

E.P. Pearce Elementary School  
Student-Parent Handbook  
2017-2018



Welcome to the 2017-18 school year! Pearce continues to be the best school in GCS due to our strong parent and community support, outstanding staff and the best students in Guilford County! We have the highest expectations for academic success and it is no accident that Pearce is one of the top achieving schools in the district.

While student learning is our top priority, we also focus on providing a nurturing environment for all. Students have many opportunities to participate in extra-curricular activities including clubs and school events. Pearce students can choose from a variety of activities including Battle of the Books, Odyssey of the Mind, News Crew, Science Club, History Club, and Student Council, among others. Movie nights, skate nights, restaurant nights and the famous Pearce Palooza help create fun and fellowship for students, parents and staff.

Our students also help build character and support our community through service activities such as monthly canned food drives, Red Nose Day, Toys for Tots and the United Way Campaign.

We recognize that a major contributor to our success is the outstanding support of our parents and community. The Pearce PTA is also a big part of our success. I encourage you to join the PTA and see how you can become involved in supporting our school. I look forward to working with you as a partner in your child's education. It is going to be a great year!

Sincerely,

Rich Thomae, Principal

Pearce Elementary

Rich Thomae

*Principal*

Michelle Sciandra

*Assistant Principal*



"Believe to Achieve"





### HISTORY OF PEARCE ELEMENTARY SCHOOL

Pearce Elementary was built in 2007. The school is named after a former educational leader, E. P. Pearce.

### PEARCE ELEMENTARY PHILOSOPHY

Pearce Elementary provides a quiet, friendly, and inviting atmosphere for learning. The daily schedule has a minimum of interruptions and pullouts during the teaching day. It is a school in which students are challenged to achieve their best and praised for their accomplishments. Basic to the philosophy is the premise that competence achieved by a child in a favorable environment helps him/her develop a positive self-image. Also, for children, expected standards and procedures are consistent with a sense of security.

### MISSION STATEMENT

Our mission is to utilize the strengths of staff, families and community to challenge each student to surpass one year's growth while maximizing his/her academic, social and physical potential.

### VISION STATEMENT

In providing a safe and diverse learning atmosphere, we at Pearce Elementary School strive to stimulate the "whole child" in a journey of learning.

### PROGRAM GOALS

1. To provide a structured learning environment that promotes student achievement and effective instruction.
2. To promote students' abilities to inquire, reason, and think logically and critically in everyday life.
3. To increase oral and written communication skills through curriculum integration.
4. To enrich instruction through the integration of technology.
5. To provide students with a challenging curriculum that will strengthen their intellectual, social emotional and physical development.
6. To increase parent and community involvement.

### PARENT TEACHER ASSOCIATION

Parents, your P.T.A. needs you! Be a supporter and join your P.T.A. Please help Pearce Elementary membership reach 100%. Contact the school or any member of the P.T.A. Board for information.

Traci Carter, President  
Beth Thomas, Secretary  
Grayson Sutherland, Treasurer  
Joe Matthews, Membership

Amy Adams, In-House Fundraising  
Audrey Ellis, External Fundraising  
Lori Hamilton, Volunteer Recruitment  
Laura McCollum, Communications

## Pearce Elementary School Policies and Procedures

### The School Day

The school day for children is 7:45 am until 2:25 pm Monday through Friday. **The building is not open to students until 7:15 am each day.** The school staff can assume no liability for any student who arrives before 7:15 in the morning.

The hours for teachers are 7:25 am to 2:55 pm.

If you desire to speak to your child's teacher, we request that you call the school and leave a voice mail message or e-mail message, or call after 2:40 pm. The teachers check their voice-mails/ e-mails and will return your call no later than after 24 hours. If the call is an emergency, you should tell the office support staff person answering the phone. They will handle the call accordingly.

### Absences and Tardies

(GCS handbook-rule #2)

We believe that it is essential that students **attend school regularly and arrive on time in order to benefit the most from school experiences.** We realize that there will be times when students have legitimate absences. However, absences should be kept to a minimum. If your child has a doctor or dentist appointment, a written note from the doctor or dentist must accompany him/her on their return.

### Student Attendance Policy

(GCS handbook-rule #2)

On the first day immediately following an absence, the student will present to his/her teacher a written explanation of that absence. If sending an email, please email both the teacher and the Data Manager at [esquivj@gcsnc.com](mailto:esquivj@gcsnc.com). The written explanation should contain the following:

- a. Date(s) of absence
- b. Reason(s) for excused absence
  - Illness or injury
  - Death in the immediate family
  - Medical appointments
  - Court proceedings
  - Religious observances
  - Educational opportunity
- c. Signature of parent.



The written explanations will allow us to determine if the absences are excused or unexcused. If no written explanation/email is **received within three days, the absence will be considered unexcused.** Written explanations/notes will be given to the teacher and then kept in the front office.

**Unexcused letters will be issued to parents once a child accumulates 3, 6, or 10 unexcused absences.**

We will be happy to provide make-up work to all students who have had absences. All work should be completed within five days or sooner after returning to school. If a child is absent for an extended period of time, we will gladly send work home at your request. Let us know how we may be of assistance.

