



# **SOUTHWEST** PRIMARY SCHOOL

## **STUDENT HANDBOOK** **2018 - 2019**

**Southwest Primary School**

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Hickory, NC 28602

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<http://southwest.hickoryschools.net/>

**Principal**

Mrs. Stephanie Dischiavi

Dear Students,

Welcome to the 2018-2019 school year at Southwest Primary. Now that you are officially a Southwest Lion Cub, we welcome you to the Southwest team where we strive to do our best each day. I am certain you will be greeted with a warm welcome from everyone you meet and will quickly begin to build new friendships. I look forward to getting to know each of you.

Southwest is an exciting place where all of us give our best to display excellent character and work together to accomplish our goals. It is important for you to know what we expect of all students, parents, and staff members in order for you to do your part in keeping yourself and others safe as we continue to learn and grow.

Our primary goal every school day is to be sure our school is safe and the best environment for learning. Our school rules, Be Respectful, Be Responsible, Be Caring, and Be a Learner, guided the staff in creating a specific list of expected procedures for all students, parents, and staff members to model at all times. These procedures will be taught, modeled, and reviewed by all students and staff throughout the school year. Please be sure to review the school rules and procedures outlined on pages 11 and 12 of this handbook.

I wish each of you success and happiness throughout the year!

Best Wishes,

*Mrs. Stephanie Dischiavi*

Mrs. Stephanie Dischiavi  
Principal

*Please be aware that any policy contained in this school handbook may not be the complete version of the policy as formally adopted by the Hickory Public Schools Board of Education. For the complete text of all Board policies that pertain to students, please refer to the district wide student handbook or the Board of Education's [District Policies](http://www.hickoryschools.net/BoE) at <http://www.hickoryschools.net/BoE>*

## **SOUTHWEST PRIMARY MISSION STATEMENT**

Southwest Primary will create lifelong learners and productive citizens who are respectful, responsible, and safe.

## **SOUTHWEST VISION STATEMENT**

Southwest Primary empowers all students to pursue excellence through valuing diversity, collaboration, and service to the community and the world.

## **SCHOOL HOURS**

**8:30 am – 3:05 pm**

## **SCHOOL ARRIVAL and DISMISSAL PROCEDURES**

### **ARRIVAL to SCHOOL**

Our doors will open to students at 8:00 a.m.

Students are permitted to go to classrooms at 8:10 a.m.

Students arriving between 8:00 and 8:10 are to report directly to the gym where they will be supervised until dismissed to classrooms at 8:10.

All students arriving to school prior to 8:00 a.m. must be enrolled in the Community Schools Program and pay the required fees.

Parents are not permitted to visit classrooms prior to 8:10 a.m. without a scheduled appointment. If parents choose to escort their child to the classroom, they must first enter the front office, present a valid driver's license or other state or federal issued picture identification and sign into the Ident-a-Kid system to retrieve a visitor's badge.

A free breakfast is served daily to all students from 8:10 - 8:30 a.m. Students needing to eat breakfast must arrive to school no later than 8:15 to allow sufficient time to eat breakfast and be ready for the start of class by the 8:30 tardy bell. Students will pick up their breakfast on the way to their classroom each morning. Breakfast selections will be chosen from a supervised breakfast cart stationed in the hallways and will be eaten in the classroom.

## **DISMISSAL from SCHOOL**

The dismissal bell rings at 3:05.

Students will begin transitioning to bus loading and car loading areas prior to 3:05. Students will not be called from classrooms after 2:50 to avoid a delayed or interrupted dismissal process for all others. Parents will need to wait in the office until the requested child is accounted for and a staff member is free to escort the child to the office. All students being picked up from the school office must be signed out by an adult granted consent by the custodial parent/guardian. *(See Early Dismissal Policy on page 4 for further clarification.)*

Doors will not open to begin dismissal until all children are accounted for and seated in the supervised area inside the building. **Car riders** will remain seated inside the building at the front entrance. When their name is called, the student will be escorted to load in the vehicle presenting a Southwest Primary Car Rider Tag displaying the student's name. **Car riders must be picked up by 3:25 p.m.** Any car rider not picked up by 3:25 will be escorted to the front office requiring a parent to park, enter the building, and sign out their child.

**Students in the Kid Connection after-school program** will be escorted to the gym at 3:05.

**Bus students** will remain in their classroom until their bus arrives. Staff members will be on duty in dismissal areas. Children initially scheduled to ride the bus home from school will continue to be placed on the bus on a daily basis. A written note from the parent/guardian is required to alter the transportation plan and add or remove a student from the bus roster for afternoon transportation.

### **Car Rider Pick Up Procedure (Dismissal only)**

- Stay in your car and go through the carpool line. Do not park and walk to get your child.
- Display your car tag in plain sight at all times - every day. If you do not have your car tag, you will need to park, report to the school office, present your picture ID and retrieve a car rider tag to verify a safe release of the student. If you have a family member or friend picking up your child, be certain they have the car rider tag or the driver will need to park and report to the office. Car tags are required every day to release all students - no exceptions.
- Listen for your number to be called and pull slowly to the designated number. Children will be called by family groups to the designated number space.
- Do not stop at the crosswalk.
- Make sure all car seats are on the right side of the vehicle.
- Please be patient as we try to load cars quickly and safely while working with all drivers to abide by procedures.

