



SUMMERFIELD ELEMENTARY SCHOOL STUDENT HANDBOOK 2025-2026

MESSAGE FROM THE PRINCIPAL

The administration would like to extend a warm welcome to you from the entire staff. We would like to invite you to participate in the varied activities at Summerfield 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 Summerfield 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 the foundation for tomorrow.

AFTER HOURS USE OF SCHOOL PLAYGROUNDS

The school provides no playground supervision after students are dismissed at the end of the school day, on weekends, or in the summer. For this reason, parents are encouraged to come with children or make provisions for their supervision before permitting them to come to play after school hours. All students should go home from school before using the play area.

ANIMALS ON CAMPUS

Please note that Guilford County Schools policy does not allow animals on campus at any time, including the walking track in front of the school and on any of the athletic fields.

APPEAL PROCEDURE

Parents have the right to discuss decisions made concerning their son or daughter. The first contact should be with the child's classroom teacher. 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 principal will be happy to discuss your concerns.

ARRIVAL AT SCHOOL

Students should not arrive before 7:00a.m. at Summerfield Elementary. Teachers and other staff members are not responsible for students who enter the building before the official arrival time. All students should remain in the parent's vehicle until the first bell rings at 7:00 a.m. Students should be dropped off at the designated drop-off area, which is the sidewalk in the front of the school. Due to increased safety measures, we ask that parents drop off children in the car rider line and not walk children to classroom.

ATTENDANCE

It is important that students attend school regularly and that they arrive on time. **Classes begin at 7:25 a.m.** 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. Parents will be asked to show appropriate identification. Please be sure anyone who is allowed to pick up your child is listed on the emergency contact information sheet.

Tardies:

We believe that getting the day off to a good start is vital to the success of the child in school that day. **All students must be in their classrooms before the last bell rings at 7:25a.m. Students arriving after 7:25 a.m. 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 get prepared for the day either mentally or physically. Not only does being tardy harm the child's educational progress, but it also harms the progress of the class, which is disturbed. Excessive tardies may result in a letter sent to the parents and notification to the school's social worker.

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 a.m.**

Written excuses for all absences must be sent to school with your child **within 3 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 school's social worker.

Students who are absent less than 3 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 3 consecutive days, parents may request the missed assignments from the teacher.

In the event it becomes necessary to take a child out of school for a trip, students should plan on obtaining 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. **Whenever possible, trips should be scheduled so that they do not interfere with school attendance.**

LAWFUL ABSENCES

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

BUSES

Students, at all times while riding a school bus, shall observe the directives of the school bus driver. The following conduct is specifically prohibited and may result in revocation of bus privileges:

- Delaying the bus schedule
- Fighting
- Smoking
- Using profanity
- Refusing to obey the driver's instructions
- Tampering or willfully damaging the school vehicle
- Getting off at an unauthorized stop
- Distracting the driver's attention by participating in disruptive behavior
- Throwing objects from the bus or on the bus
- Failing to observe and obey safety regulations.

Each driver will report violators of bus rules. The number and seriousness of violations will determine the action to be taken. The steps involved are:

Violation #1: Principals-student conference and notice provided to parents.

Violation #2: Principals-student conference and notice to parents of impending suspension from the bus for further violations.

Violation #3: Suspension from the bus. Notice to parents of suspension.

Students are not allowed to ride the bus home with another student unless they are assigned to the same bus and have a written note given to the office for **prior approval**. Students not registered with the transportation department **are not** allowed to ride the bus home with another student.

CAFETERIA POLICY AND PRICES

Students may purchase breakfast in the school cafeteria each morning. The cost for breakfast is \$1.00*. For lunch, they may purchase a plate lunch or bring a prepared lunch from home. Plain, skim and chocolate milk may be purchased at a cost of \$.55*. The plate lunch, including milk, will cost \$2.85* per child. Students may bring their lunch, pay daily, or pay by the week. We encourage parents to place money on your child's account online at www.GCSnc.com under Families, School Nutrition Services (School Cafe).

