

2018-2019



Student – Parent Handbook

August 27, 2018

Dear Parents and Students,

I am excited to start another new school year at Millbridge Elementary! I am looking forward to working with you to make this a successful school year. School will start at 8:30 AM and bus riders will dismiss at 3:20 PM. Car riders will dismiss at 3:30 PM. **Any student that arrives after 8:30 AM will be tardy.** If any student wants to eat breakfast they should arrive before 8:15 AM to allow enough time to eat before the school day begins. Students are not allowed in the building before 8:05 AM. The doors will be opened at 8:05 AM and students will be allowed to enter the building.

Due to safety concerns, the school will remain locked throughout the day. You must enter at the front door, check in at the office and obtain a visitor's pass when visiting, coming to lunch or volunteering. You must then sign out in the office. All students must be checked out from the office when leaving early.

Our faculty and staff are eager to work with you to ensure that your child is provided the best education possible. If you have any questions or concerns, please don't hesitate to call the office at (704) 855-5591.

Thank you for your support and dedication in helping us make this an exceptional year.

Sincerely,

Jordan Baker
Principal

Millbridge Elementary School
Faculty & Staff

Kindergarten:

Katie Gray
Melanie Griffin
Shannon Krieg
Trisha Ritchie
Lori Webster

1st Grade:

Nicole Addison
Lisa Dixon
Christina Grandt
Jennifer Sloop
Susan Walters

2nd Grade:

Becky Brock
Jamie Caulder
Brandon Horton
Cari Noe
Courtney Young

3rd Grade:

Sheryl Florance
Anita Maines
Amanda Ward
April Weaver

4th Grade:

Abby Covington
Lynda Hunter
Wendy Myers
Regan Shive

5th Grade:

Angela DeMarco
Melissa Lord
Mark Rockwell
Cristal Wright

Teacher Assistants:

Carrie Hosey, Elizabeth Kirk, Lou
Threatt, Kelly Teter, Tammy Eagle,
Cheryl Leazer, Paige Seibers, Traci
Tipton, Monica Becker, Stephanie Bare,
Angel Thurber

Art: Brenda Gariepy

Music: Dawna Klutz

PE: Ethan Martin

Adapted Curriculum:

Marla Miller
Cindy Martin
Kelly Keys (TA)
Debra Williams (TA)
Sandy Deal (TA)
Erika Miller (TA)
Linda Kramer (TA)

EC: Tiffany Eddinger, Matt Graham,
Linda Winecoff, Tim Ward (TA), Dana
Yost (BMT)

School Counselor: Christa Graff

Media/TF: Amy Stallings

Reading Design Coach: Ashley Hornbeak

Nurse: Meredith Jones

Speech: Jenni Ritchie, Jen Cox

Title I Teacher: Doug Byrd

Title I Tutors: Karen Childers, Leigh
Ann Davis, Amy Stevens

ESL: Farah Conklin

Cafeteria Manager: Donna Spry

Custodial: Justin Kepley, Stanley
Cornelius, Keith Pierce

Office Personnel:

Principal: Jordan Baker

Assistant Principal: Dr. Angela Lingle-Linder

Financial Admin: Shaina Vail

Data Manager: Brandi Overby

Front Desk: Megan Marsh

Millbridge Elementary School

Mission/Vision Statement

We will promote kindness, self-control, and good decision-making skills within our community to be successful citizens.



Motto:

“The Musketeer Way”

Where kind students and staff make good decisions and work hard to be successful.

2018-2019 ROWAN-SALISBURY SCHOOL SYSTEM CALENDAR

Approved by the Rowan-Salisbury School System Board of Education on February 26, 2018.

Parent Calendar

27 **First Day for Students**

AUGUST 2018						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 **Labor Day**

SEPTEMBER 2018						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

26 **End of 1st Quarter**
29 **No School-Teacher Workday**

OCTOBER 2018						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

6 **No School-Teacher Workday**
12 **Veterans Day**
20 **Early Release Day**
21-23 **Thanksgiving Holidays**

NOVEMBER 2018						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21 **Early Release Day**
24-31 **Winter Break – Christmas Holidays**

DECEMBER 2018						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-4 **Winter Break Continues**
14-18 **High School Exams**
18 **End of 2nd Quarter**
21 **MLK Jr. Holiday**
22 **No School-Teacher Workday**

FEBRUARY 2019						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18 **No School-Teacher Workday**

MARCH 2019						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

28 **End of 3rd Quarter**
29 **No School-Teacher Workday**

APRIL 2019						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 **Good Friday Holiday**
22-26 **Spring Break**

MAY 2019						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 **Memorial Day**

JUNE 2019						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-7 **High School Exams**
7 **End of 4th Quarter**
7 **Last Day for Students**
(Early Release Day)
8 **Graduation**

 Holiday

 No School-Teacher Workday

 Early Release Day
(2.5 hours)

MEDICATION

Dear Parent/Guardian:

The Rowan Salisbury School System has a written policy to assure the safe administration of medication to students during the school day. The policy has been updated and there were changes starting with the 2011-2012 school year. If your child must have prescription or over-the-counter medication during school hours, you have the following choices.