*Students will not be released to adults at the front door. Doing so, interrupts the dismissal process for parents abiding by dismissal procedures and compromises supervision of students. All adults must stay in their car and proceed through the carpool line. If this is an inconvenience, please report to the front office to schedule immediate bus transportation for your child.*

## EARLY DISMISSAL POLICY

***No Southwest Primary student will be called from the classroom for early dismissal prior to 3:05 without provided documentation of a scheduled medical/dental or legal appointment presented at the time of pick up.***

In the event of an emergency, please contact the school office prior to your arrival and follow the outlined procedures below.

We strongly discourage early dismissal due to the loss of instructional time for those leaving early and the classroom interruption for all students. It is understood that early dismissal pertains to emergency situations or scheduled appointments only and does not pertain to early pick up. We encourage you to try to schedule your child's doctor and dental appointments around school hours. Early dismissals, like tardies, are an interruption to the instructional day. Any type of early dismissal is coded as a tardy and has an impact on the Perfect Attendance Awards.

**Parents may not go to the classroom during instructional hours, 8:30 - 3:05, to deliver or to retrieve a child.** It is the duty of the office staff to protect the instructional time and safety for all students throughout the entire school day. To avoid such interruptions the office staff will call the classroom for the student.

In the rare case of a needed early dismissal, the following procedures will be reinforced.

1. Send a note with your child to the teacher stating the time you will be picking him or her up from school. This will allow the teacher to get your child packed up and ready to go prior to your arrival. This is especially helpful if you are picking up your child when they are at recess, specials, or during lunch.
2. Report to the office with your valid Driver's License or state issued picture ID. (Without proper identification we will be unable to release your child.) Your child will be called to the office after you arrive.
3. Provide a copy of a doctor's appointment card or court papers so that we can appropriately mark your child's dismissal as excused.
4. Only adults listed on the Emergency Form, who have a valid ID, will be permitted to pick up your child.

## CHANGE OF TRANSPORTATION

Prior to the first day of school, parents are required to communicate how their child/children will arrive to school each morning and the plan for daily transportation home from school each afternoon. This is a formal plan of action that dictates teacher action and staff protocol to check daily rosters for bus riders and car riders. To ensure clear expectations and routines, your afternoon transportation plan for how your child will get home from school each day is expected to be constant and without change. Students may be a bus rider, car rider, enrolled in the

Community Schools Program housed in the Southwest gym or enrolled in the Salvation Army Boys and Girls Club that picks up at Southwest. Bus rosters and routes are scheduled accordingly and cannot safely and accurately account for numerous changes without proper and timely communication.

Written consent from the parent/guardian is required in order for any change to be made to your child's afternoon transportation plan. The written consent must be provided to the classroom teacher and must include the following: the child's full name, grade, date of the expected change of transportation, the revised plan for afternoon transportation and a parent signature. A note is necessary and will be kept on file.

We understand that in emergencies, or from time to time, a last minute change may be necessary. A note the morning of is extremely helpful in making sure your child gets to the right location. If necessary, you can call the school office prior to 1:00. Early notification will allow ample time for your needed change to be communicated to both your child and the necessary staff.

### **TRAFFIC**

All cars are to use the first driveway for parking and student drop-off or pick-up. Southwest staff members supervise traffic duty for morning drop off and afternoon pick up. Staff will assist all Pre-k through second grade students unloading from cars along the front sidewalk between 8:00 a.m. and 8:25 a.m. and load students between 3:05 p.m. and 3:25 p.m.

Parking in any area without designated white, parking striping is prohibited. Do not park in the car rider loading zone or in the exit lanes.

The parking lot and loading zone to the left of the building is for buses only. Parking and student drop-off in this area is prohibited.

Pre-K students, only, are to be picked up in the bus loading area from 2:50-3:00. At 3:00, Pre-K students will transition to the front of the building and will need to be picked up in the regular car rider line.

The Southwest parking lot is busy and drivers must be alert at all times. We ask that you refrain from using your cell phone while in the car rider line. Each driver's full attention is necessary to maximize awareness of traffic patterns and pedestrians.

### **ABSENCES**

Students are expected to attend school every day unless there is a serious illness or valid emergency keeping the student from reporting to school. Failure to do so not only jeopardizes the promotion of the student to the next grade, but may result in truancy charges filed against parents and/or guardians.

The State of North Carolina clearly identifies valid, or lawful, absences.

- (1) **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
- (2) **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
- (3) **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
- (4) **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
- (5) **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
- (6) **Religious Observance:** When the student is absent due to a religious observance in accordance with local school board policy.
- (7) **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence. Trips to amusement parks (Disney World, etc) will not be excused.
- (8) **Local School Board Policy:** LEA's may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one half of a school day during the current school year.

It is the responsibility of the parent to inform the school if their child is absent for any reason. If your child will be absent from school it is helpful for you to notify the classroom teacher in advance or call the school office the morning of the absence. However, informing the school prior to an absence does not necessarily qualify the absence as excused. All excused absences must qualify under the State Compulsory Attendance Law..

If your student does not submit a note within two days of his/her return to school, the absence will automatically be coded "unexcused." Students are to bring a written excuse on the day they return to school that includes the following information:

1. Student's first and last name
2. Grade level and Teacher's name
3. Dates absent
4. Reason for absence
5. Parent's signature

An absence for any reason, other than the eight listed above, will be coded as "unexcused." If the teacher, administrator, or attendance secretary is not properly notified of the reason for an absence it will be coded unexcused.

