

# **Stedman Primary School**

***“Home of the Ponies”***

**155 East First Street / Stedman, NC 28391**

**Phone: 910-484-6954 / Fax: 910-484-1604**

**Principal: April Thomas**

**School Hours: 7:20 am to 2:25 pm**

**Office Hours: 7:15 am to 3:15 pm**

**Website: [www.spes.ccs.k12.nc.us](http://www.spes.ccs.k12.nc.us)**

**Breakfast: 7:20 am- 7:35 am**

**Car Rider Drop Off : 7:20 am -7:45 am**

**Dismissal : 2:25 pm**

**Mission: All students will be provided with the skills to learn, to achieve, and to be lifelong learners.**

## **Arrival/Dismissal to School:**

- Students can enter the building at 7:20 am with a tardy bell ringing at 7:45 am and release time is 2:25 pm.
- Only bus riders are permitted in the building before 7:20 am.
- Enter our driveway from Front Street and not Highway 24.
- Remain in your vehicle and a staff member will get your child out of the car in the morning as well as bring your child to you in the afternoon.
- Do not use your cell phone while in the drop off and pick up line as this is distracting and a safety concern for our students.
- Do not park in the parking lot and walk over to pick up your child.
- Name tag for afternoon pick up should be visible on the rear view mirror to the person with the radio in the drive through line.
- Early arrivals need to back up into the parking spaces in the mornings and afternoons and not line up in the circle until directed to do so by our custodian.
- Car riders will be released after our bus riders.
- Share these procedures with whomever will drop off and/or pick up your child and make sure they are listed on the students check out card with identification.
- Please know the first few weeks of school, this process will be lengthier than normal as our staff members are learning how each student will arrive at school and go home from school.
- If your child's transportation changes a note or email needs to be provided to the teacher or office as no phone calls will be accepted.

## Frequently Asked Questions

What should I do if my child is absent?	<ul style="list-style-type: none"> <li>*Notify the teacher</li> <li>*Provide a written parent note upon return to school with reason for absence</li> </ul>
Who gets my child at the bus stop?	<ul style="list-style-type: none"> <li>*All Pre-K &amp; Kindergartners must have a parent or designated individual over the age of 18 at the bus stop</li> <li>* Optional signed permission form for 1st graders to get off bus without parent</li> </ul>
Who do I notify when my child's transportation changes for a day or the rest of the school year?	<ul style="list-style-type: none"> <li>*Send a written note or email to teacher</li> <li>*No phone calls will be accepted</li> </ul>
How do I check out my child early?	<ul style="list-style-type: none"> <li>*Come to office with ID</li> <li>*Must be on students check out card</li> <li>*No checkouts after 2:10 pm</li> </ul>
What do I do to check my child in late?	<ul style="list-style-type: none"> <li>*Parent must accompany and sign in child at office for tardy slip</li> <li>*Office personal will walk child to class</li> </ul>
How can I go on a field trip with my child?	<ul style="list-style-type: none"> <li>*Pass a Cumberland County Schools background check to chaperone</li> <li>*Students must have a completed permission form</li> </ul>
What do I do if my child's loses something?	<ul style="list-style-type: none"> <li>*Check with teacher</li> <li>*Lost and found is located in the front office</li> </ul>
What do I do if I want to eat lunch with my child?	<ul style="list-style-type: none"> <li>*Check in at the office with ID (Must be on child's checkout card)</li> <li>*Get visitor's pass</li> </ul>
What do I do if my child has to take medication at school?	<ul style="list-style-type: none"> <li>*Parents must sign in medication at the front office with the proper paperwork on CCS Physician medication form which must be signed by prescribing physician</li> <li>*Medication must be original container labeled by a pharmacist with child's name, medication, dosage and time to be given at school</li> </ul>
What do I do if we move during the school year?	<ul style="list-style-type: none"> <li>*Provide a utility bill, mortgage or lease to office for proof of address</li> </ul>
Who do I tell if our phone numbers change?	<ul style="list-style-type: none"> <li>*Notify the school &amp; teacher immediately</li> </ul>
When should I keep my child home from school? When would I need to pick my child up early due to illness?	<ul style="list-style-type: none"> <li>*When child has a fever of 100 degrees or higher</li> <li>*If your child has had a fever, vomiting or diarrhea, they must be symptom free for 24 hours without medication prior to returning to school</li> </ul>
How do I volunteer at the school?  <a href="https://www.ccsvolunteers.com/">https://www.ccsvolunteers.com/</a>	<ul style="list-style-type: none"> <li>*Pass a Cumberland County Schools background check</li> <li>*Prior arrangement with teacher and/or school</li> <li>*Drop by volunteers will not be allowed</li> <li>*No siblings allowed when volunteering</li> </ul>
What do I do to withdraw my child from school?	<ul style="list-style-type: none"> <li>*Notify school office as soon as possible</li> <li>*Return all library books</li> <li>*Go to new school and they will request records from SPS</li> </ul>

