Northern Elementary School

2024-2025

Student and Parent Handbook

3801 NC Hwy 150E
Greensboro, NC 27455

Phone: (336)656-4032
Fax: (336)656-4043

Mrs. Nicole Weeks, Principal

Dr. Tyron McMillon, Assistant Principal

Welcome from the Principal

Mrs. Nicole Weeks
2024-2025
Northern Guilford Elementary School

Dear Northern Families,

It is my honor and privilege to serve the Northern Elementary community as your principal. Since coming to Northern six years ago, I have constantly been in awe of our amazing school which is filled with brilliant students, caring and professional teachers, and supportive families.

Northern is not only a place where students come to learn math, reading, and writing; but it is also a place where I want students to become the best versions of themselves and reach their full potential. Every child's journey is different, but it is here, at NES, that we will meet their individual needs and cultivate their potential.

I believe that in order for your child to reach their highest potential, we need to work together. I look forward to continuing this partnership with many of you and beginning it with those of you new to Northern. If there is ever a question or concern that you may have, please feel free to reach out to me after speaking to your child's teacher. My email is weeksn@gcsnc.com.

Sincerely,

Mrs. Weeks

TABLE OF CONTENTS

Message from the Principal 2

SCHOOL POLICIES

- School Day & Attendance 5-6
- Tardy & Arrival and Dismissal 7
- Check Out 8
- Address and Phone Changes 9
- Child Custody & Student Records 9
- Student Illness and Medication 9
- Inclement Weather 10
- Visitors & Volunteers 11
- Classroom Visitation, Conferences, & Dress Code 12
- Personal Property 13
- Cell Phones 13
- Caffeinated Beverages, Parties, and Birthdays 15
- Student Wellness Policy 15

CAFETERIA INFORMATION

- Prices 16
- GCS Policy (IHB-P) for Student Wellness 17
- Lunch Visitation 17

ACADEMIC and SOCIAL ACHIEVEMENT

- Report Card and Interim Reports 18
- Benchmark Assessments, Conferences, & Honor Roll 18
- Study Habits & Homework 19
- Special Services 19

STUDENT BEHAVIOR 19

- Bus Conduct, Bus Safety, and Bus Misbehavior 21

SCHOOL SAFETY

- School Safety 21
- Emergency and Crisis Planning 22
- Playground Rules and School Property 24

ACES 25

NES PTA and BOARD MEMBERS 26

APPENDIX

- GCS 2024-2025 Traditional Calendar 29
- Parents' Guide to "School Talk" 30
- School Absence Forms 31
- Transportation Change Forms 32
- School Safety Bus Stop Law 33
- Handbook Website and Review 34

Dear Nighthawk Parents,

Welcome to the 2024-2025 school year! When editing our handbook for this school year, I went through each page and item to determine if it was still needed, needed to be edited, or needed to be expanded upon. When I came to this page, its purpose and meaning truly resonated with me. It contains a list of things to consider when talking to your child about school. As parents, we often set the tone for school for our child and often that tone is influence by our own experience in school.

Take a few minutes and reflect upon your elementary days. Were they good? Were they bad? What aspects made it one way over the other?

At Northern Elementary, we strive to make school fun, yet academic; tough, yet achievable; serious, yet encouraging. Let's work together to make this school amazing!

1. ***CONVEY A POSITIVE ATTITUDE ABOUT SCHOOL.*** *If you are enthusiastic about school, your child is more likely to enjoy it.*
2. ***GET TO KNOW YOUR CHILD'S TEACHER.*** *Become involved with the PTA, AND VOLUNTEER YOUR SERVICES IN SCHOOL. Are you willing to do simple jobs in your home?*
3. ***GET TO KNOW YOUR CHILD'S SCHOOL AND THE PROGRAM.*** *Attend parent meetings and check your child's home/school folder for important information.*
4. ***PRAISE YOUR CHILD FOR THE GOOD THINGS HE/SHE DOES.*** *Always accent the positive!*
5. ***PLAN YOUR DAY SO THAT YOU CAN SPEND TIME WITH YOUR CHILD.*** *Be sure there is time to talk about school and the happenings of each day.* ***GIVE*** *your child … a* ***GIFT*** *of your* ***TIME.*** *SET ASIDE A DEFINITE TIME FOR READING TO YOUR CHILD OR YOUR CHILD READING TO YOU ON A DAILY BASIS.*
6. ***LET YOUR CHILD SETTLE QUARRELS OR DIFFICULTIES, WHICH MAY ARISE WITH SCHOOL FRIENDS.*** *Children should be allowed to work out their own problems. Think of yourself as supporting and helping your child's development - not as "protecting" him/her from a world about which he/she must learn.*

Northern Elementary School

SCHOOL POLICIES

School Day

Student Instructional School Day	7:35 a.m. until 2:15 p.m.
Teacher Workday	6:55 a.m. until 2:30 p.m.

The building is open to students at 7:00 a.m. each day. **In the issue of safety, no students will be allowed into the school prior to that time.**

If you desire to speak to your child's teacher, we request that you call and leave a message, or call after 2:30 p.m. If these times are not convenient for you, we will make other arrangements for you to speak to your child's teacher. **Please keep in mind that unscheduled telephone calls/conferences during the school day interrupt the instructional time for students. Therefore, you may be placed in the teacher's voicemail.**

We believe it is essential that students **attend school regularly** and **arrive on time** in order to benefit the most from school experiences. We have a great deal of curriculum to teach and learning goals set for students. We realize there will be times when students have legitimate absences. However, needless absences and habitual tardiness interrupts the learning process for your child and other students. We believe that children should be taught the value of punctuality. The school staff appreciates your cooperation in these matters.

Remove Your Child from School: If it is vital that you remove your child from school for any reason such as a doctor's appointment, please send a signed note to school by your child.

Transportation Change: If your child will not be going home the usual way, please email your child's teacher as well as copy Mrs. Susan McLemore at mclemos@gcsnc.com . You may also use the form located in the **Appendix (back of the handbook) or call the front office at 336-656-4032**. The forms can be found on the NES website as well. Beginning in the fall of 2021, all PM transportation changes must be submitted by 1:00pm daily. This will give us enough time to ensure that all parties are aware and that your child successfully gets to his/her correct destination.
If your child will be going home with another student, or someone will be coming home with your child, we **MUST** have a note from **both parents**. **The school must have something in writing for all transportation changes by 1:00 p.m.**

Students are not permitted to ride the bus home with another student. The only exception to this rule is if both students already ride the same bus home in the afternoon. A note must be turned in to the office at the start of the school day to ensure administration can approve this transportation change.

Attendance Policy

On the first day of school immediately following an absence, we ask that the student present to his/her teacher a written explanation of that absence.

Attendance form: If your child will be or has been absent, please send a note with your child. There are also forms are located in the **Appendix (back of the handbook)** and our school website. An email to your child's teacher will suffice. On this email please feel free to copy our data manager Mrs.

Rebeca Albright at albrigr@gcsnc.com to ensure the absence is coded correctly. Please feel free to visit our website to download a few of the transportation and attendance forms for your use throughout the school year. The written explanation should contain the following:

a. Date(s) of absence
b. Reason(s) for absence
c. Signature of parent

Written explanations will allow us to determine if the absences are excused or unexcused. **If no written explanation is received within three days, the absence will be unexcused.** The following shall constitute valid excuses for the absence of a student.

a. Illness or injury
b. Death in the immediate family
c. Medical appointments
d. Court proceedings
e. Religious observances
f. Educational opportunity (see criteria below)

Absences for other reasons are unexcused. Out of school and out of town are not acceptable as reasons for an absence. Please refer to the GCS Student Handbook if there are any questions and for more information, if desired.

Make up work should be completed for all absences. If possible, this should be completed **within five days after returning to school** or sooner (no later than 10 days). If a child is absent for an extended period of time, we will gladly send work home at your request.

Students must be in attendance at least half of the school day to be counted present. **Students arriving after or leaving earlier than 11:00 a.m. will be considered absent for the day.**

If a student has early dismissal or is absent the day of a school event (i.e. grade level program, talent show, etc.), the student cannot participate in the event. This also applies to ACES after-school care. This is in accordance with Guilford County policy.

If a student does not come to school the morning of a field trip, they are considered absent. Exceptions are in place for events such as the GCS Science Fair, GCS Spelling Bee, and GCS EBOB Competition.

