phone. They will handle the call accordingly.

### Absences and Tardies

(GCS handbook-rule #2)

We believe that it is essential that students attend school regularly and arrive on time in order to benefit the most from school experiences. We realize that there will be times when students have legitimate absences. However, absences should be kept to a minimum. If your child has a doctor or dentist appointment, a written note from the doctor or dentist must accompany him/her on their return.

### Student Attendance Policy

(GCS handbook-rule #2)

On the first day immediately following an absence, the student will present to his/her teacher a written explanation of that absence. If sending via email, please email both the teacher and **Ms. Nanette Pinnix** at [pinnixn2@gcsnc.com](mailto:pinnixn2@gcsnc.com) (data manager). The written explanation should contain the following:

- a. Date(s) of absence
- b. Reason(s) for excused absence
  - Illness or injury
  - Death in the immediate family

- Medical appointments
- Court proceedings
- Religious observances
- Educational opportunity

c. Signature of parent.



The written explanations will allow us to determine if the absences are excused or unexcused. If no written explanation/email is **received within three days, the absence will be considered unexcused**. Written explanations/notes will be given to the teacher and then filed in the front office.

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

We will be happy to provide make-up work to all students who have had absences. All work should be completed within five days or sooner after returning to school. If a child is absent for an extended period, we will gladly send work home at your request. Let us know how we may be of assistance.

Students must be present at least half of the school day to be counted present. Any student arriving later than 11:00 am or leaving earlier than 11:00 am will be considered absent for the day.

### Student Tardy Policy

(GCS handbook-rule #2)

Punctuality is an important habit. Children cannot keep up with their work when they are constantly late for class. **Breakfast will not be served before 7:20 am.** The serving line closes at 7:40, **the only exception will be students who arrive on a late bus.** Buses arrive by 7:30 daily. The following procedures will be followed when student is tardy:

1. A student arriving after **7:45 am** must report directly to the office to get a tardy pass. Students must use the main





entrance of the building to enter after **7:45 am**. The tardy bell will ring at 7:45 am.

2. Students on late buses are not counted tardy.
3. A student, who accumulates four tardies, during a month period, will receive a letter from the school regarding excessive tardiness. The school social worker will be notified.

### Students on Special Assignment Tardy and Absences Policy

The expectation is for all students to be in attendance arrive on time daily. After ten tardies or ten absences, your student's special assignment will be rescinded. This includes any special assignment situation. Principals have the authority to request that your student return to their home school if attendance and tardiness issues are problematic. After ten tardies or ten absences, a request will be made to GCS Student Reassignment Office for your student be reassigned to their home school.



### Family Trip during School Year

Please take consideration of the school schedule when planning family trips. **April, May** and **June** are very important for test preparation and testing. Please send in a note prior to a family trip to be approved by the principal. Every day is important for your child to attend.

### Tobacco Free School Zone

GCS is a tobacco free zone, therefore no smoking allowed on school grounds, including in cars before, during or after school. On August 1, 2008, a state law went in to effect requiring 100 percent of tobacco-free public schools in North Carolina. **It prohibits anyone from using tobacco products both indoors and outdoors. In 2014, the use of electronic cigarettes were added to this law and prohibited.**

### Car/Bus Rider Dismissal Changes:

1. If an emergency arises and you need to change your child's mode of transportation, you will need to provide a note with the following information: Student's Name, Date(s), Morning and/or afternoon trip, parent contact numbers (cell, home, work etc.) and a



description of the change. This note should be given to your child's teacher as soon as he/she arrives at school. **E-mails and Faxes will be accepted.** Phone calls are not acceptable forms of change of dismissal.

2. Transportation changes that need to be made after the school day begins will need to **faxed or e-mailed** to your child's teacher as well as to the office staff ([davisk5@gcsnc.com](mailto:davisk5@gcsnc.com) or [pinnixn2@gcsnc.com](mailto:pinnixn2@gcsnc.com) ). **These changes should be made no later than 1:45 pm.**
3. Sedalia Elementary does not have the authority to change a student's bus assignment. Any bus changes must be made through the *SE Area Bus Transportation Office 336-449-6095*, located at Eastern Guilford High School. Bus request/bus changes forms are available in the Sedalia front office.



**Bus Riders:** Bus transportation is provided for students as long as they do not abuse their right to ride the bus. Please be sure to have your child at the bus stop at least five minutes before the time the bus is scheduled to arrive.

Bus drivers **cannot wait** for your child to come out of the house – **even in rainy or cold weather**. Encourage your child to use good conduct and self-control on the bus. Students must stay seated and quiet at all times. **Students who create disturbances on the bus are endangering the lives of others and will lose their privilege of riding the bus if such disturbances occur repeatedly.** \*\* NCDPI laws prohibit students in grades Kindergarten-third grade from being left at a bus stop without an adult being visible at the stop. Students will be returned to the school if no adult is visible at the stop.

Students will **not** be allowed to change buses or go home any way other than their normal way. A student may not ride a different bus home without written permission from his/her parents and prior approval of the Bus Transportation office. In addition, a student who does not usually ride a bus home in the afternoon cannot ride the bus in the afternoon without approval from the Bus Transportation office. The principal or any other personnel **CANNOT** give permission for either of these situations.

## Bus Conduct

(GCS handbook-rule #7)



Bus riding is a privilege. In order to guarantee the safety of your child and other children who ride the bus, we ask for your help in maintaining good bus behavior. All students will have assigned seats. Students must respect the school bus driver for the safety of all riding the buses. If a student cannot behave in a safe way on the bus, a warning will be sent home. If problems continue, a child will be suspended from riding the bus for a designated period.

Serious behavior problems may warrant immediate suspension without warning. When it is necessary for the bus driver to return to school due to behavior problems, parents will be called to pick up their child/children.

Listed below are rules and policies, which will be guidelines for expected behavior on our school buses. Please discuss bus behavior and rules with your student and make clear your expectations for good bus behavior.

1. Follow directions of the driver and teacher.
2. Stay seated unless getting on or off the bus.
3. Keep hands, feet, and objects to one's self.
4. No shouting, teasing, or inappropriate language.
5. No fighting or threat of physical harm.
6. Keep the aisle clear of objects.
7. Do not eat or drink on the bus.



### Consequences of Bus Misbehavior

#### Driver Actions

1<sup>st</sup> Offense.....Verbal Warning  
2<sup>nd</sup> Offense..... Seat assignment changed  
3<sup>rd</sup> Offense.....Referral to School Administration

### Consequences Administered by School

1<sup>st</sup> Referral.....Conference with child  
2<sup>nd</sup> Referral..... Conference with child and Parent contact  
3<sup>rd</sup> Referral.....1 or 2 days bus suspension  
4<sup>th</sup> Referral.....3-5 days bus suspension or possible long-term bus suspension

The school administration has the right to override any bus decision. In the event a student commits a serious offense, which could cause danger to others or himself/herself, that student can be suspended from riding the bus immediately, without following the steps above.

