

# Florence Elementary School

## STUDENT HANDBOOK

2024-2025



**Cowboys and Cowgirls are G.R.E.A.T.  
Goal Driven, Respectful, Exceptional, Accepting of Others, and Trustworthy**

**Florence Elementary  
7605 Florence School Rd.  
High Point, NC 27265  
336-819-2120  
FAX: (336) 454-5579  
[https://www.gcsnc.com/florence\\_elementary](https://www.gcsnc.com/florence_elementary)**

**Office Hours 7:00am – 4:00pm; Student Learning Hours 7:25am – 2:10pm**

**Front Office Staff and Contact Information**

- Chiyanna Young, Principal, [youngc3@gcsnc.com](mailto:youngc3@gcsnc.com)
- Jenny Bates, Assistant Principal, [batesj3@gcsnc.com](mailto:batesj3@gcsnc.com)
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- Tina Lipstreu, Curriculum Facilitator, [lipstrc@gcsnc.com](mailto:lipstrc@gcsnc.com)
- \_\_\_\_\_, Social Worker, \_\_\_\_\_@gcsnc.com
- Anita Masterson, Nurse, [mastera4@gcsnc.com](mailto:mastera4@gcsnc.com)

**CALENDAR OF EVENTS 2024-2025**

(Dates and activities are subject to change. Refer to the school website for the most accurate and updated information)

<b>Date</b>	<b>Event</b>	<b>Date</b>	<b>Event</b>
8/19-8/23/2024	Teacher Workday	1/3/2025	Teacher Workday
8/22/2024	Open House	1/20/2025	Holiday
8/26/2024	First Day for Students	1/27/2025	Teacher Workday
9/2/2024	Holiday	2/17/2025	Teacher Workday
9/6/2024	Family Movie Night	2/27/2025	Black History Program
10/18/2024	Teacher Workday	3/26/2025	STEM Night
10/22/2024	McTeacher Night	3/31/2025	Teacher Workday
11/4-11/5/2024	Teacher Workday	4/14/2025	Spring Break
11/11/2024	Holiday	4/24/2025	Multicultural Night
11/27-11/29/2024	Fall Break	5/26/2025	Holiday
12/19/2024	Winter Festival of Lights	6/11/2025	Last Day for Students
12/23-1/2/2025	Winter Break	6/12/2025	Teacher Workday

## **Principal Message**

Welcome! My primary role as principal is to ensure that instruction and learning is taking place in each classroom and to ensure a safe and orderly environment throughout the school building. Florence Elementary School is committed to providing all students opportunities to succeed academically and socially.

A strong elementary education begins with a strong foundation in reading and math. The Florence Elementary staff is dedicated to helping make this happen for each child. We have a collective responsibility to expose your child to a learning environment that prepares them for lifelong learning. In an effort to accomplish this, I will build relationships between parents, students, faculty, and staff. I am confident that we will be successful if we align our resources to support our students.

I look forward to working with each of you to ensure the success of your child. With your support, we can ensure your child's success at Florence Elementary.

Sincerely,  
Chiyanna Young

Principal

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## INFORMATION FROM THE PTA

Welcome to the Florence Elementary School PTA!

I want to take a minute to introduce the Parent Teacher Association (PTA). We are a volunteer organization working within schools to positively impact our children and families. We provide the resources for our teachers to have a room for parent and staff appreciation events, for students to have access to extra art programs, assemblies, and themed weeks, and we love to provide events throughout the year that enrich our students' experience at Florence Elementary.

PTA can provide these events and resources through your membership, participation in fundraisers, and volunteers of all kinds. Our school is strong because our families are involved. We would love for each family to find a way that they can be involved this year at Florence Elementary. There are restaurant nights, family fun nights, variety shows, and of course taking some burdens from the teachers by helping in the classrooms.

I hope you will consider getting involved this year by becoming a member and coming together as a community so that we can provide our children with the best school experience possible. Please don't hesitate to contact me or any of the officers on our board this year. We would love to help you find your perfect spot at Florence Elementary.

All the Best!  
Sara Cunningham  
PTA President

## **PTA (PARENT-TEACHER ASSOCIATION)**

Please join the PTA! The Florence PTA *needs* the participation of all parents. We have an excellent history of having a strong and involved PTA. Please visit the PTA website to join the PTA online or at Open House. Everything that the PTA does is directly related to the needs of the students, staff, and school community. There are many opportunities to be involved in your child's education through the PTA committees. We welcome your input and collaboration. Please visit the PTA website on the Florence page and find out how you can be involved with your child's school!