### **Attendance:**

- The State of North Carolina requires that once a child is enrolled in school, attendance is mandatory.
- Excused absences may include the following: Illness / Injury, medical appointments, deployment activities, death in the family and educational opportunities (prior approval granted by principal).
- After 10 handwritten notes by parents, doctor notes will be required for absences to be excused.
- Unexcused absences may include the following but not limited to: missing the bus, late, oversleeping and inclement weather.
- You will be notified once your child reaches excessive unexcused absences via letter sent home by the school social worker.
- All absences/check outs will be coded unexcused unless a written note with date, reason and signature of parent/guardian or doctor note is provided.
- When a student must miss school, a written excuse signed by the parent/guardian must be presented to the student's teacher on the day that the student returns to school.
- It is school policy that the teacher calls each parent when a student is absent.

### **Birthday Parties/ Celebration:**

- You may send in a store bought special treat for the students to eat at lunch, but there will be no special parties.
- For the health and safety of our students, precautions must be used in regards to what they eat.
- Student birthdays will be recognized on the morning announcements.

### **Books and Damages:**

- Books checked out from the media center are to be kept neat and clean.
- Students can't checkout additional books until overdue books are returned and lost or damaged books are paid.

### **Breakfast:**

- All students eat free of charge.
- Breakfast will be served from 7:20 am to 7:35 am.
- Arrive by 7:30 am to eat breakfast. If your child checks in late please ensure they have eaten as breakfast will not be served after the tardy bell.

### **Changing Classrooms:**

- Due to G.S 115-59, which places a legal limitation on classroom size, there's a possibility that students will have to be changed from one classroom to another. Because those changes and new assignments are completely necessary, quite a bit of thought and consideration will be given to each new placement.

### **Family Educational Rights and Privacy Act ( FERPA)**

- The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of students' records. Under this law, parents of students or students (over 18 years old), have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the students is limited and generally requires prior consent by the parents of the student.

### **Grievance Procedures Title IV**

- Students who believe that they have been mistreated because of sexual discrimination in the public school may appeal to the person designated in each school as the one responsible for hearing said complaints. If after appealing to this designated official the student is dissatisfied, he/she may submit a request in writing to the superintendent for a review of the case. The superintendent or his designated representative will arrange a conference with the student and make a decision regarding the grievance. If the decision rendered by the superintendent is unsatisfactory to the student, the student shall, within ten days, give written notice to the superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render a decision within thirty days of the receipt of the grievance. (Adopted September 8, 1975)

### **Medical Concerns**

- Parents need to make us aware of any student who requires medication on a periodic basis during the school hours, or who has a medical condition which might require emergency procedures, such as bee stings, epilepsy, diabetes, breathing problems, etc. If your child has such medical conditions, you should indicate such on the School Health Form. As conditions arise that require your child to take prescription medication during the school day, please contact the school. Non-medication should not be brought to school.
- No cough drops, fever reducer or any other medication will be allowed unless prescribed by a physician and it must be kept in the main office with proper documentation.
- Physician orders must match the child's name, name of medication, dosage, time to be given, route of medication and signature of parent and physician.
- Parents must sign the release of liability, sign in medication in the front office in the original container labeled and prepared by the pharmacist, assume responsibility for informing the school of any changes of the health or medication changes.

### **Non- Discrimination Statement**

- No Student or employee in the Cumberland County School shall, on the basis of age, sex, race, religion, national origin, marital status or handicapping condition, be excluded from participation in, denied benefits of, or be subjected to discrimination under any educational program or activity.

### **Non- Educational Items at School**

- Students are prohibited from bringing items such as radios, electronic games, cell phones, toys, hats, sunglasses, and /or other questionable items. These items will be confiscated and placed in the administration office, and students will be informed that their parents must pick up the items in question.

