

# ***Vanstory Hills Elementary School***

*400 Foxhall Road  
Fayetteville, North Carolina 28303  
Phone: 910-483-0809*

*Rebecca McAlister  
Principal*

*Angelena Owens  
Assistant Principal*

Dear VanStory Families,

As the principal of VanStory Hills Elementary School, it is my great pleasure to welcome you to the upcoming school year. We are excited to embark on this new journey together, filled with opportunities for growth, learning, and development.

At VanStory, we firmly believe that the foundation of a successful school year lies in the strength of our relationships. We are committed to fostering a supportive and inclusive community where students, parents, and staff collaborate and connect. We understand that positive relationships are key to creating a nurturing atmosphere that promotes academic excellence and personal well-being. We look forward to building strong partnerships with each of you, ensuring that every child feels valued, respected, and encouraged. Together, we can create a vibrant and dynamic learning environment where every student can achieve their fullest potential.

Thank you for your continued support and trust in VanStory Hills. We are eager to see the incredible achievements and memories that this school year will bring. Let's make it a fantastic year together!

Warm regards,

Rebecca McAlister, Principal

\*\*\*Please note that this handbook is subject to change during the school year. You will be informed of changes as they occur.

## Daily Schedule

7:45 Doors open for all students  
8:15 Tardy Bell-instruction begins  
2:55 Dismissal

Office Hours 7:30-3:30  
Staff Hours 7:40-3:10

## School Colors

Blue, White & Red

School Mascot  
Bulldogs

School Motto  
"Wag More, Bark Less"

## **VISION**

At VanStory Hills Elementary School, our vision is to instill resilience, dedication, respect and compassion to all students as they navigate through their educational journey.

## **MISSION**

Every day at VanStory Hills Elementary School, we are on a mission to be safe, give our best effort, learn and teach to build our futures together.

## **ABSENCE FOR VALID EDUCATIONAL EXPERIENCE**

The Cumberland County Board of Education has adopted a student attendance policy which permits temporary absences of a student from school for a valid educational opportunity to be coded lawful. This policy includes that the parent make a written request to the building principal at least **five** days in advance of the absence. The request, which can be provided by the classroom teacher of the absence, should include reason, length, and educational objectives of the absence. The principal will then make a determination of whether or not the request is approved. When planning a family vacation, we request that parents plan them during time frames when students are not in school. Questions regarding military family vacations should be made to the school principal to determine appropriate coding of absences.

## **ACCIDENTS AT SCHOOL**

If a child has a minor injury at school, the supervising staff member will call the parent. An Incident Report will be completed. The parent will decide if the child requires medical attention. If a parent or emergency designee cannot be contacted, the teacher or designee will make a decision regarding your child's injury on your behalf. Our school nurse is on campus one day per week.

## **ADDRESS VERIFICATION AND PHONE NUMBERS**

It is imperative that we have the correct information including current address and telephone number. Arrange with a neighbor or family member to be listed as an "emergency contact" person if you cannot be reached. Notify us immediately of any change in address or telephone numbers including work and cell phones. If we are unable to contact you, the school social worker or the principal will make a home visit.

## **AMERICANS WITH DISABILITIES ACT SECTION 504:**

### **Section 504: Rehabilitation Act of 1973**

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 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 such grievances. If still unresolved, grievances may then be appealed to the district ADA/Section 504 Coordinator.

## **ATTENDANCE, TARDY POLICIES and PROCEDURES**

Regular attendance is compulsory according to North Carolina law. Parents will be contacted if a student is absent for more than three days. 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 conditions without a parent's or guardian's written authorization and permission of the principal or his/her designee." In view of the above policy, VanStory Hills Elementary School will observe the

following check-in/check-out procedures: Students must be in attendance a minimum of three (3) hours and twenty (20) minutes each full school day in order to be counted present (11:35 am). For early release days, students must be in attendance two (2) hours and twenty (20) minutes (10:35 am). To receive the maximum benefit from classroom and instructional participation, it is important that a child report to school each day. When your child must be absent from school, a parent/guardian should provide the school with a written explanation concerning the absence upon returning to school or it will be coded an unlawful absence. Students who live outside of VanStory Hills' attendance area and are on voluntary assignment will be recommended to transfer to his/her attendance area school if he/she is checked out early or is tardy excessively.

