

# Shepherd Elementary the “Eagles”

Parent and Student Handbook  
2020-2021

1748 Charlotte Hwy.  
 Mooresville, NC 28115  
 704.664.2582 Phone  
 704.660.1642 Fax

Mrs. Kim Mitchell, Principal

## Student Schedule:

7:00— Students permitted in building  
 7:30—Tardy Bell  
 2:20— Dismissal

**\*\*No early dismissals after 1:30\*\***

<https://www.issnc.org/about/studentparent-handbookcode-of-conduct>

Another great resource: <https://www.issnc.org/studentparent>

If you have any questions, please call Principal Mitchell.

**PRINCIPAL MITCHELL'S VISION STATEMENT:** For all Shepherd students to achieve their best, academically and socio-emotionally, by providing rich and engaging learning in a loving and nurturing environment.

**SCHOOL MISSION STATEMENT:** We will inspire, motivate, and encourage student learning, preparing students to become life-long learners in the 21<sup>st</sup> Century and value the whole child. We will do this by communicating positively, respecting and encouraging everyone while collaborating effectively to meet the needs of our students.

**SCHOOL WIDE RULES:** SOAR!

- Be Safe.
- Be Organized.
- Be Accountable.
- Be Respectful.

#### **DISTRICT/STATE TESTING DRAFT DATES**

Our school follows the district testing calendar: <https://www.issnc.org/departments/testing>

Please note that many of the above dates are "windows" and teachers will inform you of the specific testing dates within those windows. Dates may be subject to change.

**To reduce chances of EOG "mistests" (which means the entire class, grade level, and or school may have to retest), we work to reduce the amount of incidental disruptions. Please know that there could be changes in the daily schedule, as well. To provide the best testing environment and to eliminate any scheduling confusion, we respectfully ask that no visitors (Grades K thru 5<sup>th</sup>) come for lunch during EOG testing window (May 17<sup>th</sup>-28<sup>th</sup>). We appreciate your support with this as these tests have a lot of impact on our students and school.**

To help your child perform best on these assessments, please make sure they get plenty of sleep, eat a healthy breakfast and arrive to school on time. Students arriving late on days of EOGs will have to remain in the office until testing is finished for that day and will have to take the test on the designated "make up" day.

- All students in grades 3, 4, and 5 will take the End-of-Grade (EOG) NC State test at the end of the year to assess performance and growth in reading, math, and science (5th Grade).
- Other local tests will be given in all grades.
- All students are expected to perform at or above grade level to be promoted to the next grade. New NC law requires 3<sup>rd</sup> grade students to prove mastery of curriculum (by passing EOGs) to be considered for promotion to the next grade level.
- Students will take Iredell-Statesville Schools' Benchmark Assessments (K-2), NC iStation (K-3), NC Read to Achieve (3rd), and NC Check-ins (3rd-5th) throughout the school year to help teachers identify the goals and objectives needing mastered.

#### **ABSENCES - ATTENDANCE**

Written excuses must be turned in within 48 hours to be considered as lawful.

The rules and regulations for the NC State Board of Education governing compulsory school attendance and student accounting are very specific in determining lawful absences:

**Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school. For the first ten days of absences related to illness/injuries, parent notes are accepted up to two days after the day of absence. Any absences over ten days, require a doctor's/dentist's note for the student saying that they needed to be out of school due to illness/sickness. Doctor's/dentist's notes will be accepted up to one week after returning from the absence.

**Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.

**Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to grandparents, parents, brothers, and sisters.

**Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.

**Court or Administrative Proceedings:** When absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a part of the action or under subpoena as a witness.

**Religious Observance:** When the student is absent due to a religious observance in accordance with local school board policy.

Regular attendance is essential for a successful school career. **Students in grades kindergarten-fifth grades are required to be in attendance at least 94.5% of the school year in order to be considered for promotion to the next grade level.** In case of absences, a written excuse is required within 48 hours of when the student returns to school. Even if you call in to report an absence, you must send a written excuse. If a parent knows a student is to be absent for several days, he should notify the teacher in writing in advance. Parents may request homework assignments before 8:30 a.m. Assignments can be picked up in the office after 2:20 p.m. Work missed due to a trip will be given as makeup after the student returns from the trip. **Students arriving after 7:30 a.m. or leaving prior to 2:20 are tardy. Students arriving after 10:45 or leaving before 10:45 will be counted as absent. Parents must come to the office and sign in students if they arrive after 7:30 a.m.** Frequent tardiness means the student misses part of his learning activities and interrupts the class. Please make every effort to be at school on time.

Per the Board of Education attendance policy: 1. Students are limited to no more than 10 lawful or unlawful absences during the school year. 2. 10 early dismissals and/or tardies = 1 absence. 3. **After 10 absences, the student's promotion to the next grade level is at risk.** 4. All assignments missed during any absence must be completed within the time period set by the teacher. 5. Non-school sponsored trips will be coded as unlawful. **IF YOU ARE PICKING UP YOUR CHILD EARLY, PLEASE BE PREPARED TO SHOW A PHOTO ID OF YOURSELF. PLEASE NOTE THAT ALL EARLY DISMISSALS NEED TO OCCUR BY 1:30.** Students are not allowed to leave school without permission by principal/office staff.

