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## **Student/Parent Handbook 2018-2019**

**This agenda belongs to:**

**NAME:** \_\_\_\_\_

**TEACHER:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

## Message from the Principal

Welcome to Shuford Elementary! It is a great honor and privilege to serve our students, staff, families, and community. Your child will embark on an exciting, educational journey that cultivates learning, collaboration, leadership, and innovation.

Shuford Elementary maintains a tradition of high expectations, academic excellence, and commitment to continuous improvement. We provide a positive, safe, and nurturing learning environment that encourages students to find their greatness and inspire others to do the same. It is our desire to transform our school by building a culture of innovation and utilizing a blended approach to teaching and learning. Our blended learning model provides personalized, engaging, and rigorous instruction that meets the individual needs of every child.

At Shuford, we support a strong family atmosphere. We believe family and community partnerships are essential to students' academic and personal success. We invite parents to visit our school and become partners in education. Here are a few ways you can support your child's learning:

1. Make sure your child attends school, arrives on time, and is ready to learn.
2. Ask your child daily to share what they have learned at school.
3. Check your child's agenda and homework each night.
4. Read with your child and engage them in dialogue about what they are reading.
5. Encourage your child to join a student club/organization that interests them.
6. Communicate with your teacher on a regular basis to discuss your child's performance.
7. Be involved by volunteering in the classroom and attending parent conferences, curriculum nights, and other school events.
8. Join the Shuford's Parent Teacher Organization (PTO). Being a part of the PTO will support your child, support our school, and ensure that your voice is heard.
9. Stay connected by visiting our school, school website, and Facebook page. Follow us on Twitter @ShufordNCCS and @Principal\_SES

Thanks for sharing your child with us and we look forward to working with all of our families this year!

Kisha Clemons  
Principal

# Shuford Elementary School

## Parent Involvement Policy

“Together ... We Make a Difference”

**Our goal is for each child to have a successful learning experience. For this to happen, it is important that the school staff, the community and families work together.**

In order to build a strong partnership between home and school, we will provide the following:

- An annual Open House where parents will meet teachers, learn about the Title 1 program requirements, and be given opportunities to become involved in their child’s education.
- Additional meetings throughout the year to provide assistance to parents in understanding the State’s academic assessments. Meetings will also focus on how parents and teachers can work together to monitor the child’s progress in order to improve student achievement. Particular topics and needs from parents will be addressed through timely meetings.
- Meetings scheduled at different times during the day to better accommodate parents’ schedules.
- At least two scheduled parent conferences where the progress of the student will be discussed and explained, as well as the expectations for the grade level, school curriculum, academic assessment, state’s academic content and achievement standards, and and other concerns that the teacher or parent may have.
- Monthly newsletters and weekly notes informing the parents of activities and programs along with the outside school sign providing advanced notice of upcoming events.
- A School-Parent Accountability Pledge to outline how parents, school staff and students share the responsibility for improvement in learning.
- A minimum of two meetings during the school year where parents will have an opportunity to help review, plan for and make suggestions to improve the Title 1 program, as well as the Parent Involvement Policy, and the School-Parent Accountability Pledge.
- Brochures/pamphlets with tips on various school related topics for home integration.
- A survey for all parents to express opinions about the current Title 1 program as well as to list ideas and suggestions for improvement and topics for meetings to meet the needs of the parents in May.

Parents and community leaders are always welcome at Shuford Elementary School. Every effort will be made to communicate with parents in an understandable format and language. Please feel free to contact Tammy Brown, Title I Director at 464-3191 if you have any questions about the program.

## CURRICULUM

All teachers use the Common Core State Standards and North Carolina Essential Standards to determine the curriculum they teach. While textbooks are selected to match with the curriculum, individual textbooks may not strictly follow the state curriculum. Teachers use textbooks as only one resource in teaching a subject, and may skip around in the textbooks or not use parts of it at all. Teachers will use other approved instructional materials and equipment during instruction.

## GRADING

**Standards Based Grading:** All K-5 students will receive standards-based grading. This grading system communicates how students are performing based on a set of clearly defined learning targets called standards. The purpose of standards-based grading is to identify what a student knows, or is able to do, in relation to the pre-established learning targets. The former traditional grading system simply averages grades/scores over the course of a grading period, which can mask what a student has learned, or not learned, in a specific course.