### **BUS RIDERS**

Students are assigned to school buses according to the North Carolina General Statutes #115C-244. A student will be suspended from riding the bus for displaying inappropriate behavior (See CCS Code of Conduct booklet). A student can only ride the bus to which he/she is assigned. Bus assignments will not be changed to accommodate daycare or babysitting arrangements. Students riding the bus must comply with the requests of the driver. During the first ten days of school, we will be establishing times for bus stops. CCS has adopted an innovative mobile device app and website called Here Comes the Bus. You must download the app and register in order to track the school bus. The bus driver is not allowed to make front door stops. The driver is not allowed to blow their horn nor wait for students that are not at the bus stop. Please help us to provide the safe environment we all expect for our children. Use caution and be patient. You will receive a message on Class Dojo and/or a phone call when buses are late or are having mechanical difficulties.

### **RULES**

1. Walk to and from the bus.
2. Stay seated.
3. Use a quiet voice.
4. Take all of your items with you.
5. Raise your hand to let the driver know if someone is hurt or upset.
6. Keep items in your bookbag.
7. Keep feet and hands where they belong.
8. Use kind words.
9. No cell phone use.

REMINDER: Riding the bus is a privilege. Please reinforce these expectations and consequences with your child. Failure to follow the rules will result in a bus suspension.

### **CONSEQUENCES**

1. Verbal Warning from your driver/conference
2. Written Warning & conference with Mrs. Owens, AP
3. 1<sup>st</sup> Offense: Up to 1 day suspension
4. 2<sup>nd</sup> Offense: Up to 3 day bus suspension
5. 3<sup>rd</sup> Offense: Up to 5 day bus suspension
6. 4<sup>th</sup> Offense: Extended long term suspension. Your bus privilege may be revoked for the rest of the school year.

**\*\*Physical altercation is an automatic bus suspension.**

### **CAFETERIA**

Cumberland County Schools (CCS) Child Nutrition Services has designated VanStory Hills as a Community Eligibility Provision (CEP) school. The provision enables each student enrolled to receive a breakfast and lunch at no charge on days when school is in session. Students enrolled at participating CEP schools are not required to submit a lunch application to receive meals at no charge. Adults will be charged a la carte. Students can purchase approved additional food items on an a la carte basis. An appropriate alternative breakfast/lunch tray will be provided to students who have a completed Medical Statement for Students with Special Nutritional Needs for School Meals on file in the cafeteria. Student lunches brought from home cannot be refrigerated or microwaved. Parents are welcome and encouraged to join /bring your child lunch any day of the week. Fast food is allowed.

### **CELL PHONES AND ELECTRONICS**

Cell phone use is not permitted on school campus or on the bus; however, we understand the need for students to have phones in order to contact parents after school. Cell phones and electronics (tablets etc.) cannot be seen or used during the school day and will be confiscated and returned to parents if they are observed. Furthermore, according to CCS Code of Conduct, the school is not responsible for any loss or damage to electronics brought onto campus. Smart watches may be worn, but may not be used to text or call out or receive phone calls during the school day.

### **CHECK IN AND CHECK OUT PROCEDURES**

Please make all appointments if possible after school hours. If you check-in or check-out your child from school, you will follow these procedures: Parents will sign the student's in/out indicating date, time, and reason. Under no circumstances will students be released from class without following checkout procedures. If there are consistent tardies or absences, the parents will meet with the principal or social worker. Students must be picked up by a parent or guardian or bring written permission/send Dojo message from a parent or guardian if being picked up by someone else. The person picking up your child must be listed on the check in/out card and show proper identification. The instructional day ends at 2:55. In order to preserve the educational opportunities for your child, and reduce end of the day interruptions, we ask that students not be checked out after 2:30 p.m. We appreciate your cooperation in this matter. Students who live outside of VanStory's attendance area will be recommended to transfer to his/her attendance area school if he/she is checked out early or checked in late excessively.