For the entire policy, go to the ISS web page: <https://boardpolicyonline.com/bl/?b=iredell#&&hs=155982>

#### **AFTER SCHOOL AND/OR OFF-CAMPUS ACTIVITIES**

Any activities that require children to remain after school beyond normal dismissal time and/or participating during a school event off campus, requires the written consent of the parent/guardian prior to event starting. No permissions will be accepted via phone, email, etc.

#### **ARRIVAL AND DEPARTURE**

Student hours are 7:30 a.m. until 2:20 pm. **All students should arrive between 7:00 and 7:30.** PLEASE DO NOT DROP OFF YOUR CHILD AND LEAVE YOUR CHILD UNATTENDED TO WAIT TO GET IN THE SCHOOL IN THE MORNING. All students arriving between 7:00-7:10 should report to cafeteria for supervision. Unless students are eating breakfast, they will be dismissed to their classrooms at 7:10 a.m. from the cafeteria. Any students arriving after tardy bell will be allowed to get his/her breakfast and eat in classroom. **Any students arriving after 7:30 needs to be brought in and signed in by the parent/guardian—this is for safety purposes.** Parents are asked to deliver and pick up students in the front parking lot in the car rider line. The back parking lot is for

bus drivers and buses only. [AUTHORIZATION](#) (Release of Students): **No child may be sent home in the course of a day without office authorization. No parent may pick up a child from class. Parents must wait for their child to come to the office after being paged.** Please communicate with your child's teacher how your child is to go home on a daily basis. If there is a change in your regular plans, please send a note to the teacher. Please make these arrangements in the morning before your child leaves home. *Students will not be called from the classroom for early dismissal after 1:30 PM.* Also, it is the parent/guardian's responsibility to keep an updated list in the office (on the Student Information Sheet) as to who is allowed to pick up your child. If their name is not in writing, they will not be able to pick up your child.

If school is delayed due to weather, please know that we follow the delayed schedule.

**CAR RIDERS WILL ONLY BE DISMISSED TO PARENTS WHO ARE IN THE CAR RIDER LINE. FOR YOUR CHILD'S SAFETY, STUDENTS WILL NOT BE DISMISSED TO ADULTS WHO PARK IN THE PARKING LOT OR WALK UP TO THE DOORS.** You can find the car rider line by turning west into Shepherd's parking lot (off of Charlotte Hwy). There are "Shepherd Car Rider" signs that are available in the office and should be displayed in your window. Your child's name should be written on the sign, so that staff can quickly call out children's names allowing the car rider line to move much quicker. You may take as many as you need. If you have others that may be picking up your children, please be sure that their names appear on the student information sheet that is kept in the office and that they, too, have a sign to display in their windows. We will have them available in the office all year to accommodate any changes that you may have. This is a safety precaution for our children and will add to the efficiency of the car rider line. **If your car rider sign is not displayed in the window, you will be asked to pull into the parking lot, so that we may verify who you are and if you're on the student pick up list.**

**If you have stayed until the end of the day with your child for a special school/classroom event, please plan on waiting in the office lobby until we have finished with the car rider line. We ask you this respectfully and appreciate your cooperation with this, as well.**

### BIRTHDAY PARTIES/CELEBRATIONS

IT is fine if you'd like to celebrate your child's birthday, but it will need to be during the class' scheduled lunch time. You're welcomed to bring/send in store-purchased pre-packaged **treats** (not lunch foods) with the ingredient label visible and seal still intact. We don't do birthday parties at any other time during the day so that we protect valuable instructional time. Pizzas and other foods are not allowed - only "treats" (such as cookies, cupcakes, etc.). Please check with your teacher in advance to ensure there are no specific allergies in the class.

### BUSES

Bus routes are scheduled according to the number of riders in a specific area. Changes have to be made as new students arrive or others move. When changes are necessitated during the school year, students will be provided schedule change forms. Bus transportation cannot provide door to door service. Often students must walk to a neighboring house for pick up and drop off. Bus transportation is for students who reside in the Shepherd school district.

Students must get on and off the bus at their designated stops. A note from parents, signed by the bus coordinator, must be given to the bus driver if a student is getting on or off at somewhere other than the designated stop. **Parents should not try to pick up their children from the school bus lot or from anywhere on the route except for the pre-approved routed stop for each specific child; nor should you try to "catch" the bus at another stop other than your designated stop.**

We want all bus riders to enjoy a safe and orderly ride. Riding the school bus is a **privilege, not a right**. Bus drivers will assign seats. Students are to sit in their assigned seat unless otherwise directed by the driver. Bus drivers are responsible for discipline of students on the bus. Inappropriate behavior on the bus or at the bus stop will result in a warning (may be verbal or written). **A second offense will result in a bus suspension. Bus suspensions are from 1 to 10 days, depending on the number of discipline referrals. An exception to the above rule is fighting on the bus, threatening, or severe disruptions.** Fighting, bullying, and dangerous behavior will result in immediate suspension from the bus and possibly from school. The rules are simple: respect yourself, respect others, and respect school & property.

