

NORWOOD ELEMENTARY SCHOOL



2022-2023 STUDENT HANDBOOK

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<http://www.norwood.stanlycountyschools.org>

<http://www.stanlycountyschools.org>

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Join Class Dojo

There's a LEADER in us all!

NORWOOD ELEMENTARY SCHOOL'S MISSION AND VISION STATEMENTS

<p style="text-align: center;">Vision Statement</p> <p>The vision of Norwood Elementary School is to provide a safe learning environment where all students feel loved, respected, and encouraged to develop to their fullest potential.</p>	<p style="text-align: center;">Bull Pride Mission & Motto</p> <p>B- Believe that you can U- Use your strengths L- Look to be kind L- Learn everyday S- Soar to new heights</p>
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Bull Pride Credo

- ★ When there is work to do, we do it.
- ★ When there is a problem, we look for a solution.
- ★ When there is a better way, we try to find it.
- ★ When a teammate needs help, we give it.
 - ★ When we need help, we ask.
 - ★ When we do this, we succeed.

Bull Pride Non-Negotiable Expectations

* These expectations apply throughout the school, & consequences may come from any staff member.

1. **Adhere to the Commitment to Excellence** [Contract](#) and Stanly County Schools Student Code of Conduct [SCS Code of Conduct](#)

2. **Adhere to the Bull Credo.**

3. **Do the right thing.** Follow PBIS expectations that align to the area of the school that you are in (cafeteria, hallway, classroom, bus, etc).

5. **Respond respectfully to all people.** It is the expectation that you show respect to all faculty/staff, fellow students, and visitors. Also, remember that non-verbal actions matter. Disrespectful non-verbal responses like eye-rolling, teeth sucking, foot stomping, temper tantrums or any other negative body language are unacceptable.

6. **Be trustworthy.** Always tell the truth. Being honest is one of the most important character traits at Norwood School.

7. **Follow the dress code.** We follow the Stanly County Schools' dress code that can be found in the [SCS Code of Conduct](#) so please reference this for a full listing of expectations. The following items are unacceptable for school:

- o Clothing that advertises tobacco, alcohol, or other drugs or displays obscene language or other inappropriate messages (violence, sexual content)
- o Clothing that do not fit according to student's size– baggy pants require belts
- o Pajama pants
- o Spaghetti strap tank tops or tank tops with loose fitting arm; straps need to be at least the width of three fingers
- o Short shorts, skirts, dresses (A good measurement of appropriate length is to hold your arms down by your side and the bottom of the shorts, skirt, or dress should come at least to your fingertips.)
- o No hats or other head coverings (this includes hoods, sunglasses, etc).

8. **Be prepared for class every day.** Do all of your homework every night, keep all of your work in the appropriate folder. The red communication folder should be used daily at home and at school.

9. **Come to school on time every day.** Please arrive at school and be in class by 7:25am and stay at school until 2:10 p.m. every day.

Norwood Elementary School Behavior Expectations

Norwood Elementary School participates in PBIS, *Positive Behavior Intervention Support*. This support system in conjunction with our [Title I Student Compact](#), has been developed to provide positive behavior support through positive reinforcement strategies, and school-wide behavior expectations for teaching and learning. We strive to develop responsibility in our students for their actions and behaviors. Learning time is valuable and classroom disruptions will not be tolerated. Students should follow school expectations as well as expectations outlined in the Stanly County Schools Code of Conduct. A copy of the [SCS Code of Conduct](#) can be seen by clicking on the link or by going to www.stanlycountyschools.org and looking under resources and parents tab.

Norwood Elementary School Expectations:

- Be Respectful
- Be Responsible
- Be Safe

Norwood Elementary School PBIS School-wide behavior expectations					
	Hallway	Playground	Cafeteria	Bus	Bathroom
Be Respectful	*Walk quietly *Keep Hands to self *Follow all adult directions *Keep hallway clean	*Play fairly *Invite others to play *Follow all adult directions *Take turns with others	*Use table manners *Stand quietly as you wait in the lunch line	*Load and unload bus quietly *Follow all bus rules *Listen to the bus driver	*Give others privacy *Keep hands, feet and objects to yourself
Be Responsible	*Go directly to your destination *Wait at stop points	*Pick up and return all equipment *Keep trash off of the ground and equipment	*Speak clearly and loudly to the cafeteria workers *Get all needed items before sitting down *EAT your lunch -- focus on eating *Clean your area	*Upon arrival/departure WALK to your assigned area staying to the right side *Only ride your assigned bus	*Use the bathroom as it was intended *Keep bathroom clean *Return to class in a timely manner
Be Safe	*Stay to the right *Stay in a line	*Sticks, rocks, and mulch on the ground *Play safely on playground equipment	*Stay in a straight line *Walk to your seat *Watch out for other students that may be leaving	*Follow all bus rules *Load the bus quietly *Once on the bus stay seated in your assigned seat and face forward.	*Wash your hands *Dispose of trash appropriately

Classroom Behavior Management System:

At Norwood we are family! Therefore, in all classrooms we will work together, learn together, and grow together. Each class will be given points/tokens for positive behaviors exhibited in the total school. Each grade level will develop a point/token turn-in system that will define how classes can cash in points/tokens. Please contact your child's teacher for the point/token cash-in guidelines.

It is important to note that points/tokens are designed to promote positive behavior. Therefore, points/tokens will not be taken from the class. Points/tokens will only be given.

Behavioral Expectations:

Students will be redirected/warned before a minor is given. Minors will be recorded in Educator's Handbook.

Documenting Behavior Expectations:

-Minor incidents (classroom infraction)- a student has violated the school-wide and/or classroom behavior expectations.

-Major incidents (office referral):

1. A student violates the SCS Student Code of Conduct.
2. A student has 3 minors in a day

Consequences: Students receive a fresh start each day.

Warning/Redirection (For severe infractions, a minor may be given without a warning.)

1st Minor: Student asked to refocus and complete behavior reflection.

2nd Minor: Parent contact.

3rd Minor: Office referral (write up as a major)

PBIS Behavior Incentives:

Norwood Elementary School will offer PBIS reward incentives every nine weeks. The following guidelines must be met in order to attend the PBIS reward events:

1st Quarter	2nd Quarter	3rd & 4th Quarters
-9 or fewer minors for the quarter -No suspensions for the quarter	-7 or fewer minors for the quarter -No suspensions for the quarter	-5 or fewer minors for the quarter -No suspensions for the quarter

The School Day

Bell Schedule

6:55- Students may begin entering the building

7:15- First bell

7:25- Tardy bell

2:10- Dismissal bell

Arrival: School supervision is available for students beginning at 6:55 a.m. No student should report to school before this time. Students will enter the building and either go to the cafeteria for breakfast or report to their homeroom classroom. If a student plans to eat breakfast they should arrive no later than 7:15 a.m to allow for time to eat before instruction begins.

The first bell rings at 7:15 a.m.. The tardy bell rings at 7:25 a.m. Students not in class by 7:25 are tardy. Students who arrive at school after 7:25 a.m. must have a parent sign them in at the office before reporting to class.

Absences: Attendance is a direct factor impacting a student's academic success. **When a student is absent, a written excuse from a parent or a physician is to be presented to the teacher within 2 days of the student's return to school.** Excused absences: student illness, family deaths, religious observances and pre-approved educational trips. [See Board Policy 4400.](#) If your family plans to take an educational trip, an [Educational Opportunity Request Form](#) may be attained in the office or by clicking the link, completed, and submitted to the principal at least two weeks prior to the absence. If approved, up to 2 days can be approved as excused absences during a school year.

Any work missed while a student is absent should be completed within 3 school days unless arrangements have been made with the teacher (i.e. if the student has been absent for a number of days).

Students who miss more than 16 days (excused or unexcused) may not be promoted to the next grade level per SCS Board Policy.

COVID Hotline: If your child is sick, our COVID health assistants will help with steps to take to return to school, quarantine dates, COVID testing, etc. You can call our health assistants at the hotline number, 704-961-5910.