### **PTA (Parent Teacher Association)**

- The PTA is here to assist you in all aspects of our children's education and their future. We are very involved in many ways through the wonderful volunteer program set up in the school. Through this program it enables our volunteers to assist the teachers in many countless jobs such as tutoring children that may need a little extra help, putting up bulletin boards, helping with book fairs, coloring and/or cutting projects out, reading a story to children, etc. We welcome each and every volunteer, whether you are a parent, aunt, uncle, or an extended family member. Per CCS policy a background check will have to be passed prior to volunteering.

### **Parents Right to Know**

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, WS/FCS is notifying every family of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers and/or teacher assistants. This information regarding the professional qualifications of your child's classroom teachers and teacher assistants includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by teacher assistants and, if so, their qualifications.

If you would like to request the qualifications of your child's teacher and/or teacher assistant please contact the CCS Title I Office at 910-678-2637.

In addition, your child's school will notify you at any time your child has been taught for 4 or more consecutive weeks by a teacher not meeting state professional qualifications.

### **DECLARACION DEL DERECHO A SABER DE LOS PADRES**

De acuerdo con la Sección 1111 (h) (6) de ESEA, DERECHO A SABER DE LOS PADRES, WS / FCS está notificando a cada familia de un estudiante en una escuela de Título I que usted tiene el derecho y puede solicitar información sobre las calificaciones profesionales de su hijo. maestros de aula y / o asistentes de maestros.

Esta información con respecto a las calificaciones profesionales de los maestros y asistentes de maestros de su hijo incluye, como mínimo, lo siguiente:

1. Si el maestro ha cumplido con los criterios estatales de calificación y licencia para los niveles de grado y las materias en las que el maestro brinda instrucción.
2. Si el maestro está enseñando bajo un estado de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios estatales de calificación o licencia.
3. El título de licenciatura del maestro y cualquier otra certificación de posgrado o título que posea el maestro, y el campo de disciplina de la certificación o título.
4. Si el niño recibe servicios de asistentes de maestros y, de ser así, sus calificaciones.

Si desea solicitar las calificaciones del maestro de su hijo y / o asistente de maestro, comuníquese con la Oficina de Título I de CCS al 910-678-2637.

Además, la escuela de su hijo le notificará en cualquier momento en que un maestro que no cumpla con las calificaciones profesionales estatales le haya enseñado a su hijo durante 4 o más semanas consecutivas.

**Stedman Primary PBIS Expectation Matrix**

<b>Setting/ Expectation</b>	<b>Classroom</b>	<b>Cafeteria</b>	<b>Hallway</b>	<b>Bathroom</b>	<b>Playground</b>	<b>Before/ After School</b>	<b>Bus</b>
<b>ReSpectful</b>	-Use attentive listening skills. -Respect personal space.	-Eat over your tray. -Sit on your bottom while at the table. -Chew with your mouth closed. -Eat first, then use your level #2 voice to talk to others at your table who are finished (unless told differently).	-Keep hands, feet, and objects to self.	-Keep hands, feet, and objects to self. -Respect other's privacy.	-Wait your turn. -Respond to class signal. -Keep your hands, feet, and objects to self.	-Sit in your assigned area. -Use Level #1 voice. -Keep hands, feet, and objects to self.	-Sit facing front. -Feet on floor. -Use level #1 voice (unless told differently by bus driver). -Keep hands, feet, and objects to self.
<b>ResPonsible</b>	-Have supplies ready for class. -Follow class routine.	-Use level #2 voice. -Clean up after yourself.	-Use level #1 voice. -Face the front of the line at all times.	-Wash hands. -Throw trash in trash can.	-Use playground equipment properly.	-Keep up with personal belongings.	-Follow all bus rules. -Keep up with personal belongings.
<b>Safe</b>	-Push in your chairs under the table. -Walk in the classroom.	-Stay in line. -Keep food off the floor. -Sit on your bottom at the table.	-Walk on the right side of the hallway.	-Keep water off the floor. -Walk in and out of the restroom.	-Go down the slide and up the ladder. -Remain on the swing until it stops. -Stay in your designated playground area.	-Walk to your designated area. -Listen for your name to be called. -Look for your bus.	-Remember your bus safety rules. -Stay in your seat facing front. -Report any problems to the bus driver. -Keep bus walkway clear of any objects.