*Subject to change

CELL PHONES/ELECTRONIC DEVICES

Cells phones must be turned off and in a student's backpack if brought to school, including the bus and ACES. We request that students not bring cell phones to school unless there is an unusual reason. Electronic games are not permitted at school. Pictures may not be taken of any students or staff by a student while on school grounds using their personal phone/device. Any phone/device not in backpacks during the school day will require a parent to come to retrieve the phone. 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.

It is critical that we be able to reach you in case of an emergency. Please give additional emergency contact numbers in case of an emergency.

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, please advise us of this fact, and see that we have a copy of the court order or separation agreement. We cannot enforce custody orders without the legal paperwork on file.

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.

COMPUTER DEVICES

Students are responsible for their iPad or laptop care. Stickers and writing on the case is prohibited. Students will bring their devices home each day and back to school each day. While all effort is made to block sites that are not appropriate with filters, parent supervision while on the internet is needed. If a computer is damaged, please let your teacher know.

DAMAGES OF SCHOOL PROPERTY

Students are responsible for the proper care of 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.

DISMISSAL

Students are dismissed from Summerfield Elementary at 2:05 p.m. For safety reasons, parents are strictly prohibited from entering the bus parking area to pick up their children. Vehicles entering the bus driveway while buses are loading create a hazardous situation for students. If you pick up your child in the afternoon, please arrive at the designated pick-up area at the scheduled dismissal time. All students should be picked up from the sidewalk in front of the school. Picking up students from the side or rear parking areas is unsafe for both students and parents and is therefore not permitted.

Teachers frequently attend meetings or conferences and are unable to provide extended supervision after school. If you have not arrived at the pick-up area by the end of dismissal, your child will be brought back to the school office to wait for you.

If you need to pick up your child before the end of the school day, please report to the school office, request that the secretary call for your child, sign them out, and wait in the office area. For safety and to minimize classroom disruptions, do not go directly to the classroom to retrieve your child. We kindly ask that you avoid early pick-ups after 1:30 p.m. unless there is an urgent emergency, to allow the classroom to complete the day's activities uninterrupted. **No child should leave the campus without properly following these sign out procedures.**

Any time a student's transportation plans change for going home, **a written note with a parent's signature must be submitted to the office for approval before dismissal.** Phone calls and emails will not be accepted for transportation changes. If needed, a signed fax can be sent to 336-643-8447. Please remember to call the front office to inform them that a fax has been sent.

DRESS

Within these guidelines, student dress and grooming are considered a shared responsibility between the school and families, with parents playing an important role in helping students arrive prepared for the day. Students should come to school wearing clean, comfortable clothing that meets basic health and safety standards. Shirts should meet the top of pants or skirts to ensure appropriate coverage. Clothing that advertises products that are illegal for students to purchase, such as alcohol, tobacco, or drugs, is not permitted. Since students participate in daily physical activity, tennis shoes are strongly preferred. If alternative shoes are worn, they must fit securely and allow for safe movement during play. Flip flops and high-heeled shoes are not safe for physical activity. To ensure student safety, participation in certain activities may be limited if a student is not dressed appropriately, particularly in regard to footwear.

FIELD TRIPS

Parents serving as chaperones on school field trips are not permitted to bring siblings or other children along with them. 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 if possible through the School Cash Online option on the GCS website. However, if it is necessary to send a check, please make checks payable to Summerfield Elementary. When sending cash as payment, please send the exact amount as change is not available in the office.

FORGOTTEN ITEMS

Please encourage students to pack all necessary items in the mornings. Please do not bring forgotten items to school unless absolutely necessary as this causes many disruptions to the classroom teacher. If a student forgets a book, homework, or any item after dismissal, please call the school prior to returning to retrieve the item.

IMMUNIZATIONS

State Law requires registered students to have immunizations by September of their Kindergarten year. More information regarding immunizations can be found on the www.GCSnc.com website.

KINDERGARTEN ENROLLMENT

According to new state law, in order to attend public school kindergarten, students need to turn age five by August 31st of that school year.

LOST AND FOUND

We recommend labeling your child's clothing, lunch boxes, and other personal items with their name. Items that are clearly identified can be returned to students promptly. If your child misplaces something, please check with the school office to see if it has been turned in. Unclaimed items are donated periodically.

