



August 29, 2022

Dear Sternberger Students and Families,

We would like to welcome you to the 2022-2023 school year! The entire team at Sternberger is excited to start this school year off to a great start. Since this may be one of the last years in the original Sternberger building, we promise to make this year memorable and one of the best ever at Sternberger!

As you may know, our school motto is, "Sternberger Students Are World Changers". As a school community, we will work collaboratively to uplift this motto and put our words into actions. Every student will embrace technology responsibly with our one-to-one device initiative. Through our school service-learning projects and through our rigorous curriculum standards, every student will be given the opportunity to grow as a World Changer both academically and socially throughout this upcoming school year.

One way to begin our goal of becoming "World Changers" is to be familiar with our school policies and procedures. In this attached booklet, you will find helpful information to ensure a productive and safe school year. Please take time to read this document and refer to it throughout the school year.

This will be an incredible school year filled with lifelong learning! We are looking forward to working with each of you and making this 2022-2023 school year a year full of positive memories!

Have a wonderful 2022-2023 school year! 😊

Sincerely,

Mrs. Lisa Williams, Principal

Ms. Alexa Briggs, Assistant Principal

STERNBERGER ELEMENTARY SCHOOL

Mission Statement

The stakeholders of the Sternberger Elementary School Community will work collaboratively to grow and educate independent, responsible, and diverse students who will be productive citizens in our global society.

Sternberger World Changer Way

As a World Changer, I will...

Offer Kindness

Work Collaboratively

Listen to Learn

Show Integrity and Respect Every Day!

Vision

Sternberger Students are World Changers!



ATTENDANCE

General Information:

Prompt and daily attendance at school is a necessity for your child's academic success. School hours are 7:25-2:10. Please note the following guidelines:

- Students may arrive as early as 7:00. Teachers plan activities to prepare students for their day from 7:00-7:25. **Instruction begins promptly at 7:25.** We ask you to have your children in their classrooms each morning for these activities, as they greatly impact your child's educational experience. Students entering the classroom after 7:25 will be counted tardy. **Students arriving to school after 7:25 will need to be walked to the main front entrance accompanied by an adult. The adult will need to ring the bell and then scan the student in using the scan code on an electronic device (ex: cell phone) so the student can receive a tardy pass. Do not just drop and go.** Excessive tardiness and absenteeism will be reported to the School Social Worker and other appropriate school officials.
- For safety purposes, students should not arrive on campus before 7:00 a.m.
- Students must be in attendance for the first 3 hours of the day to be marked "present" for the day.
- If your child is absent, please send a note within three days stating the reason for the absence. Absences will be considered unexcused after 3 days. Examples of excusable absences are:
 - *Illness or injury*
 - *Death in the immediate family*
 - *Medical appointments*
 - *Court proceedings*
 - *Religious observances*
 - *Educational opportunity (pre-approved)*
- Teachers and students should work together to make up assignments missed during the child's absence.
- Requests for approved absences for family trips or special occasions must be submitted in writing to the principal *in advance*.

Early Dismissal:

The school day ends at 2:10 p.m. If it is necessary to pick your child up early, please send a note to the teacher to inform them ahead of time. You will be required to show ID and scan the code to sign out the student. The student will then be called to the office. Please note that students who are dismissed from school prior to being present for the first 3 hours will not be counted present for the day. **Always show your ID when picking up a student.**

BIRTHDAY CELEBRATIONS

We realize that a birthday is a big event in the life of any child. However, to maintain safety and order in school, we ask that parents abide by the following guidelines when celebrating birthdays during the school day:

- Please notify your child's teacher about the celebration in advance.
- **Due to the rising number of food allergies at our school, NO EDIBLE TREATS can be served as birthday treats.** Some ideas for class celebrations include stickers, gift bags, pencils, donating a

game to the class, reading a book to the class, etc..... **Cupcakes, doughnuts, cake, popsicles, food, etc. cannot be served as birthday treats.**

- If you plan to have a private party and want to distribute invitations to other students, please give them to the teacher, *not the individual students*, to distribute in Monday Folders.

BREAKFAST/LUNCH

Breakfast will be served to students from 7:00 a.m. until 7:25 a.m. Meals will be served daily and the cost for breakfast is \$1.00 while the cost for lunch is \$2.85. Your child is always welcome to bring a lunch from home if they prefer.

