



Sedalia
- ELEMENTARY SCHOOL -

**Student & Family
Handbook
2023-2024**

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Together We Grow!

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History of Sedalia Elementary School



1938 Sedalia Glee Club



Prior to the founding of Palmer Memorial Institute by Dr. Charlotte Hawkins Brown in 1902, the children and young adults of the community had attended a mission school in the Bethany Congregational Church, which is presently located across from the school. The Reverend M.L. Baldwin served as both principal and minister for blacks in the community.

Charlotte Hawkins Brown left the faculty of Bethany Institute in 1902 to establish the Palmer Memorial Institute, which was the only school for black children in Eastern Guilford County and surrounding areas until 1937. Since students attending Palmer were required to pay tuition, Charlotte H. Brown requested that the Guilford County Board of Education build a public school for the community. In September, 1937 Sedalia School was built adjacent to Palmer Memorial Institute.

Mrs. Beatrice Cole was the first principal at Sedalia. The students came from Sedalia, Wadsworth, and McLeansville communities, with the Beulah community students joining in 1939. When Mrs. Cole retired, Sedalia had an enrollment of approximately two hundred students.

1902-1939

MESSAGE FROM THE PRINCIPAL

The administration would like to extend a warm welcome to you from the entire staff. We invite you to participate in the varied activities within Sedalia Elementary. Please note that your continued support is needed to ensure successful learning. This mutual goal requires daily attention, emphasis on responsibility, excellent standards of conduct, and high expectations. The purpose of this handbook is to familiarize you with Sedalia Elementary and to acquaint you with our various policies and procedures. It is our intention that this handbook will serve as a quick reference guide throughout the school year. Thank you for your support and interest in working together to build a solid educational foundation for your little person.

VISION STATEMENT

Together we grow!

OUR VALUES

We affirm and embrace the diversity represented in our school community. We recognize our students and staff as individuals with unique feelings. We will respect those feelings, even when they are not our own. We are committed to establishing an environment of honesty and respect. We will use the combination of our individual and collective innovations to solve problems. We strive to provide a safe, inclusive school culture focused on growth for all learners.

MISSION STATEMENT

Sedalia students will graduate as responsible citizens prepared to succeed in higher education and in the career of their choice.

SEDALIA SCHOOL SONG

(Tune: Simple Gifts)

Oh, we are the Tigers from Sedalia School.

We play, learn, and live by the rules.

We are caring, giving, and respectful to all.

If you need some help (clap-clap) just call.

(Chorus)

Tigers, wherever we may go.

Our character and knowledge will surely show.

We will do our best—we've had a great start.

And Sedalia is ever in our hearts.

We are all looking forward to the future, it's true.

We will be teachers, firemen—(clap)—lawyers, too;

Doctors and the writers of tomorrow are we.

We can be anything that we want to be.

(Repeat Chorus)

PREVIOUS SEDALIA SCHOOL PLEDGE (A new pledge is currently being adopted)

I am a Sedalia Tiger.

As a Sedalia Tiger, I promise to be respectful, responsible and safe in all that I do.

I pledge to do my best in reading, math and all the rest.

I came to school to learn today, and I will have a Tigerrific Day!

Important Phone Numbers

Title	Contact Person	Phone Number
Principal	Yvonne Eason	(336) 449-4711
Assistant Principal	Ternale Robinson	(336) 449-4711
ACES	Lywana Gregory	(336) 449-4934 or (336) 451-5631
Attendance/Records	Kyam Vaughn	(336) 449-4711 ext. 1250
Bus Transportation/Office Support	Pam Clapp	(336) 449-6095
Eastern Zone Bus Transportation Office	Lynette Ratliffe	(336) 449-6095
Cafeteria	Rhonda Tucker	(336) 449-5246 ext. 1500
Counselor	Oliva Morgan-Little	(336) 449-4711 ext. 1200
Curriculum Facilitator	Laura Clegg and Megan Peele	(336) 449-4711
Secretary/Treasurer	Sandra Hines	(336) 449-4711
Media Specialist	Christina Foley	336-449-4711- ext. 1300
School Nurse	Heather Goins	(336) 449-4711
Social Worker	Michelle Davis	(336) 449-4711

TIPS TO HELP YOUR CHILD HAVE A SUCCESSFUL YEAR

- ✓ Provide a place, even the kitchen table, for your child to do their homework or supplemental assignments and check to see that it is completed daily. You may help your child plan when to do their homework, explain directions, and ensure that they have the necessary materials, but your child should do the actual work.
- ✓ Talk to your child about the papers they bring home and what they are learning at school.
- ✓ Read to your child or listen to them read to you. Children in pre-kindergarten, kindergarten, first, or second grade. Children in third, fourth, or fifth grade, ensure they have a library Book to read.talk to them about what they are reading.

