

Stoney Point Elementary School 2020-2021

7411 Rockfish Road
Fayetteville, North Carolina 28306
910.424.3945

www.stpes.ccs.k12.nc.us

Michael Tucker, Principal
Amanda Velazquez, Assistant Principal
Charla Trogdon, Assistant Principal

Parent/Student Handbook

Student Name _____

Teacher Name _____



WELCOME

The Faculty and Staff of Stoney Point Elementary School welcome you to STPES! Stoney Point's teachers and staff work as a team to provide a quality, well-rounded educational experience for all students. As partners in your child's education, parents are encouraged to become involved in every aspect of STPES and to participate in the numerous opportunities available to help your child develop socially, academically, and culturally.

This handbook provides important, pertinent information relative to Stoney Point Elementary School. A copy of this handbook, along with links for PTA, lunch menus, staff email, STPES calendar, may be found at www.stpes.ccs.k12.nc.us.

MISSION

At Stoney Point Elementary we inspire students to be 21st Century Global Learners, emphasizing values and diversity while engaging them academically, socially and physically.

SCHOOL PLEDGE

The faculty and staff of Stoney Point Elementary encourage each student to take responsibility for their learning. Students are asked to adhere to the following pledge:

I pledge to come to school each day prepared to do my best, to take responsibility for my learning, to respect my teachers and fellow classmates, to abide by the school rules and to help others in the spirit of good character for the good of all members of Stoney Point Elementary School.

2019-2020 CUMBERLAND COUNTY SCHOOLS CALENDAR

DATES	DAYS	EXPLANATION
August 5 - 14		Teacher Workdays
August 17	Monday	First Day for Students
September 7	Monday	Student/Teacher Holiday
September 14	Monday	Progress Reports go Home
October 12	Monday	End of 1 st Grading Period
October 13	Tuesday	Student Remote Learning/Teacher Workday
October 14	Wednesday	Student Holiday/Teacher Workday
October 20	Tuesday	Report Cards go Home
November 3	Tuesday	Student Remote Learning/Teacher Workday
November 11	Wednesday	Student/Teacher Holiday
November 16	Monday	Progress Reports Go Home
November 25	Wednesday	Student Remote Learning/Teacher Workday
November 26 - 27	Thursday - Friday	Student/Teacher Holiday
December 18	Friday	End of 2 nd Grading Period/Student 2 Hour Early Release
December 21 – January 1	Monday - Friday	Winter Holidays
January 4 - 5	Monday, Tuesday	Student Holiday/Teacher Workday
January 8	Friday	Report Cards go Home
January 18	Monday	Student/ Teacher Holiday
February 8	Friday	Progress Reports go Home
February 15	Monday	Student Remote Learning/Teacher Workday
February 16	Tuesday	Student Holiday/Teacher Workday
March 11	Thursday	End of 3 rd Grading Period
March 12	Friday	Student Remote Learning/Teacher Workday
March 18	Thursday	Report Cards Go Home
April 2	Friday	Student/Teacher Holiday
April 5 - 9	Monday - Friday	Spring Break
April 21	Wednesday	Progress Reports Go Home
May 21	Friday	Last Day for Students/Student 2 Hour Early Release/Report Cards Go Home



VOLUNTEERS

The faculty and staff at Stoney Point Elementary School realize that volunteers are an integral part of our school program. Volunteers serve as a liaison between the home, school and community and provide valuable support for all students. We encourage all interested parents and/or grandparents to sign up as a volunteer in our school. Stoney Point Elementary School's PTA

offers various volunteer opportunities.

If you are interested in becoming a part of your child's education in this manner, please contact your

child's teacher or contact a PTA officer. **All volunteers are required** to complete CCS' [Authorization for Release of Information Volunteer Security Data](#) on the CCS website on the HR Department link.

SCHOOL APPEARANCE

STPES takes pride in the appearance of the grounds, building, and furnishings. The school's physical appearance reflects the care and effort of caretakers, students and staff in maintaining attractive surroundings for school activities. All students are expected to do their part in observing common courtesy and to participate in keeping our school clean.

CLASSROOM ASSIGNMENTS

Parents, students, and teachers should be aware that the initial pupil classroom assignments are tentative. Changes may occur in the original organizational plans for the purpose of balancing class and teacher loads. Permanent pupil-teacher assignments are contingent upon total enrollments by grades and school. In the event changes are necessary, proper thought and consideration will be given to each new placement. Parents are asked to not request specific teachers by name for their child. Rather, present administrators with a written statement of your child's learning needs and their preferred learning styles prior to the end of the school year. It is felt that consideration of these factors will better ensure a positive placement of our students.

