Student Handbook



2022 - 2023

Philosophy: The staff at Harmony Elementary School is committed to the ideal that all children can learn. We believe that success in learning leads to success in life. Harmony Elementary is focused on STEM Agriculture Education taught through problem based learning in Kindergarten through 5th grade. Success will most likely occur in an effective school with a safe and orderly environment. Policies, procedures, and rules are necessary to maintain that environment. They also promote the greatest opportunity to learn and the maximum time spent on the learning process. Our rules and procedures are outlined in our handbook for students. We intend to be fair, firm, and caring as we enforce them without regard to race, sex, or handicapping conditions and with due respect for the dignity and rights of each student.

All students are expected to follow all rules and policies and to obey the instructions of any school staff member at any time. The principal, teachers, and staff members will enforce these policies in order to maintain the safe and orderly environment to which we have committed.

Parents are asked to be familiar with school policies and help us by following those which require their support and by reinforcing the rules which students need to follow. A positive home, school, and community relations is a major goal for our staff and is essential to creating an effective school. We sincerely solicit and appreciate parent support.

Vision: Harmony Elementary strives to exceed expected growth for all students by promoting Science, Technology, Engineering, Math and Agriculture (STEM-Ag) education through Problem Based Learning. In our classrooms, we create a nurturing environment where all students collaborate, problem solve, and innovate. We strive to produce problem solving students who aspire to be successful in their community.

Mission: Harmony Elementary School will work as a team using STEM-Ag Education to meet and support the needs of all learners while developing curious and responsible students.

Core Values: Performance excellence is driven by requirements, high student expectations, customer needs, decisions based on data, alignment of goals and systems, and research based best teaching practices.Continual improvement must engage staff and community.

SECTION I - SCHOOL POLICIES

A. Parent/Teacher Conferences

- Good home-school relations is a goal of Harmony School. Positive, productive conferences involving parents and teachers are encouraged. Whenever possible, conferences should be held before and after school, during teachers planning periods, and on workdays to avoid taking teachers away from instructional time. Conferences should be scheduled in advance to give teachers time to prepare grades, furnish examples of work, etc. Please call 704-546-2643 to schedule a conference. The conference is to be held privately with the teacher, principal, counselor, and parent. It is advisable that the student concerned not be present unless requested by the teacher. Mutual respect and calmness is expected in all conferences.

B. Vehicular Transportation To and From School / Transportation Changes

- For safety and traffic reasons, all vehicles transporting students to and from school must obey signs to let out or pick up students at the covered walk located at the end of the building. Vehicles should not stop at the main entrance from 7:00 a.m. to 7:25 a.m. and 1:30 p.m. to 2:15 p.m. in order to keep the drive open for buses and other traffic. Students should have a parent/guardian present to check students in tardy in the front office. Observe the handicapped parking spaces. Caline will be open to welcome students from 7:00 a.m. to 7:25 a.m. Students can then enter through the office with a parent. Students will be marked tardy if arriving after 7:30 a.m. Students should not be picked up or let out in undesignated areas. Afternoon car pick-up line should not begin until 2:15 p.m. If a change in transportation is needed, please do so prior to 1:45 to allow for time to communicate to all staff members involved and for the safety/security of your child. Students will not be called from classrooms after 1:45.

C. Visiting School

- Children under school age are not to be brought to classrooms during instructional time. When bringing items to school for your child, please bring them to the school office, the items will be delivered to the student's classroom. Parents wishing to visit their child's classroom for any specific purpose, may do so provided they contact the teacher prior to the visitation to make the necessary arrangements. You may call the office for arrangements. Parents wishing to pick up assignments for children who are sick should call the school by 9:00 A.M. and request the assignments. Assignments may be picked up in the office after 1:30 P.M. For safety and security reasons, ALL VISITORS must check in and out at the school office. Visitors will use the designated computer where they will receive a visitor's pass. All visitors will return their pass and sign out in the office using the designated computer. Staff members may not talk to or conduct school business with any visitor who does not have a visitor's pass. Should they refer a visitor to the office, they are not being rude just enforcing a safety procedure.

D. Class Preparation

- Students are responsible for coming to class prepared for the day's activities. Class will begin at 7:30 a.m. All homework should be completed upon arrival.