Non-Guilford County employees or parents are not allowed to board the buses.

Problems regarding schedules and routes should be discussed with the Bus Transportation Department.

#### Procedures When a Bus is Late

If your child misses the school bus, please make every effort to get him/her to school. Students may be picked up only at designated stops. If a bus has not arrived by the designated time:

1. Call Sedalia Elementary: (336) 449-4711.
2. Have the child(ren) remain at the bus stop. If after 30 minutes a bus has not arrived, the children should return to their homes or may be driven to school by a parent.
3. Do not allow your child to board an unassigned bus.



#### School Bus Zone Reminders from the Guilford County Sherriff Department

1. Effective August 25, 2011, the penalty for SPEEDING IN A SCHOOL ZONE will be \$250, with a \$188 court cost for a total of \$438. This includes ANY speed over the posted School Zone speed limit. As well as 3 points on your driver's license.
2. Students waiting for the school bus should wait on the SIDE of the road. They should never enter the roadway until the school bus comes to a complete stop, with flashing red lights, the stop arm completely extended and open doors.
3. Students should use designated crosswalks when crossing the road or cross with the assistance of crossing guards.



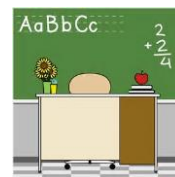
### Student Checkout Policy

1. Children checked out prior to 2:25 pm must be signed out in the office.
2. 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. **Please be prepared to show identification as needed.**
3. Teachers will not be allowed to release students to the office until the parents/guardians have arrived.
4. Checking students out after **1:45 pm** is not encouraged. Disruptions may cause students to come home without homework assignments and books/materials that might be needed to complete assignments.

### Parent Concerns

If there is a problem, parents should feel free to discuss decisions and concerns relating to their child with their child's teacher. **The first contact should be made with the child's teacher**, then the administration. Please realize the teacher may not be aware of the problem and will appreciate your open communication.

In general, problems and concerns can best be resolved at the level at which they occur. A class-related problem would be most effectively resolved by calling the teacher and arranging a conference. If the teacher conference fails to resolve the matter, the administration will be happy to help resolve the problem.



### Classroom Visit Guidelines

**We welcome you to Sedalia Elementary School.** We hope your visit will help you to learn more about our classroom environment and our school. Please follow the guidelines below so that your classroom visit will be informative for you and, at the same time, will not interfere with the instructional program of any of the students.

1. Please schedule your visit through the main office or by calling **336-449-4711**

to discuss a day and time with **administration**.

2. When you enter the classroom, the teacher will have a visitor's chair available.

Unnecessary movement can be distracting to students. Please remain in the visitor's chair and try not to distract the students from their work. All cell phones and pagers must be on silent or turned off during your visit.

3. Keep in mind that this is a private place for your child, where he/she is accustomed to being independent of parental involvement. Showing respect for the student and the student's right to work is a very important part of our program.

4. Feel free to write down any questions or comments you may have. At your request, the teacher will schedule a meeting with you after your visit to answer questions and discuss your visit. Please leave a message in the front office for the teacher to call you to set up a conference.

5. Please do not linger or sit outside of any teacher's door.



### Parent Conferences

Parents are encouraged to visit the school and to attend PTA meetings. If you desire a conference with your child's teacher, please contact the teacher to schedule an appointment. Parents who wish to schedule conferences with the principal should call the office to schedule an appointment.

### Classroom Interruptions

Interruptions of any kind can consume time and hinder the learning process for the entire class. Therefore, **we ask that parents not interrupt classrooms to talk with teachers during the school day including first thing in the morning.** During this time, office personnel will be glad to assist you in any way possible. We will be happy to have a message sent to a teacher's voicemail.

### Visitors

Visitors and parents are always welcome at Sedalia Elementary School. It is required that All individuals entering the school building must check in at the office. Visitors may be asked to present their identification. (NC Driver's License) They will scan licensees. For the

safety of the children, all parents, volunteers, observers, and visitors are required to wear special name tags when in the school building during regular school hours. Our purpose is to maintain a safe school for our students, faculty members, and parents.

### Volunteers



Parents and grandparents are urged to volunteer their help at our school. We believe that parents have much to contribute to the educational process. Our school welcomes and encourages parent participation through various projects and programs. Information about how you can become a volunteer will be sent home during the first week of school and will be available thereafter through our Volunteer Chairperson or by calling the school office. Please report to the office and sign in so that we will have a record of all our volunteer hours. In addition, we would like you to wear a badge so that you will be recognized as a volunteer. These will be available in the office as you sign in. Please let us know if you have a special interest or if you would like to help in a particular way.

**In order to chaperone a field trip, you must be on the GCS approved volunteer list by completing an online application, which includes a background check.**

### Telephone Messages



The school telephone is primarily for school personnel. Students will be permitted to use the phone in an emergency and then only with permission from the teacher or principal. We frequently receive calls asking the office to inform a student to ride a different bus or to be a car rider on a particular day. As we are unable to verify over the phone that it is in fact the parent making the call, it puts the school in an awkward position. Since we have the responsibility of protecting the safety of each child, **please refrain from making requests unless it is an emergency**. Our secretary may not know you or your voice, so **please send this request in writing by email, note, or fax.**



### Address/Phone Changes

Please notify the school of any change in your address, email address, cell phone, home phone number or work phone number. It is **critical** that we be able to reach you in case of an **emergency**. You may contact Nanette Pinnix data manager via email [pinnixn2@gcsnc.com](mailto:pinnixn2@gcsnc.com). If you have no phone, please provide the number of a relative or neighbor and notify that person that you have identified him/her as an emergency contact.



### Child Custody

If you and your spouse are separated or divorced and you have been granted custody of your child through a court order or deed of separation, a copy of the court order **must be on file** with the school. The only way we can comply with the court's order is to have a copy of the order in your child's file.



### Student Illness

Should your child become ill during the school day, parents will be notified so the student can be picked up from the school office. It is **crucial** that we have telephone numbers where the parent or other designated individuals may be reached in the case of an emergency. Please be certain that we have several names and numbers of people we may contact. Please notify the school if any of these names/numbers change during the year. It can be very upsetting to a sick child if no one can be located to come for him/her. As a general guideline, **students should be "fever/symptom free" for 24 hours before returning to school.**

### Student Injuries

In case of student injuries, the greatest care and consideration is extended. In all cases, an attempt is made to notify parents or designees. In case of serious illness or accident, the student is made as comfortable as possible until help is obtained. Teachers and volunteers are not medically trained and are not expected to administer drugs or treatment beyond reasonable first aid procedures. When it is necessary for a student to go to the Health Room, either a teacher, teacher assistant or student helper will accompany the student. Parents are notified when a child is ill enough to leave school and the child will be allowed to remain in



the health room/office until parents arrive. School personnel can only administer medication as stated below.

### 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, Guilford County School has a procedure to assure the safe administration of medication to students during the school day.