## HOMEWORK

One method public schools use to reinforce classroom learning is the assignment of homework. Homework is any work assigned by the teacher to be completed by the students outside of the regular classroom without the immediate and direct supervision of the teacher. It is the student's responsibility to bring the completed homework assignments to class on time. Incomplete assignments may be reflected in the child's grade.

All students should read and/or be read to each evening. Learning to set aside quiet study time each day will pay dividends for our students in later years.

If your child is absent and you desire the make-up work to be done at home, please contact the office by noon so that the assignments may be picked up after 3:15 pm.

## FIELD TRIPS

Teachers may schedule field trips to reinforce and enrich the basic curriculum plan. Parents will receive field trip plans for the entire school year sometime in early September from your child's teacher. You will receive information for each trip, the date it is scheduled, and the cost involved. For the different field trips, we need parent volunteers. We know that many of you gladly volunteer. If you will please contact the teachers to inform them of your wishes to help, they will gladly share information with you. All parents attending field trips must fill out a NCCS volunteer form and be approved at least 3 weeks in advance of the trip. **ABSOLUTELY NO OTHER CHILDREN ARE ALLOWED TO GO ON A SCHOOL FIELD TRIP.** If you would like to bring a sibling who is attending Shuford but is in a different grade level or class, the student will receive an unexcused absence for the day.

Field trips have educational goals and are under the supervision of the classroom teacher. Field trip travel is by bus and all children are required to ride the bus **both to and from** the field trip destination, even though the parents may accompany the trip in their car. This is necessary to ensure the safety and well-being of all students.

## COUNSELING PROGRAM

The Counseling Program at Shuford Elementary School offers many services and resources for students, families, and school staff. The school counselor offers individual counseling and small group counseling for students, in addition to visiting each classroom on a regular basis to assist teachers in implementing the North Carolina Guidance Curriculum. The Guidance Curriculum consists of character education, bullying prevention education, drug prevention education, including topics that help students improve academic, behavior, and

social skills. The counseling program also offers various information and resources for parents that can assist families with counseling, financial, and other various needs. Please feel free to contact our School Counselor if you have any questions or concerns about your student(s) throughout the year.

### **INTERNET USE POLICY**

Use of the Internet is a privilege for students and all guidelines should be followed. Permission to use the Internet is located on the Student Information Verification Form.

### **TEXTBOOKS**

Textbooks and library books are provided for the use of students. In return, students are to care for those books, and parents are responsible for textbooks received and used by their children. Restitution must be made for lost or damaged textbooks before additional textbooks will be issued. If a lost book is found, money paid will be refunded.

### **PHYSICAL EDUCATION**

Children generally love to participate in well-planned physical education classes. Teachers are expected to use their professional discretion in determining whether children should participate. Please communicate with your child's teacher if there is a reason he/she should not participate in Physical Education on a given day or if there are accommodations that should be made on an ongoing basis. Shuford offers a family P.E. week and grade level field days on an annual basis.

### **SAFETY PATROL TEAM (Beacons)**

Shuford Elementary School offers a school Safety Patrol Team consisting of 8-12 fifth grade students that have earned this privilege during his or her fourth grade year. Each student will remain on the Safety Patrol Team for two quarters and new Safety Patrol Team members will be chosen prior to the third quarter. Students selected for Safety Patrol must maintain at least a "C" average in all subjects throughout the year, in addition to maintaining consistent above average behavior. If at any time a Safety Patrol student's grades fall below the standard or a student exhibits behavior that is below standard (including being off-task with Safety Patrol duties), he or she will be replaced by another student who meets the standards. In addition, Safety Patrol students will enhance the safety of the school and must not have to be consistently reminded of his or her duties. The Shuford Safety Patrol Team must adhere to these high standards because being a member of this team is a privilege and the team is to support the safety rules of the school. The team is supervised by the fifth grade teachers.

### **PARENT CONFERENCES**

Parents are encouraged to schedule parent conferences with teachers at any time during the school year. Both parents and teachers gain insight into a child by sharing their knowledge and observations. Parents may also call teachers. Please call after 3:15 or during the teacher's planning time, so that instructional time is not interrupted. Teachers will plan parent conferences and/or parent meetings throughout the school year.

