



Shady Grove
ELEMENTARY SCHOOL
innovate • achieve • excel

PARENT AND STUDENT HANDBOOK 2022-2023

Shady Grove Elementary School
3179 Cornatzer Road Advance, NC 27006
336-998-4719
Fax# 336-998-7024

<http://www.davie.k12.nc.us/schools/shady-grove/>

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ABOUT US

MISSION STATEMENT OF SHADY GROVE

At Shady Grove we are STRONGER TOGETHER!

VISION OF SHADY GROVE

At Shady Grove, we are a family.

We are Supportive,

We are Trusting,

We are Respectful,

We are Optimistic,

We are Nurturing,

We are Growing,

We are Encouraging,

We are Resilient,

We are in this TOGETHER!

Principal

Sarah Maier

Financial Bookkeeper

Mindy Whitten

Office Manager

Kristen Hatcher

Assistant Principal

Susan Spear

Data Manager

Kristen Turner

Counselor

Katarina Forsberg

Our Mascot: Panthers

Our Colors: Black and Red

CONTACTING THE SCHOOL

Office Hours are from 7:50 AM to 3:30 PM Monday – Friday. The front office can be contacted at 336-998-4719. A voicemail system is in place for messages and these are checked daily. Our fax number is 336-998-7024. Our address is 3179 Cornatzer Road, Advance, NC 27006.

Our Principal, Sarah Maier, and Assistant Principal, Susan Spear, are available to parents and can be reached at the following numbers: 336-998-4719, extensions 2408 or 2407.

You may also reach the Financial Bookkeeper, Data Manager, and Office Manager at the following:

- Financial Bookkeeper, Mindy Whitten – 336-998-4719 ext. 2405
- Data Manager, Kristen Turner - 336-998-4719 ext. 2406
- Office Manager, – 336-998-4719

ATTENDANCE/SCHOOL DAY

SCHOOL DAY

The school day for Shady Grove Elementary School students is 8:10 AM – 2:50 PM. Students should not arrive on campus prior to 7:50 AM unless they are enrolled in the early arrival program through the YMCA. Students may not remain unsupervised in the office lobby, media lobby, back doors, or classroom areas prior to 7:50 AM. No one is available prior to 7:50 AM to supervise your child, and for safety reasons children may not be unsupervised. Universal FREE breakfast is served from 7:50 – 8:05 AM.

EARLY-ARRIVAL PROGRAM

An early arrival program is available at Shady Grove Elementary School from 6:30-8:00 AM. The early arrival program is coordinated through the YMCA. There is a registration fee per child. You should call the Davie Family YMCA at 336-751-9622 for information.

AFTER-SCHOOL PROGRAM

The Shady Grove after school program begins at time of dismissal and ends at 6:00 p.m. through the Davie Family YMCA. Please call 336-751-9622 for more information.

ATTENDANCE POLICY

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Shady Grove uses School Messenger (a software program) to contact you when your child is absent from school.

If you are planning out-of-town trips during the school year, look at the school calendar. Try to schedule these trips during those times when school is not in session. If parents are interested in requesting a trip absence to be excused, the parent must get prior approval with administration by completing the request for educational leave form stating the details and reason for the trip, and that s/he understands the expectations and agrees. Parents must go to the teacher and get assignments one week prior to the trip. Note that a maximum of five days will be counted as an excused educational opportunity each school year.

A. Lawful Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the teacher on the day the student returns after an absence. If the student does not present a note within five days, the absence shall be coded unlawful. An absence may be deemed lawful for the following reasons:

1. Personal illness or injury that makes the student physically unable to attend school;
2. Isolation ordered by the State Board of Health;
3. Death in the immediate family;
4. Medical or dental appointment;

5. Participation under subpoena as a witness in a court proceeding;
6. A minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. Participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, etc. with prior approval by the principal;
8. Pregnancy and related conditions or parenting, when medically necessary; or
9. Visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, in on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

** Extended illness generally requires a statement from a physician.*

B. School-Related Activities

All classroom activities are important and difficult to replace, if not impossible, when missed. Principals shall ensure that classes missed by students due to school-related activities are reviewed.

- Research has shown consistently that student achievement is directly and positively related to the amount of time students spend in class. Student tardiness and absences affect quality instructional time.

C. Make-Up Work

It is always an expectation that students complete assignments when absent from school for any reason. On the day he or she returns to school, the **student** should make arrangements with the teacher(s) to make up work. The time given for make-up work is at the discretion of teachers. Teachers should encourage students to make up work before or after school. Any time a student knows in advance of an impending absence, the teacher should be notified and arrangements made for making up work.

D. Excessive Absences

Class attendance and participation are critical elements of the educational process and may be considered in assessing academic achievement. The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences.

E. Minimum Attendance Requirements

(Kindergarten through Grade Five)

- a) A generated letter of concern from the principal shall be sent to the student's parent or guardian after 3, 6, and 10 unexcused absences during the school year.
- b) Students may miss no more than 10 days during the school year. Should a student miss more than 10 unexcused days during a school year, the School Social Worker will be notified which may result in a referral to the legal system for enforcement of the compulsory attendance law. The principal or designee shall notify the student and student's parent or guardian that the student shall be subject to retention unless the principal grants a waiver. The principal shall request that the parent or guardian submit a written waiver to the principal explaining the child's absences. Failure to submit a waiver may result in retention. The principal shall review waiver requests and provide written notification to the parent regarding a decision.