1. You may come to school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of a physician's authorization form from the school or print one from the RSS website at www.rss.k12.nc.us . Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed (one medication per form), dosage, and number of times per day the medication is to be administered at school. **The physician must complete this form for both prescription and over-the-counter drugs.** The form must be signed by the doctor and the parent/guardian. Prescription medication may be accepted with only the parent's signature if all the above is clearly printed on the prescription label. Prescription medication must be brought to school in a pharmacy-labeled bottle that contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
3. You may discuss with your doctor an alternative schedule for administering medications (i.e., outside of school hours).
4. Students requiring medications for asthma, anaphylactic reactions, and diabetes may self-medicate with physician authorization, parent permission, and a student agreement for self-carried medication.

School personnel will not administer any medication to students unless they have received a physician authorization form properly completed according to school policy and the medication has been received in an appropriately labeled container. Please contact your school health nurse if you have any questions about the policy.



To Parents/Guardians,

This letter is being sent to all parents to increase head lice awareness so that you can take steps at home to help prevent your child from becoming infested with head lice. Any time children come together, for any social grouping, such as Girl/Cub Scouts, Brownies, Little League or sleepovers, head lice cases commonly increase. Please encourage your child not to share or trade personal items such as hats, combs, brushes, headbands, barrettes, as well as helmets or headphones with foam ear protectors.

Direct, physical, head-to-head contact is the usual method of transmission. Lice do not jump, fly or swim. They are, however, good crawlers. Check your child's head weekly for lice and/or nits (eggs). Mature lice, which are no bigger than a sesame seed, avoid light and are hard to see. Lice eggs or "nits" are usually found close to the scalp – usually within ½ inch. They appear as tiny whitish ovals that are "glued" to the hair shaft. They cannot easily be flicked away as dandruff can. Head lice do not transmit disease and are not a serious medical condition. They cannot survive on your pets. If you find head lice on your child, please notify the school and keep him or her home until properly treated; students are allowed one excused day for head lice treatment. Continue to examine all family members for 3 weeks and treat if live lice or nits close to the scalp are found.

Check Regularly – Treat Quickly
Help Keep Head Lice Off Your Child

For more information regarding head lice or its treatment, please feel free to contact the school office or the School Health Nurse. Thank you for your help and support.

Parent/Guardian Education (December 4, 2006)

In compliance with federal law, the Rowan-Salisbury School System administers all education programs, employment activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

VERY IMPORTANT - READ CAREFULLY!

School Day Schedule:

1. The instructional day begins 8:30 AM. Children are tardy if they arrive after 8:30 AM. If a child arrives at school after 8:30 AM, he/she must come by the office and pick up a late note to enter the classroom.
2. Students are not allowed in the building before 8:05 AM. The doors will be opened at 8:05 AM and students will be allowed to enter the building.
3. The school cannot be responsible for children who remain on the school grounds when school has been dismissed. Please do not let your child stay when there is no supervision for him/her.
4. Children who ride the bus will be dismissed at 3:20 PM. Car riders and all other children will be dismissed at 3:30 PM. **Please be prompt when picking your children up. All children must be picked up by 3:45 PM. If you are late twice picking your child up they WILL NOT BE ALLOWED to be a car rider.**
5. When it is necessary to pick up your child before dismissal of school (example: doctor's appointment, illness in family, going out of town, etc.) please come to the office and sign the "Student Release" sheet. Since the instructional day is not over until 3:30 PM, you are requested NOT TO PICK UP YOUR CHILD BEFORE THAT TIME DUE TO INTERFERENCE IN THE INSTRUCTIONAL DAY. In an effort to maximize every minute of the day please do not check out your student after 3:00 PM.
6. Please pick children up in the pick up/drop off area at the front of the school. Staff will be in front of the school to assist with pick up/drop off.
7. Please refer to the section titled "General Information" of the Code of Conduct Handbook regarding the closing of school due to bad weather. Makeup days for any days lost due to bad weather are listed on the calendar page of this booklet.
8. All children must have notes signed by parents to leave school any way other than by the school bus to which they are assigned or unless the parent is picking the child up. (**NOTE: Students cannot ride a bus other than their assigned bus.**)
9. **Please let your child know before they leave home in the morning how they are to get home in the afternoon. If your child is not to ride his/her bus, send a note with the child. Without a note the child will be placed on the bus they normally ride.**
10. No student will be permitted to walk home.

ATTENDANCE:

1. When students are absent excessively they cannot achieve to their maximum potential.
2. Every effort will be made to help students make up work when they have been absent for lawful reasons.
3. PLEASE NOTE: A written excuse or telephone call followed by a note should be received within **3 days** of a child's absence so that the determination can be made if the absence is lawful or unlawful (please see the Code of Conduct Handbook for the definition of "lawful and unlawful"). **When no notification is received, the absence will automatically be considered unlawful.**
4. A child must be at school at least one half of the day to be counted present for the whole day. (12:00 PM is the cut-off point.)
5. Beginning with the first day of school we will be counting and recording tardies. If your child comes into school after 8:30 AM, he/she will be counted tardy. Students must report to the office and receive a tardy

note. Tardies will not be counted as absences if the student arrives before 12:00 PM. After 12:00 PM, it will be counted as an absence. Any student leaving before 12:00 PM and not returning will be counted absent for the day.