E. School Parties / Special Occasions

- School parties are limited to those tied into the curriculum, achievement, and attendance. Not all people celebrate the same holidays. No more than two parties will be permitted. Parties are not to begin before 1:45 P.M. and must be part or in lieu of a scheduled break. Parents cannot bring homemade food for parties. Only pre processed foods are allowed or items can be purchased through our cafeteria. Balloons, flower arrangements, etc. to observe a special occasion cannot be delivered to classrooms or taken on the bus. Please refrain from sending these to school.

F. Religion

- No specific religious indoctrination is permissible in the school nor is solicitation allowed by any religious sect, unless approved by the Iredell-Statesville Board of Education.

G. Moment of Silence

- The Iredell-Statesville Board of Education authorizes the observance of a moment of silence at the commencement of the first class of each day in all grades. The teacher will announce that a minute of silence shall be observed and during that period silence shall be maintained and no one may engage in other activities. Harmony Elementary School will use the bell which rings at 7:25 A.M. as the signal to begin the minute of silence; therefore, it is imperative that teachers, teacher assistants, and students are in their classrooms when the bell rings.

H. Volunteers

- Parent volunteers are needed! Areas for volunteers include tutoring, working with the PTO, assisting character education activities, or working in the media center. Contact the PTO president, school counselor, media specialist, principal, or your child's teacher. Sign in and out as a volunteer in the office, using the designated computer, each time you are on our campus. A background check is required when working directly with students.

I. Non-Related School Sales

- No student or parent is allowed to sell any items or solicit business for any individual or group for any reason without consent of the principal.

J. Faculty Workrooms

- Students are not allowed in the teachers' workrooms for any reason. This includes time before and after school.

K. School Materials including textbooks, reading materials, iPads, etc.

- School resources and materials are state property. If they are lost or damaged, the teacher will work with the principal and bookkeeper to determine cost.

L. Pets / Animals

- No animals are allowed on school property without permission from the principal.

M. Tobacco Free Environment

- The Board of Education policy prohibits the use of tobacco products by students, faculty, staff, and visitors on school grounds or property.

N. Make-up Work Opportunities

- All students are required to make up missed work regardless of whether the absence is lawful or unlawful. The school will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period. Parents should work directly with the classroom teacher to make up for all missed work.

O. Wireless Communication Devices

- We follow the General Guidelines and Usage policy of the Iredell-Statesville Schools' for elementary schools. "Elementary school students are not allowed to possess a wireless communication device at school during the instructional day unless in the opinion of the principal or a special circumstance exists that warrants approval."

SECTION III - GENERAL INFORMATION

A. Length of School Day
- The official school day starts at 7:00 A.M. and dismisses at 2:20 P.M.
    - 7:00 a.m. - 7:25 a.m. Staff welcomes students and supervises hallways and outdoor areas
    - 7:25 a.m. - 7:30 a.m. Students arriving at this time should be walked in with a parent and students are not tardy until the bell rings at 7:30 a.m.
        - Breakfasts are offered in the cafeteria from 7:00 - 7:25. Students may eat in the cafeteria if arriving prior to 7:15. If 7:16 or after, students will carry their breakfast to class with the exception of kindergarten and 1st grade.
        - We need students ready by 7:30 a.m. as we need to engage in daily procedures like taking attendance and breakfast prior to transitioning to enhancements
    - 7:30 a.m. - school day - Student is tardy and should be walked into the main office with a parent
    - Dismissal Process will begin at 2:20 - gates for the carline will be opened by 2:00 p.m.

B. Leaving School Early
- Parents are to come to the office to pick up children during the school day and sign the child out on the appropriate sheet in the office. Your child will not be permitted to leave with anyone other than the parent unless he/she has written permission from the parent. Students will not be permitted to go home with another student without written permission from the parents and students cannot call home during the day to get parental permission. If it is necessary (emergencies where parents will not be home and babysitter arrangements) for your child to ride another bus or get off at a different stop, please send written permission with your child when he/she comes to school that morning. Students will not be permitted to ride buses to go home with other students for overnight visits and parties. Requests to ride other buses will be denied when the extra riders cause the bus to be overloaded. Please try to avoid calling the school during the day to have your child ride another bus or get off at another stop. In the event a student walks off the premises, he/she will be subject to disciplinary action. Students need to be in school a full day. Early dismissals are disruptive and should be for emergency purposes only. Do not call ahead to request your child be ready or waiting for you at the office. The classroom will only be called once when the student has been signed out in the office. Students will not be permitted to be signed out between 1:45 and 2:15. Please come prior to 1:45 or pick up in the carline.