Students must be present at least half of the school day to be counted present. Any student arriving later than 11:00 am or leaving earlier than 11:00 am will be considered absent for the day.

### Student Tardy Policy (GCS handbook-rule #2)

Punctuality is an important habit. Children cannot keep up with their work when they are constantly late for class. **Breakfast will not be served after 7:40 am, unless children arrive on a late bus.** The following procedures will be followed when student is tardy:

1. A student arriving after **7:45 am** must report directly to the office to get a tardy pass. Students must use the main entrance of the building to enter after **7:45 am**. The tardy bell will ring at 7:45 am.
2. Students on late buses are not counted tardy.
3. A student, who accumulates four tardies, during a month period, will receive a letter from the school regarding excessive tardiness. The school social worker will be notified.



### Family Trip During School Year

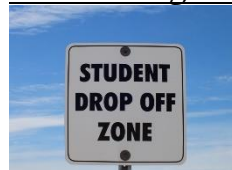
Please take consideration of the school schedule when planning family trips. April, May and June are important for test preparation and testing. Please send in a note prior to a family trip.

### Arrival and/or Dismissal Procedures

**Car Riders:** GCS is a tobacco free zone, therefore no smoking allowed on school grounds, including in cars. 

Those parents who choose to bring and/or pick up their children from school by automobile should observe the following guidelines (Please be patient):

#### K-3 Morning Drop-off:



The building does not open for students until 7:15 am. All students arriving at school between 7:15-7:30 am will report to the multi-purpose room with the option to eat in the cafeteria. Students dropped off after 7:30 am will report directly to their classrooms or to the cafeteria for breakfast. K-3 students who ride in cars should be dropped off at the front doors unless our traffic coordinator directs you to the multi-purpose area (we use the multi-purpose area to assist with unloading students more efficiently). Please pay close attention and follow the directions of our traffic coordinators. If you have a combination of students in grades K-5, you may use the K-3 location.

#### 4-5 Morning Drop-off:

The 4-5 drop-off/pick-up area will be located along one side of the large parking lot (nearest Pleasant Ridge). A sign is posted to direct cars to this area.

Please do not drive or park in the side bus loop, near the multi-purpose room, during the regular school day. During evening programs, parking in this area will be permitted.

#### K-3 Students or Parents with Children in K-3 and 4/5 Afternoon Car Rider Pick Up:

All car riders are released with the first bell at 2:25pm. Students will be picked up near the main entrance to the school. You will be provided a sign to display in your car which will list your last name and the students you are picking up. Please keep this sign on the passenger side dashboard so that it is visible to our staff. As you enter the circle area a staff member will identify your vehicle and direct your child to move to a designated painted star location for your pick-up.

#### 4-5 Afternoon Car Riders Pick Up:

Students in grades 4 and 5 (with no younger siblings) will also be dismissed at 2:25pm. Parents will need to turn into the first parking lot on the right as you enter the school and pull around to the stair area. There are posted signs directing you to this area.



*Please pick up your child through the car rider line instead of parking and entering the building.*

#### Afterschool/Daycare/Van Riders:

Students who attend an off campus afterschool daycare will exit through the front door (main) entrance. Afterschool/daycare vans will be parked near the Multi-Purpose Room.

#### Car/Bus Rider Dismissal Changes:

1. If an emergency arises and you need to change your child's mode of transportation, you will need to provide a note with the following information: Student's Name, Date(s), Morning and/or afternoon trip, parent contact numbers (cell, home, work etc.) and a description of the change. This note should be given to your child's teacher as soon as he/she arrives at school. **E-mails and Faxes will be accepted.**
2. Transportation changes that need to be made after the school day begins will need to be faxed or e-mailed to your child's teacher as well as to Ms. Esquivel at [esquivj@gcsnc.com](mailto:esquivj@gcsnc.com). **These changes should be made no later than 1:30 pm.**
3. Pearce Elementary does not have the authority to change a student's bus assignment. Any bus changes must be made through the *NW Area Bus Transportation Office*, located at Northwest High School. Bus request/bus changes forms are available in the Pearce front office.



Bus drivers **cannot wait** for your child to come out of the house – **even in rainy or cold weather**. Encourage your child to use good conduct and self-control on the bus. Students must stay seated and quiet at all times. **Students who cause disturbances on the bus are endangering the lives of others and will lose their privilege of riding the bus if such disturbances occur repeatedly.**

Students will **not** be allowed to change buses or go home any way other than their normal way. A student may not ride a different bus home without written permission from his/her parents and prior approval of the Bus Transportation office. Also, a student who does not usually ride a bus home in the afternoon cannot ride the bus in the afternoon without approval from the Bus Transportation office. The principal, assistant principal or any other personnel **CANNOT** give permission for either of these situations.