VOLUNTEER PROGRAM

We believe that parents have much to contribute to the educational process. Our school welcomes and encourages parent participation. Before volunteering in the classroom, we ask you to go to this website, www.gcsvolunteers.com and register with Guilford County Schools. ALL VOLUNTEERS MUST SIGN IN AT THE OFFICE AND WEAR A VOLUNTEER BADGE WHILE THEY ARE IN THE SCHOOL.

THE SCHOOL DAY

The school day for children is 7:05 am until 2:10 pm Monday through Friday. **The building is not open to students until 7:05 am each day. Students will be asked to report to the office for a tardy slip if arriving after the 7:25 am bell.**

The hours for teachers are 6:55 am to 2:40 pm.

First Bell (Unload/Breakfast): 7:05 am
Second Bell (Warning Bell): 7:20 am
Tardy Bell: 7:25 am
Instruction Begins: 7:25am
Car Rider Line (Loading) Begins: 2:10 pm

ARRIVAL AT SCHOOL

Unloading for cars and buses will begin at 7:05 am. Teachers and other staff members are not responsible for students who enter the building before the official arrival time. Teachers may come in early to get work done before the students arrive. They cannot prepare for the day while trying to supervise students who come early. All students should remain in the parent's vehicle until the first bell rings at 7:05 am. Students should be dropped off at the designated drop-off areas. Due to increased safety measures, we ask that parents drop off children in the car rider line and do not walk children to classrooms after the first week of school.

STUDENT ARRIVAL AND DISMISSAL

For your child's safety and security, we strongly encourage you to follow a consistent dismissal routine. If your routine should change, provide your child's teacher with a written statement that includes how the child is to get home, the person authorized to pick them up, the bus number, and the drop-off address. Because phone notification of transportation changes does not allow school personnel to verify the caller, we will only accept written notification for transportation changes. Additionally, teachers may not check emails before dismissal—do not send notifications this way. If there is an emergency and you need to change your child's transportation, please send a written notification via fax or email to the school office before 12:45 pm for that current day and call the school office to verify the change was received. The school's fax number is 336-449-6523. Emails may be sent to hiness3@gcsnc.com or vaughnk@gcsnc.com. Please title the subject line "Change in Transportation."

- **Be sure to allow plenty of travel time in the morning.** Mornings can be a hectic time for families. Children need not feel rushed as they begin the day.
- The building does not open to students until 7:05 am. Children should not be allowed to exit from cars until staff members report for duty at 7:05
- All **automobiles** should only be unloaded in the Car Rider Lane designated area. **This is the only designated "drop-off zone."** Sedalia staff members cannot ensure your child's safety if you drop them off at any other area.
- Children should exit from the passenger side of the car when a staff member opens the door for them. Please ensure your children are **ready to exit** the vehicle when they reach the drop-off area.
- We encourage you to help your children develop **independence, confidence, and responsibility** by allowing them to enter and exit the building alone.
- Stay in the line of cars and **do not pull out of line** even if your child has been dropped off.
- Sedalia personnel are stationed throughout the school to assist students as needed.
- If you need to visit your child's classroom at any time, including daily arrival time, please stop by the office first and sign in. When dropping off during morning arrival time, please understand that morning arrival is teachers are not available for conferences. If you need