C. Picking Up Children
- Parents should pick up children promptly at the designated time from functions which are school sponsored. (In the event parents are late picking up students, school personnel responsible for the school sponsored activity are not permitted to leave students unsupervised) Students who are not picked up promptly at the end of the school day will be taken back into the office and parents should enter the building to get their student. Late times will be documented and students may lose privileges as a result of continuous problems.

D. Early Arrivals
- The building will open and someone will be on duty beginning at 7:00 A.M. Students are not permitted to be out of vehicles or unattended until staff are present to welcome students.

E. Late Arrivals/Tardy
- After the 7:30 AM bell, parents are required to accompany their child to the office and sign them in. Please park your vehicle in the designated visitor parking spaces and walk your child into the office.

F. Absences

- Students should attend school as frequently as possible. If a child is absent from school, a parent should contact the teacher a week prior to the trip and provide a note upon the return of the child or through the online portal for parents. Parents should be familiar with the attendance policies as outlined in the NC DPI Manual - Click Here for Link
    - Please be aware of unexcused absence process:
        - State letters will be issued by the principal at 3 days, 6 days, and 10 days
        - After a 6 day notice, you may be required to meet with school staff concerning absences
    - Approved Trips: Approval for outside trips must be submitted to the principal using the following form - Click Here for Form This form must be submitted at least a week in advance to your trip in order for sufficient time to approve or deny and gather appropriate items needed.

G. Community Sponsored Activities

- Students are not to stay after school for community sponsored activities unless the activity begins immediately after school and has proper adult supervision. Students staying after school must have written permission from parent/guardian to do so.

H. Bus Parking Lot

- No one except school authorized personnel may be in the bus parking lot while students are loading or departing from buses. If parents come for children unexpectedly, they must request the children from the school representative on duty. Students may not leave the parking lot in the afternoon without permission from the school representative on duty. No cars are allowed in the bus parking lot during loading or departing.

I. Speed Limit

- Campus wide speed limit is 10 miles per hour. Visitors should drive cautiously and watch for children.

J. Field Trips

- All field trips must correlate with the subject content of the particular grade level. Appropriate class behavior is expected, and misbehavior will be dealt with according to the school discipline policies. Maximum participation in field trips are encouraged, however students whose previous behavior indicates that they may be disruptive or detract from the educational value of the trip may require parent supervision or remain at school and be provided alternate educational activities. All adults going on field trips must submit a Volunteer Profile form seven days before the day of the trip. This form is available from your classroom teacher or the school office.

K. School Office and Telephone

- The school office is available to serve the needs of teachers, students, and parents, but it is a business office and a busy place. Students must have permission from their teacher to come to the office. Students may use the telephone in emergencies, but will not be called from the class to answer the telephone unless it is absolutely necessary.

L. School Insurance

- Accident insurance is optional for students. An application may be completed, check written to the company, and returned to school for mailing.

M. Sidewalks, Walking or Riding Bicycles

1. Sidewalks: Students are not permitted to ride bicycles, skateboards, and motorized vehicles on sidewalks at any time.
2. Walking or riding bicycles to school is not permitted.

N. Bad Weather

- School will be closed if we have severe winter weather. Buses may run limited routes. Do not call the school or the county office. When possible, the announcement will be on radio the night before or as early as possible in the morning. Schools in the north cluster may close when other schools in the system are in operation. Local radio stations: WDRV (5500 AM), WSIC (1400 AM).

The severe weather closing policy is:

1. SCHOOLS WILL OPERATE - No announcement will be made

2. SCHOOLS WILL CLOSE - An announcement will be made as early as possible, but no later than 6:00 A.M.

3. ONE OR TWO HOUR DELAY - School will open one or two hours late. Buses and other schedules will be one or two hours later than normal. Breakfast is not served on a 2-hour delay.

4. EARLY DISMISSAL - High school principals in each cluster, with input from the feeder school principals, will make this decision. All schools in a cluster will be dismissed at the same time.

IF SCHOOL IS DISMISSED EARLY FOR ANY REASON, ALL STUDENTS MUST KNOW WHAT THEY ARE TO DO. Parents are asked to complete the Emergency Dismissal Form indicating what the student is to do when school is dismissed early.