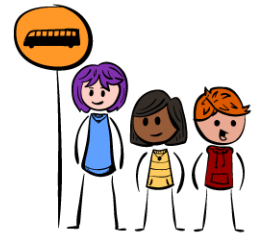
### Bus Conduct (GCS handbook-rule #7)

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. Students must respect the school bus driver for the safety of all riding the buses. If a student cannot behave in a safe way on the bus, a warning will be sent home. If problems continue, a child will be suspended from riding the bus for a designated period. Serious behavior problems may warrant immediate suspension without warning. When it is necessary for the bus driver to return to school due to behavior problems, parents will be called to pick up their child/children.



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

1. Follow 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. No shouting, teasing, or inappropriate language.
5. No fighting or threat of physical harm.
6. Keep the aisle clear of objects.
7. Do not eat or drink on the bus.



The school administration has the right to override any bus decision. In the event a student commits a serious offense which could cause danger to others or himself/herself, that student can be suspended from riding the bus immediately, without following the steps above.

Non-Guilford County employees or parents are not allowed to board the buses. Problems regarding schedules and routes should be discussed with the Bus Transportation Department.

### Procedures When a Bus is Late

If your child misses the school bus, please make every effort to get him/her to school. Students may be picked up only at designated stops. If a bus has not arrived by the designated time:

1. Call Pearce Elementary: (336) 605-5480.
2. Have the child(ren) remain at the bus stop. If after 30 minutes a bus has not arrived, the children should return to their homes or may be driven to school by a parent.
3. Do not allow your child to board an unassigned bus.

### School Bus Zone Reminders from the Greensboro Police Department

1. Effective August 25, 2011, the penalty for SPEEDING IN A SCHOOL ZONE will be \$250, with a \$188 court cost for a total of \$438. This includes ANY speed over the posted School Zone speed limit.
2. Students waiting for the school bus should wait on the SIDE of the road. They should never enter the roadway until the school bus comes to a complete stop, with flashing red lights, the stop arm completely extended and open doors.
3. Students should use designated crosswalks when crossing the road or cross with the assistance of crossing guards.





### Walkers

Students who walk will leave from the main entrance and cafeteria areas, following the sidewalks near the bus drop off area to exit the campus on the side streets. Students will follow this procedure in reverse upon their arrival to school. **Walking students who enter through the neighborhood entrance should walk on the sidewalk for their safety. Students residing west of the school are encouraged not to walk as there are no sidewalks or side streets to provide safety.**



### Student Checkout Policy

1. Children checked out prior to 2:25 pm must be signed out in the office.
2. If anyone other than the parent or legal guardian is to pick up a child at school, the office must have written permission from the parent or legal guardian for that person to take the student off campus. **Please be prepared to show identification as needed.**
3. Teachers will not be allowed to release students to the office until the parents/guardians have arrived.
4. Checking students out after 2:15 pm is **not encouraged**. Disruptions may cause students to come home without homework assignments and books/materials that might be needed to complete assignments.

### Parent Concerns

If there is a problem, parents should feel free to discuss decisions and concerns relating to their child with their child's teacher. The first contact should be made with the child's teacher, then the administration. Please realize the teacher may not be aware of the problem and will appreciate your open communication.

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, the administration will be happy to help resolve the problem.

### Classroom Visit Guidelines

We welcome you to Pearce Elementary School. We hope your visit will help you to learn more about our classroom environment and our school. Please follow the guidelines below so that your classroom visit will be informative for you and, at the same time, will not interfere with the instructional program of any of the students.



1. Please schedule your visit through the main office or by calling 605-5480 to discuss a day and time with administration.
2. When you enter the classroom, the teacher will have a visitor's chair available. Unnecessary movement can be distracting to students. Please remain in the visitor's chair and try not to distract the students from their work. All cell phones and pagers must be on silent or turned off during your visit.
3. Keep in mind that this is a private place for your child, where he/she is accustomed to being independent of parental involvement. Showing respect for the student and the student's right to work is a very important part of our program.

4. Feel free to write down any questions or comments you may have. At your request, the teacher will schedule a meeting with you after your visit to answer questions and discuss your visit. Please leave a message in the front office for the teacher to call you to set up a conference.

5. Please do not linger or sit outside of any teacher's door.

### Parent Conferences

Parents are encouraged to visit the school and to attend PTA meetings. If you desire a conference with your child's teacher, please contact the teacher to schedule an appointment. First and Third quarter conferences are set up with your child's teacher automatically. Parents who wish to schedule conferences with the principal/assistant principal should call the office to schedule an appointment.



### Classroom Interruptions

Interruptions of any kind can consume time and hinder the learning process. Therefore, we ask **that parents not interrupt classrooms to talk with teachers during the school day.** During this time, office personnel will be glad to assist you in any way possible. We will be happy to have a message sent to a teacher's voicemail.

### Visitors

Visitors and parents are always welcome at Pearce Elementary School. It is required that **All individuals entering the school building must check in at the office.** Visitors may be asked to **present their identification.** For the safety of the children, all parents, volunteers, observers, and visitors are required to **wear special name tags when in the school building during regular school hours.** Our purpose is to maintain a safe school for our students, faculty members, and parents.

