



# **Kiser Elementary School**

**311 E. College St.**

**Stanley, North Carolina 28164**

**704-836-9105**

## **2019-2020 Parent/Student Handbook**

### **Welcome to Kiser Elementary School**

**This handbook contains useful information for both students and parents. Please read over the items together and keep it as a reference during the year. All of us at Kiser Elementary hope that this year will be your most successful school year yet!**

**Lorinda Brusie, Principal  
Kathi Withers, Assistant Principal**

Dear Parents:

August, 2019

Welcome to Kiser Elementary School! We are so excited to begin another wonderful school year. The 2019-2020 school year will be extra special as we celebrate 70 years of education in our school building. The Kiser Elementary teachers and staff are working hard to plan not only a thorough and rigorous educational experience for all of our students, but also a year long celebration to highlight the role that our school has played in the Stanley community.

We want to work as a team, with parents, to create an optimal learning environment for our students. Continuous communication between home and school is paramount to the success of our educational program. As parents, you are encouraged to be actively involved in your child's education by talking to your child about school, volunteering whenever possible, and participating in the Kiser Parent Teacher Organization (PTO). This partnership will help contribute to our students' mastery of the curriculum while shaping our young people into considerate and responsible citizens. We look forward to celebrating with you the achievements of our students.

The Kiser Parent-Student Handbook is written to share important information regarding school policies and procedures. Please read it carefully and share the information with your child. We look forward to joining with each of you as we work to provide your child with the best possible education. Please feel free to contact us if you have questions or need more information.

Sincerely,

The Kiser Staff

**Kiser Elementary School  
Staff  
2019-2020 School Year**

<b>Staff</b>	<b>Position</b>
Lorinda Brusie	Principal
Kathi Withers	Assistant Principal
Janice Nencetti	Data Manager/Financial Secretary
Karen Nolen	Receptionist
Lisa White	Third Grade Teacher
Stephanie Tannehill	Third Grade Teacher
Amy Leophard	Third Grade Teacher
Barbara Cloninger	Third Grade Teacher
Jaime McGee	Third Grade Teacher
Kaitlen Sigmon	Third Grade Teacher
Melissa Combs	Fourth Grade Teacher
Mary Barnes	Fourth Grade Teacher
Laura Price	Fourth Grade Teacher
Ashlee Brooks	Fourth Grade Teacher
Sheri Lewis	Fifth Grade Teacher
Tony Froneberger	Fifth Grade Teacher
Tracie Jenkins	Fifth Grade Teacher
Mary Marks	Fifth Grade Teacher
Kelly Carpenter	Fifth Grade Teacher

**Kiser Elementary School  
Staff  
2019-2020 School Year**

<b>Staff</b>	<b>Position</b>
Lauren Grindstaff	Fifth Grade Teacher
Betty Phillips	Exceptional Children
Kara Smith	Exceptional Children
Alesha Lineberger	Speech
Jessica Hunnicutt	Academically Gifted (AIG)
Shana Harris	School Counselor
Tracy McLean	Media Coordinator
Greg Huss	Physical Education
Linda Wiegert	Art
Nicolas Francis	Music
Sallie Pope	Nurse
Heather Baker	School Social Worker
Alexis Moser	School Psychologist
Kim Wells	Literacy Teacher
Amanda Elrod	Cafeteria Manager
Kay Klouse	Lead Custodian
Robin McNabb	Custodian
Matt Curffman	SRO

### ARRIVALS AND DEPARTURES

**Morning:** The school building will open for students at 7:30am. Car riders will be dropped off at the front of the school in the morning. There will be no supervision available for students who are dropped off before 7:30am. Please make sure your student is ready to exit the vehicle when you stop. Students who wish to eat breakfast should arrive to school no later than 7:45. Please do not drop off in the side parking lot unless you have previous approval. Students should proceed directly to the multipurpose room upon arrival. If a student is eating breakfast at school, he/she should proceed directly to the multipurpose room after eating breakfast. All students will be dismissed to classrooms at 7:50.