Tardies and Early Departures: Life time habits are being established now so therefore it is VERY IMPORTANT that ALL students arrive at school on time. The tardy bell at Norwood Elementary School rings at 7:25 a.m. Students are expected to be in their classroom when the bell rings. Teachers begin quickly with daily instruction. It is a disruption to the entire class when students enter late or leave early. We also ask that students not leave school except in case of an emergency. If a student must leave early, he/she must be picked up in the school office. Students will only be allowed to leave with a parent/guardian or an adult listed as an

emergency contact. If your child is tardy or leaves early, please provide us with a written medical excuse. Attendance at school is of the utmost importance; appointments should be scheduled after school when possible. If you have more than one child enrolled please make arrangements so that the other child/children can complete their school day. Reminder: Only the child(ren) with the appointment will be given an excused early departure. The school social worker and/or the principal will address habitual tardiness and early departures.

The ultimate consequence of a student being tardy or leaving early is the negative impact on his/her education. As minimal in time as it may seem, the accumulated time can be imperative. For example, if a student leaves early for 15 minutes of the school day and does this 20 times in a year, this is equivalent to 300 minutes. That means that a student loses 5 hours of instruction due to leaving early alone.

If a student leaves before 10:48 or arrives after 10:48 he/she will be counted absent for the day. A student must be at school for 203 minutes in the day to be counted present.

Cafeteria

Norwood qualifies as a CEP (Community Eligibility Provision) school so all of our students can eat breakfast and lunch in the cafeteria for free. Students will have the opportunity to purchase "extras."

Outside food from restaurants (such as Bojangles, McDonalds,etc) is not allowed in the cafeteria.

Cafeteria Behavior: All students are expected to be on their best behavior while in the cafeteria. Students are also expected to get all items the first time through the line and will not be allowed to go through again. It is a time for students to relax and enjoy his/her meal. It is a time for good table manners and quiet conversations with neighbors. Staff members will supervise students in the cafeteria at all times.

Transportation

If there is a change in transportation that must take place, the school must be notified. This should occur in writing with the method of transportation, the date of the change, and the parent signature. The last hour of the school day is very busy. The safety of your children is of utmost importance to us. Therefore, only in an emergency situation, should you call to make a change in your child's transportation. We will not accept changes in transportation after 1:00 pm. If there is no notification given to the school by the parent of the child, then the student will be sent home using the typical method of transportation. No change will be made based on the student's oral communication alone.

Bus Riders: The State of North Carolina provides school buses as a means of transportation to and from school. Students, in accordance with school and state

regulations, have the privilege of school bus transportation as long as his/her conduct does not materially or substantially disrupt the transportation process. Misbehavior on buses may result in short or long term suspension from the bus.

Students are assigned to a designated bus stop. Unless students have a note from home and have been approved by the transportation department, they will not be permitted to ride another bus or get off at a different stop from the assigned stop. Any change in bus should be brought to the office in the morning and must be approved by the transportation coordinator. A student will only be able to ride another bus if space is available.

Bus Rules:

Bus riders Need To:

- Follow verbal or written instructions of the bus driver and all staff members.
- Sit quietly to ensure the driver is able to maintain attention to the road while the bus is in operation.
- Be on time to get on the bus and remain at the school bus stop until the bus arrives.
- Only use the bus stop that has been assigned to you.
- Keep the bus tidy and clean.
- Keep all food and drinks inside your bookbag at all times.
- Keep radios, cell phones, electronic devices, toys, and trading cards in your bookbag.
- Keep your hands and feet to yourself.
- Follow the PBIS bus matrix expectations.

Car Riders: Car riders will remain in classrooms and will be called to come to the car rider line. Each family will be assigned a car rider number. These numbers must be displayed in cars and will be used to call students to the car rider line. All cars must enter the school grounds using the second driveway behind the gym and form 2 lanes. Parents/guardians are asked to remain in their vehicles while waiting in line. For the safety of all students, please do not pass another car. Also, please note that Norwood School is a Tobacco Free Campus, which includes sitting in your vehicle on school grounds. School personnel will assist with the loading of students. It is recommended that students be loaded and unloaded from vehicles on the side closest to the school building. To ensure safety, we ask that parents not pull around cars that may still be loading or unloading without direction from a staff member. All parents are asked to cooperate with the student pick-up procedures. Non-compliance may jeopardize the safety of our students. All car riders must be picked up by 2:30 p.m.

Walkers: Walkers will be dismissed only at the crosswalk area that is monitored by the Police Department at the top entrance of the school. Students will be led to the crosswalks after buses are dismissed by a staff member. The person responsible for meeting the student should be present. If not present then the student may be brought to the front office and will need to be picked up by the responsible person.