No one is permitted on a bus except students assigned to that bus or authorized school employees. Any contact with the driver from a parent or non-school employee should be through the principal's office. **Any person boarding a bus without expressed permission from the principal is subject to be prosecuted for trespassing.**

The privilege of students to ride the school bus is contingent on good behavior and observance of the following rules and regulations. **The principal may suspend passengers from riding on a bus for the following NC State rules, but are not limited to:**

- Delaying the bus schedule
- Fighting, smoking, using profanity or refusing to obey instructions
- Tampering with or damaging a bus
- Refusal to meet bus at designated stop
- Unauthorized leaving the bus while in route to and from home
- Distracting the driver's attention while a bus is in operation
- Failure to observe safety rules and regulations
- Any other behavior which may endanger lives or property

If your child is suspended from the bus, please send a note into school saying who will be picking up the child on the assigned days of suspension. We will send home a "Car Rider" sign for that person to place in his/her car window with your child's name on it. The sign must be in the window of the person's car picking up your child.

If your child happens to miss the bus, it is very dangerous to take your child to the next stop and let him/her walk up behind the bus to board or for him/her to run after the bus.

Please direct any questions or concerns to the principal, not the bus drivers. Shepherd follows all Iredell-Statesville Schools School Bus BOE Policies, which may be found on the Iredell-Statesville Schools web page: <https://boardpolicyonline.com/bl/?b=iredell#&&hs=155962> (for bus conduct rules)

### CAFETERIA

Good table manners, appropriate conversation, and respect for others are encouraged daily by staff members. Tables are assigned for each class and student helpers are appointed to clean up tables before leaving the cafeteria. Students may either purchase school lunches or bring packed lunches from home. The cafeteria serves both hot breakfast and lunch and may be purchased in. At least one serving from each of the four major food groups is offered. **An alternative lunch will be provided for students who have charged \$20 or more and have not made a payment on their lunch accounts for those charges.** Students are not allowed to bring carbonated drinks to school. Please know that teachers cannot make students take food or eat food, nor can teachers monitor or prohibit your child from getting ice cream, chips, cookies, or other snacks. If you want to limit your child to getting additional snacks please let the cafeteria know, and they will note on your child's account at the cashier. Unless a medical note from doctor, children's packed lunches will not be heated up in microwave.

**Information regarding student lunch accounts or other child nutrition needs may be obtained by contacting the cafeteria at 704.664.1642 (6:00 am to 2:00 pm).**

Monthly menus are available at: <https://www.issnc.org/departments/school-nutrition/menu-page>

Prices for breakfast: Regular is \$1.40.  
Prices for lunch: Regular is \$2.80.

Free/reduced meals must be applied for and then accepted before prices are in effect. Filling out/submitted applications is the responsibility of the parent to complete this, and new applications must be SUBMITTED EVERY YEAR. Please be sure to include siblings' first and last names as workers in nutrition may not know all children. Directions for online application are attached in the Back to School Forms Packet. Please call the school to set up an appointment to use a computer if you do not have access to computer/internet. **UNTIL APPLICATIONS ARE APPROVED, PARENTS ARE RESPONSIBLE FOR EITHER PACKING THEIR CHILDREN'S LUNCHES OR PAYING FOR THEIR CHILDREN'S SCHOOL LUNCHES FROM THE CAFETERIA.** You have 30 days to re-apply. The online link for Free & Reduced Lunch application is: <https://www.lunchapplication.com/> or it may be found on the district's main page of webpage: <https://www.issnc.org/>

**CALENDAR** - Paper copy is available based on request or you may go to the ISS link: <https://www.issnc.org/about/calendar>

#### **CARE OF THE BUILDING**

Shepherd has three custodians to provide for the upkeep of the school buildings and grounds. All Shepherd' students are expected to help keep the buildings and grounds in good condition and to give the custodians the respect to which all staff members are entitled. Students should constantly remind themselves and others not to write on desks, walls, and other surfaces, and not to litter. A little effort by each of us can keep our buildings and grounds attractive and clean. **Please see ISS BOE Policy concerning 6550 concerning vandalism to building/property.**

#### **CELL PHONES or other WIRELESS COMMUNICATION DEVICES**

Cell phones and/or communication devices usage is not allowed at the elementary school level. Please see ISS BOE Policy 4201. If a child has a cell phone in book bag, the cell phone should be "off" and not out of book bag while on school grounds or property. School will not be responsible if phone is lost or stolen.

#### **CHANGE OF ADDRESS**

All student information is kept and maintained on the Power School System. **For the benefit of the student, all information must be kept current and correct.** In the case of any change in telephone, address, emergency numbers, etc., parents are urged to notify the office as soon as possible. We will make every effort to contact parents first, but we need another person to contact if we cannot contact parents.