7:30 Building opens for students

7:50 First bell-students dismissed to class

8:00 Tardy bell-instructional day begins

Students will be marked tardy for school if they arrive after the 8:00 bell and parents must come to the office with their student to sign them in. The front doors will be locked at 8:00 for security purposes.

**Afternoon:** The school day ends at 2:30pm. Car riders will be dismissed by grade level. We will use number tags to dismiss your child once you are in the pick-up line. Fifth grade picks up at the gravel lot and 3<sup>rd</sup>/4<sup>th</sup> pick up in the back of the building. Please follow the direction of a staff person on duty for efficient and safe pickup. Bus riders will be escorted to the front of the building at 2:35 and loaded onto the appropriate bus. Second load bus riders will be escorted to the multi-purpose room at 2:35.

2:30 Car Riders dismissed

2:35 1<sup>st</sup> Load Bus Riders dismissed

2:35 2<sup>nd</sup> Load Bus Riders dismissed to multi-purpose room

### ASBESTOS MANAGEMENT PLAN

All Gaston County schools are required to file an asbestos management plan. A copy of the plan is located in the office for your review.

### GCS ATTENDANCE POLICY

#### **School Day Attendance**

- The instructional day begins at 8:00am and ends at 2:30pm. The school year is 180 days. Students must be in attendance at least 168 days. Only 12 absences, **including excused and unexcused absences**, are permitted each school year. In order for students to benefit from the instructional day, it is important for students to **arrive on time** and **remain in school** for the

entirety of the school day.

- For students who exceed 12 absences, each school shall have a promotion/retention committee that must review information on these students and make a recommendation to the principal.
- In order to be recorded present, a student must be present at least one-half of the school day.

#### **Documentation**

- Following any absence(s), a student is required to present a written document from the parent or guardian stating the reason for the absence.
- All absences will be coded unexcused in the computer until a written note is received from the parent or guardian.
- Written documentation must be presented within **two school days** after the student returns to school; otherwise, the absence(s) will be recorded as unexcused.
- The principal must give prior permission for absences involving travel. Request forms can be obtained from the front office.

#### **Communication**

- After each absence, excused or unexcused, the principal/principal's designee shall inform the parent/guardian by the way of a personal or computer-generated telephone message.
- Prior to six (6) cumulative absences of any type the principal shall notify the parent/guardian by mail for the purpose of sharing information regarding the Gaston County Schools attendance policy.

#### **Make Up Work**

- Upon the student's return to school, arrangements for make-up work for excused or unexcused absences shall be made within three (3) school days. Due dates for make-up work will be at the discretion of the teacher.

#### **AWARDS**

Honor roll awards will be presented on a quarterly basis. Awards Ceremony dates will be communicated through Parent Link messages, Facebook, newsletters and school flyers.

#### **BUSES AND STUDENT TRANSPORTATION**

Kiser and Springfield share the responsibility of transporting students. Please become familiar with your child's bus number and the bus driver's name as it will become helpful should you need to contact the school about a bus matter.

Kiser will work closely with the GCS Transportation Department to make bus assignments. Questions related to bus stop locations should be directed to Mrs. Withers. All buses will unload in the back of the building in the morning and load in the front of the building in the afternoon.

All students must have a Transportation form signed by a parent. Parents should review the bus expectations and procedures and send the signed form back to school. **Safety is our utmost concern.** Riding the school bus is a privilege and students behaving in an unsafe or disruptive manner on the bus could lose their privilege to ride.

School bus drivers have a tremendous task and responsibility. They must always be conscious of their driving while simultaneously supervising a busload of students. For safety reasons, children are expected to be well-behaved, exhibiting respect to both the driver and fellow bus riders. Children who display poor behavior may be denied bus privileges. To ensure the safety of all, please impress upon your child the need to behave while on the bus. Questions related to bus discipline should be directed to either Mrs. Withers or Ms. Brusie.

If you must change your child's method of transportation, send a note with your child. For your child's safety, we do not take ride change requests over the telephone. If your child must ride a bus other than his/her regularly assigned bus, the child must bring a note with a telephone number to verify the change. Changes are subject to space and must be signed by an administrator. Children will be picked up and dropped off at their home address only without a note from a parent.

