

Stanfield Elementary School

101 W. Montgomery St.

Stanfield, NC 28163

704-961-5800

School Mascot: Wildcat School Colors: Blue and Gold

Stanfield School Mission Statement

“To prepare students for lifelong learning and to produce citizens that can contribute to an emerging global society.”

School Day begins at 8:00 a.m.

Tardy bell rings at 8:00 a.m.

School Day ends at 2:45 p.m.

SCHOOL CALENDAR 2018-2019

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|---------------------|--|
| August 15-24 | Teacher Professional Days (8/20 - 8/24 are sheltered professional days) |
| August 27 | First Day for Students |
| September 3 | Labor Day/Holiday |
| October 26 | Quarter 1- <u>End of First Nine Weeks</u> |
| October 29-30 | Teacher Professional Days (<u>10/30 is sheltered professional day</u>) |
| November 12 | Holiday |
| November 21 | Professional day |
| November 22-23 | Holiday |
| December 19-Jan 1 | Holiday |
| January 17-18 | ER days and Quarter 2- <u>End of Second Nine Weeks</u> |
| January 22-23 | Teacher Professional Days (1/23 sheltered professional day) |
| February 28-March 1 | Teacher Professional Days (2/28 sheltered professional day) |
| March 28 | Quarter 3- <u>End of Third Nine Weeks</u> |
| March 29 | ER day |
| April 19, 22-26 | Spring Vacation |
| May 27 | Holiday |
| June 5-6 | ER days |
| June 6 | Last Day of School for Students |
| June 7 | Teacher Professional Day (sheltered) |
| June 10-11 | Teacher Professional Days |

Inclement Weather Days: Saturdays and/or Professional Days used as necessary

SCHOOL PICTURE DATES: October 2nd- FALL Pictures, November 13th- Retakes, February 19th- Class Pictures, and April 9th- SPRING Pictures

Student Drop Off and Pick Up

Students are to be dropped off and picked up only at the front of the school.

School begins at 8:00 a.m.: The tardy bell will ring at 8:00 am. The school building will not be open until 7:30 am. ***Do not bring your child to school before 7:30 a.m. Supervising staff members will be on duty at 7:30.*** If a student is dropped off before 7:30 you will be contacted to return to school to pick them up. **Students in grades K-2 will meet before school in the commons area in the main building and grades 3-5 will meet in the gym.** All students are encouraged to eat breakfast in the cafeteria. Please make sure you allow enough time for your child to eat upon arrival. They will be tardy if they do not get to class by 8:00 am.

Tardy Policy

Tardiness is a concern and focus for improvement at Stanfield School. It is our expectation that all students arrive on time and are ready to learn when the tardy bell rings at 8:00 a.m.

Bell #1 – rings at 7:50 a.m. signaling for students to go to class

Bell #2 – rings at 8:00 a.m. signaling the time attendance and lunch counts are being taken.

Students are tardy after 8:00 a.m. and will be sent to the office to get a note. Frequent tardies will be referred to our social worker and guidance counselor. If you bring your child to school late, you will need to park your vehicle and escort your child into the building to sign them in and get a tardy slip. This is to ensure your child's safety.

***Students who accumulate 3 or more unexcused tardies and/or 3 or more early sign-outs will not be eligible to receive a Perfect Attendance Certificate for the quarter. The Yearly Perfect Attendance Certificate given at the Awards Ceremony in June will be awarded to only those student who have earned all 4 quarterly Perfect Attendance Certificates.**

Parents will receive a letter/phone call regarding frequent absences, tardies and early sign-outs. *If this continues to be a concern, parents will be asked to meet with the attendance committee that includes the Principal, Guidance Counselor, School Nurse, School Social Worker, and teachers. The committee will discuss interventions and develop an attendance contract to improve the attendance or tardy issues.*

Emergencies do arise, and those situations are taken into consideration. If a student goes to the doctor or other appointment, please bring a note from the provider. **We encourage you to make appointments after school hours or on teacher workdays.**

Any student with excessive tardies, absences and unpaid fees such as cafeteria charges, technology fees or library book fees may not be allowed to participate in extra curricular activities such as field day, dances or other activities. Parents will be notified, in advance, of any unpaid fees or issues regarding their student.

