

Friedberg Elementary Parent/Student Handbook



Principal: Mrs. Tricia Davis

Assistant Principal: Mrs. Erika Thompson

**Friedberg Falcons SOAR by being Responsible,
Respectful, Safe and Successful.**

Friedberg Elementary School

1131 Friedberg Church Road

Winston-Salem, NC 27127

Phone: (336) 764-2059

Fax: (336) 775-4722

Website: fbe.davidson.k12.nc.us

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School Mission Statement:

At Friedberg, we work together to....

- differentiate instruction to ensure the success of all students.
- create an engaging and relevant learning environment.
- build a school community in which we support and nurture one another.

School Vision Statement:

At Friedberg Elementary School, we are a family that works together to create a positive, safe, and respectful learning environment in which all children experience success and develop a love of learning.

School Motto:

Friedberg Falcons SOAR by being Responsible, Respectful, Safe and Successful.

Daily Schedule:

Doors open at 7:30am

School begins at 8:00am

School dismisses at 2:35pm

Front Office closes at 4:00pm

Information included in the handbook is listed alphabetically. Please be sure to sign and return the handbook acknowledgement form during the first week of school. Be sure to also read the DCS elementary handbook shared on our school website. Thank you!

ARRIVAL AND DISMISSAL

Safety is always a primary concern at Friedberg Elementary School. It is especially important during arrival and dismissal. For the safety of all, please adhere to the following:

Car Riders

Car riders are to be dropped off and picked up in the car-rider zone, and students are to enter the building at the car rider entrance. Students can be dropped off in the car rider line from 7:30-8:00am and picked up at 2:35pm. Please be sure to be in the car rider line on time each afternoon. The school day ends after the 2:35pm dismissal. Staff members need to attend training and work in classrooms after dismissal. We do not have after school care available for students who are not picked up on time. **In the event that students are repeatedly tardy or picked up after the car rider line has ended, the school social worker will be contacted.**

There is room for 6 cars to load and unload safely at the same time. Therefore, if you are driving the lead car, please pull your car up to the yellow line to facilitate an orderly and safe traffic flow. Drivers are asked to double up in the car rider line until you reach the sign in the parking lot that merges the traffic into one lane. Please refer to all the signage in the car rider line. The safety of your children is our first and foremost concern.

Tardies and Early Dismissal Policy

It is extremely important for students to attend school regularly and to be at school the **full** school day. When they are on time in the morning, they are able to get settled in and organized to get a good start on the day with the rest of the class. The last 20 minutes of the day are important to make sure they have their assignments, to review what they have learned that day, and to talk about the next day's plans. Teachers lose valuable time when making up lessons and assignments for students who are excessively tardy, leave early, or are absent. Parents can be helpful by scheduling their child's appointments after school when possible, or on days when school is not in session.

A student who will be arriving in the building **after 8:00am** is tardy and must come to the office before going to the classroom to be signed in by a parent and to pick-up a tardy pass. **If your child will be walking into the school at 8:00am, or after, parents MUST park in a designated parking space and walk your student to the office to sign them in. Our staff will not be able to take them inside for you. Each tardy will be documented.** *Our school social worker may become involved with families whose students have excessive tardies and/or early dismissals.*

If you wish to pick your child up from school early, please make certain the reason is important and not just for convenience. **Each early dismissal will be documented.** Students who attend each school day during a nine-week period may receive recognition for "Perfect Attendance". Students with more than 3 tardy arrivals or early dismissals may not be awarded "Perfect Attendance" even if present all 45 days of the quarter.

IF YOU MUST PICK UP YOUR CHILD EARLY, PLEASE FOLLOW THESE GUIDELINES: Students leaving early must be picked up by 2:00pm. No early dismissals will occur after this time. It is our top priority to make sure each student arrives at their destination in the afternoon safely. Dismissals after 2:00pm create confusion for students and staff. If you must pick your child up early, please arrive in the office no later than 2:00pm.