### PARENT ADVISORY

The Parent Advisory Committee is comprised of two representatives from each grade level. However, the meetings are open to all school families and will take place once every quarter.

*Members work together to:*

- identify common needs and goals among parents and school staff and help facilitate strategies to increase the efficiency and effectiveness of student learning.
- provide the Principal with feedback and insight from the parent's perspective regarding school processes, policies and initiatives to ensure the needs of parents and families are addressed during the decision making process.
- to make certain the principal is aware of existing and emerging concerns parents have expressed.
- serve in an advisory capacity, not as a decision-making body, able to make recommendations, encourage brainstorming and provide opportunities for parent involvement.

### PHONE CALLS TO CLASSROOMS

It is important to have non-interrupted instruction at Shuford Elementary. All phone calls that are non-emergency will be sent to the teacher's voicemail. Your child's teacher will return all calls within 24 hours. However, all calls received after 3:15 P.M. (non-instructional hours) will be sent directly to the classroom.

### STUDENT PLANNERS

Shuford Elementary School students will be using student planners throughout the school year. Using the planner encourages students to start each week by setting goals, and it enables students and parents to keep up with daily activities in the classroom. This is an effective communication tool between the school and home. Parents please check and sign your child's planner on a daily basis.

### VOLUNTEERING, VISITATIONS AND CONFERENCES

Parents are required to come to the office of Shuford to sign-in and pick-up students. Any visitor to the building should also report to the office to sign-in and pick-up a visitor's badge. Volunteers should come by the front entryway to sign in and get a volunteer's badge. Any adult in the school, including all staff members, must wear an identification badge. All visitors and volunteers are to return badges to the office and front entrance when they leave.

All volunteers must fill out a yearly volunteer form issued by NCCS and be approved in order to help in the classrooms. **Volunteer hours at Shuford are 9AM – 2PM.** No volunteers are expected to be in the building before or after the scheduled time.

Teachers will not be available for conferences with parents unless an appointment has been scheduled. Classroom visits by parents must be scheduled with your child's teacher 24 hours in advance in order to help keep interruptions to a minimum during instructional time. Teachers will be in touch with every parent within 24 hours after learning of a parent's desire to talk. Please send a note with your child or call to schedule an appointment.

### ATTENDANCE

Regular school attendance is imperative for student achievement. Students are expected to be in attendance each day school is in session except for personal illness or exempt holidays. **A student must be present for ½ of the school day to be counted present for the day (11:45 am).** North Carolina has compulsory attendance laws that we must follow. Work missed through absence from school is difficult to

make up and there is no substitute for actual participation in the daily classes. Each day and each class make a small contribution to one's education. It is very important for your child to develop good attendance habits; however, if it is necessary to be absent, the following procedure should be followed:

1. Family trips will be considered unexcused. If possible, notify the teacher before your child is absent for such things as funerals, etc.
2. When children are absent, upon their return to school, they must bring a note from their parent or guardian as to the exact reason for their absences including the kind of illness. This is required by the State. This written record enables the school and the parents to work together for the best interest of the child.
3. A student is expected to make up work missed when absent. By doing this, the student will not fall behind in classwork. In accordance with the North Carolina State attendance policy all absences will be considered "lawful" or "unlawful". **The ONLY absences that will be considered lawful are:**
  1. personal illness or injury which makes the student physically unable to attend;
  2. isolation ordered by the State Board of Health;
  3. death in the immediate family;
  4. medical or dental appointment;
  5. participation under subpoena as a witness in a court proceeding;
  6. observance of a religious event with prior approval by the principal

Excessive absences without a reasonable excuse may constitute truancy. Ten or more tardies and/or early dismissals make children ineligible for perfect attendance recognition.

#### **ARRIVAL AND DEPARTURE**

School begins promptly at 8:15AM for all students with the tardy bell ringing at 8:15. **Car riders and walkers should not arrive at school before 7:45**, unless they are attending before school Kids Connection program or ride first load on one of Shuford's buses. Staff members are not on duty before 7:45 to provide supervision and ensure student safety. As students arrive on campus they should report to the cafeteria. Students are released to the classrooms at 8:00. School is dismissed at 3:15 for bus riders and 3:20 for car riders. All students who do not ride a bus or go to the after school program should be picked up at this time. Parents of children who consistently remain at school beyond 3:30 will be notified.