SECURITY

Doors to the school will open from 7:30-8:00 a.m. At 8:00 a.m., all entry doors to the school will be locked. **All visitors and students will need to enter the school through the front door at the main entrance.** Staff members will carry their keys to enter buildings. Staff members will address any visitor that is on campus to determine they have signed in at the office and are wearing a visitor sticker/badge. There are cameras in all areas of the school. Please follow the rules above to ensure the safety of our students and staff. Any failure to follow these rules may result in a ban from the school campus.

LOCKDOWNS

All Stanfield school personnel have been trained in lockdown procedures. **During a lockdown, teachers will be focused on the safety, custody, and accountability of the students.** Local agencies such as police, fire, and NC Highway Patrol will assist as needed. **No one, including parents, will be allowed near the school during a lockdown.** We will do our best to communicate by School Messenger the

most current updates of the incident causing the lockdown. **Please make sure that all numbers and contact information is current and correct. If numbers are not correct, you will not receive information in an emergency situation.**

Students will be kept inside locked classrooms. No one will be allowed to leave the classrooms/secure areas on campus until the lockdown is lifted. All students and faculty/staff will remain in the lockdown mode until administration or other officials lift the lockdown. When the lockdown is lifted, parents may come to school to pick up children in the office.

Early Dismissal: If you need to pick up your child early during the school day, come to the school office and your child will be called. If you are sending someone to pick up your child, notify us by a signed and dated note before the time your child is to be taken out of school. **A child will not be released without the parent/guardian written permission.** Parents should include all names and contact numbers for the people who can pick up your child on the student information. ***Photo ID will be required.*** ***Parent or person authorized to pick up the student must sign out that student. If you leave before 11:30 a.m. or arrive after 11:30 a.m. you will be counted absent for the day.*** Students who are dismissed early on a regular basis may be referred to our social worker and/or required to meet with the attendance committee to discuss the situation. All students must be picked up in front of the school building. **Please call prior to 1:00 p.m for any changes in your child's transportation.**

Early Dismissal (Extreme Weather):

1. All students **must** have a place to go if school dismisses early.
2. Parents **must** have made prior arrangements and notify the teacher the first week of school.

REASON: In case of extreme heat, snow, ice, tornado, hurricane, or some other emergency, we may need to dismiss school. When we know ahead of time, we will have announcements made over RADIO STATIONS, WABZ, WZBZ, and WZKY in Albemarle. WBTV, WSOC in Charlotte, and on TV STATIONS, WBTV (3), WSOC (9), and CABLE (12). If there is no announcement, plan for school to open on time. You can also check the Stanly County Schools website for weather related information at www.stanlycountyschools.org. **If school is delayed, please do not drop your child off early. If a child is dropped off early, a parent will be contacted to come back to school to pick up the child.** Staff members may not be on campus to supervise students.

Please make sure that the student information sheet is filled out properly with an emergency number(s) for your child(ren). Keep this information up to date at all times. Send in current numbers or contacts to your child's teacher. They will send this information to the office to be entered into our student database system. **If at any time during the year your phone number (cell phones included) changes, please let the school know so we may have a current number to reach all parents in case of an emergency.**



Medication at School

School staff members are not allowed to dispense medication without a signed form from the physician with signed parent authorization. If your child will be taking any type of medication, the Physician's Authorization form must be completed and brought with the medication to the office by the parent. This includes prescription and over the counter medication as well. **Do not ask us to make exceptions. This is a School Board Policy. It is for the safety of all our students.** All medications are stored and administered from the office by trained staff members. Mrs. Yow is our first responder. She is trained to give medications and respond to any emergency situation. **Students are not allowed to keep medications with them.** Parents must bring all medications to the office and pick them up from the office. **Students are not allowed to ride the bus with any medication.** Any student possessing an over the counter or prescription medication may result in a disciplinary action which may include suspension.