### **CLUBS**

VanStory has a number of school clubs: Science Olympiad, Chorus, and Battle of the Books Club. These clubs meet before or after school. We encourage participation in our clubs; however, we cannot provide transportation for students. Parents are encouraged to drop off or pick up their child promptly at the designated time. Club sponsors are responsible for supervising students until they are picked up.

### **CLASSROOM CELEBRATIONS**

In an effort to prevent hurt feelings, please do not pass out party invitations at school unless all class members are included. If your child is planning a private party and inviting only certain classmates, invitations should not be disbursed at school. **County Policy prohibits home baked goods from being served at school functions. In consideration of this policy, store bought items only should be provided.**

## **COMMUNICABLE DISEASES (Policy 4230)**

In order to prevent and/or control the spread of communicable diseases, the following procedures shall be followed:

1. When a student at school is observed to have symptoms of a communicable disease (fever of 100.4 degree Fahrenheit or higher, vomiting, or diarrhea), school personnel shall isolate the child and arrange for the student to be taken home.
2. No child with symptoms of a communicable disease should remain at school unless neither a parent nor another responsible adult can be found to care for the child.
3. Sick children will not be sent home by bus.
4. Unless advised otherwise by health authorities, students with a fever of 100.4 degree Fahrenheit or higher, vomiting, or diarrhea will be advised to remain at home symptom-free for 24 hours.
5. Unless advised otherwise by health authorities, students with an undiagnosed rash will be advised to remain at home until the rash disappears or written medical permission is granted for returning to school.

## **DRESS CODE**

Children should be encouraged to have pride in good personal appearance at all times. Please stress the importance of good grooming and proper dress with your child. Students should wear the appropriate clothing as outlined below each day. Students who fail to adhere to the dress code will need to call a parent to bring proper clothing to the school or borrow appropriate clothing from the clothes closet.

- Midriff may NOT be exposed.
- Shorts, skirts, dresses, and slits in dresses must be an appropriate length.
- Sagging will not be allowed and belts should be worn if needed. Jeans with holes above the knee must have fabric underneath.
- Bandanas, hats, sun visors, sunglasses, and other headgear will not be allowed inside unless a medical condition or religious doctrine exists. When wearing sweatshirts or hoodies, students will remove hoods when in the building.
- No article of clothing that is offensive or suggestive to any race, sex, religion or which displays profanity will be allowed.
- No spaghetti straps or sheer tops should be worn.
- Laced shoes are to be tied.
- Students will go outside for physical activity every day. Students should dress daily for safety and comfort.
- Flip-flops and slides are discouraged. Due to daily recess, tennis shoes are the best option.

Parents—we also ask that if you plan to volunteer or visit the classroom or school, please ensure that **you** are dressed appropriately. Refrain from wearing revealing apparel or clothing with profanity or inappropriate phrases. Use good judgment!

## **EMERGENCY PROCEDURES**

### **Fire & Tornado**

In case of a fire, students will evacuate the building to the designated area assigned to the class. Fire drills will be practiced once a month. In the event of a tornado, students will evacuate into hallways and follow instructions from school staff. Tornado drills will also be practiced.