Family Vacations/Educational Opportunities:
If a child is absent from school because of a family vacation, the absence will automatically be coded **UNEXCUSED unless the following is done**:

- At least one week prior to the trip a note must be written to the student's teacher and data manager. This note must include dates and purpose of the trip. This is also done to allow the teacher time to collect work the student will miss.
- Missed work must be turned in the day that the child returns to school with a grace period of 10 days.
- While on your family trip, the child and family must choose to complete one of the following educational projects:
    - Daily journal outlining what experiences the student had each day. If the child is in kindergarten or 1st grade, the student should draw pictures of highlights from the trip.
    - Important events poster with photos highlighting important aspects of the trip.
    - Research paper or written report (This would be a brief research paper about an interesting fact or topic related to the trip.)

    - Collage with notes and captions
- Upon return, the educational project should be submitted to the teacher and principal.
- Once the education project and all missed work is turned in, the student's absence will be coded as EXCUSED by the data manager.

Tardy Policy

The following procedures will be followed when a student is tardy.

1. Students on late buses are not counted tardy.
2. A student arriving after 7:35 a.m. must obtain a tardy pass from the office. Parents are required to come into the office to sign in the child(ren).
3. Excessive tardiness will be reported to the School Social Worker and other appropriate school officials who will take whatever action is deemed necessary.

All tardies are unexcused unless we are provided **valid** documentation from the parent upon student arrival. **(This does NOT include the reason typed in on student sign-in program.)** If a child was at a doctor's appointment, please provide a written note from the doctor.

Breakfast will not be served after 7:30 a.m. unless children arrive on a late bus.

Arrival and Dismissal

Parents and students are to obey staff and signage on campus and be very cautious when traveling through parking lot areas.

Car Riders: The safety of our students, staff and visitors is a priority at Northern Elementary. The parking lots at our school can be very dangerous during arrival and dismissal times. Those parents who choose to bring and/or pick up their children from school by automobile will observe the following guidelines.

1. **The building does not open for students until 7:00 a.m.** Children will not be allowed to exit cars until the bell rings and an adult is on duty.
2. Parents are encouraged to participate in our car rider line. To enter our car rider line use the entrance designated as "Car Rider" entrance. (Brown Summit side of property)
3. All automobiles should unload in the **drop-off zone only** (the **entire** sidewalk in front of the school).
4. If you are going to walk your child into the school building, you are permitted to enter through the "Bus Entrance" and park in our parking lot.
5. We encourage all parents to drop their children off along the sidewalk; however, if you choose to escort your child to the building doors, please park in a parking space in the parking lot. **Students will NOT be permitted to cross the street without the parent present.** ***Respect those who are dropping off their children in the car rider line (they do have the right of way). For your safety, we ask that you wait to be directed by the staff member on duty prior to walking across the street.***
6. **Parents are NOT allowed to drop students off in the bus lane, nor are they to pull up next to the crosswalk and drop their child off. Both behaviors are dangerous as students are not being properly supervised.**

Arrival and dismissal can be a lengthy process, but to assure that the lines move expeditiously, please assist us with the following procedures.

1. **When arriving to school**, students are encouraged to **have their seatbelts unbuckled and book bags/school supplies ready**. To ensure students' safety, students are to **exit the right side** of the car **as it reaches the sidewalk**, and are also encouraged to **open their door** to exit the vehicle.

2. **When picking up your child**, please arrive on time. Students not **picked up by 2:40 p.m.** will be escorted to the office for pick-up. The parent will need to park and enter the building to receive and sign out their child.
3. **If a student is to be dismissed with another student, BOTH parents must send permission in writing. This information will need to be sent to the office for approval.**

Bus Riders: Bus transportation is provided for students. Please be sure to **have your child at the bus stop at least 10-15 minutes earlier than the designated time**. If your child misses the bus, please make every effort to get him/her to school.

Encourage your child to use good conduct and self-control on the bus. If any problems arise, students should:

1. **Report problems to the driver immediately**
2. **Parents should report student discipline or safety concerns to an administrator**.

Students who cause disturbances on the bus are endangering the lives of others and may lose their privilege to ride the bus if such disturbances continue. Parents are NOT allowed on the buses at ANY time. Bus drivers are NOT allowed to get off the buses at ANY time while students are on the bus.

Student are only allowed to ride their GCS assigned bus home. Student cannot go home with another student on a bus.

A student who does not usually ride a bus home in the afternoon cannot ride the bus without approval from the Transportation office. Therefore, the administrators and other Northern personnel cannot give permission for this situation.

Checkout Policy

Please understand that dismissal is the busiest time of the day and all parents will be required to follow our dismissal policy.

1. **Children checked out prior to regular dismissal must be signed out in the office. Do not go to the child's class or playground area to retrieve your child.** Children who are picked up early must be checked out by office personnel. **Students will not be sent to the office early via a phone call. You must enter the building and sign your child out. Our teachers will NOT release children until this procedure has been followed. The parent must either go through the car rider line process or go to the front office and have the student checked out per the process above.**

2. **If anyone other than the parent/legal guardian is picking up a child at school, the office must have written permission from the parent /legal guardian to remove the student off campus.** If we receive calls asking the office to inform a student to ride a different bus/car rider on a particular day, because we are unable to verify over the phone that it is the parent making the call, **we will not approve the request(s)**. Please **send such request in writing BEFORE 1:00 p.m. to give us time to perform due diligence.**
3. **Checking students out after 2:00 p.m. is discouraged. After 2:00pm, students will be dismissed via their regular dismissal plans.** Parents must allow teachers to have a dismissal free from interruptions and confusion. Disruptions and confusion can cause students to get on the wrong bus and dismiss to the wrong area. Students and staff must remain focused during this dismissal time. While we understand that unexpected situations do arise, we will work with you to the best of our ability. Parents wanting to check their child out between 2:00pm and

the regular dismissal time on a consistent basis will be addressed by administration.

4. Started during the 2016-2017 school year, the first-time check out of a student will require the parent to scan a valid driver's license or state issued ID into the computer.

Address/Phone Changes

Immediately notify the school (teacher and data manager) of any changes (address, home phone number, or work number). **It is critical that we are able to reach you in the case of an emergency.** If you do not have a phone, please send the number of a relative or neighbor and notify that person that you have identified them as an emergency contact.

Child Custody

If you/your spouse are separated/divorced and you have been granted custody of your child through a court order/deed of separation, please inform the front office. **We will only comply if there is a copy of the court order in your child's file. Update us as court orders are change or updated. Valid court orders will be followed exactly.**

If you have a pickup schedule based on a custody agreement, it is the parents' responsibility to supply the classroom teacher and front office with a copy of this schedule.

Student Records

Please contact the counselor if you wish to make an appointment to review your child's records. **Appointments must be scheduled to review records.**

Student Illness

Please understand that our school nurse is ONLY at our school once a week. Should your child become ill during the school day, parents will be notified so the student can be picked up from the school office when necessary. **It is crucial that we have a number where the parent or other designated individual may be reached in the case of an emergency.** Be certain that we have several names and numbers of people we may contact. Notify the school if any of these names/numbers change.

Head Lice: Students may return to school **after** treatment with shampoo or crème rinse and removal of a significant number of nits (75% of lice eggs attached to hairs). If you must treat your child, inform the teacher/office to keep the spread under control.

Fever: Students should be **"fever free" for 24 hours** before returning to school. This is without fever reducing medication.

Student Vomiting: If a student vomits, parents will be contacted and are expected to be picked up as soon as possible. Student should be **"vomit free" for 24 hours** before returning to school. This is without medication.

Medication

The school recognizes that a student with chronic or unusual health problems may require medication during school hours (**this includes overnight field trips**). When possible, arrangements should be made with the physician to adjust the dosage so that it can be given at home before and after school. If this is not possible, please adhere to the following.

1. **The school must be provided with authorization each year from the doctor as well as the parent for ANY medication to be administered at school.** This includes but is

not limited to over the counter drugs (cough drops, eye drops, and inhalers). Medication forms are available at school or GCS' website http://www.myguilford.com/wp-content/uploads/2014/09/Medication-Authorization2016.pdf

2. Medication must be delivered **in person by the parent/guardian** along with the "Parent's Authorization Form". **Medication is not to be transported by a student.** (If there is a situation where parents share visitation, arrangements must be made to provide medication to the school without the school being caught between transferring medications back and forth.) **If the child needs medication in ACES, a separate bottle needs to be provided to ACES.**
3. Medicine must be **provided in the original prescription bottle**, which includes the **name of the student**, the **name of the drug**, the **frequency**, and the **description of the anticipated reactions** of the student to the medication.
4. Whenever medicine is changed by the physician, the parent is responsible for informing the school by submitting a new form and delivering medication to the school. Telephone calls will not be accepted for this purpose.

