

Guilford Elementary School



Home of the Cheetahs Student Handbook 2023-2024



"I can and I will"

**Guilford Elementary
920 Stage Coach Trail, Greensboro, NC 27410
336.316.5844**

**Principal: Mr. Lamont McMillan
Assistant Principal: Mrs. Joy Hesman
Home of the Cheetahs
2023-2024**

920 Stage Coach Trail Greensboro, NC 27410

Website: [http://guilfordelem.gcsnc.com/pages/Guilford Elementary](http://guilfordelem.gcsnc.com/pages/Guilford_Elementary)

Main Office: 336.316.5844 Fax: 336.316.5841 Cafeteria: 336.316.5846 ACES: 336.316.5023

PRINCIPAL'S MESSAGE

Dear Parents, Guardians, and Students,

As the principal, I would like to personally welcome you and your family to another wonderful year at Guilford Elementary! Whether your child(ren) is attending for the first time, or your child(ren) is returning to us, we are excited that you are part of our GES family and look forward to working with you and your family.

We pride ourselves on having a welcoming staff and a warm learning environment. We strive to provide an inviting environment for our students, staff, parents, and visitors so that all will feel connected here at Guilford Elementary. Working together, we cannot fail!

At GES, our aim is to strive for excellence in every area, every day, for every child. We ask that you join us in supporting this effort. We know that our students are the very best and look forward to seeing the great things that they will achieve this year. As principal, I also take pride in the fact that our school is highly diverse, beautifully representing more than twenty eight countries at Guilford Elementary! Thank you to our families for making our school environment so rich in culture.

Throughout our daily activities, we place great emphasis on developing outstanding character in our students while striving to meet each child's specific educational needs. Our school's expectations and standards are high, but we believe that excellence is the only way!

We are always available to answer questions or concerns and value your partnership. We welcome your feedback and suggestions as well. If you have further questions, please give us a call at 336.316.5844.

Sincerely,

Lamont McMillan

Principal

----- Please cut here and return the lower portion to your child's teacher. -----

Parents and the GES faculty and staff are partners in the education of our children. Cooperation and communication between home and school is essential for your child's success. We welcome your participation and support this school year and hope you will partner with us and our PTA. In working together, we will be able to reach both our collective and individual goals and celebrate the achievements of our students. Thank you!

Parents/Guardians, please review the GES Handbook with your child. Sign below indicating your commitment to partnership in your child's education. My child, _____ and I have reviewed and understand the expectations outlined in the Student Handbook for the 2023-2024 school year.

Student's Signature

Parent/Guardian Signature



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MISSION AND VISION STATEMENTS

Guilford County Schools Mission: Guilford County students will graduate as responsible citizens prepared to succeed in higher education, or in the career of their choice.

Guilford County Schools Core Values:

DIVERSITY - We are committed to creating an educational organization where a variety of persons and perspectives are welcome. We are committed to providing an environment where students and staff from all cultures and backgrounds may succeed.

EMPATHY - We are committed to developing a culture where our employees identify with and understand the feelings of our students and parents as well as their colleagues.

EQUITY - We are committed to creating equitable and inclusive schools where adults take ownership for student learning outcomes and make sure students have what they need to succeed in school and in life. We will acknowledge and dismantle systems, processes and mindsets that perpetuate race, poverty, disability and English language status as predictors of achievement. We will align resources to create equitable opportunities for students and employees. We will eradicate achievement gaps.

INNOVATION - We are committed to fostering a work environment where the goal is not to manage innovations but to become innovative. Problems are identified, adults in the district assume ownership of the problems, and everyone works together as agents of the solution until the problems are solved. We will not stop until obstacles are removed, solutions are found, and clear and compelling goals are established.

INTEGRITY - We are committed to creating a school district that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards and treating everyone with respect.

Guilford Elementary Vision: At Guilford Elementary School, we are determined to provide students with an equitable educational experience that inspires students to become all they can be. We will work as a team to collaborate with faculty, staff, parents, and the community to maximize student achievement.