The following expectations apply to ALL bus riders:

- Students will follow the Code of Conduct.
- Students will be on time.
- Students will keep the bus clean.
- Students will talk softly and appropriately.
- Students will keep hands, feet and objects to themselves.
- Students will respect themselves, others and property.
- Students will stay seated and keep the aisle clear.
- Students will listen to the driver and other adults.
- Students will get on and off at their assigned stop.

#### **CAR RIDERS/CAR TAGS**

Car riders will be dropped off at the front of the school building in the morning. Please note that there are no left turns into or out of the front parking lot. Cars should take E. Church or E. Parkwood to N. Mauney St, then a right onto E. Chestnut and a right into the front parking lot. After drop off, cars will take a right onto E. Chestnut.

For safety purposes, all cars must have a tag number which will hang from the rear view mirror of the car for after school pick-up. If your child is an occasional rider and does not have a car tag, a note must be sent to the teacher stating that he/she will be a car rider. Car tags can

be obtained either at Orientation or from the front office.

Fifth grade students will be picked up in the gravel lot. Cars will follow a single file pattern and take a right into the lot from E. College St. and a right out of the lot back onto E. College St. Do not come in from E. Chestnut St. as this disrupts the traffic pattern coming in to pick up third and fourth graders. Third and fourth grade students will be picked up in the back staff parking lot. Cars should proceed into the parking lot off E. College Street and circle around to the back of the building. **Always remain in a single file line next to the building until a staff member motions the car forward.**

**CAFETERIA EXPECTATIONS AND OPERATION**

Kiser Elementary School does **NOT** provide free meals to all students. We strongly encourage you to fill out a Free/Reduced lunch form.

Meal prices for the 2018-2019 school year are as follows:

Student Breakfast	\$1.20
Reduced Price Breakfast	\$0.00
Adult Breakfast	\$1.50
Student Lunch	\$2.70
Reduced Student Lunch	\$0.40
Staff and Visitor Lunch	\$3.75

Students may not exceed a \$13.50 balance of charged meals. Once this limit is reached, a student will receive a complimentary alternate meal.

Cash, check or money order is accepted in the cafeteria. Parents may use [www.mypaymentsplus.com](http://www.mypaymentsplus.com) to pay with a credit or debit card.

A la Carte items may not be charged and any student with a balance over \$13.50 may not purchase A la Carte items.

Students who received Free or Reduced meals in 2018-2019 must complete a new application for the current school year, but will **temporarily** receive free and reduced meal prices. One application per household. All third graders will have a 10-day grace period before charges. Applications can be found online under the School Nutrition tab on the Gaston County Schools website, or a paper copy can be obtained in the office. Paper applications should be returned to the school office or cafeteria.

Students with unique mealtime needs may request modification to school meals by completing

a Diet Order form. This form may be obtained from the school cafeteria manager, the school nurse, or online under the School Nutrition tab on the Gaston County Schools website. The Diet Order form must be signed by a recognized medical authority and returned to the school cafeteria manager, school nurse, or the School Nutrition department.

Please join us for Holiday meals on the following dates:

Thanksgiving Meal    Wednesday, November 20, 2019

Christmas Meal        Wednesday, December 11, 2019

Easter Meal            Wednesday, April 1, 2020

Adult meal prices for Holiday meals is \$4.00.

### CELEBRATIONS

Student birthdays will be announced during morning announcements. If you wish to send in a treat for your child's birthday, you must first get approval from your child's teacher. The GCS Board of Education endorses the School Health Advisory recommendation that: "To ensure safety and sanitation, all foods served to students in the school must be obtained from a commercial food service entity which is subject to local rules, regulations, and inspections." Treats will be given out after all lunches have been served. **School Board Policy prohibits us from accepting flowers, balloons, etc. delivered to children at school.** This is an effort to reduce interruptions to the instructional day. Please do not send party invitations to be distributed unless you are inviting each student in your child's class.