PARENT/TEACHER CONFERENCES

Communication is vital in the education of your child. Scheduled conferences will be held throughout the year. Check the website for dates. Please respect the teacher's schedule and do not walk into your child's classroom and expect to hold a conference on the spur of the moment. Conferences can be scheduled at 910.424.3945.

REPORT CARDS/PROGRESS REPORTS

Parents are encouraged to study report cards/progress reports carefully and note any teacher comments. Space is provided on each card cover for a parental response. Please return the report card cover to your child's teacher within a few days after receipt. At the end of the year, report cards for students who are absent on the last day of class will be held in the office and may be picked up by a parent/guardian during the summer. Report card dates are listed on STPES' website and school calendar.

LATE WORK POLICY

Student classwork and homework are structured to support students' current instruction and learning. Assignments are timely and congruent to instruction. It is important to have student work

turned in promptly so that teachers can plan instruction accordingly. For 3rd, 4th and 5th graders: *Student work turned in late will be accepted for three (3) school days following the date it is posted in PowerSchool. There will be a 10 point late penalty on any late assignment. After the three (3) days have passed, any assignments not turned in will earn 0% for the grade and will not be eligible for completion. If a student is absent, he/she will have five (5) school days upon return to have any assignments turned in, per CCS policy.*

LOST & FOUND

Parents are requested to label their child's personal belongings. For lost items, please check 'Lost & Found'.

CHECK-IN AND CHECK-OUT

Cumberland County Board of Education Policy states that "No staff member shall excuse any pupil from school or class prior to the end of the school day or class, or into any person's custody, without the direct prior approval and knowledge of the principal or his/her designee." Also, "No student shall be permitted to leave school early under any condition without the parents' or guardians' authorization and the principal or his/her designee's permission." In view of this CCS' policy, Stoney Point Elementary School will observe the following check-in/check-out procedures:

1. Students who report to school after 7:45 a.m. must be checked in through the office by the individual bringing them to school. Tardies will be coded excused or unexcused. Excused tardies include doctor appointments/sickness. Tardies will be coded unexcused if there is not a valid reason for the tardy. Failure of an adult to sign in the student they are bringing to school will result in an unexcused tardy.
2. Students leaving during the school day must be checked out through the office by an authorized adult. Students must be picked up by a parent or guardian or bring written permission from parent or guardian if being picked up by someone else. Parents picking up students must report to the office, present identification and complete check-out procedures.
3. Under no circumstances will a student be released from class without following the above checkout procedures.
4. A picture ID of the person who checks out a

student will be required for all student check-outs. This person must also be listed on the approved list of persons allowed to check the student out.

5. Due to the nature of the office environment at the end of the day, student check-outs will end at 1:55 PM. Please plan accordingly if you need to check your student out.
6. **Changes in student transportation for afternoon dismissal must be in writing and signed by a student's parent or guardian.**
7. **Students who check in late or out early more than 3 times per grading period will not be recognized for perfect attendance.**

ABSENCES

When a student is absent, a note must be sent within 3-5 days to the teacher by the parent or guardian stating the reason for the absence. The note should contain the date of the absence, the specific reason for the absence, and signature of the parent/guardian. When a teacher does not receive a note, absences will be coded unlawful. Parents are held accountable for unlawful absences per North Carolina state law. **Missed work must be submitted within 5 school days of the students return.**

Appointments with doctors, dentists, etc., should be made at times other than school hours whenever possible. Students must be present a minimum of 3 hours 20 minutes to be present for the school day.

Educational absences may be granted with prior approval from the principal. An educational absence counts as an excused absence and must involve activities that are educational, must align with the activities and events in the Common Core Standards and Cumberland County Unit Analysis that will be covered in the student's class during the period of absence. Work assigned to and completed by the student's class will be the responsibility of the student who is absent and may be obtained from the student's teacher at a time convenient for the teacher.

SCHOOL VISITORS

Parents who wish to visit their child's classroom are encouraged to do so. Please notify your child's teacher of your planned arrival **prior** to the day of visitation. **Visitors and all volunteers are required** to complete CCS' [Authorization for Release of Information Volunteer Security Data.](#) **Visitors must report to the office prior to going to the classroom.** Students are not allowed to bring visitors to school during the school day. Persons visiting the school on

official business must sign-in through the office, secure and wear a visitor's badge during the school visit.

