

Trindale Student / Parent Handbook 2023-2024

Trindale Elementary School

Cindy Walker, Principal

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Dear Trindale School Families,

Welcome to The Dale, where we put student's first in everything we do. The administration, faculty, and staff are excited about the potential for the 2023-2024 school year. It's been a busy summer getting ready for the new year. Our main focus is for continuous improvement to better educate our students and help them reach their full potential. We are excited about our new staff members and we are looking forward to continuing the "Dale Experience".

We expect our students to be determined in everything they do, to have a good attitude, to be a leader in the classroom, and be excited to learn. This is the Dale Student Pledge and the Dale Experience. We expect our staff to provide a positive learning environment and meet the needs of each of our students.

In this handbook, you will find how we do business at the Dale. Please read through the procedures and use them as a reference for you and your child during the year.

Everyone at the Dale is so excited to start the year, and we look forward to another great year with the Trindale families.

Sincerely,

Cindy Walker, Principal



Trindale Elementary School

Support Staff

Principal:	Cindy Walker cwalker@randolph.k12.nc.us
Assistant Principal: (Bus Coordinator)	Rachael Fry rfry@randolph.k12.nc.us
Lead Teacher:	Karri Stephenson kstephenson@randolph.k12.nc.us
School Counselor:	Becky Peele bpeele@randolph.k12.nc.us
Secretary:	Teagon Snider t1snider@randolph.k12.nc.us
Data Manager:	Sherri Idol (attendance questions, change of address) sidol@randolph.k12.nc.us
Receptionist:	Sheivon Benfield sbenfield@randolph.k12.nc.us
School Nurse:	Shannon Heiney sheiney@randolph.k12.nc.us
School Social Worker:	Kendra Cranford kcranford@randolph.k12.nc.us
Head Custodian:	David Hinshaw dhinshaw@randolph.k12.nc.us
Cafeteria Manager:	Deanna Church dchurch@randolph.k12.nc.us

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2023-2024

School Procedures

Academic Problems:

When a student has trouble understanding what is being taught, or the parent realizes that their child is having difficulty with the grade level work, the first place to go for help is the classroom teacher. The teacher may provide academic, behavioral, and/or social/emotional interventions to ensure growth for all students.

Teachers are able to conference with parents after school. Please send a note, use Classdojo, or email your child's teacher if you are in need of a conference. The teacher will respond with a scheduled time for you to come in for a conference. If you need to speak with your child's teacher over the phone, please call the school any time after 2:45 pm. During school hours, teachers are teaching. On many days our teachers do have meetings after school so if they are not available when you call then please leave a message with one of our secretaries. Your child's teacher should then be in touch with you within 24 hours. The best way to correspond with your child's teacher is by email.

Asbestos Hazard Emergency Response Act (AHERA) Notification Statement

In 1988 all Randolph County School System were inspected for Asbestos Containing Materials (ACM) according to the rules established by the Asbestos Hazard Emergency Response Act (AHERA). The inspection results and the Randolph County School Systems plan concerning asbestos were compiled into a Management Plan for each school. Each school's Management Plan is available to the public for inspection upon request. Interested parties should contact the Principal or the LEA Designee to arrange for an inspection of the Management Plan. As required by AHERA, a periodic surveillance of all remaining asbestos material must be made every six (6) months. Any damaged or deteriorated asbestos will be repaired or replaced as soon as possible. Every 3 years schools containing asbestos are required to be re-inspected. The periodic surveillance and re-inspection results are located in Volumes 1, 2 or 3 of the AHERA Notebook.

Any questions concerning this school's Management Plan can be directed to the Randolph County School Systems LEA Designee for AHERA at 336-736-6588.

Attendance:

Attendance in school and participation in class is an important part of a child's success. Regular attendance and being on time develops patterns of behavior essential to success in life. School doors open at 7:20. Students must be in their classrooms by 7:45 otherwise he/she will be counted tardy. **Students arriving after 7:45 must be walked into the office and signed in by a parent.** Our school day ends at 2:30. **A student that has an early dismissal before 2:30 will have a tardy in Powerschool because that's how it is coded in the system.** A student must be present at least one half of the school's instructional day in order to be recorded present for that day.