### COMMUNICATIONS

Effective communication is essential to any organization. Communication will take place between the school and home in the following ways:

- Interim Progress Reports every 4.5 weeks (September 26, December 5, February 27, May 7)
- Phone calls home as necessary. Calls may be initiated by teachers or parents.
- Parent-Teacher Conferences offered twice a year (October 10, March 12)
- Parent Link phone messages will be sent out each Sunday evening at 6:30pm.
- Kiser Elementary Website and the Kiser Facebook page are updated frequently with important information.
- Weekly folders and/or agendas for communication with teachers.
- Gaston County Schools Website and Channel 21 are both updated frequently with important information.
- PTO announcements will keep you informed about PTO projects and events.

Parents are urged to communicate with the school. When you are pleased with the actions of a

staff member, let him or her know. Conversely, if you have a problem regarding your child, every effort should be made to resolve the problem directly with the teacher involved. If the problem cannot be resolved, the matter should be referred to the principal.

We encourage you to update your current phone number by providing changes to teachers and the front office.

#### **DENTAL SCREENING**

As part of our regular preventive dental health program, a Public Health Dental Hygienist for Gaston County will conduct dental screenings for children in fifth grade. A follow-up letter will be sent home to show your child's results and provide important information to help you access dental services for your child. If you do not want your child included in this dental screening program, please send a note to your child's teacher.

#### **DRESS CODE**

Students are expected to maintain an appearance that is neither distracting to other students nor disruptive to the educational environment or to the safe and healthy climate of the school. The principal or assistant principal may require that a student changes his or her dress or appearance for failure to comply with the Gaston County Schools' dress code. The dress code is addressed in the Student Code of Conduct and can be found in the Student Information Guide.

For safety reasons, flip flops are discouraged. Students should have tennis shoes for Physical Education classes and recess.

#### **EARLY DISMISSAL DUE TO INCLEMENT WEATHER**

In the event of inclement weather, radio, television, GCS website and Parent Link will broadcast closings. Make sure your child knows what to do and where to go if school closes early. Contact information must be kept current with the classroom teacher and office.

#### **ELECTRONICS/TECHNOLOGY**

Students are permitted to possess cellular phones and other wireless devices on school property as long as such devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by local school rules or school personnel. School employees may immediately confiscate any wireless communication device that is on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent or guardian. The school system is not responsible for the theft, loss or damage of a cellular phone or any other personal wireless communication device. (GCS Policy Code 4396).

Students may not use cell phones during school hours or allow other students to use their cell phones. Students with cell phones must store them in their backpack and the cell phone must be turned off immediately before arriving to school. Students need to tell their teacher or office staff if they feel they need to call their parents. Student calls to parents should be for important reasons only and must take place through the office. Cell phones may be taken by Kiser staff if used in violation of this policy and kept in the office until picked up by a parent.

### **FIELD TRIPS**

Teachers will plan field trips during the school year to support their instructional programs. You will be notified in advance so that written permission can be granted. **All children must have a written permission slip to go on trips.** Transportation is provided by school buses or charter buses. Private cars are not used for transporting students. If a fee is charged for the field trip, it will not be refundable once paid if a parent decides their child should not attend. Parents who attend as chaperones should plan to drive their own vehicle and follow the buses.

### **GUIDANCE**

The school counselor works with individuals, small groups and classes to help children develop an understanding of themselves and others. The school counselor will meet with each class on a weekly basis to work on social skills, character education and emotional wellbeing.

### **HEALTH ROOM AND MEDICATION**

We have a health room located near the front office, but it is not staffed full time. When a child becomes sick at school, we need for a parent or guardian to pick the child up immediately. If a parent cannot be reached and an emergency room visit is required, 911 will be called.

It is against school board policy for students to carry any medication, prescription or non-prescription, on campus. Written authorization by the healthcare provider and the parent/guardian is required for students to take medication at school. For your convenience, the "Medication at School" form is available in the school office.

Medication includes prescription and over-the-counter remedies, nutritional supplements, and herbal remedies. All medication must be brought to school in the original container or prescription bottle and immediately taken to the health room or the office. An adult must bring the medication directly to the school office. Medication may not be transported by a student, or be in the student's possession while at school. The only exception is an emergency medication that the healthcare provider has authorized the student to carry. Written authorization by the healthcare provider and the parent/guardian is required each year or if the medication or dosage changes during the school year.