#### **CHANGE OF CLOTHES**

If you have children that are prone to restroom accidents or mishaps (ie: spilling their mild on themselves), please send in a complete change of clothes (ie: underwear, socks, shirt, shorts/pants, etc), preferably in a large zip lock bag with their name on it. The children can put their change of clothes in their cubby in case they need access to it. This will eliminate the need for school to call parents to bring a change. Children will be able to change their clothes quickly and return to instruction with minimal loss of time from waiting. Soiled clothes will be sent home, so that clean change may be returned to school. We will not be keeping used clothes at school for changes.

#### **CHAPERONING FOR FIELD TRIPS**

Our grade levels plan curriculum-aligned field trips which may require volunteer chaperones. If you are ever interested in chaperoning for a field trip, an application must be filled out in ten days in advance with references and phone numbers listed. Applications may be asked for at the office or from your child's teacher. Please know that approved chaperones will have to provide his/her own transportation and cost of entrance to the field trip.

#### **CHILD CUSTODY**

It is the responsibility of parent/guardian to provide the school with a copy of any court order, separation agreement, or other official documents affecting the child's custody or legal status. This information is requested to protect parent's rights and to protect students. The child will not be released to a non-custodial parent without the consent of the legal custodian in which the child physically resides. **If the principal or designee judges that the student's health or safety may be harmed by releasing the student, the principal will contact law enforcement and/or the department of social services as appropriate.**

#### **CURRICULUM**

Shepherd Elementary School uses the curriculum established by the state of North Carolina: <https://www.issnc.org/departments/elem-ed> Each grade level has specific criteria students need to master. Please be aware of North Carolina Gateways, and schedule regular conferences with your child's teacher(s) or the office for a better understanding of these standards. State guidelines as well as local standards affect promotion and retention.

It should be every student, parent, and teacher's goal for each student to master the curriculum. Lack of curriculum mastery may prevent a student from being promoted to the next grade level. Parent support is extremely important for the success of your child mastering learning objectives. Learning objectives, progress, testing dates, and assessment data should be communicated regularly with parents. If you feel that you don't have this information, please contact your child's teacher.

#### **DISCIPLINE & CODE OF CONDUCT**

To provide a safe environment, we rely on the self-control of all individuals. Students, staff, and parents must recognize the need for a strong voluntary respect for rules and procedures and a healthy regard and tolerance for the rights of others. The school and classrooms will post rules that students are expected to follow.

School rules and classroom rules are in place for the safety of all students, staff, and visitors and so that all students may receive the best education without interruptions from inappropriate behaviors. Students are expected to follow rules and directions by staff. It is the school's goal to work with student families in helping students become productive and responsible students. We stress to students that it is their decision whether to make responsible choices or irresponsible choices. Shepherd implements a positive behavior system where students who choose to follow the rules will be rewarded with praise, special fun days, letters home, or special privileges. Our staff looks for model students and their behaviors and positively reinforces those actions. However, if students chose not to follow rules, there will be a progression of consequences which will include notifying parents or guardians. Teachers, student teachers, assistants, substitute teachers, and school administrators have the right to discipline students, both during the school day and at all school events. Shepherd upholds the Iredell-Statesville Schools' Code of Conduct and policies. ISS Code of Conduct may be found at: <https://iss.instructure.com/courses/46220/pages/elementary-menu> and resources at: <https://www.issnc.org/studentparent>

If you do not have access to the internet, you may use the school's internet by calling Shepherd' office and scheduling an appointment to utilize the school's internet/computer.

For students who resist classroom management procedures and continue to demonstrate inappropriate behaviors, students will receive written Office Discipline Referrals, where administration becomes involved. The teacher receives a copy, parents are mailed or given a copy, and the administration keeps a copy. Consequences range from a verbal warning, in school suspension, lunch detention, and loss of privileges to an out of school suspension depending on the severity of the behavior or the repeated violation of rules. Teachers have the option to pull students from ISS for the purpose of instruction. Our philosophy is that we try to help the child understand why these repeated behaviors are inappropriate by coaching, issuing consequences, and involving parents. We hope to have your support as we will have far more success when working together as a team. Office Discipline Referrals are kept on student's cumulative records.

In-school suspension may possibly be used as a consequence. The following are In-School-Suspension guidelines:

- > Students will be tutored and will use time out as an academic learning time.
- > The supervising assistant will supervise lunch and bathroom breaks.

**BULLYING:** The Iredell-Statesville Schools prohibit bullying. Bullying includes the following acts but is not limited to: bullying based on individual's race, color, sex, religion, creed, ethnicity, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socio-economic status, physical characteristics, marital status, or disability. This includes cyber bullying. It may be elicited in the forms of but not limited to: written, verbal, physical, or electronically (any physical act or threatening communication).