- Students are **required** to furnish written excuses by their parents/guardians on the first or second day after having been absent from school.
- All absences due to a trip must be pre-approved by the principal to be excused. You may ask your child's teacher to send you a form with guidelines to complete and turn in for approval.
- After a student has accumulated **3, 6, or 10 unexcused absences**, the principal is **required** to notify the parents. Parents will receive a form letter notifying that your student has unexcused absences. If a student is out for **more than 10 unexcused days**, the principal and school social worker are required to consider notification of the District Attorney for possible prosecution of the parent/guardian.
- Any student who is absent **more than 20 days must have a doctor's note to excuse further absences due to illness**. Students who are absent more than 20 days will receive a 20 day letter and may be retained.

Before and After School Care:

The Dale runs a before and after school care program. The before school program runs from 6:30-7:25 am (\$10 a week) and the after school program runs from 2:30-5:30pm (\$50 a week). Children can get help with their homework, read their required 20 minutes, have computer time, play in the gym, make crafts, and/or play on the playground. Parents interested in this program should contact the office for enrollment information. Families are expected to pay on Monday for the upcoming week. **Students enrolled are expected to follow rules set up in the after school care program. Parents will be notified if the rules are not followed. Failure to follow the rules and/or delinquent payments will result in suspension or removal from the program.**

Birthday Celebrations/Balloons/Flowers:

It is thoughtful of parents to give balloons, flowers, or stuffed animals to their child for their birthday or a holiday. However, these items cannot be carried on the school bus at the end of the school day. They also cause distractions which could lead to accidents. When these items are taken to the classroom, they may also hinder the learning process. It is often difficult for students to concentrate on their work when they are thinking about the gift that they or another child received. For these reasons, no balloons, flowers, or other similar celebratory items will be accepted in the school office for any child. Please make plans for these items to be delivered to your home.

If you would like for your child's birthday to be recognized at school, please contact your child's teacher for information on how this is handled in the classroom. In order not to interfere with classroom instruction, **celebrations are held at lunch. Please remember that all refreshments served for students must be store bought. Birthday party invitations, or other party invitations, should not be sent to school to be distributed to students unless all students in the child's classroom are invited to the party.**

Books and Book Bags:

All students have the responsibility of seeing that his/her books are not lost or damaged. This includes textbooks, supplementary books and library books. If a student loses or damages a book, replacement or damage fees will be collected. Each student should have a book bag that he/she can bring to and from school to protect their books and assignments. **No rolling book bags are allowed.** The wheels are damaging to our floors.

Buses:

School bus transportation is a service provided by the state of North Carolina and RCSS. This service is a privilege provided for students within the Trindale school district. This service will be revoked for students or parents that do not follow bus guidelines. To ensure the safety of all bus riders, and the bus driver, students are expected to:

- Follow the directions of the bus driver at all times.
- Stay in their assigned seat.
- Keep hands, feet and objects to self.
- Keep voices low with no “ugly talk” or cursing.
- No eating or drinking on the bus.

Failure to observe these rules may result in a bus ticket. A student may receive consequences at school or may be suspended from the bus for a period of time. Students that consistently do not follow the rules may be removed from the bus for the remainder of the year. A copy of the ticket will be sent home to be signed and returned the next day. Any bus concerns should be dealt with through Mrs. Fry, Trindale’s bus coordinator.

Cafeteria:

It is required for all students to exhibit respectful and appropriate behavior in the cafeteria. Breakfast is served each day beginning at 7:20. **Breakfast is free for all students.** If your child is a car rider, then they need to arrive at school by 7:40 in order to eat breakfast. **Breakfast is eaten in the classroom.**

Lunch is free for all students during the 2023-2024 school year. We welcome parents to come and have lunch with their child on any day except for early dismissal days. (On these days, our lunch schedule is varied.) Our cafeteria staff prepares delicious and healthy lunches each day so please take advantage of this and enjoy a school lunch when you visit.

When you come to eat lunch with your child, we ask that you please observe our cafeteria rule of no talking at the tables for the first 10 minutes. If you choose to eat at the table with your child, then please remain silent during “red cup” time. We also understand that you have taken time out of your day to be with your child, and we want you to continue to do so. **That is why we will have a family table setup where you can talk the entire time, even during the “red cup” time.** The family table is there so you can sit with your child and enjoy lunch together as a family.