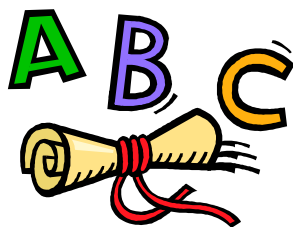
Guilford Elementary Mission: We will provide educational opportunities that advance our students' unique talents, promote academic and social growth and ensure future educational success. At Guilford Elementary School, we are determined to challenge students to become all they can be. We work as a team collaborating with faculty, staff, parents, and the community to ensure maximum student achievement.



Mascot: Cheetahs

School Colors: Black and Gold

Every Friday is Spirit Day. Wear your black and gold.



Academic Program

The North Carolina Standard Course of Study is used to plan all lessons. Other resources are used to enhance and enrich instruction. English Language Arts, Math, Science and/or Social Studies are taught daily. Each class has a Health and Physical Education (PE) or recess period each day. Lessons are designed to meet the individual needs of students. Technology is integrated into lessons. Students are assessed frequently utilizing a variety of assessment tools. Individual plans are created to meet student needs.

All students attend Art, Music, PE, STEM, and Media weekly. Guidance classes will be available to students. Our counselors and school social worker conduct individual, small and large group student support sessions. GCS is a 1:1 district meaning all students will be issued a device to be used throughout the school year to enhance instruction.

The following special services are available: speech therapy, hearing and vision screening, reading and math tutorial sessions, English for Speakers of a Second Language (ESOL) classes, Special Education Exceptional Children's services (EC), and Academically Gifted (AG) services. These services, however, are only available for students who qualify.

Several strategies and programs/activities are used to support and enrich student learning.

Awards Programs

Students will be recognized at the end of the first semester and the end of year for behavior and academic performance to spotlight student learning to celebrate student accomplishments. Students can earn awards for academic accomplishments, including showing improvement, attendance, and by demonstrating good citizenship.

Structured Literacy

The structured literacy model consists of decoding, language comprehension (background knowledge, vocabulary, language structure, verbal reasoning, and literacy knowledge), which leads students to skilled reading comprehension.

Math Facts

It is essential that students know their math facts (addition, subtraction, multiplication and division) to demonstrate fluency and recall them quickly.

Title 1

Title 1 is intended to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state assessments. Title 1 funds are used to supplement the instructional program at our school. Funds are used to hire additional faculty and staff (Math Impact Teacher/Curriculum Facilitator, School Social Worker, and STEM Teacher), to provide staff development, implement parent involvement activities, and to purchase instructional materials and supplies.

Core Knowledge Language Arts

CKLA (Core Knowledge Language Arts), formulated for K-5, is a comprehensive program for teaching skills in reading, writing, listening and speaking. It also builds students' knowledge and vocabulary in literature, history, geography, and science.

Illustrative Math

IM Math is a problem-based core curriculum designed to address content and practice standards to foster learning for all. Students learn by doing math, solving problems in mathematical and real-world contexts, and constructing arguments using precise language. Teachers can shift their instruction and facilitate student learning with high-leverage routines to guide learners to understand and make connections between concepts and procedures.

Each of these frameworks are incredibly productive in helping students learn the NCSCOS as well as teachers implementing instruction to ensure student mastery.

After School Care (ACES)

ACES (After-School Care Enrichment Services) will be available on site. The ACES Program is a structured balance of academic and recreational activities. ACES hours are from school dismissal until 6:00 pm. The cost is \$75.00 per child weekly. A non-refundable registration fee of \$15.00 is due when the application for enrollment is submitted. Payments are due EVERY MONDAY and a late fee of \$15 will be applied the next day. The enrollment fee is not required for students who have a DSS voucher or another agency childcare voucher.

Arrival and Dismissal

Car riders will use the driveway in front and side of the school. Pre-K through first grade will use the driveway in front of the school. **For safety reasons, please let your child out in front of the school and not in the parking lot.** Second through fifth graders will use the driveway on the side of the school. Bus riders will use the lot on the side of the school. No supervision will be provided in other areas; therefore, it is very important that you read and follow all guidelines and procedures relating to student arrival and dismissal. In our efforts to follow health and safety protocols, parents will not be allowed to walk their student(s) to class during arrival time each morning.