### Volunteers



Parents and grandparents are urged to volunteer their help at our school. We believe that parents have much to contribute to the educational process. Our school welcomes and encourages parent participation through various projects and programs. Information about how you can become a volunteer will be sent home during the first week of school and will be available thereafter through our Volunteer Chairperson or by calling the school office. Please report to the office and sign in so that we will have a record of all our volunteer hours. Also, we would like you to wear a badge so that you will be recognized as a volunteer. These will be available in the office as you sign in. Please let us know if you have a special interest or if you would like to help in a particular way.

***In order to chaperone a field trip, you must be on the GCS approved volunteer list by completing an online application which includes a background check.***

### Telephone Messages



The school telephone is primarily for school personnel. Students will be permitted to use the phone in an emergency situation and then only with permission from the teacher or principal. We frequently receive calls asking the office to inform a student to ride a different bus or to be a car rider on a particular day. As we are

unable to verify over the phone that it is in fact the parent making the call, it puts the school in an awkward position. Since we have the responsibility of protecting the safety of each child, **please refrain from making requests unless it is an emergency.** Our secretary may not know you or your voice, so **please send this request in writing by email, note, or fax.**

### Address/Phone Changes

Please notify the school of any change in your address, email address, cell phone, home phone number or work phone number. It is **critical** that we be able to reach you in case of an **emergency**. If you have no phone, please provide the number of a relative or neighbor and notify that person that you have identified him/her as an emergency contact.

### Child Custody

If you and your spouse are separated or divorced and you have been granted custody of your child through a court order or deed of separation, a copy of the court order **must be on file** with the school. The only way we can comply with the court's order is to have a copy of the order in your child's file.



### Student Illness

Should your child become ill during the school day, parents will be notified so the student can be picked up from the school office. It is **crucial** that we have telephone numbers where the parent or other designated individuals may be reached in the case of an emergency. Please be certain that we have several names and numbers of people we may contact. Please notify the school if any of these names/numbers change during the year. It can be very upsetting to a sick child if no one can be located to come for him/her. As a general guideline, students should be **“fever/symptom free”** for 24 hours before returning to school.

### Student Injuries

In case of student injuries, the greatest care and consideration is extended. In all cases an attempt is made to notify parents or designees. In case of serious illness or accident, the student is made as comfortable as possible until help is obtained. Teachers and volunteers are not medically trained and are not expected to administer drugs or treatment beyond reasonable first aid procedures. When it is necessary for a student to go to the Health Room, either a teacher, teacher assistant or student helper will accompany the student. Parents are notified when a child is ill enough to leave school and the child will be allowed to remain in the health room/office until parents arrive. School personnel can only administer medication as stated below.



### Medication



The school recognizes that a student with chronic or unusual health problems may require medication during school hours. 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, Guilford County School has a procedure to assure the safe administration of medication to students during the school day.

- No medication (prescription or non-prescription) will be given/applied at school without the written authorization of both the parent and the health care clinician.
- A student medication authorization form must be completed every year.
- Medication must be delivered in person by the parent or guardian to the office. The authorization form must be with the medication.

- Prescription medications must be in a properly labeled bottle from the pharmacy and shall have the name of the student, name of the drug, frequency of administration and dosage information.
- Non-prescription medications must be in the original container and will be administered according to the written instructions of the health care clinician.
- 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 cannot be accepted for this purpose.**
- If a parent wishes to withdraw his or her authorization for medication to be given at school, the parent must inform the school of that decision in writing.
- **If you send medication for your child and the form has not been filled out by the doctor, we cannot give the medication to your child.** We are required by Guilford County Schools' policy to adhere to this regulation. Medication of any kind must be delivered to the school by the parent or guardian.

### Lice

If a student is suspected of having an infestation of head lice, he/she will be referred to the school nurse or designated staff member for examination. When an infestation is confirmed, the following action will be taken:

1. The principal will be notified.
2. The parent/guardian will be notified to pick up the child from school. The parent/guardian will be given treatment options and education on the biology of head lice and methods to eliminate the infestation.
3. Students previously identified with lice may be readmitted to school when the parent/guardian provides proof of purchase of the lice treatment product, a 75% reduction of nits, and no live lice are present. There should be a significant reduction in the number of nits observed. The school nurse or trained school staff may recommend that the student be sent home for additional nit removal.
4. Students with repeated infestations will be referred to the school nurse who will determine appropriate interventions.

### Inclement Weather

On days when weather conditions create questionable circumstances for opening school, parents should listen to local TV news stations, Cable Channel 2 GCS Network and radio stations for public information announcements. If school is open late, school employees report to work fifteen minutes 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 news stations, Cable Channel 2 GCS Network and radio stations. Parents should develop a plan with their children to cover these circumstances. **ACES does not meet if school is closed for inclement weather**, so alternate plans should be made. It is important that school telephone lines be open in such a situation so that the superintendent's office may contact us on the closing plans, times, etc. An inclement weather plan should be completed by parents and returned to the school. Please update the plan when changes occur. Having a plan in place and sharing that plan with your child will make you and your child more comfortable.

## Check Acceptance Policy

Returned checks are subject to electronic recovery for the face value and state allowed fee. We have the right directly or by agent to resubmit your check electronically and/or deposit a paper draft to withdraw the state allowed fee, without your signature, for each returned check as permitted by law. If you have any questions concerning our check acceptance policy, please visit [www.checkredi.com](http://www.checkredi.com). Your payment by check constitutes your acceptance of these terms.