F. Tardies/Early Departures

A student shall be considered tardy if he or she has not reported to homeroom/classroom by the school starting time. An early departure shall be considered any checkout from school prior to the designated dismissal time set.

- a) For the purpose of retention, 10 tardies and/or early departures, equal one day absent.
- b) Tardies can only be excused with a note from a doctor's office or agency. All other tardies will be unexcused.
- c) If a student comes in after 11:30 or leaves before 11:30 on a standard school day, this will be counted as an unexcused absence if a lawful excuse note is not provided.
- d) Excessive tardies/early departures (not excused by a medical/agency appointment note) may result in a letter being sent home and/or contact from our school social worker.

EARLY RELEASE SCHEDULE

In order to complete important school-wide staff development activities, school will be dismissed at 12:00PM on the dates indicated below. Please make sure that your carpool and/or after school care arrangements are adjusted to accommodate these early release days.

September 28, 2022	January 24, 2023	May 16, 2023
October 13, 2022	February 16, 2023	June 9, 2023
November 1, 2022	March 9, 2023	
December 16, 2022	April 27, 2023	

INCLEMENT WEATHER/DELAYED OPENINGS

The Davie County School Superintendent will send out a message on School Messenger to all parents of students in Davie County regarding a decision due to inclement weather. The school schedule is sometimes delayed, shortened, or cancelled. School may be dismissed early if weather conditions present a hazard to students' safety. Local radio and television stations offer the best information. WDSL (Mocksville) and WSJS and WTQR (Winston-Salem) and WFMY (Greensboro), WGHP (High Point), and WXII (Winston-Salem) are notified of any change. No announcement before 7:00 AM usually means that school will be open as usual. Be sure your child knows what to do if school is dismissed early for any reason. When school is being closed in 30 minutes, unfortunately there is not enough time for our large number of students to contact their parents. If pre-arranged plans for your child involve a change in transportation, be sure the teacher knows this ahead of time so that the early closing of school can be smooth and safe.

CHILD NUTRITION

CHILD NUTRITION SERVICES

A FREE Breakfast is available each morning from 7:50 – 8:05 AM, and each class is assigned a lunch period. Parents are welcome to join their child for lunch after signing in as a visitor at the main office. Parents will be asked to sit at visitor booths with their child only. If bringing in lunch, it can only be for your child not his/her friends.

All students will be assigned a lunch account, they will be receive an account number, which will remain with them during their years at the elementary school. Parents may send a check, made payable to Shady Grove Cafeteria, to school with their child. This check may be taken to the cafeteria any morning between 7:50 – 8:10 AM. The checks should include the child's account number and name.

You can also visit the Child Nutrition Department on the Davie County Schools website for more information on how to set up/ make payments online to your child's lunch account at k12paymentcenter.com.

If you have questions, please call the Shady Grove Cafeteria at 336-998-4719 ext. 2457. Students who are out of money in their "Lunch" or "Open" account will have a meal charged to their account. Please pay for any charges as soon as possible as accounts left unpaid at the end of the year will fall on the responsibility of the school to pay.

Student Meal Prices for 2022-2023 are as follows:

Breakfast - Free for all Pre-K – 5th students Lunch - \$2.65 for Pre-K – 5th students
**Adult meals are priced a la carte*

LUNCH

We encourage parents/grandparents to eat lunch with their children/grandchildren. We recognize the importance of this activity. Please follow the rules for movement within the school for safety and confidentiality reasons. We prefer that you not bring fast food when you come to have lunch with your student. Students who bring their lunch to school are asked not to bring soft drinks but may purchase a non-carbonated beverage from the cafeteria. Parents or other visitors are asked to eat with their child but not to include others – this can help us to avoid hurt feelings among our students. Visitors are not encouraged to return from lunch to the classroom as this tends to disrupt the normal routine.

COMMUNICATION

CHANGE OF ADDRESS AND/OR NUMBER

Parents are asked to inform the school office in writing of any change in address or phone number so that we have accurate, up-to-date information for all students. In order for your address to be changed with DCS Central Office, please send in to the school office a copy of a utility bill (ex.; electric bill, gas bill, internet bill, etc.) showing your new information. All parents must give a phone number where they can be reached during the school day in the event of an emergency.

IN CASE OF EMERGENCY

During the PowerSchool enrollment period, you will include emergency contact information in Powerschool. Your child's teacher may also send home an "Emergency Information" card at the beginning of the year to be completed and returned as soon as possible. This information is very important. Please fill it out as completely as possible, giving the name and phone numbers of relatives, or friends who can be contacted in case of an emergency when you cannot be reached. If this information changes during the year, please notify the office and the teacher in writing. It is critically important that the school have up-to-date cell, home, work, and any emergency numbers. Also, please be sure to list all of the persons who are allowed to pick up your child.

PARENT/TEACHER COMMUNICATION

At least two conferences will be scheduled with each student's parent/guardian during the school year. Parents are encouraged to contact the teacher any time there are questions or concerns. Regular communication between the home and school is critical.