- No medication (prescription or non-prescription) will be given/applied at school without the written authorization of both the parent and the health care clinician.
- A student medication authorization form must be completed every year.
- Medication must be delivered in person by the parent or guardian to the office. The authorization form must be with the medication.
- Prescription medications must be in a properly labeled bottle from the pharmacy and shall have the name of the student, name of the drug, frequency of administration and dosage information.
- Non-prescription medications must be in the original container and will be administered according to the written instructions of the health care clinician.
- Whenever the physician changes medicine, 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 a parent wishes to withdraw his or her authorization for medication to be given at school, the parent must inform the school of that decision in writing.
- **If you send medication for your child and the doctor has not filled out the form, we cannot give the medication to your child.** We are required by Guilford County Schools' policy to adhere to this regulation. Medication of any kind must be delivered to the school by the parent or guardian.

### Lice

If a student is suspected of having an infestation of head lice, he/she will be referred to the school nurse or designated staff member for examination. When an infestation is confirmed, the following action will be taken:

1. The principal will be notified.

2. The parent/guardian will be notified to pick up the child from school. The parent/guardian will be given treatment options and education on the biology of head lice and methods to eliminate the infestation.
3. Students previously identified with lice may be readmitted to school when the parent/guardian provides proof of purchase of the lice treatment product, a 75% reduction of nits and no live lice are present. There should be a significant reduction in the number of nits observed. The school nurse or trained school staff may recommend that the student be sent home for additional nit removal.
4. Students with repeated infestations will be referred to the school nurse who will determine appropriate interventions.

### Inclement Weather

On days when weather conditions create questionable circumstances for opening school, parents should listen to local TV news stations, Cable Channel 2 GCS Network and radio stations for public information announcements. If school is open late, school employees report to work fifteen minutes before students. For this reason, **students must not be left at school at the regular time when the opening of school is delayed.**



If early dismissal is deemed necessary, closing times will be announced on local TV news stations, Cable Channel 2 GCS Network and radio stations. Parents should develop a plan with their children to cover these circumstances. **ACES does not meet if school is closed for inclement weather**, so alternate plans should be made. It is important that school telephone lines be open in such a situation so that the superintendent's office may contact us on the closing plans, times, etc. An inclement weather plan should be completed by parents and returned to the school. Please update the plan when changes occur. Having a plan in place and sharing that plan with your child will make you and your child more comfortable.

### Check Acceptance Policy



Checks are accepted. Returned checks are subject to electronic recovery for the face value and state allowed fee. We have the right directly or by agent to resubmit your check electronically and/or deposit a paper draft to withdraw the state allowed fee, without your signature, for each returned check as permitted by law. If you have any questions concerning our check acceptance policy, please call CHECKREDI @ 1 (800)742-2925. Your payment by check constitutes your acceptance of these terms.

### Dress Code

(GCS handbook- rule #28)

To maintain a positive learning environment, and to encourage development of positive self-esteem, we ask that each student come to school dressed and groomed in an appropriate manner.

A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. Please adhere to the following dress guidelines.

- Any style of clothing that disrupts the learning climate will not be allowed.
- Clothing that advertises items illegal for minors to purchase or possess will not be allowed.
- Pants should be worn at waist level. Anything worn low is a safety concern.
- Shorts and skirts should be appropriate length coming to at least the bottom of fingertips when arms are straight down by your side. These clothing items should not allow undergarments to be seen.
- **Any style of revealing clothing such as halter tops or tank tops are not appropriate for school wear.**
- The building is air conditioned and heated but due to large zones, it may be cooler or warmer than your child is accustomed. Please send a light sweater for your child to wear.
- **Except for religious reasons**, please remember that no head covering [i.e. hats / scarves / bandanas, etc.] is allowed in the building. This includes girls and boys.



- Since **physical education/structured play** is part of **the daily program**, with no time for changing clothes, please **do not** allow your child to wear unsafe shoes for these activities (**e.g., wedges, flip-flops, high heels, etc.**). The children are not allowed to go barefoot or to play in their socks.
- **Students noncompliant will result in a parent being contacted to bring appropriate clothing.**



### Personal Property (GCS handbook-rule 27b)



Students should only bring to school those materials that are necessary for the instructional program. Toys (**fidget spinners**), Games, CD/MP3 players, iPods, Wii, X-Box, DS, dolls, Gameboys, electronic toys, play station, **cell phones**, game cards, beepers, sports equipment, etc. are **not** allowed at school, during ACES, or on the school bus. If such items are brought to school, they may be collected by a staff member and will be returned to the parent when he/she visits the school. **Toy guns and knives should not be brought to school under any circumstances.** (GCS handbook- rule 21B/C) Possession of any type of weapons or explosive devices is a violation of the Guilford County Schools "Student Code of Conduct." Law enforcement **will** be contacted per policy.

Each student is expected to be responsible for all personal property (money, book bags, clothing, jewelry, etc.) that is brought to school. The school will not assume responsibility for any personal items brought to school. It is a good idea to mark all students' clothing with their names. Each year students lose lunch boxes and articles of clothing and they are never reclaimed because we cannot determine to whom they belong. Students must use good judgment in protecting personal property.

NOTE: Cleats, Heelys, roller blades, skateboards, and skates are **not** allowed on school grounds.

### Field Trips

Field trips are provided to enhance students' instructional experiences. We cannot always refund money due to the requirements of the site visit. Often the site will not refund the amount prepaid. We can never refund the transportation cost. Transportation cost is

calculated by the fuel and driver cost to divide the value of the bus as the number of students and teachers. Parents and chaperone cannot ride the bus.

### Celebration



We will have **three class celebrations** this year: one before Winter Vacation, one before Spring Vacation, and one at the end of the school year. The grade parents usually arrange these. They will appreciate the cooperation of parents in providing snacks.

A simple healthy snack (GCS board policy IHB-P) planned with the teacher may be provided by grade parents for other special occasions such as Valentine's Day. Please plan the special snack with the teacher. The teacher will share these with the students at an appropriate time during the day. **Snacks provided without the prior approval of the teacher may not be distributed to children. All food items served must be store bought, with the recommendation of healthy snacks. Healthy snacks are those that avoid items high in fat, sugar, and/or sodium is encouraged.**

When helping to plan classroom celebrations, please refrain from water activities such as water balloons, kiddy pools, water/squirt guns, slip and slides, etc.

### Student Birthdays

Birthday Parties are **not allowed** at school. Students may share a special healthy treat with their entire class if prior arrangements are made with the teacher **during lunchtime only**. Party invitations and favors should not be **distributed at school**. We do not want to hurt the feelings of students who are not included in birthday parties. **Please do not have flowers or balloons delivered or bring them to your child. We cannot allow these items to go home on buses and it causes interruption in instruction.** Students should be encouraged to bring healthy choices for snacks and avoid items high in fat, sugar and/or sodium.



