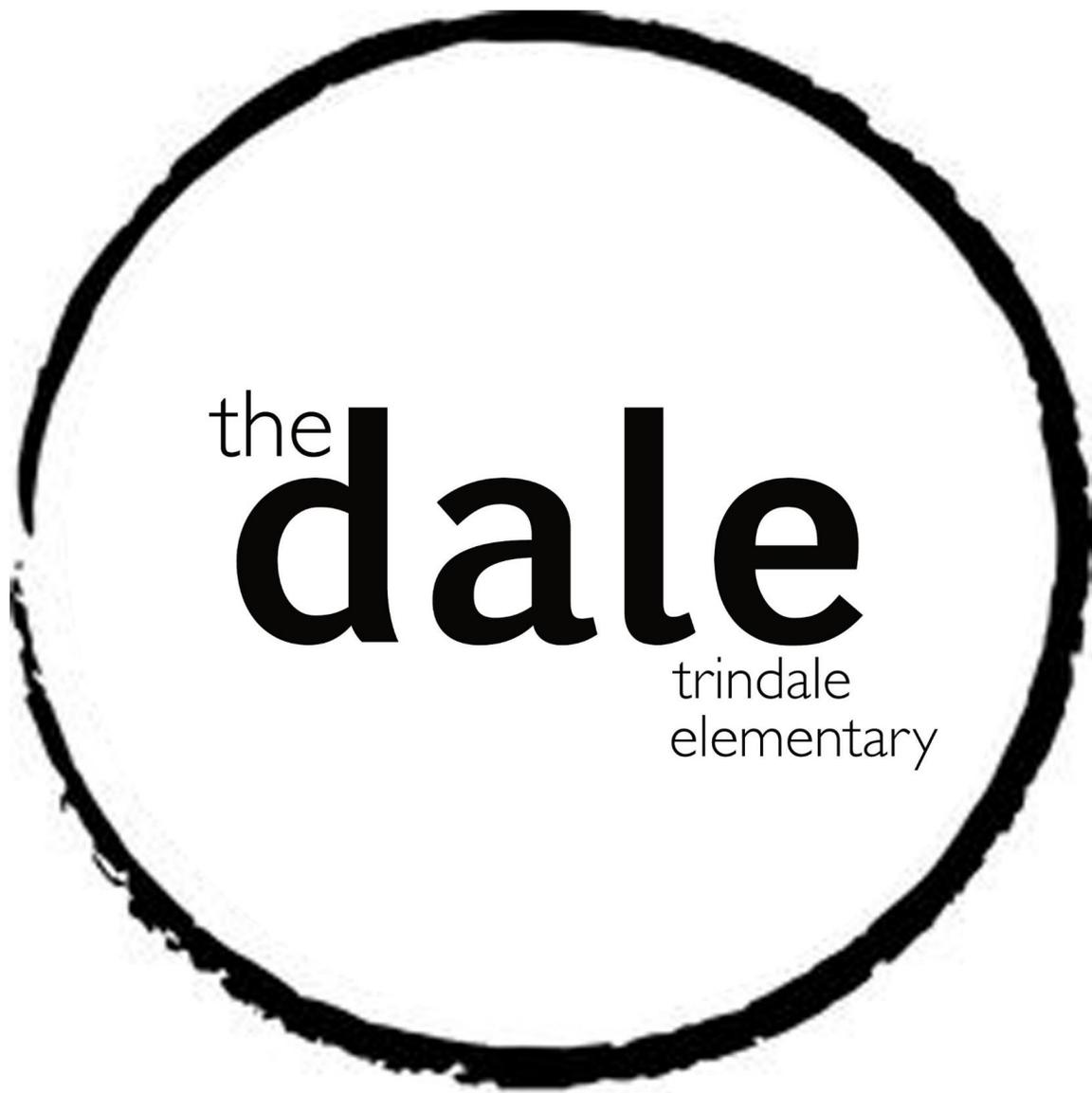


**Trindale Student / Parent
2018-19
Procedural Manual**





Trindale Elementary School

Todd Henderson, Principal

400 Balfour Drive
Archdale, NC 27263
Phone 336.434.1516
Fax 336.434.2508
tdale.randolph.k12.nc.us

Dear Trindale School Families,

Welcome to the dale, where we develop lifelong learners and create an extended family. The administration, faculty, and staff are all excited about the potential for the 2018-19 school year. We have had a busy summer getting ready for your child(ren) and we look forward to seeing all the students walking down the halls once the school year begins. We are refining the way we do things to better educate your children and help them reach their full potential. The staff has been working really hard over the summer to prepare for your child(ren) and they will do their very best to push your child(ren) in school and make them a better learner.

