

Sherrills Ford Elementary School

8103 Sherrills Ford Road
Sherrills Ford, North Carolina 28673
(828) 478-2662 Fax (828) 478-5927
www.catawbaschools.net/sherrillsford

2019-2020 Student Handbook

“Knowing and Growing Our Students”

Lathan Fowler
Principal

Amy Gates
Assistant Principal

Amy Honeycutt
School Counselor

Cynthia Field-Torcasso
Admin. Assistant / Secretary

Donna Todd
Data Manager

Mary Elaine Knight
School Nurse

Joni Moretz
Child Nutrition Manager

Heather Triplett
QUEST Director

Name: _____

Grade: _____

Goal 1:

Goal 2:

Goal 3:

**“The new year stands before us like a chapter in a book, waiting to be written.
We can help that story by setting goals.” ~ Melody Beattie**

I. Catawba County Schools District Strategic Plan

Catawba County Schools Mission: We engage, inspire, and empower tomorrow's leaders.

Catawba County Schools Belief Statement:

- ❖ Educators encourage collaboration with all members of the learning community.
- ❖ Educators provide rigorous instruction and high expectations that benefit all students.
- ❖ Community partnerships are essential to the success of every student.
- ❖ Schools provide an inclusive environment where individual opportunities exist for all students to be successful.
- ❖ Schools provide opportunities that prepare students to be responsible, productive members of the global community.
- ❖ Positive and respectful relationships are the foundation for all learning in the school and community.
- ❖ Schools provide a safe, supportive, and caring learning environment.
- ❖ Equitable access to services and resources is essential to the growth of diverse learners.

Catawba County Schools Priority Goals:

- ❖ **Goal 1:** Provide a high-quality education with flexible opportunities for all students in Catawba County Schools.
- ❖ **Goal 2:** Provide every Catawba County Schools student with a personalized education.
- ❖ **Goal 3:** Provide every student in Catawba County Schools with highly trained, professional, and effective educators.
- ❖ **Goal 4:** Catawba County Schools will continually enhance technology and financial systems to serve all stakeholders.
- ❖ **Goal 5:** All students in Catawba County Schools are empowered to be healthy, safe, and responsible.

II. Procedures

Hours of Operation

- ❖ The school office will open each day at 7:45 AM and close at 4:30 PM. Students and parents will not be able to gain access to the school office after 4:30 PM.

Bell Schedule

- | | |
|---|-----------|
| ❖ Students Can Enter / Homeroom / Breakfast | 7:55 a.m. |
| ❖ Tardy Bell / Instruction Begins | 8:15 a.m. |
| ❖ Dismissal of Bus Riders / QUEST | 3:30 p.m. |
| ❖ Dismissal of Car Riders / Clubs | 3:35 p.m. |

School Communication

- ❖ Sherrills Ford Elementary is committed to maintaining open and ongoing two-way communication with parents. Effective communication is vital to the overall success of the school. In attempt to conserve paper, school information will mainly be distributed through the following avenues:
 - School Website and Calendar / Social Media (Facebook, Twitter, & Instagram)
 - Telephone/Voice Messaging System
 - Limited Paper Memos/Newsletters
 - Student Agendas
 - PTO Meetings
 - School App

Visitor/Volunteer Procedures

- ❖ All visitors should approach the door on the right of the main entry and ring the bell located to the left side of that door to notify office staff that entry is needed. Be prepared to explain your reason for visiting that day and show valid picture identification to office staff through the security camera. This is a Catawba County policy. Valid picture identification is required *EACH* time you access the building.
- ❖ Once office staff has “buzzed” you in, you must go directly into the office to sign in using the driver’s license scanner and pick up your visitor’s badge (sticker). Visitors’ badges *MUST* be visible at all times (please place badge near your shoulder/chest area for the duration of your visit). Faculty and staff have been instructed to report visitors without badges to administration immediately. Before you leave campus, come by the office to sign out and dispose of your badge.
- ❖ If your visit to Sherrills Ford is to deliver something to a child, you will not be asked to sign in. The delivery will be made by school staff.
- ❖ In person Parent/Teacher conversations, conferences and classroom visits should be BY APPOINTMENT ONLY. Out of respect for our teachers as professionals and the education of all students, parents should not expect to visit classrooms between 7:55 AM and 3:45 PM unannounced. If a visit to a classroom is imperative, you must check by the office prior to the visit and be permitted to visit the classroom. Visits during the day are at the discretion of the classroom teacher and the administration.
- ❖ Volunteering in the classroom is encouraged, and should be organized with the classroom teacher.