If you need to speak with your child's teacher, please do so before or after regular school hours, send a note with your child, email the teacher, or leave a message with office personnel for the teacher to call you. All conferences should be scheduled before or after regular school hours. Also, if you feel you need to bring something to school for your child after the school day has already begun, please drop it off in the office and your child's teacher will be notified. These procedures serve to minimize disruption to the instructional day. Contacting teachers via email is strongly encouraged.

SUGGESTIONS FOR PARENTS AT A SCHOOL CONFERENCE:

1. Decide in advance what you want to ask the teacher. Write down questions to prepare for the conference.
2. Ask the child if there is anything s/he would like to discuss with the teacher.
3. Share information about your child with the teacher. The more we know about your child the more effective we can be.
4. If you have a concern, remain calm until you and the teacher have time to discuss it thoroughly.
5. Ask the teacher how you can help meet some of your child's needs at home and try some of the suggestions.
6. Schedule conferences in advance. Teachers cannot interrupt their classes during the day.

7. If you would like to have an administrator present at the conference, please let the teacher know, and s/he will arrange it.
8. When you are volunteering in a classroom, please do not request a conference at that time. Please schedule a conference at a later date.

CURRICULUM

COURSE OF STUDY

In Davie County, students follow the North Carolina Standard Course of study. Each standard progresses through each grade level like a set of star steps where knowledge is built upon the previous year's learning. These standards will provide students with the knowledge and skills needed to take advantages of a wide range of career opportunities in the 21st century workplace. All teachers, administrators, and district teams are knowledgeable of the course of study and can answer any questions you may have about the curriculum.

FIELD TRIPS

Field trips are an extension of the curriculum and part of the regular school day; therefore, student participation is required. Each grade level selects field trips that relate to the course of study. Parents are invited to attend field trips when deemed appropriate by the grade level; however, they must provide their own transportation. Also, when attending a class field trip we ask that you and your child stay with the teacher and the class so that your child will get the full benefit of the curriculum objectives being met through the field trip experience. We appreciate your involvement and interest in the education of your child.

PHYSICAL EDUCATION

All students will have PE and/or recess every day. Students are expected to wear comfortable clothing and athletic shoes to class for their safety and best performance. Dress shoes, boots, sandals and Crocs are not allowed due to safety concerns, but students are welcome to change into gym shoes if other footwear is worn. Students are graded on attitude, effort, and participation. Behavior is a factor, considering it affects student's learning and performance.

PROMOTION AND INTERVENTION PROCEDURES

Promotion to the next grade in grades K-5 is based upon meeting grade level proficiency standards. Grades K-5 students not meeting promotion requirements will receive school-based intervention services throughout the academic year to maximize opportunities for promotion.

- Grades K-5 students are given continuous, quarterly, and end-of-year grade level assessments to document student progress. At the end of the academic year, students demonstrating grade level proficiency are eligible for promotion to the next grade.
- Parent notification will be given no later than the interim of the third nine-weeks when students are at risk of not meeting promotion standards.

- In Grade 3, End-of-Grade retesting options are available. Parents will be notified of test results, retesting and intervention options.
- Options for students not meeting promotion standards include:
 - a) Promotion with focused intervention, *and*
 - b) As a last resort, retention with focused intervention.
- Intervention strategies may include, but are not limited to: alternative learning models, accelerated learning program, modified homework, tutorial sessions, modified instructional programs, parental involvement, researched based interventions and/or summer academics/interventions.

REPORT CARDS

Report cards are issued in grades K-5 at the end of each nine-week quarter. Parent conferences are required at the end of first quarter to discuss the report card format. In grades three, four, and five, Honor Roll is announced for students who have A's and B's. These students receive an Honor Roll Certificate and have their names published in the Enterprise. The honor roll cards are issued to these students that allow them to receive discounts at area businesses.

MTSS: Multi-Tiered System of Support

MTSS is the framework that Davie County Schools uses to help teachers and staff address students' academic and behavioral needs. All students' progress will be monitored regularly, and when this monitoring indicates academic need, the MTSS tier 2 and tier 3 process begins. This is a three-tiered process, aimed at providing specific interventions and closely monitoring progress in order to find a solution for the individual student.

As a student moves through the MTSS process, the classroom teacher meets periodically with the MTSS team, composed of classroom teachers, academic specialists, administrators, and other staff members. The parents/guardians of the students are kept informed of their child's progress and interventions, and are a part of the intervention process.

If you have questions about MTSS, please contact our principal, Sarah Maier.

STUDENT SERVICES TEAM

The Student Services Team (SST) is a group of teachers and student services staff (nurse, counselor and social worker) who work together in order to address student needs related to medical conditions, attendance, homelessness, or other issues.

A teacher or parent who is aware that a student has needs in these areas makes a referral to the Student Services Team, including attendance and academic and any other relevant information. The team meets in a confidential setting to determine a plan of action for the student.

If you have questions about SST, please contact our SST Coordinator, Katarina Forsberg.

PARENT INVOLVEMENT/VISITORS

2022-2023 PARENT ADVISORY COUNCIL MEMBERS

Amber Butler
Jennifer Hirata
Courtney Randleman

Annie Stroud
Jay Weaver

PARENT VOLUNTEERS

We value and appreciate the many hours that the parents and grandparents of our students spend volunteering in our classrooms. Please know, however, that there are times when your presence could be a distraction and it may be best that you work in a classroom that does not contain your own child. Also, please tell us how you would like to volunteer here at SGES as this will aid us in your placement. Katie Ward is our volunteer coordinator and will be happy to assist you with registering as a volunteer or any questions you may have regarding volunteering at Shady Grove.