Student absences are analyzed and investigated on a daily basis. As required by School Law, parents will receive notification about excessive unexcused absences. Letters will be sent when a child has accumulated 3 unexcused absences. A second letter will be sent when a child has 6 unexcused absences. A final letter will be sent when the child accumulates 10 unexcused absences. When a child has 10 unexcused absences, this will be reported to our Hickory Public Schools truant officer who will then handle reporting to Social Services and/or the District Attorney.

Family trips are often worthwhile although they may not be an excused absence. Our concerns are raised not by one short trip, but when such absences are repeated and affect a child's performance or commitment to daily attendance. Clarity on the policy for educational trips may assist you in making a family decision when planning time away from school. An absence may be excused when it is demonstrated that the trip is a valid educational opportunity for a student. The trip must be planned solely for the purpose of education rather than an add-on to a business trip or family vacation. Such trips must receive prior approval by the principal and will be approved only if the trip can be directly aligned to the grade level North Carolina Standard Course of Study.

A written request must be submitted to the principal no less than one week in advance of the trip and must include the following information.

- 1) Student name and grade
- 2) Projected dates of the trip and dates he/she will be absent from school
- 3) Trip destination and rationale
- 4) Direct alignment to the grade level NC Standard Course of Study

Please refer to the [Hickory Public Schools Handbook](#) for specific information regarding attendance

*\*Note: In Hickory Public Schools, if a child has excessive absences that affect his/her academic performance, the child may be retained. In grades K-5, students may be retained if they are present less than 85% of the school year for which they were enrolled (approximately 27 or more absences, excused or unexcused).*

## **TARDIES**

Students must be in their classroom by 8:30 a.m. Any student arriving to the classroom after 8:30 a.m. will be marked tardy. Staff will supervise car riders from 8:00 - 8:25. Therefore, students arriving to the school at or after 8:25 must be escorted by a parent into the front office to be signed in with the reason for the late arrival. Students who enter the classroom after 8:30 disrupt the instructional program for their classmates and miss valuable routines and instruction. Tardies will be considered in daily attendance reviews and truancy reports.

Several Southwest students are car riders. Be sure to take this into consideration when planning your morning routine and please help to ensure efficiency during the morning drop off. It is very important that children learn at an early age that promptness and attentiveness are important habits for successful adults. Be Courteous. Be On Time.

## WITHDRAWAL OF STUDENTS

If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date to obtain your child's personal belongings. Once enrolled at their new school, the school will send an official request for records at which time our data manager will send your child's complete educational record. School records are not released to parents/guardians. Your cooperation is always greatly appreciated.

## SCHOOL CLOSINGS

In the event of bad weather or an emergency, the school may have to close. Listen to local radio or television stations (i.e. WBTV, WSOC, or WCNC) for closing announcements for Hickory Public Schools (not Catawba County Schools). The use of the automated phone calling system may also be used, so please make sure we have your updated number at all times.

## SAFETY

Safety is our first priority. Our first line of defense is our security door with a video and audio feature. This system will be activated during the school day from 7:50 - 4:30. In addition, all school visitors requesting access to the building beyond the front office, for any reason, are required to sign in through the Ident-a-Kid security checkpoint.

### **Request entry into the building:**

- Press the buzzer located on the wall adjacent to the front door.
- When greeted, state your first and last name, your child's name and the purpose of your visit.
- You will then be "buzzed in" to the office.

### **Security Checkpoint with Ident-a-Kid:**

- Sign in electronically through the Ident-a-Kid system. Sign in requires your driver's license or another valid picture ID.
- Have your picture made for a personalized identification badge.
- Wear your personalized name badge with photo in a visible location.
- Return to the office to sign out prior to leaving the building.

## VISITORS

For the safety of our students, **all visitors are required to report directly to the main office, present a valid state or federal picture ID and sign in to the Ident-a-Kid system prior to leaving the office for any reason.** Visitors are to respect instructional time and not interrupt or distract the teacher or students.

At Southwest Primary, our priority is the emotional, social and physical safety and comfort of our students. Inappropriate or aggressive language, or actions, and non-compliance with school policies will not be tolerated. Visitors will be asked by school staff to refrain from such action. If behavior is not immediately rectified the visitor will be asked to leave school grounds. When

deemed necessary, Longview Police Department will be immediately contacted to assist with restoring order and/or bring a sense of safety to spectators.

## **STUDENT INFORMATION FORM**

During the first week of school your child's teacher will be sending home a blue information sheet for you to complete. This information is kept in the school office and classroom in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to include the names and telephone numbers of persons who can be contacted in case you cannot be reached. **Immediately notify the school if you have a change in address or telephone number(s) during the year.** All school mailings and telephone calls will be sent to the primary contact. If your telephone number is correct, you can expect to receive weekly telephone messages with important updates and announcements.

### **Southwest Character Commitment**

"At Southwest Primary we are caring, respectful, and responsible learners!"

## **GENERAL SCHOOL RULES**

Exemplary behavior is expected at all times to ensure a proper learning environment exists and to ensure all children are in a safe environment.

The Southwest staff firmly believes in managing students through the teaching, modeling, and reinforcement of character development and procedures.

Our school wide rules, procedures and consequences are a result of the staff reaching consensus on expectations for all students, staff, and parents.

**The four school rules at Southwest Primary are...**

- Be Respectful**
- Be Responsible**
- Be Caring**
- Be a Learner**

To clarify exactly what we are looking for in respectful, responsible, caring, and what it means to be a learner the staff identified specific behaviors and procedures to be exhibited throughout the school. We have defined what each rule looks like and what each student is to do in the classroom, in the hallways, in the cafeteria, in the restrooms, on the playground, and during school wide or large group assemblies. Please carefully review the Southwest Matrix found on pages 11 and 12 with your student.