### **Lockdowns**

For a **CODE YELLOW** lockdown condition, students and adults are to remain in their classroom and continue working. Students will not be able to participate in outdoor activities during a lockdown. All entrances will be secured and monitored until the **CODE YELLOW** lockdown is over. **CODE RED** lockdowns will be practiced. Teachers will follow procedures as indicated by the Central Services Office during the **CODE RED** lockdown. Visitors will not be allowed access into the school. All persons (staff, students, parents and visitors) who are in the school shall remain and follow procedures. In the event of a necessary lockdown, the school will send information home to inform parents of the need for the lockdown. Please note that students will not be released to go to the restroom during emergency drills whether it is practice drill or an emergency related drill to include Tornado Drills, Fire Drill, CODE RED lockdown drills, etc. In the case a student soils his/her clothing during the emergency drill, the staff at VanStory will handle the situation following the drill discreetly and sensitively.

### **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 this law, parents of students or students (if they are at least 18 years of age) 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 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 Family Education Rights and Privacy Act may be made, in writing, to: FERPA Office, Federal Building No 10, and 600 Independence Avenue SW, Washington, DC 20202.

### **FIELD TRIPS**

Your child's teacher may arrange an educational field trip. Before your child can attend, we must have your written permission. Administration cannot take permission over the phone for your child to attend the field trip. Prior to the intended field trip date, the teacher will send information to you regarding field trip plans, costs, transportation, etc. When a field trip is arranged, please return the permission forms promptly. If you have questions at that time, contact your child's teacher. Total costs are decided based on the number of students and chaperones. If you wish for your child to not attend the planned field trip, an instructional plan will be provided for your child at school on that day. On occasion, parents are invited on field trips to assist with supervision. The number of chaperones invited will depend upon the trip. Other family members including siblings will not be included in educational trips. All field trips will be planned in accordance with CCS policy IFCB-R. Students must comply with rules established by the school while representing VanStory on a field trip.

### **HEAD LICE**

Students found to have evidence of head lice will be sent home from school immediately according to the Board of Education policy. At VanStory, the following policy is used if students are suspected of having head lice.

1. A student is identified as having head lice by a parent phone call/message, teacher referral, or class check.

2. School staff will then check the student. If nits or lice are found, the student is discreetly sent to the office. A home contact is made requiring the parent or guardian to pick up the child. A letter accompanies the child that provides treatment information.
3. A total class check is made in the student's class as well as siblings of the student.
4. To return to class, the parent must present proof of treatment.
5. The child is checked before returning to the classroom and then rechecked again in ten days.
6. A letter is sent home with all students in a class only when more than one student in the class has head lice and/or nits.

### **HOMEWORK**

Homework is an integral part of the total educational program. It will be assigned to reinforce skills previously taught, in preparation for classroom discussions, or to enhance and build study skills. The teacher will carefully plan homework so that each student will be motivated to complete the assignments. Just as students have different learning styles and ability levels, the length of time needed to complete the assignments varies with the ability and skill level of the student. Some homework assignments may be graded and recorded as grades based upon the discretion of the teacher. Approximate homework times for each grade are as follows: 2nd=30 minutes, 3rd=40 minutes, 4th=50 minutes and 5th =60 minutes.

### **IMMUNIZATIONS**

North Carolina General Statute # 130A-1569 (a) requires the parent or guardian to furnish proof of the following immunizations:

- (5) DTP/DTaP (If a booster dose of DTP/DTaP is given on or after the child's 4th birthday then dose #5 is not required.)
- (4) Polio (If the 3<sup>rd</sup> dose is given on or after the 4th birthday then dose #4 is not required.)
- (2) MMR (1<sup>st</sup> dose must be on or after the 1<sup>st</sup> birthday.) 2<sup>nd</sup> dose is when they begin school.
- (3) Hepatitis-B
- (1) Varicella (On or after 12 months)

The immunization record and North Carolina Health Assessment must be received at school by the 30<sup>th</sup> calendar day after the student enrolls. After the 30<sup>th</sup> day, state law mandates that we dismiss your child from school for any out of compliance students. A copy will be kept on file in your child's record.

### **INSURANCE**

Students will bring home information about accident insurance in their "first day of school" packets. Applications should not be returned to the school but should be mailed directly to the company. Questions that may arise during the year should be directed to the company and not to the school.