ARRIVAL AT SCHOOL

Supervision is essential to your child's safety at school. ***Stoney Point Elementary School offers before and after-school Prime Time care.*** Upon arrival at school, students who participate in the breakfast program will report directly to the cafeteria. All other students should report directly to their classroom. **Students should not arrive before building opens at 7:15 a.m.**

DAILY SCHEDULE

7:15 a. m.	Building Opens
7:45 a. m.	Tardy Bell Rings
2:25 p. m.	Dismissal Busses
2:30 p. m.	Dismissal Car Riders/Walkers

SCHOOL BUS TRANSPORTATION

Stoney Point's students are transported by Cumberland County School buses. **Students may only ride the bus to and from their home address.** Your patience and cooperation will be appreciated during the first few days of school as bus routes are established. Students are expected to be at the bus stop no later than 5 minutes before the scheduled pickup time.

Students who ride buses are expected to conduct themselves in an orderly manner. ***Riding the bus is a privilege that may be revoked at any time.***

Incidents of misbehavior on the school bus that may result in a suspension of bus riding privileges include:

- Failure to obey the driver
- Failure to remain seated
- Teasing/annoying the other students
- Shoving and pushing
- Objects thrown in or out of the bus
- Head and/or arms out of the windows.
- Profane or abusive language
- Vandalism
- Fighting/Assault

Bus drivers will issue written warnings before formal referrals are made. Bus misbehavior may result in a **suspension of bus riding privileges.**

Misconduct on the bus endangers the safety of all students. All riders are expected to do their part to make our buses safe. Students will not be allowed to transport food/drink items, toys, balloons, and/or electronic items on the buses due to safety

concerns. STPES' assistant principal supervises bus transportation.

GUIDELINES - MORNING DROP-OFF

1. **Students should be dropped off in the back lot only.** The front parking lot is for school bus use only before 7:45 a.m. & 1:55- 2:35 p.m.
2. **Do not drop off prior to 7:15 a. m.** There is no supervision for students prior to that time.
3. **Allow students to exit your car only in the marked drop-off zone**
4. **Always pull as far forward as traffic will allow in the drop-off zone to unload students. Pull forward even if traffic seems light. Vehicles may be coming in behind you before your child can exit the vehicle and you can move on.**
5. **Keep traffic moving. Parking is not allowed in the drop-off lane. Students should be ready to exit as soon as the car comes to a stop in the drop-off zone.**
6. **If you walk your child in, cross only at crosswalks and wait for drivers to indicate that it is safe for you to cross. Stepping into traffic stops the flow, panics drivers, sets a bad example for children and is unsafe.**

GUIDELINES – AFTERNOON PICK-UP:

1. **Use properly marked crosswalks.** Do not walk between cars parked in the pickup line. This is dangerous and does not teach proper safety procedures.
2. **Parents should not leave cars unattended in the pickup/ loading lanes.** Parents who need to come into the building, should park only in designated spaces and enter the building.
3. Individuals picking up students at the end of the school day should display an ORANGE PICK-UP CARD and remain in vehicles.
4. Please observe the traffic pattern, as well as, entrance/exit lanes when on campus.
5. **There is one entry lane and one exit lane.** All drivers are asked to follow this traffic plan.

BICYCLES

Students are expected to ‘walk’ their bikes while on campus and lock bikes on the bike rack.

APPROPRIATE DRESS FOR SCHOOL

School dress contributes to a school’s atmosphere. Clean, neat, appropriately dressed students promote an attitude of positive self-regard. Students are expected to dress neatly and age appropriately, and in so doing, contribute to the pride of STPES.

- Shorts/skirts/dresses must pass the “fingertip test” and meet administrative approval. Leggings are not recommended but if worn must be covered by fingertip length shirt.
- Spaghetti-strap/Razor-back tops are not allowed. Straps for sleeveless tops must be at least 3-fingers wide.
- Hats, caps, scarves, bandanas or other types of head covering are not to be brought to school, except on designated ‘Hat’ days.
- Tops that expose the midriff or T-shirts with offensive pictures, signs or words condoning the use of drugs/alcoholic beverages will not be permitted.
- Undergarments/Underwear should not be exposed.
- Closed-toe shoes must be worn at all times in the building and on the grounds.

If students fail to use good taste or good judgment, parents will be notified. Further, clothing that causes disruption to the school environment is not permitted as well.

