

# Chapel Grove Elementary School

2016-2017

## Student/Parent Handbook



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Kathy Cox, Assistant Principal  
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Gastonia, NC 28052  
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[www.gaston.k12.nc.us/cgrove](http://www.gaston.k12.nc.us/cgrove)

## SCHOOL DAY SCHEDULE

- 7:15 am . . . . . Bus and car arrivals begin  
7:15-7:50 am . . . . Breakfast is served  
7:50 am . . . . . Students report to Classrooms  
8:00 am . . . . . Tardy Bell  
2:30 pm . . . . . 1<sup>st</sup> Load Bus students dismissed  
2:35 pm . . . . . Car riders and walkers dismissed

## ARRIVAL PROCEDURES

1. **Morning Drop Off** for car riders begins at 7:15. Between 7:15 and 7:30 students should be dropped off at the back entrance to the cafeteria located on the drive parallel to Chapel Grove School Road. Students may be dropped off at the front circle starting at 7:30am. If your child is eating breakfast at school, you may drop him/her at the cafeteria door between 7:15 and 7:50.
2. **Students are assigned to the following areas:**  
**7:15-7:30 All students report to the cafeteria.**  
7:30-7:50 K to the Kindergarten classrooms  
1<sup>st</sup> & 2<sup>nd</sup> stay in cafeteria  
3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> to gym  
If your child plans to eat breakfast at school, he/she may eat breakfast and then report to his/her designated area.
3. **Attendance & promptness** are very important. We recommend your child arrives by 7:50 each morning to make sure they get the most out of their instructional day.
4. **The tardy bell** rings at 8:00am. Students arriving after this time will be counted tardy. Students arriving after 8:00am must be checked in at the front office and walked to class by the person bringing them to school. Students who have doctor or dentist appointments prior to coming to school should bring a note from the doctor or dentist for an excused tardy. **\*For safety reasons, do not drop off students before 7:15 or after 8:00 a.m. Our gates/doors will be locked and students will be left unattended.**

## DISMISSAL PROCEDURES

1. **For early dismissal, we ask students be checked out from the office prior to 2:00 p.m.** A parent/guardian must scan ID and check out the student using our computer system. The printed label should be given to the receptionist, who will call for the student. Parents/guardians should wait for their child in the lobby.
2. **Students who must leave school early should bring a note** from their parent/guardian stating the reason for leaving early, the time the student will be picked up, the date, and the parent/guardian signature and phone number.
3. **Changes in transportation** require a signed note from the parent/guardian. A note must be sent to the teacher if someone other than the parent/guardian is picking a child up or if the child is leaving school a different way than usual. **For safety reasons, changes to transportation should not be made over the phone. Please send a note, fax, or email to indicate changes in how your child will go home.**
4. **Students who leave school before 11:30 a.m.** and do not return will be marked absent.

## BUS STUDENTS

Bus stop information and schedules can be picked up at the school office. **Students are expected to be waiting at the bus stop 10-15 minutes before the bus is scheduled to arrive.** If a student is not at the bus stop when the bus arrives, the bus will not stop, hold up traffic, or blow its horn. **All bus riders will be issued a bus tag to be kept on the child's bookbag all year.** Students are expected to keep the bus clean and neat. **No eating or drinking will be permitted on the bus.** Please read the GCS Bus Guidelines as well.

## CAR RIDERS

Students should enter and exit the car on the passenger side only. During morning drop-off, if you wish to walk your child to class you must park in a designated parking spot and sign in at the office to receive a visitor's badge. You will need your driver's license to sign in. ***Please wait until 2:20 to arrive for afternoon dismissal. We will be dismissing Pre-K students from 2:00-2:20 and must leave the drive available for these parents. You should enter our drive at the front entrance and form a single line on the right unless directed by staff to form a second line. The name card provided should be displayed in the front windshield on the driver's side.*** If a school issued card is not displayed parents may be directed to the office where they must provide picture ID to pick up their child. **For safety reasons, during dismissal parents should not park and walk to pick up your child.**

## WALKERS

Students walking to and from school are expected to cross Lewis Road with the help of an officer on duty at the front of the school.

## ATTENDANCE POLICY

Good attendance is a high priority for our students. Students who are here every minute of every day will earn a monthly spot in our 8:00-2:30 Club.

1. **The school year is 180 days.** Students must be in school at least 168 days. Students who miss more than 12 school days (excused or unexcused) may be required to go before a retention committee to determine grade placement.
2. **A written excuse is required within two days** for all absences and tardies. The excuse should state the exact reason and dates for the absence/tardy.
3. It is the student's responsibility to arrange **make-up work** and due dates with the teacher.

