

Friendship Elementary School
Student Handbook
2025-2026



1490 Friendship-Ledford Rd
Winston-Salem, NC 27107
Phone: 336-231-8744
Fax: 336-231-8746

Office Hours: 7:30-4:00

Principal: Meredith Phillips
Assistant Principal: Yolanda Lucas

Mission: Friendship Elementary empowers every student to grow academically, think critically, and lead with compassion in a safe, inclusive, and engaging environment built on strong relationships and high expectations.

Motto: Creating Leaders. Cultivating Kindness. Championing Growth

A Message to Parents/Guardians:

Dear Friendship Families,

The administration and staff would like to welcome you to Friendship Elementary School. We believe that every child is a unique and a special individual who can learn. We believe that it is our responsibility to serve as facilitators for the nurturing and development of every child's maximum potential to be a 21st-century learner and be career and college-ready.

To increase the degree of educational success, it is very important that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

We all want what is in the best interest of our students. Our staff and parents play a key role in the education of our children. Please take time every day to read with your child, talk about their day, sign and review information in their folders, and focus on their strengths. Parents count! Come to school, meet with us, talk with us, join the PTO, and volunteer your time and energy.

Your involvement will show your children that you value their education. We appreciate the opportunity to work with your child this year!

Friendship Administration and Staff

School Hours

7:20 am - 7:30 am– School doors open. Children report through the gym door to the “Early Bird” holding area.

7:30 am -8:00 am– Students can report to their classroom or go to breakfast in the cafeteria.

8:00 am- Tardy Bell/Classes Begin

11:15 am- Half-day Mark

2:35 pm- Dismissal

Communication Protocol

For questions and concerns, the first line of communication is with your child’s teacher. The classroom teacher has direct authority and responsibility for students. A strong, positive parent/teacher relationship is important to the success of each child. Proactive communication with your child’s teacher regarding any home changes or student needs is very important to your child’s school success. It is understandable that from time to time, some situations, conflicts, or circumstances may be challenging to address or discuss. In order for a problem to be resolved, an understanding of all information and all perceptions is a first step. An in-person meeting is the best method of communication for resolving a challenging problem or addressing a concern that is challenging. The teachers and staff at Friendship are solution-oriented. We know that parents and teachers all have the same goals for our students. We all want each of our students to experience academic success, develop good character traits, and feel safe and cared for.

If, after meeting with your child’s teacher, a situation does not improve or there are continued problems, parents or teachers may want to contact our school counselor or administration for additional support. If, for some reason, you decide to contact a counselor or administrator prior to contacting a teacher, we will share your concern with the teacher so that all parties involved can work together toward a solution. For any major safety concerns, please contact the school office as soon as possible, and the office staff will contact the administration.

Daily Routines

Morning Arrival

Car Riders should drop off in the front circle. Students should be ready to get out of the car immediately once the car has come to a complete stop. If parents need to enter the building, park in a designated parking place and walk with your child, being careful to watch traffic. Students are expected to walk into school by themselves. The gym door (Early Bird) opens at 7:20 am. There will be a bell to alert you that the doors are open. Students should not be dropped off before then or brought to the back or side entrance. At 7:30, students report to their rooms. It is important for all students to be in the classroom on time in order to avoid loss of valuable instructional time. **Any student who arrives after 8:00 should be walked into the office by a parent/guardian to sign in and receive a tardy note.** After getting a tardy note, they should proceed directly to their classroom. Punctuality is an important habit that should be taught to children. If your child will be eating breakfast, please make sure to have them at school as close to 7:30 as possible so they will have time to eat and go to class. Chronic tardiness will be dealt with by the principal and the school social worker. Riding the bus is a viable option for excessive tardiness.

Early Dismissal

A child must be in attendance at least half of an instructional day to be considered “present” for the day. If a child needs to be excused before 2:35 pm, please abide by the following procedures:

- Send a note to the teacher stating the time for early dismissal.
- Report to the office and let the office staff know that your child needs to be dismissed early.
- Sign your child out on the form provided in the office.
- Sign your child out prior to 2:00 pm. Otherwise, please stay in the car line and pick your child up when school dismisses.

A child will not be released into the custody of anyone who is not on the student’s pickup list unless written permission has been received from the parent.