Attendance Procedures

- ❖ Catawba County Board of Education Policy 4.2000 states: School attendance is central to educational achievement and school success. Attendance and participation in class is an integral part of the teaching-learning process.
- ❖ The staff at Sherrills Ford believes that regular attendance develops patterns of behavior essential to success in later life, and it is very important for your child to develop and respect good attendance habits.
- ❖ Parents or legal guardians have the responsibility of ensuring that students attend and remain at school daily except for personal illness or exempt holidays. Often, work missed through absences from school is difficult to make up and there is no substitute for actual participation in the daily class instruction.
- ❖ A student must be in school for at least half of the instructional day to be counted present. This time is equivalent to 3 hours and 40 minutes of the instructional day. Students must be on time for school and check out no earlier than 11:55 a.m. to be counted present for the day.

Excused Absence Procedures

- ❖ Family and/or personal trips must have prior approval from the principal no later than 5 school days before the absence in order to be considered an excused absence. Trips may not be approved if the form is not turned in within the requested time. This allows the classroom teacher time to organize and prepare assignments for the absence. Parents should request, from the teacher or the office, a *Prior Approval Request for Excused Absence* form to complete and return to the principal. This form can also be found on the school website.
- ❖ Please notify the homeroom teacher of any absences for reasons such as doctor/dentist appointments, funerals, etc. in writing. When the student is absent, he/she must bring a note from their parent or guardian as to the exact reason for their absence, including the kind of sickness, when they return to school. The written record enables the school and the parents to work together for the best interest of the child.
- ❖ If the child does not bring in the excuse by the third day after the absence(s), the day(s) will be coded as unexcused.

- ❖ In accordance with NC state law, parents shall receive written notification when absences become excessive. Absences are coded either “excused”, “unexcused”, or “suspension”. Excessive absences without a reasonable excuse may constitute truancy. The data manager will also notify parents of excessive tardies as well.

Late Arrivals, Early Dismissal & Tardy Procedures.

- ❖ Students should arrive at school on time to avoid interruptions to the instructional day.
- ❖ Students arriving after 8:15 AM, or returning to school after signing out, should report directly to the office to sign in **with an adult**.
- ❖ Students leaving school before the end of the day must have a responsible adult sign for their release in the office. If someone other than the parent/assigned adult is picking up a child, please notify the office and let someone know the name of that person. Identification will be requested before releasing the student if the adult is not recognized.
- ❖ The instructional day ends at 3:30 PM. Please refrain from signing students out after 3:00 PM, unless there is an emergency. Early sign outs create distractions and disruptions in the classroom. If the reason for leaving is prearranged, parents are asked to send a note or call the school stating the time and reason for dismissal. Upon the arrival of the adult picking up the student, the office will call for the student to be released.
- ❖ Staff members are not allowed to release ANY student without approval from the office.

Car Rider Procedures

- ❖ Students are permitted in the building beginning at 7:55 AM.
- ❖ Car riders must enter the building through the car rider area in the back of the school. Students should not enter at the front of the school. The bus parking lot entrance is **NOT** for car riders.
- ❖ Car riders will be dismissed through the car rider line between 3:35 PM and 3:50 PM.
- ❖ Parents should remain in their cars in the line and wait until their child is called for dismissal. Parents will be given a hang tag with the student’s name to display in their windshield. These **MUST** be displayed each afternoon in order to safely and efficiently dismiss students.
- ❖ All car riders will be supervised and remain in the upper grade lobby area until their name is called.
- ❖ For the sake of safety and order, students will be directed to a designated colored cone and will be loaded into the waiting vehicle by a staff member. Please wait at the colored cone, do not move forward.
- ❖ In the event that a parent or family member has an emergency and is running late, please call the school office and inform personnel of an estimated time of your arrival. After 3:50 PM, students will be taken to the office. If this becomes a consistent problems, parents will be required to enroll their student in the QUEST program.