## Dress Code

(GCS handbook- rule #28)

To maintain a positive learning environment, and to encourage development of positive self-esteem, we ask that each student come to school dressed and groomed in an appropriate manner.

A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. Please adhere to the following dress guidelines.



- Any style of clothing that disrupts the learning climate will not be allowed.
- Clothing that advertises items illegal for minors to purchase or possess will not be allowed.
- Pants should be worn at waist level. Anything worn low is a safety concern.
- Shorts and skirts should be appropriate length coming to at least the bottom of finger tips when arms are straight down by your side. These clothing items should not allow undergarments to be seen.
- Any style of revealing clothing such as halter tops or tank tops are not appropriate for school wear.
- The building is air conditioned and heated but due to large zones, it may be cooler or warmer than your child is accustomed. Please send a light sweater for your child to wear.
- **Except for religious reasons**, please remember that no head covering [i.e. hats / scarves / bandanas, etc.] is allowed in the building. This includes girls and boys.
- Since **physical education/structured play** is part of the **daily program**, with no time for changing clothes, please do not allow your child to wear unsafe shoes for these activities (e.g., wedges, flip-flops, high heels, etc.). The children are not allowed to go barefoot or to play in their socks.
- Students noncompliant will result in a parent being contacted to bring appropriate clothing.

## Personal Property

(GCS handbook-rule 27b)



Students should only bring to school those materials that are necessary for the instructional program. Toys, Games, CD/MP3 players, iPods, Wii, X-Box, DS, dolls, Gameboys, electronic toys, play station, cell phones, game cards, beepers, sports equipment, tek decks, etc. are **not** allowed at school, during ACES, or on the school bus. If such items are brought to school, they will be collected by a staff member and will be returned to the parent when he/she visits the school.



Toy guns and knives should not be brought to school under any circumstances. (GCS handbook- rule 21B/C) Possession of any type of weapons or explosive devices is a violation of the Guilford County Schools "Student Code of Conduct."

Each student is expected to be responsible for all personal property (money, book bags, clothing, jewelry, etc.) that is brought to school. The school will not assume responsibility for any personal items brought to school. It is a good idea to mark all students' clothing with their names. Each year students lose lunch boxes and articles of clothing and they are never reclaimed because we cannot determine to whom they belong. Students must use good judgment in protecting personal property.

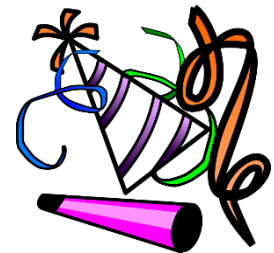
NOTE: Heelys, roller blades, skates boards, and skates are not allowed on school grounds.

### Celebrations

We will have **three class celebrations** this year: one before Winter Vacation, one before Spring Vacation, and one at the end of the school year. These are usually arranged by the grade parents. They will appreciate the cooperation of parents in providing snacks.

A simple healthy snack (GCS board policy IHB-P) planned with the teacher may be provided by grade parents for other special occasions such as Valentine's Day. Please plan the special snack with the teacher. The teacher will share these with the students at an appropriate time during the day.

**Snacks provided without the prior approval of the teacher may not be distributed to children. All food items served must be store bought, with the recommendation of healthy snacks. Healthy snacks are those that avoid items high in fat, sugar, and/or sodium are encouraged.**



When helping to plan classroom celebrations, please refrain from water activities such as water balloons, kiddy pools, water/squirt guns, slip and slides, etc.

### Student Birthdays



Birthday Parties are not allowed at school. Students may share a special healthy treat with their entire class if prior arrangements are made with the teacher during lunch time. **Party invitations and favors should not be distributed at school.** We do not want to hurt the feelings of students who are not included in birthday parties. **Please do not have flowers or balloons delivered to school for your child. We cannot allow these items to go home on buses.** Students

should be encouraged to bring healthy choices for snacks and avoid items high in fat, sugar and/or sodium.

### Cafeteria Information

The cafeteria staff serves a balanced, hot lunch in the cafeteria each day. Students may instead choose to bring a lunch from home. Milk and ice cream may be purchased by all students. Drinks requiring glass bottles are not permitted in the cafeteria. Due to child nutrition recommendations, **please DO NOT send sodas to school for your child's lunch.** Chewing gum and candy are prohibited. Visitors should always sign in at the front office before going to the cafeteria. In the cafeteria, we will emphasize a pleasant, orderly lunchroom atmosphere so that students may improve manners and social skills while enjoying lunch.





Music will play in the cafeteria for several minutes at a time. While music is playing, the students will focus on eating their lunch and not be permitted to talk. No music will then follow, allowing students to talk with their peers at a moderate voice level.

### Student Lunch Prices

Meal prices may vary from year to year. Please check the Guilford County Web page for more price information.