### **MEDICATION**

Parents must obtain a **Physician's School Medication Form** from the school in order for school personnel to administer a prescribed medicine. Administration of medicine is done in the front office. A log will be kept of medication administration at school. Medication for minor illnesses such as (colds, headaches, etc.) may not be taken at school unless a parent administers them. Prescribed medication for short-term illness (10 days or less) may be administered from the prescription bottle if all necessary information is on the prescription label and a physician's note is provided to the school. Medication is not allowed to be transported to school by the student or bus

driver. It is required that the parent bring in the medication, count the medicine and sign the medication in. At the end of the year, the medication is to be counted and signed out. Expired medications and all medications left at the school following the last school day, will be disposed of according to health regulations.

### **MORNING DROP OFF/AFTERNOON DISMISSAL**

#### **Important Reminders Regarding Morning Arrival (7:45 am- 8:15 am)**

Parents are NOT allowed to walk their child into the building. Your options are to be a bus rider or get dropped off at the front entrance. We ask that you follow the signs posted and directions provided by our staff each morning. It is imperative that you remain in your car until you hear the morning bell ring. DO NOT DROP YOUR CHILD OFF ON FOXHALL ROAD. YOU MUST GO THROUGH THE CAR LINE. If your child is a bus rider, they will be dropped off in the bus lot beginning at 7:45 am. At 8:15 am, your child is considered tardy and will need to be checked in by a parent/guardian in the front office. Parents can visit the office during morning drop off but will not be allowed in classrooms or in the hallways. DO NOT DROP YOUR CHILD OFF PRIOR TO 7:45!

### **Afternoon Dismissal Procedures**

#### **(Bus Riders)**

Our goal is to have all buses loaded and leaving campus to head to Alma Easom to pick up students by 3:05pm. Once Easom students have loaded, the driver will begin the bus route. Your best plan of action is to get to the bus stop 10 minutes prior to your bus stop time and remain at the bus stop until the bus arrives. If you have not downloaded the Here Comes the Bus App, please do!

#### **(Walkers)**

Students who live within the neighborhood of Vanstory can be considered a walker. Arrangements for your child to be considered a walker is determined by the principal. Contact Mrs. McAlister if you want your child to be a walker. Parents of walkers do not have to go through the car line to drop off in the morning; however, you may not park in the staff lot and walk your child to the front of campus.

#### **(Car Riders)**

At approximately 2:55pm, we begin the transition for afternoon dismissal. At that time, a school designee will walk around taking names of students whose parents are in line. Names are placed in a google document with twelve cars in a group. That being said, it is imperative that parents do NOT cut in line at any time. Students will be called based on group number and escorted to your car. This process is repeated until all car riders have been picked up. It is imperative that you cooperate with us by doing the following:

1-We ask that parents do not get in line prior to 2:30pm. The line begins in the semi-circle in the front of campus and winds down Foxhall to Westchester then S. Edgewater. It is best practice to get in line coming from S. Edgewater. You will not be allowed to turn down Foxhall Drive to get in line.

2- At Meet and Greet, you will receive a tag with your child's name on it. Please display this paper on your front windshield so that a staff member can read the student's name and place it in the google sheet. You need to keep this in your car ALL school year. We do begin to recognize cars; however, there are times that we have different staff members calling names.

3-Remain in your car at all times. We realize this process does take time; however, it is necessary for your child's safety that this process run smoothly. Do not park your car on



Foxhall Road and expect to walk up and get your child. This only slows down the process and you will not get your child until all children are picked up.

4-Have patience during the first few weeks of school. Realize that this is a new process for many students. It typically takes no more than 15 minutes to complete this process. As the school year progresses, the process goes faster.

5. Be courteous to our neighbors by not blocking driveways!

6. Reminder-there are no check outs after 2:30 pm!

### **NON-DISCRIMINATION STATEMENT**

It is the policy of the Cumberland County School System inclusive of VanStory Hills Elementary School not to discriminate on the basis of race, ethnic origin, sex or handicap in its educational programs, activities, or employment policies as required by Title IX of 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA).