Change of Transportation

- ❖ When a student’s transportation home will need to change, a note stating the change should accompany them to school. The note should go to the teacher and include the usual method of travel, as well as the change.
- ❖ When their usual travel is by bus, please include the bus number. All transportation changes must be completed by a parent note for documentation purposes.
- ❖ **Guest Bus Riders** - All students involved must bring a signed letter of notification from parents in order to get off at a different bus stop. Letters should include “working” numbers and be turned into the office that morning. Guest riders will not be permitted without notes from all students. **Administration reserves the right to deny guest transportation due to seating capacity on each bus.**
- ❖ Due to our volume of calls, you must notify the office **before** 3:00 PM if transportation changes are needed. This helps ensure your child gets home safely and by their changed mode of transportation.

Before and After School Program (QUEST)

- ❖ Before and after school care will be provided through Catawba County Schools QUEST Program.
- ❖ The supervision is provided from 6:00 AM to 7:55 AM and 3:30 PM until 6:00 PM daily.
- ❖ Inquiries should be directed to Sherrills Ford Elementary QUEST Director, Heather Triplett at 828-478-2662 Ext. 368555, or you may contact Catawba County QUEST program at 828-695-2681.

Delayed Openings/School Closings

- ❖ Any changes to the regular operating hours of Catawba County Schools will always be posted on the Catawba County Schools home page at www.catawbасchools.net or your local news channels.
- ❖ A Blackboard Connect phone/text/app message will be sent to the home phone number on file.

Child Nutrition Program/Cafeteria

<p><u>Breakfast</u></p> <ul style="list-style-type: none">❖ 7:55 AM - 8:15 AM❖ Regular Price: \$1.35❖ Reduced Price: \$0.30 <p><u>Lunch</u></p> <ul style="list-style-type: none">❖ Students who carry their lunch may purchase milk and other supplementary items that are available daily. You will receive a form to complete and return if you give your child permission to purchase extra items.❖ Cafeteria lunches are served each day that students are in session unless otherwise noted.❖ Regular Price: \$2.80❖ Reduced Price: \$0.40 <p>❖ <i>All treats for students (birthday, party, etc. MUST be purchased and not homemade.</i></p>	<p><u>Payment Options</u></p> <ul style="list-style-type: none">❖ Meals may be paid daily, weekly, bi-weekly or monthly.❖ Free or reduced priced breakfast and lunches are available for those students who are eligible and complete an application available in the front office. Applications may be requested at any time. You may also complete online at: https://www.lunchapplication.com❖ Students and parents will be reminded verbally and/or by notice if there is an outstanding balance. All accounts must be brought to current before the end of the school year. Please make every attempt to keep your account current throughout the year.❖ Methods of payment consist of cash/check or online at www.lunchprepay.com (you will need your child's assigned lunch number).
<p style="text-align: center;"><i>IMPORTANT:</i> <i>If your child has food allergies, please inform the cafeteria manager, school nurse, office staff, and the classroom teacher by a written letter.</i></p>	

Student Illnesses/Medications

- ❖ If a student becomes ill during the school day, parents will be notified and asked to come and take the student home.
- ❖ **It is crucial that the school maintain an accurate telephone number** where the parent or other designated adult may be reached in case of an emergency or illness.
- ❖ If your child has a chronic illness (asthma, diabetes, allergies, etc.), please notify their classroom teacher, school nurse, and the office. This information must be kept on file and is vital for school records and the school nurse.
- ❖ Medications:
 - The Center for Disease Control and Prevention (February 2017), suggests that persons with febrile illness, flu, or vomiting/diarrhea illness should remain at home for at least 24 hours after fever or symptoms are gone. The CDC also recommends that the fever should be gone for 24

hours without the use of fever reducing medicines such as Tylenol or Motrin. Parents will be encouraged to follow this guideline to keep our school environment as healthy as possible.