Stanly County Board of Education, Section 6000, Policy #6030 (School Wellness)

- 1.** Classroom Parties must meet the SCS Healthy Food & Beverage Standards. **The principal may authorize 2 parties per year** that do not have to meet the Healthy Food and Beverage Standards. Treat bags with candies and other seasonal treats are permitted throughout the year if they are sent home with the students and not consumed at school. **Please be aware that there are students with food allergies. All foods sent in must be preapproved by the classroom teacher.**
- 2.** To ensure safety & sanitation all foods brought into school for the purpose stated above, must be purchased from a commercial foodservice entity (grocery store), which is subject to local rules, regulations, and inspections. **NO FOOD ITEMS MAY BE HOMEMADE**
- 3. Student birthdays cannot be celebrated in classrooms with food or drinks. You are welcome to eat lunch with your child, but individual birthday celebrations will not be allowed.**

Classroom and Lunch Visits

You are welcome to visit Stanfield School for special events throughout the year and **always** begin your visit in the office. Parents who visit the school to eat a meal with their child are encouraged to purchase a school-prepared lunch and set a healthy example for children. Parents **must come by the office to sign-in and get a visitor's pass before going to the cafeteria. *Fast food from local restaurants cannot be taken into the cafeteria as this violates State Policy regarding the National School Lunch Program.*** If a parent brings fast food to school, they will be asked to take the food to a designated area to eat with their child. Parents may not bring food in for anyone other than their child. Parents will only be allowed to eat with their child. This protects students with food allergies.

If you need to speak to a staff member please make an appointment before or after school so as not to disrupt classroom instruction. Conferences with teachers will not be held during instructional time or at the beginning of the day. Please contact the teacher by written note or email to schedule a conference. **Appointments with Mrs. Morton, Principal, may be made by emailing at jessie.morton@stanlycountyschools.org or by calling the office at 704-961-5800 to request a day and time. You may leave a voicemail with your name and number and she will return your call as soon as possible.**

We do not allow younger children (below school age or from another school) into classrooms or the cafeteria since they may distract the attention of the teacher and the students. This includes lunch, field day, class parties, and field trips. The safety of our students is our first priority.

Cafeteria Expectations

All students are to be on their best behavior while in the cafeteria. This is a time for students and staff to enjoy their meal and socialize with others. **Good table manners and quiet conversations are required.** Students will be supervised by staff members in the cafeteria at all times. **If students eat breakfast in the cafeteria, they need to report to their homerooms as soon as they have finished before the tardy bell rings.** If teachers see a concern with a student lunch they will make contact with the parent to discuss the concern.

CAFETERIA PAYMENTS: Good nutrition is very important to the success of students in the classroom. Students may pay daily as they go through the line or pay by the week/month. **Parents may go online to the Parent Portal on the Stanly County website to pre-pay and/or check their child’s account.**

Students must pay any charges. Parents will be contacted by a weekly letter and phone call from the cafeteria staff and/or Principal to discuss the charges. Students with cafeteria charges will not be allowed to participate in school activities if they owe any amount of money or fees.

Parents are encouraged to submit a Free and reduced lunch form for their child(ren). A Welcome Letter will be distributed on the first day of school in place of applications. **Letters will have a tear-off stub at the bottom of the Welcome Letter to request a form.** Once the school receives this stub, we will send the application home with your child. **(Online applications are preferred!)** These forms are confidential and sent to the Stanly County Schools Child Nutrition department for approval. You will be notified as soon as possible if your child qualifies for free or reduced meals.

***Online applications for Free and Reduced Price Meals at: LunchApplication.com**

Cafeteria Prices 2018-2019

| | | | |
|----------------------|----------------------|---------------|----------------------|
| Pre-K – 12 Breakfast | \$1.25 | Lunch Pre-K-8 | \$2.80 |
| Reduced Breakfast | \$0.40 | Reduced Lunch | \$0.40 |
| Adult Breakfast | \$1.65 or a la carte | Adult Lunch | \$3.75 or a la carte |

Field Trips

Students must ride to and return from. **Students are not allowed to travel in private vehicles with their parents.** Students need to follow all school rules when they are representing our school. Parents will not be allowed to attend field trips unless requested to do so by the grade level teachers. Siblings are not allowed on field trips.