Car Riders: (Pre-K – 5th grade)

- School staff members will assist during arrival and dismissal. Please follow their instructions.
- Stay in a single file line.
- Students must exit and enter your car from the passenger side.
- You will be given an identification sign for your car. Please display it prominently throughout the school year.
- The earliest time that students can be dropped off is **7:10 am**. Breakfast will be provided when students enter the building and will be eaten in the classroom. Classroom instruction will begin promptly at 7:25.
- We want all our students to have the chance to eat, so please drop your child off between 7:10 am and 7:20 am to ensure that they have enough time to eat before class begins.
- Car riders will be dismissed at 2:10 pm.
- Parents should not park in or near the bus lot. Instead, please join our car rider line. We will ensure it is a smooth and speedy process.
- In accordance with health and safety guidance, parents and guardians must drive through the car rider line instead of parking and walking across either crosswalk area. This is the safest and only way that staff may concentrate on health and safety, order, and making the car rider process as smooth as possible for all our families.

Bus Riders:

- Bus riders are expected to exit and enter the bus in an orderly manner.
- Students are expected to follow the directions of all adults promptly.
- All bus safety rules must be followed.
- Failure to follow bus rules could result in suspension from riding the bus.
- Buses will depart from the campus at 2:20 pm.

OneCard:

- OneCard is the Guilford County Schools student identification and access card. OneCard provides many functions, including school attendance, identification, media center checkout, public library access, and more.
- Each student will be issued a new OneCard at the beginning of the year with a lanyard. All students and staff will have photo IDs and are expected to wear them daily. Students will have to pay \$5 for a replacement OneCard.
- **Students will swipe their OneCard through a scanner each day as they enter the school building.** The purpose of this is to foster a safe learning environment and enhance school safety and security for your child.

Attendance

Regular school attendance is very important. **Classroom Instruction begins at 7:25 am and ends at 2:10 pm.** A student is tardy if he/she arrives after **7:35 am** and must report to the office. Tardiness will be excused if your child's bus arrives late or if your child has a medical/dental appointment. Breakfast will be served each morning as students arrive. Please make sure that your child arrives by 7:30 for breakfast. There will be no adult supervision outside after the 7:30 bell.

Parents, please remember:

- If your child is absent from school, you must send a note stating the reason for the absence upon his/her return to school. If a note is not received within three days, the absence is considered unexcused (unlawful).
- Students must be in attendance at least half of the school day (until 11:00) to be counted present.
- **All students being picked up prior to 2:10 pm must be signed out.** Parents should contact the front office when picking up students and retrieve their child from the front door. Frequent early dismissals are in violation of 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.
- **In our efforts to promote student safety and limit late-day changes to transportation, students leaving early should be checked out PRIOR to 1:30 pm. This allows for ample time for our office staff to ensure that late-day changes are accurate.**
- Students must display an ID when picking up their child. Students will not be released to an adult who is not listed on our Student Dismissal Card in the office.
- If your child is to go home a different way other than what is stated on the Student Dismissal Card, you must notify the teacher in writing. As we are unable to verify over the telephone that it is in fact the parent making the call, it puts us in a difficult position. Since we have the responsibility of protecting the safety of your child, please refrain from making such requests. **Changes in the way your child goes home should be in writing.** Due to health and safety protocols, students may not ride a different bus home.
- All anticipated periods of absence, family trips, emergencies, etc. should be reported to the principal, in writing, prior to the period of absence for prior approval.

GCS Attendance Policy

[Policy Manual \(boardpolicyonline.com\)](http://boardpolicyonline.com)

Cafeteria

Breakfast and lunch are served daily. (If school starts late or dismisses early due to inclement weather, breakfast and/or lunch will be provided.) Students have the option of receiving a lunch at school or bringing lunch from home. **Guilford Elementary is a C.E.P. (Community Eligibility Program) school. This means all students will receive a free breakfast and lunch.** Students will also have the option to purchase additional items during lunch. Parents are encouraged to fill out and turn in the free and reduced lunch application form.