Parents may pay by the week, month, or send a specified amount to be placed in the child's cafeteria account (Ex. \$20.00). The amount spent daily will be subtracted. All checks for this purpose should be made payable to **Pearce Elementary Cafeteria**. Please call cafeteria for questions **605-5485**. Families are encouraged to fill out application for Federal Free and Reduced lunch program.

### Lunch Visitation

Parents or grandparents are always welcome to have lunch with a student. Please check to find out your child's specific lunch time. We do encourage you to visit when you can. Please register in the office before going to the cafeteria and encourage your child to follow the cafeteria rules



### Cafeteria Plan

In order to maintain order and to encourage an environment conducive to eating and digesting food, the Pearce staff has developed the following Cafeteria Plan:

- Speak clearly in the serving line to servers
  - Stay silent during music
  - Focus on Eating
- Practice good table manners
- Eat your own food not others
- Remain seated and raise your hand
- Talk quietly to the student closest when music is off
  - Line up in a quiet, wiggle free line
  - Keep lunch boxes by your side
  - Clean up after yourself
  - Place tray in trash gently



## Curriculum Information

- **What are the Dynamic Indicators of Basic Early Literacy Skills or DIBELS?**

- The DIBELS measures were specifically designed to assess 3 of the 5 Big Ideas of early literacy: Phonological Awareness, Alphabetic Principle, and Fluency with Connected Text. The measures are linked to one another, both psychometrically and theoretically, and have been found to be predictive of later reading proficiency.
  - Measures of Phonological Awareness:
    - First Sound Fluency (FSF): Assesses a child's skill to identify and produce the initial sound of a given word.
    - Phonemic Segmentation Fluency (PSF): Assesses a child's skill to produce the individual sounds within a given word.
  - Measure of Alphabetic Principle:
    - Nonsense Word Fluency (NWF): Assesses a child's knowledge of letter-sound correspondences as well their ability to blend letters together to form unfamiliar "nonsense" (e.g., fik, lig, etc.) words.
  - Measure of Fluency with Connected Text:
    - DIBELS Oral Reading Fluency (DORF): Assesses a child's skill of reading connected text in grade-level material word.

- **What is American Reading Company?**

- Carefully sequenced lessons provide appropriate supports to ensure all students engage successfully with complex text, rich content, and an academic community. A college-prep project-based learning process and leveled research libraries ensure all students build knowledge, regardless of current reading level. Rigorous writing instruction, paired with daily practice and deep content knowledge, prepares students for college-level writing in all three modes.

- **What is IRLA?**

- The Independent Reading Level Assessment (IRLA) is a unified standards-based framework for student assessment, text leveling, and curriculum and instruction. The IRLA includes every Common Core Standard for Reading, both in literature and informational text, as well as those Language standards key to reading success, for students in grades PreK through 12.

- **Why use DIBELS?**

- The DIBELS measures have been used so extensively in schools and with real children, we have data indicating the relation between the measures. As stepping stones to literacy development, it means that performance on one of the DIBELS measures is predictive of performance on the next appropriate DIBELS measure(s).  
[www.dibels.org](http://www.dibels.org)

- **What is MTSS?**

- Multi-Tiered Support System (MTSS) is a problem-solving model focused on providing high-quality instruction matched to student need, monitoring progress frequently to make decisions about changes in instruction, and applying child response data to important educational decisions.

- **What is Common Core?**

- Common Core is a rigorous set of standards for the English Language Arts and Mathematics curriculum that has been developed based on the best practices of schools and organizations around the country and the world. The standards were created using the feedback of K-12 teachers, college level educators and experts in the fields of civil rights, English-language learners and students with disabilities. The Common core standards are designed to help students across the country meet the rising demands of the 21<sup>st</sup> century global marketplace. Students will be able to make stronger connections between classroom knowledge and real-world applications. In turn, students will graduate truly college and career ready, and, in so doing, will widen the scope of opportunities available to them. The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy. <http://www.corestandards.org/>

- **What is Webb's Depths of Knowledge?**

- Depth of Knowledge is also referred to as DOK. Depth of Knowledge is the complexity or depth of understanding required to answer or explain an assessment related item. Webb identifies four distinct depths of knowledge levels. Level 1 includes basic recall of facts, concepts, information, or procedures. Level 2 includes skills and concepts such as the use of information (graphs) or requires two or more steps with decision points along the way. Level 3 includes strategic thinking that requires reasoning and is abstract and complex. Level 4 includes extended thinking such as an investigation or application to real work.

- **What are anchor charts?**

- Anchor charts are posters, charts, etc. that are created by the teacher and students. They record students' thinking about a text, lesson, or strategies. The charts can be returned to help students remember the process. They serve to connect past teaching and learning to future teaching and learning. All of the students in the class are involved in the process of constructing meaning.

- **What is Revised BLOOMS taxonomy?**

- Revised Bloom's Taxonomy refers to a hierarchy of question stems that teachers use to guide their students through the learning process.
- **The levels are what they mean:**
- Remembering: Retrieving, recognizing, and recalling relevant knowledge from long-term memory.
- Understanding: Constructing meaning from oral, written, and graphic messages through interpreting, exemplifying, classifying, summarizing, inferring, comparing, and explaining.
- Applying: Carrying out or using a procedure through executing, or implementing.

