

Third Creek Elementary School

361 East Barkley Road
Statesville NC 28677
Phone: 704.873.3002



Student Handbook

2023-24

School Hours: 7:30 a.m. - 2:20 p.m.



<https://thirdcreek.issnc.org>



<https://facebook.com/thirdcreekes/>

Principal: Jason Humphrey

Assistant Principal: Carla Moorefield

The Crawdads

Follow the 3 C's!

Communicate

Cooperate

Commit



Daily Schedule

7:00- Students may enter school

7:30- Tardy Bell

2:20- Dismissal

Attendance Policy

Students in Iredell-Statesville Elementary Schools are required to be in attendance at least 94.5% of the school year in order to be promoted to the next grade. This means that if a student misses more than 10 days during the school year that promotion to the next grade level is at risk. If the principal determines retention is necessary based on attendance, the parent/guardian will be notified in writing and will have an opportunity to appeal the decision. All assignments missed during an absence must be completed within the time period set by the teacher. For the purpose of promotion and retention, 10 tardies and/or early dismissals equal one day's absence.

If a student is absent, a note must be provided by the parent/guardian stating the reason for the absence WITHIN two (2) days or the absence will be unexcused. A student online excuse absence form is available on our webpage. If your child was seen by a doctor, please have the doctor's office write a note. (This is required after 10 absences.) A student's success in school is directly related to attendance. After 10 absences, a referral may be made to the truancy court liaison. The liaison will access the referral material to determine if further efforts to work with the family are needed. In some cases, the liaison may automatically file a petition with the truancy court.

Parents are reminded that students should be in class as much as possible. We realize, however, that there are times when it is necessary to pick up a child early. Please remember that state guidelines dictate that a child must be in attendance each day (until 11:00 AM) to be counted present. (This could be a combination of a.m. and p.m. to equal a day. Parents must bring their Driver's License when checking out their student early.

*For the purposes of promotion and retention, 10 tardies and/or early dismissals equal 1 absence.

Students may not be signed out after 1:50. A student is marked tardy after 7:30. Parents must walk their student into the building and sign them in if they are tardy.

Birthday Celebrations

To celebrate birthdays, parents/guardians are welcome to send in a class snack or cupcakes to be given at the teacher's discretion. Any type of food must be store bought due to possible allergies. There will be no birthday parties.

Balloons/Flowers

Balloons and/or flowers should not be sent or brought to the school for students.

Bus Information

If you need your child to be routed on a bus, contact the office and ask to speak with the bus coordinator.

All of our bus drivers are trained and have the responsibility to safely transport your child to and from school. Please review the rules and consequences below to ensure your child is safe. The rules are:

- Keep hands and feet to yourself
- Move Carefully
- Sit correctly in your seat at all times
- Keep the bus clean
- Follow the directions of your bus driver
- Sit quietly
- Use good manners
- **There is absolutely no food, drink, or candy on the bus**

School Transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall observe the directives of the bus or vehicle driver. These rules apply while on the school vehicle and at/near the vehicle stop. Students should not use their cell phone to video, take pictures or record anyone at school or on the bus.

Communicate:

- Use kind and quiet words; hands, feet, body, and objects to self; treat others with respect: follow directions first time given.

Cooperate:

- Respect authority, self, and others; respect school and personal property; look, listen, and follow directions.

Commit:

- Sit seat to seat and back to back; keep aisles clear; know your bus number.

If a student violates a rule on the bus, the following consequences may be applied:

1 st Offense: Warning	4 th Offense: 5 day bus suspension
2 nd Offense: 1 day bus suspension	5 th Offense: 10 day bus suspension
3 rd Offense: 3 day bus suspension	6 th Offense: Long term bus suspension

**A change in any transportation requires a note to be turned into the office.

****Students are not allowed to ride on a bus unless assigned to it.** Please do not send a note requesting this. Parents should make arrangements for pick-up.

Students should be at their bus stop 5-10 minutes early. The times given are approximate and may change due to traffic, mechanical problems or a smaller number of students riding.

If your child misses the bus, do not try to take them to the next stop or pick them up from a different stop. This is for the safety of your child.