Parents may put money on their student's account to purchase a la carte snacks. We encourage parents to pay by the week or month rather than send money daily. Parents can also pay online. Visit the Guilford County School webpage for more information. If you put money on your child's account, help them understand what he/she is allowed to purchase. Each student is given a lunch number that must be used when receiving a lunch in the lunch line or when purchasing a la carte options. The lunch number will be linked to the student OneCard and will be scanned through the lunch line.

Cell Phones

Cell phones cannot be on or used during the school day. If a student brings a cell phone to school, the cell phone must be turned off and put away in their bookbag while on the bus and on school campus. We cannot take responsibility if a cell phone is lost or stolen. No one is allowed to take a picture with a cell phone on school property without approval from an authorized school staff or faculty member. Students may not have cell phones on their person or in their desks during the day. Although we encourage all students to leave cell phones at home, we do understand that some students have cell phones for after-school communication with parents and family members. In the event of needed communication with a parent or other family member during the school day, students should always communicate this need to the teacher in charge and use of a school phone will be made available upon request.

Child Custody

Both father and mother have the same rights to their child(ren), unless legal documents are provided to the school specifying legal custody.

Communication to Parents

Information will be sent home in a weekly folder every Thursday. Please check your child's folder. We will also utilize the Class DOJO and the Connect-Ed electronic calling system for emergencies and weekly updates and reminders. **Please ensure that we always have a current telephone number.** If you would rather for the telephone system to call your cell number, please let us know. Please check our website for updated calendar events.

Field Trips

Students will engage in field trips throughout the year that align to instructional content. Based upon the CDC guidelines, students will follow health and safety protocols governed by the institution they are visiting.

Dress Code

Students are to dress appropriately for school. Attire should not interfere with the learning environment and/or restrict students from participation in any school activities. Students will participate in PE daily. The state of NC mandates that all students have at least 30 minutes of active activity each day. **Therefore, tennis shoes are required for PE class and are encouraged daily for safety reasons.** If students wear shoes, other than sneakers, make sure that the shoes fit appropriately and that the shoes will stay on their feet while playing. **Flip flops and shoes with high heels are strongly discouraged as they are not safe for physical activity. We reserve the right to limit activity if students are not wearing appropriate attire, including shoes. Students should wear shorts that**

reach their fingertips when their arms are extended to their side. Students are not allowed to wear sleeveless shirts, cropped shirts, or spaghetti straps at Guilford Elementary. Any attire that is disruptive to the general learning environment may not be worn.

***OneCard badges must be worn at all times except during PE class and recess.**

Grievance Policy

If you are unhappy about something regarding your child's learning/child's classroom, etc. please proceed with the following procedures:

- Please discuss the problem with your child's teacher first.
- If you are not satisfied with the outcome, after talking with your child's teacher, feel free to talk with the principal or principal designee.

If you are unhappy about something that happened in the school environment, please contact the principal immediately and allow us the opportunity to rectify the situation. We welcome your input!

We strive in every way possible to work with our families to solve problems within our school.

Health and Safety

We will continue to follow the [latest guidance from the Centers for Disease Control and Prevention](#) and the [North Carolina Department of Health and Human Services](#).

Homework

The purpose of homework is to reinforce and extend what your child has learned in class and to develop a sense of self-discipline, personal responsibility, and independent thinking. Homework will be material that has already been taught. Students may receive homework Monday through Thursday. Generally, homework is not given on the weekends in order to allow time for students to take part in family experiences such as trips, visits, outings, etc. The amount of time a student should spend on homework daily is as follows:

- 🕒 K - 2nd grade students should be assigned 10 - 30 minutes of homework each evening.
- 🕒 3rd - 5th grade students should be assigned 30 - 60 minutes of homework each evening.

Long term projects may be assigned throughout the year. You will receive a rubric including a timeline when this occurs. Daily homework assignments will either be communicated by the teacher on a written form or recorded by your child in a designated regular homework folder/notebook.

