

Joyner Elementary School

Student Handbook



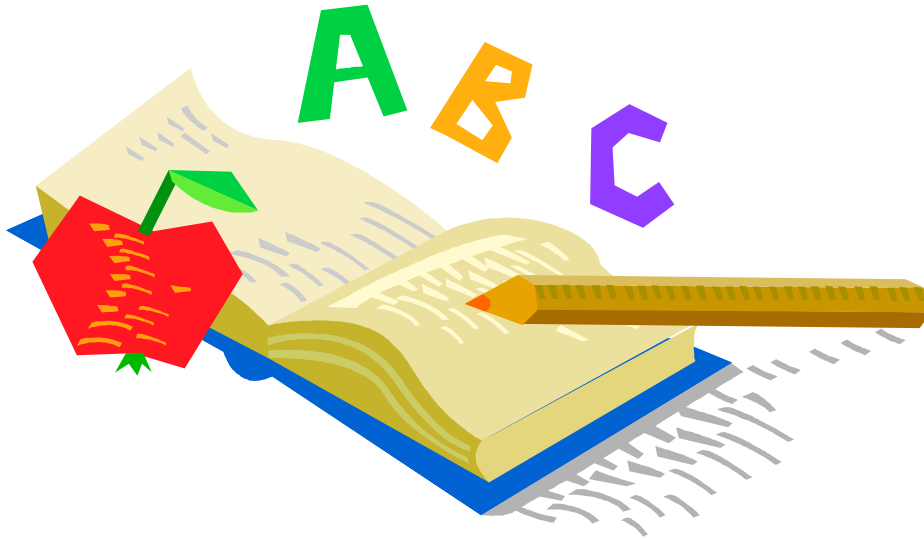
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Guilford County Schools Website: www.gcsnc.com
(Go to the *School* tab for the Joyner Elementary Website)
Like us on Facebook: Joyner Elementary and Joyner PTA





**Denise Ebbs
Principal**

**Telephone: (336) 545-2020
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Dear Parents/Guardians and Students,

We, the staff at Joyner Elementary School, welcome you and look forward to an exciting new school year! We hope your summer has been a pleasant one and that you are looking forward to a new school year. It is our goal that every child learns and reaches his/her highest potential for success.

The pages of this handbook are filled with important information regarding school policy and procedures. We suggest that parents and students review the contents together. You will also receive the Guilford County Schools (GCS) Student Handbook. It contains the Code of Student Conduct and other policies and procedures related to student school attendance and academics. Both of these handbooks contain information that is important for students and parents to know. All students are required to follow the GCS policies and procedures in order that we maintain a school environment that is safe, orderly and conducive to learning.

Parents and the Joyner staff are partners in the education of our children. Cooperation and communication between the school and home will play a major part in your child's success. We look forward to working with you this year. We are always available to assist you with any questions or concerns.

Sincerely,

**Denise Ebbs
Principal**

“Where MOTIVATION and HIGH EXPECTATIONS lead to SUCCESS!”

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Guilford County Schools Mission Statement:

Guilford County students will graduate as responsible citizens prepared to succeed in higher education, or in the career of their choice.

Joyner Elementary School Mission Statement:

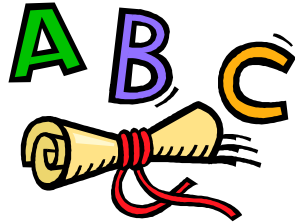
The mission of Joyner Elementary School is to provide an environment where all children can become self-directed learners and can acquire the academic tools needed to become successful and contributing citizens, thereby instilling respect for themselves and others.

Joyner Elementary School Motto

“Joyner Elementary, where motivation and high expectations lead to success!”

Joyner Elementary School ROAR Pledge

I will **Respect** myself and others
Offer **kindness**
Act with **integrity** and
Remember to **persevere**.