**Stedman Ponies are reSpectful, resPonsible, and Safe at all times!**

**PBIS Building Blocks**

**Voice Chart – Check your voice**

1	2	3	4	5
*Independent Work	*Conferences	*Partner Work	*Whole Group Discussion	*Recess
*Hallways	*Cafeteria	*Group Work		
*Restrooms	*Asking a Partner for Help	*Discussion		
*Media Center				
Shh! Silent!	Whisper Voice!	Soft Voice!	Teacher Voice!	Outside Voice!

**Safety Drills**

- A variety of safety drills are conducted throughout the year. Law requires fire drills at regular intervals. Tornado drills, bus evacuation drills, and school lockdown drills will be held periodically. It is essential that everyone obeys orders promptly and follows prescribed procedures immediately. **Safety First!**

**Report Card Schedule**

- The report card schedule can be found at [ccs.k12.nc.us](http://ccs.k12.nc.us)

**Section 504 – Americans with Disabilities Act**

- No otherwise qualified individual with disabilities.... shall solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to, discrimination under any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district Section 504 Coordinator:

Sheral Raines  
Cumberland County Schools  
P.O. Box 2357  
Fayetteville, N.C. 28302  
Phone: 678-2433

## **Student Code of Conduct**

- The Cumberland County Board of Education has adopted a *Student Code of Conduct*, which is printed in the form of a booklet and will be issued to each student upon enrollment. You are requested to review the contents of this booklet with your students.
- If students have questions that you cannot answer, refer the students to the principal.
- Students who transfer into Stedman Primary must also receive a copy of the Cumberland County Schools Code of Conduct and have the rules read and explained to them.
- The Cumberland County Schools Student Code of Conduct should be displayed in each classroom at all times.
- The classroom behavior goals must be posted in every classroom along with the rewards and the consequences.
- Each student has been provided a copy of the Cumberland County Schools “Student Code of Conduct”. Students and parents are responsible for knowing the rules of our school. Please review this booklet with your child. The faculty and staff at Stedman Primary fully support and implement the rules and policies contained therein.

## **Student Dress**

- We expect students to wear tasteful, age appropriate clothing that will allow them to participate in all school activities. Spaghetti straps, halter tops, and short shorts are not appropriate. It is recommended that girls wear shorts under their dresses, especially during warm weather. Sitting on the carpet is not always easy for them when they have on a dress. Students cannot wear open toe or heel shoes to school. Students should wear tennis shoes each day. Please no high heels, flip flops, or sandals. **North Carolina Law requires every child to have thirty minutes of physical education each day, so our students need tennis shoes so that they can participate.** Safety is also important to us; we don't want your child stung by a bee or fire ants. When students come to school and their dress is not in good taste or conducive to a positive learning environment, parents will be notified to bring a change of clothing to school. Remember that except during extreme weather conditions, students will go outside daily. All Cumberland County Schools will make any necessary religious accommodations for any type of headgear or head coverings otherwise restricted or prohibited under existing individual school dress codes. No student shall be suspended out of school based solely upon violation of an existing individual student dress code.

## **Student Insurance (Optional)**

- Accident Insurance: Markel Insurance Coverage will provide the student accident coverage insurance for the 2021-2022 school term. Participants in the accident insurance plan are to mail their premium directly to the company. An envelope will be provided for this purpose. The school will not serve as a collection and processing agency for the company.

### Tardies

- Being on time is important to a student's success in school and as an adult in the world of work. Tardies that result from oversleeping, running errands, faulty alarm clocks, etc. are not valid excuses. If no one is outside to receive your child, please come into the office to sign them in. Remember that students cannot be awarded perfect attendance certificates **with more than three tardies or early checkouts in a grading period. Please try really hard to be on time!**

### Transportation

- Students who ride school buses are expected to conduct themselves in an orderly manner. Students who misbehave on the school bus may be suspended from riding the bus for an indefinite period of time by the principal. Parents must be present at the bus stop in the morning and afternoon. According to the Cumberland County Policy, if you are not present to receive your child from the bus, they will be returned to school, unless written parental permission has been given to 1st grade students. Excessive absences at the bus stop may result in your child losing the privilege to ride the bus. Students are assigned to one bus only. Students are assigned a seat and must comply with the safety rules.