



**2023-2024**

# **SNOW CREEK ELEMENTARY SCHOOL**

**(828) 256-2335**  
3238 Snow Creek Rd.  
Hickory, NC 28601

**Mr. David Hoots**  
*Principal*

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP/POSTAL CODE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

*Hello Snow Creek Families,*

*We are looking forward to the 2023-24 school year and we hope you are as well! As most of you have witnessed, we have had some amazing things going on this past school year. Our teachers have continued to improve their teaching strategies and methods over the summer and are eager to help your students grow both academically and socially this school year. We are going to continue to focus on making your children the most well-rounded students we possibly can.*

*Snow Creek has a long tradition of being a school of excellence, and we are prepared to carry on that tradition. We hope you are ready to partner with us and make this school year an amazing one for everyone involved!*

*Sincerely,*

*David Hoots  
Principal*

## **OUR SCHOOL**

Snow Creek Elementary School is one of sixteen elementary schools in the Catawba County School System. It operates under the policies of the Catawba County Board of Education and the laws, rules, and regulations of the State of North Carolina and of the federal government.

The school mascot is a panther and the school colors are Carolina blue, black and white.

Our mission mirrors that of our district as we partner to **engage, inspire** and **empower** learners and leaders. We aspire to maintain a culture of growth and active learning while empowering all to model and embrace personal leadership and responsibility - in the classroom and beyond.

## **OUR BELIEFS** (summarized):

We are most successful when students, staff, parents, and community:

- Work collaboratively
- Communicate positively and proactively
- Accept and value differences in abilities, backgrounds, and cultures
- Treat others with dignity and respect
- Model and reinforce good character traits
- Provide a safe, clean, inviting and growth-centered environment
- Embrace a growth-mindset

## **DAILY SCHEDULE**

- **7:50** – Doors open and Homeroom begins
- **8:15** – Tardy Bell rings
- **3:15** – Dismissal
- Schedules are subject to change based on county, state and federal guidelines.

All students not enrolled in QUEST or other formal after school activities should be picked up by **3:45 p.m.**

*(Student Handbook p.2)*

## **VISITORS TO OUR BUILDING**

The safety of our students and the security of our building remains our top priority at Snow Creek Elementary School, and we actively embrace every opportunity to improve in this area. A doorbell box/video intercom system is located at the entrance of our school, and with it, we have implemented a uniform safety procedure for entering our building:

**All individuals** (frequent and/or first time visitors) seeking to enter the building will be asked the purpose of the visit and to **present a photo ID** before being granted entrance. Once in the building, please report directly to the office window. **Please do not allow anyone to enter the building behind you.**

When you approach the office window, you will sign in and receive a visitor's badge that must be worn in a visible location during the duration of your visit unless you are just dropping something off. Anyone in the building without a badge will be asked to go to the office or to leave the building.

If you are picking up a student for early dismissal you will be required to wait in the lobby.

*\*\*Please note:*

*Our campus is a tobacco-free zone.\*\**

## **PARENT TEACHER ORGANIZATION**

We have a thriving and supportive parent teacher organization at Snow Creek. The Snow Creek P.T.O. exists to promote the welfare of our children and works diligently to provide many opportunities to support this mission.

Our P.T.O. protects the mission of our school and sponsors many educational opportunities for our children and the whole family.

P.T.O. meetings are held monthly and there are a variety of opportunities throughout the school year for all interested parents to get involved and partner with our school.

## **LUNCH AND BREAKFAST PROGRAMS**

The school operates a lunch and breakfast program in agreement with State and Federal guidelines. We will be continuing the universal breakfast program, and every student will have the opportunity to have a free breakfast that will be eaten in the classrooms. At

this time, there will not be free lunch for students (unless you qualify for free/reduced lunch) this school year and we are asking that all of our parents apply for free/reduced lunch at [lunchapplication.com](http://lunchapplication.com).

Method of Payment – The lunchroom uses a computerized program. Students are assigned a number that they will use in both the lunchroom and the media center. Each child will have a card with their number that they will scan as they come to the cashier, and their lunch fee is deducted from their account. Students can pay by the day, week, or month. The children who are currently approved for receiving free or reduced lunches follow the same procedure.