Please contact Nurse Pope with further questions about medication.

### **HOMEWORK**

Homework is assigned for two common purposes: (1) practice and (2) preparation and elaboration. Please remember to set up a consistent, organized place for your child to complete homework each night. Homework is a way of extending the school day and providing students with opportunities to refine and extend their knowledge.

Individual student capabilities, and demands upon time, are factors to consider when applying the following suggested homework-time guidelines (approximately 10 minutes per grade level). These suggested times are in addition to independent reading (picture or chapter books) that may be assigned by individual teachers.

<b><u>Grade Level</u></b>	<b><u>Daily Homework Time Guidelines</u></b>
3rd grade	30 minutes plus reading
4th grade	40 minutes plus reading
5th grade	50 minutes plus reading

To teach responsibility, we expect students to complete class work and homework on time. However, if your child does not understand the assignment, or fails to accomplish the task because of difficulty, please write a note to the teacher informing him/her of the problem. Parents will be notified if incomplete homework becomes a problem.

Homework requires an investment in time, effort, and energy to work effectively. We encourage you to make this investment, as it will result in more quality learning and improved school performance.

### **INSURANCE**

Student insurance is available. Enrollment envelopes will be sent home with students the first week of school.

### **MCGUIRE NUCLEAR PLAN**

Kiser is located within the McGuire Nuclear Plant Zone. In the unlikely event of a radiological emergency at the plant, we will evacuate to North Gaston High School. Our school has developed a plan in conjunction with Duke Power, Gaston County Schools, and Gaston County Emergency Management.

### **MEDIA CENTER**

Kiser has an excellent library that we encourage children to use frequently. Please urge your

child to bring library books home on a regular basis. Reading with your child is an excellent way to spend time together while reinforcing important reading skills. Studies show that children who have been read to often develop a great love of reading. You can help by reading to your child, or listening to him or her read daily. Checking out library books can also teach children responsibility. Children are expected to take care of the school's books and return them on time. To help defray the cost of book replacement/repair, students will be charged for lost or damaged books.

**PARENT INVOLVEMENT/PARENT TEACHER ORGANIZATION (PTO)**

Parents are represented on the School Improvement Team, Parent Advisory Committee and the PTO. Feel free to contact these individuals if you have questions or concerns. Our PTO always needs active committee members. The Kiser PTO is an active part of the school community. Watch the school website and newsletters for PTO updates and ways to get involved.

We are always in need of parent volunteers and encourage your involvement. Giving your time and talents to the school is a great way to support your child's education while communicating to your son/daughter the importance of learning. We realize busy schedules can hinder one's ability to spend time at school. Still, you can show your support by talking to your child about school, spending time together reading, and reviewing schoolwork. A positive and cooperative attitude toward your child's education is contagious. Your support signifies to your child the value you place on education. All parent volunteers must be approved through GCS's volunteer process.

**PERSONAL ITEMS**

Please mark all personal items with your child's name, especially garments such as coats and sweaters. There is a lost and found for jackets and other clothing in the Harper Lab. Other items can be claimed in the office.

Please do not send toys, games, or cards, etc. to school unless specified by the teacher. These items will be collected and a parent will need to pick them up.

**REPORT CARDS**

Report cards are issued every nine weeks and interim reports are issued 4.5 weeks between report cards. Gaston County Schools has converted to a 10-point grading scale for grades 3-12. Numerical grade and letter grades are given using the grade scale as follows:

A	=	90-100
B	=	80-89
C	=	70-79
D	=	60-69
F	=	59 and below

An interim report will be sent home mid-way through each marking period. This report

provides parents with an update of their child's progress while allowing time for improvement before the report cards are issued.

Parent-teacher conferences are scheduled for October 10 and March 12 . We encourage parents to attend parent-teacher conferences. It is extremely important that you become involved in your child's education. We want you to be well informed about Kiser Elementary School and what we are doing for your child. Any time you have a concern regarding your child's progress, we encourage you to contact your child's classroom teacher

**Interim Report Dates**

September 26, 2019

December 5, 2019

February 27, 2020

May 7, 2020

**Report Card Dates**

October 31, 2019

January 23, 2020

March 27, 2020

mailed by June 16, 2020

**RESPONSIBLE USE POLICY**

All students are expected to obey the rules and regulations of GCS Policy 3230 concerning internet and computer use at school. Non-compliance may result in the loss of computer privileges.