1. Report to the office – NOT the classroom.
2. Your child(ren) will be released only to the person whose name is specified in the note sent to the teacher and/or someone on the pickup list in Infinite Campus.
3. Someone from the office will send for your child(ren) after your arrival.
4. Sign the student(s) out of school and give a reason for the early dismissal on the form provided in the office lobby. This is for the safety and protection of your child(ren) should they need to be located at a later time.

5. Be prepared to show a photo ID if requested. This procedure will help ensure that the children leave with properly designated people.

ATTENDANCE REQUIREMENTS

In order to attend Friedberg Elementary School, a student must legally reside within the school district. Two proofs of residency will be required. All students entering for the first time will need documented immunization records and certified birth certificates. Updated proofs of residency may be requested and required at any time upon administrative discretion.

AHERA NOTICE

Asbestos Hazard Emergency Response Act

As mandated by federal regulations, public schools were to have each of their school buildings inspected for asbestos, and a plan of managing asbestos that was detected was to be filed with the North Carolina Department of Human Resources, Division of Health Services, Raleigh, NC by May 9, 1989. Davidson County Schools complied with this mandate. The Davidson County Board of County Commissioners hired a certified and accredited firm to conduct inspections of public school buildings. A thorough inspection of all schools has been completed and a written plan for the management of any detected asbestos is in place. Those management plans are on file at each school and the administrative office. Necessary measures have been taken to repair or remove any damaged asbestos, and the management plans outline the ongoing maintenance program at each location. It is also required that at least once every six months after a management plan is in effect, each LEA shall conduct periodic surveillance in each building that it owns, record any changes in the condition of the materials, and make those records a part of the management plan. Those requirements have been met by the Davidson County Schools. It is further required that every three years after a management plan is in effect, each LEA shall conduct a thorough reinspection of every building for the presence of asbestos. Those requirements have also been met by the Davidson County Schools.

BUS RIDERSHIP + SAFETY

In an effort to ensure student safety and to provide continuous improvement and efficiency in our bus transportation, the county utilizes a ridership request program. Parents/guardians **must** complete a ridership form to request school bus transportation for their children **in advance** before students may ride the bus. If a student's name is **not** listed on the bus route, he/she may **not** ride a bus until the Transportation Department has added his/her name to the bus route. This could take up to 10 days.

Safe school transportation is considered an integral part of the total educational program within Davidson County Schools. Buses will not be in operation when a tornado warning is in effect for our area. When the warning is lifted, buses will be allowed to run their regular routes. Riding a school bus is a privilege not mandated by North Carolina State Law. We recognize that a safe school bus operation is only possible with the full cooperation of our parents, students, and school staff.

PreK-3rd grade students MUST have an adult visible at the bus stop prior to its arrival in order to be let off the bus. If no one is at the stop, your child will be brought back to the school, or the next school on the bus's route, and will need to be picked up at that location. If this happens more than once in a school year, your child may be suspended from riding the bus. If the PreK-3rd grade student has a sibling riding the bus with him/her who is in 4th or 5th grade, the students will be allowed to get off the bus without a parent/guardian visible. However, if the older sibling is absent, the younger student will be returned to school if you are not visible. ***If you wish for your child in PreK-3rd grade to be let off the bus when nobody is visible, you will need to complete an Authorization to Release form in the school office. It has to be notarized by our office***

staff. The form is only valid for the school year in which it is completed. Therefore, a new one must be completed every school year.

Riding the school bus is a privilege extended to students that can be taken away at any time for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus drivers and must obey their directions. Administrators will work together with bus drivers to provide the proper atmosphere on the bus. **It is important for parents and children to understand that according to North Carolina State Law, school administrators may suspend passengers from riding on a school bus for inappropriate or unacceptable behavior.** Safety will be the top priority. Our school policy for handling such behaviors is included for your information.

Bus drivers are prohibited from blowing the horn to alert children that the bus has arrived. Note: The horn is a safety feature and a warning device. It is not to be used as an indicator for the child to start toward the bus. If your child misses the bus, do not follow the bus so the child can get on at a different stop. Students may only get on and off the bus at their designated stops established by the DCS transportation department. Eating, drinking and vaping/smoking are strictly prohibited on the buses. To help make school bus transportation as safe as possible, the following will be utilized at Friedberg Elementary in regards to school bus misconduct:

First Offense – If a bus driver refers a student to the administration, a student conference will be held to discuss the inappropriate behavior and parents will be sent a written notification.