No one is allowed to get on a school bus except school personnel and students. Failure to observe this can be considered trespassing and is punishable by law.

Cafeteria Information

Communicate:

- Voice level zero in the lunch line; in the service line speak only to adults using an indoor voice; use your best manners; be a leader.

Cooperate:

- Hands, feet, body, and tray to self; wait patiently for your turn; ask permission before getting up; face forward with feet under the seat.

Commit:

- Single file line; keep it clean; make choices quickly; make sure you have all items before leaving the lunch line; know your lunch number.

No glass containers or carbonated drinks in cans or bottles are allowed in the cafeteria. Due to safety reasons, students are not permitted to use the microwave in the cafeteria.

All students will receive free breakfast and lunch this school year.

Mass Communication System

The Iredell-Statesville Schools and Third Creek Elementary School use a mass communication calling and email system to keep parents informed of school information or happenings, emergency information, such as early dismissals or school closings. It is important that the school has your correct telephone number and email in order for you to receive these messages.

Contacting Teachers

In order to protect learning and instruction time, phone calls to teachers should be made during the teacher's planning time. Calls will not be sent to the classrooms except during planning. If you need to meet with your child's teacher, please schedule an appointment. In order to promote student responsibility and in order not to tie up the phone lines, students may only call home when there is an urgent matter.

Discipline

The goal of discipline in schools is to maintain a positive atmosphere for learning while teaching students to be responsible citizens. Techniques used to help students develop self-discipline and respect for others include positive reinforcement, behavior-management programs, positive support and conflict-resolution training. At Third Creek, all school and classroom rules are aligned to the Three C's. We expect the students to utilize the Three C's: Communicate, Cooperate, and Commit.

Communicate:

- Use only kind words; hands, feet, body, and objects to self; use your best manners; be a leader.

Cooperate:

- Respect authority, self, and others; respect school and personal property; look, listen, and follow directions; keep your classroom clean.

Commit:

- Use time wisely; have all of your materials ready; be the best you can be; complete all tasks.

Students who are referred to the office for disrupting the learning environment may receive one of the following disciplinary actions: Warning, Conference, Phone call home, Time Out, In School Suspension, or Out of School Suspension.

Our goal is to help each child develop self-discipline to make good choices. Together the home, school and community share the responsibility for developing good citizens. Parents, teachers and students must work together to maintain a safe learning environment.

Dismissal

The dismissal bells rings at 2:20 in the afternoon. Students who are picked up before dismissal time must be signed out in the office. Car-rider pick-up time is from 2:20-2:35 p.m. Staff members will be on duty with the students until 2:40 p.m. Please send in notes for dismissal changes. NO CHANGES will be made after 1:45, except for extreme emergencies.

After-school care is available for students if parents cannot pick up their children before 2:30 p.m. Call the Prime Time for Kids at (704) 978-1121 for more information.

Dress Code

District Dress Code Policy:

1. All clothing must be appropriately sized, securely fastened, and cover the midriff, back, sides, and all undergarments at all times. For example, pants should be secured at the waist, no underwear as outerwear, and no underwear exposed.
2. Shirts and tops must be below the beltline and at least a length that covers any exposure of the midriff.
3. Rips, holes, or tears in clothing must be below mid-thigh. Shorts and dresses must be at or below the fingertips.
4. See-through, revealing, or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of this dress code.
5. Garments, jewelry, tattoos, or other insignias, which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn/visible.
6. Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or other characteristics protected by federal or state law or Board policy.
7. Any articles of clothing or jewelry that may cause injury including, but not limited to, items with spikes, sharp objects, wallet chains, and heavy link chains are not allowed.
8. Head gear, including but not limited to caps, hats, bandanas, sweatbands, and sunglasses, shall not be worn indoors on campus unless permitted by the principal. Students may wear sunglasses, hats, or other sun-protective wear outdoors during school hours; however, these articles must not violate this dress code. However, a principal may allow hats if their messaging is school related.
9. Clothing and footwear traditionally designed as sleepwear shall not be worn.
10. No costumes allowed, which could be parts of a costume such as tails, gloves, ears, non-prescription eyewear, collars of any kind. Exceptions include Spirit Week or other school sponsored events. On these special occasions, all clothing must be within dress code guidelines and must represent the particular school and its reason for celebrating.