We know that dropping off and picking up your child are important parts of the school day. However, with over 500 students, we need your help during these times. Therefore, please adhere to the following procedures:

#### **DROP OFF**

Students are to be dropped off at the front of the school as early as 7:45. Please pull forward as far as possible to allow the maximum number of students to exit their car under the supervision of the employee on car duty.

#### **DO NOT DROP STUDENTS OFF IN THE BUS PARKING LOT OR AT THE TOP OF THE HILL.**

We encourage parents to drop their children off at the curb in front of the school and not to escort them in the building. Even kindergarten students quickly learn how to get to their classrooms, --"HUG AND HURRY." If you choose to come into the building please park your automobile in a designated parking place. Traffic lanes must be kept open, so please do not park next to the curb near the building.

### **PICK UP**

In the afternoon, we will begin releasing students at 3:15 to be picked up. PLEASE STAY IN YOUR CAR AT ALL TIMES. DO NOT WALK UP TO THE BUILDING. A car tag must be hung on your rear view mirror with your student(s) name in order to ensure student safety. Each family will be issued two tags at the beginning of the year or during registration. At this time, the child will be called to your car. All of this will be occurring in the front drive. DO NOT PULL INTO THE BUS PARKING LOT.

### **TARDIES**

We ask that students arrive at school promptly, before 8:15 am, to avoid interruptions in the instructional day. **Parents are to accompany their student(s) in the building and sign them in at the front office if tardy.** The first ten minutes of school are a vital part of the school schedule when students make preparations for the entire day. Parents must be responsible for getting students out of bed and to school on time. If a student arrives late, once again, they must be signed in by a parent and pick up a tardy slip before proceeding to class. Acceptable reasons for being tardy would include medical or dental appointments (doctors' excuses are required) or a death in the family. All tardies without a doctor or dentist note are considered unexcused; (Unexcused tardy – a student arriving at school and not in the classroom after 8:15 AM without a doctor or dentist note.)

**\*\*A student must be in their classroom by 8:15 in order not to be counted as tardy\*\***

### **EARLY DISMISSAL – SIGNING OUT**

When a student needs to leave school early, the parent or guardian must come to the school office to pick up the student. The student must be signed out in the office. Teachers are asked not to release students unless they are notified by the office. **THERE WILL BE NO STUDENT CHECK-OUT AFTER 2:45** unless you have an appointment card. Early checkouts are sometimes unavoidable, but please make every effort not to check your child out on a regular basis. This disrupts the end of the day and your child loses instructional time. Students should not be picked up early for the convenience of avoiding traffic.

Any child leaving school early must be checked out through the office. Early dismissals are recorded in the office, and parents will be contacted if the number becomes excessive. When picking your child up for an early dismissal, do not go directly to your child's class. All school visitors should check in with the office. The secretary will contact your child's teacher and have him/her sent to the office ready for dismissal. This method is used to ensure the safety of our students at all times.

After-school arrangements should be clearly understood before your child leaves home. Notes to teachers are required if any change in afternoon routines are requested. If your child needs to ride another bus home the note should be sent to the teacher.

### **PARKING**

All cars should be parked in designated parking spaces. Please do not leave vehicles in the traffic lanes or areas marked "No Parking" when entering the school. No cars are to be parked in the bus parking area at any time. Please park in the visitor places that are near the end of the lower parking lot.

### **TRANSPORTATION CHANGES**

Transportation changes are very confusing for children. If student transportation needs to be changed, please tell your child in advance and send a note to your child's teacher (include date and parent signature). It is also impossible for office personnel to be certain of the identity of a person requesting a change in transportation on the telephone. For the safety of our students, **our Safe Schools Plan requires that transportation changes be made in writing with a note to the teacher or in person by coming by the school office before 2 P.M.**

## **SUPERVISION OF STUDENTS**

When students arrive in the morning, they should report to the proper area for their grade level. Teachers and assistants will be assigned to supervise students from 7:45-3:30. The school will not be responsible for student supervision before 7:45 and after 3:45. Do not send students to school before 7:45, unless they go into the before-school program.