### Cafeteria Information

The cafeteria staff serves a balanced, hot lunch in the cafeteria each day. Students may instead choose to bring a lunch from home. All students may purchase milk and ice cream. Drinks requiring glass bottles are not permitted in the cafeteria. Due to child nutrition recommendations, **please DO NOT send sodas to school for your child's lunch.** Chewing gum and candy are discouraged. **Please avoid bring lunch from outside restaurants such as McDonald's, Wendy's etc.** Visitors should always sign in at the front office before going to the cafeteria. In the cafeteria, we will emphasize a pleasant, orderly lunchroom atmosphere so that students may improve manners and social skills while enjoying lunch.



Music will play in the cafeteria for several minutes at a time. While the music is playing, students will focus on eating their lunch and not be permitted to talk. No music will then allow students to talk with their peers at a moderate voice level.

### Student Lunch Prices

Meal prices may vary from year to year. Please check the Guilford County Web page for more price information.

#### **MEAL PRICES – 2018-2019 SCHOOL YEAR**

<u>BREAKFAST</u>	<u>FULL PRICE</u>	<u>REDUCED PRICE**</u>
STUDENT (PK-5)	\$1	NO CHARGE
ADULT	<i>A LA CARTE</i>	
<u>LUNCH PRICES</u>	<u>FULL PRICE</u>	<u>REDUCED PRICE</u>
STUDENTS (K-12)	\$2..85	\$.40
ADULT	<i>A LA CARTE</i>	

**\*\*Universal-free Breakfast Schools – 2018-2019 all students eat breakfast free of charge.**

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 payable to **Sedalia Elementary Cafeteria**. Students are not allowed to charge lunch. Parents you may use the prepayment option by using this link:

<http://gcsmeals.com/index.php?sid=1502124195510&page=prepaidacct>

\*\* Students with an account balance of exceeding \$17.50 are subject to receive an **alternate breakfast and lunch**. Please do not send checks that include lunch and other items such as field trips. Students are not given change from cafeteria accounts. The entire sum will be placed on the student's computer based account. Please call cafeteria for questions 336-449-5246, Ms. Tucker or email her at [tucker@gcsnc.com](mailto:tucker@gcsnc.com) . Families are encouraged to fill out application for Federal Free and Reduced lunch program.



### Insufficient Funds Checks

A company, RFB will provide collections on returned checks written to School Nutrition Services. RFB is a contract vendor for Guilford County Schools. A server charge will be assessed for each check in addition to the face of value of the unpaid check. Checks are no longer accepted if insufficient checks are presented more than two times.

### Lunch Visitation

Parents or grandparents are always welcome to have lunch with a student except the first **two weeks** of school. Lunch times will be posted on our webpage for classes. Please check to find out your child's specific lunchtime. We do encourage you to visit when you can. Please sign-in in the office before going to the cafeteria and encourage your child to follow the cafeteria rules.

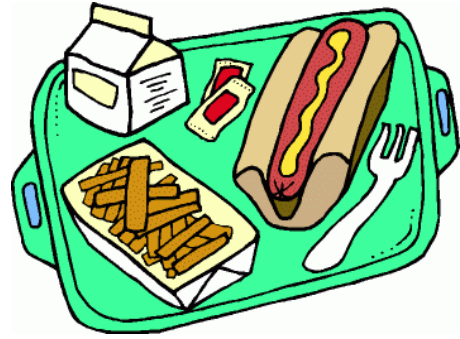
### Cafeteria Plan

In order to maintain order and to encourage an environment conducive to eating and digesting food, the Sedalia staff has developed the following Cafeteria Plan:

- Speak clearly in the serving line to servers
- Stay silent during music



- Focus on Eating
- Practice good table manners
- Eat your own food not others
- Remain seated and raise your hand
- Talk quietly to the student closest when music is off
- Line up in a quiet, wiggle free line
- Keep lunch boxes by your side
- Clean up after yourself
- Place tray in trash gently



### Curriculum Information

- What are the Dynamic Indicators of Basic Early Literacy Skills or DIBELS?
  - The DIBELS measures were specifically designed to assess 3 of the 5 Big Ideas of early literacy: Phonological Awareness, Alphabetic Principle, and Fluency with Connected Text. The measures are linked to one another, both psychometrically and theoretically, and have been found to be predictive of later reading proficiency.
    - Measures of Phonological Awareness:
      - First Sound Fluency (FSF): Assesses a child's skill to identify and produce the initial sound of a given word.
      - Phonemic Segmentation Fluency (PSF): Assesses a child's skill to produce the individual sounds within a given word.
    - Measure of Alphabetic Principle:
      - Nonsense Word Fluency (NWF): Assesses a child's knowledge of letter-sound correspondences as well their ability to blend letters together to form unfamiliar "nonsense" (e.g., fik, lig, etc.) words.
    - Measure of Fluency with Connected Text:
      - DIBELS Oral Reading Fluency (DORF): Assesses a child's skill of reading connected text in grade-level material word.
- Why use DIBELS?
  - The DIBELS measures have been used so extensively in schools and with real children, we have data indicating the relation between the measures. As

stepping stones to literacy development, it means that performance on one of the DIBELS measures is predictive of performance on the next appropriate DIBELS measure(s).

[www.dibels.org](http://www.dibels.org)



- What is MTSS?

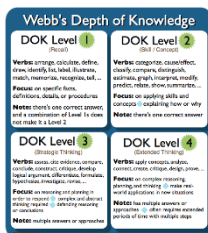
- Multi-Tiered Support System (MTSS) is a problem-solving model focused on providing high-quality instruction matched to student need, monitoring progress frequently to make decisions about changes in instruction, and applying child response data to important educational decisions.

- What is Common Core?

- Common Core is a rigorous set of standards for the English Language Arts and Mathematics curriculum that has been developed based on the best practices of schools and organizations around the country and the world. The standards were created using the feedback of K-12 teachers, college level educators and experts in the fields of civil rights, English-language learners and students with disabilities. The Common core standards are designed to help students across the country meet the rising demands of the 21<sup>st</sup> century global marketplace. Students will be able to make stronger connections between classroom knowledge and real-world applications. In turn, students will graduate truly college and career ready, and, in so doing, will widen the scope of opportunities available to them. The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.

<http://www.corestandards.org/>

- What is Webb's Depths of Knowledge?



- Depth of Knowledge is also referred to as DOK. Depth of Knowledge is the complexity or depth of understanding required to answer or explain an assessment related item. Webb identifies four distinct depths of knowledge levels. Level 1 includes basic recall of facts, concepts, information, or procedures. Level 2 includes skills and concepts such as the use of information (graphs) or requires two or more steps with decision points along the way. Level 3 includes strategic thinking that requires reasoning and is abstract and complex. Level 4 includes extended thinking such as an investigation or application to real work.

- What are anchor charts?

- Anchor charts are posters, charts, etc. that are created by the teacher and students. They record students' thinking about a text, lesson, or strategies. The charts can be reused to help students remember the process. They serve to connect past teaching and learning to future teaching and learning. All of the students in the class are involved in the process of constructing meaning.