## **ONE CARD**

GCS has supplied each student with One Card with their photo and name located on the front. Students are required to scan their one card when entering the building. Please make sure that your child has their One Card daily. It may be easiest to attach the One Card to their bookbag, so they always have it with them. If you lose the One Card, please inform the front office for a replacement.

## **ARRIVAL/DISMISSAL**

Students may enter school at 7:00 a.m. and proceed to class or breakfast quietly and follow our PBIS hallway expectations. The tardy bell rings at 7:25 a.m. when students are expected to be in their classrooms at that time.

**Car Riders:** Students should be dropped off at the loop next to the main building and NOT at any other location. Florence school staff will be stationed at the car rider line from 7:00 a.m. to 7:25 a.m. to greet and assist students as needed. Do not drop off your child in any other area of campus because. It is unsafe due to traffic patterns and other areas are unsupervised. Please have your child ready to exit your vehicle on the passenger side when you have pulled up to the main sidewalk. No child should exit the vehicle on the driver side for safety reasons. All car rider parents will exit between the 3-5 building and mobiles out to Horney Rd.

**Due to GCS protocols and in efforts to provide a safe educational environment, parents are not permitted to walk students to their classes. Please help us in our efforts to ensure your child's safety.**

Pre-K students will follow the drop-off and pick-up procedures outlined in the Pre-K Parent Handbook. These students are required to sign in and out each day.

## **DISMISSAL**

The dismissal bell rings at 2:10 p.m. for all students. When picking your child up in the afternoon, please remain in your car. To ensure safety of all students, parents are not permitted to park and walk to their student for pick up. Students will only be dismissed via the car rider line, vans, or bus. The student's name will be called as their car pulls up to the car rider line; please have your student name placard visible to keep our line moving. We are able to load approximately 6 cars at a time if everyone follows the directives of our staff. Thank you for your cooperation in ensuring the safety of our students.

## ATTENDANCE POLICY

To receive the maximum benefit from the instructional program, students need to be at school each day. The goal of Guilford County Schools is to have at least 95% attendance. Parents are asked to commit to ensuring that their children have as few absences and tardies as possible during the school year.

## ABSENCES

Regular attendance is crucial to your child's success in school. Please plan appointments, vacations, and other activities outside the regular school day whenever possible. To be counted present, a child must be in attendance at least half of the school day. **The cutoff for a half day is 11:00 a.m.**

We realize that there are times when students must be absent from school. The reasons listed below are considered excusable absences by the NC State Board of Education Attendance Rules. ***All other absences will be coded unexcused.***

Sickness or injury	Court proceedings
Quarantine	Religious observances
Death in the family	Educational opportunity
Medical/dental appointments	Suspensions

***If your child is absent, please follow the guidelines given below by the State Department of Public Instruction:***

- 1. Send a note the day the student returns to school or within three days after returning.**  
Be specific and state: cold, sore throat, etc. Please call the school if your child must be absent for more than two days. Schools are required by law to withdraw a student who is absent for ten consecutive days without notification from parents. If the child sees a doctor, have the doctor write a note explaining the illness and how long he/she expects the child to be out of school.
- 2. Please do not send your child to school with a fever.** This can hinder the recovery of your child and expose other children. Children should not return to school until 24 hours after the temperature has returned to normal WITHOUT use of medication. Do not send a child to school if he/she is vomiting.
- 3. If students accumulate 3, 6, and 10 consecutive *unexcused* absences, parents will receive a notification under the North Carolina Compulsory Attendance Law, which states that they violate the law. The law states that: "*Unlawful absences will result in conferences with parents/guardians. Unlawful absences and/or truancy may lead to disciplinary action including court proceedings involving parents and/or students if a student is under 16 years of age. North Carolina General Statutes (115C-378) require attendance until age 16.*"** The student may be referred to the School Social Worker and a meeting with the principal will be required after 10 absences. **After the (10) notes from a parent saying the child is sick, a doctor's excuse or note may be required.**
- 4. Excessive absences will be a factor in consideration of retention.**
- 5. Teachers will record the number of absences and tardies on Interim Reports and Report Cards.**

## **TARDIES**

We want children at school, on time, ready to begin the day. **Students are tardy at 7:25 a.m.** Students who arrive late to class miss valuable learning time and disrupt instruction that has already begun. **Parents are required to park in designated parking areas and escort their student to the front office to sign in when tardy.** Students will be given a tardy slip to be given to the classroom teacher upon arrival. To ensure safety of all students and to protect instructional time for teachers, parents are not permitted to walk tardy students to class. Frequent tardies violate the NC Compulsory Attendance Law which states, “All students must attend school daily for the length of the time school is in session.”