Second Offense - Parents will be notified and suspension of riding privileges will occur.

Third Offense - Parents will be notified and suspension of riding privileges will occur.

** Please remember - bus suspension may occur at any time, even the 1st offense, if student behavior warrants it.**

Students are required to follow bus rules at all times. School bus transportation is a privilege; any infraction of the rules, and/or repeated offenses, may result in discontinuation of riding privileges. Behavior that occurs at assigned bus stops could result in school consequences as well.

Bus Rules

1. Obey the bus driver at all times.
2. Objects that may be harmful or distracting are not allowed to be out on the bus. These include fidgets, balls, toys, electronic games/devices, cell phones, or any other items of a similar nature. Book bags should remain closed and all non-school related items should be left at home.
3. **Students must be at the designated bus stop and on time 10 minutes before the scheduled arrival time of the bus. Bus drivers are prohibited from blowing the horn to alert children that the bus has arrived.**
4. Students should talk quietly, not loudly, abusively, or inappropriately.
5. Refrain from damaging the seats or bus in any way.
6. Students must keep hands, head, arms, etc., to themselves, inside the bus, and not out open windows.
7. Follow all hand signals from the bus driver if you are required to cross the street prior to boarding the bus or after exiting the bus. The bus should be stopped, the door should be open, the walk arm should be out, and you should receive a signal from the driver prior to moving across the street.
8. Eating, chewing gum, and drinking are strictly prohibited on the buses.
9. Never stop to pick up anything you drop in front of the bus. Tell the driver.
10. No one is to throw objects on the bus or out the window.
11. Students are not allowed to ride other buses they are not assigned to.
12. After exiting the bus, walk immediately away from the bus and into the house.

Going Home With a Friend? If friends plan to go home with one another from school, please plan for alternate transportation. A note should be sent from each child's parent/guardian to the classroom teachers. Friends are not allowed to ride to your child's bus stop with him/her or get on the bus with him/her in the morning. Students are only allowed to be dropped off / picked up at their assigned bus stops given by the DCS transportation department.

It is unlawful for a parent/guardian to step onto a school bus. Charges could be filed. If you have a concern, please do not approach the school bus or school bus driver. You will need to call the school at 336.764.2059 and speak to the assistant principal who serves as the school bus coordinator. Inappropriate behavior by a parent/guardian at a school bus stop could result in the student losing the privilege of riding a school bus.

COMMUNICATION

We value input and communication with our parents and school community. Teachers communicate with parents through newsletters, email, phone, Class Dojo, etc. Please check your child's folder and Class Dojo regularly to keep up with important school information. Administrators will communicate important school events through a weekly phone message, Class Dojo, etc. You can also visit our Facebook page to view exciting events at Friedberg!

Any time you have a suggestion or a concern, please contact us. We welcome the opportunity to speak with you. We believe that a strong parent/teacher relationship is vital to the success of students. ***Please contact your child's teacher with concerns first and then involve administration if your concern is not resolved at the classroom level.*** Administrators can be reached at the school during the hours of 8:00am and 3:30pm. Teachers may be reached between 7:30am.- 8:00am and 2:35pm - 3:00pm. Our telephone number is (336) 764-2059. You may also contact administration through email. Our e-mail addresses are: trdavis@davidson.k12.nc.us (principal) and erikathompson@davidson.k12.nc.us (assistant principal and bus coordinator).

SCHOOL COUNSELING

At Friedberg, we have a full-time school counselor on staff. During the school year, our counselor provides individual and small group counseling for all students on an as needed basis. You may contact Ms. Hutto at amyhutto@davidson.k12.nc.us to discuss any social/emotional needs of your student, etc.