- What is Revised BLOOMS taxonomy?

- Revised Bloom's Taxonomy refers to a hierarchy of question stems that teachers use to guide their students through the learning process.



- **The levels and what they mean:**
  - Remembering: Retrieving, recognizing, and recalling relevant knowledge from long-term memory.
  - Understanding: Constructing meaning from oral, written, and graphic messages through interpreting, exemplifying, classifying, summarizing, inferring, comparing, and explaining.
  - Applying: Carrying out or using a procedure through executing, or implementing.

- Analyzing: Breaking material into constituent parts, determining how the parts relate to one another and to an overall structure or purpose through differentiating, organizing, and attributing.
  - Evaluating: Making judgments based on criteria and standards through checking and critiquing.
  - Creating: Putting elements together to form a coherent or functional whole; reorganizing elements into a new pattern or structure through generating, planning, or producing.
- What is TRC?
  - TRC stands for Text Reading Comprehension. Teachers complete this assessment three times a year in order to determine how students find meaning in text. These assessments also assist teachers in determining how to meet the individual needs of each student during reading instruction.
- What are Assessments?
  - Pre- assessments are a type of assessment that students take prior to studying a skill to show what they know about the standard.
  - Post-assessments are a type of assessment given after completing the unit of study to see what they students comprehends.
  - Assessments help teachers to obtain knowledge of students' understanding and how to organize their lesson plans.
- What is American Reading Company (ARC)? (Grades 3<sup>rd</sup> – 5<sup>th</sup>)
  - Balanced literacy is a model for literacy instruction that has been in place for several years. Balanced literacy includes reading, writing, speaking, listening, word study and assessment. Developing strong readers is a priority for GCS throughout our classrooms and buildings. To help us achieve this goal, GCS has partnered with American Reading Company to equip teachers with the resources they need for each component of balanced literacy instruction.
  - Why ARC? By collaborating with American Reading Company, our students will have access to thousands of high-interest, culturally relevant books that are suited to their individual reading levels, regardless of their grade level. This partnership will help teachers target the skills students need to develop

most and offer a precise formula to improve those skills. Moreover, it will give students the opportunity to practice reading independently in the classroom for 15-30 minutes per day, every day. Most importantly, having resources to match the components of balanced literacy will result in improved reading, writing, speaking, and listening for all students. This process will begin with The Independent Reading Level Assessment (IRLA).

- The IRLA is a unified standards-based framework for student assessment, text leveling, and curriculum and instruction. The IRLA includes every Common Core Standard for Reading, both in literature and informational text, as well as those Language standards key to reading success, for students in grades Pre-K through 12.
- Starting in the fall, ARC materials will be in the classrooms of every English or ELA teacher in grades Kindergarten - Second, with the continuation in fourth and fifth this academic year. Teachers will receive an assortment of books that students can choose to read during independent reading time both at school and at home, aligned to their specific reading level.
- Teachers will also receive classroom collections of specific books that all students in the class will read. The specific titles for classrooms for the first unit are being selected by a cross-section of GCS teachers. Nine-week units called Research Labs will tie reading in to other subjects such as science and social studies. Research labs will include culturally relevant pedagogy and specific strategies for character development in daily literacy instruction.
- Students will still be expected to read for 20-30 minutes at home each day, and our schools will receive additional books that students can take home to read daily. Some of our most impacted schools have already received books that students took home to read during spring break.

- **What is Eureka Math?**

- What is Eureka Math? Eureka Math is a complete, PreK–12 curriculum and professional development platform. It follows the focus and coherence of the Common Core State Standards and carefully sequences the mathematical progressions into expertly crafted instructional modules. (Want to know more about how Common Core's Eureka Math can help you?)
- Eureka Math helps you make the instructional shifts necessary to produce students who are not merely literate, but fluent in mathematics.

- Carefully crafted by master teachers and math scholars, and rigorously juried by CCSS-M experts, our PreK–12 curriculum helps you convey mathematical knowledge in a sequence that follows the “story” of mathematics itself:
  - A Story of Units (Elementary School)
  - A Story of Ratios (Middle School)
  - A Story of Functions (High School)
- Our unique combination of sequencing, proven teaching methods, and extensive online resources makes Eureka Math your best choice for leading students beyond process to mastery of mathematical concepts.

Interim Schedule for 2018-2019

September 27	December 10	February 25	May 8
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Report Card Schedule for 2018-2019

November 13	January 29	April 8	Sent home on the last day
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*\*\*\*The above dates could change if there is inclement weather.*

Grades

Grades K - 2

**Rating Scale**

- 4 - Consistently exceeds grade level expectations
- 3 - Consistently meets grade level expectations independently
- 2 - Needs support to meet grade level expectations
- 1 - Below grade level expectations with support

Report Cards using the grading system below are sent to parents at the end of the nine-week period: See table below for grades 3-5. We will use a 10-point grading scale implemented by North Carolina Board of Education.

<https://eboard.eboardsolutions.com/Meetings/Attachment.aspx?S=10399&AID=29117&MID=1488>

A	90-100
B	80-89
C	70-79
D	60-69
F	60 and below

### Work Habit Codes

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory
- I Improving

\*\*\* At Sedalia, good citizenship and good grades go hand-in-hand. Students making an N or U in any work habit or behavior area on the report card are not eligible for Honor Roll or Achievers. (Students can receive an "I"-improving)

Student grades for Third through Fifth grade are made up of the following:

- Tests / Projects
- Class work / Quizzes
- Homework

Their classroom teachers will explain this in more detail.

### Homework



Homework is given on a regularly scheduled basis. It is our goal that students understand fully the assignment and the processes involved in the homework. Thirty minutes of nightly reading is so important for students to become proficient readers.

Homework is not given as busy work or for disciplinary reasons. Its purpose is to reinforce skills, to encourage independent work, and to develop good study habits. Homework may take the form of practice work, unfinished class assignments,



research projects, independent reading, and personal interest pursuits. In the case of absences, a student has 5 school days upon returning to make up missed work.

### Study Habits

We encourage every parent to help his/her child set aside a regular period of time each day to spend on homework, reading, or regular study. Establishing good study habits now can be of great value in later years. The suggested amount of time for home study is Grades K-2: 30 to 40 minutes daily and Grade 3-5 for 45 to 60 minutes each day.

### Science Fair



This year, our annual science fair take place on **December 3**. Parent/ Student informational meetings will take place **October 16 and November 27 for Grades 3-5**. The following describes how each of our students will participate in this event.

**K-2<sup>nd</sup>** - Students will study the scientific process and gain an understanding about this process by completing a class project. This will take place at school during regular school hours. Students & parents will have an option to participate in the school-wide Science Fair.

**3<sup>rd</sup> -5<sup>th</sup>** – Students will be studying the scientific process through creating a science fair project *or* studying the scientific method and taking a test. The projects will be completed at home with parental assistance and supervision. Teachers will explain their project expectations to the students.