In order to comply with district policy and federal mandates, all volunteers must read the Davie County Schools Volunteer Handbook (on our website at <https://www.godavie.org/community/volunteer>), register as a volunteer and follow the code of ethics contained in the handbook.

PTO MEMBERSHIP:

Shady Grove Elementary is fortunate to have one of the largest and most active PTO's in Davie County, and we want you to be part of it. Please contact one of our PTO representatives to learn more about the PTO at Shady Grove.

PTO OFFICERS

Jessica Miller, President
Tricia Watkins, Treasurer

Jennifer Hirata and Annie Stroud, Vice Presidents
Jennifer Weaver, Secretary

SIT: SCHOOL IMPROVEMENT TEAM

School improvement team meetings are held the first Tuesday of each month at 3:15 p.m. The purpose of the SIT is to create, implement, and monitor school goals based on multiple data sources. At Shady Grove we believe in continuous improvement. This is reflected in our mission and vision as we grow stronger together!

SCHOOL IMPROVEMENT TEAM PARENT REPRESENTATIVE(S)

Jennifer Hirata

VISITORS TO CAMPUS

We welcome visitors to Shady Grove and are happy to have you with us whenever you can be part of our routine. Entry for all visitors is available only through our front office door. Davie County Board of Education Policy does require that all visitors must report to the front office when entering the building. All staff and students have been instructed to not allow visitors to enter through any other locked doors. We ask that you please cooperate with us in order to ensure everyone's safety.

In the front office, you will need to show your ID for two purposes: 1) to verify you are on the approved visitor list for the student and 2) to obtain a visitor pass through our Ident-A-Kid system. We ask that you wear your visitor pass at all times when on campus as this will identify you to students and staff. If you are visiting, please do not park in the bus lot before 8:30 AM or after 2:00 PM. Thank you for your cooperation in ensuring the safety of our students, staff, and visitors on campus!

Parents, newcomers, or other guests must arrange with the school's administration to observe a classroom. All observations must be scheduled at a mutually agreeable time and when instructional time is not compromised. The principal may place reasonable limits on the frequency or conditions of school visits and/or observations by parents or other visitors to ensure that a positive educational environment is maintained. In an effort to make the most of instructional time, we need to make sure that any unexpected visitors, P.A. announcements, or messages from the school's main office are kept at a minimum. Thank you for your support in helping us to protect instructional time.

It is critical that you access your child's account in PowerSchool using the Parent Portal, and list anyone you will allow to visit your child at school or pick up your child from school, including parents/guardians. You can list each person within the "contacts" section of his/her profile. This information is vital in ensuring the safety of our students.

STUDENT BIRTHDAYS

Davie County Board of Education Policy states that all activities that take place within the school during a school day should be based on "learning experiences" for the children and cannot be approved if they are purely entertainment or for birthday recognition. Please remember that educational time in the classroom is precious and cannot be disrupted for birthdays.

If you wish to celebrate a birthday by dropping off food products for your child's class, please be sure the item is commercially prepared rather than home prepared. We will dispense birthday "goodies" after the regular lunchtime as a supplement to lunch. Also, please refrain from sending invitations to parties to your child's classroom unless all students are invited. Invitations must then be given to the classroom teacher to be passed out to students as they leave for dismissal. Flower arrangements and balloons are not to be delivered to students at school and cannot be taken on school buses. Thank you for your understanding.

STUDENT FEES

FEES:

Various fees will be collected throughout the school year to cover costs for student supplies and field trips. Teachers will send home information with students for any fees to be sent in. You may pay with cash (exact amount) or check made to Shady Grove Elementary School using blue or black ink only.

STUDENT FEES:

"The board permits student fees to help bear the expense of individual instructional materials and resources." Board Policy 4600

2022-2023 Student Fee:\$20 due at the time of online registration or to the school by October 31, 2022.

WAIVER OF STUDENT FEES:

"At the beginning of each school year, students shall receive a letter to take home to their parents or guardians describing the procedures for a 100 percent waiver or a 50 percent reduction in the student fee for those families who qualify under the same criteria used for free and reduced price lunches, as provided in policy 1310, Parental Involvement." Board Policy 4600

SUPPLY FEES:

Student Planner (3rd and 5th grades only): \$5.00 due at the time of online registration or to the school by October 31, 2022.

FIELD TRIPS:

Field trip costs will vary based on admission fees and transportation. Teachers will send home information regarding the amount and date due. If you need financial assistance please contact the teacher or the financial bookkeeper in the school office.

STUDENT SAFETY AND BEHAVIOR

DISCIPLINE

The Davie County Student Handbook outlines rules for conduct that apply to all students and consequences that go along with violations to these rules. The staff and administration at Shady Grove will adhere to these guidelines.

We believe students must learn respect for others, self-control, and the natural consequences of actions. Through both direct instruction and modeling, all adults at Shady Grove Elementary School will make every effort to help each child be a contributing member of a school community that is both safe and conducive to learning.