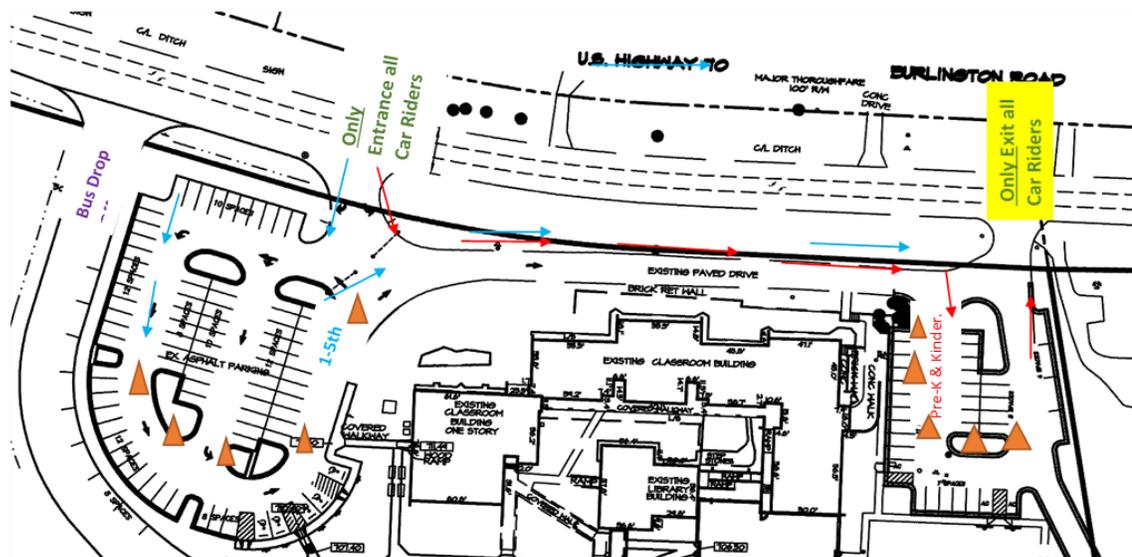


to meet with your child's teacher(s), they will be more than happy to schedule a time that is convenient for you and allows complete attention to be devoted to you and your child. We appreciate your support and believe in creating a strong partnership with you.

- Please do not park in the parking lot and cross in front of car rider traffic. **Please never allow your child to cross any lot alone during this high traffic time.**
- Cars parked in the grass or the exit lane adjacent to Burlington Rd. may be ticketed and towed.

Arrival and Dismissal

- ❖ Prekindergarten and Kindergarten Car Rider Drop Off and Pick up
- ❖ First-Fifth Car Rider Drop Off and Pick-up
- ❖ Bus Drop Off
- ❖ Building Entrance begins 7:05 am
- ❖ Release at 2:10 pm
 - 1st and 2nd will release from West Wing 3rd, 4th and 5th from the long hallway
 - Pre-kindergarten, Kindergarten and their siblings will come to the double door and wait to hear name called.



DISMISSAL EXPECTATIONS

We dismiss students to three places each afternoon; the bus loop, the car rider line, and ACES. Additionally, to maintain building security and ensure the safety of all students, **our office staff will not call for students to be dismissed from the office between 1:45 and 2:10 each afternoon.** This is a time of the day when office staff members verify student transportation changes and deliver transportation change notes. **Pre-K parents** are no longer required to come to the **Pre-K classroom** to sign their child out each day and, therefore, can go through the car rider line. Pre-K teachers will review the expectations.

We understand that there may be an occasion throughout the year when you need to pick your child up early from school. If your child needs to be dismissed early for a medical appointment or other appointments, please plan accordingly, and arrive at the school **before 1:45 pm.**

During these times, please come to the office, and one of our staff members will be glad to call your child to the office for dismissal. Please see the following list for other reminders regarding student dismissal:

- If your child's transportation method changes, please send a written note to your child's teacher. Please send this notification by 1:00 pm and call to verify that the change was received.
- In the event of an unexpected change, you may fax the transportation change to us at 336- 449-6523 or email the office staff at hiness3@gcsnc.com or pinnixn2@gcsnc.com.
- Please do not park at the car rider line and attempt to walk into the building to pick up your child from the hallway.

CAR RIDERS

- ◆ All parents who are picking up students must **stay in the car rider line** and follow the directions of the staff persons on duty.
- ◆ **Make sure your nameplate is displayed so we can identify you—this is for safety and efficiency.**
- ◆ **All cars will enter the car rider loop.**
- ◆ The afternoon car rider line utilizes a double lane pattern. When entering the parking lot for pick-up, please go to the shortest lane. Do not park on grass or in the emergency vehicle lane.
- ◆ **Do not get out of your car in the car rider line.** When entering the student-loading zone, drivers will be asked to merge into a single lane for student pick-up. We have provided designated parking spaces for visitor parking. The spaces are in the parking lot adjacent to the school office. Please utilize these spaces when parking to attend parent/teacher conferences and other business at the school.
- ◆ Keep the walkway clear so teachers can get the children through the double doors and ready for car pick-up. Students must be picked up at the cones - not from the grassy area.
- ◆ **Do not wait in the hallways for your children.** Car riders may only be picked up in the car rider line.
- ◆ Car-riding students are dismissed at 2:10 pm and must **be picked up by 2:30 pm.**
- ◆ Once children have been safely loaded into cars at each cone, please pull forward and exit the car rider area. Stay to the right and follow the drive parallel to Burlington Rd and the exit. Do not motion for or call your child to come to you.