We are required by GCS policy to adhere to this regulation, **no exceptions.** Medication of any kind must be delivered to the school by the parent or guardian with signed medication form. **This includes over-the-counter medications as well. This includes inhalers.** If a parent wishes to withdraw his/her authorization for medication to be given at school, the parent must inform the school of that decision in writing. The parent is responsible for removing any unused medication from the school. **This includes removal at the end of the school year. If the medications are not removed, nurses are required by GCS policy to dispose of the medication.**

If your child has an **allergy** or **physical problem**, inform his/her classroom teacher.

Inclement Weather

On days when weather conditions create questionable circumstances for opening school, parents should listen to **local TV and radio stations for public information announcements**. If school is open late, school employees report to work 15minutes before students. For this reason, students must not be left at school at the regular time when the opening of school is delayed. If early dismissal is deemed necessary, **closing times will be announced on local TV and radio stations**. Parents should develop a plan with their children to cover these circumstances. **ACES will not meet if school is closed for inclement weather.** Having a plan in place and sharing that plan with your child will make you and your child more comfortable. Please see the Appendix for more information regarding ACES and inclement weather.

Remote Learning Days/GCS Student Technology Devices

Started during the pandemic of 2020, if school is closed for inclement weather or any other reason, GCS began holding remote learning days. Students in grades K-3 will be distributed a GCS iPad and students in grades 4-5 will be distributed a GCS Chromebook at the beginning of the year. This device will be assigned to your student, may come home during the school year, and will be expected to be used during any remote learning days.

If school is closed and the district moves to remote learning,

students will be expected to login to Canvas on a device for school and instruction from their teacher. Mrs. Weeks will send out a phone message with all pertinent details for the day. Typically, students will login and meet with their teacher for instructions around 8:30am. Some instruction that day may be asynchronous or altogether.

Enacted last school year, students will not be allowed to play games on GCS devices during the school day that are not educational games and games that are not directed by the classroom teacher. This includes but is not limited to Minecraft. Students will not be to download these apps on student devices as student devices are for educational purposes only.

Visitors

Visitors and parents are always welcome. **All persons coming to the school are REQUIRED to check in at the office**. All GCS schools use a computer sign-in process to identify visitors. Anyone who is visiting a school should have a valid GCS ID/visitor's pass while on campus. This includes all parents and volunteers. **Started during the 2016-2017 school year, visitors will be required to scan a driver's license or state issued ID the first time you sign into the school ID system.** For the safety of the children, all parents, volunteers, observers, and visitors are required **to wear fully completed name tags (name, location, reason) when visiting our campus** during regular school hours. Our purpose is to maintain a safe school for our students, faculty members, and parents. Signs are posted on exterior school doors that direct all visitors to the office. Employees will ask any unidentified individuals to go directly to the office and sign in if they do not have a GCS badge/visitor pass. All visitors should return to the front office/entrance to check out before leaving the building. Visitors are expected to remain in their location in connection to the reason for their visit. Visitors are not allowed to visit other areas, teachers, students, and classrooms. Student safety is our main priority.

Volunteers

Parents, grandparents and other relatives have many talents that can be shared with our children, and we hope you will share with us by volunteering. **Teachers will have a classroom volunteer sign-up sheet available at Open House.** Please remember in order to volunteer (supervised/unsupervised, this includes field trips) you are required to register at www.gcsvolunteers.com. Background inquiries and checks are required for all volunteers (interns, student teachers, tutors or similar roles) who may have unsupervised contact with students. The volunteer must complete a Volunteer Registration. The form must include enough personal information to allow the district to complete an in-state criminal record check and to investigate any out-of-state/federal arrests or convictions. The district's Human Resources Office will review the results and notify the principal and volunteer coordinator of the results and volunteer status. Volunteers who registered online to **volunteer the previous school year, must log into the site, pull up his/her application, edit any information which has changed, then click on submit at the bottom of the page to reactivate the application each year.** You will be prompted to complete a **Criminal Background Check**. Once you are approved (you will be informed via email), you may begin volunteering.

In all cases, please check in the office, get a visitor/volunteer badge, and check out when leaving. We look forward to working with you throughout the school year. It is crucial that all visitors and volunteers adhere to NES safety measures. This means no propping open of exterior doors, no letting others into the building, not holding the front door open for others when coming and going, and not removing students from a teacher's care without teacher permission and a valid reason. The school administration does reserve the right to ban a person/s from the Northern Elementary campus for a reason/s that it deems worthy.

Please note that confidentiality is very important when working in the school.

Chaperones

At Northern Elementary we value that many of our parents want to chaperone field trips. Know that not every parent can attend every field trip. It is for this reason that our teachers hold a "chaperone lottery" wherein names are randomly drawn based on how many chaperones can attend a given field trip.

All chaperones must be a registered GCS volunteer. If a parent volunteers to chaperone a field trip, but does not complete the GCS volunteer process, they will forfeit their place. (The online volunteer form needs to be completed yearly.)

In order to be a chaperone on an overnight field trip, the family member also needs to complete the NES Chaperone Agreement form. This form outlines the requirements of chaperones attending that specific field trip. This form includes, but is not limited to requiring chaperones to travel on the school provided transportation, as well as stay in the school provided lodging.

Chaperones are also held to the same refund rules as students. A student and chaperone cannot receive a refund for a trip if the invoice for that portion of the trip has been paid, if the date is past refund date established by the grade level, or if it is less than 2 weeks prior to the field trip.

Any exception to these rules needs to be submitted to the principal who has the right to refuse special accommodations.

Classroom Visitation and Conferences

Parents are encouraged to visit the school and attend PTA meetings. **If a parent wishes to observe a classroom, it is NES protocol that the teacher be contacted to make arrangements for the visit.** We want to protect the instructional time of our students as well as student confidentiality.

If you **desire a conference** with your child's teacher, please contact the teacher to schedule an appointment. Parents who wish to schedule conferences with the principal should call the office to schedule an appointment. We encourage you to communicate with the teacher to discuss an issue or concern prior to scheduling a conference with school administration.

Dress Code

Each student is an individual who makes choices about ways of dressing and grooming. To maintain a positive learning environment and to encourage the development of positive self-esteem, each student is expected to come to school dressed and groomed appropriately.

It is also our belief that we preparing students for the future work force. Students should be dressed in an age-appropriate professional manner. We ask you to help with enforcing an appropriate dress code:

- Clothing that advertise illegal items for minors to purchase/possess are not allowed. Obscene language/gestures is/are not permitted on clothing.
- Hats, caps, hoodies or any head coverings may not be worn in the building, except for religious reasons.
- Pajamas, costumes, or outfits resembling a costume are not allowed unless it is a preplanned spirit day.
- Halter tops, midriff shirts and spaghetti strap shirts are not allowed.

- Pants are to be worn at or above the waistline. Sagging of pants is not allowed and a belt may be provided if needed. Parents would be notified should this happen.
- Undergarments or body parts (which should be covered) cannot be visible while standing, sitting, or bending.
- Students should dress appropriately when wearing shorts, skirts, and skorts. The length of shorts, skirts, and skorts should be appropriate. The shortness of the length should be comfortable for hot weather but should not be excessive. School administration discretion will be used should length be a question and parents will be notified should action be needed.
- Footwear must be worn at all times. Students are required to participate in physical education daily. Therefore, flip-flops, opened-toed shoes, high heels, Crocs, or shoes without heel straps are allowed, but students will need to keep a spare pair of tennis shoes in their book bag or school cubby for PE and recess.

If students do not adhere to our dress code, they will be warned and asked not to wear the clothing again. If students continue, noncompliance could result in disciplinary action and the child may be given a change of clothes. Parents will be notified should this happen.

Personal Property

We ask that students bring to school only those materials that are necessary for the instructional program. Students are not allowed to bring items such as **but are not limited to balls, trading cards, electronic games, toys, MP3 players, iPods, etc. to school** or **on the school bus.** If so, they will be collected by a staff member, and will be **returned to the parent**.