CHANGE OF ADDRESS/PHONE NUMBER

Please notify the school as soon as possible after you move and/or change your telephone number so we can update Power School. It is imperative that the school has your **updated** contact information in the event 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. **We will comply with the court order as directed, but we must have a copy of the documentation in your child's cumulative folder here at school.**

COVID PROTOCOLS*

In accordance with guidance from GCS Student Services, Sternberger follows recommendations from the CDC as related to health and safety protocols surrounding the COVID-19 pandemic. Please refer to the following resource for additional information:

- [NCDHHS Guidance for K12 Settings](#)

**Subject to change based on GCS and CDC guidelines.*

DEVICE EXPECTATIONS

Expectation 1: Students will have their GCS device at school each day as well as all other necessary equipment (headphones, earbuds, mouse, etc.)

Expectation 2: Students will properly care for their GCS device.

Expectation 3: Students will use their GCS device for instructional purposes.

Expectation 4: Students will use their GCS device at appropriate times.

Expectation 5: Students will balance the time they spend on and off their devices.

DRESS

The following guidelines apply to all students during the instructional day. The items below are NOT allowed during the school day:

- Hats, scarves, bandanas, athletic headbands, or headgear
- Inappropriate writing or pictures on articles of clothing
- Shirts that show midriff, including any midriff that shows when students raise their arms above their heads
- Any clothing that reveals undergarments
- Shorts or skirts that do not meet fingertip length with arms extended at sides

- Any shoes with wheels
- Flip flops are not allowed for P.E. or recess. If your child wears flip flops, please send closed toe shoes for recess/P.E.

LUNCH VISITATION

Parents and caregivers are welcome to visit school to eat lunch with their student during the scheduled class lunch time. Please notify the classroom teacher of any plans for lunch visitation to facilitate a smooth transition for your student. **Lunch visitation will occur at outside picnic tables only, and all visitors must sign in at the front office before meeting their student for lunch.**

LOST & FOUND

Our lost and found area is located outside of the office in the foyer. Please have your child check it routinely if any items are missing. We suggest that some type of permanent identification is on all coats, lunch boxes and book bags.

MEDIA CENTER

All students are encouraged to use the Media Center as often as they wish. Students may come in the morning as early as 7:00 a.m. to check out books once they have checked in with their teacher and have received a media pass. Items that they check out from the library are due the next week but can be returned sooner. Books can also be kept longer if needed after the book has been re-checked out. Overdue/reminder notices will be sent home with students monthly. Students are responsible for the care of each book they check out. If the book is returned damaged or is not returned at all, a notice will be sent home indicating the cost of the book.

Lessons taught in the media center or classroom focus on learning how to locate and use information and resources as well as various reading, literacy, and math skills which are integrated with classroom instruction. The Media Center is an integral positive learning environment at Sternberger.

MEDICATION

Prescription Medication:

All prescribed medicine must be brought to school by the parent or caregiver in the original container, showing the student's name, dosage, and date. A "Request to Administer Medication" form must be on file with parent and doctor's signatures before Sternberger Elementary staff can administer the medication.

Non-Prescription Medication:

The medication must be properly labeled and in the original container, showing the student's name, dosage, and frequency, and must be accompanied by a "Request to Administer Medication" form with parent or caregiver and doctor's signatures.

Please note that under no circumstance will a child be given any type of over-the-counter medication without the "Authorization of Medication" form signed by the parent/guardian and doctor. For example: aspirin, Tylenol, cough drops/syrup, Benadryl, etc. If a student needs an inhaler or EpiPen, it is recommended that the teacher keep it in a secure area. An authorization is needed for these and ALL medications.

All medication should be kept in its original container which includes the student's name, the name of the medication, the unit dosage given, and the time and method of administration.

NURSE

The School Nurse is a part of a team of nurses within the Guilford County Department of Health that provides students with primary and preventive nursing care. As the health service expert at the school, the nurse takes a lead role in detecting and addressing health problems, as well as educating students and staff on health issues. She also helps manage students with chronic illnesses and other special health care needs. The nurse supports student learning by working with the school, the parents, the community, and health care providers. You can contact her by calling the school at 294-7390 on her specific day.