## **EARLY DISMISSAL**

For the safety of your child, please report to the office to sign your child out. Students may NOT be picked up from the classroom. You will need your identification (driver’s license) and be on the approved list to pick up a student. Please remember the instructional day ends at 2:10 p.m. and **no student will be dismissed after 1:30 p.m. unless it is an emergency.** Disruptions to the afternoon procedures may cause students to come home without homework assignments, important information, and materials that are needed to complete assignments and prepare for the next day. Frequent early dismissals violate the NC Compulsory Attendance Law which states, “All students must attend school daily for the length of the time school is in session.” Students should not be picked up early unless they are leaving due to illness, a medical appointment, and/or a family emergency.

## **FAMILY TRIPS**

Your child’s daily attendance is important to his academic progress. However, the school realizes that there are times when special out-of-town trips require that your child be absent from school. If your child is **absent from school because of a family vacation**, the absence will automatically be coded as UNEXCUSED unless the following is done: Send an email or note at least two weeks before the trip stating that the child will be absent, the reason for the absence, and the dates the child will be out of school. Send this note to the teacher, who will forward it to the principal. The principal will make the final determination regarding either an excused or an unexcused absence.

1. Students will be required to make up any work missed. Your child’s teacher will gather work for the time of the absence, and it must be turned in on the day that your child returns to school. Failure to do so can result in lower grades and loss of learning.
2. Excused absences will only be considered for out-of-town trips when permission is requested before the trip. **Please do not take a trip and then expect the school to excuse the absence.**

## **VOLUNTEERS**

To volunteer at any GCS school, you first must complete the online Criminal Background Check. Visit <https://www.gcsvolunteers.com/login.php> to access the GCS volunteer registration page. All volunteers must check in at the front office and will need a photo ID. Volunteers must also check out at the front office when leaving.

## **SCHOOL VISITORS**

To ensure safety for students and staff, we utilize a front door buzzer to communicate with all visitors. When arriving at the front door, ring the buzzer and let the front office staff know the

reason for your visit. The [GCS handbook](#) states, “While visitors are welcome on campus, the paramount concern of the board is to provide a safe and orderly educational atmosphere in which disruptions and distractions are minimized.” To protect student safety and instructional time, no visitor, parent, or guardian will be allowed to enter the classroom during instructional time unless it is arranged in advance with the teacher. If you need to speak with your child, your child will be escorted to the front office.

## **BUS SAFETY**

Bus riding is a privilege. Transportation requests must be made through GCS Transportation. To guarantee the safety of all children who ride the bus, we ask for your help in maintaining good bus behavior. Students must respect the school bus driver and follow his/her directions for the safety of all passengers. If a student cannot behave safely, a warning will be sent home. If the misbehavior continues, a referral to school administration may be written. The school administrator will conference with the student(s) involved to investigate and follow through with the incident according to the GCS student handbook. If problems continue, a child will be suspended from riding the bus for a designated period. **Serious behavior problems may warrant immediate suspension without warning.** If the bus driver must return to school due to behavior problems, parents will be called to pick up their child/children.

Listed below are rules and policies, which will be guidelines for expected behavior on our school buses. Please discuss bus behavior and rules with your student and make clear your expectations for good bus behavior.

1. Follow the directions of the driver and teacher.
2. Stay seated unless you're getting on or off the bus.
3. Keep hands, feet, and objects to oneself.
4. No shouting, teasing, or inappropriate language.
5. No fighting or threat of physical harm.
6. Keep the aisle clear of objects.
7. Do not eat or drink on the bus.

**FAILURE TO OBSERVE ESTABLISHED SAFETY RULES AND REGULATIONS WILL RESULT IN DISCIPLINARY ACTION.**

## **CHILD NUTRITION**

Florence Elementary has been added to the GCS list of Community Eligibility Provision (CEP) schools. This means that ALL students attending Florence will receive free meals. Students may get a free breakfast and lunch from the cafeteria or choose to bring lunch from home. Please do not send microwavable foods. There is not a microwave available for student use.