## **Social Contracts**

All teachers will be teaching and reviewing the Southwest Matrix at the beginning of each school year. In addition to teaching and reviewing school wide procedures, all classroom teachers will be guiding their students through the process of creating and implementing a social contract for their classroom. Social contracts are an effective way to teach students to self-manage their behavior through positive reinforcement and modeling.

## **The 4 Questions**

The Four Questions asked by all staff members when dealing with students not following the class contract and school wide procedures are as follows.

**What are you doing?**

**What are you supposed to be doing?**

**Are you doing it?**

**What are you going to do about it?**

## **DISCIPLINE PROCEDURES**

*Parents are strongly encouraged to carefully review the Hickory Public Schools Student Handbook pertaining to the district's Code of Student Conduct and possible actions/consequences for inappropriate conduct. Site based administrator action will be in alignment with stated district consequences.*

The majority of student discipline is handled by the teacher or authorized adults in accordance to individual classroom behavior management procedures. Mrs. Dischiavi, principal, will handle repeated misbehavior or an incident that requires immediate attention. Some or all of the following consequences will be utilized for inappropriate behavior:

1. Conference with the student and teacher
2. Restriction of privileges
3. Assigned to time-out in the classroom, another classroom or the office
4. Notification to the parents with a written discipline report and phone call home.
5. Required conference with the parents
6. Apology to the persons involved and restitution if there are damages
7. In School Suspension
8. Suspension from school

School Rules	Classroom	Hallway	Restroom	Cafeteria	Playground	Bus Riders / Car Riders	Assemblies
<b>Voice Level</b>	<b>0, 1, 2</b>	<b>0</b>	<b>1</b>	<b>Service Line 0 Tables 1</b>	<b>4</b>	<b>0</b>	<b>0</b>
<b>Be Respectful</b>	Active listener Keep hands to yourself Raise your hand to speak when in a large group Respect the privacy of others Wait for others to finish speaking when in small groups/partners	Keep hands and feet to yourself Keep hands folded behind your back Keep nose and toes facing forward Stand up straight with one block between you and the wall Stay in a straight line Walk on the right side of the hallway Listen to adults	Put towels in the trash Flush the toilet Stay in your own stall Use restroom for its intended purpose	Stay seated in your chair with your legs under the table Raise your hand if you need help Use good manners - chew with your mouth closed, say excuse me Use your utensils and napkins Keep hands, feet, and utensils to yourself Touch only what is on your tray	Keep hands, feet, and objects to yourself Take turns give turns Listen and follow adult directions Walk on the sidewalk Be a good sport	Follow teacher and bus driver instructions Listen for your name/bus to be called Wait your turn Stay seated while waiting Wait patiently	Keep hands and feet to yourself Sit on your bottom with crossed legs Stay in your own space Applaud appropriately Face forward
	<b>Be Responsible</b>	Follow adult direction Complete work Bring materials to class Show, explain and complete daily assignments, homework, and Cub Card with an adult Treat both your personal and the schools books and school supplies with care	Walk Make safe choices Follow directions Take ownership of your actions Pick up items that you or others have dropped Stop at red paws and wait for teacher direction	Wash hands using 2 pumps of soap, water and 2 paper towels Turn water off when finished Keep water in the sink Report problems and unsafe behavior to a teacher Only 4 students in the restroom at one time	Eat only your food Follow all walking traffic patterns Clean your table, chair, and floor before leaving the cafeteria Push in your chair Walk Check to be sure all food stays in the cafeteria	Stay in your assigned areas Use playground equipment the way it is intended to be used Clean up before going inside Be alert / pay attention Line up immediately after hearing the whistle	Keep all items in your bookbag Keep hands and feet to yourself Report to car or bus quickly when you are called Wait for car/bus to stop before loading Stay in assigned seat Report questions and concerns to a teacher

School Rules	Classroom	Hallway	Restroom	Cafeteria	Playground	Bus Riders / Car Riders	Assemblies
<b>Voice Level</b>	<b>0, 1, 2</b>	<b>0</b>	<b>1</b>	Service Line 0 Tables 1	<b>4</b>	<b>1</b>	<b>0</b>
<b>Be Caring</b>	Treat others how you want to be treated Allow others to be and think differently Use a polite voice level and tone Help others succeed	Be kind to others Help others take care of school environment Help others stay on the right side of the hallway Hold the door open for others	One person in a stall Give turns Offer to help a friend if they are sick or having trouble and report to a teacher	Listen to your friends, cafeteria staff, and teachers Use polite words Say "please" and "thank you" to those serving you	Be a friend by including all students Use polite words Help others Share playground equipment Invite others to play	Use polite words Help others	Show appreciation with applause only Listen to presenter
	<b>Be a Learner</b>	Be willing to try new things and make mistakes Keep an open mind Be willing to learn from your peers Be an active team member Keep Trying Give your best to everything you do	Return to class quickly Be a role model	Return to class quickly	Make healthy choices Try new foods	Try new activities Follow game rules Take ownership of your behavior Listen to the ideas and feelings of others	Make smart choices Be prepared Know your first and last name, bus number, and how you get home from school each day



**"GIVE ME 5"**

It is our hope that a conference with the student will be enough to help the child understand what is expected. We also believe that a child should make restitution for his or her poor choices. For example, "If you hurt someone, you have to help that person."