6. **Educational Absences:** Students can apply for up to 3 days excused as an educational opportunity. Forms are located at front desk in the main office.

THE SCHOOL BUS:

1. It will take several days to establish a regular schedule. Changes in assignments may have to be made to equalize loads. Please be understanding as the bus routes are adjusted at the beginning of the school year. Such things as bad weather, traffic, failure of the bus to start and substitute drivers can alter the schedule.
2. Riding a school bus is a privilege that should **not** be abused.
3. Your bus drivers have been carefully chosen and trained. They have a responsibility that many people would not accept and they would appreciate everyone's understanding. If you have a concern please contact Dr. Lingle-Linder.
4. **Parents are responsible for student transportation during bus suspensions.**
5. Students are assigned buses and routes are established based on your address. Students must ride assigned buses.

Bus Rules:

1. Listen to the bus driver the **First Time**.
2. Sit properly in your seat. Keep all body parts out of the aisle and sit up straight with feet placed on the floor.
3. Keep your hands, feet, and objects to yourself.
4. Talk quietly when you are allowed.
5. No eating/drinking on the bus.
6. Keep all objects put away.

Grade Reports:

1. Report cards are issued at the end of every nine (9) weeks. Mid-term progress reports will also be issued.
2. Grades will be updated weekly for students in Grades 3 – 5 on Parent Portal.

GENERAL INFORMATION:

1. After the first two weeks of school, parents are not permitted to walk their child to the classroom without permission from the principal.
2. When students unload from the buses in the morning, they should go directly to the cafeteria if eating breakfast. Otherwise they are to go directly to the classroom.
3. Parents, if your child is not to take part in physical education on any given day, please send a note to his/her teacher. The State Department of Public Instruction requires a child to have thirty (30) minutes of physical education a day. Students should also wear tennis shoes for physical education.
4. Parents who want to contact the principal or the teachers should call the school office (704-855-5591) and speak with Mrs. Marsh for an appointment. Teachers should not leave their classrooms to discuss

problems during school hours. Please do not request that they do so. If the need arises, please arrange a conference with the teacher after 3:30 PM.

5. **PLEASE JOIN THE PTA** - You should take an active part in school life for your child's sake and the school's sake. The PTA is a way to voice your feelings about concerns and needs of the school. PTA meets regularly during the school year.
6. If students want to pass out invitations, there should be one for each student in the room in an effort to minimize disrupting the learning environment. Teachers will distribute invitations discretely at the end of the school day.
7. Parents should feel free to visit the school at any time. Please let the office know when you are coming. **All visitors are required to come by the office and pick up a visitor's pass before proceeding to the classroom.** This helps us to protect your child and will prevent unauthorized persons from wandering through the building.
8. **To allow students and classes to get into a routine we will not allow parents or visitors to eat lunch with their students for the first two weeks of school.** Starting September 10th parents and approved visitors may eat lunch with their student after checking in with the office to get a visitor pass. Please eat with your student(s) at the parent/visitor tables located on the stage.
9. **ClassDojo:** Millbridge will use the ClassDojo website/app for most communication throughout the school year. Classroom news, reminders, as well as individual reports on behavior and learning skills will all happen through ClassDojo. One of the great features of ClassDojo is that it allows teachers to send a behavior and skills report every Friday by email. It will be necessary for every student's family to be connected with their child's Class Dojo page. Teachers will provide a red or green point after students leave for the day to communicate overall behavior for the day. An explanation will be provided by the teacher for red points. More grade specific information will be sent home the first day of school or at open house. Please click on the following link for [Parent Information](#).

Teachers are expected to provide instruction during school hours. Teacher responses in ClassDojo (or other communication methods) may be delayed until a break without students or the end of the school day.

ACCIDENT INSURANCE:

Regular student accident insurance will be offered through United Healthcare Insurance Company (See Insurance Information in Take Home Packet). Deadline for student insurance is November 1st. Any other questions you have regarding coverage can be addressed to Patient Assistance at 1-866-867-6272.

SCHOOL MEALS:

	<u>Reduced</u>	<u>Regular</u>
Student Breakfast	Free	\$1.00
Student Lunch	\$0.40	\$2.50
Adult Lunch		\$3.75

Each child has an account in the cafeteria. Payment for meals is accepted on a daily basis, but it is much preferred by the cafeteria and teachers for children to bring payment for the entire week on Monday (or the first school day of the week). There is less chance of the lunch money getting lost. If your child does not have money in his/her account, it will show a charge, which must be paid. Students can charge up to three breakfasts and three lunches. After charging three breakfasts or lunches the student will be given an alternative meal which consists of two vegetables, one fruit, and a white milk. Extras such as ice cream, cookies, pickles, etc. cannot be charged.

If you have a question about your child's account, you may contact the cafeteria manager, Donna Spry at 704-855-5596.