Academic Program

The NC Standard Course of Study is used to plan all lessons. Other resources are used to enhance and enrich instruction. Reading (Literacy), Math, Science and/or Social Studies are taught daily. Each class has a Physical/Health Education or recess period each day. Lessons are designed to meet the individual needs of students. Technology is integrated into lessons.

All students attend Art, Music, PE, Media, and Computer Lab. The Computer Lab is used for technology instruction and/or to use academic software to enhance instruction. Our counselor conducts individual, small and large group guidance sessions.

The following special services are available: speech therapy, hearing and vision screening, tutorial math and reading sessions, English for Speakers of a Second Language (ESOL), Special Education and Academically Gifted (AG) services. These services, however, are only available for students who qualify.

Specific information is available on the Guilford County Schools website:
www.gcsnc.com

After School Care (ACES)

ACES (After-School Care Enrichment Services) will be available on site. ACES is a structured balance of academic and recreational activities. ACES hours are 2:35 pm to 6:00 pm. The ACES program will operate on teacher workdays from 7:30 am to 6:00 pm.

Arrival and Dismissal

State law requires that buses and cars use separate areas for student arrival and dismissal. Car riders will be dismissed at 2:20 pm. Bus riders will be dismissed at 2:25 pm. Car riders will use the parking lot at the Wilshire Street side of school. Bus riders will use the circle at the front of the school. No supervision will be provided in other areas. Therefore, it is very important that you read and follow all guidelines and procedures relating to student arrival and dismissal. Please help us insure your child's safety.

- If your child is to go home a different way other than what is stated on the Student Dismissal Form, you must notify us in writing. We frequently receive calls asking us to inform a student to ride a different bus or be a car rider on a particular day. As we are unable to verify over the telephone that it is in fact the parent making the call, it puts us in an awkward position. Since we have the responsibility of protecting the safety of your child, please refrain from making such request. **Changes in the way your child goes home must be in writing. There will be no exceptions to this policy.**

Car Riders:

For the safety of all students, **car riders may not be dropped off in the front of** school or leave the supervised area to cross the parking lot to go to cars. All drivers are expected to follow the car line to pick up students. Please do not park to pick up students.

- School staff members will assist during arrival and dismissal. Please follow their instructions.
- Stay in a single file line. Students will be called to a station where you will pull up to collect your child.
- Students must exit and enter your car from the passenger side.
- Please display your child's number for afternoon pick-up prominently throughout the school year. Cars without a placard will be directed to the office to show ID to pick up students.
- The earliest that students can be dropped off is 7:20 am. Classes begin at 7:40 am.
- If a car rider student arrives after 7:35, a parent must walk them to the office to sign in for a tardy slip.
- Students must be picked up by 2:40 or the students will be in the front office for pick-up.
- A map and directions for pick up site are on the last page of this booklet.

Bus Riders:

- Bus riders are expected to exit and enter the bus in an orderly manner.
- Students are expected to follow the directions of all adults promptly.
- All bus safety rules must be followed.

Walkers

- Students should leave home in time to arrive at school between 7:20 and 7:35.
- Students who walk to school are to walk on the left side of the road facing the traffic and as far from the curb as possible.
- Please instruct students to go directly home in the afternoons.
- At the start of the year, parents are to inform teachers in writing if their child(ren) will be walking to and from school.

Attendance

Regular school attendance is very important. School begins at 7:35 am and ends at 2:25 pm. A student is tardy if he/she arrives to the classroom after 7:40 am and must report to the office for a tardy slip. You must come in and sign you child in. Breakfast will be served each morning starting at 7:20 am. We will stop serving at 7:40 am.

Parents, please remember:

- If your child is absent from school, you must send a note stating the reason for the absence upon his/her return to school. If a note is not received within three days, the

absence is considered unexcused (unlawful). Phone calls can not replace sending a note for an absence.