Change in Transportation

If a change is necessary in a student’s transportation or in the person who is to pick up a child, a note must be sent to the school. You may also email or fax changes to the office. Due to safety concerns, we will not accept transportation changes by phone. Davidson County Schools policy states that students who are not assigned to the stop on the bus route sheet that they are assigned to may not ride the bus home. Therefore, students cannot ride a different bus home with another student, even if a note is sent. Please plan ahead!

School Fees

Elementary students in Davidson County Schools pay a \$7.00 school fee to help cover the costs of library books, instructional supplies/materials, physical education, and first aid supplies. Additionally, a technology fee of \$35.00 is required annually. Fee waiver forms are available in the office if you need one.

Student Insurance

A brochure describing the coverage offered by American Advantage insurance will be sent home in the first week of school. The application and premiums are to be mailed directly to the company.

Student Information

Each child should return the "Student Information Form". Please inform the school if your address, telephone number, etc., change during the year. We must have current contact numbers for emergencies that may arise. Parents of children with custody papers should update the classroom teacher, administration, guidance, and office staff each year to make sure all appropriate legal documents are current. Parents with children with serious or chronic medical conditions should update the classroom teachers each year with pertinent information, including emergency procedures or treatments.

Personal Property

The school is not responsible for any loss of personal property. Personal property should be clearly marked with the student's name. Money and valuables should be kept in the student's possession at all times. Students should not bring weapons, toys, sharp items, trading cards, electronic games/equipment, medicine, or balloons on the bus or into the building. Students should not bring cell phones or any other communicative devices to school. If your child must have a cell phone for after school, it must be turned off and kept in their book bags until after they are off the bus or in their cars. These items cause disruptions during instructional time and are a distraction to the driver on the bus. Please refer to DCS School Board Policy 6.46 USE OF WIRELESS COMMUNICATION DEVICES for any additional information regarding this.

Visitors

We welcome visitors to our school and are happy to have you with us whenever you can be a part of our school activities. We require that every visitor report to the office first. For security reasons, all visitors are asked to wear a pass issued in the office. If you can join us for lunch, please stop by the office and present your ID for verification, and you will receive a visitor's pass. Please wait for your child's class in the foyer. Please refrain from going to the classroom to wait for your child. Parents are welcome to bring a bag lunch or eat from our cafeteria menu. **Outside commercial fast food products (McDonald's, Subway, Chick-fil-A, etc.) are not**

permitted in the cafeteria. Lunch visits should end in the cafeteria or the foyer area. Lunch visitors are not allowed to return from lunch to the classroom. We appreciate your visit and support in protecting daily instructional time and routines.

School Cafeteria

Breakfast is served from 7:30 to 8:00 each day for \$1.50. The cost for lunch is \$2.75 for students and a la carte for parents and guests. Free and Reduced lunch forms are available in the office upon request. These must be filled out each year to qualify. We encourage you to eat lunch with your child; however, due to county and federal policy, commercial food will not be permitted. Supplemental items (ice cream, chips, etc.) are available as long as the student buys or brings a regular lunch and does not owe charges to the cafeteria. Students may prepay or pay each day as they go through the line. In the event your child does not have lunch money for the day, the cafeteria will charge for the lunch for that day. You will be expected to pay the next day. Do not allow your child to bring carbonated drinks.

Parties and Food from Home

Each classroom is allowed two parties a year to be arranged at the teacher's discretion. Please do not send treats unless the teacher requests them. Davidson County Health Department mandates that all food brought to school be commercially prepared rather than home-prepared. Therefore, all food must be prepackaged and purchased at a bakery or food store. Do not send home-baked treats to school. For home birthday parties, only send invitations to be distributed if all children in the room are invited.

Medication

If a student must take medicine at school, there must be a Parental Request for Administration of Medications on file. No student is to have medicine in his or her possession at school. Students may only self-carry medication if they have a form in place. Medicine may not be transported on school buses unless the student is self-carrying. Medicine, in its original container, is to be given by the parent to the teacher to keep in a secure location. Only school personnel will give the requested medicine to a student.

PBIS

Friendship Elementary implements the North Carolina Positive Behavior Intervention System (PBIS). PBIS is a proactive approach to discipline that promotes appropriate student behavior and increased learning. As an NC PBIS model school, we establish rules, recognitions, and interventions that support positive student behavior choices. Important characteristics of PBIS include:

- Interventions are planned and positive rather than reactive and punitive
- Conditions (antecedents) contributing to inappropriate behavior are carefully managed or eliminated
- Multiple opportunities for positive, corrective feedback are created
- Social behaviors are taught directly, practiced frequently, and routinized so that they become automatic

A schoolwide matrix is used to teach students to accept ownership of their action choices. This matrix is posted throughout our hallways and common areas. Below are our Friendship expectations:

R = Respect (Respect yourself and others.)

