

Stedman Primary School

Home of the Ponies

155 East First Street / Stedman, NC 28391
Phone: 910-484-6954 / Fax: 910-484-1604
Principal: Heidi Hudson

Instructional Hours: 7:45 am to 2:25 pm
Office Hours: 7:15 am to 3:15 pm
Website: www.spes.ccs.k12.nc.us

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

Developing safe, respectful, and responsible learners is a collaborative effort between home and school. By adhering to the expectations outlined here in our handbook, our families help to prioritize safety and learning for all at Stedman Primary.

Arrival, Dismissal & Transportation

NOTE: For transportation changes, only written requests will be accepted

We welcome students into the building beginning at 7:20am with the tardy bell ringing at 7:45am. Students are expected to be in their classroom, ready to learn at 7:45am. Once the 2-minute (7:43am) warning bell rings, families will need to escort their student to the front office for a tardy slip. Dismissal time is 2:25pm.

NOTE: On the first day of the school year, students may be escorted to class by their parents/caregivers. For kindergarten and pre-k students, this applies to the one staggered entry day and first day for all kindergarten/pre-k students. After this time, drop off for all students follows regularly established procedures. This is to maximize safety for all and to preserve the instructional day.

Car Riders

- Make a right turn from First/Front Street to enter our traffic circle for arrival and dismissal. •

Car riders are received/released AFTER the bus riders and daycares.

- Families that arrive before the designated arrival time (7:20am) or dismissal time (2:25am) need to back up into a parking space to wait. Once buses have unloaded, these early arrivals will be directed to enter the circle.
- Families, please ensure students are ready to promptly exit the vehicle at arrival.
- During established arrival and dismissal times, a staff member will assist your student from/to the vehicle while parents remain in the vehicle. Unless directed by school staff, please do not park in a parking lot and walk over.
- To minimize distractions and maximize safety for our students and staff, please refrain from using your cellphone while in the drop-off/pick-up circle.
- One of the many ways we ensure safety at car rider dismissal is through our car rider tag system. The student car tag is REQUIRED at dismissal and must be visible to the person with the radio in the car rider line. If a car tag is not presented, the individual will be directed to park and go to the office to present identification.

Bus Riders

Please be reminded that only authorized school personnel and students are permitted on school buses. Unauthorized individuals may face criminal charges for trespassing or impeding the operation of a school bus.

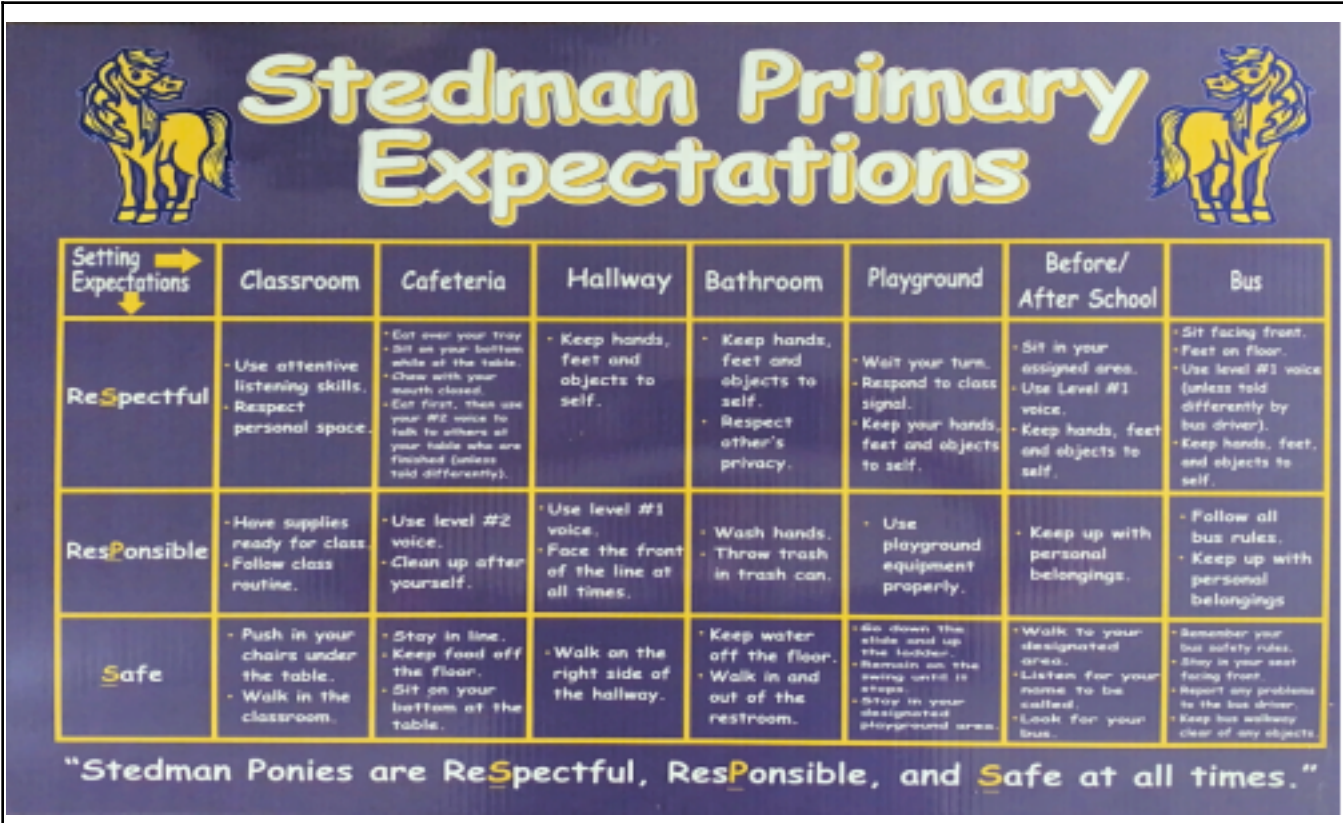
- **Pre-K & Kindergarten Bus Riders:** an adult (or middle/high school student if requested in writing by the parent/guardian) must be at the bus stop for all kindergarten and pre-k students. Identification must be provided/available (or note designating a middle/high school student)
- **First Grade Bus Riders:** an adult (or middle/high school student if requested by parent/guardian in writing) must be present for all first graders to be released off the bus *UNLESS a current release form has been signed for the school year*. ID must be provided/available (or written note designating a middle/high school student)
- Please utilize the *Here Comes the Bus* app to monitor bus travel to help ensure someone is at the assigned bus stop to receive your student. **After 3 incidents of a student being returned to school due to no one at the bus stop, the student will not be allowed bus transportation for the remainder of the school year.**