Students are expected to be involved in physical activity on a daily basis; as a result, their footwear needs to be appropriate. Students should wear flat-soled, closed-toe and closed-heel shoes that are suitable for physical activity such as walking, jogging, running, jumping, and climbing (tennis shoes are highly recommended). Shoes that are not appropriate for physical activity pose a danger to the student and should not be worn. **If students do not wear appropriate clothing/shoes, parents or guardians will be called to bring appropriate clothing to school.**

STUDENT CODE OF CONDUCT

Each student will receive a copy of the Student Code of Conduct, adopted by The Cumberland County Board of Education. Parents are asked to read and discuss the code with their child/children.

The purpose of this code is to present in a single document system-wide policies on the proper conduct and behavior of students in the Cumberland County Public Schools. The booklet lists specific unacceptable behaviors and their consequences. **Upon receiving the booklet, each student has been duly notified of the code of conduct expected while attending Cumberland County Schools.**

MEDICINE

If your child needs to take medication during the school day, please observe the following

procedures:

1. Parents should bring the medicine to the office receptionist in a container with a prescription label and any special instructions. (See items 4 and 5 below.) **DO NOT SEND MEDICATION WITH YOUR CHILD.**
2. Children will be excused from the classroom to report to the office when it is time to take their medicine.
3. Students requiring medication on a **daily basis, for more than five consecutive days**, must have a physician complete the appropriate medical form, which is to be filed in the school office. **Physician's School Medication Form may be obtained from the school office.**
4. Students requiring medication for **five days or less** must bring a note with detailed instructions on how to administer the medication. Parent must also sign the **Release from Liability Form** which may be obtained from the school receptionist.
5. When medication is prescribed by a physician, ask if it is possible to administer before/after school and at bedtime.

SCHOOL FOOD SERVICE

Nutritious meals are served for breakfast/lunch in STPES' cafeteria each day. Breakfast and lunch will be served beginning the first day of school. The menu appears on the CCS' and STPES' websites.

Prices are:

- **Student lunches - \$2.15, reduced-\$.40**
- **Breakfast - Free.**
- **Extra milk - \$.50.**

Students may pay daily for lunch or pre-pay weekly, monthly or more in the cafeteria. Checks will be accepted, but **will not** be accepted the last 3 weeks of school.

Parents can prepay at k12paymentcenter.com Free and reduced lunches are available for those who qualify. Application forms are sent home on the first day of school and are also available in the office. All students are asked to complete an application. Parents, not interested in applying, are asked to write "not interested" on the form and return to your child's teacher.

To keep the cafeteria clean, attractive and orderly, students are expected to:

- Refrain from loud talking, running, pushing.
- Keep the food line orderly.
- Eat in his/her assigned place.

- Deposit all dirty dishes/debris in trash
- Consume all food while in the cafeteria.

Students may bring lunches from home. ***Carbonated, canned and bottled drinks (except water) are not permitted in the cafeteria.*** Students are not permitted to share lunch items due to food allergies and sanitary reasons. A la carte items will be sold. If you do not want your child to purchase A la carte items, let the cafeteria manager know so their account can be blocked. **To assist you in obtaining the balance on your child's lunch account,** STPES' cafeteria manager may be contacted at 910.424.1297.

CAFETERIA CHARGE POLICY

Students who are required to pay for meals are expected to provide payment at the time of service using one of the approved pre-payment methods on their individual account or a cash payment at the time of purchase. In situations where students are unable to pay for a meal on a particular day due to a lack of money, the following charge policies shall be followed:

- Students in grades preK-8 may acquire a negative balance up to \$10.00 in meals due to forgotten money for their meals. Students with a negative balance may not purchase a la carte items, with the exception of milk (purchased with cash). If a student's meal will exceed the negative balance limit of \$10.00, that student will be offered an alternative breakfast/lunch tray.

More information on the Charge Policy is available at <https://boardpolicyonline.com/bl/?b=cumberland#&&hs=209616>

FIRE DRILLS

Fire may occur at any time without warning. North Carolina School Law 115-150 requires that fire drills be held during the first week of school and thereafter monthly. The purpose of fire drills is to provide training for students, teachers, and staff in the area of fire safety. It is essential that when the signal is given, **everyone** obeys orders promptly and clears the building by the prescribed route as quickly as possible. Teachers will give the students instructions. Any visitors to the school must also evacuate the building during a fire drill.