Students wanting any extras such as: chips, cookies, extra helpings are required to pay for them. meals Students can prepay for extras on a weekly or monthly basis by using the online payment option. They may also choose to pay on a daily basis. **Students may not charge for extras.**

Car Riders:

The circle drive is used for students who are brought to school or picked up by car. Each morning parents can pull up to the drive in a single file line. One of our safety patrol students will open the door for the student. In the afternoon, parents can pick up their students in the same manner although we have a double car line. In the afternoons, parents must display an Identification Card on their dashboard. **If an identification card is not displayed, parents will be directed to our school office. Proper identification will be asked to be shown before the student is dismissed. Please be mindful of all safety precautions in the car rider line.**

Cell Phones/ Stuffed Animals/iPads/ Tablets/ Trading Cards/ Toys/ Etc.:

Students are not permitted to bring cell phones, iPads, tablets, trading cards, toys, stuffed animals, etc. unless instructed by their teacher for educational purposes. These items are distracting on the bus, in the classroom, and on the playground. If your child brings one of these without permission, they will be

taken and returned only to the parents/ guardians. Loss of such items that are brought to school are not the responsibility of the school.

Change of Address:

Please notify the school immediately if you have a change of address or phone number. Randolph County Board of Education policy requires that parents notify the school principal immediately upon the change of residence if they move outside the school attendance area. Students may remain in the Randolph County School System contingent upon space availability, student conduct, attendance record, and payment of tuition as required. If a parent/guardian has failed to notify the school of a change of residence or given an erroneous residential address the student may be denied continued enrollment.

Chromebooks:

Chromebooks are used daily in the classroom and are provided by the school. It is crucial that these be handled in an appropriate manner. Students will be responsible for their care. Students may not intentionally or unintentionally damage computers, computer systems, or other electronic devices, software, or computer networks. Consequences will be assigned to students that do not comply with this expectation.

Discipline:

I'm the One Character Traits provide the foundation for student behavioral expectations. Each quarter we will focus on specific character traits. Students that exemplify these traits will receive a special bracelet and will be recognized during the morning announcements. We expect that our students will be respectful, show good manners, get along with his/her classmates, and complete all assigned work. When a child does not live up to these expectations, teachers will conference with the student, call a parent and assign classroom consequences.

Should a child's behavior be such that he/she has to be suspended, parents are immediately informed by telephone whenever possible. A discipline form will be sent home detailing the behavior, explaining the consequence and indicating when the student may return to school. Students who are suspended may not attend any school activities during the time they are suspended.

Dress Code:

Trindale faculty and staff **strongly recommend that students wear sneakers** or other types of shoes which are appropriate for outdoor play. **No flip flops. Sneakers must be worn on PE day.** No shoes with skates are allowed. Parents will be called if a child's attire/shoes are deemed inappropriate and asked to bring a change of clothes.

Students are expected to dress in a manner which is not disruptive or distracting to others. If it causes a disruption, then it is inappropriate. The following rules of dress will apply and should be followed.

- Blouses, shirts and other types of tops should extend to the top of the pants or skirt.
- Spaghetti straps, tank tops, halter tops, fishnet or other mesh clothing, or other tops with openings that reveal inappropriate body parts or underclothing should not be worn.
- Pants that are baggy or drag on the floor are not appropriate. (Pants/shorts must be worn around the waist)
- Shorts should be long enough that when the arm is outstretched they extend below the middle finger.
- Head apparel such as hats or sunglasses may not be worn inside the building unless the headgear is worn based on a sincerely-held religious belief or an approved special spirit day for the school.
- Sleepwear or bedroom slippers are not allowed to be worn unless it is a special spirit day.

- Bare feet and/or flip flops are not allowed for safety reasons. Shoes must have a back to be acceptable
- Students are not permitted to wear clothing that contains advertisements for tobacco, alcohol, or drugs. Clothing with pictures or words depicting racism or violence are not allowed. These include but are not limited to items which show knives, guns, blood, offensive messages, or any violent theme.
- Items that are potentially dangerous such as fish hooks, chains, or spiked objects are also not allowed.

If a student’s dress, appearance or lack of cleanliness is detrimental to the health or safety of him/herself or others, substantially disrupts the school or work environment, or otherwise violates these rules, the principal will require the student to adjust his/her appearance or clothing. Students will be either given clothes from the clothes closet or parents can bring a change of clothes.