- If your child should have to take prescription or nonprescription medications during school hours, written authorization from a physician must accompany medication brought to the school during school hours. This includes all over the counter drugs such as aspirin, topical creams, eye drops, etc. Medication will not be accepted by school staff without physician authorization required by Catawba County Schools policy. Physician authorization forms are available in the school office or on the school webpage.
- All medication must be brought to school in the original labeled container designating the student's name, instructions, the name of drug and physician's name. Medication is administered by the office staff only.
- Band-Aids and ice packs are provided for the students in cases of accidents.

III. ACADEMICS

Next to student well-being and safety, Sherrills Ford Elementary School holds the academic success of each student as its top priority. Students will be expected and taught how to think critically, communicate effectively, create meaningful products, and collaborate with their peers. It is the school's drive to ***"Know and Grow All Students!"***

Grades

- ❖ All students will receive progress reports mid-way through each grading period to show student performance half-way through each grading period. Report cards will be sent home at the end of each nine weeks, and parents should sign and return the report card cover to school.
- ❖ Parents may request a conference at anytime with their child's teacher for status of their child's academic progress.
- ❖ Parents can also access their child's grades online at any time during the semester through the *PowerSchool Parent Portal*. Parents can obtain their username and password in the school office. (www.catawbасchools.net)
- ❖ K - 2nd Grade Grading Scale: **S** = Satisfactory, **N** = Needs Improvement, **I** = Improvement, **U** = Unsatisfactory
- ❖ 3rd - 6th Grades Grading Scale: **A** = 90-100, **B** = 80-89, **C** = 70-79, **D** = 60-69, **F** = 59 and Below

Homework

- ❖ Homework is any work/project assigned by the teacher to be completed by the student outside of the regular classroom *without the immediate and direct supervision of the teacher*. These assignments should supplement the regular classroom instruction and should not be material that the students have not been introduced or exposed to in their classrooms.
- ❖ If your child is absent, and you would like to pick up assignments to be completed at home, contact the office early in the day, assignments may be available for pick up after 3:45 p.m. in the front office. The teacher will need time to prepare and gather all materials and/or supplies needed to complete the assignment.

Field Trips

- ❖ Field trips are intended to reinforce and enrich the classroom curriculum.
- ❖ Parents must sign and return permission slips sent home by the teacher indicating parent approval by the due date determined by the teacher or grade level.
- ❖ Teachers will notify parents prior to the trip to give specific information such as cost and activities planned.

- ❖ Cost of trips are determined based on the total number of students in a grade level. Due to this determination, there will be NO refunds issued to families if a student is unable to attend the trip.
- ❖ If parents choose for their child not to participate, they will need to notify the homeroom teacher.
- ❖ Teachers may ask parents to accompany the class as a chaperone, but will not be permitted to ride any school activity or yellow bus. Charter bus transportation is permitted. *(Note: In some cases, parents will not be able to attend due to special programs and spacing.)*
- ❖ **Important:** *Parents who chaperone are not permitted to bring pre-school children on the trips. School age children are not permitted to attend another grade level's trip. The educational trips are for the respective grade level only.*
- ❖ **ALL** chaperones who will monitor students, other than their own, **MUST** complete Catawba County Schools background check. <https://bib.com/SECUREVOLUNTEER/CATAWBA-COUNTY-SCHOOLS-SELF/>
- ❖ The cafeteria will prepare bag lunches at the same cost of a regular cafeteria lunch. Students receiving free lunch will also receive a bag lunch at no cost. Bag lunches must be pre-ordered through the homeroom teacher three weeks ahead of time. They can be purchased for students and adults attending the field trip.