Shockers of any sort, toy guns and knives are not be brought to school. Possession of any type of weapons or explosive devices is a violation of the GCS' Student Code of Conduct and disciplinary action will be enforced.

Each student is expected to be responsible for all personal property (money, book bags, clothing, jewelry, etc.). **It is a good idea to mark all students' clothing with their names.** If items are lost, have your child check lost and found in the café. The **remaining items will be taken to Goodwill during the winter break and at the end of the school year.**

Smart -Watch Policy

Students are discouraged from bringing or wearing smart watches at school. Should a student wear a smartwatch to school, they should place the watch in "airplane mode" prior to entering the building.

Should a student be found texting, taking pictures, or making a recording with their smartwatch during the school day, school administration has the right to confiscate for disciplinary purposes. The device will be returned pending parent notification. Administration also has the right to prohibit smartwatch devices of any student following a disciplinary action.

Student Water Bottles

Students are permitted to have a personal water bottle in their classroom. Due to the spilling hazard, Stanley cups or similar products (specifically the ones with an exposed straw) are strongly discouraged. If a student has this type of water bottle, they are required to have a cap on the straw and the teacher may require they be placed in a designated area of the classroom.

Cell Phone Policy

While we understand that in today's world parents may want students to have a cell phone in case of an emergency, we ask that students keep them in their backpack and turned off. **Additionally, the**

school is not responsible for any lost or stolen cell phones. Any parent that allows a student to bring a cell phone to school, undertakes a reasonable risk that the device could be broken, lost, or stolen. Northern Elementary is not responsible for anything that may happen to a cell phone nor can the school enforce another parent to replace or fix the device should their student be a part of the damaged cell phone or item in question.

It is prohibited for a student to use any electronic device to record (i.e. take pictures, videos, etc.) any student both at school and on the bus. Should such an event occur, the device will be confiscated immediately, a disciplinary action will occur, and the parent will be notified.

Cell phones or other electronic devices are only permitted during the instructional day should a teacher choose to use them for educational purposes.

At any point during the day, school administration has the right to confiscate an electronic device such as, but not limited to cell phones and electronic watches for disciplinary purposes. The device will be returned pending parent notification. Administration also has the right to prohibit electronic devices of any student following multiple infractions.

Please remember, electronic devices such as cell phones provide students with the internet in the palm of their hand. Many students in elementary school do not have sufficient maturity to understand/restrain from using these devices in ways that would constitute bullying, finding inappropriate materials, or sending inappropriate messages to others. It is highly recommended that parents monitor cell phones on a consistent basis and hold students accountable for any inappropriate behavior. Please understand that often times these at home cell phone situations often spill over into what then happens at school.

Caffeinated Beverages

Caffeinated beverages such as tea, coffee, soda, or energy drinks are not permitted on campus. Should a student bring a caffeinated beverage to school, the teacher will confiscate and give to administration.

According to many prominent universities and medical establishments, caffeine in children can affect their ability to acquire new skills, as well as cause long-term health conditions when consumed regularly.

Class Parties

Teachers may have three (3) class parties this year: one before **winter break,** one at the **end of the school** year, and one at another time of their choice (i.e. Valentine's Day, prior to spring break, etc.)**.** Grade levels should meet and determine when their 3rd party will take place; the decision should be made as a whole grade level. Parties are arranged by the PTA room parent(s) in cooperation with the classroom teacher. Room parents should refer to the classroom teacher for needs and expectations.

A simple snack, which follows the **guidelines of the GCS Wellness policy** (found at the end of handbook), planned with the teacher may be provided by grade parents for other special occasions. The teacher will share these with the students at an appropriate time during the day. **Some classrooms may be designated as nut free to accommodate students with severe nut allergies. These are not considered parties and parents (including the room parent) should not attend.**

Some classrooms may be designated as **nut free** to accommodate students with nut allergies.

Birthdays are a special time for children. Food may be allowed in the classroom with certain restrictions, but IT IS ONLY ALLOWED IN CONJUNCTION WITH THE CLASSROOM TEACHER. Teachers are given the authority to specify what can and cannot be brought in for birthdays due to student allergies. It is important that these rules be adhered to and if they are not, you will be asked to take the food home.

We also announce every child's birthday over the intercom, and your child's teacher will recognize his/her birthday in the class in a special way.

If you **wish to celebrate your child's birthday at school**, you may do so by:

- Having lunch with your child in the school cafeteria.
- Donating a book to the library (Your child's name will be placed in the book. See the librarian if you are interested) or items to your child's class (a puzzle, a new game, or other items) in your child's honor.
- Providing pencils or stickers for each child in the class.
- Volunteering to read a story to your child's class.
- Having your child wear a special badge or ribbon to school.

Other important information to consider:

- **Private party invitations may be distributed ONLY if every child in the class receives one, or if it is a same gender party** (ex. all girls, then all girls in the class will receive an invitation)**.** The room parent will compile a list of phone numbers and addresses (on a voluntary basis) to share with other parents within the class. We do not want to hurt the feelings of students who are not included in birthday parties. Therefore, this policy will be enforced.
- Along with birthdays and other celebrations, please be reminded that the rules are still in effect. Fire code does not allow us to hang items from the ceiling and it requires that we cover no more than 20% of wall space with flammable material such as paper. When in question please seek approval of an administrator.

Student Wellness Policy

Wellness Policy and Procedures were adopted by the GCS Board in May 2006. As a result, Guilford County Schools incorporates wellness into the curriculum consistent with the North Carolina Standard Course of Study. **Physical activity is an important part of your child's education. Therefore, structured physical activity shall not be taken away nor used as a form of punishment.**

In grades K-8, a minimum of 30 minutes a day of physical activity at a moderate to vigorous intensity level will be provided to support significant health benefits to students.

This policy also gives us procedures for school nutritional practices.

- To the greatest extent possible, once students are seated, they will be provided with at least 10 minutes to eat breakfast and 20 minutes to eat lunch.
- Foods from any source other than Environmental Health Services inspected facilities (i.e. stores or restaurants) shall not be served to students during snack time, celebrations (such as international theme days) or as rewards. This procedure does not apply to students who bring their lunch to school or PTA functions where parents are present.
- **We discourage students from sharing their foods or beverages with one another during meal or snack times due to possible allergies or restrictions on some children's diets.**

- We shall provide students access to hand washing or hand sanitizing before each meal service or snack.
- **No soft drinks are to be sold or sent to school at any time**; however bottled water is available in the cafeteria.
- Schools shall not use foods that do not meet *Eat Smart Nutrition Standards* as rewards for academic performance or good behavior or for celebrations.

CAFETERIA INFORMATION

The cafeteria staff serves a balanced, breakfast and lunch each day. Students may bring a lunch from home. Milk and ice cream may be purchased by students. **Drinks or food requiring <u>cans (food or drinks) or glass bottles are not permitted at school</u>. Due to child nutrition recommendations, do not send sodas to school.**

We will emphasize a pleasant and orderly lunchroom atmosphere so that students may improve manners and social skills while enjoying lunch.

LUNCH 5 items (1 meat, vegetable, fruit, bread, milk)		**BREAKFAST** 4 items (2 breads and/or protein, 1 vegetable or fruit, 1milk)	
Regular	$2.85	Regular	$1.00
Reduced	$0.40	Reduced	$ 0.00
Adult	a la carte	Adult	a la carte
EXTRAS			
Milk	$0.55	Ice Cream	$1.00
*** As a result of state legislation, all students who qualify for reduced-priced meals will receive breakfast at no cost to the student.*			

If you are interested in applying for free or reduced lunch, you will need to complete a lunch application at the beginning of the school year. One will be sent home; however, you may complete it online at www.LunchApplication.com and follow a few simple steps. Parents may pay by the week, month, or send a specified amount to be placed on the child's cafeteria account. Purchases made will be subtracted daily. GCS School Nutrition Services offers an online payment system that allows parents the convenience of managing their child's lunch account from home. Click on the following link to manage your child's account. www.k12paymentcenter.com.

If you choose to have a **note put on your child's account** (ex. ice cream/snacks Fridays ONLY), let us know. When your child gives his/her number to the cashier, the message will pop up on your child's account. **Additional** notes may include any allergies your child has (i.e. nuts, dairy, gluten, etc.). If your child has a food allergy, please submit signed paperwork from your child's doctor. The cafeteria will then add an alert to their account.