We ask that if you have a concern with a teacher's discipline style and/or your child's behavior choices, please discuss your concerns with the teacher prior to addressing it with the principal or assistant principal. As the teacher is the authority in the classroom, s/he will most likely have more information about a situation than an administrator.

DRESS CODE

Shady Grove respects a student's right to choose his or her style of dress or appearance. However, students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements and expectations of a school-learning environment. If a student's dress or lack of

cleanliness is such that it constitutes a threat to health or safety, administration may require the student and student's parents or guardian to take appropriate action to remedy the situation.

Student Dress Code Guidelines:

- All clothing to include skirts, dresses, etc. are of an appropriate length when the wearer stands with arms at his or her sides and the clothing falls lower than the wearer's fingertips.
- Pants, shorts, skirts, must be secured at the waist.
- There may be no holes in clothing above the knee.
- At no time may undergarments be visible.
- Shoes must be worn at all times and no shoes with wheels are allowed. *Rubber flip flops are not appropriate footwear for school.* Athletic shoes are required for physical education activities and areas.
- A neckline is considered appropriate when it does not fall below the student's 4-closed finger horizontal hand when placed at the base of the neck.
- No spaghetti strap shirts are allowed.
- No skin should be seen between shirt and waistband of slacks, shorts or skirts.
- Any apparel that may be considered sexually, culturally, or institutionally offensive as deemed by administration will not be allowed.
- Administrators may use their discretion in addressing dress code issues that go beyond the dress code articulated above, but believe the dress code issue significantly violates the intent on School Board Policy 4316.

LOST AND FOUND VALUABLES

Each year we collect boxes of personal items of clothing that we are unable to return to the rightful owners because of lack of identification. Please put names on all outer garments and on all personal items. All found items are kept in the lost and found. Please know that unclaimed items are donated to charity after a reasonable amount of time has expired. Students who bring unneeded money, toys, or valuables to school do so at their own risk.

POSITIVE BEHAVIOR INTERVENTION and SUPPORT (PBIS)

Shady Grove Elementary School implements Positive Behavior Intervention and Support (PBIS), a national and state initiative to reduce challenging behaviors and increase academic engagement in schools. This program provides a framework for behavioral expectations. It is a proactive and positive approach to teaching and encouraging students and staff to make good choices. Together, students, parents, the school staff, and our community work together to model good behavior and to reteach and provide additional practice when necessary. This program pays off in a number of ways including increasing academic achievement through more focused time on task, and creating a safe and more enjoyable learning experience.

We believe in recognizing our students for making good choices! Students and/or classes earn Panther PAWS for making good choices. A given number of PAWS are used to reward classes and individuals.

TOBACCO-FREE COMPLIANCE

Davie County Schools has adopted the tobacco-free school compliance guidelines calling for the support of all adults to refrain from using any tobacco products on the campus or school property. All school personnel, including adults, will refrain from using any tobacco product while on campus.

TOYS and ELECTRONIC DEVICES

The school is not responsible for any loss of personal property. Students are not permitted to bring toys, including fidgets (unless specified by IEP/504/, Doctor's note, or teacher reward), to school. In addition, students are asked not to bring electronic devices to school, as they can be lost, traded, stolen, or broken unless specified by their teacher as a special reward. Students who bring unneeded money, toys, or valuables to school do so at their own risk. The school is not responsible for thefts. Toy weapons are considered inappropriate and are not allowed in school. This includes water guns, plastic guns, and knives. In the event personnel belongs are confiscated, we will contact parents to determine the date to collect the item.

STUDENT WELLNESS

ILLNESS

In order for us to ensure a healthy learning environment, we ask that you please keep your child at home when sick. Children should not attend school when the following symptoms are present: fever (100.4 or higher), diarrhea, nausea, and vomiting, red and watery eyes with drainage, severe headache, or undiagnosed rash. Please remember to supply a dated and signed parental note or doctor's note to your child's teacher to excuse your child's absence within 5 days of his/her return to school.

If your child is injured at school, we will administer first aid and contact you if an injury is more serious than a minor abrasion. If an injury requires immediate attention, we will call 911 and contact you at home or at work. If your child needs to be transported to the hospital, an adult from the staff will accompany the child if you have not arrived at school. Please be certain that your emergency contact telephone numbers are updated in PowerSchool and with the teacher.

Students who become ill during school are sent to the main office. After initial treatment, a child may stay in the office for no more than 30 minutes and then return to class, or a parent will be contacted to pick him/her up. In the event you are contacted, please pick your child up within the half hour.

LICE

Per the current recommendations of the American Academy of Pediatrics, the National Association of School Nurses, and Centers for Disease Control for the detection and treatment of head lice, Davie County School Nurses no longer conduct mass screenings of all students for head lice infestation. Head lice do not cause disease, nor is it a sign of poor hygiene. Anyone with hair can get head lice. Head lice is common in school-aged children and your help is needed to prevent it from spreading.

Please check your child's hair and scalp carefully at least once a week following the steps below:

STEP 1: Find a comfortable well-lit spot

STEP 2: Check the hair from the scalp to the end of the hair strand. First, look at the hair at the back of the neck, behind the ears and above the forehead. Then, check the rest of the head.