- Analyzing: Breaking material into constituent parts, determining how the parts relate to one another and to an overall structure or purpose through differentiating, organizing, and attributing.
  - Evaluating: Making judgments based on criteria and standards through checking and critiquing.
  - Creating: Putting elements together to form a coherent or functional whole; reorganizing elements into a new pattern or structure through generating, planning, or producing.
- **What is TRC?**
    - TRC stands for Text Reading Comprehension. Teachers complete this assessment three times a year in order to determine how students find meaning in text. These assessments also assist teachers in determining how to meet the individual needs of each student during reading instruction.
  - **What are Pre & Post Assessments?**
    - Pre & Post assessments are a type of formative assessment that students take three times a year in grades 3-5. All grades complete ELA and Math interims and 5<sup>th</sup> graders complete a Science interim as well.

## Academic Achievement

### Report Cards

Report Cards are sent to parents each nine weeks. Please 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 and your child. Report cards are to be signed and returned to your child's teacher within two days.



### Interim Reports

Interim Reports will be sent home in the middle of each nine weeks to all students. This is to let you know your child's progress at the mid-point of the grading period. These reports are also to be signed and returned.

### Grades

Report Cards using the grading system below are sent to parents at the end of the nine-week period: See Schedule below for grades 3-5.

A	90-100
B	80-89
C	70-79
D	60-69
F	60 and below

Student grades for Third through Fifth grade are made up of the following:

- Tests / Projects
- Class work / Quizzes
- Homework

### Homework

Homework is given on a regularly scheduled basis. It is our goal that students understand fully the assignment and the processes involved in the homework.

Homework is not given as busy work or for disciplinary reasons. Its purpose is to reinforce skills, to encourage independent work, and to develop good study habits. Homework may take the form of practice work, unfinished class assignments, research projects, independent reading, and personal interest pursuits. In the case of absences, a student has 5 school days upon returning to make up missed work.



### Study Habits

We encourage every parent to help his/her child set aside a regular period of time each day to spend on homework, reading, or regular study. Establishing good study habits now can be of great value in later years. The suggested amount of time for home study is: Grades K-2: 20 to 40 minutes daily and Grade 3-5: 30 to 60 minutes.

### Science Fair

Each year, GCS holds its' annual science fair in December. The following describes how each of our students will participate in this event.

**K-2<sup>nd</sup>** - Students will study the scientific process and gain an understanding about this process by completing a class project. This will take place at school during regular school hours. Students & parents will have an option to participate in the school-wide Science Fair.

**3<sup>rd</sup>** - Students will be studying the scientific process by completing a class science project. Students & parents will have an option to participate in the school-wide Science Fair.

**4<sup>th</sup>** - Students will be studying the scientific process by completing a class science project. Students & parents will have an option to participate in the school-wide Science Fair. Individual projects completed will earn an extra credit science grade.

**5<sup>th</sup>** - Students will be studying the scientific process through creating a science fair project *or* studying the scientific method and taking a test. The projects will be completed at home with parental assistance and supervision. Teachers will explain their project expectations to the students.

## Student Awards

Pearce Elementary School recognizes students for academic excellence and outstanding progress at Awards Ceremonies. The following awards are given to students who earn them:

A Honor Roll (3rd-5th only)  
A/B Honor Roll (3rd-5th only)  
Specialists Award  
Citizenship Award  
Math banner (class award)  
Reading banner (class award)  
Most Improved (two students)  
PACE-Positive and Consistent Effort- Academic Achievement  
Patriot Award (To be elected by the class)  
Perfect Attendance  
Terrific Kid



## Character Development/Service Learning

Character Education at Pearce involves students learning seven character traits. These traits are: courage, integrity, kindness, perseverance, respect, responsibility, and self-discipline. Students will connect character development with service learning. Service Learning connects community service experiences with academic learning, personal growth, and civic responsibility. Students are provided an opportunity to develop a personal connection to what they are learning and create a context for the application of concepts introduced in the classroom.

## Student Conduct

The staff of Pearce Elementary School believes that desirable behavior should be promoted through positive methods, whenever possible. The best disciplined child is one with **self-discipline**. Posted on our school website, you can access our Behavioral Expectation grid. This grid will allow students to identify common behavioral expectations throughout the school. Our staff will work with students to help them grow in the area of 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 of the Code of Conduct is included in the orientation packet each student receives on his/her first day at Pearce Elementary School. Parents and students are requested to read and discuss the Code of Conduct. Students are expected to obey all school and classroom rules.

## Hallway Rules

In order to ensure an orderly environment as students travel throughout the building, we have the following hallway expectations:

- ✓ Walk quickly and silently
- ✓ Stay to the right
- ✓ Walk in a single-file line
- ✓ No talking
- ✓ Keep hands to your side and objects to yourself

- ✓ Do not cross between classes
- ✓ Pick up trash/items on the floor
- ✓ Keep hands/feet off the wall

### Restroom Expectations

Enter and exit calmly, quickly and quietly  
 Respect others privacy  
 Quietly and quickly use the restroom and exit  
 Close stall doors gently  
 Wash hands without playing in the water  
 Place all paper towels in the trash can  
 Report if something is wrong immediately to your teacher  
 Conserve paper towels



### Guidelines for Success

As we strive to teach our students good character and citizenship, we will incorporate the cornerstones of Character Education into classroom lessons. The cornerstones are: respect, caring, responsibility, courage, integrity, determination, self-discipline, and giving. Discipline problems are viewed as an interruption of classroom learning. All students are expected to follow these guidelines in all areas of the building and on buses.