TORNADO DRILLS

The signal for a tornado drill will be an announcement over the intercom of severe weather in the area. Students are to follow teachers' instructions, report to a designated area, and

assume a curled position, to protect eyes and head. Orderly evacuation to key areas is the safest policy for all concerned. During a tornado drill, talking, laughing, and playing will not be permitted. Students may return to the classroom when all-clear is given.

PHONES

School phones are not for student use except in the case of illness or an emergency. Students must acquire permission from their teacher prior to using the telephone. Parents, friends and relatives are not to call students at school unless there is an emergency. Student cell phones are not permitted.

NONDISCRIMINATION STATEMENT

As required by law, the Cumberland County Board of Education does not discriminate on the basis of race, color, creed, national origin, sex, or handicap.

GRIEVANCE PROCEDURES, TITLE IX

Students who believe that they have been mistreated because of sex discrimination in the public school may appeal to the person designated at STPES 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 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 its decision within thirty days of receipt of the grievance.

The principal is the person designated at Stoney Point Elementary School to hear complaints on sex discrimination.

AMERICANS WITH DISABILITIES ACT

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from 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 ADA coordinator:

Risk Management Office 910.678.2591
Cumberland County Schools
P.O. Box 2357 Fayetteville, NC 28302

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under FERPA parents of students or students (if they are at least 18 years of age) have 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 parent or the student is limited and generally requires prior consent by the parents of the student.

Copies of this policy may be found in the office of the superintendent and in the principal's office of each school within the Cumberland County School System. Complaints about failures of school personnel to comply with the FERPA may be made, in writing to:

**FERPA Office, Federal Building No. 10
600 Independence Avenue SW
Washington, DC 20202**

For additional information on the Cumberland County Board of Education Policies and Procedures you may go to the Cumberland County Schools website at: www.ccs.k12.nc.us

SCHOOL ADMISSION/ RESIDENCY

To be eligible to attend Stoney Point Elementary School, the child, or his parent, guardian, or person having lawful control of the child must reside in Stoney Point's attendance area or have been approved to attend by the Superintendent.

Students who move within the Cumberland County after the first thirty (30) days of the school year may remain in attendance at STPES till the end of the school year if parents furnish transportation.

If it is determined that a student resides outside the school district and entered Stoney Point Elementary School without meeting residency requirements, said student will be subject to immediate dismissal, as will students who exhibit behavioral difficulties that are not conducive to the learning environment of Stoney Point. All students are expected to be in school daily and on time.

RETURNED CHECK POLICY

Due to the time and expense involved in processing returned checks, upon receiving one returned check from any party, we will no longer accept checks as payment for any school related fees from that party. The party who has written the check will be responsible for any bank charges incurred.

VITAL STUDENT INFO

Inform STPES of address or telephone number changes. In case of emergency, **current** phone numbers are required. If you wish to make additions or deletions to the pick-up list, contact the main office. **It is imperative for the safety of your child, that all contact information is current and up-to-date.**

BALLOONS AND FLOWERS

Students are not allowed to receive balloons or flowers at school. Some students are allergic to latex and/or flowering plants.

PARTIES

Each teacher may schedule **no more than two school parties** per school year.

Birthday parties for individual students are not permitted. Parents may provide light refreshments on special days under the following conditions:

- 1. Advance teacher approval has been acquired.**
- 2. Refreshments are served after the class' lunch and not in lieu of lunch.**
- 3. No interference with the classroom schedule.**
- 4. Food items served to students must be store-bought and packaged as such.**

To prevent hurt feelings of any student, **party invitations may not be passed out at school unless the invitation is issued to all class members.**

Birthday parties for teachers are not permitted. Student-planning for such events distracts from instructional time. Students and parents are reminded of 'Staff Appreciation Week' each spring to honor teachers and staff for their contributions throughout the year.

PTA

Stoney Point Elementary School's PTA is associated with the state and national Parent Teacher Association. All parents are invited to join and participate in this important association. The PTA has many activities during the school year and needs volunteer assistance with these activities.

Meeting dates are posted on Stoney Point's website.

2020-2021 PTA Officers

President – Amy Garrett
Vice President Fundraising – Kim Witzak
Vice President Membership – Lindsey Condry
Treasurer – Shivani Kohut
Secretary – Tiffany Frick

PRIMETIME CHILDCARE PROGRAM

Prime Time offers before and after-school programs for children. Additional information may be found at www.primetime.ccs.k12.us or 910.424.8612.