For more information, please refer to the Guilford County Schools Student Handbook or contact the school.

OneCard (GCS STUDENT IDENTIFICATION CARDS)

GCS is currently using an identification process called OneCard. Every student at Sternberger will have an ID card that will be worn during school hours. Students will use the OneCard for morning arrival, to check out books in the media center, and for lunch purchases in the cafeteria. OneCards will also be needed for bus riders each day. OneCards may be used for field trips and to check out books at the public library. Every student will be issued a lanyard and a OneCard at the beginning of the school year. **There is a \$5.00 fee for lost or damaged One Cards or lanyards.**

PETS

No pets of any kind are allowed on Sternberger school property without permission from the Principal, unless it is a Service Animal. Additionally, pets are not allowed on Sternberger's property outside the building (Ex: patio/playground/front lawn), except for a documented service animal.

REPORT CARDS, CONFERENCES, AND VISITATIONS

Report cards are issued on November 7th, February 7th, April 6th, and sent home with child on the last day of school. We will host conferences during the first and third nine weeks. You are always welcome to meet with your child's teachers at any time during the school year by scheduling an appointment for a conference. The best time to call teachers will be after 2:20. Please do not hesitate to talk to your child's teacher or an administrator about your child's progress at any time during the school year.

Our school is a National PTA School of Excellence, and pride ourselves with our outstanding parent and community involvement. Our volunteers are an integral part of our school success and can serve in a variety of capacities at Sternberger. Our school welcomes and encourages parent participation through various projects and programs. Volunteers must fill out the *Volunteer Application and Criminal Background Check* before volunteering in the school. To register, visit <https://www.gcsvolunteers.com>.

STUDENT CONDUCT

You will receive access to the GCS Student and Parent Handbook. The staff at Sternberger Elementary School is committed to creating a safe and orderly environment for learning. Our school will implement schoolwide behavioral expectations. Please note the school wide expectations listed below. All students are expected to uphold these expectations and the rules described in the Guilford County Schools Student and Parent Handbook during school hours as well as during after school activities and functions.

SCHOOL WIDE EXPECTATIONS:

School Wide Expectations	Acronym, Pledge, Song
1. Offer kindness	As a world changer, I will Offer kindness Work cooperatively with others Listen to learn and Show integrity and respect every day
2. Work cooperatively	
3. Listen to learn	
4. Show integrity and respect	
Name of our School Wide Expectations:	World Changer Way

SCHOOL WIDE RULES AND SOCIAL SKILLS:

1.	Keep hands, feet, and objects to self and respect personal space
2.	Follow adult directions first time given
3.	Treat materials (ex. OneCard, devices) responsibly
4.	Complete all tasks/activities as assigned by your teachers
5.	Stay in appropriate area until the appropriate time to leave
6.	Use polite and kind words (“please” and “thank you”)
7.	Listen to others and show empathy
8.	Include peers in conversation and play
9.	Help keep our school clean
10.	Be a responsible digital citizen

TEACHER WORKDAYS/HOLIDAYS

The following dates indicate Teacher Workdays. School will be closed for students on:

- October 5th, 28th, and 31st
- November 8th and 23rd
- December 19th
- January 3rd and 27th
- March 31st
- April 13th and 14th

Students will also be off for the following holiday breaks:

- 9/5- Labor Day
- 11/11- Veteran’s Day
- 11/24-11/25- Thanksgiving
- 12/20-1/2- Winter Break
- 1/16- Dr. MLK, Jr. Holiday
- 2/20- President’s Day
- 4/7-4/12- Spring Break
- 5/29- Memorial Day

TELEPHONE USAGE

Students at Sternberger Elementary should be actively engaged in learning from the time they enter the school until school is dismissed. For this reason, teachers and students will not be called to the phone to accept calls. The office staff will take messages for students and teachers, except for emergencies. Also, students will not be permitted to place calls during the school day. Should the need to phone home arise, an adult will call for the student. Students may not use personal cell phones during the school day.

TOYS AND OTHER BELONGINGS

Toys and other personal belongings such as radios, cell phones, iPods, electronic games, trading cards, cameras, etc. may not be brought to school or on class field trips unless they have been approved as part of a class assignment. The school will not be responsible for personal student items that have been lost or damaged.