Field Trips:

Field trips can be an important part of a school experience. Students going on a field trip are expected to:

- Have a signed permission slip from parent/guardian
- Pay the student’s share of expense
- Be on their best behavior at all times
- Follow school rules and regulations
- Wear the Dale field trip shirt

(Siblings are **not** permitted to go on field trips due to safety requirements and student supervision needs. **Parents are not allowed to ride on the activity bus.**)

Grading System:

Report cards and the grading systems differ for kindergarten through second grade. K-2 teachers do not give letter grades. Grades 3-5 will follow the grading scale listed below:

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

Homework:

Homework is a chance for students to practice skills that they need to work on. The teachers at the Dale will strive to assign homework that addresses the needs of each child individually. When homework is assigned, it is assigned to give your child the chance to practice what they are learning in class. The amount of time spent on homework each night should not be more than 10 minutes per grade level.

For example:

3rd grade – 3 X 10 minute per grade level = 30 minutes of homework expected

1st grade – 1 X 10 minute per grade level = 10 minutes of homework expected

In addition to the assigned homework, each teacher will require students to read 20 minutes a day. This reading can be done alone, reading to a parent, or a parent reading to them (K-1st grade). The success of a child in school increases tremendously when they develop a habit of reading each night. We hope you will support this extremely important assignment, and watch your child soar.

Honor Roll/Special Recognition:

Each semester we will honor students at a semester awards assembly. Each grade level will have an assembly. At these assemblies we will honor academic and attendance achievements.

Here is a list of awards you can expect at the awards assemblies:

Quarter Awards

- K-5 – DALE awards (Determination, Attitude, Leadership, and Excitement)
- K-5 – Perfect attendance awards
- K-2 – Math and Reading awards (based on growth levels obtained by the student)
- 3-5 – Honor rolls A Honor Roll – all As A/B Honor Roll – mix of A's & B's
- 3-5 – Benchmarks Growth (reading only) and Highest (reading and math)

End of the Year Awards

- Highest EOG math and reading (3-5)
- Yearly average Honor Roll (3-5, A and A/B)
- Yearly perfect attendance (K-5)
- Club Recognitions
- Presidential awards for 5th
- K-4th grade end of the year award schedule will be distributed during the year once it is finalized.
- 5th grade celebration day

Inclement Weather:

In case of bad weather, and when there is a chance that school might be delayed or canceled, please listen to the radio and/or watch your local television station. Unless you have heard something by 6:00 am, you should plan to attend school. If snow or other bad weather begins after school is in session, school may be dismissed early. Listen for announcements from local television and radio. RCSS will send home a phone call to notify families of a delay or cancellation. Please do not call the school. On days that school is delayed 2 hours for bad weather, breakfast will be served. On days that school is delayed 3 hours for bad weather, breakfast will **NOT** be served.

Insurance:

Students are NOT automatically covered by insurance when an accident occurs at school. Therefore, insurance for dental and/or student accidents is available to you. Information on insurance coverage will be sent home with your child. Payment should be made directly to the company. The school is not responsible for student accidents which occur in the school unless negligence is proven on the part of the school. Unfortunately, many parents are not aware of this until it is too late.

Lost and Found:

Clothing and other items that are found at the school or on the bus are put in the Lost and Found, which is located outside the cafeteria. Many of these items are never claimed by the students. To help us return these items to your child, **please write your child's name, using a permanent marker, in all the clothing that they take off while at school – coats, jackets, sweaters, etc. and items such as lunchboxes and book bags.**

Make Up Work:

In the event of an excused absence, a student shall be entitled to make up work. Make up work shall be assigned at the convenience of the teacher.

Medication:

If under exceptional circumstances a student is required to take medication during school hours, the parent must:

- Pick up a Medication Permission Form from the office.
- Have the form completed by a physician.
- Bring medication to school, **DO NOT SEND ON THE BUS.**
- Have all medication containers labeled by a pharmacist including the child's name, the pharmacy's name and address, the serial number and date filled, the name and strength of the drug, directions for use and prescriber's name.
- Medicine will be counted by the office staff to ensure the correct number of pills.