STEP 3: You are looking for live lice and/or eggs. Nits (eggs) are glued to hair close to the scalp (6mm or 1/4 inch). Nits are white to light brown in color and may be confused with dandruff. Nits are firmly attached to the hair and do not move unless you slide them down the hair strand.

STEP 4: If you find a louse or nit, check all household members. Treat only those who have head lice or nits with lice treatment shampoo.

STEP 5: Let the school know if your child has head lice or nits.

Remember:

- Make weekly head checks part of your routine.
- Scratching and itching of the scalp may be a sign of head lice.
- If your child has long hair, keep it tied back.
- Teach your child not to share hair accessories, hats, combs, brushes, etc. with others.

MEDICATION

If your child needs to take medication at school, a physician must fill out a Physician Order for Medication. Medication will not be accepted by our office staff or distributed until the form has been returned to Shady Grove Elementary and approved by our school nurse. Parents may request that the school administer antibiotics to be taken after an acute illness (approximately two weeks or less). In this case, the pharmacist's label, which must be on the original pharmacy bottle, serves as the physician's order. Your request should indicate the period of time the student will require the medicine. It is the parent's responsibility to:

1. Sign the Parent Request, have the physician complete the form, and return the form to school.
2. Provide medication in the original pharmacy container, which includes the child's name, medication name, dose and time to be given, and how it's administered.

The school attempts to discourage the administration of medication in the schools. However, if a physician decides it is necessary for a student to receive medication during the school day, specific instructions must be provided. An authorization sheet (green in color) must be completed with specific information about the medication and signed by both the physician and parents. This authorization form is required for both prescription and non-prescription (over the counter) medication including cough syrup, Tylenol, throat lozenges, etc. Please contact the school nurse with questions about medication.

TRANSPORTATION

AFTER-SCHOOL ARRANGEMENTS

Any changes in bus transportation (such as riding a bus other than the regularly assigned bus) will require a note signed by the parent and presented to the teacher. Permission will be granted if there is space on the bus. If the student is going home with another student or getting off at another student's stop, a note will also be required from that student's parent. If a student does not have a note, he/she will be sent home his/her regular way.

If a child goes to a regularly scheduled day care facility, scouting program, etc., after school hours, the parent should send a written notification to the teacher at the beginning of the school year. If this is to be changed, whether temporarily or permanently, a written note should be sent to the teacher.

Car rider tags will be the ID required for our car rider students and should be displayed properly. If you forget your car rider tag, you must park in one of our end parking lots (please do not park in the bus lot) and come into the office to show your ID. If you arrange for someone else to pick up your child, please make sure they have the car rider tag.

If your child is to go home with a classmate after school via car, the following applies:

1. No student can be permitted to ride home after school with anyone other than his/her parent unless the child brings a note to the teacher from his/her parent requesting this.
2. Students are not allowed to leave the school campus during the day without an authorized adult having checked them out through the school office.
3. **Transportation changes need to be processed in the office at 336-998-4719 prior to 1:30 p.m.** (other than those covered by a note previously sent to the teacher/office). We need time to give your child's teacher and your child the information. Please make arrangements with your child before the school day as we cannot guarantee that the information will get to your child's classroom by dismissal time. If there is any question or confusion about how a child is to go home, that child will remain in the office until a parent or guardian can be contacted.

If you need to pick your child up earlier than 2:50, the office manager will call for them upon your arrival. When checking students out early, please be prepared to show your ID. We also ask that you do not park in the bus parking lot when checking out your child. Please use the other two parking lots on either end of our building.

TRAFFIC

There will be three (3) forms of transportation/traffic:

- **Car Rider:** Students who are dropped off or picked up in the car rider lines. All parents for car riders are required to have a car tag visibly displayed for our staff.
- **Bus Rider:** Students who will ride the bus to/from school.

- **Walker:** If you live within walking distance of the school and you walk your child to/from school. Those who walk their children to/from school, please drop off and pick up your child in the front office.

Please do not wait in/outside the building to pick up your child when school is dismissed. You will not be allowed to meet your child in the front office at the end of the day. You must wait in the respective car rider line or have your child ride the bus unless you are walking them home. If you are a parent volunteer that is still volunteering after 2:30 PM, you will be allowed to wait quietly in a designated area for your child upon dismissal.

In the morning, K-1 students who arrive by car should be dropped off along the white fence in front of our Kindergarten hall and students in grades 2-5 should be dropped off at the gym entrance. This should occur between 7:50 - 8:05 AM. Car riders eating breakfast should arrive no earlier than 7:50 AM. Classes begin at 8:10 AM. Students should not arrive before 7:50 AM as supervision is not available. School personnel will assist students in arriving and departing to increase safety.

In the afternoon, parents should plan to pick up students between 2:50 - 3:00 PM. Make sure car rider tags are displayed properly. If you do not have a car rider tag, you are asked to park, come inside, and show your ID. Please do not wait in/outside the front office, go to the classroom, or wait in the hallways to get your child. All students should have left the building by 3:00 PM as supervision is not available.

Please be patient as every school has traffic back up at arrival and dismissal time. It may seem very long, but most congestion is cleared within 7-10 minutes. Also, please abide by our procedures and follow any instructions from staff on duty as this will help ensure student safety.

SCHOOL BUS SERVICE, SAFETY, AND DISCIPLINE

The school bus drop-off and pick-up area is the front bus parking lot.