Educational Field Trip forms are available in the office. Please schedule vacations during school holidays or summer break. **These forms must be turned in 10 days before the trip.** If approved the students must complete a written report with pictures in which they will come back and share with their class(es). If approved as an Educational Field trip, **only two days will be excused. All other days will be unexcused. Students are allowed to miss up to 16 days for the year including excused or unexcused absences. Athletic events, competitions, amusement parks, and other vacations will not be approved.**

ATTENDANCE

Attendance is an important part of school success for staff and students. Work missed through absences is difficult to make up. However, sometimes one may be sick or may not be able to come for other serious reasons. **When a student is unable to attend school, a parent or guardian must send a written explanation about the absence. The student should bring this note WHEN HE/SHE RETURNS TO SCHOOL.** It is a requirement by law that parents or guardians **notify the school regarding the reason for each absence of their child within 3 days of the time of the absence.**

The school is required by law to notify the parents or guardians when a child has three (3) **UNLAWFUL** absences. If the number of **UNLAWFUL** absences reaches six (6) the principal shall notify the parents or guardians by mail that they may be in violation of the **COMPULSORY ATTENDANCE LAW** and may be prosecuted if the absences cannot be justified under the established attendance policies of the state and local boards of education. After **ten (10)** accumulated **UNLAWFUL** absences in the school year, the principal will review the attendance record and any record filed. She will also have a conference with the parents and or guardians to determine if they had received notification regarding the law and if they had made the effort to comply with the law. If the parent or guardian has not made the effort to comply with the law, the principal must notify the **DISTRICT ATTORNEY**. If the parent has complied, then a complaint will be filed with the juvenile counselor regarding the student.

THE BASIC RESPONSIBILITY FOR THE CHILD'S ATTENDANCE RESTS WITH THE PARENTS OR GUARDIANS.

Attendance Codes (North Carolina State Department Guidelines)

LAWFUL ABSENCES:

1. Illness or injury
2. Quarantine
3. Death in Immediate Family
4. Medical or Dental Appointments
5. Court or Administrative Proceedings
6. Religious Observance
7. Educational Opportunity (form to be completed and approved prior to trips)

UNLAWFUL ABSENCES:

1. A student's willful absence from school with or without the knowledge of the parent.
2. An absence for any reason other than those defined as lawful.

Academics



Student Accountability Standards

All students in Stanly County are required to meet the following standards in order to be promoted from one grade to the next.

1. Students must not exceed 16 absences for the year.
2. Students in grades K-2 must pass the end of year assessment in reading and math.
3. Students in grade 3-5 must pass reading, language arts, math and social studies or science. They must also pass the North Carolina End of Grade tests in reading and math.

Students in grades 3 through 5 will use the 10-point grading scale.

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: < 59

Grades K-2

4 = Consistently exceeds expectations

3 = Exhibits consistent performance of skills

2 = Exhibits inconsistent performance of skills

1 = Exhibits minimal performance of skills

_ = Areas left blank have not yet been assessed

Conduct Grades

S = Satisfactory N = Needs Improvement U = Unsatisfactory

Report Cards and Progress Reports Schedule

1st Quarter: Progress Reports- Sept. 26

2nd Quarter: Progress Reports- Dec. 5

3rd Quarter: Progress Reports- Feb. 22

4th Quarter: Progress Reports- May 7

Report Cards- Nov. 6

Report Cards- Jan. 30

Report Cards- April 5

Report Cards- Last day of school

Honor Roll

In order to make honor roll, students in grades 3-5 must have all A's and B's and **no U's in conduct** on their report card. Students have an opportunity to make honor roll each nine weeks.