Students may also purchase extra snacks available from the cafeteria. You may register to make convenient payments online through the [www.k12paymentcenter.com](http://www.k12paymentcenter.com) website or you may pay by check, please make checks payable to Florence Elementary School Cafeteria.

Students are expected to follow the cafeteria rules and to cooperate with the adults on duty. Breakfast opens at 7:00 a.m. Students are expected to go to breakfast before going to their classroom and expected to be in their classes by 7:25 a.m.

## **Snacks**

Parents are encouraged to follow the guidelines of the healthy student policy when sending snacks to school and refrain from sending snacks high in sugar content.

### **EMERGENCIES AT SCHOOL**

During the school year, there may be times the school will need to reach you regarding your child's welfare. Be sure the people listed as emergency contacts know where and how you can be reached. Ensure the school is made aware of any phone number changes or disconnections and keep emergency information updated. It is imperative your child knows you can be reached if needed.

### **EMERGENCY CLOSING OF SCHOOL**

The Superintendent is authorized to close schools if prevailing or potential hazards threaten the safety and well-being of pupils and employees. In most situations, the Superintendent's office will send a Connect-Ed phone call notifying that GCS is closing or delaying school and will send news media updates to the radio and television stations. Parents can also check the GCS website and the GCSTV channel 2 for specific school closing information. We strongly suggest that you make prior arrangements for after-school care if your child is to go somewhere other than home. We also suggest that your child knows what he/she is to do and where they are to go in the event of an early closing.

### **PARENT CONCERNS**

It is always beneficial to the parent, the student, and the teacher for problems to be discussed and solved by those directly involved. This will minimize the degree of misunderstanding as well as the amount of time required to resolve the matter. We encourage parents to work with their child's teacher about their concerns before seeking the aid of school administration. If the matter cannot be resolved through contact with the classroom teacher, then the parent should pursue the matter with the school counselor or administration.

### **PROMOTION AND RETENTION**

The Board of Education directs that the promotion and retention of students in the school system should be made in the best interest of the student. A variety of factors will be considered and carefully evaluated before promotion and retention decisions are made, most importantly academic progress. An appeal committee will meet at the end of the school year to make a recommendation to the principal and provide parents with an opportunity to share their input on the decision. Students will be assigned, by the principal, to the grade level that provides the student with the best opportunity to progress and develop educationally.

### **REPORT CARDS/INTERIM REPORTS) & CONFERENCES**

Report cards are issued at the close of each nine (9) weeks of the school term. Conferences will be held in the 1<sup>st</sup> and 3<sup>rd</sup> quarters. As needs and concerns arise, you are encouraged to call the teacher and arrange for an immediate conference. All report cards are sent home with the students. The report card sleeve is to be returned signed by the parent or guardian to school the next day. The final report will go home to students.

Interim reports will be sent home with students four weeks before the report cards. Teachers will keep you informed of your child's daily progress, test results, and grades through the weekly folder. Parents of 3<sup>rd</sup>-5<sup>th</sup> graders can access student information at any time via the GCS Power

School Parent Portal at <http://gcsnc.powerschool.com/public> Teachers are to input student grades within a week of an assignment being graded. This site is also a useful tool for teachers to add comments about assignments. (K-2 grades are not currently available on this site).

## **HOMEWORK**

When deciding to assign homework, classroom teachers are to consider the specific benefits to be derived by the student. There are several reasons for homework:

- Provide extra practice on skills learned and further learning in areas covered.
- Provide an opportunity for growth in responsibility.
- Provide you with an opportunity to see what your child is studying and how well he/she is doing.

Reasonable amounts of study time will vary from grade and subject. Students are expected to complete and turn in all homework assignments when they are due. Homework can also help students realize that the process of learning can continue outside of school. Homework is not in any way to be viewed as a punishment, but rather as a way of encouraging and extending learning.

## **TESTING**

GCS sets the testing calendars for interim quarterly testing as well as growth assessments throughout the year. We also participate in state mandated assessments for various grade levels. We appreciate your support with the following:

1. Talk with your child and explain the importance of testing. While avoiding stress and anxiety about testing, we do want students to understand that tests and assessments are important, and he/she should take their time and do their best.
2. Be sure your child gets adequate rest each night and eats a good breakfast each morning.
3. Your child's attendance during testing is critical. If your child is vomiting or running a temperature, please do not place testing above the health of your child. However, coming to school every day and being on time are very important to a child's academic success.