Attendance & Absences

The State of North Carolina requires that once a student is enrolled in school, attendance is mandatory. Parents are responsible for ensuring their student's daily, on time attendance and expected to provide appropriate documentation within 5 days of an absence for the absence to be marked as lawful.

- All absences/check outs will be coded unexcused **until** a written communication (with date, reason for absence, signature) of parent/guardian or a doctor/provider note is provided. It is school policy that the teacher calls/contacts each parent when a student is absent.
- Upon return to school from an absence, a written excuse signed by a parent/guardian must be turned into the student's teacher or front office on the day the student returns to school. This can include a message sent through Class Dojo that includes the date(s) and reason for absence. Written communication must be received within 5 days of the absence(s).
- If the student was absent for a set of several consecutive days - 1 note can cover the time out provided the absences were for the same lawful reason.
- The number of parent or guardian written excuses for attendance due to sickness or other unavoidable causes are limited to 10 per school year for grades K-8.
- Once 10 parent/guardian written excused notes have been submitted, any other parent/guardian written notice may result in the absence being marked as unexcused.
- Medical documentation must be provided for chronic health issues.
- In the event of a death of a family member, the number of days needed will be determined between the family and the school on a case by case basis. A copy of an obituary, program, newspaper, or media post can be provided as evidence for the death of a family member.
- Valid/lawful excuses are those approved in Policy 4400 Attendance and NC Department of Public Instruction School Attendance and Student Accounting Manual.
- Prior approval is required for a temporary absence of a valid educational opportunity. Please reach out to school administration with such requests.
- Students with over 20 unexcused absences risk being retained. Parents/guardians or students may request the waiver of attendance requirements if there are extenuating circumstances or a legitimate illness. The deadline for submitting an attendance waiver is May 1.