Lost and Found

Lost and found items will be turned in to the office or put in the "Lost and Found." It is important that you encourage your child to be responsible for his/her personal property. **Label all personal items and clothing that your child can take off at school.** Students are not to bring toys (unless requested by a teacher in writing) and other valuables (electronics items, expensive jewelry, large amounts of cash, etc.) to school. We cannot be responsible if valuable items are brought to school and are lost or stolen.

Medication

Medication cannot be administered at school unless the ***Authorization of Medication for a Student at School*** form is on file in the office. The form must be signed by a parent and the physician. Students cannot transport medication to and from school, on the bus, nor can they have it on their person (cough drops included) unless approved by an administrator and/or by the school nurse. Parents must bring all medications to the office. This form is available in the main office.

Parent Academy

Guilford Parent Academy provides information and training on a variety of topics for parents, grandparents and family members caring for children and young people in Guilford County. Go to

<https://www.gcsnc.com/site/Default.aspx?PageID=2089> to sign up for a free account, use the online resources, and/or view a full schedule of classes. Parents without Internet access may call 336-279-4924 for assistance.

Parent Teacher Association (PTA)

The PTA is a volunteer, non-profit organization dedicated to serving the needs of the school community. The heart of a PTA lies in its members – in their energy, resourcefulness, and determination to advance the well-being of our children. Membership is open to all parents, relatives and friends of Guilford Elementary students. To join the PTA, complete the membership form that will be sent out at the beginning of the school year. Return the completed form along with dues of \$5.00 per person. Dues help to fund PTA-sponsored activities and school support.



Please join!

2023-2024 PTA Officers

Tiffany Dewar – President

Jeremy Thomas – Vice President

TBD – Secretary

TBD – Treasurer

Progress Reports

Students will receive an interim or progress report each quarter. See the schedule below for the dates progress reports will be sent home. These reports are to be signed and returned the next school day.

Interim Report Schedule

September 27

December 7

February 28

May 9

Report cards are sent to parents every nine weeks. Please take the time to discuss your child's report card with him/her and provide positive, helpful, and encouraging feedback to your child. Write comments on the comment card found inside the report card envelope, sign the report card envelope, and return to your child's teacher the next day after it is received. Following is the report card schedule:

Report Card Schedule

November 14

January 31

April 9

June 18

School Calendar 2023 – 2024

GES will follow the GCS Traditional Academic Calendar. You may access the calendar on the gcsnc.com website or by clicking on this link. <https://www.gcsnc.com/Page/2>

School Closings

Announcements concerning school closings will be made by 6:00 am. The announcement will be communicated on the cable channel GCS 2, through Guilford County Connect-Ed (Guilford County phone communication, not GES), through the GCS Facebook page, and will be announced on the local TV and radio stations. If inclement weather begins during the school day, an announcement will be made using the same communication outlets as soon as a decision is made.

School Pictures

All students will have an opportunity to take pictures in the Fall and again in the Spring. Advance notification of picture days and prices will be sent to parents.

School Supplies

The district has made available general supply lists for all students. The supply lists are available from the front office or by visiting the Guilford County Schools Website at gcsnc.com under Quick Links. Students must have the basic supplies needed for school each day. Please check your child's notebook and/or book bag on a regular basis to ensure that he/she has the necessary supplies. We provide supplies at school in addition to what you supply for your child. Therefore, he/she should be prepared each day with the necessary supplies and materials. Help us help your child develop good habits for school success.

Snacks

Guilford Elementary participates in the healthy fruit and vegetable snack program. Students will be introduced to a variety of fruits and vegetables. In addition to the healthy fruit and vegetable snack program, snacks can be sent upon teacher request. Guilford County Schools requires that all foods meet the goals of the Student Wellness Program Policy IHB-P (on-line). Foods from any source other than Environmental Health Services inspected facilities (i.e., stores or restaurants) shall not be served to students.