All checks should be made out to NORTHERN ELEMENTARY CAFETERIA. Students are responsible for keeping up with money they bring to school depending on teacher and grade level. Menus are posted on the website. Please include your child's name in the memo section of the check.

Please remember the changes that were implemented last year for students whose accounts are **$17.50 in the red**. Those students will receive alternate meals. The meals will consist of the following.

BREAKFAST	LUNCH
buttered toast	4 servings of fruits and/or vegetables
jelly	a roll
water	water

To avoid the alternate meals, please make sure there is money on your child's lunch account daily. For more information, please refer to the APPENDIX.

Questions regarding your child's lunch account, call Michelle Perry at 336-656-4037.

GCS Policy (IHB-P) for Student Wellness

Northern Elementary will be supporting the Guilford County School policy (IHB-P) for Student Wellness which follows the guidelines of the EAT SMART Nutrition Standards set forth by the General Statutes and State Board policies.

Guilford County Schools' policy states that "**Schools shall not use foods or beverages that do not meet Eat Smart Nutrition Standards as rewards for academic performance or good behavior or for celebrations.**"

When having a celebration at school (winter, spring, and End of the Year), send **foods to school that are nutritious and healthy.** A healthy snack is one that is **low in fat, sugar and/or sodium and less than 200 calories per portion.** Only foods from Environmental Health Services inspected facilities (i.e. stores or restaurants) may be served and should be **healthy choices such as pretzels, baked chips, sugar free cookies, low-fat muffins, 100% juice and/or water.** Foods high in fat, sugar and/or sodium such as cupcakes/cakes, doughnuts, cookies, punch and soft drinks are **NOT allowed.**

Lunch Visitation

Parents/legal guardians or grandparents are always welcome to have lunch with a student. Please check in at the office before going to the cafeteria. Due to the lack of space in the café, you may be asked to sit at the table with your child's class.

ACADEMIC and SOCIAL ACHIEVEMENT

Grading

This past school year, the leadership team of the school worked to revise grading practices at Northern Elementary. This was done in an effort to make grading practices more aligned schoolwide.

Grades shall reflect a student's progress in meeting the objectives of a specified curriculum or course. Grades, especially in 3rd-5th grade, should NOT be based on homework or practice work. The school-based leadership team worked during the 2023-2024 school year to update grading practices at Northern Elementary School.

Grades at NES represent the level of mastery for a given skills/standards. This should be the level a student can do independently at a consistent rigor across a grade level. Behavior grades are deemed just as important as academic grades. We highly encourage parents to monitor these grades as well.

For students in grades 3-5, grades will be inputted into PowerSchool within one week of completion. If an assignment is missing, their grade will show as an "incomplete."

Report Cards

Report cards are sent home every 9 weeks. If your child is performing on a Level 1 or 2, he/she may have a Personalized Educational Plan (PEP) included with the report card. You will be expected to sign and return the signature page (Copy in the Appendix).

Take the time to discuss these and provide positive, helpful, and encouraging feedback to your child. Your attention to your child's progress will help you help your child achieve academic success. The brown report card envelopes are to be signed and returned to your child's teacher within three days. If you wish to write the teacher a note, please do so using the white card enclosed in the envelope (always return in the envelope).

K-2 GRADING SCALE	3-5 GRADING SCALE
1= Below grade expectations with support 2= Needs support to meet grade level expectations 3= Consistently meets grade level expectations independently 4= Consistently exceeds grade level expectations	A = 90-100
	B = 80-89
	C = 70-79
	D = 60-69
	F = 0-59

REPORT CARD SCHEDULE FOR 2024-2025			
November 14	February 5	April 8	Last Day of School

Interim Reports

Interim Reports will be sent home midway through each grading period to all students. This report will let you know your child's progress at the mid-point of the grading period. These reports are to be signed and returned.

INTERIM REPORT SCHEDULE FOR 2024-2025			
September 26	December 10	February 26	May 8

Benchmark Assessments

Benchmark assessments are completed three times a year. The assessments inform the teachers of the areas they need to concentrate with instruction to better assist the student with mastery in reading and math. There will also be a GCS comprehensive assessment given before EOGs.

Conferences

All parents are expected to attend a conference with their child's teacher at the **end of the first grading period and again during the third quarter**. You are expected to conference with your child's teacher **every quarter** if your child is performing below grade level. **Please feel free to request a conference at any time you feel the need.** Tuesday afternoons are not available due to planned faculty meetings.

Honor Roll

At the end of each quarter 3rd, 4th and 5th grade students are recognized for their academic achievements (A Honor Roll or A/B Honor Roll). Students who make the Honor Roll will be recognized in the classroom (receive certificates), and PTA will recognize the students' academic efforts for the 1st, 2nd, and 3rd quarters (morning treat prior to the start of class). Students who maintain Honor Roll status all year will be recognized at the end year award ceremonies.

Study Habits

We encourage every parent to help his/her child set aside a regular period each day to spend on homework, reading, or regular study. Establishing good study habits now can be of great value in later years.

If there is a problem or concern, parents should feel free to contact school personnel. **The first contact should be made with the child's teacher.** Please realize the teacher may not be aware of the problem and will appreciate you sharing your concerns. In general, problems and concerns can best be resolved at the level at which they occur. A class-related problem would be most effectively resolved by calling the teacher and arranging a conference. If the teacher conference fails to resolve the matter, an administrator will be happy to assist in resolving the situation.

Homework

While thinking of the whole child, we know that there is life outside school. Your child needs to have time to be a child and not always think of academics and projects. Our goal is to develop a well-rounded child so that he/she can accept responsibility in order to be a responsible citizen in society.

Students will only be assigned an average of 45 minutes of written homework in addition to our 30 minutes of daily reading Monday through Thursday. Some of our students will still be required to complete projects that are assigned by their teacher. **Projects will take longer than 45 minutes; therefore, support your child in assuring that they set daily/weekly goals in order to achieve success on the assigned projects.**

Please know that we believe that most homework should be able to be completed with minimal help from parents. **If your child states that he or she does not have homework, encourage him/her to read or work on computer-based practice tasks assigned by his her teacher.**

Please understand that homework should not be a frustrating experience for the child or the parent. Please talk with your child's teacher if he or she is unable to complete the homework independently with little or no help, seems to take an unusually amount of time to complete the work, or seems frustrated with the assignment. Please also understand that teachers are encouraged to work with you in respects to due dates of homework. If you truly need to ask for extensions or modifications for your child, your child's teacher will be happy to work with you. **Please also understand that there may be times in which your child has NO homework and we hope will enjoy "being a kid" that night. Weekly homework packets CAN have the option of being turned in on Monday of the next week rather than Friday of the current week if needed.** We understand that with various curricular activities, some nights can get very hectic and it is not our intention to have students up late at night working on homework.

Special Services

There are a number of specially trained support personnel who provide specialized services for students. The services include the Academically Gifted Program, Art, Music, Physical Education, Resource Classes, Speech Therapy, Occupational and Physical Therapy, Media, Counseling, and School Social Worker Services. Services are provided as requested by the GCS School Nurse and GCS School Psychologist (along with the Intervention Support Team).

STUDENT BEHAVIOR

The staff of NES believes that desirable behavior should be promoted through positive methods, whenever possible. The best disciplined child is one with self-discipline. Our staff will work with

students to help them grow in this area and in accepting responsibility for their actions. Close contact between the home and school is maintained through conferences, notes, letters, and email and telephone communications. These may be initiated by staff members or parents/guardians. It is essential that cooperation between students, parents, and staff members be maintained to ensure appropriate behavior.

The **Guilford County Schools Code of Conduct** was developed to ensure safe, orderly, and productive schools. A copy can be found on the GCS website under the "Families" tab. **Parents and students are required to read and discuss the code of conduct.** All students are held to the GCS Code of Conduct**.** These guidelines, along with classroom and school rules, will be explained by every teacher and/or the principal, some will be posted in classrooms, and all will be practiced by students.

In addition, NES continues to implement a proactive discipline system that incorporates positive and consistent daily procedures as well as character education. We will teach and review the rules as the basis of everyday activities at school.