We want children to take responsibility for their actions. We want them to learn from their mistakes. We plan to keep parents informed and involved. It is often an inconvenience to be called at the job, but at times we recognize the necessity of parent awareness and involvement. Please talk to your child about expected behaviors. Children who come to school prepared to learn, willing to respect the rights of others, and ready to follow the directions of school staff will enjoy themselves and have a successful year.

### **Bullying**

Bullying will not be tolerated. At Southwest, we define bullying to as *"any verbal, mental, or physical action taken toward an individual or group causing emotional or physical stress or harm. Bullying is a repeated action toward one or more students."* Each case will be investigated and handled immediately with stringent consequences. The following actions are among many that will be considered bullying and will not be tolerated.

- Cursing
- Put Downs
- Name Calling
- Verbal /Physical Threatening or Harm
- Excluding Others

### **Items Prohibited on School Grounds**

Be sure that your child understands that weapons are not permitted on school grounds – at the school or the bus stop. This includes, but is not limited to, pocket knives, razors, guns of any kind (real or play), lighters, or any object that could be used to harm or frighten others. If a child is in possession of any real or play weapon both the parent and school resource officer will be contacted immediately to report to the school.

It is a felony to make a school bomb threat, start a fire, or pull a hoax involving the school, classmates, or teachers. No student should start or communicate a rumor that would disrupt the secure environment of the school. Parents, have a serious talk with your child ensuring that your child knows and makes the right choice.

Cell phones, electronics and handheld games are not allowed at school or on the school bus. These items will be removed from the student and kept by the principal until a parent or guardian can meet with the principal to obtain the item(s).

All toys, stuffed animals, athletic gear and equipment, personal items and non-school related items are to remain at home. Students are not permitted to have possessions at school or on the school bus.

## General Discipline Reminders

The school bus is considered school grounds.

1. Appropriate shoes and clothing must be worn at all times.
2. Possession of a weapon, or anything that looks like a weapon, may result in suspension from school and/or the bus and will automatically involve the police.
3. Bullying in any form, verbal or physical, will not be tolerated and will result in consequences such as suspension for school and/or suspension from the bus.
4. Communication devices (cell phones, pagers, etc.) are not permitted on school grounds.
5. Toys and electronic games or devices are not permitted on school grounds.

## DRESS CODE

Appropriate dress shows a commitment to the responsibility of personal safety, comfort, and learning. The following articles are deemed inappropriate and are not permitted.

### **Not permitted for students.**

- short shorts/skorts/or skirts (with or without leggings worn underneath). All articles must be fingertip length.
- midriff tops, tank tops, spaghetti straps, or backless tops. Sleeveless tops covering the top of the shoulder are permitted.
- flip flops or any flat sandal that does not have a strap at the back secured to the foot, clogs, platform shoes or bedroom shoes
- baggy pants that drag the ground, hang below the waist, or allow for undergarments to be exposed
- head gear – this includes, but is not limited to hats, scarves, bandanas, headbands with character like or decorative extensions standing beyond the hairline. The only exception to this rule will be for medical or religious reasons and announced spirit activities.

*The school reserves the right to deem any language on clothing as inappropriate.*

Students who dress inappropriately will require a parent contact to be made for a change of clothing to be brought to the school. Those who are not dressed appropriately will not be permitted to participate in activities that will compromise the understanding of appropriate Southwest attire or their safety; activities such as recess, PE class, or school field trips. **Tennis shoes are required on days that students are scheduled for PE class.**

## SCHOOL BUS TRANSPORTATION

All students who live 1.5 miles or more from school are eligible for bus transportation. Buses travel only on state maintained roads. Misbehavior on a bus is not tolerated. Bus discipline includes a student warning notification of parents for the first offense, a one-day suspension of bus privilege for the second offense, a three day suspension for the third offense. A child will lose the

privilege of riding the bus for the remainder of the year if repetitive bus suspensions do not correct the behavior. Parents will be notified by telephone of the suspension of bus privileges and a copy of the discipline report. Riding a school bus is a privilege - not an educational right or requirement.

**School bus riders are expected to obey the following rules in the interest of safety:**

- A. Be on time for the bus. Ride only your assigned bus.
- B. Stay out of the street while waiting for the bus.
- C. Board the bus in a single line and in an orderly manner.
- D. Be seated promptly without disturbing others.
- E. Remain seated while the bus is moving.
- F. If the bus driver assigns seats, sit only in your assigned seat.
- G. Do not shout or make loud noises. Use only language that would be proper in the classroom.
- H. Keep aisles clear of books, lunch boxes, bags, feet, hands, etc.
- I. Respect others and keep your hands, feet, and objects to yourself.
- J. Keep arms, hands, head, and other objects inside the bus.
- K. Do not eat or drink on the bus.
- L. Do not throw objects from the bus or inside the bus.
- M. Help keep the bus clean. Do not litter.

School buses are assigned to routes with stops established by the Hickory Public Schools transportation coordinator. Students who wish to ride a bus to which they are not assigned or to get off at a different stop, will need a note from his/her parent. Submit this request to the teacher for approval.

**TUESDAY FOLDERS**

All students will be provided with a Tuesday Folder for transporting graded papers and notes to and from school. Parents should ask their child for the Tuesday folder and review contents in the folder. Be mindful to look carefully to see what items may need to be signed and returned to the teacher. The Tuesday folder is a great way to stay in tune with the happenings within your child's classroom, school wide events, progress reports and report cards and to easily communicate with the teachers.

