

MESSAGE FROM THE PRINCIPAL

The administration would like to extend a warm welcome to you from the entire staff. We would like to invite you to participate in the varied activities within Summerfield Elementary. Please note that your continued support is needed to ensure successful learning. This mutual goal requires daily attention, emphasis on responsibility, excellent standards of conduct, and high expectations.

The purpose of this handbook is to familiarize you with Summerfield Elementary and to acquaint you with our various policies and procedures. It is our intention that this handbook will serve as a quick reference guide throughout the school year.

Thank you for your support and interest in working together to build the foundation of tomorrow.

AFTER HOURS USE OF SCHOOL PLAYGROUNDS

The school provides no supervision of playgrounds after students are dismissed at the close of the school day, on weekends, or in the summer. For this reason parents are encouraged to come with children or make provisions for their supervision before permitting them to come to play after school hours. All students should go home from school before using the play area.

ANIMALS ON CAMPUS

Please note that Guilford County School policy does not allow animals on campus at any time, including the walking track in front of the school and on any of the athletic fields.

APPEAL PROCEDURE

Parents have the right to discuss decisions made concerning their son or daughter. The first contact should be with the child's classroom teacher. 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 principal will be happy to discuss your concerns.

ARRIVAL AT SCHOOL

Students should not arrive prior to 7:20 a.m. at Summerfield Elementary. Teachers and other staff members are not responsible for students who enter the building prior to the official arrival time. Teachers may come in early in order to get work done before the students arrive. They cannot properly prepare for the day while trying to supervise students who come early. All students should remain in the parent's vehicle until the first bell rings at 7:20 a.m. **Students should be dropped off at the designated drop off area which is the sidewalk in the front of the school.**

ATTENDANCE

It is important that students attend school regularly and that they arrive on time. **Classes begin at 7:45 a.m.** If students must leave school during the day for routine matters, such as medical and dental appointments, a note should be sent to the teacher in advance. If someone other than a parent is to pick up a student during the day, the parent

must send a note to the teacher in advance, authorizing the school to release the student to this designated person. Parents may be asked to show appropriate identification if office staff does not recognize the parent or other adult picking up a child. Please be sure anyone who is allowed to pick up your child is listed in the emergency contact information sheet.

- **Tardies:**

We believe that getting the day off to a good start is vital to the success of the child in school that day. **All students must be in their classrooms before the last bell rings at 7:45 a.m. Students arriving after 7:45 a.m. will be counted tardy and must be accompanied to the front office by an adult to receive a late slip.** Being tardy to school does not allow the student to get prepared for the day either mentally or physically. Not only does being tardy harm the child's educational progress but it also harms the progress of the class which is disturbed. Excessive tardies will result in a letter sent to the parents and notification to the appropriate law enforcement official.

- **Absences:**

Students will be counted absent if they miss one half of the school day or longer. **A half day constitutes the following time: 11:00 a.m.**

Written excuses for all absences must be sent to school with your child **within 3 days** upon their return. Any absence without a note is **Unexcused**. Frequent or successive unexplained absences will be investigated. If attendance does not improve, such cases will be referred to the appropriate law enforcement official.

Students who are absent less than 4 consecutive days will be given their missed assignments upon their return to school. Extra time will be given to them to make up these assignments. If a student misses more than 3 consecutive days, parents may request the missed assignments from the teacher.

In the event it becomes necessary to take a child out of school for a trip, students should plan on obtaining missed assignments from the teacher upon their return. Written advance notice should be submitted to the principal requesting trip approval so Excused Absences can be considered. **Whenever possible, trips should be scheduled so that they do not interfere with school attendance.**

LAWFUL ABSENCES

- | | |
|---------------------------------------|-----------------------------------|
| 1. Illness or injury | 6. Religious observances |
| 2. Quarantine | 7. Educational opportunity |
| 3. Death in family | 8. Suspension |
| 4. Court proceedings | 9. Expulsion |
| 5. Medical/Dental appointments | |

BUSES

Students, at all times while riding a school bus, shall observe the directives of the school bus driver. The following conduct is specifically prohibited and may result in revocation of bus privileges:

1. **Delaying the bus schedule**

2. Fighting
3. Smoking
4. Using profanity
5. Refusing to obey the driver's instructions
6. Tampering or willfully damaging the school vehicle
7. Getting off at an unauthorized stop
8. Distracting the driver's attention by participating in disruptive behavior
9. Throwing objects from the bus or on the bus
10. Failing to observe and obey safety regulations

Each driver will report violators of bus rules. The number and seriousness of violations will determine the action to be taken. The steps involved are:

Violation #1: Principal-student conference and notice sent home to parents, to be signed and returned.