We all care about your children and the progress they make in school. We believe it is our responsibility to help each child so they can reach their potential. This will require a lot from our teachers, teacher assistants, and support staff, but we are up for the challenge. This journey will take a group effort. We will need your help and your child's help. We expect children will do their part by being respectful of all people in the building, putting forth their best effort on work, and helping others when they need help. The adults in a child's life have an even more important role. Your support of the school, teachers, and procedures will have a huge effect on your child's outlook towards school. Your words of encouragement and presence at school all contribute to the success of the dale. We continue to thank you for all of your support and ask that you keep on supporting us. The more your child sees us working together the strong we will be in helping them be a success.

In this handbook, you will find how we do business at the dale. We have some procedures that we have put into place a long time ago, and a few new ones that we have added. We wanted to make you aware of these ahead of time so you are not caught off guard if there is a conflict in the future. 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,

Todd Henderson

Trindale Elementary School

Support Staff

Principal:	Todd Henderson thenderson@randolph.k12.nc.us
Assistant Principal: (Bus Coordinator)	Judi Cagle jcagle@randolph.k12.nc.us
Lead Teacher:	Whitney Aiken waiken@randolph.k12.nc.us
School Counselor:	Becky Peele bpeele@randolph.k12.nc.us
Secretary:	Wanda Mitchell W2mitchell@randolph.k12.nc.us
Data Manager:	Sherri Idol (attendance questions, change of address) sidol@randolph.k12.nc.us
Receptionist:	Anna Davidson a1davidson@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:	Mark Wilson mwilson@randolph.k12.nc.us
Cafeteria Manager:	Kathy Hayes khayes@randolph.k12.nc.us
Daycare Director:	Glenda Childress gchildress@randolph.k12.nc.us

Trindale Elementary School

2018-2019

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. Please encourage your child to ask a question in class when they do not understand what is being taught.

Teachers are able to conference with parents after school. Please send a note or email to 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 anytime after 2:45 pm. 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.

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 7:25. Students must be in their classrooms by 7:45 otherwise he/she will be counted tardy. **Our school doors lock at 7:45 therefore students must be walked into the office and signed in by a parent if they arrive past 7:45.** Our school day ends at 2:30. 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 parent/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. 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 subsequent absences due to illness. Students who are absent more than 20 days may be retained.

Before and After School Care:

The school runs a before and after school care program. The before school program runs from 6:30-7:25 am (\$2 per day / \$10 a week) and the after school program runs from 2:30-6:00pm (\$40 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 After School Care Director for enrollment information. Families are expected to pay on Friday 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 buses are a means of transportation provided by the state of North Carolina. For the safety of all bus riders, 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 copy of the ticket will be sent home to be signed and returned the next day. Constant misbehaviors will result in other consequences and could lead to the student's removal from the bus. Any bus concerns should be dealt with through Mrs. Cagle, 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 from 7:20-7:40. **Breakfast is free for all students.** If your child is a car rider then they need to arrive at school by 7:35 in order to eat breakfast. **Breakfast is a silent meal.** Having a silent breakfast enables student to get in and out of our dining room quickly in order for classroom instruction to begin.

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 your child can enjoy lunch together as a family. No friends are allowed at the family table.

Students who are required to pay for meals are expected to provide payment in a timely manner. Students can prepay for meals on a weekly or monthly basis. They may also choose to pay on a daily basis. On occasion a student may have forgotten lunch money; therefore a student is allowed charges up to a cumulative limit of \$15.00. Once this limit is reached, the school principal reserves the right to withhold specific school privileges as well as withhold the right to purchase snack items in the cafeteria. When a student incurs \$5.00, a letter will be sent to the parent followed by a telephone message, an invoice for the charges and a free/reduced meal application. **Parents/guardians are responsible for all charges.**

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 asked to be shown before the student is dismissed.**

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

Students are not permitted to bring cell phones, iPads, tablets, trading cards, toys, etc. unless instructed by their teacher for educational purposes. These items are distracting on the bus, in the classroom, and on the playground. If you 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. Student 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.

Clubs:

Trindale provides various clubs and other activities for our students. Safety Patrol, Art Club, Trindale Troopers, Mad Science, GoFar, Ukulele Club, and Battle of the Books are offered at our school. There may be additional clubs that will be added during the school year.