Student and School Rules

All students in the Stanly County Schools are governed by the Student Code of Conduct. **You may access this document on the Stanly County Schools web page.** In addition to these county rules, Stanfield School has procedures ALL students should follow at ALL times while on school grounds. **Parents are also encouraged to monitor their child(ren)'s compliance to the rules.**

Student Appearance: Responsible student behavior includes student appearance at school and at school functions. Students should not wear any clothing/apparel that may be unsafe or disrupts learning:

- Tennis shoes are recommended for outside wear and required in the gym during physical fitness.
- Articles of clothing displaying profanity, vulgarity, or advertising tobacco, drugs, sex, or alcohol should not be worn.
- Articles of clothing/jewelry should not contain offensive symbols, signs, slogans, or words.
- Undergarments should not be visible.
- Shorts/skirts should be a reasonable length (a good measure is below the child's fingertips when arms are against the sides).
- Shorts/pants should not have writing across the rear.
- Shirts that show midriff, cleavage, or other body parts that are not normally exposed when bending or stretching are not allowed. Sleeveless shirts with fitted armholes are permissible (no spaghetti straps).
- Hats or head coverings (sunglasses, visors, toboggans, bandannas, or sweatbands) are not allowed inside the school building during the school day. Exceptions will be made for medical and/or religious reasons.

If a student's clothing is deemed inappropriate by school staff, he/she will be given the option of turning the clothing inside out, calling home for a change of clothes, or being sent home.

The Stanly County Dress Code in the *Student Code of Conduct* will be enforced. Visitors are encouraged to dress appropriately for a school setting.

***If a student has out-of-school suspension, he/she will automatically receive a U in conduct for that 9-week grading period.**

Special Programs and Activities

Guidance: The purpose of Stanfield's guidance program is to assist individual students achieve their highest growth mentally, emotionally, and socially. Our guidance counselor, Mrs. Shannon Thomas, works with all classes in our Connect program (which also includes Guidance, Media, Technology, Art, Music, and PE). She also meets with students in individual conferences. Finally, she works with parents, teachers, and students to help each student succeed. Students who wish to meet with the guidance counselor fill out a request form found on her door in the school's workroom. Parents wishing to speak with/conference with the guidance counselor need to call for an appointment.

PTO- Parent Teacher Organization

President: Brooke Eudy

Please join our PTO! Membership is \$2.00. We need you to join our team!!!

Volunteers

Volunteers are welcome at Stanfield School. We are proud of all our parents, grandparents, family members, guardians, and community members who give their time and energy to help support our school and students. Our volunteers assist teachers with many different things. **You must fill out a Volunteer Application Form and return the form to your child's homeroom teacher.** A background check will be completed and a letter of approval must be received before anyone begins to volunteer.

Lost and Found

Articles found should be turned into the office where the owners may claim their property by properly identifying it. **Labeling student's clothing and property with his/her name will help its proper return without delay. This also discourages students from borrowing items from one another.**

Helpful Hints to Students

- Students should check their desks before leaving the classrooms to be sure they have all of their books, purses, wallets, and other personal items.
- Students should keep their lockers and/or cubbies clean. Lockers will be checked periodically by teachers and/or administrators.
- **Students should not bring excessive amounts of money or valuable personal items to school. The school is not responsible for any loss or stolen items.**

Bus Rules

The state of North Carolina provides school buses as a means of transportation to and from school. Students, in accordance with school and state regulations, have the privilege of school bus transportation if their conduct does not materially and substantially disrupt the transportation process.

Please read the expectations listed below and review the Stanly County Schools Code of Conduct.

Students are assigned to a bus by the physical address. ***Students will not be permitted to ride a different bus or get off at a stop different from their assigned bus unless it has been approved by the Principal. ANY CHANGES IN BUSES should be brought to the Office BEFORE SCHOOL starts for the day.***

BUS RIDERS ARE EXPECTED TO:

1. Comply with the verbal and written instructions of the bus driver, administrators, teachers, and assistants.
2. Ride safely and not distract the bus driver's attention while the bus is in operation.
3. Get off at their assigned stop (unless permission has been given by note).
4. Be at bus stops on time. Buses will not wait for a student to come out of their home.
5. Respect the bus. Vandalism or damage will be an office referral.
6. No food or drink is allowed on the bus in the AM or PM.
7. Use appropriate language on the bus.
8. No Electronics such as cell phones, music playing devices such as iPods, iPads, or radios are allowed. Bus drivers will turn these in to the office.
9. Comply with the *Stanly County Schools Code of Conduct*

Please contact your child's teacher, office staff or the Principal if you have any questions regarding information in the Parent/Student Handbook. We look forward to a great school year!