## INCLEMENT WEATHER

In case of inclement weather, please do not call the school. Our phones must be kept open for emergencies. **Please listen to the radio/TV stations for special instructions. Channel 21, the Gaston County Schools website, and our Facebook page may be accessed for this information as well.** In case of inclement weather, student transportation will remain as normal unless otherwise requested by the parent. Please see the Gaston County Schools calendar for a list of inclement weather make-up days.

## TELEPHONE CALLS

**When you need to contact your child's teacher, please do so before or after instructional hours.** Children will not be allowed to use the phone unless there is an emergency. Therefore, please make all arrangements with your child before they arrive at school.

## COURT/CUSTODY PAPERS

All Court orders pertaining to students during the school day must be provided to the principal each year.

## WITHDRAWAL OF STUDENTS

Please notify the school in advance of a student's withdrawal. All textbooks, library books, lunch payments, and other debts should be paid in full before the transfer of records to another school. Otherwise, the debts will follow the student.

## MEDICATIONS/SICKNESS/INJURIES POLICY

Gaston County Schools has an established policy for dispensing medication to students. A written authorization from the student's physician is required to administer medication for chronic health needs such as ADHD, bee stings, asthma, etc. (Authorization Forms are available in the office.) School personnel will only administer medication ordered by a physician. When a student needs medication on a short-term basis (example: ear, throat medication), a written note from the parent with instructions for administering is required and allowed for two weeks. All medication must be presented in its original container. Parents will be notified and requested to pick up children who become ill or who are injured at school. Board Policy prohibits school employees from applying any type of first aid medications to injuries.

## IMMUNIZATIONS

All children are required by North Carolina state law to be fully immunized before they enter public schools. Although this is a requirement, each year we find children at all grade levels who have not been fully immunized. When this is the case, the child is suspended from school until the parent satisfies the requirements of the law.

## INSURANCE

School insurance is available through the school. This information will come home the first few days of school. If you have any questions or need more information, please call the front office.

## SAFETY INFORMATION

1. **All persons visiting the school must check in at the school office and scan their ID to receive a visitor's badge.** This regulation is necessary for the protection of your children to prevent unauthorized persons from entering the school building/campus.
2. **Fire drills, severe weather drills, and lockdowns** are performed on a regular basis in order to prepare students in case of an emergency.
3. **Metal detection** screenings are performed regularly as another safety measure. All visitors are subject to random metal detection.
4. Our school has areas containing **asbestos**. Inspections are made annually to provide adequate maintenance of these areas. At this time, it has been determined that these areas pose no immediate danger to any occupants of the building.

## 100% TOBACCO FREE SCHOOL POLICY

Chapel Grove and all Gaston County Schools are tobacco free campuses. We do not permit smoking or the use of tobacco products in the buildings or on the school grounds (including car rider lines) by students, staff, parents, or visitors.

## DISCIPLINE/BEHAVIOR MANAGEMENT

Students are expected to display positive behavior conducive for learning. Students who do not display positive behavior will receive consequences for their actions. These consequences include a classroom consequence or timeout, parent contact, office referral, behavior lab, and ISS or OSS. Parents will be contacted by the principal or the assistant principal following the student's visit to the office. The Chapel Grove behavior plan is based on Gaston County School's Student Code of Conduct which is provided to all students.

## SCHOOLWIDE STUDENT RULES/EXPECTATIONS

Wildcats **ROAR!**

1. We are **Respectful**.
2. We **Own** our learning.
3. We **Accept** others.
4. We are **Responsible**.

## SCHOOL DRESS

Students are expected to maintain an appropriate dress and appearance that will not disrupt class or school related activities.

**The following guidelines have been set for school attire:**

1. Clothing should be modestly cut, loosely fitting and in good taste. Clothing such as scantily cut tops, spaghetti straps, short skirts or shorts, low hanging pants, and tee shirts depicting slogans and pictures offensive to the school environment are not acceptable.
2. All students must wear shoes at all times for health and safety reasons. For safety purposes, students wearing flip-flops may be restricted from the playground equipment and certain physical education activities. Shoes with wheels are not allowed due to safety concerns as well.
3. Students should not wear hats, caps, and other head coverings inside the building unless it is for the purpose of a school-scheduled special event.
4. No underwear should be visible.

## LEAVE AT HOME

Weapons, any items resembling weapons, and any items that could be used as weapons. *These items warrant an office referral and possible suspension.*

If the following items (or similar items) are brought to school without permission a teacher will hold the item until the end of the day. On all future occasions the items will be held until a parent/guardian comes to pick these up.