Violation #2: Principal-student conference and notice to parents of impending suspension from the bus for further violations, to be signed and returned.

Violation #3: Suspension from the bus. Notice to parents of suspension.

Students who are bus riders will not be allowed to ride a different bus without a written note given to the office for prior approval. Many of our buses are at full capacity and unable to accommodate additional students.

CAFETERIA POLICY AND PRICES

Students may purchase breakfast in the school cafeteria each morning. The cost for breakfast is \$.90*. For lunch, they may purchase a plate lunch or bring a prepared lunch from home. Plain, skim and chocolate milk may be purchased at a cost of \$.55*. The plate lunch, including milk, will cost \$2.70 per child*. Students may bring their lunch, pay daily, or pay by the week.

*Subject to change

CELL PHONES/ELECTRONIC DEVICES

Students should not bring cell phones or electronic devices to school. If a student is found to have a cell phone at school, it will be taken by the teacher. Parents may pick up the cell phones at their convenience. The school is not responsible for any lost or damaged personal electronic devices.

CHANGE OF ADDRESS/PHONE

Please notify the teacher and school office of any change in address or phone number. It is critical that we be able to reach you in case of an emergency.

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, please advise us of this fact, and see that we have a copy of the court order or separation agreement.

CLASS ASSIGNMENT

Due to State or Local requirements on class size, the first assignment may not be permanent for a student. Some classes may have to be reorganized after the first ten (10) days due to an increase or decrease in expected enrollment. When handled calmly and positively by parents and teachers, students can adjust to these changes with little difficulty.

DAMAGES OF SCHOOL PROPERTY

Students are responsible for the proper care of books, supplies, equipment and furniture supplied by our school. Students who damage school property or equipment will be required to pay for losses or damages. The malicious or willful destruction of school property or personal belongings of others will result in disciplinary action.

DISMISSAL

Students are dismissed from Summerfield Elementary at 2:25 p.m. **UNDER NO CIRCUMSTANCES SHOULD PARENTS COME INTO THE BUS PARKING AREA TO PICK UP THEIR CHILD.** Cars coming into the bus driveway while buses are loading create a dangerous situation for students. If you pick up your child in the afternoon, please be at the designated pick-up area at **the designated dismissal times.** **All students should be picked up from the sidewalk in front of the school.** Picking up students in the side or rear parking area is dangerous for students and parents.

Teachers often attend meetings or conferences, and therefore, cannot be responsible for lengthy supervision of children after school. If you have not arrived at the pick-up area by 2:25 p.m. your child will return to the school office to wait for you.

If you pick up your child before the end of the school day you should report to the school office, ask the secretary to call for your child, sign them out, and wait for them in the office area. **DO NOT** go to the child's classroom to obtain him/her. Please avoid pick-ups within 20 minutes of dismissal unless there is an absolute emergency, so the entire classroom does not experience multiple disruptions of instructional time. **NO CHILD SHOULD EVER LEAVE THE SCHOOL WITHOUT BEING SIGNED OUT IN THE OFFICE!**

EACH TIME A STUDENT CHANGES THEIR TRANSPORTATION TO GO HOME, A WRITTEN NOTE MUST BE GIVEN TO THE OFFICE FOR PRIOR APPROVAL BEFORE DISMISSAL. Phone calls and Emails will not be accepted by the office or teacher with a change – it is imperative that we have such a request **IN WRITING** with a parent signature. A fax that includes the parent's signature may be sent to this number, 336-643-8447, please call and inform the front office that you have sent one.

DRESS

Within these guidelines, the dress and grooming of students is the responsibility of parents.

1. Students should come to school in clean, comfortable clothing.
2. Students' dress and grooming must meet health and safety standards.
3. Student dress that is disruptive or provocative will not be tolerated.
4. Student clothing which advertises anything illegal for students to purchase will not be allowed (i.e. beer, wine, cigarettes, drugs, etc.).
5. Students participate in physical activity daily, therefore tennis shoes are preferred. If students wear shoes other than tennis shoes, the shoe should fit properly and stay on the foot while playing. Flip flops and shoes with high heels are not safe for physical activity. For the safety of students, we reserve the right to limit activity if students are not wearing appropriate attire, including shoes.