## **STUDENT AWARDS/RECOGNITION**

Throughout the school year, Florence will recognize students for their academic achievements, good character, and attendance. There will be scheduled recognition ceremonies throughout the year. Parents will be notified by the classroom teacher if their student is recognized during an awards assembly.

## **FIELD TRIPS**

Teachers will be arranging out-of-school learning experiences for their classes during the school year that enhance and extend the curriculum. A Field Trip Permission form must be completed and returned to your child's teacher for each trip that is taken. This signed form gives permission for your child to go with the class and the teacher whenever a field trip occurs. No child may attend a field trip without written permission from the parent or guardian. Please review the information about the field trip that is sent home to help ensure that you are aware of the activities that will take place during the field trip. Fees must be charged for field trips to cover such things as admission charges, bus transportation, and payment for bus drivers. You may pay for field trips on the same website you pay for lunch, at this link:

<https://www.k12paymentcenter.com/>

Teachers will request additional chaperones only when needed for safety or required for a certain child/adult ratio by the site visited. **Please do not promise your child that you will chaperone a trip during the year without prior approval from your child's teacher.**

### **COMMUNICATION TO PARENTS**

We utilize the Connect-Ed electronic calling system for emergencies, weekly updates, general information, and reminders. Please ensure that we always have current telephone numbers and if you prefer an alternate number to be used. Announcements and information will also be posted on Class Dojo and the school website. Make sure you are connected to your child's class on Dojo.

### **WEEKLY ENVELOPES**

Students in grades K-2 will receive a weekly envelope with notes from the school, the PTA, or samples of your child's work. The envelope should be returned to school the next day with your signature and date indicating you received and read the information.

### **CLASSROOM CELEBRATIONS**

Classroom celebrations are limited. Birthday parties at school are NOT permitted. Select celebrations will be arranged by the teacher. The Student Wellness Policy and the Nutrition Standards for Florence Elementary School encourage sending healthy snack options versus treats high in fat and/or sugar. **All items must be store-bought and individually wrapped. Homemade food items are not allowed.**

### **CHILD CUSTODY**

If there is a court order stating that an ex-spouse or other parent is not to visit your child at school or pick him/her up from school, we must have a copy of that signed court document on file in the school office. The only way we can comply with a court order is to have a copy to present to the ex-spouse or other parent should the situation arise where this is needed. It is your responsibility to get this information to us. This request is to protect your child, and we ask that you cooperate with us by providing these papers. If you have questions or concerns about custody issues regarding your children, be sure to discuss these with your child's teacher and contact the principal or assistant principal.

### **DRESS CODE**

Student dress should be comfortable and appropriate for learning. Please be aware of the importance of good grooming and appropriate dress and the effect on the learning environment. Clothing and shoes should also provide for the safety and welfare of the student. If a student's dress or lack of cleanliness is detrimental to his/her health or safety, the school may require the student and the student's guardians to take appropriate action to remedy this situation. In addition, if a student's dress or appearance is so unusual, inappropriate, or lacking in cleanliness that it clearly and substantially disrupts class or learning activities, the student may be required to change his or her dress or appearance.

Clothing advertising alcohol and/or tobacco products or containing inappropriate language or messages will not be permitted. Clothing should fit in such a way that undergarments are not shown and the clothing does not interfere with safety. If a staff member feels that a student's

dress is inappropriate, the administration determines that the student needs to change. The following guidelines for student dress should be followed at all times:

- Students are not permitted to wear sunglasses, tube tops, halter-tops, spaghetti strap tops, see-through tops, midriff tops, chains, or bandanas. Sleeveless shirts must cover the shoulder, fit appropriately, and provide adequate coverage.
- Shorts are permitted in hot weather, yet they must be in good taste and not too tight. **They must also be no shorter than finger length when arms are to the side.**
- Ripped jeans are only permitted if leggings or tights are worn under them, or the rips are below the knee.
- Students must wear shoes at all times for health and safety reasons. Flip-flops and heels are strongly discouraged for safety reasons. Heelys (roller shoes) are not permitted.
- Hats may be worn at school, but not inside the building. Hoodies are also not to be worn in the building.

### **ELECTRONIC POLICY**

Students are not permitted to have cell phones or other electronic devices visible at school (cell phones, tablets, etc...). Students who are found to have one of these items or similar, the item will be taken, turned in to the office, and potentially assigned other consequences pending the circumstances. A parent will be required to pick the item up. Please refer to the GCS code of conduct regarding cell phones.