DISCIPLINE + STUDENT CODE OF CONDUCT

Friedberg Elementary School implements Positive Behavior Intervention & Support (PBIS), a national and state initiative to reduce challenging behaviors and increase academic engagement in schools. This program involves creating a set of school-wide expectations for behavior in every part of the school campus, i.e. the cafeteria, the classroom, the gym, the hallways, the playground, the restrooms, and assemblies. Friedberg's motto and expectations for all students is ***Friedberg Falcons SOAR by being Responsible, Respectful, Safe and Successful.***

Posters are displayed throughout the building outlining how these expectations will be shown in every part of the school campus. Repeated violations of these expectations will result in an office referral.

We believe in recognizing our students for doing good things! Individual students or classes may earn a SOAR reward for following expectations. Each Friday a SOAR student from each class is recognized. Students can earn positive office referrals for SOARING behavior. Students in Grades 3-5 are also rewarded quarterly to acknowledge achievements such as A Honor Roll, A/B Honor Roll, and Perfect Attendance.

Personal Belongings

Please check your child's book bag daily to ensure that he/she is not bringing items to school that could be unsafe. The school is not responsible for any loss of personal property. All personal belongings should be clearly marked with the student's name. The lost and found is located outside the cafeteria. Unclaimed items will be given to charity at various points throughout the school year. Students are not permitted to bring toys, including fidgets, to school. If a student brings a toy to school it is subject to confiscation by the teacher or other school personnel. Students should not bring valuables. Parents may be requested to personally pick up items brought to school that are not a part of the curriculum or requested by the teacher. Students are permitted to possess wireless communication devices (cell phone, tablet, etc.) on school property as long as such devices are not "in use" (turned on, beeping, sounding, etc.), displayed, or visible during the instructional day. Students are personally and solely responsible for the security of their cell phone and wireless communication devices. The school system is not responsible for the theft, loss, or damage of a cell phone or any other wireless communication device. If any such devices are out and visible during the school day (including the school bus), or are making noises during the school day, they may be taken. It is highly suggested that these items remain at home.

Parents who are suspected of or are known to be in violation of law by allowing illegal access to firearms or weapons by their children will be reported to law enforcement by the school principal.

See the K-2 and 3-5 Behavior/Discipline Matrix Guidelines below. **Please understand that these only serve as a school guideline and may be altered at the discretion of administration at any time.**

Grades K-2 Discipline Matrix Guidelines

Offense	1 st Consequence	2 nd Consequence	3 rd Consequence
Aggressive Behavior (hitting, spitting, kicking, horseplay, throwing, pushing)	Parent contact; Reflection sent home for parent signature; 60 minute alternate setting	Office referral; Parent contact; 1/2 day alternate location; Counselor referral	Office referral; Parent contact; 1 day ISS; Counselor referral
Minor Bus Misbehavior (yelling, out of seat, teasing, inappropriate language)	Office referral; Parent contact; New seat assignment	Office referral; Parent contact; 1 day bus suspension	Office referral; Parent contact; 2 days bus suspension
Major Bus Misbehavior (profanity, fighting, throwing items, vandalism, distraction)	Office referral; Parent contact; 1 day bus suspension	Office referral; Parent contact; 3 days bus suspension	Office referral; Parent contact; 5 days bus suspension
Assault/Fight (exchange of blows between students)	Office referral; Parent contact; 1 day ISS Counselor referral	Office referral; Parent contact; 1 day OSS; Counselor referral	Office referral; Parent contact; 2 days OSS; Counselor referral
Communicating Threats (verbal and/or written)	Office referral; Parent contact; Reflection sent home for parent signature and/or possible in-person mtg w/ school leadership & parents	Office referral; Parent contact and in-person mtg w/ school leadership; Counselor referral; 60 minutes alternate location	Office referral; Parent contact and in-person mtg w/ school leadership; ½ day alternate location;
Disorderly/Disruptive Behavior (teacher cannot instruct)	Parent contact; Reflection sent home for parent signature	Office referral; Parent contact; 1/2 day alternate location	Office referral; Parent contact; 1 day ISS; Counselor referral
Inappropriate Language (verbal, discriminatory, hand gestures or actions)	Parent contact; Reflection sent home for parent signature	Office referral; Parent contact; 60 minute alternate setting	Office referral; Parent contact; 1/2 day alternate setting