MESSAGES FOR STUDENTS

Parents are asked to try to plan with their children in advance so that telephoning the school will not be necessary. The office telephone is to be used by students for emergencies only.

PARENT CONCERNS

Parents have the right to discuss decisions made concerning their children. In general, problems and concerns can best be resolved at the level at which they occur. The first contact should be with the child's classroom teacher. 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 assistant principal or principal will be happy to discuss your concerns.

ACES PROGRAM -After-School Care Enrichment Services



ACES offers quality, affordable, and convenient childcare services. ACES provides a structured balance of academic and recreational activities. The ACES program specializes in quality childcare in a fun, nurturing, and safe environment.

Students attending ACES are given the opportunity to work on homework, develop lasting friendships, and participate in fun sports and games. To enhance the learning experience, field trips may also be taken. ACES strives to be a pleasurable, child-centered environment.

- QUALITY
 - Healthy afternoon snacks prepared by the Guilford County School Nutrition Services.
 - Courteous and Knowledgeable Staff.
- AFFORDABLE
 - Weekly tuition fees include the cost of care, afternoon snacks, and program materials
- CONVENIENT
 - Open on teacher workdays and early release days.

(ACES is not open on inclement weather days and early dismissal due to weather situations).

ACES Director Ms. Lywana Gregory can be reached at 336-451-5631 or by email.

ATTENDANCE

It is essential that students attend school regularly and that they arrive on time. Classes begin at 7:25 am. If students must leave school during the day for routine matters, such as medical and dental appointments, a note should be sent to the teacher in advance. If someone other than a parent is to pick up a student during the day, the parent must send a note to the teacher in advance, authorizing the school to release the student to this designated person. Please be sure anyone who is allowed to pick up your child is listed on the emergency contact information sheet. Parents may be asked to show appropriate identification.

Family Trip(s) during School Year

Please take into consideration the school schedule when planning family trips. **Every day is essential for your child to attend. April, May, and June are significant for test preparation and testing. Please send a note before a family trip to be approved by the principal.**

Tardies:

We believe that getting the day off to a good start is vital to your child's success in school that day. All students must be in their classrooms before the last bell rings at 7:25 am. Students arriving after 7:25 am will be counted tardy and must be accompanied to the front office by an adult to receive a late slip. Being tardy to school does not allow the student to prepare for the day mentally or physically. Not only does being tardy harm the child's educational progress, but it also harms the class progress, which is disturbed. Excessive tardies may result in a letter sent to the parents and a notification to the appropriate officials.

Absences:

Students will be counted absent if they miss one-half of the school day or longer. A half day constitutes the following time: 11:00 am. Written excuses for all absences must be sent to school with your child within three days upon their return. Any absence without a note is Unexcused. Frequent or successive unexplained absences will be investigated. If attendance does not improve, such cases may be referred to the appropriate law enforcement official. Students who are absent for less than three consecutive days will be given their missed assignments upon their return to school. Extra time will be given to them to make up these assignments. If a student misses more than three consecutive days, parents may request the missed appointments from the teacher. If it becomes necessary to take a child out of school for a trip, students should plan to obtain missed assignments from the teacher upon their return. Written advance notice should be submitted to the principal requesting trip approval, so Excused Absences can be considered. Trips should be scheduled whenever possible, so they do not interfere with school attendance.

LAWFUL ABSENCES

1. Illness or injury
2. Quarantine
3. Death in family
4. Court proceedings
5. Medical/Dental appointments
6. Religious observances
7. Educational opportunity
8. Suspension
9. Expulsion

BUSES

Should the bus be late in transporting your child in the morning or afternoon, please call TRANSPORTATION at 336-449-6095 for assistance. The Here Comes the Bus app is also a resource. The transportation office is open daily until all bus-riding students have arrived home safely. **They can contact buses by radio to determine your child's estimated arrival time, whereas the school does not.**

Bus transportation is provided for all students as a privilege if students follow the school bus rules. **Once a student receives their third bus referral, bus privileges may be suspended for the year.** Please have your child at the bus stop on time and encourage them to remain orderly while waiting for the bus. It is essential that students gathered at the bus stop stay out of the street when waiting, pay attention as the bus approaches, and wait until the bus comes to a complete stop. The bus will stop just before it reaches the passengers and must be at least 75 feet from an intersection by law. Encourage your child to be thoughtful of others on the bus and to listen to the driver's instructions with good manners and respect. Students who cause disturbances on the bus endanger their lives and the lives of every other person on the bus. These students will lose their privilege of riding the bus if such disturbances continue.