### Student Awards

Each nine-week grading period, Sedalia Elementary School recognizes students for academic excellence and outstanding progress at Awards Ceremonies. The following awards are given to students who earn them:

A Honor Roll (3rd-5th only)  
A/B Honor Roll (3rd-5th only)  
Specialist banner awards  
Citizenship Awards  
Perfect Attendance  
Grade Level Math banner (class award)  
Grade Level Reading banner (class award)  
Most Improved



### Personalized Education Plan (PEP)

Students who perform below grade level will be provided a **Personalized Education Plan (PEP)** for additional and close monitoring. PEPs are reviewed and updated each quarter by the teacher and parent.

### Character Development/Service Learning

Character Education at Sedalia involves students learning seven character traits. These traits are as follows: courage, integrity, kindness, perseverance, respect, responsibility, and self-discipline. Students will connect character development with service learning. Service Learning connects community service experiences with academic learning, personal growth, and civic responsibility. Students are provided an opportunity to develop a personal connection to what they are learning and create a context for the application of concepts introduced in the classroom.

### Student Conduct

The staff of Sedalia Elementary School believes that desirable behavior should be promoted through positive methods, whenever possible. The best-disciplined child is one with **self-discipline**. Posted on our school website, you can access our Behavioral Expectation grid. This grid will allow students to identify common behavioral expectations throughout the school. Our staff will work with students to help them grow in the area of accepting responsibility for their actions. Close contact between the home and school is maintained through conferences, notes, letters, and email and telephone communications. Staff members or parents/guardians may initiate these. It is essential that cooperation between students, parents, and staff members be maintained to ensure appropriate behavior.

The Guilford County Schools Code of Conduct was developed to ensure safe, orderly, and productive schools. A copy of the Code of Conduct is included in the orientation packet each student receives on his/her first day at Sedalia Elementary School. Parents and students are requested to read and discuss the Code of Conduct. Students are expected to obey all school and classroom rules.

Please refer to the GCS student **handbook** for policies on the following:

**Fighting/Aggressive Behavior: Rules 14 and 18**

Threats of physical harm to students or adults: Rule 19.

**Hallway Rules**

In order to ensure an orderly environment as students travel throughout the building, we have the following hallway expectations:

- ✓ Walk quickly and silently
- ✓ Stay to the right
- ✓ Walk in a single-file line
- ✓ No talking
- ✓ Keep hands to your side and objects to yourself
- ✓ Do not cross between classes
- ✓ Pick up trash/items on the floor
- ✓ Keep hands/feet off the wall



**Restroom Privileges**

Restroom privileges for students are at the discretion of the teacher. Doctor's orders are the exception. We will honor all doctors' requests.

**Restroom Expectations**

- Enter and exit calmly, quickly and quietly
- Respect others privacy
- Quietly and quickly, use the restroom and exit
- Close stall doors gently
- Wash hands without playing in the water
- Place all paper towels in the trash can
- Report if something is wrong immediately to your teacher
- Conserve paper towels



## Guidelines for Success

As we strive to teach our students good character and citizenship, we will incorporate the cornerstones of Character Education into classroom lessons. The cornerstones are as follows: respect, caring, responsibility, courage, integrity, determination, self-discipline, and giving. Discipline problems are viewed as an interruption of classroom learning. All students are expected to follow these guidelines in all areas of the building and on buses.

1. BE RESPONSIBLE
2. RESPECT YOURSELF AND OTHERS
3. DO YOUR BEST
4. COOPERATE WITH OTHERS

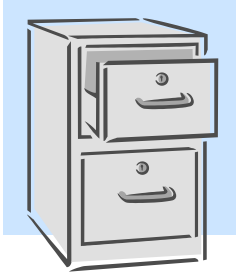


Please go over these guidelines as well as the Guilford County Schools Code of Conduct with your child. These guidelines, along with classroom rules, will be explained by every teacher, posted in classrooms, and practiced by students.

## School Property (GCS handbook-rule #16)

Sedalia Elementary School is a beautiful and well-maintained facility that belongs to all of us. As such, we must all assume responsibility for keeping it that way. **Littering and acts of vandalism will not be tolerated.**

**Each student is responsible for using school property in an appropriate manner.** Students must take care of textbooks, computers, media books, and all instructional and school materials. Parents must pay for lost or damaged materials.



### Student Records

Please contact the data manager if you wish to make an appointment to review your child's records. Appointments must be scheduled to review records.

### Suspicion of Child Abuse

By law, school personnel are required to report suspected abuse or neglect of a child. This legislation also provides immunity from any related civil or criminal liability for the personnel making such a report. All employees are encouraged to cooperate with authorized community agencies regarding the health and safety of children. The school Social Worker will be notified of any suspected problems.



### Important Phone Numbers

Department	Contact Person	Phone Number
Principal	Pamela Moore	(336) 449-4711
ACES	Andriniea Scott	(336) 449-4934 or (336) 451-5631
Attendance/Records	Nanette Pinnix	(336) 449-4711 ext. 1250
Bus Transportation/Office Support	Pam Clapp	(336) 449-6095
Eastern Zone Bus Transportation Office	Lynette Ratliffe	(336) 449-6095
Cafeteria	Rhonda Tucker	(336) 449-5246 ext. 1500
Counselor	Hannah Nelson	(336) 449-4711 ext. 1200
Curriculum Facilitator	Joy McClure	(336) 449-4711 ext. 1130
Secretary/Treasurer	Kathy Davis	(336) 449-4711
Media Specialist	Christina Foley	336-449-4711- ext. 1300
School Nurse	Jennifer Corso	(336) 449-4711
Social Worker	Dwain Waddell (Tuesday)	(336) 449-4711

## Leadership Team

Meeting Dates: 2<sup>nd</sup> Tuesday of each month 2:55pm

Parents are always welcomed to join any meeting.

Contact Person	Represents
Pam Moore	Principal
Joy McClure	Curriculum Facilitator
Christine Huemmer	Pre- Kindergarten
Monica Ryan	Kindergarten
Lydia Pegram	First Grade
Sarah Oakes	Second Grade
Tracy Trammell	Third Grade
Kate Kemmerer	Fourth Grade
Christin Hightower	Fifth Grade
Janice Kearney	Teacher Assistants
James Dettbarn	Support Staff
Jessica Johnson	EC Representative
Michelle Williamson	Parent
Tabitha Massey	Parent



## STUDENT ARRIVAL AND DISMISSAL

For your child's safety and security, we strongly encourage you to follow a consistent dismissal routine. If your routine should change, provide your child's teacher a written statement that includes how the child is to get home, person authorized to pick up, bus number, and address of bus stop. Because phone notification of transportation changes does not allow school personnel to verify the caller, we will only accept written notification for transportation changes. Additionally, emails may not be checked by teachers prior to dismissal—do not send notification this way. If there is an emergency and you need to change your child's transportation, please send written notification via fax or email to the school office before 1:00 pm for that current day and call the school office to verify the change was received. The school's fax number is 336-449-6523. Emails may be sent [davisk5@gcsnc.com](mailto:davisk5@gcsnc.com) or [pinnixn2@gcsnc.com](mailto:pinnixn2@gcsnc.com). Please title the subject line as "Change in Transportation".