- Electronic games, ipods, etc.
- Large amounts of money
- Animals, toys, or personal items
- Chewing gum, candy, and sodas
- Silly bands

Cell phones must remain in a student's bookbag and may only be used at school with the permission of their teacher or an administrator. ***Please keep in mind the school cannot assume responsibility for the security of personal items.***

## LOST AND FOUND

Parents are encouraged to put name labels on students' personal belongings. Lost and Found items will be displayed on the clothes rack outside the cafeteria.

## SCHOOL NUTRITION

Breakfast and lunch are served daily. School Nutrition strives to provide children with balanced meals daily. In order to maintain healthy eating habits, please do not send sodas with your child's lunch. Parents with students who require modifications to their school meals for diagnosed medical conditions must complete a Diet Order form each year.

## MEAL PRICES

**All students will receive breakfast and lunch at no cost.**

Adult Breakfast (Staff & Visitors) .....\$1.50

Adult Lunch (Staff & Visitors).....\$3.75

Adult Holiday Meals (Staff & Visitors)...\$4.00

**Free/Reduced lunch applications are not required to receive free meals. Please refer all cafeteria related questions to the Cafeteria Manager.**

## ACADEMICS

At Chapel Grove, we are committed to helping every child meet his/her potential. Therefore, we set high expectations for our students. We expect students to be on time, prepared, ready to participate, and eager to learn. We expect parents to support your children's education by reviewing work which is sent home, assisting students with homework, and maintaining ongoing communication with your child's teacher. We monitor the academic growth of every student and provide intervention or enrichment as necessary. We also celebrate academic achievement with our quarterly Honor Roll recognition and our end-of-the-year Awards Day.

## HOMEWORK & CLASS ASSIGNMENTS

Students are expected to complete all class and homework assignments. **Students who do not complete assignments will be required to report to ICU** before, after, or during school to complete assignments. To support your child's success in school, parents are asked to review their child's folder/agenda and homework assignments daily.

## TITLE I PROGRAM

The Title I Program is a federally funded program to help students achieve their academic and social best. Chapel Grove enjoys several advantages through this program. These include:

- Funding for supplemental academic support
- Funding for additional classroom supplies
- Funding for technology
- Funding for additional staff
- Increased professional development for staff

Under federal law, parents of students attending Title I schools have the right to know information on the professional qualifications of the student's teacher, including:

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree.
4. Whether the child receives services from a paraprofessional and the qualifications of the paraprofessional.

Contact the school principal for further information.

## EXCEPTIONAL CHILDREN'S PROGRAM/AIG

Our school recognizes the diverse and special needs of our student population and follows appropriate procedures and guidelines for identifying and serving these students. Our Exceptional Children's program offers services for students in the resource and regular class. The Academically Intellectually Gifted Program offers appropriate differentiation strategies for the gifted child.

## FIELD TRIPS

Field trips are planned to expand and enrich the curriculum. You will be notified in advance and **required to give written permission for your child to participate in field trips.** Payment is expected prior to the field trip. **No refunds** will be given to students absent on the day of the field trip.

## CLASS PARTIES

Each class will have two parties (December and June) and two treats during the school year. Treat bags are only allowed at Birthday parties are not permitted at school.

## TEXT AND LIBRARY BOOKS

All text and library books are loaned to students free of charge. Students are responsible for lost or damaged books and will be expected to pay a fee in either event.

## COMMUNICATION

Our educational team is committed to maintaining a strong communication network to keep parents informed regarding student progress and school activities. Included in this communication network are:

1. Gaston County Schools Website [www.gaston.k12.nc.us](http://www.gaston.k12.nc.us)
2. Gaston County Schools App
3. Channel 21
4. Parent Link
5. Chapel Grove website  
[www.gaston.k12.nc.us/domain/16](http://www.gaston.k12.nc.us/domain/16)
6. Chapel Grove Facebook page  
[www.facebook.com/ChapelGroveElementary](http://www.facebook.com/ChapelGroveElementary)
7. Chapel Grove Newsletters & Monthly Calendar
8. Student Agendas and Weekly Communicators
9. Report Cards and Interim Reports
10. Parent/Teacher Conferences

## FAMILY INVOLVEMENT

All parents are encouraged to be a part of their child's educational process and all school functions. To help build a strong home-school connection, we offer the following to our families:

- Family Nights
- PTO Meetings
- Parent Conferences
- Parent Luncheons
- Celebration Events
- Father-Daughter Dance & Mother-Son Beach Blast

## PARENT/TEACHER ORGANIZATION

PTO membership is \$5.00 per family. Please support us with your membership and attendance at PTO meetings and events. PTO Meeting Dates will be posted on our website.