Newton, our school mascot, uses HAWKS to create an acronym of Keys to Success:

H	Have Fun Learning
A	Always Do Your Best
W	Work Together
K	Keep a Positive Attitude
S	Show Respect for Differences

Students and staff will use these keys as daily guidelines for academic and interpersonal behavior. Also, our behavior program will include structure and procedures for common areas of the school, including the hallways, bathrooms, cafeteria, and playgrounds. It is our goal to set clear and consistent expectations and procedures in order to create a respectful, friendly, and safe school environment for everyone.

Should student misbehavior occur, and a teacher refers a student to administration, it is the practice of administration to discuss the event with the students involved. Pending the outcome of these conversations, administration may choose to inform parents of the conversation. If a school-based consequence is given to a student, administration will make every effort to inform the parent that school day of the consequence given to a student.

It is against school and district policy to inform other parents of the consequences of students other than their own.

Should a student receive a consequence by an administrator for a misbehavior, administration has the right to withhold a student from participating in a school event on the day of the consequence (i.e. If a student receives ISS-in school suspension, that student may not be allowed to participate in the talent show if the consequence is to be served on the day of the talent show.) **Administration also has the right to speak to or question any student that it believes has broken a school or district rule.** Parents do not have to be contacted or present for a school administrator to converse with a student. It is our practice to certainly contact a parent about serious or other conversation we have had with your child as we are all partners in your child's success and growth.

Bus Conduct

Bus riding is a privilege. In order to guarantee the safety of your child and other children who ride the bus, we ask for your help in maintaining good bus behavior. 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 child and make clear our expectations for good bus behavior.

Bus Safety Guidelines

1. Follow directions of the driver and teacher.
2. Stay seated unless getting on or off the bus.
3. Keep hands, feet, and objects to one's self.
4. Food, drinks and **electronic devices are not permitted**.
5. No shouting, teasing, or inappropriate language.
6. No fighting or threat of physical harm to anyone.
7. Keep the aisle clear of objects.

Consequences of Bus Misbehavior

Drivers will give students an appropriate warning when necessary. The following consequences will be enforced:

Violation #1: Warning by driver.
Violation #2: Child will meet with administrator to discuss behavior. A warning *may* be given, and a note and/or phone call will be made.
Violation #3: Bus suspension.
In the event a student commits a serious offense, that student can be suspended from riding the bus immediately, without following the steps above.

Please remember that parental permission is **REQUIRED** in **WRITING** when a child is requesting to ride a different bus or getting off at a different stop. **If your child is riding home with another student, we will need permission from the parent of the child going home with another student and the parent of the other student as well.**

If there are any questions and/or concerns involving the driver/route, please contact our transportation zone at 605-3305.

For more information regarding bus safety, please refer to the Appendix.

SCHOOL SAFETY

Guilford County Schools is committed to the safety and security of our school campuses, office buildings and other facilities. To support this commitment, GCS urges all students, employees, parents and community members to be familiar with our prevention, preparedness, response, and recovery procedures. We ask that you know the plan and make sure your children, classmates and coworkers do too. Everyone plays a key role in our preparation and emergency response.

Emergency Contacts

In an emergency, dial **9-1-1**

Campus Crime Stoppers

Call Campus Crime Stoppers to report safety concerns anonymously:

- High Point Campus Crime Stoppers: **336-889-4000**
- Greensboro Campus Crime Stoppers: **336-373-1000**
- Students across Guilford County may also text tips to **274637 (CRIMES)**

The first and foremost important area at Northern is school safety. Northern Elementary is a locked campus. This means that all doors will remain locked during the day and the only point of entry will be the front doors. Visitors must use the buzzer system to gain entry to the building followed by signing in at the front desk.
Visitors MUST adhere to the following rules:

- Press the doorbell to call the office
- If you are not recognized by the person answering, you will be asked the reason for your visit
- Please know that you may be asked to present identification to the camera in order to verify identity
- Please be patient as the person answering may be answering another call simultaneously
- **DO NOT** allow others behind you to enter with you. Letting someone else in may seem like the nice thing to do, but someone behind you could be a person with ill intentions toward our students and staff. Also, **please ensure** that the door closes behind you when you leave.
- Teachers and staff are not allowed to let visitors in through classroom or hallway doors.

Preparedness-GCS Emergency and Crisis Planning

Having a plan before an emergency strikes is necessary for the protection of life and property. Guilford County Schools has a crisis plan that provides guidance for emergency preparedness activities as well as what to do in the event of a real emergency. The plan outlines the organization of responsibilities for the emergency response and provides checklists of duties in the event of certain types of crises that range from inclement weather to damage to school buildings, threats and injury or death of school personnel or students.

For obvious security reasons there are aspects of the GCS crisis plan that cannot be shared with the external community. However, there are portions of the plan that provide employees, students and parents with the proper steps to make sure everyone remains as safe as possible. Those parts are to be shared regularly within schools and practiced.

The success of any emergency plan is dependent on individuals knowing the plan and understanding how it works. This takes practice, which is why schools have regular drills to ensure preparedness for a range of potential emergencies.

Drills

The district requires emergency drills at every campus. Required drills include:

- Evacuation
- Tornado Cover
- Lockdown
- Fire

Parents are encouraged to talk to their children about the drills so the children are confident in their role if an emergency occurs.

Family Emergency Planning

Many emergencies, especially those related to weather or fire, are not confined to schools or school property. Any such event affecting a campus could well have significant impact on a surrounding neighborhood. For that reason, it is recommended that every family have its own individualized family emergency plan. It only takes a few minutes to develop a plan. Below are links that can help you and your family make a personal emergency preparedness plan.

Here are the basics of planning before an incident.

- Know the risks and danger signs.

- Know how to respond to severe weather or other disasters.
- Develop plans for what to do.
- Be ready to be self-sufficient for at least three days.
- Assemble a disaster supply kit
- Practice your plan.

Crisis Teams

In addition to emergency planning, GCS has professional school counselors, school psychologists and other specialists who have received training in crisis counseling. These professionals are ready to respond to any campus that needs assistance with students or staff who need support.

Prevention-If You See Something, Say Something…

It's as simple as that. Prevention begins with reporting potential crime or suspicious activity to law enforcement. The U.S. Department of Homeland Security directs people to report concerns to local law enforcement or call 911. Even circumstances that don't seem serious at the time (such as someone taking pictures of a school building) could, when combined with other actions, inform authorities of possible criminal activity. By connecting the dots, law enforcement can investigate potential threats and take action before serious harm is caused.

You can take an active role in preventing crime. As a student, employee or parent, take ownership of your school or office building.

- If you see someone you do not recognize without an ID badge or visitor pass, ask the person if you can help them find the office.
- If you see something out of place, such as a suspicious bag or package in a public place, report it right away.
- If you see someone trying to enter a restricted area or if something just doesn't seem right for the time or place, let law enforcement know.
- Report crimes such as burglaries, vandalism or suspicious people.
- Students should tell a teacher, principal or other trusted adult what they saw.

It is important to remember factors such as race, ethnicity, national origin or religious affiliations alone are not suspicious. Beliefs, thoughts, ideas, expressions, associations or speech unrelated to criminal activity or terrorism by themselves are likewise not to be confused as reportable activity.

The bottom line is that good common sense should prevail. If you see something you think is suspicious, say something to someone who can help determine if your suspicions are right.

Building Relationships and Communication

Security plans and measures are important, and GCS ensures they are in place for all schools and buildings. However, the most important security measure often isn't a metal detector but building caring relationships with each other and sharing information and concerns with the proper authorities. The greatest deterrents to crime often are information and communication.

If a student sees something suspicious or becomes aware of a threat, they should report it to a trusted adult immediately. This could be a teacher, coach, the principal, or a counselor.

Playground Rules

1. Running in the mulched areas is not allowed.
2. Jumping from the equipment is not allowed.
3. Leave mulch, rocks, sticks, etc. on the ground.
4. Proper footwear and clothing are required for equipment.
5. Go down slides only. Sit on your bottom, facing forward.
6. Show respect to other students and adults.