O. Communication

- Please connect with your teachers by Class Dojo as a primary method of communication. Please message or call the school with living or transportation changes. As a school, we expect all parents to attend 2 parent-teacher conferences (1 in Fall and 1 in Spring).

SECTION IV - SCHOOL FOOD SERVICE

Students are encouraged to participate in the school lunch and breakfast program. You can request a price list for all available items from the cafeteria manager.

A. Breakfast

- Students will return to using the cafeteria to retrieve their breakfast. Students will be permitted to go to the cafeteria upon arrival for breakfast. All K-1 students will be welcome to eat in the cafeteria from 7:00 - 7:25. 2nd-5th grade students may eat in the cafeteria if arriving 7:00 - 7:15. If arriving at 7:16 or later, the student will be instructed to return to the classroom.

B. Lunch

- All students are expected to eat lunch in a pleasant, quiet manner. Students should move respectfully through the serving line. Students will sit as directed by the teacher. The teacher will designate to the students when they should leave the cafeteria. Visitors will be seated at vacant tables and students should leave at the designated lunch time. All monies should be turned in using the envelope system in the mornings.

- PLEASE NOTE: Students on free and reduced meals at the end of the school year must re-apply at the beginning of each school year. One application is needed per family.

C. Ice Cream and extras
- These items are available for purchase on a daily basis.

D. Procedures for Charged Meals
- A charge letter will be sent home as communication. Please pay the charges in a timely manner. At $14.00 owed, students will lose free choice of what is being offered and will be served a complete meal.

SECTION V - ACADEMIC GRADES, REPORT CARDS, AWARDS, RECOGNITIONS

A. Grades
- Student evaluation will be made four times per year using the following grading scale:

Kindergarten - Second Grade: Standards Based Grading
Third--Fifth Grades: The following subjects will receive a numeric grade each nine weeks:
- English/Language Arts, Science, Social Studies, Math
- A 90-100, B 80-89, C 70-79, D 60-69, F 0 -59

The following subjects will receive an S, N, or U each nine weeks:
- Conduct, Art, Physical Education, Music, STEM/Technology

B. Please refer to the district's calendar to see dates for interim reports and report cards.

C. Academic Reward Guidelines
- Harmony Elementary School supports the efforts of students and teachers in achieving academic excellence. The following are qualification standards and guidelines for Honor Rolls and A-Team.

1. Honor Roll - Computation of Honor Roll will begin at third grade and continue in Grade Four and Five.
- Determination of eligibility for Honor Roll status will be completed for each nine weeks' grading period. Students who meet Honor Roll requirements are those who present overall letter grades B- (80) or above. Citizenship and conduct grades will not be included for Honor Roll determination. Students who receive a grade "incomplete" will not be eligible for Honor Roll until the requirement is satisfied.

2. A-Team
- The A-Team program will begin at third grade and continue in grade four and five. Students must present letter grades of all 90 for all four grading periods. Students who receive a grade of "incomplete" will not be eligible for A-Team until the requirement is satisfied.

3. Rewards for Honor Roll
- Students who meet Honor Roll requirements will be recognized at the end of each nine weeks' grading period. The principal or his/her designee will present students with a seal to affix to a certificate that will be displayed in the classroom on an ongoing basis. Each nine weeks, students' names will be announced over the intercom and published in the school newsletter, and students will be treated to prizes and a celebration. At the end of the year students who have meet requirements at least three times are invited to the end-of-year celebration.

4. Rewards for A-Team
- Students who meet the A-Team requirements will receive all Honor Roll rewards and receive a special A-Team seal for their Honor Roll certificate.

D. Attendance Incentives
- Students who have perfect attendance with no tardies or early dismissal will be recognized. In addition, at the end of the year assembly, students will be presented their certificates (ISS athletic passes for perfect attendance are issued at the beginning of the next school year). Teachers may also develop individual classroom incentives for encouraging and rewarding good attendance.

E. Character Education
- Programs and activities that encourage character development promoted throughout the year with emphasis on the monthly character traits. Our counselor will directly work with grade levels to provide social skills.

F. Positive Behavior /Multi- Tier System of Support (MTSS)
- A reward system for individual students and classrooms using positive behavior practices.

Please note: All awards will be issued in class with peers to celebrate achievements.