## ARRIVAL EXPECTATIONS



• **Be sure to allow plenty of travel time in the morning.** Mornings can be a hectic time for families. Children need not feel rushed as they begin the day.

- The building does not open for students until 7:20 a.m. Children should not be allowed to exit from cars until staff members report for duty at 7:20. \*\*\* **Students should not be let out at the front office area without a parent.**
- All **automobiles** should unload in the **Car Rider Lane** in the designated area only. **This is the only designated “drop off zone”.** Sedalia staff members cannot ensure your child’s safety if you choose to drop off at any other area.
- Children should exit from the passenger side of the car when a staff member opens the door for them. Please make sure that your children are **ready to exit** the car as soon as they reach the drop-off area.
- We encourage you to help your children develop **independence, confidence, and responsibility** by allowing them to enter and exit the building by themselves.
- Stay in the line of cars and **do not pull out of line** even if your child has been dropped off.
- **After the first week of school, we encourage parents to allow their children to become independent by allowing them to walk to their classroom on their own.** Sedalia personnel are stationed throughout the school to assist students as needed.
- If you need to visit your child’s classroom at any time, including daily arrival time, please stop by the office first and sign in. When dropping off during morning arrival time, please understand that morning arrival is teachers are not available for conferences. We appreciate your support and believe in creating a strong partnership with you. If you need to meet with your child’s teacher(s), he/she will be more than happy to schedule a time that is not only convenient for you, but will also allow complete attention to be devoted to you and your child.



- Please do not park in the car rider line parking lot and/or cross in front of car rider traffic. **Please never allow your child to cross any lot alone during this high traffic time.**
- Cars parked in the grass or in the exit lane adjacent to Burlington Rd. may be ticketed and/or towed.



### DISMISSAL EXPECTATIONS

We dismiss students to three places each afternoon; the bus loop, the car rider line, and ACES. Additionally, in order to maintain building security and ensure the safety of all students, **our office staff will not call for students to be dismissed to the office between 2:10 and 2:25 each afternoon.** This is a time of the day when office staff is verifying student transportation changes and delivering transportation change notes. **Pre-K parents** are required to come to the **Pre-K classroom** to sign their child out each day and therefore cannot go through the car rider line. Pre-K teachers will review the expectations. We understand that there may be an occasion throughout the year when you need to pick your child up early from school. If your child needs to be dismissed early for a medical appointment or other appointment, please plan accordingly and arrive at the school **prior to 2:10pm**. During these times, please come to the office and one of our staff members will be glad to call your child to the office for dismissal. If you arrive between 2:10pm and 2:25 pm, you will be asked to wait in the office until 2:25. At that time, the office staff will be more than happy to call your student to the office to be dismissed.

Please see the following list for other reminders regarding student dismissal:

- If your child's transportation method will change, please send a written note to your child's teacher. In the event of an unexpected change, you may fax the transportation change to us at 336- 449-6523 or may email the office staff at [davisk5@gcsnc.com](mailto:davisk5@gcsnc.com) or [pinnixn2@gcsnc.com](mailto:pinnixn2@gcsnc.com). Please send this notification by 1:00 pm and call to verify that the change was received.
- Please do not park at the car rider line and attempt to walk into the building to pick up your child from the hallway.



### CAR RIDERS

- ◆ All parents who are picking up students must **stay in the car rider line** and follow the directions of the staff persons on duty.
- ◆ **Make sure that your nameplate is displayed so that we can identify you—this is for safety and efficiency.**
- ◆ **All cars will enter at the car rider loop.**
- ◆ The afternoon car rider line utilizes a double lane pattern. When entering the parking lot for pick-up, please go to the shortest lane. Do not park on grass or in the emergency vehicle lane.
- ◆ **Do not get out of your car in the car rider line.** When entering the student-loading zone, drivers will be asked to merge into a single lane for student pick-up. We have provided designated parking spaces for visitor parking. The spaces are located in the parking lot that is located adjacent to the school office. Please utilize these spaces when parking to attend parent/teacher conferences and/or other business at the school.
- ◆ Keep the walkway clear so that teachers can get the children through the double doors and ready for car pick-up. Students must be picked up at the cones - not from the grassy area.
- ◆ **Do not wait in the hallways for your children.** Car riders may only be picked up in the car rider line.
- ◆ Car-riding students are dismissed at 2:25 and **are to be picked up by 2:40.**
- ◆ Do not motion for or call your child to come to you. Once children have been safely loaded into cars at each cone, please pull forward and exit the car rider area. Stay to the right and follow the drive that is parallel to Burlington Rd and exit.

## BUS RIDERS



Should the bus be late in transporting your child in the morning or afternoon, please call **TRANSPORTATION** at 336-449-6095 for assistance. The transportation office is open daily until all bus-riding students have arrived home safely. **They have the capability to contact buses by radio to determine estimated time of arrival for your child, whereas the school does not.**

Bus transportation is provided for all students as a privilege, as long as students follow the school bus rules. **Once a student receives his/her, third bus referral, bus privileges may be suspended for the year.** Please have your child at the bus stop on time and encourage him/her to remain orderly while waiting for the bus. It is important that students gathered at the bus stop stay out of the street when waiting, pay attention as the bus approaches, and wait until the bus comes to a complete stop. The bus will stop just before it reaches the passengers, and must be by law at least 75 feet from an intersection. Encourage your child to be thoughtful of others on the bus and to listen to the driver's instructions with good manners and respect. Students who cause disturbances on the bus are endangering their lives and the lives of every other person on the bus. These students will lose their privilege of riding the bus if such disturbances continue to occur.

### **GUIDELINES FOR RIDING THE BUS:**

1. Obey all instructions of the driver.
2. Stay seated while the bus is in motion.
3. Keep hands and arms inside the bus.
4. Refrain from "horseplay" while waiting on the bus.
5. Refrain from disruptive behavior (including loud talking, shouting, hitting, spitting, arguing, kicking, fighting, tripping, and name-calling or teasing).
6. Food and drink are not allowed on the bus.



No student will be allowed to ride a different bus without a written request from the parent, which may or may not be approved by bus transportation. If approved, a bus pass will be

filled out and returned to the teacher before afternoon dismissal. The child will take the bus pass to the bus driver.

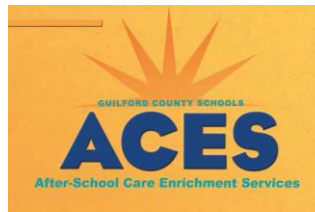
### SEDALIA'S "ACES" PROGRAM -After-School Care Enrichment Services

*ACES* offers quality, affordable, and convenient childcare services.