Discipline:

“Respect, Responsibility, and Do the Right Thing.” These words exemplify Trindale Elementary School’s and Randolph County’s expectation for daily student behavior. 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.

If a student continues to not make good choices he or she will be assigned to a setting called "Redirect and Rethink." The goal of R&R is to redirect the child's actions and assist them with rethinking their choice of behaviors. This means that your child will be placed in another teacher's classroom or in the office for a certain amount of time. This could be for one hour or even for the entire day. Mr. Henderson, Mrs. Cagle, or Mrs. Peele will make the assignment to this setting. Parents will be notified when a child is going to be or has been placed in another setting.

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.

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.
- Sleepwear or bedroom slippers are not appropriate.
- Bare feet and/or flip flops are not allowed for safety reasons.
- 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 appropriate. These include 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 may require the student to adjust his/her appearance or clothing.

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 struggling with 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 nine weeks we will honor students at a quarterly awards assembly. We will have a separate K-2nd and 3rd–5th grade 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 (Hardest worker & Most Growth per class)
- 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 awards – June 8th
- 5th grade celebration day (DARE, Awards, Dance) – June 7th

“Bus Riders of the Week” are students who are chosen by bus drivers for their good choices. Their names will be announced during the morning announcements. They will also be given a special prize.

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. Please do not call the school. On days that school is delayed 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 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:

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

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 P.T.O. Our PTO officers and staff are invited to attend our meetings which are held the second Thursday of each month.

School Day:

School hours are 7:20 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.

For the safety and security of all students, **we ask that parents stop walking their child(ren) to class after the first week of school.** This is to help children to become responsible and get into the routine of school. We have ample amount of supervision around the school to make sure your child(ren) get to class safe. Likewise in the afternoon, **we ask that if you are going to pick your child up in the afternoon you please do so in the car rider line.** For safety reasons we will ask that no parents stand in the front hall or outside the front doors waiting for a child. If you are picking your child up, you will need to wait in the car rider line. **Parent will not be permitted in the building after 2:15 to pick up their child(ren).**

In the afternoon students must be picked up by 2:30 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.
- **Parent will not permitted in the building after 2:15 to pick up their child(ren).**

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.** We will not accept phone calls for a change in transportation unless there is a medical emergency.

Visitors:

We are excited to see you when you come to visit! We know the students enjoy seeing their families come to school whether to eat lunch, share a snack or activity with the class, or to volunteer. **Parents are not permitted to go into a child's classroom and observe. This causes a disruption in the learning environment.** Upon your arrival, please report to the school office. For the safety of our students, all visitors are required to sign in on the Visitors' Sign-In sheet and receive a visitor's badge. Please note that no unauthorized person is allowed to go to the classroom without permission or a visitor's badge from the office. Anyone who does not have a badge will be sent back to the office by the teacher or other school personnel.

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.

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.

Faculty/ Staff Information

PreK

Sara Ford sford@randolph.k12.nc.us
Melody Marley mmarley@randolph.k12.nc.us
Sarah Mock smock@randolph.k12.nc.us
Harmony Abee habee@randolph.k12.nc.us

Kindergarten

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1st grade

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Kim Morgan k1morgan@randolph.k12.nc.us
Katie Hill k1hill@randolph.k12.nc.us
Vickie Thomson vthomson@randolph.k12.nc.us

2nd grade

Wendy Mills wmills@randolph.k12.nc.us
Elizabeth Ryan eryan@randolph.k12.nc.us
Emily Fredericks efredricks@randolph.k12.nc.us

3rd grade

Sophie Thompson s1thompson@randolph.k12.nc.us
Jennifer Dempsey jdempsey@randolph.k12.nc.us
Kristina Diallo kdiallo@randolph.k12.nc.us

4th grade

Lena Troxtell ltroxtell@randolph.k12.nc.us
Sarah Wood s1wood@randolph.k12.nc.us

5th grade

Christy Hutchins chutchins@randolph.k12.nc.us
Donna Moser dmoser@randolph.k12.nc.us

Functional Skills

Olivia Turer oturer@randolph.k12.nc.us

Support Staff:

Brooke Barham –	AIG Teacher	bbarham@randolph.k12.nc.us
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Julie Dobias –	PE Teacher	jdobias@randolph.k12.nc.us
Amy Henderson –	Media Specialist	ahenderson@randolph.k12.nc.us
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