Disrespect to School Personnel (not following directions, refusal to work; disrespectful attitude)	Parent contact; Reflection sent home for parent signature; 60 minutes alternate setting	Office referral; Parent contact; Counselor referral; 1/2 day alternate setting	Office referral; Parent contact; 1 day alternate location; Counselor referral
Bullying (continual pattern of verbal, physical, or social abuse)	Parent contact; 1/2 day alternate location; Guidance referral	Office referral; Parent contact; 1 day ISS	Office referral; Parent contact; 1 day OSS
Inappropriate Items on Campus (weapon other than firearms)	Office referral; Parent contact; 1-3 days OSS	Office referral; Parent contact; 3-5 days OSS	Office referral; Parent contact; 5-10 days OSS
Destruction/Misuse of School Property (school items, computer)	Parent contact; Reflection sent home for parent signature	Office referral; Parent contact; 1/2 day alternate setting; Loss of computer use	Parent contact; 1 day ISS; Extended loss of computer use
Theft (from school or student)	Parent contact; Reflection sent home for parent signature	Office referral; Parent contact; 1/2 day alternate setting; Guidance referral	Office referral; Parent contact; 1 day ISS; Loss of class privilege
Electronic Devices (visibility, use of, noise/distraction from: cell phone, smart watch, and/or other device)	Parent contact; Student may pick up the item at the end of the day to take it home	Office Referral; Parent contact; Parent may pick up the item at school to take it home	Office Referral; Parent contact; Parent may pick up the item at school to take it home; ½ day alternate setting

Grades 3-5 Discipline Matrix Guidelines

Offense	1st Consequence	2nd Consequence	3rd Consequence
Aggressive Behavior (hitting spitting, kicking, horseplay, throwing, pushing)	Parent contact; Think sheet sent home for parent signature; 1/2 day alternate setting	Office referral; Parent contact; 1 day ISS; Counselor referral	Office referral; Parent contact; 1 day OSS; Counselor referral
Minor Bus Misbehavior (yelling, out of seat, teasing, inappropriate language)	Office referral; Parent contact; New seat assignment	Office referral; Parent contact; 1 day bus suspension	Office referral; Parent contact; 2 days bus suspension
Major Bus Misbehavior (profanity, fighting, throwing items, vandalism, distraction)	Office referral; Parent contact; 1 day bus suspension	Office referral; Parent contact; 3 days bus suspension	Office referral; Parent contact; 5 days bus suspension
Assault/Fight (exchange of blows between students)	Office referral; Parent contact; 1 day OSS; Counselor referral	Office referral; Parent contact; 2 days OSS; Counselor referral	Office referral; Parent contact; 3 days OSS; Counselor referral
Communicating Threats (verbal and/or written)	Office referral; Parent contact & in-person mtg w/ school leadership; 1 day OSS; Counselor referral	Office referral; Parent contact & in-person mtg w/ school leadership; Counselor referral; 2 days OSS	Office referral; Parent contact & in-person mtg w/ school leadership; Counselor referral; 3 day OSS
Disorderly/Disruptive Behavior (teacher cannot instruct)	Parent contact; Think sheet sent home for parent signature	Office referral; Parent contact; Counselor referral; ½ day alternate setting	Office referral; Parent contact; 1 day alternate setting
Inappropriate Language (verbal, discriminatory, hand gestures or actions)	Parent contact; Think sheet sent home for parent signature	Office referral; Parent contact; 1/2 day alternate setting	Office referral; Parent contact; 1 day ISS
Disrespect to School Personnel	Parent contact; Think sheet sent home for parent signature; 1/2 day alternate setting	Office referral; Parent contact; 1 day alternate setting; Counselor Referral	Office referral; Parent contact; 1 day OSS; Counselor referral