- Students must be in attendance at least half of the school day to be counted present.
- **Students will not be called to the office after 2:00 for early dismissal.**
- **All students being picked up prior to 2:25 pm must be signed out in the office.** Frequent early dismissals are in violation of the NC Compulsory Attendance Law which states, “all students must attend school daily for the length of the time school is in session.” Students should not be picked up early unless they are leaving due to illness and/or a medical appointment.
- Students will not be released to any adult who is not listed on our Joyner School Emergency card in the office.
- All anticipated periods of absence, family trips, emergencies, etc. should be reported to the teacher, in writing, prior to the period of absence for prior approval by the principal.
- If your child will be out of school for over 10 days please contact the Teacher, Data Manager, or Principal. State law requires a student be withdrawn from our school after ten consecutive days absent without notification from parents.

Cafeteria

Breakfast and lunch are served daily in the cafeteria. Students have an option of getting lunch at school or bringing lunch from home. All students at Joyner receive free breakfast and lunch each day. Ice cream and other healthy snacks may be purchased as well.

Prices

Adult Lunch

A la carte

We encourage parents to set up an account in the cafeteria and pay by the week or month rather than send money daily. Parents can also pay online. Visit the Guilford County School webpage for more information. If you set up an account, help your child understand what he/she is allowed to purchase. Each student will be given a lunch number at the beginning of the school year. Please help your child remember his/her number.

We encourage parents to eat lunch with your child(ren) in the cafeteria. We do ask that all lunch visitors adhere to cafeteria policies.

Child Custody

Both father and mother have the same rights to their child(ren), unless legal documents are provided to the school specifying legal custody. We can only comply with court orders that we have a copy of in the student’s record.

Communication to Parents

Information will be sent home on Monday in a weekly folder. Please check your child's folder. We will also utilize the Connect-Ed electronic calling system for emergencies and updates/reminders. Please ensure that we have a current telephone number at all times. If you would rather for the telephone system to call your cell phone number, please let us know. You will also receive a monthly calendar of school events.

Student Planners

Students in grades 2-5 will receive school planners. The planner serves as a form of communication between school and guardians. All students in grades 2-5 are expected to have and use a planner daily to record assignments, to note upcoming tests and projects, and record any relevant after school activities. Parents are asked to review and sign the planner daily.

Parent – Teacher Conferences

Parents are encouraged to have conferences with their child's teachers. Please feel free to call and schedule a conference. A conference is required with parents for each child during the first and third quarters that teachers will schedule with you.

If for some reason you are unable to keep a scheduled appointment, please notify the office and reschedule the conference.

Field Trips

Field trips are an extension of lessons taught in the classroom. Participation of all students is essential. Signed permission from a parent or a guardian is required for each field trip that a child participates in. Permission may not be given orally such as over the phone, it must be written and signed by the guardian.

Dress Code

Students are to dress appropriately for school. Attire should not interfere with the learning and/or restrict them from participation in any school activities. Students will participate in PE daily. **Therefore, tennis shoes are required.** If students wear shoes, other than tennis shoes, make sure that the shoes fit appropriately and that the shoes will stay on their feet while playing. **Flip flops and shoes with high heels are not safe for physical activity and should not be worn. We reserve the right to limit activity if students are not wearing appropriate attire, including shoes.**

Please adhere to the following requests:

- Shirts must meet the top of the pants and cover the shoulders (no tank or spaghetti straps)
- No hats or bandannas on any part of the body
- Pants must be worn at the waist.

- Skirts, shorts, and dresses must be an appropriate length. The clothing item should not be shorter than the wearer's fingertips. (Hold arms straight at sides with hands straight. Shorts/skirt/dress should be longer than the end of fingertips about 3 inches)

Grievance Policy

If you are unhappy about something that happened in your child's classroom, you should:

- Talk to your child's teachers about the problem first.
- If you are not satisfied after talking with the teacher, talk with the principal.

We will strive to work with you in every way possible to solve problems within our school.

Homework

The purpose of homework is to reinforce and extend what your child has learned in class and to develop a sense of self-discipline, personal responsibility, and independent thinking. Homework will be material that has already been taught.