Students who, in an emergency, need to charge a meal will be able to do so as they go through the line. The charge, however, must be repaid the following day. Notification is furnished when a child accrues a negative lunch balance and parents are encouraged to review this information often.

**All lunch account balances must be settled in a in a timely manner.**

Parents can apply for a review of/change in meal status at any point in the school year.

## **HEALTH REQUIREMENTS**

For questions or clarification regarding requirements for immunization and other health-related services please contact the school nurse.

## **STUDENT INFORMATION**

Please ensure that the school is provided with the most updated contact information (telephone numbers, address), medical and other important information for your child in order for us to best meet his/her needs for safety and well-being.

## **STUDENT ATTENDANCE**

The importance of regular attendance cannot be over-emphasized! A child should be in school every day that he/she is physically able. It is extremely difficult to successfully maintain adequate progress with class work if attendance is irregular. If a student is repeatedly absent without proper cause, the school social worker will be notified.

## **ABSENCES**

If a student signs out before 11:45 am and does not return, he/she will be considered absent for the day. Students must be present one half of the instructional day.

Every missed day counts as an absence whether it is excused or unexcused. Please make every effort to have your child at school each day, provided they are healthy and able, and before/after appointments that are scheduled during the school day.

After an absence, students are required to bring a note within 3 school days upon their return to school. The note should contain - at minimum (a) students first and last name (b) the date of absence, (c) reason for absence, and (d) the parent's signature. This is necessary to comply with North Carolina law requiring the school to record the reason for the absence for each day missed. Instead of sending in a written note, parents may respond to the Parent Square Attendance Message they receive on the day of the absence. If the student is absent due to a medical/dental appointment, a note from the doctor/dentist office is required.

If a note is not received after 3 school days, the school records the absence as unexcused. In some instances, the school may require a doctor's statement.

For an absence to be excused, it must fall under one of the reason codes set by the State of North Carolina: illness, injury, quarantine, death of immediate family, medical/dental appointments, court or administrative proceedings, religious observances and educational opportunity.

Once a student has accumulated 10 excused absences due to illness and all of the excuse notes have been from the parent, a doctor's statement may be required for any other illness related absences for the remainder of the school year. If a statement is required from a doctor, the absence will be coded unexcused until the statement is received from the doctor.

Absentee letters will only be sent home once a student reaches the amount of days listed. Letters will only be printed on a monthly basis. Students with excessive absences will be handled on an individual basis.

Unexcused Absence – Notification will be sent to parent/guardians each day the student has an unexcused absence.

6 Unexcused Absences – An attendance letter will be sent to parents/guardians and will advise them to set-up a conference with the school counselor if they deem it is necessary to resolve this problem.

10 Unexcused Absences – An attendance letter will be sent to parents/guardians and will inform them that the school social worker or school counselor will be contacting them to discuss their child's absentee problem.

## **EDUCATIONAL ABSENCES**

If your child will be absent due to a valid educational opportunity, please request prior approval from the principal by completing the necessary documentation.

A maximum of 3 days per school year will be approved.

## **TARDIES**

School begins at 8:15 a.m. Any student arriving at school after 8:15 a.m. must report to the office and be signed in by a parent/guardian. If signing in after a medical/dental appointment please provide a note from the doctor/dentist office when the student signs in.

Students are considered late if they are not in the classroom when the bell rings at 8:15 am. If they sign-in after 11:45 am, they will be considered absent for the day.

## **ESCORTING CHILDREN TO CLASS**

Kindergarten parents will have the option to walk their students to class the first week of school. Students in grades 1-6 are encouraged to walk to their classes by themselves each morning and to be dismissed with peers according to normal school practices. Staff will be positioned around the school to assist students as needed.

## **LEAVING EARLY**

If a student must leave before the school day ends, parents should sign them out through the office. Parents should remain in the lobby until their child arrives. If signing out for a medical/dental appointment please provide a note from the doctor/dentist office when the student returns to school.