Behavior Expectations Matrix



Stedman Primary Expectations

Setting Expectations ↓	Classroom	Cafeteria	Hallway	Bathroom	Playground	Before/ After School	Bus
ReSpectful	<ul style="list-style-type: none"> Use attentive listening skills. Respect personal space. 	<ul style="list-style-type: none"> Don't eat your tray. Sit on your bottom while at the table. Chew with your mouth closed. Get first, then use your #2 voice to talk to others at your table who are finished (unless told differently). 	<ul style="list-style-type: none"> Keep hands, feet and objects to self. 	<ul style="list-style-type: none"> Keep hands, feet and objects to self. Respect other's privacy. 	<ul style="list-style-type: none"> Wait your turn. Respond to class signal. Keep your hands, feet and objects to self. 	<ul style="list-style-type: none"> Sit in your assigned area. Use Level #1 voice. Keep hands, feet and objects to self. 	<ul style="list-style-type: none"> Sit facing front. Feet on floor. Use level #1 voice (unless told differently by bus driver). Keep hands, feet, and objects to self.
ResPonsible	<ul style="list-style-type: none"> Have supplies ready for class. Follow class routine. 	<ul style="list-style-type: none"> Use level #2 voice. Clean up after yourself. 	<ul style="list-style-type: none"> Use level #1 voice. Face the front of the line at all times. 	<ul style="list-style-type: none"> Wash hands. Throw trash in trash can. 	<ul style="list-style-type: none"> Use playground equipment properly. 	<ul style="list-style-type: none"> Keep up with personal belongings. 	<ul style="list-style-type: none"> Follow all bus rules. Keep up with personal belongings.
Safe	<ul style="list-style-type: none"> Push in your chairs under the table. Walk in the classroom. 	<ul style="list-style-type: none"> Stay in line. Keep food off the floor. Sit on your bottom at the table. 	<ul style="list-style-type: none"> Walk on the right side of the hallway. 	<ul style="list-style-type: none"> Keep water off the floor. Walk in and out of the restroom. 	<ul style="list-style-type: none"> Be down the slide and up the ladder. Remain on the swing until it stops. Stay in your designated playground area. 	<ul style="list-style-type: none"> Walk to your designated area. Listen for your name to be called. Look for your bus. 	<ul style="list-style-type: none"> 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."

Behavior Expectations – Voice Chart

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

Birthdays

Student birthdays are recognized on the morning announcements. You may send in a store-bought special treat for classmates to eat at lunch, however no special parties, balloons, decorations, gifts etc. are allowed at school for student birthdays. 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.

Books, Devices & Damages

Books and devices are expected to be appropriately maintained and cared for by students. If damages

occur, replacement/repair costs will be sought by the school. Also, students will not be allowed to check out additional books from the media center if there are overdue books or damaged books that have not been paid for.

Breakfast & Lunch

Please contact the school cafeteria manager about any food allergies or dietary restrictions so appropriate precautions and documentation can be maintained.

Breakfast is provided at no cost to students and available Grab and Go style from our cafeteria prior to the 7:45 AM tardy bell. **Only Grab and Go breakfast items from our cafeteria are allowed in classrooms for consumption at breakfast time.** Except for designated Family Engagement events (ex. Grits for Grownups, Doughnuts for Dear Ones), visitors at breakfast are not permitted due to the nature of Grab and Go procedures.

Lunch is provided at no cost to students. Beginning in October of the school year, K-1 students may have up to two guests join them for lunch during their assigned lunch time in the cafeteria. To ensure safety, please note, guests must be listed on the student's check-out card. Due to lunch guests being on visitor status, students will need to dine with their guest(s) at a separate table. Lunch guests may stay for the designated lunch time only and must leave from the cafeteria at the conclusion of their student's assigned lunch time.

Changes to Student Information/Enrollment

Families need to notify the school/teacher when changes in a student's address, phone number, and/or custody arrangement occur. Proof of address documentation is required for address changes. To withdraw a student, please notify the office so school records can be prepared for the new school.

Check-Outs

Only those individuals listed on the student's check-out card will be allowed to check the student out of school. Proper identification is required to check the student out. To facilitate a safe, orderly dismissal, checkouts are not permitted after 2:00 pm. Students must be present for at least half of the instructional day (3 hours and 20 minutes) to be counted present for the day.

Classroom Assignment

Permanent pupil-teacher assignments are contingent upon total enrollments by grades and school. Parents, students, and teachers should be aware that the initial pupil classroom assignments are tentative due to legal limitations on classroom size. It is possible a student's classroom assignment may change due to increases/decreases in enrollment and changes may occur in the original organizational plans for the purpose of balancing class and teacher loads. 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, however they may present school administration with a written statement of their child's learning needs for consideration.

Discipline

The goal of student discipline is not punitive, but rather to maintain safe and caring schools, to teach students to behave in ways that contribute to academic achievement and school success, and to support an exceptional school environment where students and staff are responsible and respectful. The CCS Student Code of Conduct states the standards for acceptable conduct of students and discipline due process.

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 IX

Title IX Nondiscrimination on the Basis of Sex, Section B (Adopted October 13, 2020). Policy Code: 1720/4030/7235

The board has established grievance procedures that provide for the prompt and equitable resolution of complaints alleging discrimination on the basis of sex (other than sexual harassment) in a program or activity of the school system occurring against a person in the United States. Students and parents or guardians may report such alleged discrimination through the process provided in policy 1740/4010, Student and Parent Grievance Procedure. Employees and applicants may use the process provided in policy 1750/7220, Grievance Procedure for Employees.

The board has adopted additional means for reporting sexual harassment specifically. Any person may report alleged sexual harassment in the education program or activities of the school system occurring against a person in the United States in accordance with policy 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process. Those who believe they have been sexually harassed may also file a formal complaint of sexual harassment in accordance with policy 1726/4036/7237, Title IX Sexual Harassment Grievance Process, to initiate a prompt and equitable resolution through a formal investigation and adjudication or through an informal resolution process. The board encourages students, employees, and applicants to first make a report of sexual harassment in accordance with policy 1725/4035/7236 before filing a formal complaint.