The amount of time a student should spend on homework daily is as follows:

Kindergarten - up to 30 minutes

First and Second Grades – about 30 minutes

Third, Fourth, and Fifth Grades – about 60 minutes

Long term projects may be assigned throughout the year. Daily homework assignments will be recorded in your student's planner (grades 2 – 5) and/or on a separate homework sheet.

Lost and Found

Lost and found items will be turned in to the office or put in the "Lost and Found". It is important that you encourage your child to be responsible for his/her personal property. **Label all personal items and clothing that your child can take off at school.** Students are not to bring toys (unless requested by a teacher in writing) and other valuables (electronics items, expensive jewelry, large amounts of cash, etc.) to school. (refer to section Personal Items) All unclaimed items will be given to charity at the end of the school year.

Medication

Medication cannot be administered at school unless the *Authorization of Medication for a Student at School* form is on file in the office. The form must be signed by the parent and the physician. Students cannot transport medication to and from school on the bus, nor, can they have it on their person (cough drops included). Parents must bring all medication to the office. Over the counter medications may not be administered at school without the above mentioned authorization form signed by the parent and physician.

Parties/Celebrations

Classes are allowed two parties per year (winter and spring or end of year). **Birthday parties are not allowed at school.** Birthday treats are allowed as part of snack with lunch. Any treats given to students must be sealed in the original wrapper and/or a sealed box from a bakery, grocery store, etc. Home-made food items can not be given to students (Student Wellness Policy IHB-P on-line). Please do not send or bring flowers or balloons to the school. Students are not allowed to take these items on the school bus (particularly balloons). Please notify the teacher the day before if you plan to bring a birthday treat.

Parent Teacher Association (PTA)

The PTA is a volunteer, non-profit organization dedicated to serving the needs of the school community. The heart of a PTA lies in its members – in their energy, resourcefulness, and determination to advance the well-being of our children.

Membership is open to all parents, relatives and friends of Joyner Elementary students. Information for joining will be available at Meet and Greet and sent home with students. Please join. Support your child's education.

Personal Items

While the district allows electronic devices to be in backpacks and turned off the school discourages students from bringing valuable items to school. This would include large sums of money, expensive pieces of clothing, jewelry, electronic games, and so forth. The school will do everything it can to prevent any loss of such articles; however, the school can not be held liable for such items.

I-Pods, MP3 players, CD players, radios, cameras, phones, any electronic devices, games, toys, cards, sport equipment, skateboards, etc will not be allowed in school. Items will be taken and placed in the office for a parent to pick up. Repeated offenses may result in disciplinary action. The school will not be responsible for such items.

Progress Reports

Students will receive an interim or progress report each quarter. See the schedule below for the dates progress reports will be sent home. These reports are to be signed and returned the next school day. Check the parent calendar for exact dates.

Interim Report Schedule

September 18, 2018 November 28, 2018 February 12, 2019 May 6, 2019

Report cards are sent to parents each nine weeks. Please take the time to discuss our child's report card with him/her and provide positive, helpful and encouraging feedback to your child. Sign and return the signature card inside the report card envelope to your child's teacher the next day after it is received. Following is the report card schedule: (Check the Parent Calendar for exact dates)

Report Card Schedule

November 13, 2018 January 28, 2019 April 8, 2019 June 7, 2019

School Closings

Announcements concerning school closings will be made by 6:30 am. The announcement will be posted on the cable channel GCS 2 and will be announced on the local TV and radio stations. If snow begins during the school day, an announcement will be made (via TV and radio) as soon as a decision is made. Please do not telephone the school because we are often waiting for a call from Central Office and need to keep the lines clear. On days when there is a one or two hour delay, breakfast is not served.

School Pictures

All students will have an opportunity to take pictures in the Fall and again in the Spring. Advance notification of picture day and prices will be sent to parents.

School Supplies

The school will provide most items needed at school. We encourage each student to have a book bag. Supply lists by grade level are available in the school office. Rolling backpacks are not recommended due the safety of our children. If students have rolling backpacks they will be encouraged to carry them on their backs instead of rolling them in the hallways.