O = Ownership (Take ownership of your actions.)

A = Appropriate (Make appropriate choices.)

R = Responsible (Be responsible in all areas of the school.)

Each classroom teacher has specific classroom interactions and behaviors that align with the schoolwide matrix posted in their classrooms. At the beginning of the year and throughout the year, these classroom expectations are reviewed, modeled, and reinforced. Teachers will communicate with parents if there are concerns related to behavior. Teachers also model how we expect students to travel about our halls, dismiss from school, respond in an assembly, care for our building, clean up after lunch, and maintain a safe school environment.

To encourage these positive behaviors, there will be PBIS reward celebrations throughout the year.

Bus Safety and Regulations

For safety, Davidson County Schools has established the following rules for riding the school bus. Students are expected to follow these rules at all times. School bus transportation is a privilege; any infraction of the rules may result in the discontinuation of riding privileges. For safety purposes, kindergarten through third-grade students must have an adult at the bus stop. Bus stops without adult supervision will result in students being returned to school. Bus discipline will be administered according to the severity of the offense and the number of bus referrals. If a student is suspended from riding the bus, parents must provide transportation to and from school at the designated times. Absences due to bus suspension are not “excusable”.

Bus Behavior

Students who fail to follow bus rules will lose their privilege to ride the bus. Bus suspension days will be assigned at an administrator’s discretion.

- Be ready and wait where the driver can see you. If required to cross the road, watch for the driver’s hand signals before crossing.
- Be at the bus stop 10 minutes before the scheduled bus pick-up time.
- Always walk in front of the bus - never behind it.
- Sit quietly in the seat you are assigned. Do not switch seats.
- Keep your body inside the bus. Do not throw anything out of the window.
- Hitting, picking, pushing, fighting and inappropriate language are unacceptable.
- No food, gum, drinks, toys, balls, balloons, medicine, or glass containers are allowed.
- Cell phones must remain turned off and inside a backpack while on the bus.
- Do not stand while the bus is moving.
- Keep silent at railroad crossings and any time the bus driver turns the lights on.
- Always obey the bus driver.

Bus Consequences

Consequences for poor bus behavior will be handled by the administration. Consequences could include bus suspension for a number of days. Please encourage your child to be safe and follow all bus rules. Refer to the FES Bus Safety Guide for further information.

School Closings or Delays

Sometimes Davidson County Schools must close due to weather. Every family must have a plan of operation in the event of inclement weather. Parents should listen to local radio or television stations to learn about school closings or delays, or check the Davidson County Schools website. Please do not call the school office except for emergency situations. We must leave our lines open so that central office personnel can call us to inform us about closings, etc. Discuss with your children what they are to do if school closes early. If your child is in an after-school care program, check with the director to learn about their procedures in inclement weather. At times, the opening of school may be delayed. Please watch the local stations for updates. You will also receive a phone call from Davidson County Schools.

Student Dress Code

The Davidson County Board of Education respects a student's right to choose his or her style of dress or appearance. However, students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements and expectations of a school learning environment. If an appearance or dress is so unusual, inappropriate, or lacking in cleanliness that it clearly disrupts other students (disrupts class learning activities or presents a safety issue), the principal or principal's designee may require that the student and the student's parent or guardian change the student's dress or appearance. We recommend sneakers or some type of suitable shoes for daily PE activities. The following are examples of inappropriate dress for elementary students:

- Clothing or attachments that are disruptive and revealing, vulgar, or obscene.
- Clothing that promotes alcoholic beverages or the use of controlled substances by words or symbols, or is of a disruptive nature.
- Clothing that contains profanity, nudity, depicts violence, or is sexual in nature by words or symbols.
- Hats, bandannas, or sunglasses worn in the building
- Clothing that is sheer or mesh, or allows undergarments or midriff to be exposed.
- Sagging pants, which cause undergarments to be visible.
- Footwear that may present a hazard to health and safety, such as Heelys.
- All shorts must be longer than your longest finger when standing upright
- No spaghetti straps or belly shirts will be allowed

Book bags

Students are encouraged to have a book bag for keeping books and school papers organized. However, due to limited space on buses and in the classrooms, **rolling book bags cannot be used.**

Lice

Occasionally, we have cases of head lice throughout the school year. Anyone, child or adult, can get head lice. We must follow the Davidson County School Board Policy, which states:

- All students who have live head lice must use a lice-killing treatment and remove all live bugs from the hair before returning to school. The attendance policy allows no more than 2 excused days for this.
- Students will be excluded from all school activities until such treatment and removal of bugs have been completed.