TRANSPORTATION

MORNING ARRIVAL - Bus, Car Riders, Walkers

Arrival Times 7:00-7:25

Tardy Bell rings at 7:25

- **MORNING BUS-** Buses will unload students in the front circle. Students will enter through the main entrance. Please do not park cars in the front circle during arrival times.
- **MORNING WALKERS-** “Walkers” are defined as students who live close enough to the school and cannot get bus transportation. These are students who will walk to school EVERY DAY, weather permitting. Walkers will enter through the car rider entrance (by 4th/5th grade hall). Parents who are accompanying walkers should only walk to the picnic tables located near the bike rack by the 4th/5th grade wing. Parents of “walkers” are not permitted to walk beyond the picnic tables to ensure safety for our students. Additionally, we ask that parents of “walkers” exit the property immediately once their students have entered the building. Pets are NOT allowed on property unless they are certified service animals.
- **MORNING CAR RIDERS (a)-** Our car rider line is an efficient way to bring your child in the morning. Car riders will have a sign to display in their car windows. Students will exit their cars through the passenger side of the vehicle. Students may not exit their cars until the staff members on duty have indicated to do so. Please refrain from cell phone use while in the car rider line.
- **MORNING CAR RIDERS (b)-** We highly encourage our morning car riders to use the car rider lane for drop off. In the event that you need to park, you may park in the church parking lot and WALK YOUR CHILD TO THE CROSSWALK ON THE CHURCH SIDE. We ask that you escort your child to the crosswalk on the church side of the street and say your goodbyes at that point. School staff will assist students as they cross at that point. We must avoid having visitors in high traffic student areas for safety. We are ONLY ALLOWING THIS OPTION FOR MORNING ARRIVAL to assist students with entering the building prior to the 7:25 tardy bell.
- **NO PATIO ARRIVAL THIS YEAR.** Due to safety precautions and the use of OneCard scanning stations, we will not implement Patio arrival this year.

AFTERNOON DISMISSAL - Bus, Car Riders, Walkers, ACES, Kid’s Ahead

Dismissal begins at 2:10

- **AFTERNOON BUS-** Buses will load students in the front circle. Students will exit through the main entrance. Please do not park in the bus loop during dismissal times.
- **AFTERNOON WALKERS-** “Walkers” are defined as students who live close enough to the school and cannot get bus transportation. These are students who will walk to school EVERY DAY, weather permitting. Walkers will exit through the front main entrance exit. Parents who are accompanying walkers should line up on the walkway parallel to the building. Parents of “walkers” are not permitted to walk beyond the first green dot to ensure safety for our students. Parents MUST

show ID. Additionally, we ask that parents of “walkers” exit the property immediately once their students have exited the building. Pets are NOT allowed on property unless they are certified service animals.

- **AFTERNOON CAR RIDERS** - Our car rider line is an efficient way to pick up your child in the afternoon. Car riders will have a sign to display in their car windows. Be prepared to show ID at all times. Students will exit through the 4th/5th grade car rider door and wait on a block until your car has reached them. Please remain in your car. **For the safety of our students, we are NOT offering a “park and walk across at the church” option for dismissal.**
- **KID’S AHEAD PATIO DISMISSAL**- Our Patio will ONLY be used to dismiss our Kid’s Ahead students. Parents/visitors are not allowed in this area.
- **ACES**- ACES students will be dismissed by classroom teachers and report to the cafeteria at dismissal.

Change of Transportation

For the safety of your child, parents who wish to change their child’s normal mode of transportation must notify the school **in writing**. Please notify the school as early as possible. Staff members cannot take the verbal word from a child regarding a change in transportation modes.

Bus Loading and Unloading:

Buses will unload at 7:00 a.m. and will load again at 2:10 p.m. For this reason, the circular drive in the front of the school is reserved for buses from 7:00 a.m. until 8:00 a.m. and from 1:30 p.m. until 2:30 p.m. **Please do not park in the circular drive during these times.**

Bus Behavior:

The following expectations for bus behavior are listed below:

- Remain seated at all times, except to get on and off the bus
- Follow the directions of the bus driver and safety assistant
- Talk quietly and only with those in nearby seats
- Keep hands, feet, and objects to yourself

Students choosing to violate these rules will be reported to an administrator by their driver for possible disciplinary action.