Snacks

Snacks can be sent upon teacher request. Guilford County Schools requires that all foods meet the goals of the Student Wellness Program Policy IHB-P (on-line). Foods from any source other than Environmental Health Services inspected facilities (i.e. stores or restaurants) shall not be served to students.

Student Accident Insurance

Student accident insurance is available through an outside agency. You will receive information concerning the computer enrollment of student accident insurance in your back-to-school information packet. Information can be found on the school website: www.gcsnc.com

Student Conduct

The staff of Joyner Elementary School believes that all students can behave appropriately in every area of the school. All students are responsible and accountable for their actions. Each student will be given a *Guilford County Schools Student Handbook* at the beginning of the school year. Parents are encouraged to review and assure that your student understands all the expectations for behavior at school and the consequences that might occur if expectations are not met.

Please make sure that your student understands the following rules and consequences found in the *Guilford County School Handbook*. (These infractions occur most frequently in elementary schools.)

- Rule 6 - Noncompliance with Directives from Principals, Teachers, and Other School Personnel
- Rule 7 – Bus Misbehavior
- Rule 8 – Bullying, Harassing Behavior, Disrespectful Words
- Rule 14 – Fighting Among Students
- Rule 16 – Theft or Destruction of School or Personal Property
- Rule 18 Physical Assault (pushing, minor hitting, etc.)

Student Expectations for Behavior

Joyner Elementary students are expected to:

- Listen to and follow the directions of all adults promptly
- Stay on task and complete all school work and homework
- Solve problems without fighting and hurting others
- Show respect to everyone
- Respect school and personal property
- Keep yourself and others safe by walking in the buildings and while in lines
- Eat treats only at appropriate times
- Use appropriate language at all times

Students who ride the school bus are expected to:

- Be at the bus stop 5 minutes before the scheduled arrival time
- Follow the directions of the driver the first time they are given
- Speak quietly and use appropriate language
- Face the front and remain seated while the bus is in motion
- Keep hands, arms, legs, and other objects to yourself and out of the aisles and windows
- Do not bring food, drinks, electronic toys/devices or any harmful objects on the bus

Student Information

All student information must be on file in the office in case of an emergency. If your telephone number, cell phone number, address, etc. changes, you are required to send the new information to your child's teacher immediately. The teacher will inform the office of the changes. If your address changes, you will be required to provide proof of your residence (lease, utility bill, etc) to the school.

Textbooks and Calculators and Nooks

All textbooks and calculators remain the property of Joyner Elementary School. Textbooks and calculators and Nooks that are assigned to students must be returned at the end of the school year in good condition. Payment for lost or damaged books must be made before another book can be issued.

Visits and Conferences

Parents are encouraged to visit the school. All visitors must sign in at the office upon arrival and wear a visitor's badge while visiting. Parents are always welcome; however, we ask that you do not interrupt instruction when you visit in the classroom. Please understand that teachers cannot stop class for a conference or conversation. If you desire a conference with your child's teacher, contact the teacher to schedule an appointment.

Volunteer Program

It is our hope that each of you will become involved in school activities throughout the year. Any time that you can give to your child and Joyner Elementary will be rewarding for you and valuable to your child. Encourage grandparents, friends and co-workers to volunteer, also. Check the Volunteer Handbook or ask your child's teacher or in the front office for opportunities to volunteer. All volunteers are asked to complete on-line a Criminal Records check on the GCS website (www.gcsnc.com)
Chaperones for overnight field trips must complete a Criminal Records Check each school year. Please know that this is for the safety of all children at Joyner.

Withdrawal from School

When withdrawing your child from school, notify the office and the teacher as soon as you know your child will be leaving. A withdrawal form must be completed verifying that all textbooks and library books have been returned and that there are no outstanding balances owed to Joyner Elementary School. We will give you a copy of the withdrawal form to take to your child's new school.