MEDICATION

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

- An "Authorization of Medication" form is completed, appropriately signed by parent and physician, and returned to school.
- Parents provide medication to the school in an appropriately labeled container which includes 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 medication.

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

MESSAGES FOR STUDENTS

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

PARTIES

Each class is limited to two parties during the year. Socials are modified for Kindergarten classes. 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 to 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 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."** Foods sent to school should be nutritious and healthy. A healthy snack is one that is low in fat, sugar and/or sodium and less than 200 calories per portion. Please do not send doughnuts, cupcakes, or cookies of any size to school. **Also, all food items for class parties should be store bought and pre-packaged.** Thank you for your cooperation in enforcing this policy.

PTA MEMBERSHIP

The Summerfield PTA is a strong and vital part of our school. We encourage you to join and to participate in as many activities as you can. 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 PTA meetings.

SCHOOL CLOSINGS

In the event of inclement weather or other emergencies, school closing announcements will be shared through local news outlets. If snow or severe weather occurs during the school day, please stay tuned to the news for any updates. The school's communication system, Connect Ed, will also be used to notify families of any changes or closures.

SCHOOL PICTURES

Individual pictures of each student enrolled will be taken during the fall and spring. Class pictures will be taken only in the spring. Parents will be notified of the exact dates. Yearbooks are available for purchase each year and must be ordered in advance with prepayment.

SCHOOL TRANSFERS

Students transferring from another GCS school should bring report cards, proof of address, and transfer slips from the school they previously attended. If students are transferring from another NC county or from out of state, they will need to bring a birth certificate and immunization history. Students withdrawing from Summerfield Elementary should notify the office at least one day prior to leaving; return library books; check in all school materials/devices; pay any monies and fines not paid; and get report cards and transfer slips from teachers.

SCHOOL VISITATION AND SAFETY PROCEDURES

A To ensure the safety of all students and staff, all visitors must check in at the front office before entering the campus. Visitors, volunteers, and parents will be buzzed in through the main entrance to access the office area. A valid driver's license is required to complete the check-in process using our security system. Once you have been cleared, you may proceed to your designated location. If you are joining your child for lunch, please meet them in the cafeteria. **Parents should not go directly to classrooms at any time unless they have an appointment with the teacher.**

SKATEBOARDING

Skateboarding is not allowed on our campus at any time.

STUDENT BEHAVIOR

The staff at Summerfield Elementary believes that all students should demonstrate positive behavior and show respect for the rights and property of others.

STUDENT ILLNESS

If a student becomes ill during the school day, parents will be contacted and asked to take the student home. Emergency contact information is kept on file in the school office, and it is essential that we have a current phone number where a parent or designated adult can be reached in case of an emergency. Please notify the school promptly if any contact names or numbers change. For the health and safety of all students, any child who leaves school due to a fever or vomiting should remain at home for at least 24 hours after symptoms have stopped without the use of medication.

SOLICITATION

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

PTA/VOLUNTEER PROGRAM

We encourage parents to volunteer and support teachers in the classroom. Before volunteering, please register with Guilford County Schools by visiting www.gcsvolunteers.com. We believe that parents play a valuable role in the educational process, and our school welcomes and encourages parent involvement through PTA volunteer projects. Information about how to become a volunteer will be provided during the first weeks of school and is also available through the Volunteer Coordinator or by contacting the school office. **For safety and security, all volunteers must sign in at the office and wear a volunteer badge while on campus.** To help maintain a focused learning environment, we kindly ask that siblings or other children not be brought to the school during volunteer visits.

TIPS TO HELP YOUR CHILD HAVE A SUCCESSFUL YEAR

- Provide a place, even the kitchen table, for your child to do his/her homework, and check to see that it is completed daily. You may help your child plan when to do his/her homework, explain directions, and make sure that he/she has the necessary materials, but your child should do the actual work.
- Talk to your child about the papers he/she brings home from school and what he/she is learning at school.
- Read to your child or listen to him/her read to you. Talk to him/her about what he/she is reading.

GCS STUDENT HANDBOOK

To access Guilford County's School's Student Handbook, please visit www.gcsnc.com/studenthandbook. You may also access the GCS student handbook by following this QR code.