GUIDELINES FOR RIDING THE BUS:

1. Obey all instructions of the driver.
2. Stay seated while the bus is in motion.
3. Keep hands and arms inside the bus.
4. Refrain from "horseplay" while waiting on the bus.
5. Refrain from disruptive behavior (including loud talking, shouting, hitting, spitting, arguing, kicking, fighting, tripping, and name-calling or teasing).
6. Food and drink are not allowed on the bus.



No student will be allowed to ride a different bus without a written request from the parent, which may or may not be approved by bus transportation. If approved, a bus pass will be filled out and returned to the teacher before afternoon dismissal. The child will take the bus pass to the bus driver.

CAFETERIA POLICY AND PRICES

Students may purchase breakfast in the school cafeteria each morning. For lunch, they may purchase a plate lunch or bring a prepared lunch from home. Meal prices may vary from year to year. Please check the Guilford County Web page for more price information. The menu link: <https://gcsmeals.com/index.php?sid=1502124195510>

CELL PHONES/ELECTRONIC DEVICES

Students should not have cell phones or electronic devices during the instructional day. If a student is found to have a cell phone out during the instructional day, it will be taken by the teacher. Parents may pick up their cell phones at their convenience. The school is not responsible for any lost or damaged personal electronic devices.

CHANGE OF ADDRESS/PHONE

Please notify the teacher and school office of any change in address or phone number. We must be able to reach you in case of an emergency.

CHILD CUSTODY

If you and your spouse are separated or divorced and have been granted custody of your child through a court order or deed of separation, please advise us of this fact, and see that we have a copy of the court order or separation agreement.

CLASS ASSIGNMENT

Due to State or Local requirements on class size, the first assignment may not be permanent for a student. Some classes may have to be reorganized after the first ten (10) days due to an increase or decrease in expected enrollment. When handled calmly and positively by parents and teachers, students can adjust to these changes with little difficulty.

DAMAGES TO SCHOOL PROPERTY

Students are responsible for properly caring for electronic devices (laptops, iPad), books, supplies, equipment, and furniture supplied by our school. Students who damage school property or equipment will be required to pay for losses or damages. The malicious or willful destruction of school property or personal belongings of others will result in disciplinary action.

DRESS CODE

1. Students should come to school in clean, comfortable clothing.
2. Students' dress and grooming must meet health and safety standards.
3. Student dress that is disruptive or provocative will not be tolerated.
4. Student clothing that advertises anything illegal for students to purchase will not be allowed (i.e., beer, wine, cigarettes, drugs, etc.).
5. Students participate in physical activity daily; therefore, tennis shoes are preferred. If students wear shoes other than tennis shoes, the shoe should fit properly and stay on the foot while playing. Flip-flops and shoes with high heels are not safe for physical activity. For the safety of students, we reserve the right to limit activity if students are not wearing appropriate attire, including shoes.

FIELD TRIPS

Field trips are provided to enhance students' instructional experiences. We **cannot** always refund money due to the requirements of the site visit. Often the site will not refund the amount prepaid. **We can never refund the transportation cost.** Transportation cost is calculated by the fuel and driver cost to divide the value of the bus by the number of students and teachers. **Parents and chaperones cannot ride the bus.** Students must report to school to get credit for the day. Parents must sign the students out at the front office upon leaving the school if the student is riding with the parent. Chaperones should have received clearance from the GCS volunteer site to attend the field trip. Parents should also sign up to chaperone a trip at www.gcsvolunteers.com as a background check is provided for school use only. As a

chaperone, you are required to give your full attention to the safety of the students you are asked to supervise.

Payments for field trips should be made online through the K-12 payment option on the GCS website. However, if it is necessary to send a check, please make checks payable to Sedalia Elementary. When sending cash as payment, please send the exact amount as change is not available in the office.