#### **DRESS CODE**

At Shepherd, we believe students' appearance is the shared responsibility of the home and school. We don't want our students' appearance to be a disruption for them or their classes. Appropriate dress means: no short shorts (Shorts, skirts, etc. should extend past their fingertips when arms are held at straight down at their sides); no tight shorts; no bare-back tops; no see-through clothing; no bare midriffs and/or off-the-shoulder tops; no spaghetti straps (nothing that reveals any part of undergarments); no saggy/baggy/oversized pants; no slashed/torn/cut-up/worn out clothing; no hats/combs/bandanas/sunglasses/chains on wallets/hoods worn in the building; no apparel which advertise drugs tobacco, alcohol, profanity, or other inappropriate/suggestive in nature subject matters; and/or anything (clothing, hair, piercings, etc.) which creates a disruption to the educational process. Please be sure students wear tennis shoes on PE days.

#### **DRILLS**

Shepherd will conduct fire drills each month so that students would know what to do in case of an actual emergency. Our school will also conduct one or more tornado drills and one lockdown drill. It is imperative that students follow the instructions of staff and remain quiet during drills. Again, this is for the safety of students so that they will know procedures in case of an actual emergency situation.

#### **EARLY DISMISSAL OR SCHOOL CLOSING**

The Superintendent makes decisions regarding the early dismissal of school because of bad weather. The announcements are made on the radio, TV, ISS webpage, and through ConnectEd as soon as the decision is made. It is very important that you make prior arrangements and discuss with your child so that your child knows where to go if school is dismissed early (bad weather or emergency). It is impossible for 550 students to use 2 phone lines. At such times we need the phones to make necessary calls. **Please be sure to complete this portion (and the entirety of this form) on the Student Information Form. This form should be completed and returned to school immediately. It is the parents'/guardians' responsibility to keep this, and all, information current with the school office.**

#### **ELECTRONIC DEVICES**

Electronic devices (i.e. GameBoys, iPods, MP3 Players, etc.) are not to be brought to school. Shepherd will not be held responsible for lost, damaged or stolen electronic devices.

#### **EMERGENCY CONTACT INFORMATION**

It is the responsibility of the parent/guardian to ensure that school has emergency contact information, and that information is kept current. This information should be completed on the Student Information Form and returned to school immediately.

#### **FIELD TRIPS**

Written parental permission is required for each field trip. **No student will be allowed to participate in any off-campus activity without written permission.** The cost of the trip is calculated at the lowest price possible for each student. Transportation costs (activity or chartered bus) are figured into the total amount paid by each person going on the field trip. If inappropriate behavior is a problem, a parent may be requested to accompany his/her child in order for the child to take the field trip. Parents who are required to go must also pay transportation and ticket cost.

#### **FORMS**

At the beginning of the school year, several important forms are sent home for parents/guardians to thoroughly complete and return to school if they've not been completed on-line.. Please complete these forms immediately and return to your child's teacher. If information changes throughout the school year, it is the responsibility of the parent/guardian to update and inform the school on-line/in writing. **EVERYONE WILL NEED TO COMPLETE THE STUDENT INFORMATION FORM and the SCHOOL NURSE SCREENING FORM.. Please feel free to contact office if you need to update/change any information, as a new form will be sent home to you to complete and return to school.**

#### **FUNDRAISERS**

The budget for schools is an operational budget. This means that anything we purchase above our operational costs, must be paid for through money we raise. Fundraisers are sponsored through PTO, which provides money to classes and school to purchase items that we may not otherwise be able to purchase. Items in the past are books for the Media Center, news magazines for students to read in reading, various learning materials, fixtures for school improvement, etc. Please support the fund-raisers you feel are worthwhile to your family and your budget allows. You will be given a reasonable time to return money for fundraisers and will be notified of any amount you owe.

#### **GRADES & GRADE CARDS**

One of the most important responsibilities of the teacher is the evaluation of student progress and the reporting of it to parents.

The academic and conduct grading scales for grades 3-5 are as follows:

<b>Academic</b>	
A (90 - 100)	Excellent
B (80 - 89)	Above Average
C (70 - 79)	Average
D (60 - 69)	Below Average
F (0 - 59)	Failing

The academic grades for grades K thru 2nd are performance based. A scale will indicate to what degree your child has mastered grade-level curriculum.

#### **Conduct**

S (Satisfactory) The student is cooperative and follows all procedures and policies  
N (Needs improvement) Student has a record of documented disruptive behavior which has merited consequences from the teacher. He has shown no improvement after notification of parents.  
U (Unsatisfactory) Student shows continuous disruptive behavior that interferes with the rights of other students to learn. Student has shown no improvement after parent conference.

The attached calendar designates dates for progress reports and report cards. Your child's teacher will contact you both semesters to set up parent-teacher conferences. If at any time you feel the need to conference with your child's teacher, please contact your child's teacher to request a conference.

If children are not mastering the curriculum, the child may be put on a Response to Instruction Plan and may be referred to our student assistance team. When put on a Response to Instruction Plan, the teacher meet with both child and parent to discuss interventions being used to address gaps.

Grades are available on-line for you to view at your convenience.