Illness

Illness happens. If a student has/had a fever (100.4 or higher), vomiting or diarrhea, they cannot be at school. Students experiencing illness at school will need to be promptly picked up and must be ***symptom-free for 24 hours without the use of medication*** prior to returning to school.

Inappropriate and Non- Educational Items at School

Students are prohibited from bringing non-educational items such as electronic games, cell phones, toys, fidget items, sunglasses, and/or other items of a non-education nature that distract from the learning environment. If brought to school, such 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. All students and visitors to the school are required to pass through a weapons detection system. Any items or alerts that cause suspicion will be addressed according to CCS policy.

Medical and Medication Needs

Parents/guardians need to notify the school if their student requires medication during the school hours or has a medical condition which might require emergency procedures. Such medical conditions must be indicated on the School Health Form. If at any time a student requires medication during the school day, a properly documented prescription is required (this includes over-the-counter medications). Please contact the school with questions or for further direction. Medication cannot be sent to school with students. All authorized medication and documentation is kept in the main office.

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, and 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.

PTO (Parent Teacher Organization)

The PTO supports our school, students, and staff in many ways and welcomes each and every volunteer and member. Per CCS policy, a background check must be completed and passed prior to volunteering each school year. Please reach out to the PTO about membership and their volunteer opportunities.

Parents Right to Know Statement

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, CCS 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:

Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived. 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. 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 Human Resources Office, (910) 678-2300.

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.

Declaración 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: 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. 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. 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. 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.

Safety

Safety first! A variety of safety drills are conducted throughout the year to help ensure students are familiar with safety routines in the event they are necessary. Weather, bus evacuation, and school lockdown drills will be held periodically, while fire drills are conducted monthly. All students and visitors to Cumberland County Schools are required to pass through the weapons detection system upon arrival.

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:

District Section 504 Coordinator: Roni Winston
Central Services
2465 Gillespie Street
Fayetteville, NC 28306
Phone: 910-678-2433

Student Code of Conduct

The Cumberland County Board of Education has adopted a *Student Code of Conduct*, which is issued to each student upon enrollment. Families are requested to review the contents of this booklet with their student. All CCS students are expected to adhere to the CCS Student Code of Conduct. If students have questions that you cannot answer, please refer the students to school administration.

Student Dress

We expect students to wear tasteful, age appropriate clothing that will allow them to safely participate in all school activities and not distract from the learning environment. Spaghetti straps, halter tops, and short shorts are not appropriate. It is recommended that shorts be worn under dresses as sitting on the carpet and participating in recess/PE activities is not always easy with a dress on. North Carolina Law requires every child to have thirty minutes of physical activity each day*, so students should wear sneaker-type shoes each day to be safe. Please no open toe, heels, flip flops, or sandals/crocs. If students come to school and their attire is determined inappropriate, parents will be notified to bring a change of clothing to school.

*Except during extreme weather conditions, students go outside daily.

Tardies

Being on time is important to a student's success in school. Students are expected to be in their classroom, ready to learn at 7:45am. Once the 2-minute (7:43am) warning bell rings, families will need to escort their student to the front office for a tardy slip. School personnel will escort the student to class.

Transportation (Bus)

Students who ride school buses are expected to conduct themselves in an orderly manner and must comply with the safety rules. Students who misbehave on the school bus may be suspended from riding the bus for an indefinite period of time as determined by school administration. Parents must be present at the bus stop in the morning and afternoon. According to the Cumberland County Policy, if a parent or parent-designee is not present to receive a student from the bus, the student will be returned to school, unless written parental permission has been given (only accepted for 1st grade students). **If a student is returned to school 3 times, the student will lose the privilege to ride the bus.** Students are assigned to one bus only.

Visitors, Guests & Volunteers

We welcome visitors during our various Family Engagement and schoolwide events. Beginning in October, K-1 students may have up to two guests join them for lunch during their assigned lunch time in the cafeteria. Please note, guests must be listed on the student's check-out card. Lunch guests have visitor status, therefore students will need to dine with their guest(s) at a separate table. Lunch guests may stay for the designated lunch time only and must leave from the cafeteria at the conclusion of their student's assigned

lunch time.

Volunteers must pass a Cumberland County Schools background check** each school year in order to participate in volunteer opportunities (ex. field trips/chaperoning, PTO, and other established volunteer opportunities). Please check with your student's teacher at Open House or with the front office for additional information about school volunteer opportunities. Siblings/other children are not allowed to accompany volunteers due to supervision needs. Volunteer opportunities are pre-established by the school, therefore drop-in volunteers are not allowed.

**CCS background applications/renewals are available at <https://www.ccsvolunteers.com/>