The time that the student takes the medication must be stated on the bottle. It may state a specific time or say "take before lunch" or "after lunch." It cannot say "take two times a day" or "three times a day", etc. Be sure the doctor states on the medication form the times and amounts to be taken. Medication permission form and bottle must match.

We cannot give over the counter medications of any kind to students. This includes such things as aspirin, Tylenol, calamine lotion, and Neosporin. All over the counter medications can only be given when we have a completed medication form signed by the parent and physician.

Newsletter:

Most weeks you will receive a phone call from the school letting you know what's happening at the Dale for that week. Along with the phone call you will get an email. This will give additional announcements to parents and things to know about for the Dale.

Outside Food:

Students are not allowed to bring outside restaurant foods/drinks to school with them in the morning. This includes but is not limited to: iced coffee, McDonald's biscuits, Krispy Kreme donuts, Starbucks drinks, etc.. This is a distraction and requires extra time to consume by children.

Parent Teacher Organization:

The Trindale Parent Teacher Organization exists to promote the welfare of our children. They sponsor many opportunities for our students, staff and community. Parents are encouraged to participate in the activities of our PTO. Our PTO officers and staff are invited to attend our meetings.

PTO Officers:

President: Amy King

Vice President: Cassie McDaniel

Secretary: Melissa Boyles

Teacher Representative: Jennifer Dempsey

School Day:

School hours are 7:45 am until 2:30 pm. **Students arriving after 7:45 am must be signed in at the office by the parent/ guardian and will be counted tardy.** Students may get out of their cars and enter

the building at 7:20 am. Prior to 7:20 am the school is not open and teachers are not on duty to supervise students.

Students who are picked up in the afternoon must do so through the appropriate car rider line. In the afternoon students must be picked up by 2:50 pm. Many teachers have meetings and conferences to attend in the afternoon. We appreciate parents/guardians making every effort to be here on time in the afternoons.

Selling/Trading/Borrowing/Lending/Buying:

These practices tend to cause misunderstandings among students. When students bring personal items to school, problems usually occur. Students are often “cheated” or have items stolen from them. Selling and trading are not permitted at school or on the school buses.

Snacks in the classroom:

Snacks in the classroom is the decision of the classroom teacher. They may allow it or not depending on the time of day they eat lunch. Snacks are permitted as long as they do not disrupt the learning environment and they follow the classroom teacher’s guidelines for snacks. **Water in a bottle or a container shall be the only drink allowed in the classroom. No soda, drink boxes, juice, or other non-water drinks will be permitted unless there is a medical reason.**

Student Check-out Procedures:

- All students must be checked out through the office.
- Office staff will check identification as needed.
- Parent permission must be provided to the school for a student to be checked out by anyone other than the parent or guardian.
- If the parents are divorced or separated, their child may be released to either parent unless the school has been provided with a copy of a court order or a separation agreement that specifies one parent as primary custodian of the student or which specifically prohibits the non-custodial parent access to the child.
- Students will not be called to the office for checkout until the person picking up the student has been appropriately identified.
- A student checkout log will be kept in the office, which includes the signature of the person checking out the student, the student’s name, purpose of checkout, time and date.

Tobacco:

The Randolph County School Board has adopted a 100% tobacco free school policy. **All tobacco use by everyone, everywhere on campus, at all times including school events even after regular school hours is prohibited.**

Transportation Changes:

It is very important to the Trindale faculty and staff to be sure all children get home safely each afternoon. **All transportation changes different from your child’s regular way home must be sent by the parent or guardian to your child’s teacher in writing (note or email) before 8:00am.** This note will be turned in to the office. Teachers will not accept transportation changes through email, Remind, or Classdojo. We will not accept phone calls for a change in transportation unless there is a medical emergency. We will ask you to email office personnel so that we have it in writing. This should be done by 2:00.

Visitors:

Visitors to the school must buzz in at the front door and enter the office upon arrival. The office staff may ask for your ID if they do not know you.

Website:

The Dale provides an excellent website that can provide many links of interest for parents. To access this website you can type in *tdale.randolph.k12.nc.us* in your internet browser.

Faculty and staff information can be found on the school website.

Weekly Folder: Each Monday your child will bring a weekly folder home containing work samples, graded papers, important information, etc. Please look carefully over these items. This weekly folder is one of the ways that the school and home can communicate.