In order to receive grade cards on time, please be sure any fines due (book damages, lost library books, lunch charges, etc.) are paid first.

#### **GUIDANCE SERVICES**



Our school counselor is Ms. Stracuzzi. Shepherd's philosophy of education includes remaining close to our student. One of the ways this is accomplished is through guidance and counseling. The services of our school counselor are available for students. She works with students in groups and as individuals based on needs, as far as her time permits. She is genuinely interested in the students and in the matters that concern them. The counselor respects the privacy of the students by keeping conversations confidential. By law, the proper authorities will be notified when, in the judgment of school officials, the health and/or safety of a child are issues.

#### **HEALTH AND FIRST AID**

The school health program begins with the **SCHOOL NURSE SCREENING & EMERGENCY CONTACTS** which is completed by the parents and kept on file at the school. This form should be completed at the beginning of the year and returned to the school immediately. If there are changes during the school year, this form will need to be updated. A school nurse visits the school twice a week and checks those students who have been referred to her by the teachers. If a condition is discovered that should be checked by the student's physician, the parent will be notified. If an accident or emergency should occur, parents will be notified. **Please make sure that the office has a phone number of a contact person to reach for your child in case of sickness or injury.** If your child is sick, please be courteous and keep him at home. **Please do not send sick students to school with instructions to call you if he/she doesn't feel better.** We are not equipped to take care of sick children. If you send your child to school, we assume you wish him to stay at school the entire day. We will use our judgment as to whether you will need to be called. If your child is too sick to remain in school, it is the responsibility of the parent/guardian to pick up the child once called. If your child has an injury that prevents him from playing in physical education, please send a doctor's note stating that the child should be excused until the given date as written on a note. **IF YOUR CHILD HAS ANY MEDICAL NEEDS (INCLUDING MEDICATION DURING THE DAY), PLEASE CONTACT SCHOOL NURSE AND NOTIFY YOUR CHILD'S CLASSROOM TEACHER.**

#### **HOLIDAYS**

See the back cover of the handbook for a copy of the current school calendar.

#### **IMMUNIZATIONS**

The State of North Carolina requires all parents/guardians to show evidence of immunizations to enroll any children into school. The evidence must be in the form of a certificate furnished by a licensed physician or by health department. All immunizations are required to within the first 30 days of enrollment against the following: tetanus, diphtheria, pertussis, whooping cough, red measles, German measles (rubella), polio-myelitis, mumps, haemophilus influenza type b (HIB), hepatitis B, and varicella. A student who received immunization in a state other than NC must present an official certificate that meets the immunization requirements. Principals are required to refuse admittance of any child whose parent/guardian does not present a medical certification of proper immunization within the allotted time.

#### **LEAVING SCHOOL WITH FRIENDS**

No student will be permitted to leave Shepherd School unless he is picked up by the legal guardian or someone designated by the guardian. **If a student wishes to go home with a friend, he must have a note from home signed by his parents. The friend must also have a note from his parents which state the day and method for getting home.** Bus transportation for friends will only be allowed if both students already ride the same bus. **Notes concerning bus transportation must be brought to the office.**

#### **LIBRARY BOOKS**

Students who lose or damage a library book while issued to them will be expected to pay for damages or replacement. After a lost book is paid for, if it is found, a refund will be issued. Students should report the loss of a library book to teachers immediately. Additional library books will not be issued until damages are paid.

#### **LICE & Other COMMUNICABLE DISEASES**

If lice are detected, parents are notified immediately. To see all health-related policies, guidelines, and forms: <https://www.issnc.org/departments/studentssupport> (scroll down to the bottom)

#### **LOST and FOUND**

Personal items brought to school will be the responsibility of the student and are not the responsibility of the school. The staff will offer all due care, however, the school cannot be held responsible for lost or stolen items. Unmarked, abandoned clothing will be kept in the Lost and Found. Because of limited space for storing the abundance of clothing left at school, about once a quarter, all unclaimed articles will be given to a charitable organization. **Please label jackets and other clothing with your child's name and remind them daily to bring home all clothing.**

#### **MEDICATION**

Whenever possible, prescription medication is to be given at home. Procedures for giving medication at school are as follows:

All medications administered at school require the **"Request for Medication" form (located on Nurse's Page of the ISS website - see link above)** to be completed and signed by a physician. Medication is to be brought to school by a parent or guardian in the original container labeled by a druggist. Unused medications must be picked up by the parent/guardian and will not be sent with the child. It is the parent's responsibility to inform the school of any changes in medication.

#### **MICROWAVE USAGE**

Please do not send/bring any food needing to be heated.

#### **NIGHTLY PRACTICE**

The greatest concern for daily practice is that your child reads every night. Let them vary their reading practices (you read to them, they read aloud, they read independently, etc.) so that they may build fluency, develop vocabulary, and comprehension skills. Help your child stop periodically and summarize what they have read. Reading a variety of text is also important for students. Help your child read informative types of literature. There may also be some math practice problems for review of what your child has mastered. Using flashcards nightly will also help your child learn math facts, letter recognition, etc. with automaticity. If your child is absent you may call before 8:30 and request his/her assignments. Assignments will be in the office after 2:30. Nightly Practice is just that - practice. It should not be a major consumption of your children's evenings.