Student Conduct

The faculty and staff of Guilford Elementary School believe that all students can thrive and lead by example in every area of the school. All students are responsible and accountable for their actions. Please review the updated *Guilford County Schools Student Handbook and GCS Code of Student Conduct* available on the GCS website and on our school website at the beginning of the school year. Parents are encouraged to review and assure that your student understands all the expectations for behavior at school and the consequences that might occur if expectations are not met.

PBIS

Guilford Elementary School is a PBIS (Positive Behavior Intervention Support) school. PBIS (Positive Behavioral Interventions and Supports) uses implementation science to help students develop positive behaviors. Our PBIS system is aligned to our Leader in Me philosophies and framework through the acronym LEAD. Each common area defines the schoolwide behavior expectations related to LEAD that will be taught and re-taught throughout the school year. Posters are displayed in each common area to remind students of behavior expectations. We believe when students manage their own behaviors according to these expectations, they become better students, friends, and classroom citizens.

LEAD Expectations

Lead with the 7 Habits

Exhibit Safe Behaviors

Act Respectfully

Demonstrate Responsibility

LEAD Expectations for Common Areas

	Hallway	Restroom	Cafeteria	Playground	Bus
L ead with the 7 Habits	<ul style="list-style-type: none"> • Be Proactive • Begin with the End in Mind • Put First Things First • Think Win-Win • See First to understand and Then to be Understood • Synergize • Sharpen the Saw 	<ul style="list-style-type: none"> • Be Proactive • Begin with the End in Mind • Put First Things First • Think Win-Win • See First to understand and Then to be Understood • Synergize • Sharpen the Saw 	<ul style="list-style-type: none"> • Be Proactive • Begin with the End in Mind • Put First Things First • Think Win-Win • See First to understand and Then to be Understood • Synergize • Sharpen the Saw 	<ul style="list-style-type: none"> • Be Proactive • Begin with the End in Mind • Put First Things First • Think Win-Win • See First to understand and Then to be Understood • Synergize • Sharpen the Saw 	<ul style="list-style-type: none"> • Be Proactive • Begin with the End in Mind • Put First Things First • Think Win-Win • See First to understand and Then to be Understood • Synergize • Sharpen the Saw
E xhibit Safe Behaviors	<ul style="list-style-type: none"> • Walk • Stay to the Right on the third block • Look Forward • Keep a Safe Distance • Hands and Feet to Self 	<ul style="list-style-type: none"> • Wash Hands • Keep Water in Sink • Bathroom is for Business Only 	<ul style="list-style-type: none"> • Walk • Only Eat Your Food • Alert Staff of Spills • Keep Hand and Feet to Self 	<ul style="list-style-type: none"> • Be Aware of Your Surroundings • Keep Hands and Feet to Self • Mulch and Rocks Stay on the Ground • Report Dangerous/Hazardous Behavior or Equipment • Walk to the Playground and to Line Up 	<ul style="list-style-type: none"> • Stay Seated • Face Forward • Keep Legs Out of Aisle • Keep Body and Other Objects Inside the Bus at All Times
A ct Respectfully	<ul style="list-style-type: none"> • Voice Level 0 • Pause and Allow Individuals to Cross Your Line 	<ul style="list-style-type: none"> • Voice Level 0 • Allow Privacy • Wait Your Turn • Quickly and Quietly 	<ul style="list-style-type: none"> • Voice Level 0 in Line • Voice Level 0 While Eating, Voice Level 2 After Eating. • Raise Hand for Help • Use Manners (Please and Thank You) 	<ul style="list-style-type: none"> • Voice Level 0-3 • Use Equipment Appropriately • Patiently Wait Your Turn • Share Equipment • Be a Cooperative Team Player 	<ul style="list-style-type: none"> • Voice Level 2 • Use Kind Words • Help Others • Respect Personal Space
D emonstrate Responsibility	<ul style="list-style-type: none"> • Keep Hands and Feet Off Walls • Stay in Line • Pick Up Dropped Items • Go Straight to Destination 	<ul style="list-style-type: none"> • Flush • Leave Area Clean • Use only one Pump of Soap and one Paper Towel 	<ul style="list-style-type: none"> • Clean Your Own Mess • Stay in Your Seat • Dump Trays Neatly 	<ul style="list-style-type: none"> • Clean Up After Yourself • Return Equipment to the Proper Place • Line Up Quickly and Quietly 	<ul style="list-style-type: none"> • Keep the Bus Clean • Follow Directions • Keep Track of Belongings