Playground Issues

Occasionally, children may have issues with other children during recess. This can be brought on by competitiveness. We understand that many of our students play competitive sports and play these sports together in our community. Teachers and staff will remain vigilant while children are at play, but we understand that during recess student groups can be large and adults could possibly be attending to a child needing help. With that said:

- Teachers/Staff will monitor all areas of outside student play
- Teachers/Staff will do their best to resolve any conflicts between students. In the event that they are not successful, administration will assist in conflict resolution
- There may be instances where certain playground areas or types of play will be suspended pending the setting of new rules/boundaries and conflict resolution
- Bullying and exclusion of access will NOT be tolerated by any single or group of students
- A student found to have attempted to bully, bully, or purposefully have excluded other students may be issued a disciplinary consequence
- Teachers, staff, and administration reserve the right to restrict a student's recess choice as consequences for student actions. However, no adult has the right to take away a child's recess time as punishment

School Property

Each student is responsible for using school property in an appropriate manner. Students are expected to take care of textbooks, media books, and all instructional and school materials. Lost or damaged materials must be paid for by parents.

GCS OneCards

Each student is expected to bring and wear their official OneCards daily. These cards are used for location check-in at school, checking out books from the media center, lunch purchasing, and school safety. Students will be given a lanyard but can also wear their own if preferred.

Onecards are issued to students by the school. Replacement cards are $6.00. $5.00 for the replacement card and $1.00 for the replacement lanyard. Please contact Rebecca Albright, data manager, for replacements or questions.

NES After-School Care Enrichment Services (ACES) Program 2023-2024

ACES is a high-quality after school care program offered at Northern Elementary. The program is open until 6:00pm to serve enrolled families. Please visit https://www.gcsnc.com/Domain/2404 for information, enrollment, and much more.

ACES pick-up begins at 2:50pm. Should an ACES parent need a child earlier than 2:50pm, they should communicate with the classroom teacher.

Student Situations in ACES

-Should any concerns or situations arise concerning your student/s in ACES, Mrs. Debra McMillian is the site coordinator and should be contacted immediately. It is encouraged that parents/guardians remain in consistent contact with the site coordinator and group leaders to have the best relationship between students and ACES staff as possible.

-Should any situation arise where you feel additional follow-up is needed, please feel free to reach out to Mrs. Weeks or Dr. McMillon.

We look forward to with all our ACES families and ensuring that ACES is an extension of the extraordinary service at Northern Elementary School!

Inclement Weather Definitions

School Is Dismissed at Regular Time, But After-School Activities Are Canceled
When the school day ends at the regular time but after-school activities such as athletics and tutoring are canceled, ACES does not typically operate. ACES parents will need to make arrangements for students to be picked up at the time that dismissal is scheduled to occur.

School Closed/Canceled
ACES does not operate when school is closed for students. Even if the day is designated as an Optional Teacher Workday, ACES does not operate on these days.

Closing Information
School closing information can be obtained on the GCS Website at www.gcsnc.com, GCSTV 2 and on local TV and radio stations.
Weather conditions and other considerations may result in GCS making decisions regarding ACES operations other than those listed above.

ACES Contact Information
ACES Site Coordinator- Debra McMillian, mcmilld4@gcsnc.com, 336-316-8091
ACES Operator/Principal- Nicole Weeks, weeksn@gcsnc.com, 336-656-4032

The Parent Teacher Association

Membership is open to anyone who believes in the vision, mission and values of the Parent Teacher Association. Individual members may belong to any number of PTAs and pay dues in each. Every person who joins a local PTA automatically becomes a member of both the state and national PTAs. *With your help, we can continue to work toward PTA's goal of a quality education and nurturing environment for every child.*

PTA Vision: Making every child's potential a reality.

PTA Mission: A powerful voice for all children,
A relevant resource for families and communities,
A strong advocate for the education and well-being of every child.

PTA Values: **Collaboration:** We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.

Commitment: We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.

Accountability: We acknowledge our obligations. We deliver in our promises.

Respect: We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.

Inclusivity: We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.

Integrity: We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

Resources You Can Use!

"Newton News" - Be on the lookout for Newton's News. Our weekly electronic newsletter features information about school programs, PTA activities, and community events. Each NES family will receive an emailed copy of "Newton News".

Website – Access more information or contact a chairperson by visiting our website at http://northernes.gcsnc.com/pages/Northern_Elementary/Parents/PTA_Homepage.

Volunteer Handbook - Volunteers are an integral part of instruction and enrichment programs at NES. Be sure to check out our handbook for areas your time and talents can be an asset.

Facebook – check us out at www.facebook.com/NorthernElementaryPTA.

Sign and Bulletin Board - Updated regularly to keep families informed of weekly events.

JOIN the PTA!

$7.00 Goes a LONG Way in Supporting Parent Involvement!!

What are some ways NEPTA provides for our children, staff and families?

- **Hawks Hobbies**: A partnership with NES staff members where children choose from 45 school clubs free of charge during the school day. The clubs range from yoga, cooking, science experiments, drawing, touch rugby, palates, duct tape, pet care, and more.
- **Reflections**: National PTA cultural arts program encouraging students to show their talents in visual arts, photography, music, literature, film production, and dance.
- **Cultural Arts Days**: Early Release Days feature a visiting individual or group who performs.
- **Teacher stipends and grants**: Each classroom teacher is given a specific dollar amount to spend on non-consumable items for their classroom. Specialists are able to make a budget request for the year and all staff is eligible for grant money.
- **Staff Appreciation**: Honors the NES staff with a special treat each month.
- **Health and Safety**: Assists with vision screening, blood drive and provides monthly health and safety information for students and families.
- **Parent Education**: Programs are arranged each year to meet the demands of being a parent in these fast-paced changing times.
- **Fall Festival, Movie Night, and Spring Health Event**: Enjoyable fun, free events for NES.
- **Communications**: Informing our families to increase involvement and speak out for our children at the county, state and national level.

How does NEPTA raise money?

- **ONE Fundraiser – THE NEST EGG** – A donation fundraiser with incentives for students, parents and teachers; 100% of your donation is tax-deductible and provides all of the above, plus more.
- **Local Business Sponsors**: Provide daily folders, Newton News, incentives, education and more.
- **"Silent" Fundraisers**: Linking with businesses who support education like Harris Teeter, Food Lion, Coke Rewards, Labels for Education, and Box Tops and optional events like the Book Fair, Koolies, Dominos, and Chick-fil-A**.**
- $7.00 per person **PTA Membership**: Helps pay for local members to be trained to properly run a 501c3, plus state and national representatives lobby for our children in Washington, D.C.

We CAN DO IT!

2024-2025 PTA Board Officers	
Lauren Taylor, *President* nesptapresident@northernelementarypta.org	**Emily Sorokes,** 1st VP vp1nespta@northernelementarypta.org
Elizabeth Sterchele, *2nd VP – Child Advocacy* vp2nespta@northernelementarypta.org	**Jessica Bullock,** *3rd VP – Ways and Means* vp3nespta@northernelementarypta.org
Chelsea Leerkes Cauley, *Secretary* ptasecretary@northernelementarypta.org	**Cassidy MacKay,** *Treasurer* treasurernespta@northernelementarypta.org

Appendix

APPROVED – February 7, 2023

Guilford County Schools Traditional Academic Calendar 2024-2025

Holidays: 11
Vacation Days: 10
Optional Teacher Workdays: 5
Mandatory Teacher Workdays: 9
Student Days: 180
Student Hours: 1,080

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 New Year's Day Holiday
2 Vacation Day
3 Optional Teacher Workday
20 Martin Luther King, Jr. Holiday
24 End Q2 (43 Days)
27 Mandatory Teacher Workday

Instructional Days: 18

19-22 Mandatory Teacher Workdays
23 Optional Teacher Workday
26 First Day for Students

Instructional Days: 5

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 Mandatory Teacher Workday

Instructional Days: 19

2 Labor Day Holiday

Instructional Days: 20

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

28 End Q3 (43 Days)
31 Mandatory Teacher Workday

Instructional Days: 20

18 Optional Teacher Workday

Instructional Days: 22

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

14-17 Vacation Days
18 Spring Holiday

Instructional Days: 17

1 End Q1 (48 Days)
4 Mandatory Teacher Workday
5 Optional Teacher Workday
11 Veterans Day Holiday
27 Vacation Day
28-29 Thanksgiving Holidays

Instructional Days: 15

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

27 Memorial Day Holiday

Instructional Days: 21

23 Vacation Day
24-26 Winter Holidays
27, 30-31 Vacation Days

Instructional Days: 15

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11 Last Day for Students, End Q4 (46 Days)
12 Mandatory Teacher Workday
13 Optional Teacher Workday