**Students should not be signed out after 2:45 p.m. unless it is an emergency.**

## **EARLY RELEASE/DISMISSALS**

In the event of an unexpected early dismissal from school, we need instructions regarding your child's transportation home as well as other safety-related information. Hence, in an effort to be proactive, we ask that you furnish this information to your child's teacher. If these arrangements change at any point during the school year, **please notify your child's teacher in writing.**

## **TRANSPORTATION**

Car Riders – Car riders will be allowed to enter the building beginning at 7:50 a.m. through the front doors. Parents are asked to remain in the car rider line and adhere to all car rider drop-off and pick up procedures, in order to ensure that students are delivered and picked up in a safe and orderly manner. Please have your children ready to unload when pulling up to the front of the building.

Please do not park and allow students to walk across the lines of traffic. If a parent needs to visit the building, he/she should park in the front parking lot, cross at designated areas and report to the front office upon entering the building. Please do **not** park along the front driveway.

Bus Riders – Buses will load and unload in the side bus parking area. Riding a bus is a privilege. For the driver

to carry out his/her duties and transport the children safely, it is necessary that all passengers on the bus cooperate by obeying all rules according to the bus code of conduct. Students who fail to observe the bus code of conduct will be subject to disciplinary action since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to school administrators and the administration will determine the course of disciplinary action. Excessively dangerous behavior will result in immediate disciplinary action by the principal or assistant principal.

All parents are requested to give their full support in aiding all bus drivers, principals, and others to better ensure that rules and regulations aimed at promoting safety, efficiency and equity are carried out by their children.

## **TRANSPORTATION NOTES**

Change of Transportation – Please send a written note to indicate any changes to your child's mode of transportation to or from school. In the event that unforeseen circumstances arise, transportation changes can be communicated by calling the school. In order to maintain safety and efficiency in this process, please call these changes in before 1:30 PM.

Temporary Bus Stop Changes – A note signed by the parent and the principal is needed if a child is to get off at a different stop. Students are not allowed to ride a different bus other than the one to which he/she is assigned.

## **QUEST (BEFORE & AFTER-SCHOOL PROGRAM)**

This program is available to all students attending Snow Creek as space allows. The program hours start at 6:00 am and end at 6:00 p.m. Please contact the QUEST program for further information regarding services, registration, and fees at 828-695-2684. Summer QUEST is also available during the summer break for students.

## **FIELD TRIPS**

Field trips are designed and scheduled with many factors in mind; among them the educational value presented, the economic responsibility associated therewith and the overall safety and well-being of all participants.

All field trips align with curricular standards for that specific grade level and are designed to serve as meaningful, extended learning opportunities for our students.

### **STUDENT CODE OF CONDUCT**

Our school adheres to the district-wide Student Code of Conduct presented in the Catawba County Schools Board of Education policy 4.3600. Specific information about behavior code violations and consequences for such are also featured in the policy.

***\*\*A complete copy of the Catawba County Schools Student Code of Conduct can be accessed by visiting our school's website, our school district's website, or by requesting a written copy from our office.\*\****

Our school holds high expectations for behavioral as well as academic excellence.

These expectations are summarized in our 4 basic **P.A.W.S.** expectations:

- **Pride:** giving one's best effort to all tasks presented
- **Attitude:** treating others with respect, kindness and goodwill, complying with directives from staff etc.
- **Wise Choices:** demonstrating personal leadership and responsibility
- **Safety:** choosing to maintain and promote safety for self and others.

*(A copy of our school's behavior matrix is featured on page 8 of this handbook)*

**Our PBIS celebrations take into consideration your child's fulfillment of these expectations.**

### **DRESS CODE**

In order to maintain a safe and learning-centered school climate, clothing of any type that purposefully or unintentionally distracts from the learning process should not be worn.

The Catawba County School system has addressed the topic of school dress codes in section 6 of BOE policy 4.3600.