IV. BEHAVIOR MANAGEMENT

Parents and students are asked to refer to the *Catawba County Schools Code of Student Conduct Parent Handbook*. This handbook can be accessed via the CCS website at www.catawbасchools.net. In addition to the expectations and rules outlined in the handbook, Sherrills Ford has established both schoolwide and individual classroom expectations to ensure a safe, orderly and inviting learning environment for all of our students. Please become familiar with the classroom rules of your child's teacher(s). *Note: The CCS Code of Student Conduct takes precedence over individual classroom and school policies.*

Class I Violations	Class II Violations
a. Insubordination / Non-Compliance with Directions of School Personnel b. Failure to Attend Assigned Classes or Activities c. Unauthorized Leaving of School d. Use of Tobacco Products and Tobacco Paraphernalia e. Falsification / Providing False Information f. Dress and Appearance g. Gambling h. Disruptive Behavior / Inappropriate Speech, Signs, Gestures and Behavior i. Inappropriate Literature and Illustrations j. Honor Code Violations k. Conducting or Soliciting Business on Campus	a. Aggressive Behavior b. Assault / Fighting c. Theft or Damage to Property d. Incendiary Devices / Combustible Materials / Devices Causing a Noise or Disturbance e. Discrimination, Bullying, Harassment and Hazing (<u>not resulting in physical contact or sexual harm to another person</u>) f. Communicating Threats g. Use of Counterfeit Items (<u>that are not counterfeit drugs, medication or illegal substance</u>) h. Extortion i. Unauthorized Use or Possession of Medication or Foreign Substances
Class I Punishment	Class II Punishment
1st Offense: ISD 2nd Offense: ISD; or OSS <= 3 days 3rd Offense: ISD; or OSS > 3 days and <= 10 days; or OSS>10 days and <= remainder of the school year; or Assignment to Alternative Program; or Expulsion	1st Offense: ISD; or OSS <= 10 days 2nd Offense: OSS <= 10 days 3rd Offense: OSS <= 10 days; or OSS>10 days and <= remainder of the school year; or Assignment to Alternative Program; or Expulsion
Class III* Violations:	Class IV* Violations:
a. Disorderly Conduct	a. Assault with a Weapon / Assault Causing Serious Injury

<ul style="list-style-type: none"> b. Assault on a School Employee / Sexual Assault c. Sexual Acts d. Commission of a Crime e. Attempted Arson or Explosion f. Trespassing g. Breaking and Entering School Property h. Robbery i. False Fire Alarms j. Possession of a Weapon Not Included in N.C.G.S. 115C-391 d1 k. Narcotic, Alcoholic Beverages, Controlled Substance, Chemical and Drug Paraphernalia l. Discrimination, Bullying, Harassment and Hazing (resulting in physical contact or sexual harm to another person) m. Gang Activity n. Use of Counterfeit Drugs, Medication or Illegal Substance 	<ul style="list-style-type: none"> b. Arson or Explosion c. Possession of a Firearm or Powerful Explosive d. Bomb Threat or Hoax <p><i>*Indicates Violations that are Reportable to Law Enforcement.</i></p>
Class III* Punishment:	Class IV* Punishment:
<p>1st Offense: OSS <=/= 10 days; or OSS>10 days and <=/= remainder of the school year</p> <p>2nd Offense: OSS>10 days and <=/= remainder of the school year; or Assignment to Alternative Program; or Expulsion</p> <p>3rd Offense: OSS>10 days and <=/= remainder of the school year; or Assignment to Alternative Program; or Expulsion</p>	<p>1st Offense: 365 Day</p> <p>2nd Offense: 365 Day Suspension and subsequent Assignment to Alternative Program; or Expulsion</p> <p>3rd Offense: Expulsion</p>