### **PARENT TEACHER ASSOCIATION**

We have an active PTA and encourage each parent to join and participate. This organization is an essential part of the total school program. Your support is needed and will be appreciated. The PTA officers for the school year are:

Hallie Bartlett-President	Ande White-Vice-President
Melissa Parker-Secretary	Kerry Wheeler- Treasurer

### **PARENT/ TEACHER CONFERENCES & PHONE CALLS**

1st Semester-October

2nd Semester- February

You are encouraged to seek a conference with your child's teacher at any time during the school year. Phone calls will not be sent to a teacher's classroom, instead you will be forwarded to a voice mail system. This is to protect instructional time and lessen disruptions. Emergencies are exceptions and will be handled on an individual basis. Additional conferences with teachers or the principal may be made by calling the school at 483-0809. Remember, conferences should be scheduled so as not to interrupt or to interfere with the teacher's instructional time. VanStory Hills uses software called "Class Dojo" to communicate with families. Teachers are not expected to respond to parent messages during the school day.

### **PARKING ON CAMPUS**

Please refrain from parking in the loading zone. There are always parking spaces available in the staff parking lot. Please DO NOT block any residential driveway on Foxhall Road or any surrounding streets.

### **PARENTS CAN HELP!!**

- Encourage your child to talk about school experiences.
- Allow your child to relax following the school day.
- Keep in contact with the school and your child's teacher. Ask what specifically you can do at home to help your child.
- Listen to the child's view of conflicts and then inquire at school as to the total picture.
- Volunteer at school. Teachers need and appreciate your time.

### **PARENT CONCERNS**

Parental concerns should first be expressed to the teacher. Concerns that are more general in nature should be made to an administrator. An administrator will be happy to arrange conferences for parents and teachers to discuss classroom issues. An administrator will always expect the parent to discuss the concern with the teacher first. If unresolved, the administrator will meet with the parent and teacher to assist in resolving the concern.

### **PARENT RIGHT TO KNOW STATEMENT**

As required by the Elementary and Secondary Education Act (ESEA), Title I Part A, information is available at our school to include but is not limited to the following:

- the school improvement plan
- qualifications of your child's teacher and/or teacher assistant
- professional development opportunities for teachers and assistants to ensure highly qualified personnel
- opportunities for parent involvement and input
- the district improvement plan
- the district parent involvement policy
- the district report card and the school report card

Please contact our school and we will be glad to provide you with this information upon request.

### **PERSONAL ITEMS**

Parents are encouraged to provide identification on their child's clothing throughout the school year. The use of identification on your child's items will be a great help when it comes to giving lost and found items back to the rightful owner. Please provide first and last name on items.

### **PICTURES BY STRAWBRIDGE**

VanStory Hills has contracted with Strawbridge Photography to photograph students two times during the school year. Fall pictures will be prepaid. Spring pictures will be "package sales" which means every student's picture is taken and a sample is sent home. The child returns the sample if the parent doesn't wish to order photographs. Class pictures will be made in the Spring and will be paid for in advance. Fall pictures are used in the VanStory Yearbook. The students and staff of VanStory benefit directly from the sale of the fall and spring pictures.

### **PROMOTION CRITERIA & STANDARDS**

Students in grades K-5 shall be placed by the principal at the grade level for which each child is best adjusted academically, socially, emotionally, chronologically and physically. Students are expected to demonstrate at least one year's growth for each year of instruction. In grades K-5, teachers must certify that students are achieving on grade level in order to be promoted to the next grade. For K-2 these decisions shall be based on mastery of grade-level skills as measured by North Carolina K-2 Literacy and Mathematics assessments that correspond to the current statewide instructional standards for each grade, teacher assessment, and other local and state recommended and/or required assessments.