**COMMUNITY SCHOOLS PROGRAM**

The Community Schools Program offers Before-School Care and After-School Care during the school year. Daycare and Summer Camp is also offered on most non-school days. Information about schedule, time, and fees are available in the school office.

## FOOD SERVICES

Nutritious breakfasts and lunches are served daily. All Southwest students qualify for a free breakfast each morning through the federally funded 'Breakfast in the Classroom' program. Each morning breakfast carts will be stationed on each grade level hallway for all students to make their healthy breakfast selection. Students will eat in the classroom along with their classmates. Arriving to school by 8:15 will allow your child ample time to enjoy their breakfast in the classroom. Students arriving late to the school, 8:30 or after, may miss the opportunity for breakfast.

All students also qualify for a free school lunch through the Federal Lunch Program with no required applications necessary. Extra items selected at lunch (i.e. cookie, fruit snacks, juice beverage, etc.) are an additional charge requiring students to pay by cash or from their previously paid lunch account.

Please visit the Southwest school website to review the weekly lunch menu and to manage your child's lunch account. Students may put money into their individual account. Parents also have the option of online billing. Visit [www.lunchprepay.com](http://www.lunchprepay.com). Please send the money or check to the teacher in a sealed envelope with your child's name and the teacher's name printed on the outside.

Each student is assigned a lunch number and encouraged to memorize the number. This helps to manage individual accounts and keeps the lunch line moving smoothly at mealtime.

### **FEDERAL LUNCH PROGRAM:**

Federal Lunch Program guidelines entitle every student to a school lunch and prohibit alternate lunch plans from replacing the school lunch options. All students must partake in the school lunch program during the regular school day regardless of the fact that a healthy lunch may be provided from another source or activity. In addition, snacks and food related activities may not be sold to students until after the last student is served lunch and the cafeteria is "closed" for the day. Bake sales, meal related activities, etc. may not take place until the last student is served which is approximately 1:30 for the 2018-2019 school year. I have included the Federal Lunch Program guidelines below for your reference. Exceptions to the policies are clarified below and will also include light snacks brought from home intended to surpass appetite before or after lunch.

*Any food related activity that competes with the school food service program by keeping the students from coming to the cafeteria to partake of the lunch or breakfast meal is considered to be in "competition" with the nonprofit school food service program. Cultural activities, tasting parties, etc. that occur as part of the educational lesson would not be considered competitive foods unless they are offered in lieu of the lunch or breakfast program. After the cafeteria has closed for the day and the last child has been served, foods and snacks may be served, sold, given away, etc. in other parts of the school environs by other parties outside of the Child Nutrition Programs. Please be aware of these regulations as events of varying definitions, times, etc. are being planned so as not to be in violation resulting in Child Nutrition monies being taken away and the school system being made to pay for the lost revenues.*

**Remember:**

1. Every student must go to the cafeteria to be offered a school lunch every day lunch is served.
2. Food sales and food related activities intended to replace school lunch cannot take place until after the last class is served at 1:30 p.m.

**Special Lunches:**

- Carbonated sodas and drinks are not permitted.
- In accordance with the Federal Lunch Program, food from outside vendors is not permitted in the cafeteria. Outside food sources are in direct competition with the Federal Lunch Program and presents a concern for some children who do not have the opportunity for such a treat. If lunches from outside vendors are brought for student lunches the visitor/s will be asked to eat in another designated location with their child (only).
- Students may not leave the cafeteria to eat lunch with anyone other than a Southwest staff member or their parent/guardian unless parent approval is provided. Students are welcome to dine with other families at the assigned lunch tables in the cafeteria.

**HEALTHY KIDS**

To support our efforts in promoting healthy kids we encourage you to provide healthy selections such as fruit, vegetables, cheese, and crackers for individual or class snacks and special occasion treats. As a staff we will be making a conscious effort to provide healthy foods for all students.

**K-12 ACCIDENT INSURANCE PLANS**

Student accident insurance is available for all Hickory Public Schools students. Cost and coverage information can be found by accessing the link on the Southwest home page. Online enrollment can be accessed from this link. [https://www.hsri.com/K12\\_Enrollment/Main/default.asp](https://www.hsri.com/K12_Enrollment/Main/default.asp) Checks should be mailed directly to the insurance company.

**HEALTH SERVICES**

Through a partnership between Hickory Public Schools and Catawba County Health Department Southwest is staffed two days a week with a registered nurse.

If your child has a health condition that requires care during the school day, or may require emergency care, please contact the School Nurse. She will assist you with developing a health care plan to keep your child safe and healthy at school.

If your child becomes ill at school we will contact parents immediately. If we cannot reach you we will use the emergency contact information you have provided. Please remember to keep all phone numbers current in the event we need to contact you. Always consider how we could locate you in case your child were injured. Children running a fever or vomiting due to a bacterial or viral

infection are not permitted to be at school. In this case, you or an emergency contact will be called immediately to come and get your child. We are not equipped to keep sick children at school.

Included in the health program: assistance to staff to understand and carry out the medication policy, communicable disease control, health screenings, medical and dental referrals, assessment of chronic health problems, and management of acute illness and injury.