Examples of such clothing include (but are not limited to):

- Clothing that is provocative, obscene, vulgar, suggestive, lewd, transparent, suggest acts of violence or gang affiliation
- Clothing, jewelry or bookbags that advertise or reference alcoholic products, tobacco products, controlled substances, firearms, or weapons
- No hats, bandanas, headgear of any kind within the building
- Pants that sag or expose undergarments;
- Chains or jewelry, including those hanging from wallets, studded collars or bracelets that may be used as a weapon, cause injury, or hinder movement
- Dark glasses worn within the building (medical exceptions honored)
- Lack of shoes (barefoot) or lack of appropriate foot covering
- Appearance or clothing that is reasonably foreseeable to cause a disruption or endanger the health or safety of the student or others
- The wearing of halters, spaghetti strapped tops, tank tops, tube tops, strapless tops or undergarments outside of clothing, pajamas, lounge pants or bedroom shoes as well as shorts and skirts that the principal or his/her designee determines are too short

The Board of Education recognizes that all inappropriate dress cannot be defined within the context of the section. Therefore, the Board delegates to school administrators the authority to determine the appropriateness or inappropriateness of dress not specifically addressed in the section

**Dress code violations** may be addressed in any of the following ways:

- warning and change of clothing
- parent/guardian notification / conference
- confiscation of inappropriate items
- isolation, if necessary
- after-school detention

### **INDEPENDENT PRACTICE/HOMEWORK**

Homework may be given to students for review and enrichment. The teacher will give clear explanations of what is to be done and the timeline by which it should be done in order to ensure that the work serves as an effective learning experience.

*(Student Handbook p.6)*

## **REPORT CARDS**

Report cards are issued every nine weeks. Envelopes are to be signed by a parent and returned to the teacher. Parents will be provided with progress reports during each nine-week period. Parents are asked to supply postage for the final report card.

## **ILLNESS**

While we stand on the premise that children should be in school each day, it is important to note that we care about the well-being of every child. As such, children should not be sent to school when sick or experiencing nausea, vomiting, diarrhea and/or fever. Children should be free of all symptoms (medicine free) for 24 hours before returning to school. This is an important element in protecting your child and others within the school. It is our policy that when a child becomes ill at school, parents will be asked to pick up the student within one hour of being contacted.

## **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, a medication form must be completed by a physician. The medication form is available at the school. Please notify your child's teacher or the school nurse for this form. Medication must be in the original bottle from the pharmacy. We cannot accept medication in any other container and must match the doctor's order.

## **MEDICAL RESTRICTIONS**

If a student is restricted from participating in physical education classes, recess or other activities on any given day, parents should send in written notification to the school nurse.

A note from the doctor should be on file with the teacher for any student who can only participate on a limited basis.

## **ACCIDENTS**

School personnel can only render first aid in case of an accident. If any injury appears to need medical attention, parents are contacted. No medication can be administered to students unless a parental request and Physician's Order for Medication form is completed.

## **SCHOOL INSURANCE**

School insurance is available to all students. Information is available at the school office.

## **FIRE/TORNADO SAFETY**

Snow Creek will have monthly fire drills. Other safety drills (tornado, earthquake etc.) will also be held throughout the school year. Students will be instructed regarding expected behaviors and procedures during these drills.

## **DELIVERIES TO STUDENTS**

Deliveries of flowers, balloons, and gifts to students are discouraged. However, if gifts are sent, please be aware of the following guidelines:

- Items must be clearly labeled with the student's name and the teacher's name.
- Items are kept in the office until 3:10 p.m. when students may pick them up.
- Balloons and glass containers are not permitted on the school bus. Arrangements for picking up students with balloons must be made before the beginning of the school day.

## **DISRUPTIVE ITEMS**

Students are not permitted to bring to school any items that are illegal or disruptive to the learning environment.

**Cell phones and other electronic devices** should not be visible, audible or accessible during the school day unless permission is secured for educational purposes. Discipline will follow the Student Code of Conduct 4.3600.

## **PHONE CALLS**

In order to minimize interruptions to the learning process, students and teachers are not paged externally during instructional time.

Parents are asked to proactively plan and schedule activities in order to ensure that phone calls to their children and/or message deliveries at school are restricted to emergencies only.

Children are not permitted to use the phone except in emergencies such as illnesses or other significant events.