#### **PARENT CONFERENCES**

Parent conferences are held whenever necessary, but are already scheduled for 1 conference per semester. Teachers may contact parents more frequently, on an as needed basis. If at any time parents feel the need for a conference (face to face, phone, IEP, email, etc.), you are encouraged to contact the teacher or the principal. Please remember that parent conferences should be pre-arranged with your child's teacher so that conferences are not during students' instructional times.

#### **PARTIES FOR CLASS**

Each teacher is allowed to have two parties during the school year. Store bought treats (such as cookies or cupcakes) may be purchased for special occasions and shared with your child's class after students have finished eating their lunches in the cafeteria. Only store-purchased items can be brought in for celebrations/parties. The packages should have the seals intact and a label of ingredients visible (due to the safety of children with food allergies).

#### **PERSONAL ITEMS**

Students are discouraged from bringing non-school related items or extra money to school. Selling, trading or giving away of such items is prohibited. Shepherd is not responsible for any items which are lost, traded, stolen, etc. The principal, assistant principal, teachers and bus drivers have the authority to collect from students any item that is disruptive, dangerous, or inappropriate. Items taken away by teachers are put in an envelope and kept in a "June" box or until a parent comes to school for a conference. See Policy #4201 regarding possession of wireless communication devices on the school campus.

#### **PHYSICAL ACTIVITY**

Students will receive 150 minutes (total combined amount from daily Physical Education) of physical activity per week (30 minutes total per day). See Policy #6140 on Student Wellness. If the student is to sit out of this activity, we will need a doctor's note for it to be excused. Please be sure that your child is wearing shoes appropriate for gym (tennis shoes). Sandals, boots, crocs, etc. are against school uniform policy and are not suitable for physical activity.

#### PTO

All parents and guardians of students at Shepherd Elementary are members of the PTO organization. **Your help in activities is wanted and greatly accepted.** The PTO organization has fundraisers during the school year. Please get involved and help the PTO be successful. You will receive periodic newsletters from the PTO letting you know contact information, PTO events and meetings, PTO fundraisers, etc. PTO would love to have you!

#### PRIME TIME

For information regarding Prime Time child care, please contact the Prime Time office 704.902.1109. The link is: <https://www.issnc.org/departments/primetime>

#### REPORTING TO PARENTS

Frequent positive communication with parents helps to ensure better cooperation and understanding among staff and parents. Teachers appreciate parent-initiated calls and conferences. Teachers are available for conferences before and after school. Pre-arranged conferences and calls can be held during the school day during teacher's plan period or before/after school.

#### STUDENT FORMS

Every year, parents are given new forms that need to be completed. So that our information is accurate and up-to-date, please be sure that these are completed at school (during Open House or enrollment) or are completed at home and sent to your child's teacher the very next day. **It is extremely important that we have that information available to us (ie. in the event of an emergency). If that information changes, it is the responsibility of the parent/guardian to ensure that we get any changes/information. This also includes any custody concerns, court orders, etc. that would involve your child.**

#### SCHOOL FUNCTIONS

Students may not be left at school with instructions to call when a program is over. It is not the school's responsibility to stay and wait with students until parents arrive. Parents should accompany their children to all events at the school.

#### SCHOOL INSURANCE

School insurance is available at school for all students. If you are interested, the link is: <https://www.issnc.org/studentparent> scroll about two-thirds of the way down the page.

#### STUDENT PROMOTION

Children are individuals, with different learning styles and rates. In contemplating a student's promotion from one grade to the next, we consider multiple factors when determining grade level promotion, including: age, maturity, test scores, achievement, and effort. Principal makes the final decision.

#### STUDENT RECOGNITION

Our Staff at Shepherd have high expectations for all our students. We like to recognize those students who achieve goals in both behavior and academics. We have many incentives and recognitions at our school which make our students proud of themselves and their achievements.

#### SNACKS

If you would like to bring in snacks for your child's class, they must be store purchased with the labels intact and packages sealed. Due to student allergies to specific foods, we need to monitor the ingredients. Please try to let your child's teacher know in advance. Some classrooms have students with specific food allergies. Your child may bring a snack to school for his/her individual snack each day. The child will be given an opportunity to snack at an assigned time by the classroom teacher (if mornings or afternoons are long). Unless a note from a medical doctor, **students will be allowed only water in the classrooms for drinking.** Drinks are frequently spilled, and water can be more easily wiped up causing less disruption in the classroom.

#### TEACHER REQUESTS

Parents/guardians may write a brief summary to the Principal requesting teacher characteristics that they feel are most compatible for their child. Please do not request a specific name of a teacher as it is impossible to place every child with a specific teacher. All our staff are considered professional and highly qualified; therefore, there may be more than just one teacher who may meet your requests. The Principal will make every effort to match up your child with the *type* of teacher you are requesting. Any requests must be submitted by 7/15/21.