### **Immunizations**

Immunizations are required by law for children to attend school in NC. Parents/guardians must provide a *Certificate of Immunization*, from the doctor's office or clinic where the shots were received, within 30 days of enrollment in school. Students not meeting the requirements of this law will be excluded/suspended from school. The following immunizations are required:

DTP/DtaP – 5 doses

Polio – 4 doses

Measles – 2 doses, the first dose MUST be on/after 12 months of age

Mumps – 1 dose

Rubella – 1 dose

HIB – 1 dose

Hepatitis B – 3 doses for students born after 7/1/94

Varicella – 1 dose for students born after 4/1/01

Immunization schedules may vary depending on the age of your child and dates the shots were given. The School Nurse will review your child's immunizations for completeness and may contact you if additional shots are required. Contact the School Nurse (Suzie Bear) if you have questions or need assistance with your child's immunizations.

**Medications (prescription and non-prescription)** will be administered by trained school personnel under the following conditions:

- The medication is required to be given during school hours
- The medication is prescribed by the student's physician
- A "*Parent/Guardian Request for Medication/Physician's Authorization*" form is completed and signed by the parent and physician (form available from school office)
- Prescription medication is brought to the school by the parent in an original container from the pharmacy. The container must have a current label with the child's name, doctor's name, name of medication, and directions for how the medication is to be given.
- Non-prescription medication must be brought to the school by the parent in the original container.

All medications are stored in a locked area. Students requiring emergency medications and supplies (inhalers, EPI pens, insulin, diabetes supplies) may carry them as ordered by their physician.

**Students MAY NOT carry prescription or non-prescription medications with them, EXCEPT as indicated above.**

## MEDICATION POLICY

The Hickory Public School System has imposed strict guidelines for the administration of medicines at school. If a student is to be given any medication, the parent must complete a form titled "Request for Medications to be Given During School Hours". The child's physician must also sign the form. These medication permission forms must be on file in the school office before any medication is given. A copy of the medication form can be picked up in the school health room or in the school office after meeting with school nurse. **No medication may be in a child's possession.**

**Health Screenings.** Each child must have a health assessment by a physician or approved health care provider before entering kindergarten. Students in selected grades participate in health screenings throughout the year for visual acuity, dental, hearing, and height/weight/body mass index. The goals of these screenings are to identify health concerns that could interfere with a child's ability to learn and to promote health lifestyles. Parents and guardians are notified of abnormal findings and encouraged to contact the child's health care provider for evaluation and treatment as indicated. Parents who choose not to have their child participate in the health screenings must notify the school nurse to opt out of this service. The School Nurse is available for consultation and assistance with meeting the health care needs of students. Please contact the school if you have questions or concerns about health screenings.

## COUNSELING SERVICES

Counseling services in the schools are available to help children with any problems which may be interfering with their ability to learn. Individual counseling services are available by request for every student in the school and confidentiality is always maintained. Requests for counseling can be made by the student, the parent, teachers or administration. Group counseling is also available and is provided throughout the year as needed. Our counselor, Ms. Whitener, is available for consultation with parents, teachers and outside professionals and agencies.

## CONFERENCES

Cooperation between school and home is necessary for a successful school year. Through conferences, parents and teachers gain a better insight into the child's needs, as well as any particular difficulties he/she may have. **All parents are expected to attend one parent/teacher conference during the first grading period and a second conference by year end.**

Teachers will schedule additional conferences as needed throughout the school year. Parents may be invited to come to their child's classroom or in certain situations may be contacted by phone. It is a parent's responsibility to stay abreast of their child's strengths and weaknesses.

## WEB PAGE/E-MAIL

We encourage all parents to frequently visit the Hickory Public Schools website at [www.hickoryschools.net](http://www.hickoryschools.net). This website allows you to visit the websites of all schools in Hickory Public School System. Various links allow you to access an array of information to keep you abreast of what is happening at Southwest and in schools across the district. Through the Hickory Public Schools website you can access the school lunch menu, the school calendar, curriculum links, weather reports, system wide announcements, and links for student learning.

All Hickory Public School employees have an email account that we encourage parents to utilize as a convenient means of communication. Teacher email addresses can be accessed from their home page. Be sure to visit your child's classroom teacher's web page. The web page is a means of communicating school news such as the class calendar, units of study, field trips, and class highlights.

## GIFTS & CELEBRATIONS

Two class parties with refreshments are allowed each year planned by the teacher and grade parent chairperson. **Birthday parties with favors or refreshments taking from instructional time are not permitted.** Please be certain to notify your child's teacher in advance if you wish to bring a treat to celebrate your child's birthday. Often times, a special snack is shared on the playground during recess. If the treat is eaten in the cafeteria during the lunch period, it may not be shared until after students have finished their cafeteria lunch. Teachers recommend alternative celebrations. A book or game donated to the class or a "reading party" is a suggested alternative to sugary treats. We do not interrupt instructional lessons to make special occasion deliveries to the classroom nor are flowers, balloons, or any large items permitted on the school bus.

The friendships that begin at school are very important to a child's social development. Quite often students get together off school grounds for fun times and recreation. While this is encouraged, party invitations to such events should be sent via the US Postal Service rather than distributed at school. Passing out invitations at school takes the focus off instruction and often leads to hurt feelings when some classmates are excluded. Party invitations will only be distributed during the last ten minutes of the instructional day and only if every child in the classroom is to receive an invitation. School personnel are not permitted to share student addresses or telephone numbers.

## ENTRANCE REQUIREMENTS

Students entering Kindergarten must be 5 years old on or before August 31<sup>st</sup>. All students entering a North Carolina school for the first time must have a State certified birth certificate, Certificate of Immunizations, North Carolina Health Assessment, and two proofs of residency.