SECTION VI - SCHOOL RULES AND PROCEDURES

A. School Rules
- The purpose of school rules is to provide a safe and orderly environment where the opportunity to learn and time spent on learning are at the maximum.
  l. Students are to show respect for the worth and dignity of all individuals. (Insubordination toward personnel, threats and/or harassment, vulgar, suggestive and abusive language toward personnel and students, fighting, stealing, and cheating will not be tolerated.)
  2. Students are to bring to school only those items required for school activities as specified by the teacher. (Normal school supplies such as pencils, erasers, protractors, compasses, rulers, notebooks, book bags, and calculators are permissible unless such items are being used as toys and/or weapons).
  Toys are not to be brought to school unless the item is to be used for a school activity and prior permission has been granted by the teacher and the principal.
  3. Students are to keep buildings, grounds, furniture, and equipment clean and free of damage. A student shall not intentionally damage or attempt to damage school property or steal or attempt to steal school property. In addition to disciplinary action, a student who intentionally damages or steals school property will be required to make restitution. Chewing gum is not permitted at school or on the school bus unless permission is given by a staff member.
  4. Students are to use school materials and equipment only as directed by school personnel.
  5. Students are to use the school facilities only for school or community scheduled activities supervised by an approved adult. School facilities, including buildings, playground and equipment, are for use, primarily, by students and school personnel. Use of school facilities by community personnel is permitted when cleared with the principal through a formal application and when such activities comply with community schools' policies.
  6. Students are to be in their designated places at all times during the school day and move from one place to another in an orderly fashion. (Movement on sidewalks and in halls should be quiet and orderly with no running.)

7. Students are to use acceptable social manners.
8. Students are to come to school in appropriate clothing. All students should strive for both neatness and cleanliness at all times. No student is to wear clothing that advertises drugs, alcoholic beverages, tobacco products, or displays obnoxious or indecent signs, symbols, or drawings. Students are not to wear cutoff T-shirts, net (mesh) shirts, tank tops, or articles of clothing which expose midriffs or cause disruptions. Hats, sweatbands, scarves, combs, or articles covering the head will not be allowed. Hair color should not be disruptive. Shorts should be an appropriate length. No tight pants or droopy pants are allowed.
9. Shoes worn to school should be safe for movement around the campus and for physical education. Students must wear footwear that encloses the toes and at least a heel strap to keep the footwear on the foot during outside play.

SECTION VII - SCHOOL BUS TRANSPORTATION

A. Bus Safety Procedures

1. Waiting:
   a. Wait quietly, and do not play in the roadway.
   b. As the bus approaches, stand back from the road - give the bus driver time to stop (The bus will stop 15 feet from where students are standing.)
   c. Students are to be visible at the bus stop to avoid unnecessary delays in the bus schedule.
   d. The bus is not required to stop if a student is not at the designated pick-up.

2. Boarding:
   a. If you must cross the road, wait until the bus driver stops the bus and opens the door.
   b. Form a single line and don't crowd or push.
   c. Use the front door only.
   d. Use the handrail and take the steps one at a time.
   e. Go directly to your seat.

3. Leaving:
   a. Stay seated until the bus stops.
   b. Don't push or shove, but move quickly.
   c. Exit by the front door only.
   d. Use the handrail and take one step at a time.
   e. If you do not have to cross the road, walk immediately away from the bus.
   f. If you must cross the road, please
      . WALK far enough in front of the bus to see the driver,
      . STOP when you are even with the traffic side of the bus and look carefully in both directions,
      . CROSS quickly, but do not run,
      . HELP smaller children to cross the road safely, Do not stop in front of the bus. If you drop something, get the driver's attention before you try to pick it up.
   g. A parent or adult should be present for a kindergarten - 2nd grade student to get off the bus. If an adult is not present, the driver will not let the student off the bus. A warning will be given and if continued, bussing may be removed as a method of transportation.

B. School Bus Regulations and Behavior

ALL STUDENTS HAVE THE RIGHT TO BE TRANSPORTED TO AND FROM SCHOOL IN PUBLIC BUSES IN AN ENVIRONMENT WHICH IS FREE OF INTIMIDATING ACTS AND CONDITIONS WHICH MAY RESULT IN UNSAFE MOVEMENT OF THE BUS.

1. Upon arrival at school, students must go directly into the classrooms or cafeteria. Students should enter the buildings in a quiet and calm manner. All students must walk from their classrooms directly to the bus and be seated where they are assigned.