When children arrive before 7:45 and remain after 3:45, they must go to the Community in Schools room for supervised care. It is the parent's responsibility to pay the deposit and for the hours used for the extended supervision. Students who are car riders should be picked up promptly after school. Students who ride the school bus should go directly to designated waiting areas and not loiter around the buildings or grounds.

## **AFTER SCHOOL PROGRAM**

After school care will be provided through the Community in Schools Program. The supervision is provided from 6:15 a.m. to 7:30 a.m. and 3:15 p.m. to 6:00 pm. Inquiries should be directed to the Community Schools at 464-9865 from 2:45 p.m. to 6:00 p.m.

## **DISCIPLINE**

Our school community strongly believes that it is the shared responsibility of the home and school to help students learn self-discipline skills. Self-discipline will ensure that students will be productive school citizens. We strive to create an atmosphere for learning where all students are safe and appropriately participating. We expect children to be respectful, responsible and pleasant to be around. A disruptive child rarely is learning or allowing his classmates to learn. Each teacher establishes rules of conduct with his/her students and posts them in the classroom.

### **School rules include:**

- O- Outstanding behavior
- W- Will be respectful
- L- Lead by example
- S- Safety at all times

The cooperation and support of parents with the school rules will eliminate most behavior problems that might occur. The teacher will contact the parent when the behavior becomes repetitious or dangerous, so that parents use this opportunity to assist with the discipline of their child. More information regarding student conduct may be found in the Newton-Conover City Schools Elementary School Discipline Policy.

By policy and state statute, disciplinary measures may include, but are not limited to:

- Student warnings
- Removal of privileges
- Parent notification
- Time out
- Referral to student support services
- Parent conference
- Restitution
- Out-of-School Suspension
- Long-term Suspension / Expulsion

## **BUS EXPECTATIONS**

1. Talk in a normal conversational voice with no excessive noise.
2. Cooperate with and obey the driver at all times.
3. Remain seated, facing forward with feet on the floor at any time the bus is in motion.
4. Keep heads, arms, and feet inside bus at all times.
5. Never use profane and indecent language while riding on the school bus.
6. Never mark or deface the bus in any way.
7. Never attempt to ride on a school bus, unless assigned to it by the principal.

It is unlawful for a person to ride on a school bus without proper assignment. Remember that riding a school bus is a **privilege**, not a **right**. Violations of these rules may result in loss of bus riding privileges. A student must have a note from a parent or guardian to get on or off the bus at a stop that is different from the normal one.

The safety of students riding our school buses is a great concern. One of the leading causes of bus accidents is driver distraction. If students are disruptive, they will be given a bus referral. To ensure the safety of our bus riders, the following consequences will be given to those receiving bus referrals:

- 1st slip—warning
- 2nd slip—parent notification
- 3rd slip—1 day bus suspension
- 4th slip—3 day bus suspension
- 5th slip—1 week bus suspension
- 6th and above—Principal's discretion

## **CELL PHONES**

CELL PHONES **MUST BE** TURNED OFF ONCE STUDENTS ENTER THE SCHOOL BUILDING IN THE A.M. AND REMAIN OFF AS LONG AS STUDENTS ARE ON SCHOOL GROUNDS DURING THE SCHOOL DAY.

### **CONSEQUENCES IF TAKEN:**

- 1st Offense – Student may pick up at the end of school day
- 2nd Offense – Student's parent/guardian must pick up
- 3rd Offense – Student or parent/guardian may pick up after 5 school days
- 4th Offense - Administration keeps until end of semester or 1 month

## **CAFETERIA**

Our school cafeteria serves a nutritious breakfast and lunch daily. The cafeteria is a place for enjoyment, using good table manners, and demonstrating healthy eating habits. Family members are welcome to eat lunch with your child at any time. We welcome parents who want to eat lunch with their child however **please do not bring food from restaurants** into the school. All children would love to have a special lunch from Wendy's, McDonald's, etc. and this is not possible. Please be sensitive to all children and eat a lunch prepared in our cafeteria or bring your lunch from home. Your cooperation is greatly appreciated. **NO BIRTHDAY CUPCAKES OR OTHER BIRTHDAY SNACKS ARE PERMITTED IN THE CAFETERIA.**

### **Breakfast**

Breakfast is offered each day from 7:30-8:00. Students pay as they go through the line or in advance. No breakfast meals are to be charged at anytime during the school year.