*ACES* provides a structured balance of academic and recreational activities.

The *ACES* program specializes in quality childcare in a fun, nurturing, and safe environment.

Students attending *ACES* are given the opportunity to work on homework, develop lasting friendships, and participate in fun sports and games. To enhance the learning experience, field trips may also be taken. *ACES* strives to be a pleasurable, child-centered environment.



- QUALITY

- Healthy afternoon snacks prepared by the Guilford County School Nutrition Services.
  - Courteous and Knowledgeable Staff.

- AFFORDABLE

- Weekly tuition fees include the cost of care, afternoon snacks, and program materials

- CONVENIENT

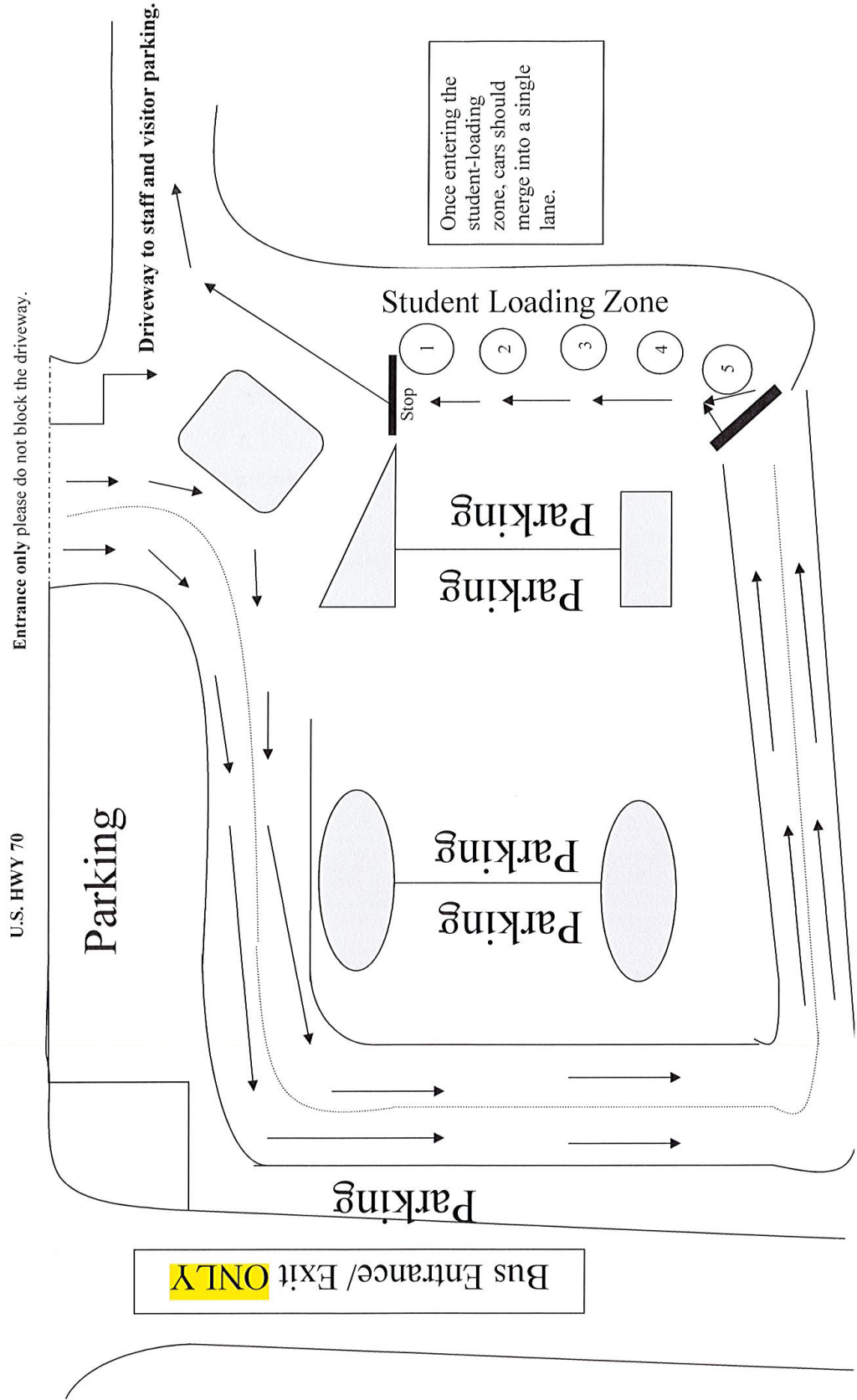
Open on teacher workdays and early release days.

(ACES are not open on inclement weather days and early dismissal due to weather situations).

ACES Director Mrs. Andriniea Scott can be reached at 336-451-5631 or by email [scotta8@gcsnc.com](mailto:scotta8@gcsnc.com) .

Thank you for taking the time to review the Sedalia Elementary Parent Student Handbook. Please know that these rules have been established for all children's safety; your compliance is requested and expected.

# Morning/Afternoon Car Rider Line Map



# GUILFORD COUNTY SCHOOLS

## 2018-2019 - Traditional Calendar

AUGUST 18

MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
		☐	☐	N
20	21	22	23	24
☐	☐	☐	☐	☐
27	28	29	30	31

SEPTEMBER 18

MON	TUE	WED	THU	FRI
3	4	5	6	7
▲				
10	11	12	13	14
17	18	19	20	21
		☐		
24	25	26	27	28

OCTOBER 18

MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
		GP46		

NOVEMBER 18

MON	TUE	WED	THU	FRI
			1	2
			☐	★
5	6	7	8	9
12	13	14	15	16
▲				
19	20	21	22	23
		○	▲	▲
26	27	28	29	30

DECEMBER 18

MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
▲	▲	▲	○	○
31				
○				

JANUARY 19

MON	TUE	WED	THU	FRI
	1	2	3	4
	▲	I-1		
7	8	9	10	11
14	15	16	17	18
			GP42	I-2
21	22	23	24	25
▲	★			
28	29	30	31	

FEBRUARY 19

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
I-3				
25	26	27	28	

MARCH 19

MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
		GP45	I-4	☐

APRIL 19

MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
				▲
22	23	24	25	26
○	○	○	○	○
29	30			

MAY 19

MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
▲				

JUNE 19

MON	TUE	WED	THU	FRI
3	4	5	6	7
				GP43
10	11	12	13	14
I-5	☐	○		
17	18	19	20	21
24	25	26	27	28

☐ Workday* (9)	★ Parent/Teacher Conferences
○ Vacation (10)	▲ Holiday (11)
■ First/Last Day for Students Mandated	N - Schools/Offices Closed
☐ Workday (9)	
I Will become student days if other days are missed due to inclement weather. Makeup days will be taken in the order indicated.	
There are 176 Student Days in the Guilford County Schools Calendar	
* Annual leave may be taken	