	Classroom	Assembly	Field Trips
L ead with the 7 Habits	<ul style="list-style-type: none"> • Be Proactive • Begin with the End in Mind • Put First Things First • Think Win-Win • See First to understand Then, to be Understood • Synergize • Sharpen the Saw 	<ul style="list-style-type: none"> • Be Proactive • Begin with the End in Mind • Put First Things First • Think Win-Win • See First to understand Then, to be Understood • Synergize • Sharpen the Saw 	<ul style="list-style-type: none"> • Be Proactive • Begin with the End in Mind • Put First Things First • Think Win-Win • See First to understand Then, to be Understood • Synergize • Sharpen the Saw
E xhibit Safe Behaviors	<ul style="list-style-type: none"> • Walk • Respect Personal Space • All 4 on the Floor When Seated • Push in Your Chair • Keep the Floor Clean and Clear 	<ul style="list-style-type: none"> • Watch for Directions and Hand Signals • Stay in Line • Keep Hands and Feet to Self • Stay Seated 	<ul style="list-style-type: none"> • Stay with Teacher/Chaperone/Gro up • Hands and Feet to Self • Stay in Assigned Area • Follow Bus Procedures
A ct Respectfully	<ul style="list-style-type: none"> • Voice Level 0 During Instruction • Use Kind Words • Help Others • Active Listening • Participate When Appropriate 	<ul style="list-style-type: none"> • Voice Level 0 (Unless Asked to Respond) • Active Listening • Appropriate Applause 	<ul style="list-style-type: none"> • Voice Level 0-2 • Focus, Listen, and Watch • Enter and Exit Quietly • Remember that Student Behavior Reflects Upon Our School
D emonstrate Responsibility	<ul style="list-style-type: none"> • Be Prepared for Class with Books and Supplies • Follow Classroom Procedures • Complete homework and classwork 	<ul style="list-style-type: none"> • Be an Engaged Audience Member • Stay in Personal Space 	<ul style="list-style-type: none"> • Be a Good Participant • Follow Guidelines of the Place You are Visiting • Keep Track of Your Belongings

Student Information

All student information must be on file in the office in case of an emergency. **If your telephone number, cell phone number, address, etc. changes, you are required to send the new information to your child's teacher immediately or contact Mrs. Johnston, the Data Manager, who is located in the main office.** If the information is sent to the teacher, she/he will inform the office of the changes. If your address changes, you will be required to provide proof of your residence (lease, utility bill, etc.) to the school.

Volunteers and Visitors

For the safety of our students, and in compliance with our Board of Education Administrative Policy KF, volunteers who are 16 years old and older are required to register with GCS and complete a background check for any volunteer work that has the potential for unsupervised time with students. Please see the GCS website for further information and registration procedures: <https://www.gcsnc.com/Page/30761>.

Visitors must check into the front office upon their arrival. Parents eating lunch with their child will be greeted at the front office and escorted to the cafeteria by their child. If a parent wishes to visit or observe their child's classroom, they must give the teacher a 24-hour notice.

Parent Conferences

If you desire a conference with your child's teacher, feel free to contact the teacher to schedule an appointment outside of instructional hours.

Withdrawal from School

When withdrawing your child from school, notify the office and the teacher as soon as you know your child will be leaving. A withdrawal form must be completed verifying that all textbooks, library books, equipment, etc. have been returned and that there are no outstanding balances owed to Guilford Elementary School. We will give you a copy of the withdrawal form to take to your child's new school.

We are partners in the education of our children!

We value the contribution and support of our parents and treasure our students.

“Nothing is more important to success in schools than
the quality of relationships
between and among students, staff, and parents.”

-James Comer

Thank you for your support!