### **TELEPHONE**

Use of the school office telephone by students is limited to emergency calls only. Calls for permission to attend parties and to go home with friends, etc. will not be permitted. These matters should be taken care of at home. A note from the student's teacher is requested before the telephone in the front office may be used.

### **LOST AND FOUND ITEMS**

It is suggested that clothing and personal belongings brought to school should be labeled with the child's name. Lost items are turned into the lost and found bin located in the main building. All unclaimed items will be donated to charity twice per year.

### **PBIS (POSITIVE BEHAVIOR INTERVENTION AND SUPPORT)**

Positive Behavior Support is designed to encourage students to perform at their best behavior. Students are expected to follow School Wide Expectations and classroom expectations to have success with their behavior and academics.

Students will follow the **G.R.E.A.T** Expectations to success at Florence Elementary School!

**Goal Oriented**  
**Respectful**  
**Exceptional**  
**Accepting of Others**  
**Trustworthy**

**Florence Cowboys and Cowgirls are G.R.E.A.T.**

Students are expected to follow all PBIS guidelines during arrival and dismissal, in the cafeteria, during transitions, at restrooms, and on buses. Students who demonstrate appropriate behavior and demonstrate G.R.E.A.T. expectations may Cowboy Bucks to be collected and used for various activities and prizes throughout the year. Students with G.R.E.A.T. behaviors also earn opportunities to participate in the end-of-quarter celebrations.



		Hallway	Cafeteria	Arrival & Dismissal	Bathrooms	Playground	Buses
<b>G</b>	Goal Driven	Face forward and walk on the right side of the hall	Get all materials needed before being seated	Enter and exit Florence in a safe and orderly manner	Use the bathroom quietly and keep the bathroom clean	Play safely in all games and on all equipment	Ride to school and home safely each day
<b>R</b>	Respectful	Keep hands, feet, and objects to yourself	Speak using "please" and "thank you" when addressing staff in the lunch line	Keep hands, feet, and objects to yourself	Wash hands and flush the toilet Keep the bathroom clean	Play gently with others by keeping hands, feet, and objects to yourself	Keep hands, feet, and objects to yourself
<b>E</b>	Exceptional	Keep hallways clean and free of trash	Enter and exit in a silent, single-file line	Follow directions the first time	Respect others' privacy	Keep playground free of trash	Follow bus drivers directions the first time
<b>A</b>	Accepting of Others	Walk quietly without disturbing other classes	Speak with an inside voice and use kind words	Enter hallways quietly and correctly	Wait your turn Enter and exit through stalls doors	Show good sportsmanship Share equipment and include others in activity	Use kind words and speak quietly to students nearby
<b>T</b>	Trustworthy	Go directly to assigned area or classroom	Wait patiently when help is needed Collect all materials before going back to the classroom	Pick up a tardy slip if arriving late Move directly to destination	Report unsafe behavior	Use equipment correctly and safely Stay in the designated area	Remain seated at all times

## DISCIPLINE

Students are expected to adhere to the GCS Code of Conduct that is found in the GCS Student Handbook. To guarantee a safe and positive educational climate, acceptable standards of behavior are expected at all times. Consequences will be administered when an individual's actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher or staff member at Florence has the authority to correct any student who is demonstrating inappropriate behavior. Classroom, school rules, and procedures have been established and will be explained to students at the beginning of the year. Students are made aware of school expectations and expected to display positive behavior in all areas while at all times.

## OFFENSES AND CONSEQUENCES

Consequences for infractions of school and/or classroom rules should correspond to the severity of the offense. The specific consequences for offenses will be left to the discretion of school personnel, taking into consideration the individual child and the particular offense. Consequences for infractions of rules may include, but not be limited to, the following:

- Verbal reprimand/warning
- Time-out in the classroom or another classroom
- Parent/teacher/student conference
- Silent lunch
- Alternative recess privileges
- Loss of certain class or school privileges
- Referral to school counselors
- Referral to the principal
- In-school suspension
- Out-of-school suspension from 1 to 10 days

Corporal punishment is not permitted under any circumstance. Parents are reminded of the importance of reading the Guilford County Schools' Student Handbook that will be sent home at the beginning of the school year. This booklet contains important information concerning disciplinary guidelines and procedures, as well as other school system policies. Parents are to sign and return the form at the back of the handbook to indicate that it has been reviewed.