## **PRESCHOOL PROGRAM**

The Developmental Preschool Program of the Hickory Public Schools is a child-centered program. We provide a warm, nurturing environment that encourages the development of the whole child. Children eligible for attendance at our elementary school sites must be three or four by August 31. Children must also live in the school district of the school for which they apply. Applications for admission must be submitted in the early spring before a child can be considered. Children qualifying for Title I services are accepted according to those with the greatest need first. Children identified with a preschool disability are accepted upon completion of a thorough evaluation and placement committee decision. Part-time and "split" placements will not be considered in this program. Fee-paying children will be selected on a first-come, first serve basis.

## **CARE OF LIBRARY BOOKS and SCHOOL RESOURCES**

Books are shared resources that require significant funding sources to purchase and replace. We urge parents to encourage their children to take good care of their books and any materials that have been furnished by the school. Students are responsible for all textbooks and library books issued to them during the year. Fees are charged for lost or damaged books. Money from these fees will be used to purchase replacement books. If the book is found, the money will be returned. Students with overdue library books and/or outstanding library fees risk losing the opportunity to participate in school privileges and rewards.

## **SCHOOL SUPPLIES**

Students are expected to come to school with the necessary supplies to learn. Teachers will provide a list of supplies needed at the beginning of the school year. All students should have paper and pencils daily. Student fees for instructional materials are \$12.00 per year. All grade level school supply lists can be found on the Southwest webpage.

## **FIELD TRIPS**

Each grade plans several educational field trips related to the North Carolina Standard Course of Study. Funds are available for students who have the need for financial assistance. Parent chaperones are essential and appreciated. Parents agreeing to chaperone students may not bring any child not on the class roster, as this would distract from the responsibility and purpose of supervising Southwest students. We do not purchase extra tickets for families who wish to join the class field trip.

We transport all children to field trips by bus only. For a child to ride home in a car you must carefully ensure the following is done no less than one day prior to the scheduled field trip. All bus rosters are finalized for teachers, administrators and bus drivers one day prior to the field trip. Bus rosters will not be altered the morning of the field trip. Exceptions to the stated protocol will not be made in order to ensure student safety and teacher accountability for all students.

1. ***For parents transporting their own child*** – Parents must submit a written note to the principal one day prior to the field trip indicating their intentions of transporting their child home from the school field trip. Parents must also sign their child out on the standard “Early Dismissal” form that will be given to the parent prior to dismissal from the field trip site.
2. ***For parents transporting a student other than their own child*** – Prior notification is required for a child to ride home from a field trip with an adult other than their parent. Parents wishing for their child to ride home with an adult, instead of the activity bus, must submit a letter no later than one day prior to the trip. In doing so, parents must indicate with whom their child is to be transported by and identify both the expected point of departure and final destination of where the child is to be dropped. There will be no exceptions. Parents must also sign out all children they will be transporting on the standard “Early Dismissal” form that will be given to the parent prior to students being released from the field trip site.

## **VOLUNTEERS**

Volunteers are critical to the success of our students and are valued members of the Southwest community. Parents, guardians, and community members are all encouraged to be volunteers at Southwest. Interested persons should contact the school office, their child’s teacher or the PTA Volunteer Coordinator to offer their services. Teachers, administrators, and the Southwest PTA make a concentrated effort to align the talents and interests of our volunteers to where they are best suited. Whether our volunteers come to tutor, read to a child, have lunch with a child, or to offer clerical assistance they are benefiting the life a child. To further ensure the safety of our students, all volunteers are screened through an online security website provided by the North Carolina Department of Public Instruction.

## **HOMEWORK**

Homework is given...

- To practice and enrich skills and concepts taught in class and to stimulate student discussions.
- To foster independent study skills.
- To develop responsibility for bringing home books and assignments, completing work and returning it on time.
- To enhance parent awareness of student progress.
- To emphasize the importance of independent practice and application.

Learning does not stop at school. It is important for students to practice literacy, math and learning readiness skills at home. Teachers will assign homework to be done each week night (Monday through Thursday). With the help of parents and guardians, students will need to establish a positive and responsible habit of setting aside quiet time nightly to read and do homework. Parents can reinforce positive school experiences by engaging in discussions about what students are learning at school.

Kindergarten through second grade students will receive progress reports and report cards on a three week grading schedule. Students will work toward earning both content and conduct grades of S (Satisfactory), N (Needs Improvement) or U (Unsatisfactory).

<b>Report Card and Progress Report Dates</b>		
<b>Academic Report</b>	<b>End Date</b>	<b>Goes Home</b>
Progress Report 1	September 17, 2018	September 20, 2018
Progress Report 2	October 9, 2018	October 15, 2018
<b>Report Card 1</b>	<b>October 30, 2018</b>	<b>November 6, 2018</b>
Progress Report 1	November 26, 2018	November 29, 2018
Progress Report 2	December 14, 2018	December 18, 2018
<b>Report Card 2</b>	<b>January 18, 2019</b>	<b>January 28, 2019</b>
Progress Report 1	February 14, 2019	February 20, 2019
Progress Report 2	March 8, 2019	March 13, 2019
<b>Report Card 3</b>	<b>March 28, 2019</b>	<b>April 3, 2019</b>
Progress Report 1	April 29, 2019	May 2, 2019
Progress Report 2	May 20, 2019	May 23, 2019
<b>Report Card 4</b>	<b>June 11, 2019</b>	<b>June 11, 2019</b>