1. BE RESPONSIBLE
2. RESPECT YOURSELF AND OTHERS
3. DO YOUR BEST
4. COOPERATE WITH OTHERS

Please go over these guidelines as well as the Guilford County Schools Code of Conduct with your child. These guidelines, along with classroom rules, will be explained by every teacher, posted in classrooms, and practiced by students.

### School Property

(GCS handbook-rule #16)

Pearce Elementary School is a beautiful and well maintained facility that belongs to all of us. As such, we must all assume responsibility for keeping it that way. **Littering and acts of vandalism will not be tolerated.**

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

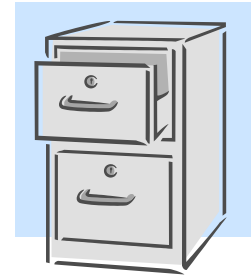
### ACES

Your child may enroll in the ACES after-school program at Pearce Elementary. ACES weekly fees may vary from year to year. Students will report to the program at dismissal time, and must be picked up by 6:00pm. Forms for enrollment and more information may be obtained in the school office and from the ACES Site Coordinator.

**Students should not return to school to play on the playground once they have been dismissed. Our ACES students use the playground until 6:00 p.m.**

### Student Records

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



### Suspicion of Child Abuse

By law, school personnel are required to report suspected abuse or neglect of a child. This legislation also provides immunity from any related civil or criminal liability for the personnel making such a report. All employees are encouraged to cooperate with authorized community agencies regarding the health and safety of children. The school Social Worker will be notified of any suspected problems.

### Leadership Team

Our school has a team made up of staff and parents who meet monthly to discuss important issues regarding school improvement, budgeting and resource allocation. Parent and teacher members of the team are elected on a two-year cycle.

Meeting dates are typically the 2<sup>nd</sup> Tuesday of each month at 2:45pm in the media center

### Leadership Team Important Contact Information

Contact Person	E-mail address
Rich Thomae, Principal	<a href="mailto:thomaer@gcsnc.com">thomaer@gcsnc.com</a>
Michelle Sciandra, Assistant Principal	<a href="mailto:sciandm@gcsnc.com">sciandm@gcsnc.com</a>
Angela Osborne, Curriculum Facilitator	<a href="mailto:osborna@gcsnc.com">osborna@gcsnc.com</a>
Michelle Hicks, Kindergarten	<a href="mailto:wrightd5@gcsnc.com">wrightd5@gcsnc.com</a>
Julie Mabe, First Grade	<a href="mailto:mabej2@gcsnc.com">mabej2@gcsnc.com</a>
Melanie Hieber, Second Grade	<a href="mailto:hieberm@gcsnc.com">hieberm@gcsnc.com</a>
Kelly Dyson, Third Grade	<a href="mailto:dysonk@gcsnc.com">dysonk@gcsnc.com</a>
Adriane Smith, Fourth Grade	<a href="mailto:smitha4@gcsnc.com">smitha4@gcsnc.com</a>
Caty Strader, Fifth Grade	<a href="mailto:stradec2@gcsnc.com">stradec2@gcsnc.com</a>
Diane Hubbard, Teacher Assistant	<a href="mailto:hubbard@gcsnc.com">hubbard@gcsnc.com</a>
Kim Schubert , Specialist	<a href="mailto:schubek5@gcsnc.com">schubek5@gcsnc.com</a>
Alison Buchanan, Exceptional Children	<a href="mailto:buchana@gcsnc.com">buchana@gcsnc.com</a>
Julissa Hairston, Parent	<a href="mailto:julissahairston@yahoo.com">julissahairston@yahoo.com</a>
Courtney Harrington, Parent	<a href="mailto:courtneyharrington@gmail.com">courtneyharrington@gmail.com</a>
Dana Thomas, Parent	<a href="mailto:cms_dana@yahoo.com">cms_dana@yahoo.com</a>



### Other Important Contact Information

Principal	Rich Thomae	(336) 605-5480
Assistant Principal	Michelle Sciandra	
ACES	Jeremy Gilyard	(336) 605-5486
Attendance/Records	Jessica Esquivel	(336) 605-5480
NW Zone Bus Transportation Office	Susan McLemore	(336) 605-3305
Cafeteria	Jaclyn Walz	(336) 605-5485
Counselor	Kimberly Shubert	(336) 605-5480
Counselor	Anthony Freeman	(336) 605-5480
Curriculum Facilitator	Angela Osborne	(336) 605-5480
Secretary/Treasurer	Julie Smith	(336) 605-5480
School Nurse	Helen Rice	(336) 605-5480
Social Worker	Seanee Alexander	(336) 605-5480