### **PARENTAL RESPONSIBILITIES**

Positive discipline begins at home. Parents are the child's first teacher. Through example and direct teaching, parents instill in children habits of acceptable behavior and positive attitudes. As the child's first teacher, the parent should:

- Keep the line of communication between home and school open. Read and sign the weekly envelope.
- Provide the child with counseling, guidance, and direct teaching of good habits and acceptable behavior.
- Support and assist the school in the administration of discipline and recommended consequences.

### **WEAPONS**

No student is permitted to bring to school any device that can be used as a weapon (gun, knife, explosives, toy guns/knives, matches, sharp or pointed objects, chains, etc.). Students who break this rule may be suspended from school and law enforcement called.

### **ANIMALS**

Animals of any kind are not allowed at school without the teacher's knowledge and permission. Permission must also be granted by the principal and special containers must be used at all times. Glass containers are not permitted on school buses.

## SCHOOL INSURANCE

School insurance is available for each student during the first days of school. Purchase of this program is optional. If school insurance is not purchased and the child is injured at school, the medical bills will be the total responsibility of the parent.

## PRIVACY OF STUDENT RECORDS

By the Guilford County Board of Education Policy (JR) and the Family Rights and Privacy Act, we want to inform you of your rights concerning access to student information. Please note these pertinent sections from our policy.

“The privacy of student records is guaranteed for parents and students. Parents have the right to see any official records, files, and data directly related to their children from pre-school until the student has attained eighteen (18) years of age or is attending an institution of post-secondary education. This includes all material in the education record of students.”

Parents must submit a written request to the principal requesting a time to meet if the parents wish to review their child’s record.

## HEALTH ASSESSMENTS (PHYSICALS)

A physical exam is required for all new kindergarten students as well as any student entering from out of state, regardless of the grade level. The North Carolina Health Assessment may be picked up in the school office. By law, the North Carolina Health Assessment Form must be completed and signed by a licensed physician or clinic, and all necessary immunizations completed within 30 days of enrollment in school to avoid exclusion from school. This is required by state law and strictly enforced.

Parents are notified by telephone when their child is sick at school. Be sure that you provide specific instructions on where you may be reached in case of an emergency. If you cannot be reached, the school will call the person(s) you have listed on the registration form and data card. **We must have current phone numbers where the parent or other designated person may be reached. Please contact the school any time these names or numbers change.** Please remember that a child must be fever free for 24 hours before returning to school.

## IMMUNIZATIONS AND PHYSICAL EXAMS

All students’ immunizations must meet North Carolina Immunization Requirements:

- 5 DPT (Diphtheria, Tetanus, Pertussis) If 4th dose is on/after 4th birthday, 5th dose is not required
- 4 OVP (Oral Polio Vaccine) If the 3rd dose is after the 4th birthday, the 4th dose is not required.
- 1 MMR (Measles, Mumps, Rubella) 1st dose on/after 1st birthday.
- 2nd MMR (Given at least 30 days after 1st MMR is required for those who entered kindergarten after July 1, 1994)
- 1 Hib (For students who are under 5 years of age)
- 3 Hepatitis B (3 doses required for all children born on/after 7-1-94)
- 2 Varicella (One dose required for all children born after April 1, 2001)

5th Grade Parents: North Carolina Law states that a booster dose of Tetanus/Diphtheria/Pertussis (Tdap) vaccine is required for individuals attending public school who are entering 6th Grade if

5 or more years have passed since the last dose of Tetanus/Diphtheria Toxoid. Individuals who began their tetanus/ Diphtheria Toxoid (Td) series on or after the age of seven years shall be required to have only three (3) doses of Td of which one must have been within the past ten years. A minimum of 6 months is recommended between the 2nd and 3rd dose.

Proof of these immunizations, with the dates received and a doctor or clinic signature, must be presented to the school within 30 CALENDAR DAYS after the first day of attendance. If the proof of immunization is not presented within 30 CALENDAR DAYS, it is the responsibility of the principal to exclude the child from school until that proof is received or until the child begins an immunization schedule.

Immunizations may be obtained from students' health care providers or the Guilford County Department of Public Health for no charge.

Please call for an appointment:

1100 E. Wendover Ave.  
Greensboro, NC 27405  
Phone: 641-6625

501 E. Green Dr.  
High Point, NC 27260  
Phone: 845-6625

## **MEDICATION**

Guilford County Schools has a procedure to assure safe administration of medication to students during the school day. To protect the safety of your child and in fairness to the school staff that is responsible for administering medication, no exceptions will be made to this procedure.