Family and Visitor Parking: The spaces along Hwy 52 are for parent and visitor parking. This also allows for the convenience of entering into the school by the Office entrance, as is the standard policy for all visitors on campus; therefore assisting in maintaining the safety of all of our students. Other parking areas on campus (the upper lot located by the gym and the lower located behind and alongside the lower building) are allocated for faculty/staff and buses. The circle is for bus parking only. It is essential that the circle remain free of parked/unattended cars from 6:50 – 2:40 daily.

After School: Students who are involved in after school activities should report immediately to the staff person in charge. All students remaining for these activities must be under the direct supervision of a staff member. In order for a student to remain after school, his/her family must agree to be responsible for his/her transportation home. If students are not picked up on time, he/she will not be allowed to participate in after school activities.

Incident Weather or Schedule Adjustments

In the event of bad weather or some other school emergency the school may be closed, delayed or released early in the day. When we know ahead of time, announcements will be made over radio and TV stations, posted on the Stanly County Schools website, and shared through School Messenger phone calls.

Academics

PROGRESS REPORTS/REPORT CARDS

Progress reports will be sent home at the four and a half week mark of the specified grading period. This distribution will occur on the following dates:

- Q1 Progress Report: Wednesday, September 27, 2022
- Q2 Progress Report: Wednesday, December 7, 2022
- Q3 Progress Report: Tuesday, February 23, 2023
- Q4 Progress Report: Monday, May 8, 2023

Report Cards will be distributed within five days at the end of the nine week grading period. The distribution of report cards will be on the following dates:

- Q1 Report Card: Friday, November 4, 2022
- Q2 Report Card: Friday, January 27, 2023
- Q3 Report Card: Friday, March 31, 2023
- Q4 Report Card: Friday, June 9, 2023

Homework: Homework is an extension of classroom instruction and a valuable part of the learning process. In grades K-3, students can be assigned homework up to, but not to exceed, 30 minutes plus an additional 15 minutes of independent reading. The

time limit does not include students that are asked to take home incomplete class work.

In grades 4-5, students can be assigned homework up to, but not to exceed, 1 hour plus an additional 15 minutes of independent reading. The time limit does not include students that are asked to take home incomplete class work.

Student Assessment: In addition to report cards, student progress will be measured through various forms of data. This information will be shared with parents upon request. Students in all grades must meet local promotion standards as set by the Board of Education. Please refer to SCS Board Policy 3420 (Student Promotion and Accountability).

Students and Safety

Emergency Drills: Fire, tornado and evacuation, and lockdown drill procedures will be communicated to students at the beginning of the school year and at various times during the year. Teachers will explain evacuation procedures and routes to all students. In addition, maps will be posted in each room showing the correct exit route. Drills will be conducted so that staff and students can practice evacuation routes. Students are expected to listen and follow the directions of staff members, which will include walking quickly and quietly in a single file line, so as not to jeopardize one's own safety or the safety of others.

Insurance: Student insurance will be available for families who want to purchase this coverage. Families may register for coverage by going to www.stanlycountyschools.org and clicking on Resources and then Parents.

Medication at School: Students should not plan to take medicine at school without a permission form signed by a doctor. This includes OVER THE COUNTER MEDICINES (for example: Tylenol, cough syrup, cough drops). The parent or guardian will be asked to have a new form completed for each medication at the beginning of the school year. The doctor and the parent/guardian must complete and sign the form before the student can receive the medication at school. Medication must be delivered by parent/guardian in its original container to the office. Students are not allowed to bring medication to school. If medication is brought to school without proper documentation, it will be confiscated and a parent/guardian must pick it up, and SCS Code of Conduct procedures will be followed.

Safety on School Grounds: All outside doors are locked during the school day. All visitors must enter the school through the front office and receive a pass before going anywhere else on the school campus.

Shoes for PE/Recess: Even though flip-flops are not against SCS dress code, they are highly discouraged. Students are required to wear shoes that allow them to move

safely. During PE and recess, your child may be running or various other movements that require quick time on their feet. Students will have recess on a daily basis. Students may be required to walk during PE if the activity is not safe to conduct in flip-flops.