Weapons Policy

North Carolina law declares it illegal for weapons to be on school property except when the owner has a concealed carry permit. In this case, any weapon must be locked securely in the trunk or glove compartment of a car. Specifically, the law states that it is a felony to have a firearm or explosive on educational property and a misdemeanor to possess any BB gun, air rifle, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor and razor blades, fireworks or firecrackers, and any sharp pointed or edged instrument (except instructional supplies and unaltered nail file and clips). A second law requires the principal to report all violators to law enforcement officials. Please help our school staff keep our school a safe place for students. Call our office if you have any questions.

Threat of Violence Protocol

A threat is a communication or behavior that indicates an individual poses a danger to the safety of school staff or students through acts of violence or aggressive behavior that would cause harm to self or others. Threats may be expressed or communicated behaviorally, orally, visually, in writing, electronically, or through other means. As a school, we must take threat behavior seriously every time, regardless of the severity of the threat or the age of the child. After investigation of the threat of violence incident, school personnel will provide the parent/guardian with specific information on the behavior exhibited, as well as consequences and disciplinary actions taken. Any student who communicates a threat of violence toward another student, group of students, staff member, or the school as a whole will be sent home immediately. This protocol, in compliance with current NC House Bill 605, allows us to ensure the safety of all students and staff members throughout each school day.

Attendance and Absences

Prompt and regular attendance is important. If your child is absent from school, he/she must bring a written excuse within 3 days upon his/her return to school. This excuse may include written notes/verification from parents, medical professionals, court officials, or other persons related to the absence. Davidson County Schools' Attendance Policy states that any absence past 12 MUST be accompanied by a doctor's note, or it will be coded as unlawful. Failure to submit appropriate documentation will result in the absence being coded as unlawful.

Recreational trips such as beach trips and family vacations should be scheduled when school is not in session. When a student is absent from school, his/her parents will receive an automated phone call stating that their child was absent from school on that particular day. There will be a maximum of sixteen (16) daily absences allowed for students in grades K-8. Students who exceed these limits for ANY reason shall NOT receive grade/course credit or be promoted to the next grade level unless they are granted a waiver from the attendance policy by the principal for an absence which falls outside the previously stated guidelines. A student may apply to the principal for a waiver of lawful absences (excluding suspension-type absences) due to extenuating circumstances. This request may be submitted only after the student has reached twelve (12) absences for year-long courses/programs.

Make-up Work Policy

Students are permitted to make up all work missed while not in school. All work must be made up within five (5) days following the student's return to school, unless the principal determines that extenuating circumstances support an extension of this time restriction. If you would like to pick up make-up work, please contact the school office.

Report Cards will be issued on the following dates:

- November 4, 2025
- January 20, 2026
- March 31, 2026
- June 17, 2026

Title IX

The Davidson County Board of Education believes all students and staff working in our schools will not be treated unfairly because they are a woman or a man, because of what they may look like, or personal beliefs they may have. Threatening, teasing, or making fun of a person is not acceptable. Also included in these beliefs would be unwanted sexual behavior, where someone might make another person feel uncomfortable. Every individual in Davidson County will be able to work in a safe, organized and encouraging learning/ working environment. The Board is committed to ensuring that all students and staff are empowered and given equal opportunity in all academic and employment activities. The Board does not allow illegal, unfair treatment on the basis of race, color, birthplace, gender, pregnancy, religion, whether or not a person has served in the military, age, or disability. The Board does not allow revenge against a student or staff member who feels they have been treated unfairly and decides to use their rights according to this law. The Board does not allow revenge against the administration. Davidson County treats Title IX very seriously. When individuals violate Title IX, appropriate action will be taken, up to and including suspension (for students) and possible termination (for staff). For additional information, contact:

Title IX coordinator: Dr. Shon Hildreth, Assistant Superintendent for Human Resources,
Davidson County Schools ~ P.O. Box 2057, Lexington, NC 27293 ~ Telephone: 336-249-8181