## **Lunch**

Students may pay for lunch by the week (5 days) or up to 20 days in advance. Children pay for their lunch on the first day of the week in the cafeteria before school. Checks should be made payable to Shuford Elementary School with the child's lunch number at the bottom. Checks are to be written for the amount of the lunch payment only, and cannot be cashed for other activities. Lunch money should be sent in an envelope labeled with the child's name, teacher name, and lunch number. Children may pack their lunch, but may not bring soft drinks. Refrigerator space is not available, so please send food that will not spoil. Supplemental food items are available for students to buy during lunch. Students can purchase two snack items unless there is a note from the parent stating otherwise. Charging supplemental sales or a la carte items is not permitted. If your child has Doctor's orders for a special lunch diet please contact the school nurse and cafeteria manager.

## **Free/Reduced Meals**

Families meeting certain requirements may qualify for free or reduced priced meals. If you wish to apply, please fill out the form that was sent home or call the school office for a form. Families may apply at any time during the school year, if your financial situation changes. A new application must be filled out each year. Students who receive free or reduced-priced meals last year will continue to receive free or reduced meals during the first ten days of school while you re-apply. When a child is approved for free or reduced meals this designation includes lunch and breakfast.

## **Meal Prices - (Prices subject to change)**

	<b>Full</b>	<b>Reduced</b>	<b>Adult</b>
<b>Breakfast</b>	\$1.25	\$0.30	\$ per item
<b>Lunch</b>	\$2.50	\$0.40	\$ per item
<b>Milk</b>	\$0.40	\$0.40	\$0.40

Beverages brought to school should be placed in plastic or rubber containers. Milk may be purchased in the cafeteria. Sodas are not allowed to be brought to school for student lunches.

## **HEALTH ISSUES**

### **HEAD LICE**

Students found to have head lice are to be excluded from school until treated. The absences accrued from exclusion due to lice infestation shall be excused for the day the lice were discovered and the following day ONLY. However, if lice are found on Friday or the day before a holiday, students are expected to return to school on the next instructional day. Designated personnel in each school will be trained in the identification of head lice and the appropriate execution of school policy and procedures. Parents are required to accompany a child returning to school, so that the child can return home if additional nits or lice are found. Chronic cases are subject to be reported to the County Health Department and the Department of Social Services.

### **STUDENT ILLNESS**

Should a student become ill during the school day, parents will be notified and asked to come to take the student home. Students must be fever free for 24 hours before returning to school. Emergency numbers will be kept on file in the school office. **It is crucial that the school be given a telephone number where the parents or other designated adult may be reached in case of an emergency or illness.** If your child has a chronic illness (asthma, diabetes, allergies, bladder infections, etc.), please notify his/her classroom teacher. This will assist us in helping, treating, and understanding your child.

## **USE OF MEDICATION**

Any student who is required to take prescription or over the counter medication during school hours **must have written permission from a licensed health care provider.**

## **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

It is important that the school always have the correct address and telephone number for each student for use in an emergency. It is also important that the school have a current work address and telephone number for each parent/guardian. **Please notify the school immediately of any changes in telephone number and address information.**

## **CUSTODY**

When one parent has exclusive custodial rights granted by the court, a copy of the court documents must be filed in the office. If there are special requests regarding custody, make these requests known on the Student Information Card and directly to the teacher and the office. It is the responsibility of the custodial parent or legal guardian to notify the school of a child's change of custody. Shuford Elementary staff cannot legally prohibit the biological parent from picking up their child unless specified in legal court or DSS documents.