Sherrills Ford School Wide Behavior Expectations- TIGER PRIDE

- ❖ Sherrills Ford Elementary is proud of our students and their positive behavior while at school. We set high behavioral goals so students understand the expectations for behavior in all areas of the school / buses and in turn will be rewarded for exhibiting exemplary behavior.
- ❖ Anchoring our rules and expectations is our behavior acronym: TIGER PRIDE.
- ❖ Understanding and practicing TIGER PRIDE will allow students to be successful academically, behaviorally and socially in our school. You can view the behavior matrix that lists all expectations in each area of the school on page 10 in the agenda.
- ❖ In accordance with Catawba County Schools Code of Student Conduct, Sherrills Ford has developed a plan to address the concerns of bullying within our school and to promote students' feelings of safety at school and in our classrooms. Students will gain knowledge of bullying behaviors and how to resolve conflict throughout the year.
- ❖ In accordance with our belief that providing incentives for positive behaviors will improve student success, we have created quarterly *Success Events*. Students can attend these events through hard work and following the behavior matrix. **Students that are assigned half a day or more of In School Suspension (ISS) will be required to complete a behavior assessment with the Administration and teachers. Completion of this and continued positive behavior will allow the student to participate in that quarter's Success Event. Multiple days in ISS will prohibit the student from attending. Students who receive out of School Suspension (OSS) will not be allowed to attend the Success Event for that quarter. Individual grade levels are permitted to establish additional classroom expectations and requirements for attendance to the Success Event that are reviewed and approved by the administration at the beginning of each school year.**

Student Dress Code:

- ❖ Students are **NOT** permitted to wear “flip flop” sandals or slide on sandals to school. This is a safety concern due to the number of accidents and injuries caused by not wearing the appropriate footwear.
- ❖ Please note such items as spaghetti strap tops, cropped tops, bare midriffs and shorts/skirts that do not reach the fingertips, when shoulders are at a relaxed and down position and arms/fingers are fully extended, are prohibited. Students violating this dress code will be asked to call home for appropriate clothing.
- ❖ Accessories such as hats, hoods, toboggans, and sunglasses should not be worn in the school building unless special permission is warranted.

Items Not Allowed on Campus:

- ❖ Students should not bring the following items on campus: roller shoes, roller book bags, handheld gaming devices, playing cards or any other item that the administration deems a potential classroom/school distraction or disruption. Items may be added to this list during the duration of a school year.
- ❖ Cell Phones, iPods, and other audio/technology devices are **NOT** allowed and will be taken - unless classroom teacher permits them for a classroom project. The device taken will be held until Friday of the week taken or until a parent comes to pick it up, whichever comes first. The school is not responsible for lost or stolen phones or any type of audio/technology devices. This policy includes the student's time on the bus.

Bus Safety and Behavior

- ❖ Sherrills Ford has a vested interest in the safety of our students, and the administration sets high expectations for student behavior in the classroom and on school/activity buses. Students are expected to follow all school rules while they are on the bus, as well as the rules and expectations listed below:
 - Students must be picked up and dropped off at their assigned stops. Students may not chase their bus to the next stop if missed.
 - Students must sit in their assigned seats and stay seated and facing the front at all times.
 - Students should never stick body parts, clothing, or objects outside of the bus.
 - Students are not allowed to talk at railroad crossings, passenger stops, or on school grounds.
 - Students are not allowed to carry any object that will not fit into their book bags on the bus, including items such as recess equipment or school projects. The ONLY exception to this rule are lunch boxes. Water bottles MUST be kept inside book bags while on the bus.
 - Students are not allowed to have food, candy or drinks out on the bus.
 - Students are not allowed to litter or damage the bus in any way.
 - Students are not allowed to bring toys or electronic devices on the bus. If permission is granted on one of the above items, it must stay in the child's book bag.
 - Recorders must be kept inside book bags while on the bus.
- ❖ School administrators will be notified and given written documentation immediately following an incident on the school bus. Parents will receive either written notification or a phone call from the bus driver when a student has been issued a discipline notice. Administration will contact the parent if the infraction is severe or is the third bus referral. Administration may deny bus transportation for a period of time, and/or make families pay for damages when applicable.
- ❖ The use of cameras is an added measure used by Catawba County Schools to promote school bus rider safety. Images taken by these cameras will only be available to school administrators when necessary to address bus discipline problems and/or driver safety issues.

*****School Administration reserves the right to weigh all circumstances into account and has full discretion to alter ALL Discipline Policies as necessary*****