#### TECHNOLOGY

Computers may be found in almost every classroom and are usually integrated into daily lessons by teachers. Internet sites are frequently used to support student learning. Students are not allowed to use the internet without staff supervision and the completion of "Network/Internet Acceptable Use Policy for Students" Form. The form may be completed on-line or one may be sent home. **Please know that students may not use the internet until form is completed.**

#### TELEPHONE USAGE

School telephones should not be used by pupils, unless with staff permission and for emergencies only. Students will not be called to the phones. **Teachers will not be interrupted during the instructional day to receive phone calls unless prearranged by the teacher through the office.** The principal does not act upon anonymous phone calls.

#### TRANSPORTATION CHANGES

Please send a note with your child for all transportation changes. The note should include your child's name and teacher's name. If your child will be a car rider, please include the name of the person who will be picking up your child. **Telephone calls and/or texts to make changes are not accepted, as we do not know who is on the other end of the line.** Transportation changes via email are permitted providing you have given us your email address prior to transportation change request is being made via email. Email should be sent to both teacher and Dustina Plyler (at [dustina\\_plyler@iss.k12.nc.us](mailto:dustina_plyler@iss.k12.nc.us)) prior to 1:00 and confirmed back to you by either teacher or Ms. Plyler. **Transportation changes are preferable by a note by parent/guardian or a fax to school by 1:00 by parent/guardian. Any person making a transportation change by fax should also call the school to ensure that the school got your fax.** If your child is a car rider, please have "Car Rider" sign completed with child(ren)'s names and displayed in window/on dash - every day. If you do not have the car rider sign displayed, you will have to pull into parking spot until your identity is established.

#### VISITATION

**We welcome you! Due to the large volume of the students and parents at the start of the school day and limited parking, we ask that parents not visit classrooms during arrival and dismissal times. Teachers will be on hall duty to assist students to their classrooms.** Parents may observe a classroom by arranging a time in advance with their child's teacher. During observation times, parents are requested to have no interaction with students or the teacher, as the teacher is instructing. Per the Board of Education, **please stop by the office to sign in before going to a classroom or any part of the building.** This is important for security and safety. Any time you wish to visit, you will need to sign into our visitor system, which requires a driver's license or state ID. Please be sure to have yours. Visitors receive a special name tag so that they may be properly welcomed and recognized by students and staff. Please remember that instructional time of the classroom teacher may not be used for conferences. Open communication is encouraged. If you desire a conference, please send a note to the teacher or call the school office to leave a voicemail. The teacher will return your call or send you a confirmation note as soon as possible.

Also, we recognize that parents enjoy walking their children to class in the mornings at the beginning of the school year. We respectfully ask that you utilize the car rider line starting 8/18/21 for grades 1<sup>st</sup> thru 5<sup>th</sup> and 8/28/21 for kindergarteners. We are constantly improving our safety procedures. The start of the day is an extremely busy time of day, so we want to lessen the number of visitors at that time. Our purpose is to know who is on our campus and to eliminate any distractions from supervising our children. If you need to speak to the teacher or principal, please call us and we will set up a meeting time or phone conference with

you. If your child needs money on his lunch account, please send money in an envelope/pouch in child's book bag/folder.

#### **VOLUNTEERS**

Please know that volunteers are welcomed at Shepherd. Prior to volunteering, please complete and submit an application. References need to be included, as we perform reference checks. All unsupervised volunteers will have to have a background check before starting volunteer work. There is a fee for the background check that will need to be paid by the volunteer. Again, this is to ensure the safety of all our children. Volunteer applications are located in the Main Office.

#### **WEB, PROJECT, PHOTO, and VIDEO RELEASE**

Please know that there may be opportunities during the year for your child's photograph, video, etc. to be taken for use in a class project, on the school website, on teacher's web page, etc. There may also be opportunities for your child to be interviewed by local news media regarding a special school or classroom activity, etc. Please know that in order to post your child's picture, work, newspaper picture posting, etc. that we must have the "Project, Web, Photo, and Video Release Form" completed (either on-line or paper form is available). You may change your mind at any time, but a new form must be completed. The decision to participate is completely optional.

#### **ADDITIONAL NOTES:**

School-based administrator reserves the right to handle any incident that is not covered or mentioned in this handbook in a timely and appropriate manner.

Shepherd aligns school policies to district policies. All Iredell-Statesville Schools policies may be found at: <https://boardpolicyonline.com/bl/?b=iredell>

*If you do not have access to internet, you may make an appointment with Shepherd' office to schedule time to review policies using school internet.*

**Please support us in ensuring these rules and policies. They are created for the safety of students, staff, and visitors and to ensure order in the school - both allowing children a rich and nurturing learning environment. We appreciate your help!**

**Thank you for choosing Shepherd Elementary! We look forward to working in partnership with you!**

Please note that all Covid guidelines and protocols will supersede conflicting processes until Covid guidelines are no longer in affect.