IMMUNIZATIONS

For more information, contact Guilford County Department of Health and Human Services, Division of Public Health at 336-641-7777 or www.guilfordcountync.gov

MEDICATION

School personnel cannot give children medication unless the following steps are taken:

1. An "Authorization of Medication" form is completed, appropriately signed by parent and physician, and returned to school.
2. Parents provide medication to the school in an appropriately labeled container, including the student's name, the name of the medication, the dosage to be given, and the method of administration. Students are not permitted to transport the medicine.

An "Authorization of Medication" form must be completed for over-the-counter medicine (cough drops, aspirin, etc.).

KINDERGARTEN ENROLLMENT

Your child must be five years old on or before August 31 of the school year, to enroll. Register your child for kindergarten online at gcsnc.schoolmint.net

LOST AND FOUND

It would be advisable to write your child's name on their clothing, lunch boxes, and other personal items. Identified items are returned to children immediately. If your child loses an item, you should inquire at the school office or check the lost and found table to see if it has been found. All remaining items are donated.

PARTIES

Each class is limited to two parties during the year. Please do not send balloons and flowers to celebrate birthdays. They disrupt the class and are dangerous on the school bus. When birthday snacks are brought for a classroom or party, please follow Guilford County Schools Policy IHB--P for Student Wellness. This policy follows the guidelines of the EAT SMART Nutrition Standards set forth by the General Statutes and State Board policies. The Guilford County Schools policy states, "Schools shall not use foods or beverages that do not meet Eat Smart Nutrition Standards as rewards for academic performance or good behavior or celebrations." Foods sent to school should be nutritious and healthy. A healthy snack is low in fat, sugar, and sodium and less than 200 calories per portion. Also, all food items for class parties should be store-bought and pre-packaged. Thanks for your cooperation in enforcing this policy.

PTA MEMBERSHIP

The Sedalia PTA is a strong and vital part of our school. We urge you to join and participate in as many activities as possible. Active participation in PTA is one of the most effective ways to be of service to the school. If you have ideas or suggestions or wish to volunteer, please call a PTA officer or the school office. Parents are encouraged to participate in school visitation programs and to attend the PTA meetings.

REPORT CARDS/GRADES

Interim Schedule for 2022-2023

September 27 December 7 February 28 May 9

Report Card Schedule for 2022-2023

November 7 February 7 April 6 Sent home on the last day or mailed

*****The above dates could change if there is inclement weather.**

Grades K - 2

Rating Scale

- 4 - Consistently exceeds grade level expectations
- 3 - Consistently meets grade level expectations independently
- 2 - Needs support to meet grade level expectations
- 1 - Below grade level expectations with support

Report Cards using the grading system below are sent to parents at the end of the nine weeks.

See the table below for **grades 3-5**. We will use a 10-point grading scale implemented by the North Carolina Board of Education.

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

WORK HABIT CODES

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory
- I Improving

SCHOOL CLOSINGS

In case of inclement weather or other emergencies, announcements concerning school closings will be made on the news and social media for the day. In case of snow during the day, please

keep your news media on, check social media and listen for closing announcements. Connect Ed, the school's phone communication system will also be utilized to communicate any closings.

SCHOOL PICTURES

Individual pictures of each student enrolled will be taken during the fall and the spring. Parents will be notified of the exact dates. Class pictures will be taken only in the spring. Yearbook orders must be prepaid.

SCHOOL TRANSFERS

Students withdrawing from Sedalia Elementary should notify the office at least one day before leaving; return school devices, return library books; check all textbooks and secure textbook release form; pay any monies and fines not paid, and get report cards and transfer slips from teachers. Students transferring from another GCS school should bring report cards, proof of address, and transfer slips from their previous school. If students are moving from another NC county or out of state, they must bring a birth certificate and immunization history.

SCHOOL VISITATION AND SAFETY PROCEDURES

All visitors/volunteers/parents will be buzzed in at the school's front entrance to the office area. All visitors must come to the office to sign in before being allowed on campus. Everyone must provide a valid driver's license in our Security System. Once these procedures have cleared you, you may proceed to your destination. If you are meeting your child for lunch, please meet in the cafeteria. Parents should not go directly to classrooms at any time unless they have an appointment with the teacher.

STUDENT BEHAVIOR

The staff at Sedalia Elementary believes that all students should exhibit positive behavior. They should respect the rights and property of others. In Tiger Nation, we will R.O.A.R. (Respect, Ownership, Awareness, and Responsible)

SOLICITATION

Students are not permitted to sell any items at school or take orders to sell anything. All selling or order taking must be done off the school grounds.

Thank you for taking the time to review the Sedalia Elementary Parent Student Handbook.