FIELD TRIPS

Parents serving as a chaperone on school field trips are not permitted to bring siblings or other children along with them. Parents should also sign up to chaperone a trip at www.gcsvolunteers.com as a background check is provided for school use only. As a chaperone, you are required to give your full attention to the safety of the students you are asked to supervise.

Please send in correct change when paying for a field trip. Change is not available in the office.

FORGOTTEN ITEMS

Please encourage students to pack all necessary items in the mornings. Please do not bring forgotten items to school unless absolutely necessary as this causes many disruptions to the classroom teacher. **If a student forgets a book, homework or any item after dismissal, students can get this item before 3 p.m. Classrooms will be locked at 3 p.m. for security.**

IMMUNIZATIONS

State Law requires the following minimum doses:

DTP/DTaP: Four or Five doses of either vaccine with last dose on or after the fourth birthday.

DT: Five doses (If DT is recorded, medical exemption for pertussis must be on file.)

OPV/IPV: Four doses are now required for children to start Kindergarten (beginning with the 2015-2016 school year) last dose on/after 4th birthday.

MMR: Measles: two doses – administered at least 28 days apart: one dose on or after 12 months and a second dose before enrolling in school for the first time.

Mumps: Two doses – one dose on or after age 12 months and before age 16 months and a second dose before enrolling in school, college or university for the first time.

Rubella: one dose on or after age 12 months and before 16 months.

- Hib:** If child is five or older, Hib is not required. If child is younger than five, three doses and a booster dose on or after first birthday are required. One dose given on or after 15 months of age completes the requirement for Hib.
- Hepatitis B:** Three doses are required for all children born on or after 7-1-94. If final dose of hepatitis B vaccine was administered on/after 5/17/02 and was administered before the child was 24 weeks (6 months of age), a repeat dose will be required.
- Tdap:** One dose for students entering 6th grade on or after 8/1/08 is required if five years or more have passed since the last dose of Tetanus/Diphtheria Toxoid.
- Varicella:** Two doses are to be administered before a child can start Kindergarten (beginning with the 2015-2016 school year)

KINDERGARTEN ENROLLMENT

According to new state law, in order to attend public school kindergarten, students need to turn age five by August 31st of that school year.

LOST AND FOUND

It would be advisable to write your child's name on his/her clothing, lunch boxes, and other personal items. Identified items are returned to children immediately. If your child loses an item, you should inquire at the school office to see if it has been found. All remaining items are donated at the end of each nine weeks.

MEDICATION

- School personnel cannot give children medication unless the following steps are taken:
 1. An "Authorization of Medication" form is completed, appropriately signed by parent and physician, and returned to school.
 2. Parents provide medication to the school in an appropriately labeled container which includes the student's name, the name of the medication, the dosage to be given, and the method of administration. **Students are not permitted to transport the medication.**
- An "Authorization of Medication" form must be completed for over the counter medicine (cough drops, aspirin, etc.).

MESSAGES FOR STUDENTS

Parents are asked to make an effort to plan with their children in advance, so that it will not be necessary to telephone the school. The office telephone is to be used by students for emergencies only.

PARTIES

Each class is limited to two parties during the year. Socials are modified for Kindergarten classes. Please do not send balloons and flowers to celebrate birthdays. They disrupt the class and are dangerous on the school bus. When birthday snacks are brought for a classroom or party, please follow Guilford County Schools Policy IHB--P for Student Wellness. This policy follows the guidelines of the EAT SMART Nutrition Standards set forth by the General Statutes and State Board policies. The Guilford County Schools policy states that **“Schools shall not use foods or beverages that do not meet Eat Smart Nutrition Standards as rewards for academic performance or good behavior or for celebrations.”** Foods sent to school should be nutritious and healthy. A healthy snack is one that is low in fat, sugar and/or sodium and less than 200 calories per portion. Please do not send in doughnuts or cookies of any size to school. **Also, all food items for class parties should be store bought and pre-packaged.** Thanks for your cooperation in enforcing this policy.