Riding a bus is a privilege, which can be taken away if the student misbehaves or endangers the safety of other students on the school bus by his/her actions. It is the intent of the Davie County Board of Education that all eligible students have the opportunity for safe, regulated transportation on buses to and from school.

Questions about bus stops, schedules, and behavior should be directed to our Assistant Principal.

EXPECTATIONS FOR STUDENTS RIDING SCHOOL BUSES INCLUDE:

1. Students shall ride on their assigned buses and load and unload only at their assigned stops. The principal or designee must approve any changes in these assignments.
2. In order to ensure the safety and comfort of all bus passengers, all students wishing to ride on the school bus will be required to:
 - Show respect for the driver at all times and accept the driver's authority.
 - Enter and exit the bus without pushing, crowding, or jumping over seats.
 - Remain seated while the bus is in motion.

- Talk in a reasonable tone of voice without calling out to passers-by or using profanity or abusive language.
 - Remain in seats without placing any part of their bodies outside the bus window or the aisle.
 - Refrain from fighting or throwing any objects on the bus.
3. According to North Carolina law, the driver of the school bus, subject to the discretion of the principal, shall have complete authority over and responsibility for the operation of the bus and the maintaining of good conduct on the bus.
 4. Since misconduct on a bus can distract a driver from his/her primary responsibility for safe transport, the driver shall promptly report any misconduct or violation of instructions to the assistant principal.
 5. The principal or assistant principal may act on any misconduct that occurs on the school bus in the same manner in which he/she would act if the violation has occurred on the school grounds.

SCHOOL BUS DISCIPLINE INVOLVES THE FOLLOWING STEPS:

1. The driver shall attempt to correct minor discipline problems by first counseling the student about his/her behavior and what is acceptable behavior. If possible, the driver shall communicate with the parents of the student.
2. The driver shall turn into the Assistant Principal a completed Discipline Report when counseling fails or a serious incident occurs.
3. When a Bus Discipline report is sent to the Assistant Principal, the Assistant Principal shall meet with the student and investigate the incident. The Assistant Principal may determine appropriate in-school consequences or may exclude the student from the bus. Repeated bus offenses may result in long term suspension of riding privileges, approved by the superintendent of schools. A copy of the Bus Discipline Report will be provided to the parents along with a contact from the Assistant Principal.
4. If a student is excluded from the school bus, it is the responsibility of the parents to provide transportation to and from school during that period. Absence from school due to a lack of transportation is not excused.



K-2 Discipline Matrix Guidelines

Offense	1st Consequence	2nd Consequence	3rd Consequence
Aggressive Behavior (hitting spitting, kicking, horseplay, throwing, pushing)	Parent contact; Reflection sent home for parent signature	Office referral; Parent contact; Up to 60 minute alternate setting	Office referral; Parent contact; 1/2 day AID; Counselor/SRO conference
Minor Bus Misbehavior (yelling, out of seat, teasing, inappropriate language)	Conference with bus driver; optional parent contact	Office referral; Parent contact; optional alternate seat	Office referral; Parent contact; 1 day bus suspension
Major Bus Misbehavior (profanity, fighting, throwing items, vandalism, distraction)	Office referral; Parent contact; 1 day bus suspension	Office referral; Parent contact; 3 days bus suspension	Office referral; Parent contact; 5 days bus suspension
Assault/Fight (exchange of blows between students or to an individual that results in bodily harm)	Office referral; Parent contact; 1 day AID Counselor referral	Office referral; Parent contact; 1 day OSS; Counselor referral	Office referral; Parent contact; 2 days OSS; Counselor/SRO referral
Communicating Threats (verbal and/or written)	Parent contact; Reflection sent home for parent signature	Parent contact; Counselor referral; 1/2 day AID	Parent contact; 1 day AID; SRO conference
Disorderly/Disruptive Behavior (teacher cannot instruct)	Parent contact; Reflection sent home for parent signature	Office referral; Parent contact; 1/2 day alternate setting	Parent contact; 1/2 day AID; Counselor referral
Inappropriate Language (verbal, discriminatory, hand gestures or actions)	Parent contact; Reflection sent home for parent signature	Office referral; Parent contact; 60 minute alternate setting	Office referral; Parent contact; 1/2 day AID
Ongoing Disrespect to School Personnel (not following directions, refusal to work; disrespectful attitude)	Parent contact; Reflection sent home for parent signature; 30 minutes alternate setting	Office referral; Parent contact; 1/2 day AID;	Office referral; Parent contact; 1 day AID; Counselor referral
Bullying (continual pattern of verbal, physical, or social abuse)	Parent contact; 1/2 day AID; Counselor referral	Office referral; Parent contact; 1 day AID	Office referral; Parent contact; 1 day OSS; SRO referral
Inappropriate Items on Campus (weapon other than firearms)	Office referral; Parent contact; 1-3 days OSS	Office referral; Parent contact; 3-5 days OSS; Referral to SRO	Office referral; Parent contact; 5-10 days OSS; Referral to SRO
Destruction/Misuse of School Property (school items, computer, etc. may be subject to payment)	Parent contact; Reflection sent home for parent signature; Loss of computer use	Office referral; Parent contact; 1/2 day AID; Loss of computer use	Parent contact; 1 day AID Extended loss of computer use
Theft (from school or student)	Parent contact; Reflection sent home for parent signature; replace/return item	Office referral; Parent contact; 1/2 day AID; replace/return item	Office referral; Parent contact; 1 day AID; replace/return item