### **REWARDING OF POSITIVE BEHAVIOR**

Just as it is important to have consequences for negative behavior it is equally important to reward positive behavior. PBIS is used at VanStory Hills and students will be rewarded with designated activities/items. Positive notes, calls and Dojo messages will also be sent home with the students who have shown improvement in behavior.

### **RULES OF CONDUCT AT VANSTORY HILLS**

Management routines and rules are a very important part of any school. This provides the basis for a structured environment to be created so that a high level of academic work can occur. We believe that teachers have a right to teach and students have the right to learn. To allow this to happen, our students practice P.A.W.S. every day. That means they are Positive, Accountable, make Wise Choices, and are Safe. Our PAWS matrix details our expectations for each area of the building. If you have specific questions, please ask your child's teacher.

### **SCHEDULE DELAYS DUE TO WEATHER**

A two-hour delay means that the tardy bell will ring at 10:15. Students should not be dropped off prior to 9:45 a.m. Buses will have the same 2-hour delay that is announced. School will be dismissed at the regular time when delayed due to weather conditions. Breakfast will not be served, but lunch will be served.

### **SCHOOL SPIRIT DAYS**

Every Friday will be School Spirit Day! We encourage each member of our educational family to participate. Our "Educational Family" includes students, faculty, staff, parents, grandparents, friends, neighbors, and EVERYONE who shares our love for this wonderful school. PTA sells a variety of sportswear: long and short sleeve shirts, shorts, and jackets. Support our school by purchasing spirit wear.

### **TEXTBOOKS, LIBRARY and CHROMEBOOKS**

Students are responsible for all textbooks, library and chromebooks. Families will be charged for any damaged or lost items. Students may not check out more than two library books at a time. Students may not be able to check out additional books if books have not been returned. To help protect our books and chromebooks, food, drinks, candy, gum and water should not be near books should be avoided.

### **TOBACCO USE**

The use of tobacco products is a health, safety and environmental hazard for students, employees, visitors, volunteers, and school facilities. Teachers, volunteers, and visitors serve as role models for students. Therefore it is our obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke. According to CCS policy we are to provide schools that are smoke-free. Students may not possess, display, or use any tobacco product at any time on school premises, buses or at school events, both indoor and outdoor and both off and on school property. Visitors and volunteers to the school may not at any time use or display tobacco products on school premises. This includes any school sponsored events, both indoor and outdoor, and both off and on school property.

### **VISITORS AND VOLUNTEERING**

Parents are welcome at VanStory Hills Elementary School. Parents are encouraged to eat lunch with their child. Visitors must report to the office to sign-in and produce a picture ID. This procedure helps us know who is in the building and protects the safety of our students, staff and visitors. Teachers are not able to conference with visitors during the instructional day while supervising students. As for volunteering in your child's classroom, Cumberland County requires

that all persons working with students or chaperoning on a field trip must complete a VOLUNTEER SECURITY DATA FORM. When you have been given clearance to work with students, please go by the office to sign in and be given a visitor's badge to wear in the building. You will need to leave your keys as assurance of returning the badge. Before you leave, please return to the office, sign out, return your badge and pick up your keys. You may only volunteer in the classroom after the clearance of the background check. <https://www.ccsvolunteers.com/>

### **TRANSPORTATION CHANGES**

For the safety of our children, we are asking you to comply with the following request: It is the parent's responsibility to inform the teacher in writing if there is to be a change in the regular mode of transportation from school for a child. The teacher cannot accept the child's word that there has been a change in the mode of transportation on a given day. Unless notified in writing or via Class Dojo, the teacher will send your child home in the routine manner. All changes sent via Class Dojo must be sent prior to 12:30 each day. Do NOT send a message after 12:30 and expect a teacher to have read it. Please do not call the office and make the request for a change in transportation.

### **WATER BOTTLES**

Metal water bottles are not allowed on campus. Students may bring a small, plastic water bottle to school to have in the classroom, lunch and recess.