Guilford County Schools recognizes that medication should not be administered by district employees unless the parent is unable to plan for the student to receive the medication before or after school hours. **No medication (prescription or non-prescription) will be given at school without the written authorization of both the parent and the health care clinician.** (Note: A healthcare clinician is defined as a licensed healthcare provider who can prescribe medication under the North Carolina statute.)

The Authorization of Medication for a Student at School form must be completed and signed by the health care clinician and parent before the medication, prescription or non-prescription, will be dispensed. The form is available in the school office. Medication must be delivered in person by the parent or guardian. All medications shall be administered as directed by the health care clinician. Prescription medications must be in a properly labeled container from the pharmacy and shall include the name of the student, the name of the drug, the frequency of administration, and the dosage. Non-prescription medication must be in the original container and will be administered according to the written instructions of the health care clinician. Whenever the medication is changed by the health care clinician, the parent is responsible for informing the school. This is to be done by submitting a new Authorization of Medication for a Student at School form.

If a parent wishes to withdraw his/her authorization of medication to be given at the school, the parent must inform the school of that decision, either in writing or orally. The parent is responsible for removing any unused medication from the school.

The school principal shall designate school staff member(s) to administer medication to students. The school principal, or designee, shall be responsible for the safekeeping of the medication that is to be administered.

### **OVER-THE-COUNTER MEDICATION**

Written authorization by a health care provider is required for school employees to administer non-prescribed medications during school hours. The medication must be properly labeled and contained in the original container. The school principal, or designee, shall be responsible for the safekeeping of the medication which is to be administered. The medication bottles shall be properly labeled with the student's name, name of the medication, dosage, how administered, and for prescribed medication, the physician's name. No district employee shall furnish any child with any medication to be taken internally.

### **HEAD LICE**

Head lice can be a reoccurring problem in any school setting. Should your child have head lice:

1. You will be notified to pick up your child. An accompanying letter will give you directions for dealing with the lice.
2. Visit a pharmacy and request information for NITS shampoo.
3. After shampooing the hair, you will need to pull ALL nits off the hair shaft.
4. A child must be "nit" free before he/she may return to school.
5. Before your child returns to his class, you will need to bring them to the school office. Office personnel will check your child's hair to determine that there are no nits remaining. If your child still has nits, he will not be allowed to return to class until the hair is free of nits.



## Childhood Illness: When to keep your child home from school or childcare

Deciding if a sick child should be sent to school or childcare or kept home can be difficult. These health guidelines will make the decision easier.

Children should be kept home if during the night or early morning they have:

- Nausea/vomiting – two or more times.
- Diarrhea – two or more loose, watery stools.
- Fever – oral temperature 100 degrees or higher in the last 24 hours.
- Any discharge from the ear.
- Any unknown, undiagnosed rash.
- Skin sores that are oozing or the drainage cannot be contained in a dressing.
- Wheezing, croupy cough and/or cough producing green mucous.
- Ringworm – a fungal infection that has not been treated by a doctor.

Please telephone your child's health care provider or clinic for advice about treatment. Some conditions will require a health care provider visit and prescription medication. Your child's school may ask you to provide proof of treatment. Follow the health care provider's or nurse's advice about when to return to school.

### Common Contagious Conditions

- **Chickenpox** Stay out of school for the first six days or until the last pox (blister) has dried.
- **Fifth Disease** May attend school with rash if child feels well. Please inform the teacher if your child's health care provider has made this diagnosis. Pregnant women exposed to fifth disease should alert their health care provider.
- **Head Lice** May return to school after treatment with special shampoo or rinse and removal of a significant amount (75%) of nits (lice eggs attached to hairs). *Guilford County Schools, 2006*
- **Seasonal Flu** If you are sick with flu-like illness, the Centers for Disease Control and Prevention (CDC) recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.)
- **Noroviruses** Children should remain home from child care or school for 24 hours after experiencing Vomiting or diarrhea. When children return to childcare and school, handwashing must be strictly monitored. Persons who work in nursing homes, take care of patients, or handle food should stay out of work while they are sick and for at least 2 days after symptoms end.

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Please inform teachers of any changes in home or work telephone numbers. List another adult as an emergency contact if a child is sick or injured.

Please follow any additional guidelines your child's school or childcare center has regarding attendance and infectious illnesses. Your cooperation with these guidelines will help us keep a healthier school environment for all children.

For more information contact the Guilford County Department of Public Health at 336-641-7777 or [www.myguilford.com](http://www.myguilford.com)

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