3-5 Discipline Matrix Guidelines



Offense	1st Consequence	2nd Consequence	3rd Consequence
Aggressive Behavior (hitting spitting, kicking, horseplay, throwing, pushing)	Office referral; Parent Contact; Think Sheet; Counselor referral	Office referral; Parent contact; ½ day AID; Counselor referral	Office referral; Parent contact; 1 day AID; Counselor referral; SRO conference
Minor Bus Misbehavior (yelling, out of seat, teasing, inappropriate language)	Office referral; Parent contact; New seat assignment	Office referral; Parent contact; 1 day bus suspension	Office referral; Parent contact; 2 days bus suspension
Major Bus Misbehavior (profanity, fighting, throwing items, vandalism, distraction)	Office referral; Parent contact; 1 day bus suspension	Office referral; Parent contact; 3 days bus suspension	Office referral; Parent contact; 5 days bus suspension
Assault/Fight (exchange of blows between students or to an individual that results in bodily harm)	Office referral; Parent contact; 1 day AID; Counselor referral	Office referral; Parent contact; 2 days OSS; SRO referral	Office referral; Parent conference; 3 days OSS; Counselor/SRO referral
Communicating Threats (verbal and/or written)	Parent contact; 1 day AID; Counselor referral	Parent contact; Counselor/SRO referral; 2 days AID	Office referral; Parent conference; 1 day OSS; SRO referral
Disorderly/Disruptive Behavior (teacher cannot instruct)	Parent contact; Think sheet sent home for parent signature	Office referral; Parent contact; Counselor referral; 1/2 Day AID	Office referral; Parent contact; 1 day AID; SRO referral
Inappropriate Language (verbal, discriminatory, hand gestures or actions)	Parent contact; Think sheet sent home for parent signature	Office referral; Parent contact; 1/2 day AID	Office referral; Parent contact; 1 day AID
Ongoing Disrespect to School Personnel (not following directions, refusal to work; disrespectful attitude)	Office referral; Parent Contact; Think Sheet; Counselor referral	Office referral; Parent contact; ½ day AID; Counselor referral	Office referral; Parent contact; 1 day AID; Counselor referral; SRO conference
Bullying (continual pattern of verbal, physical, or social abuse)	Parent contact; 1/2 day AID; Counselor referral	Office referral; Parent contact; 1 day AID; SRO Referral	Office referral; Parent conference; 2 days OSS; SRO referral
Inappropriate Items on Campus (weapon other than firearms)	Office referral; Parent contact; 1-3 Days OSS; Counselor/SRO Referral	Office referral; Parent contact; 3-5 Days OSS; Referral to SRO	Office referral; Parent conference; 5-10 Days OSS Referral to SRO
Destruction/Misuse of School Property (school items, computer, etc. may be subject to payment)	Parent contact; Think sheet sent home for parent signature; 1/2 day AID; Counselor referral	Office referral; Parent contact; 1 day AID; Loss of computer use (1 week)	Office referral; Parent contact; 2 days AID; Loss of computer use (1 month)
Theft (from school or student)	Parent contact; 1/2 day of AID; Counselor /SRO referral; Return or Replace Item	Office referral; Parent contact; 1 day AID; SRO conference; Return or Replace Item	Office referral; Parent contact; 2 Days AID; SRO referral; Return or Replace Item



The Attendance Policy established by the Davie County Board of Education states that a student must have no more than ten unlawful absences (Middle School and Elementary School).

If an educational opportunity is planned that will require the student to miss school, and the parent would like this opportunity marked lawful or excused, this form should be completed and submitted at least **two days in advance of the trip** to the **school data manager**. A student is permitted no more than five (5) educational absences per year. You will receive an email letting you know if your request was approved or denied.

Student Name: _____ Date: _____

Student Number: _____ Grade: _____ Parent Daytime Phone: _____

Date(s) of Educational Opportunity: _____

Explanation of Opportunity: _____

Parent Signature: _____ Date: _____

Parent Email: _____

Students are expected to turn in a one page paper outlining what they learned and/or experienced during the educational opportunity within 5 days of returning to school. Kindergarten students can submit a drawing of their trip. In addition, one brochure or receipt should be turned in as documentation of the trip.

FOR OFFICE USE ONLY:	Date Received by Data Manager: _____
<input type="checkbox"/> Approved Date(s) _____	
<input type="checkbox"/> Not Approved Date(s) _____	
Authorized Signature: _____	Date: _____

FOR OFFICE USE ONLY:
Current Number of Absences: _____
Excused: _____
Unexcused: _____
Number of Educational Opportunities: _____

HANDBOOK ACKNOWLEDGEMENT

Please read the contents of this handbook and return this acknowledgement signed and dated to your child’s teacher within the first two weeks of school. Thank you for your partnership in your child’s education!

I have read and discussed the material in this handbook with my child. I understand and agree my child will abide by the rules and regulations set by the Davie County School District and Shady Grove Elementary School.

Date: _____

Parent/Guardian Signature: _____

Grade: _____

Homeroom Teacher: _____