Emergency Contact Information: The school is required to have the accurate name, address, phone number, and emergency number(s) for each child enrolled in our school. It is imperative that our teachers have an emergency telephone number where we can reach help for our students at any time. Parents should notify the school immediately of ANY change in contact information.

What Families Need To Know

Classroom Parties: Classroom birthday parties or celebrations are not allowed in order to help protect instructional time. Each classroom is permitted to have two parties/celebrations per year. For classroom celebrations, teachers may ask families to send in food items. Please note that all items must be store bought. No homemade items may be sent.

Fees: Students who have accumulated fees for various reasons (including but not limited to: lost or damaged books, cafeteria dues, technology fees, damage to property, etc.) will not receive their end of the year report card, yearbook, etc. until all fees are paid in full.

Lost And Found: Articles found should be turned in to the office where the owners may claim their property by properly identifying it. Please have your child check the Lost and Found several times throughout the year.

PTO (Parent /Teacher Organization): We need your support in helping to make our school a better place so please strongly consider becoming an active part.

Officers:

President: Megan Pilkins

Vice President: Megan Pinion

Treasurer: Stacey Chance

Secretary: Katie Burris

Events/Fundraising Chair: Kimberlee Babcock

Social Media/PR: Kelly Morton

Email address for PTO: norwoodelementarypto@gmail.com

Facebook: Norwood Elementary PTO

Parent Communication: It is imperative that communication is upheld during the course of the year from the school and parents. In addition to utilizing email, student communication folders, and other written and/or oral correspondences, teachers will

send home regular newsletters concerning events in their classrooms. Please ask your child to keep you informed by bringing home these publications.

You may use the following to stay up to date on what is going on at Norwood:

Website: <http://www.norwood.stanlycountyschools.org/>

Facebook: NES

Instagram: norwood.elementary.school

Class Dojo

Special Sales Involving Students: Students and families are encouraged to participate in special sales throughout the school year. All funds from these sales directly benefit Norwood students. Be looking for announcements about sales events. Student pictures will be made in the fall and in the spring of the school year. Each year we publish a yearbook which will also be for sale.

Tobacco Free Campus: Norwood School is Tobacco Free. At any time while on campus no person is permitted to use any form of tobacco product, which includes but not limited to the following: while sitting in your vehicle on school grounds, after school events, etc.

Visitors at School: We welcome visitors at Norwood School. Check in at the office before proceeding to a classroom, the library, the cafeteria or any location on school campus. To sign in, all visitors will need a license or state ID card to sign in using our Lobby Guard system. You will also need to sign out in the front office when you leave. All visitors must sign out at the front office when leaving. Visitors will not be allowed to go into classrooms without prior permission. This is done to protect instructional time and decrease the amount of interruptions.

Volunteers: We invite all parents, grandparents, and community members to become involved in our school and to serve as volunteers to assist us in educating our children. Proper procedures must be completed prior to volunteers being permitted to begin service hours. See the curriculum coach, secretary, or administration to get the volunteer form and background check. We thank you in advance for serving in this capacity.

Wellness Policy: In an effort to encourage healthy, lifelong eating habits for students NES implements the SCS Wellness Policy. We encourage that as students are bringing lunches, snacks, etc. to school that they adhere to the guidelines outlined in the policy. Please refer to the SCS [Child Nutrition Department](#) for more information.

NORWOOD ELEMENTARY SCHOOL



Norwood Elementary School Student Handbook 2022-2023

The administrative team at Norwood Elementary seeks to clearly communicate policies, procedures, and other information to our families. The following information is located on our website at <http://norwood.stanlycountyschools.org/> under the Student tab.

By signing this acknowledgment form both the student and parent agree that:

- The student and parent(s) have read, reviewed, and understand the NES Student Handbook.
- The student and parent(s) have read, reviewed, and understand the PBIS plan.
- They have been offered a link to the NES Student Handbook.
- They can submit a request to the school secretary at any time for a hard copy.

Student Signature

The signature below indicates that I, as a student of Stanly County Schools, have received access to the *2022-23 Norwood Student Handbook* link to be shared with my parent(s) or guardian.

Signature of Student

Date

Parent Signature

The signature below indicates that I as a parent/guardian of a student in the Stanly County Schools have received access to the *2022-23 Norwood Student Handbook* link.

Signature of Parent/Guardian

Date

PRINTED Name of Student