**LOST AND FOUND**

Jewelry, watches and other valuables found on campus should be turned in to the office where owners may identify and claim their property. Other lost and found items will be placed in the cafeteria. All unclaimed lost and found items will be donated to a local charity several times per year.

**VALUABLES**

We request that students not bring valuables to school, and that they refrain from bringing money except as needed at school.

**SELLING**

Students are not permitted to sell items at school.

**NOTICE**

The Catawba County Board of Education provides a grievance and appeal procedure (Policy 4.3500) as an avenue for students and parents to resolve problems which may occasionally arise in the operation of the schools.

Copies of each policy are available in each school office or at the central administrative personnel office.

Notification of parents' rights according to the Family Educational Rights and Privacy Act (FERPA) is furnished annually by the district.

Additional information or questions may be forwarded to your school counselor.

# SNOW CREEK



<b>PANTHER</b>	<b>Classroom</b>	<b>Cafeteria</b>	<b>Restroom</b>	<b>Playground</b>	<b>Hallway</b>	<b>Bus</b>
<b>P Pride</b>	<ul style="list-style-type: none"> <li>Be a good listener.</li> <li>Always give your best effort.</li> <li>Arrive on time.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself.</li> <li>Get all things needed the first time through the line.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself.</li> <li>Line up in assigned area.</li> </ul>	<ul style="list-style-type: none"> <li>Take care of yourself.</li> <li>Resolve your conflicts peacefully.</li> </ul>	<ul style="list-style-type: none"> <li>Be respectful of other's work.</li> <li>Keep the hallways clean.</li> </ul>	<ul style="list-style-type: none"> <li>Be a good example.</li> <li>Be respectful</li> </ul>
<b>A Attitude</b>	<ul style="list-style-type: none"> <li>Respect differences.</li> <li>Follow directions.</li> <li>Treat others the way you want to be treated.</li> </ul>	<ul style="list-style-type: none"> <li>Use an inside voice.</li> <li>Use good manners.</li> </ul>	<ul style="list-style-type: none"> <li>Allow for privacy of each person.</li> <li>Use an inside voice.</li> </ul>	<ul style="list-style-type: none"> <li>Use positive and appropriate language.</li> <li>Invite others to join in.</li> </ul>	<ul style="list-style-type: none"> <li>Smile and be courteous to people you meet in the hallway.</li> </ul>	<ul style="list-style-type: none"> <li>Use an inside voice.</li> <li>Use appropriate language.</li> </ul>
<b>W Wise Choices</b>	<ul style="list-style-type: none"> <li>Be prepared.</li> <li>Be honest.</li> <li>Respect other's things.</li> </ul>	<ul style="list-style-type: none"> <li>Make healthy choices.</li> <li>Eat first-talk later.</li> </ul>	<ul style="list-style-type: none"> <li>Return to class promptly.</li> <li>Use water and supplies wisely.</li> </ul>	<ul style="list-style-type: none"> <li>Learn new games and activities.</li> <li>Line up at first signal.</li> <li>Agree on rules before a game.</li> </ul>	<ul style="list-style-type: none"> <li>Take care of yourself.</li> <li>Walk quietly and carefully.</li> </ul>	<ul style="list-style-type: none"> <li>Follow all bus rules.</li> <li>Keep your belongings in your book bag.</li> <li>Be ready for your stop.</li> </ul>
<b>S Safety</b>	<ul style="list-style-type: none"> <li>Maintain personal space.</li> <li>Use materials appropriately.</li> <li>Walk.</li> </ul>	<ul style="list-style-type: none"> <li>Walk in line.</li> <li>Place all trash in the trash can.</li> <li>Stay seated until dismissed.</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands with soap &amp; water.</li> <li>Maintain personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Stay in approved areas.</li> <li>Use equipment appropriately.</li> <li>Report problems and injuries to the nearest adult.</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the right side with your class.</li> <li>Respect personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated until the bus is stopped.</li> <li>Load &amp; Unload in a single file line.</li> <li>Seat to Seat, Back to Back while riding.</li> </ul>