## **BIRTHDAYS**

Birthdays are important events to elementary school children. If you wish to provide a **small** snack for the students in your child's classroom, please discuss it with the teacher ahead of time. **NO BIRTHDAY CUPCAKES OR OTHER SNACKS ARE PERMITTED IN THE CAFETERIA.** He or she will let you know what is appropriate to send and what time of day is best. Please remember that students may not receive deliveries of balloons, flowers, etc. at school. **NO homemade baked goods are permitted in accordance to the state child nutrition laws. All food for student parties, socials, etc. must be purchased from a grocery/department store. Cupcakes and other party foods are not allowed to be served in the cafeteria.**

## **DELIVERY OF ITEMS TO STUDENTS**

No gifts delivered to students at school!

The classroom environment should have as few interruptions as possible. All deliveries for students (school supplies, medications, lunch, etc.) are to be left in the office. The school WILL NOT deliver gift items such as flowers, balloons, candy, presents, and etc.

## **MESSAGES**

Please remember to make arrangements for your child's transportation home **before** the school day begins. A telephone call to make arrangements once the school day has begun interrupts the instructional day for all students. We will take emergency messages for students, but not call them to the telephone. We would like to leave the telephone lines open as much as possible so parents will be able to call the school when necessary.

## **DRESS AND APPEARANCE**

Students are to dress for school and school activities in an appropriate manner. Clothing should never be a distraction to instruction or disruption to the order of the day.

The Student Dress Code includes but may not be limited to the following conditions:

1. Shoes must be worn at all times. **No flip-flops will be permitted.**
2. Head coverings (hats, bandanas, toboggans, and other headwear) and sunglasses may not be worn inside the building.
3. Clothing with questionable or inappropriate language or pictures on it will not be permitted.
4. Clothing that displays alcoholic beverages, drugs, smoking or tobacco products will not be permitted.
5. Students may not wear strapless tops, spaghetti strap tops, backless shirts, midriff tops, halter-tops, or muscle shirts. Stomachs are to be covered at all times. (A good test is to raise the arms and make sure no stomach shows.)
6. Shorts and skirts must be long enough to reach the fingertips when the student is standing.
7. Articles of clothing that are offensive to race, color, creed, or sex will not be permitted.
8. No chains will be allowed on articles of clothing.
9. Pants must be worn at the waist and will not be permitted to expose undergarments.

### **LOST AND FOUND**

To help you save money and to help your child keep from losing things, please put your child's name on his/her book bag, lunch box, coat, sweater, sweatshirt, etc. With a name on the item, we can return them to their proper owner. **All unclaimed items will be donated to charity at the end of each nine weeks.**

### **SCHOOL TELEPHONE**

The school telephone is necessary for the efficient operation of the school. Students are permitted to use the telephone only if there is an emergency. Arrangements pertaining to lunch, transportation, meetings, visit with friends, etc. must be made before coming to school. Phone calls to teachers should be made either before or after regular school day hours. If you need to speak with a teacher, leave your name and number with the secretary. The teacher will return your call during his/her scheduled planning periods or after school. It is very important that you follow these procedures so classroom interruptions will be minimal.

### **SMOKING/USE OF TOBACCO BY ADULTS**

We seek your help and support of Shuford's smoking use tobacco policy at all times. Maintaining the safest and most wholesome learning environment and safely guarding the health of our public school children, staff, and patrons are significant responsibilities of the Newton-Conover Board of Education and the Newton-Conover City School System. The use of tobacco is a matter of grave concern because it seriously endangers the physical well being of students and others in the school environment. **The NCCS' Board of Education has adopted a policy that prohibits the use of tobacco products on school grounds.**

### **WEATHER**

School closings or delays will be announced as early as possible. Each weather situation is different, but the decisions will be made and announced at the earliest time. Our official media is WNNC (12:30) AM, but the announcements will also be on other radio, TV stations, and the Newton Conover City Schools website at [www.nccs.k12.nc.us](http://www.nccs.k12.nc.us). Please do not call the school, as we will be using the needed phone lines to stay in contact with central office to gather information.

### **WITHDRAWALS**

In the event that your child will be leaving our school to attend another place of learning, please contact us so that we can make sure all of your child's paperwork is in order (books returned, fees paid, etc.). Once you go to the new school, they will contact us to send them the cumulative records.

**\*\*NC Department of Public Instruction Annual Notices can be found on the Newton-Conover City Schools Webpage at [www.newton-conover.org](http://www.newton-conover.org)**