Emergency Closing Procedures

Safety is our priority. Please make sure to complete the emergency dismissal form and make your child aware of that plan. Let the teacher know if the plans change. Mass Communication messages for delays and closings will be sent prior to 7:00 a.m. Info will be posted on the ISS webpage at (<http://thirdcreek.issnc.org>) and on Facebook. Other sources are WBTV-3, WSOC-9, NBC-6, WXII-TV12 and WSIC radio (1400a.m.).

If school needs to be dismissed early due to an emergency during the school day, an announcement will be made via Mass Communication and through the district website. We will follow each student's emergency dismissal guide for how they will return home.

Field Trips

All classes will participate in at least one field trip per year. The field trips are chosen for their educational value in relation to the curriculum. While we appreciate parent involvement, parent attendance on trips is at the discretion of the school.

Transportation for parents to and from the trip is the responsibility of the parent. Parents are required to pay for their own expenses, after paying for their child. The first page of the volunteer profile must be completed and returned to the child's teacher at least one week before the trip.

Homework or Work Missed Due to Absence

Please contact the front office or your child's teacher in regard to any missed work during their absence.

Medication at School

Medication is only given at school if a medication form is completed and signed by the doctor and the parent. Please contact the nurse or office for the form. The medicine must be brought to school where it will be counted and locked in a secure location.

Payments

All checks sent with students must have the following information on them: Name, address, phone number, and state on them and written in blue or black ink. Checks sent in without this information will be returned to the sender to complete.

This service is provided to Iredell-Statesville School parents to facilitate payment for school fees for a variety of products and services. A 4% + \$.35 per transaction fee will be added to the purchase price of a school purchase as a site service fee. This fee is not collected by ISS but is a processing fee of the company hosting the site. To make online payments, [CLICK HERE](#).

Privileged Items (Toys)

The following items do not need to be brought to school unless it has been approved by the teacher or the school. These include, but are not limited to, the following items:

- Fidgets and spinners
- Stuffed animals
- Pokemon cards (are only allowed to be used during designated free time)
- Pillows & Blankets
- Action figures & dolls

Sports

The Third Creek Athletic Association offers cheerleading, football, volleyball, basketball, and soccer for students, depending on the grade level. Sign-up registration information is sent through a connect-ed phone call and through social media. For more information, email tceathletics@gmail.com.

Traffic Drop-Off/Pick-Up for Car Riders

There is one student drop-off and pick-up site for the morning and afternoon. All students are to be picked up and dropped off at the front entrance. Parents need to remain in their vehicle at all times. Staff members are always on duty during car drop-off and pick-up to assist students. Parents are not allowed to park and walk students into the school.

AM Drop off Time - 7:00-7:30

PM Pick up Time - 2:20-2:35

Technology

Each student will be issued a district iPad that they are responsible for taking care of for the school year. These devices will remain at the school and will not be taken home. All students will be required to pay an annual \$30

Technology Fee. This includes accidental damage insurance and other support and access for the device usage. More specific information can be found [HERE](#). The Technology Fee can be paid online [HERE](#).

Students are permitted to bring cell phones to school, but phones must be turned off or on silent and kept in students' bookbags. Students are not allowed to take photos or video tape at school or on the bus. If a student uses a cell phone/electronic device or has it out during school hours it is considered a cell phone violation:

1. **First offense:** Student warning.
2. **Second offense:** Teacher collects, turns into main office. Students can pick up the device after the dismissal bell in the main office.
3. **Third offense:** Phone will be held in office until parent picks up.

Visitors on Campus

We welcome parents, grandparents, and volunteers to our school! To enter our school, please come to the main office and ring the doorbell. It is located on the brick wall to the right of the door. To be admitted you will need to have your Driver's License. Parents are welcome to come and eat lunch with their children.

If you are volunteering in the classroom, please log in as a volunteer and remember to check out as you leave. Volunteers must complete the **first page** of the volunteer profile located [HERE](#).