**SCHOOL SAFETY**

Safety is our primary goal at Kiser. Procedures are in place to keep all buildings secure and students and staff safe. Schools are required by law to conduct monthly fire drills. In addition, we will conduct two (2) lockdown drills per semester, evacuation drills and a tornado drill. Teachers will review procedures with students in advance. Random metal detection, using hand held wands, may be used when students enter the building, in classrooms, unloading buses, or at special events (GCS Policy Code 4305).

In order to prepare the staff and students at Kiser for the safe procedures and policies in place for emergencies, we practice selected drills every month. Many drills are scheduled, but we also practice drills at unscheduled times. Should you enter the campus during a drill you may be asked to return to the parking lot or remain in the office. Should you be in the classroom, you are asked to follow the procedures under the direction of the classroom teacher. Emergency plans are important and taken seriously.

Cameras are installed around the building and grounds. All visitors enter through the front door. Visitors must buzz the front office and show an ID to be let into the building. All visitors are subject to metal detection.

If someone other than a custodial parent or guardian will be signing a student out early, please

make sure that person is on the student's contact list or you have called the office with permission to pick up. The school WILL NOT release a student to a person who is not on the contact list or has no permission from the parent or guardian. Only the adults listed on a student's contact list will be able to sign in and have lunch with a student without permission from the parent or guardian.

Parents and guardians, please keep your child's/children's emergency information updated throughout the year with any changes in phone numbers and emergency contacts. In case of accident, injury or any other emergency, children will only be released to persons specified in the emergency contact information in PowerSchool. If this person is identified as an emergency contact, but unknown to school personnel, he or she will be asked to show identification.

### **STUDENT CONDUCT**

Gaston County Schools has developed a Student Code of Conduct to ensure that our schools are safe learning environments. Students will be furnished with a copy of these expectations and are expected to abide by them. Teachers will teach, model and revisit rules frequently so that students understand our expectations. Kiser Elementary School will use Positive Behavior Supports and Interventions (PBIS) to recognize appropriate behavior. Each common area will have school-wide expectations posted.

We expect children to behave properly while attending school. To this end, we believe children should be taught to be responsible citizens. Students must have a clear understanding of our behavioral expectations and must be responsible for their part in maintaining these regulations.

Students should also be aware of the consequences when rules are broken. School personnel will intervene in conflicts as necessary, and will work with students to resolve conflicts constructively. Children who repeatedly exhibit inappropriate behavior, or engage in fighting or serious issues, are referred to the principal. When a child is referred to the principal, it is our practice to notify and actively involve parents when dealing with serious or continuing problems. While infractions will be handled by using corrective measures short of suspension whenever possible, there may be times in which a suspension is warranted.

### **Kiser Honor Code (R.O.A.R.S.)**

- R- Respect**
- O- Ownership**
- A- Attitude**
- R- Responsibility**
- S- Safety**

**TOBACCO FREE POLICY**

The Gaston County School Board of Education recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees and visitors. Therefore, the use of any tobacco product is prohibited on school grounds.

**VISITORS**

Although we enjoy having approved visitors on campus, arrangements for classroom visitations must be made in advance with the classroom teacher. Drop-in visits, even for a few minutes, can interrupt the flow of instruction and are unfair to the children and their planned program. For everyone's safety, all visitors must report directly to the school office to sign in and receive a visitor's pass. Staff have been instructed to politely redirect visitors without a pass to the office for a proper sign in. Visitors who sign-in and are cleared to volunteer should be invited by school personnel. Requests for visitation can be made at least 24 hours in advance and must be cleared through the classroom teacher and/or principal prior to the visit.

Children are under the supervision of Kiser staff during school hours. Please do not attempt to handle a discipline issue or concern between your child and another Kiser child. All concerns of this nature must be handled through the school administration or your child's teacher.

Thank you for taking the time to read and discuss these important information! Go Tigers!