(not following directions, refusal to work; disrespectful attitude)			
Bullying (continual pattern of verbal, physical, or social abuse)	Parent contact; 1 day alternate setting; Counselor referral	Office referral; Counselor referral; Parent contact; 1 day OSS	Office referral; Counselor referral; Parent contact; 2 days OSS
Inappropriate Items on Campus (weapon other than firearms)	Office referral; Parent contact; 1-3 days OSS	Office referral; Parent contact; 3-5 days OSS; Referral to SRO	Office referral; Parent contact; 5-10 days OSS; Referral to SRO
Destruction/Misuse of School Property (school items, computer)	Parent contact; Think sheet sent home for parent signature; 1/2 day alternate location	Office referral; Parent contact; 1 day alternate location; Loss of computer use (1 week)	Office referral; Parent contact; 1 day OSS; Loss of computer use (1 month)
Theft (from school or student)	Parent contact; 1/2 day of alternate location; Guidance referral	Office referral; Parent contact; 1 day alternate location	Office referral; Parent contact; 1 day OSS
Electronic Devices (visibility, use of, noise/distraction from: cell phone, smart watch, and/or other device)	Parent contact; Student may pick up the item at the end of the day to take it home	Office Referral; Parent contact; Parent may pick up the item at school to take it home; ½ day alternate setting	Office Referral; Parent contact; Parent may pick up the item at school to take it home; 1 day alternate setting

EMERGENCY CONTACT INFORMATION

Each student will bring home an emergency information form for parents to fill out. Please take time to fill in each blank carefully and completely and return it to school immediately. It is extremely important for this information to be up-to-date. **Please notify the school if your address, telephone number, or other pertinent information changes during the year. If we are unable to contact a parent/guardian for over an hour, the school social worker will be contacted.** Teachers and administrators will use emergency contacts frequently when children become sick or injured at school and parents must be contacted. **Students cannot be called to the telephone except in the event of an emergency.** Emergency messages will be forwarded to students as necessary when calls are received. In addition, students will not be allowed to make telephone calls during the school day unless it is an emergency.

MONEY, CAFETERIA, AND SCHOOL FEES

Breakfast and Lunch Information

Student Breakfast= \$1.50 Student Lunch= \$2.75 Adult Lunch= A la carte prices

Students who wish to eat breakfast may report directly to the cafeteria upon arrival at school. Breakfast is served from 7:30-8:00am. If students arrive in the cafeteria at 7:55am, or later, they will have to take their breakfast into their classroom to eat it. If your child plans to eat breakfast at school, it is best practice for them to arrive at school between 7:30-7:45am.

If you would like to place restrictions on what your child is able to purchase or consume in the cafeteria, please send this information in a letter to your child's teacher or call our cafeteria manager. We will make every effort to honor your request. **Please do NOT bring restaurant or fast food items to your child at lunch. He/she will not be able to eat it at school.** Please be considerate of all the students. This policy is in effect in all schools in the school system.

Free and Reduced Lunch Applications

A form offering free or reduced lunch and/or breakfast should have been mailed out to all families and will be given out to families at the start of the school year and as students enroll. You may also complete the application online at <https://linqconnect.com/public/meal-application/new?identifier=3ZFBGQ> - Parents

will also have an opportunity to fill out the online form during Open House. ***We encourage families to fill out a form. Your participation in the free/reduced lunch program may help our school receive additional funding.***

Visitors at Lunch:

We will use a schedule for lunch guests.

- ***Mondays - Kindergarten Visitors***
- ***Tuesdays - 1st Grade Visitors***
- ***Wednesdays - 2nd Grade Visitors***
- ***Thursdays - 3rd Grade Visitors***
- ***Fridays - 4th & 5th Grade Visitors***

Follow these steps if you visit for lunch:

We welcome visitors to our school and are happy to have you with us whenever you can be a part of our routine. We do, however, ask that every visitor report to the office — not the classroom. All visitors and volunteers are asked to sign-in and wear a pass, issued in the office for security reasons. If you are able to join us for lunch, we need to know this by 9:00am in order for our cafeteria staff to prepare adequate food. Send a note with your child that morning. After stopping by the office for a visitor's pass, you should wait for your child's class in the commons area. **When you visit the cafeteria for lunch, please sit with the person you are visiting at one of the visitor tables.** It is important for our parents, grandparents, and community people to share the educational process with us. Please do not use the lunchtime as a time for a conference. **Lunch visits should end in the commons area with the visitor signing out in the office. Visitors are not permitted to return from lunch to the classroom, as this tends to disrupt the normal routine.** According to Davidson County policy 7.11, students should purchase lunch in the cafeteria or bring a lunch from home.

