

# Springfield Elementary Parent Quick Reference Guide

900 S. Main St., Stanley, NC 28164 - (704) 836-9106

<https://www.gaston.k12.nc.us/springfield>

Mrs. Miranda Buchanon, Principal



## ATTENDANCE INFORMATION

**TARDIES** - The tardy bell rings at 7:30 a.m. each day. Parents will need to park and walk their child into the school to sign them in for the day. Tardies will be coded unexcused unless a doctor's note is present. Students must be present before 11:00 am to be counted present for the day.

**ABSENCES** - Only 12 absences, excused and unexcused, are permitted each year in accordance to GCS Board Policy. All absences are coded unexcused until a note is brought to school. Notes are expected to be brought within three days of the child returning to school. Excused absences include personal illness, family illness, death in the family, family court, educational opportunity, doctor appointment, and religious holidays. Educational opportunities must be approved prior to the absence. The school social worker is involved after the seven unexcused absences and letters are sent home after students have missed 3, 6, and 10 days. Phone calls go out each day at 10 am when a child is absent from school.

**REMOTE DAYS** - Students will log into their Schoology account to find remote work required by their teacher.

**EARLY DEPARTURE** - If a student is signed out of school before 11:00 am, the day counts as an absence. Parents must come into the office with a driver's licence to sign their child out of school.

**INCLEMENT WEATHER** - Inclement weather days are determined by Gaston County Schools. Make-up days for inclement weather are noted on the GCS Calendar.

**SCHOOL HOURS:**  
7:30 AM - 2:15 PM

**OFFICE HOURS:**  
7:05 AM- 3:30 PM

## Who Can Help You?

Teacher	First Contact
Receptionist	JoBeth McGee
Secretary	Amy Cobb
Nurse	Carol Millwood
Social Worker	TBD
Cafeteria Manager	Debbie Taylor
School Counselor	Kelsey Cahill Clarkson
Principal	Miranda Buchanon

## COMMUNICATION

We communicate with families through our Parent Link phone system, email, school website, and social media (Facebook). To stay connected, please be sure that we have your proper contact information if you have any changes take place. We also must have current contact information in the event your child becomes ill or injured at school.

## BIRTHDAYS

For student birthdays, we announce birthdays on the announcements and give students a prize. Birthday invitations are not to be passed out at school. We do not allow for deliveries to students of items such as flowers, balloons, or food delivery services. If you would like to provide a snack for the class, store bought goods can be dropped off in the office.

## DRESS CODE

Students are expected to maintain an appearance that is neither distracting or disruptive to the learning environment.

- \*Athletic shoes need to be worn on PE days for safety.
- \*Flip flops are not recommended for school due to physical activity at recess.
- \*Hats, bandanas, hoodies or other headgear is not permitted in the building.
- \*Student clothing should cover undergarments.

## MEDICATION & IMMUNIZATIONS

For students to be enrolled in school, students must be fully immunized. All immunizations must be up to date within the first 30 days of school or the student will be suspended from school until shots are current in accordance with NC law.

For students to take medication at school, your doctor must complete an "Authorization of Medication for Students in School" form. These are available in the main office. Parents need to bring the bottle with the prescription to the school nurse for approval. In addition, students are not allowed to carry any medication with them at school per GCS Board Policy.

## CODE OF CONDUCT

Gaston County Schools has a Code of Conduct for all students. The Code of Conduct can be found at <https://www.gaston.k12.nc.us/Page/7930>

### ARRIVAL & DISMISSAL

**ARRIVAL**—Car and bus students will begin arriving at 7:00am. All vehicles should pull to the front sidewalk to drop off or pick up students. Parking in this area is not permitted, so please make sure your child is ready to go when you pull up to the sidewalk. **Breakfast ends at 7:30am.**

**DEPARTURE**—During car line dismissal, parents or guardians should have a Springfield Name Tag in their window that identifies the child they are picking up. If you have lost your car tag, please stop by the office or contact your child's teacher for an additional car tag. If you drive through without your car tag, you will be asked to come to the office with identification to pick up your child.

**TARDIES**—If your child is brought to school after the tardy bell at 7:30am, you must escort your child to/from the office to sign in/out. After 7:30am, you will need to call into the office using the system mounted on the brick wall.

**TRANSPORTATION CHANGE**—We do not alter children's transportation based on a student's verbal message, or by telephone. Notes must be sent to the teacher instructing any changes. Please include your signature, telephone number, and any helpful information. If an emergency change arises, you can fax the request to our office at 704-263-1890.

### DISCIPLINE

Students are expected to follow the GCS Code of Conduct. We also utilize PBIS (Positive Behavior Intervention & Supports). School-wide expectations are taught to students that align to five expectations.

1. **Be Safe**
2. **Effort Matters**
3. **Act Responsibly**
4. **Respect Others**
5. **Show Kindness**

When a student is having difficulty meeting expectations, offences will be coded as either minor and major offenses. A minor offense is an offense that a teacher handles at the classroom level. A major offense is an offense that involves a student coming to the office to meet with the principal. These offenses include things such as disruptive behavior that impacts the entire classroom. We handle behaviors in a way that is developmentally appropriate for young learners while reinforcing proper behavior. We ask that students leave electronic devices, fidget spinners, cellphones, card games, and toys at home unless permitted for special circumstances that have been approved.

**BUS RIDERS**—All students must have a bus form signed prior to riding the bus. Parents should review the rules for bus discipline on this form and have the child return it to school. Springfield's expectations, in addition to GCS Rules, for bus riders are: 1) **Be Responsible** 2) **Use Respect** 3) **Stay Safe**. Students behaving in an unsafe or disruptive manner on the bus could lose their privilege to ride.

**CAFETERIA**—All students are provided with free breakfast and lunch. Students with medical conditions may request modification to school meals by completing the Diet Order Form. Fast food should not be brought in for students. Please no soft drinks. Please contact our cafeteria manager for assistance.

**CHECKS**—Any checks that are sent in to the school should be made out to Springfield Elementary School. GCS uses an outside company to recover funds for checks written with insufficient funds.

**CUSTODY**—Parents that have custody complications are asked to send a copy of any court documents so that we may comply with any judgment. We may ask local law enforcement agencies to help with this effort. **Only court documents with a judge's order determine child custody.** We will only discuss a child's educational matters with those who have legal custody or those deemed permissible by the legal guardian.

### SAFETY

As a part of our safety plan, we conduct various safety drills and random metal detection on a regular basis. The drills are practiced so that students and staff will know how to respond in the event of an emergency. In addition, our school has a full-time School Resource Officer.

### VISITORS

All visitors to our school must check-in through the main office with a valid driver's license to scan into our visitor system. For safety reasons, any unauthorized visitors will be asked to leave immediately. In addition, visitors are subject to metal detection.

### VOLUNTEERS

All volunteers must be trained through Gaston County Schools and subject to a background check. If you would like to volunteer, please contact Mrs. Kelsey Cahill Clarkson.

### TECHNOLOGY

All students will be issued a Chromebook to use for educational purposes. More information will be provided in the Chromebook User Agreement.

### TITLE I

Our school qualifies as a Title I school based on our free/reduced-price lunch percentage. Title I provides funding to help students who are behind academically or at risk of falling behind. The law also states that parents' have the right to know: the qualifications of their child's teacher, information on the level of achievement for their child, and input on the school's parent policy and plans. To find out more about Title I schools, go to the following link: <http://www.gaston.k12.nc.us/parents/Pages/TitleI.aspx>



**We are a Tobacco-Free  
Campus**