PROMOTION POLICIES

The Board of Education directs that promotion and retention of students in the school system shall be made in the best interests of the student. A variety of factors should be considered and carefully evaluated before promotion and retention decisions are made, namely academic progress, social maturity, age, and psychological and physical needs. Students should be assigned to the grade level which provides the student the best opportunity for progressing in his/her educational development.

In order for a student to be promoted from one grade to another, he/she must demonstrate that he/she has mastered the minimum competencies as prescribed by the State Board of Education as well as the local requirements mandated by the Guilford County Board of Education.

PTA MEMBERSHIP

The Summerfield PTA is a strong and vital part of our school. We urge you to join and to participate in as many activities as you can. Active participation in PTA is one of the most effective ways to be of service to the school.

If you have ideas or suggestions or wish to volunteer, please call a PTA officer or the school office. Parents are encouraged to participate in school visitation programs and to attend the PTA meetings.

SCHOOL CLOSINGS

In case of inclement weather or other emergencies, announcements concerning school closings will be made on the news media by 5:30 a.m. for the day. In case of snow during the day, please keep your radio on and listen for closing announcements. Connect Ed, the school's phone communication system, will be utilized as well to communicate any closings.

SCHOOL PICTURES

Prepaid individual pictures of each student enrolled will be taken during the fall and the spring. Class pictures will be taken only in the spring. Parents will be notified of the exact dates. **Yearbook orders must be prepaid.**

SCHOOL TRANSFERS

Students transferring from another GCS school should bring report cards and transfer slips from the school previously attended. If students are transferring from another NC county or from out of state they will need to bring birth certificate and immunization history. Students withdrawing from Summerfield Elementary should notify the office at least one day prior to leaving; return library books; check in all textbooks and secure textbook release form; pay any monies and fines not paid; and get report cards and transfer slips from teachers.

SCHOOL VISITATION AND SAFETY PROCEDURES

All visitors must come to the office to sign in before being allowed on campus. All visitors/volunteers/parents will be buzzed in at the front entrance of the school to enter the office area. Everyone must provide a valid driver's license to use in our new Security System. Once you have been cleared by these procedures, you may then proceed to your destination.

SKATEBOARDING

Skateboarding is not allowed on our campus at any time.

STUDENT ACCIDENT INSURANCE

Student accident insurance will be available this year. Additional information will be forthcoming and is handled directly by the parents.

STUDENT BEHAVIOR

The staff at Summerfield Elementary believes that all students should exhibit positive behavior. They should respect the rights and property of others.

STUDENT ILLNESS

Should a student become ill during the school day, parents will be notified and asked to take the student home. Emergency numbers will be kept on file in the school office. It is **crucial** that we have a telephone number where a parent or other designated individual may be reached in an emergency. Please call the school whenever any of these names/numbers change. If a student leaves school for a fever or vomiting, they should be symptom free for 24 hours before returning to school.

SOLICITATION

Students are not permitted to sell any items at school or take orders to sell anything at school. All selling or order taking must be done off the school grounds.

PTA/VOLUNTEER PROGRAM

Parents are urged to volunteer to help teachers in classrooms. Prior to volunteering in the classroom we ask you go to this website; www.gcsvolunteers.com and register with Guilford County Schools. We believe that parents have much to contribute to the

educational process. Our school welcomes and encourages parent participation through PTA volunteer projects. Information about how you can become a volunteer will be sent to you during the first weeks of school and will be available thereafter through the Volunteer Coordinator or by calling the school office. **ALL VOLUNTEERS MUST SIGN IN AT THE OFFICE, PICK UP A VOLUNTEER NAMETAG, AND WEAR IT WHILE THEY ARE IN THE SCHOOL.** While volunteering at the school, please do not bring siblings or other children as this may cause disruption in the classroom.

TIPS TO HELP YOUR CHILD HAVE A SUCCESSFUL YEAR

- Provide a place, even the kitchen table, for your child to do his/her homework, and check to see that it is completed daily. You may help your child plan when to do his/her homework, explain directions, and make sure that he/she has the necessary materials, but your child should do the actual work.
- Talk to your child about the papers he/she brings home from school and what he/she is learning at school.
- If your child is in pre-kindergarten, kindergarten, first or second grade read to your child or listen to him/her read to you.
- If your child is in third, fourth, or fifth grade, make sure he/she has a library book to read. Talk to him/her about what he/she is reading.