School Cash Online

School Cash Online is a fast, convenient, and safe way to make school payments online. It only takes 5 minutes to register at dcs.schoolcashonline.com. Information is available in our front office with step-by-step directions for how to enroll and make payments. We will utilize the school cash online system for any field trips, school fees, agendas, t-shirt money, etc.

Student Fees

A system-wide instructional fee of \$12.00 is required of all students in kindergarten through fifth grade. This should be paid at the beginning of the school year. Please make every effort to attempt to pay this fee for your child(ren). This fee helps with the cost of instructional materials, resource books, physical education equipment, and first aid supplies. Additionally, a technology fee of \$35 is required annually. Both of these fees should be paid via school cash online. See above.

TRANSPORTATION CHANGES

Every student's routine for leaving school is recorded on information forms in their classrooms. **The routine for leaving school must be followed each day, unless a note written by the parent or guardian is sent to the office and teacher specifying different arrangements.** The teacher then submits this written note to the office. ***All transportation changes MUST be in writing AND received in the office NO LATER THAN 1:30pm.***

Transportation changes after 1:30pm create confusion for students and staff. Our top priority is for students to arrive safely at the correct destination in the afternoons. Therefore, we will not accept transportation changes after 1:30pm. We also will not take any bus or car changes over the telephone. This is a safety concern and we need a parent signature on any changes. You can fax, dojo, or email the changes but it is your responsibility to follow up with the school office to be sure the transportation change was received if you do not get a response.

Students will not be allowed to get off their school bus at a different stop, nor will they be allowed to ride a different bus than the one to which they are assigned.

VISITORS & VOLUNTEERS

Parents are encouraged to maintain contact with their child's teacher. It is strongly encouraged that parent-teacher conferences be scheduled throughout the year as needed; however, conferences **must be** scheduled when teachers are not responsible for students. Having a scheduled conference date and time will allow teachers to have work samples and other information available to share with you at the scheduled time. **All visitors/parents to the school are required to stop by the office upon entering the school to sign in. A visitor's badge will then be issued that is to be worn during the visit.** All staff members are required to survey visitors for a badge and to request that they return to the office to obtain one if they have not done so. For safety purposes, no one will be allowed to enter our buildings without a badge.

VOLUNTEER POLICY: Any volunteers who wish to work in our school and within our classrooms must complete the FES Volunteer Contract with the office. Any volunteer service requiring a **background check must be planned ahead as checks can take up to 30 days to process.** Parents and community volunteers are NOT to be in classrooms until the office verifies that we have both of these documents on file. We will give teachers all approved forms and they may contact you to set up a volunteer work schedule. We must always know who is in our school building and why; this is a safety precaution. DCS has a contract for volunteers that you will be given if you are approved to volunteer and if you are asked by a staff member to come into the school to assist them. If instruction is disrupted by your presence, you may not be asked to volunteer inside the school building.

Davidson County Schools Board Policy Manual

Our Parent/Student Handbook serves to present policies and procedures that are most pertinent to students and families in Davidson County Schools. It is not an all-inclusive document. For detailed information pertaining to Davidson County Schools' Board Policies, please visit: www.davidson.k12.nc.us Under the Administration tab, click on School Board and then School Board Policy Manual.

We look forward to a great school year and want to partner with you to ensure the success of your child.

Please be sure to sign and return the handbook acknowledgement form to your child's teacher during the first week of school. Thank you!



DCS Elementary School Handbook and Friedberg Elementary School Handbook Acknowledgement

Please read the contents of both the DCS Elementary and Friedberg handbooks and return this form, signed and dated, back to your child's teacher within the first week of school. Thank you for your partnership in your child's education. It is going to be a fantastic school year!

Student Name: _____

Teacher: _____

Grade: _____

We have read and reviewed both handbooks together. I understand and agree that my child will abide by the rules and regulations set by the Davidson County School District and Friedberg Elementary School in order to create a positive and safe learning environment for all students.

Student Signature: _____

Parent Signature: _____

Parent Name: _____

Date: _____