Instructional Days: 8

First/Last Day for Students
Vacation Day
Holiday
Optional Teacher Workday
Mandated Teacher Workday

GUILFORD County Schools
BETTER TOGETHER

Parents' Guide to Understanding "School Talk"

Abbreviations & Acronyms Assessments	What does it stand for?	What is it?
AG	Advanced Gifted	Students that show high academic achievement in core subjects. Students are tested and placed for AL in third grade.
CogAT	Cognitive Abilities Test	Assessment tool used to determine whether a student meets the criteria for advanced instructional services.
DIBELS	Dynamic Indicators of Basic Early Literacy Skills	Formative assessment tool used to monitor a student's educational progress of specific literacy skills.
EOG	End of Grade Test	Standardized tests administered by the N.C. Department of Public Instruction. Students in third through eighth grades take EOGs in English Language Arts/reading and math; fifth- and eighth-grade students also take EOGs in science.
FA	Formative Assessment	A process of assessing student learning during instruction to determine the effectiveness of the of the instructional program
IBM	Interim Benchmarks	A quarterly assessment of what students have learned in reading, math, science, and writing.
IEP	Individualized Education Plan	A written statement for a student with a disability… that must include specific information about how the student will be served and must set student goals.
IPS	Intervention Problem Solving Team	Team of teachers and paraprofessional staff who come together to brainstorm ideas and strategies for students who are not performing on grade level in reading, writing, and/or math.
CCSS	Common Core State Standards	Common Core is the core set of English/Language Arts and mathematics standards taught in classrooms across North Carolina and the United States. In August 2012, the Common Core standards replaced the North Carolina Standard Course of Study as the academic measure of success by which students are evaluated.
MTSS	Multi-Tiered System of Support	A multi-tiered system of supports (MTSS) is a proactive and preventative framework that integrates data and instruction to maximize student achievement and support students social, emotional, and behavior needs from a strengths-based perspective.

School Absence Form

Date(s) of Absence:_____

Student (first and last name):_____

Teacher:_____

*Reason for Absence:_____

_____

Parent's signature:_____

*If your child is absent from school because of an EDUCATIONAL OPPORTUNITY, the absence will automatically be coded UNEXCUSED unless you notify the attendance office (Kay Bowman) in writing (the dates and location of the trip) PRIOR TO THE ABSENCE

Office Use Only

School Absence Form

Date(s) of Absence:_____

Student (first and last name):_____

Teacher:_____

*Reason for Absence:_____

_____

Parent's signature:_____

*If your child is absent from school because of an EDUCATIONAL OPPORTUNITY, the absence will automatically be coded UNEXCUSED unless you notify the attendance office (Kay Bowman) in writing (the dates and location of the trip) PRIOR TO THE ABSENCE

Office Use Only

Transportation Change Form

Date:_____

Student (first and last name):_____

Teacher:_____

Bus Rider ☐ Bus#:_____ With (if riding w/friend):_____

Car Rider ☐ With (first and last name):_____

Daycare ☐ Which one:_____

For Office Use Only

Parent Signature:_____

Transportation Change Form

Date:_____

Student (first and last name):_____

Teacher:_____

Bus Rider ☐ Bus#:_____ With (if riding w/friend):_____

Car Rider ☐ With (first and last name):_____

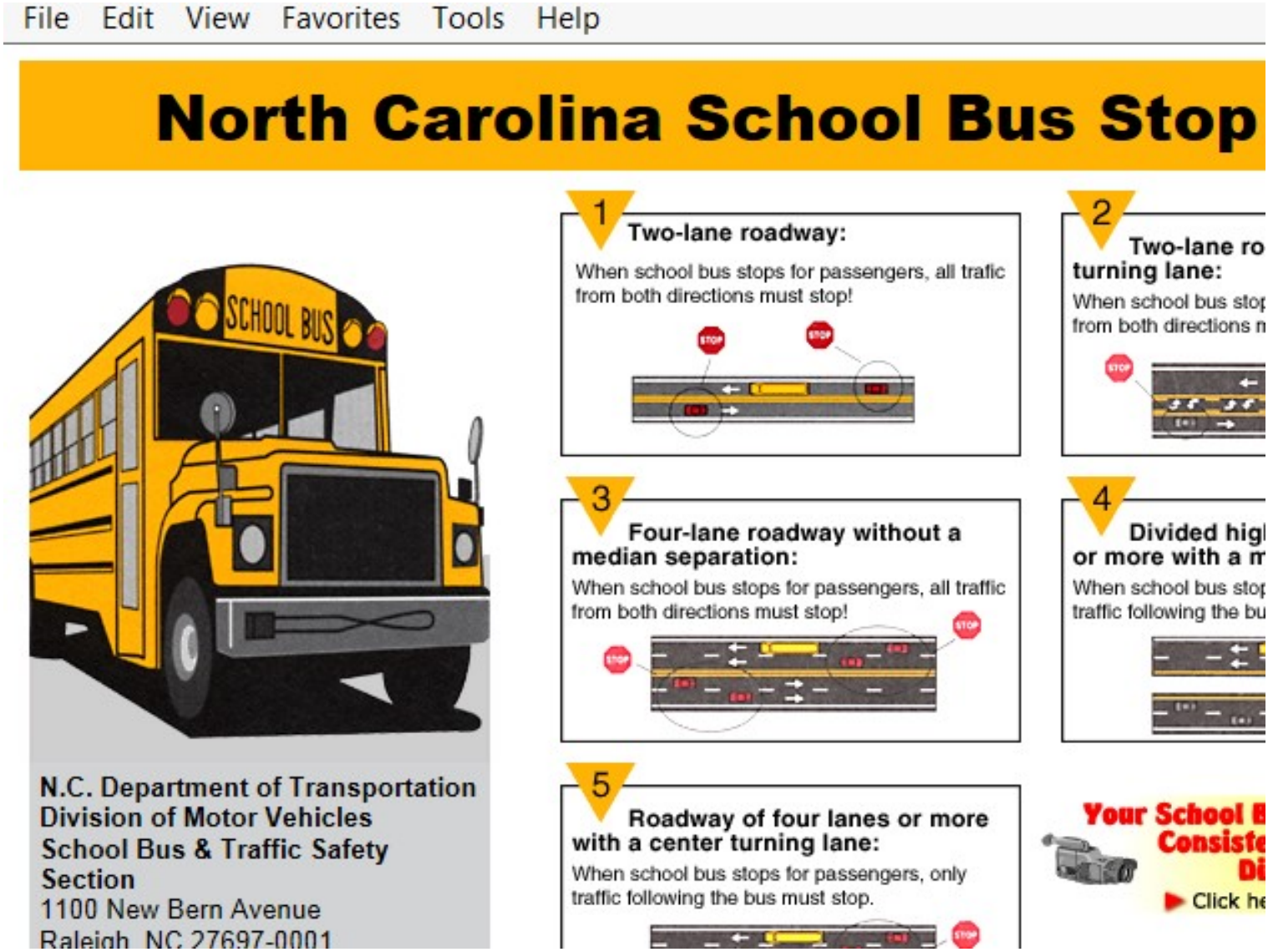
Daycare ☐ Which one:_____

For Office Use Only

Parent Signature:_____

School Safety

Please refer to the following for the NC school bus stop law. Our children's lives depend on it.



Northern Elementary School ELECTRONIC Student and Parent Handbook

NES Student and Parent Handbook is online located on our school's website. It can be accessed at the link below. Please review the handbook with your child prior to September 1. If you need a hard copy, please inform your child's teacher.

Link: https://www.gcsnc.com/domain/14549

Parent/Guardian Acknowledgment of Northern Guilford Elementary School's Student and Parent Handbook:

By having my student/s enrolled at Northern Guilford Elementary School, located at 3801 NC Highway 150, Greensboro, NC, it is understood that my student is bound by the rules and regulations within this handbook. It is also understood that my student may receive consequences for violating any rule within the Northern Guilford Elementary School Student and Parent Handbook or the Guilford County Schools Code of Conduct. The Northern administration will send a copy of this handbook to all guardian emails on file, have available on the Northern website, and print a version for any parent that requests one.

If you have any questions or concerns, please do not hesitate to phone the office.

(336)656-4032

We are looking forward to a great year with great parents, great students, great volunteers, a great community, and our great staff! Thank you for your support!