

Granite Quarry Elementary School  
118 S. Walnut GQ Street  
Salisbury, NC 28146  
704-279-2154

**#DragonsROAR**



2022-2023  
Student/Parent Handbook

## **Welcome**

Welcome to the Granite Quarry Elementary School family! We believe that all students can learn, and we strive to provide our students with the best education possible in a safe, nurturing, orderly environment. At GQES, #DragonsROAR. This book contains important information concerning school policies and procedures we feel would be helpful. Please read it carefully and discuss it with your child. Current information will be sent to you throughout the school year by way of ConnectEd calls/emails, Peach Jar flyers, Class Dojo and social media posts. We appreciate your support and cooperation and we look forward to a great year!

## **Vision Statement**

At Granite Quarry Elementary, we nurture and empower the whole child by providing a safe, equitable environment in which to achieve.

## **Mission Statement**

To inspire academic excellence for all

## **Beliefs**

Granite Quarry Elementary School believes we should provide all students with:

- a rigorous and relevant curriculum delivered by 21st Century professionals.
- research based models of learning and best instructional practices that keep student actively engaged.
- problem based learning.
- technology to access new knowledge and skills.
- assessment tools to evaluate student learning and to inform instructional planning.
- exposure to new ideas and diversity to increase global and cultural awareness.
- opportunities to collaborate and communicate to help develop leadership and character skills.

## **School Motto**

Educating Hearts, Inspiring Minds & Empowering Leaders

# Rowan-Salisbury Schools Renewal Directional System



## RSS Vision

*Where every day, everyone discovers and achieves the extraordinary.*

## RSS Mission

*To inspire innovative and engaging learning*

# Rowan-Salisbury Schools Core Values

## CORE VALUES

### THE RENEWAL SCHOOL SYSTEM

Rowan-Salisbury Schools are guided by the core values of inclusion, honor, innovation, execution, and serving others. We are committed to excellence in everything we do.

#### INCLUDE

Honor and celebrate the unique gifts of each individual.

- ✓ Respect differences
- ✓ Collaborate
- ✓ Listen

We embrace each person



#### HONOR

Demonstrate integrity and take responsibility for all actions.

- ✓ Accountable
- ✓ Honest
- ✓ Ethical

We do the right thing



#### INNOVATE

Commit to thinking differently to transform learning.

- ✓ Take risks
- ✓ Think deeply
- ✓ Be original

We foster creativity



#### EXECUTE

Implement and achieve goals with passion and a sense of urgency.

- ✓ High expectations
- ✓ Work Ethic
- ✓ Disciplined

We get things done



#### SERVE

Understand the unique needs of our customers.

- ✓ Student-centered
- ✓ Customer-fostered
- ✓ Others first

We serve our customers



Because an extraordinary education matters.

# Rowan-Salisbury Schools

## Interpersonal Skills

The following interpersonal skills are essential to inspire productive citizens within our communities that will impact the connected world. These skills are the cornerstone for student success in all aspects of life. Teachers will help students grow in each of these areas throughout their educational career so that graduates will leave Rowan-Salisbury Schools with confidence and a sense of purpose.

# INTERPERSONAL SKILLS STUDENTS WILL ...

### **CIVILITY**

- Treat others with kindness and courtesy.
- Respect others' feelings and differences.
- Listen to others' ideas with an open mind.
- Understand and value diverse backgrounds and experiences.

### **WORK ETHIC**

- Work hard with their best effort.
- Be self-motivated, organized, and show effective time-management.
- Be reliable and self-disciplined.
- Persevere through challenging tasks.

### **LEADERSHIP**

- Inspire others by modeling positive behaviors.
- Do what is right to promote a positive change in others.
- Take initiative in making choices that are beneficial to all.
- Encourage others to make positive decisions.

### **CREATIVITY**

- Use imagination in challenges and experiences.
- Use innovative and original ideas.
- Explore and apply individual talents.
- Take risks and pose unique solutions.

### **TEAMWORK**

- Cooperate with others.
- Work collaboratively with a group of people.
- Provide and accept constructive feedback.
- Capitalize on strengths of individuals for a common goal.

### **COMMUNICATION**

- Utilize verbal and non-verbal skills to express needs.
- Clearly articulate thoughts, feelings, and ideas.
- Actively listen to understand others.
- Present themselves appropriately in both formal and informal settings.

### **PROBLEM SOLVING**

- Develop solutions to problems
- Resolve conflicts by thinking before speaking or acting.
- Persevere through tasks using multiple strategies.
- Determine credible sources for decision-making.

**Granite Quarry Elementary School  
Faculty/Staff  
2022-2023  
April Spry – Principal  
Matthew Lail - Assistant Principal**

**1<sup>st</sup> Position Secretary  
Brittany Bost**

**PowerSchool Data Manager  
Sarah Schelling**

**NC Pre-K  
Teresa Davis/Anna Jones  
Kaitlyn Bettis/Allison Stirewalt**

**2<sup>nd</sup> Position Secretary  
Carrie Brown**

**Kindergarten  
Meredith Bowles  
Grace Fulbright  
Ashley Overcash  
Sandy Powell**

**1<sup>st</sup> Grade  
Brandy Ashley  
Nicole Cook  
Katie Hauss  
Macheal Humes  
Amy Stokes**

**2<sup>nd</sup> Grade  
Jan Ketner  
Rachel Leonard  
Daniel Rule  
Michaela Teeter**

**3<sup>rd</sup> Grade  
Frances Long  
Kaitlyn Morgan  
Angela Ponticelli  
Pamela White**

**4<sup>th</sup> Grade  
Lorie Jackson  
Lisa Ranzo  
Tina Smith**

**5<sup>th</sup> Grade  
Jeri Fisher  
Nicole Horton  
Jennifer Price  
Stephanie Morrison**

**Teacher Assistants  
Jan Bergeron  
Sharon Doby  
Tiffany Goodman  
Debbie Hughes  
Ashley Joyner**

**Kim Lyles  
Christie Sparger  
Melinda Wells**

**Exceptional Education**

**Stephanie Edwards-Kluttz**

**Nathan Santiago**

**Lorraine Hipps**

**Madison Fuller**

**Speech Pathologist**

**Tara Puma**

**Media/Technology Facilitator**

**Julie Shull**

**Reading Design Coach**

**Jessica Bolen**

**School Counselors**

**Rebecca Bunts**

**Stephanie Rule**

**Custodians**

**Sherrie Lindstrom**

**Joe Hawkins**

**Frank Price**

**Title I Tutors**

**Krystina Schell**

**Angel Stoyanov**

**School Nurse**

**Laura Troutman**

**ESOL**

**Andrea Vallejos**

**Art**

**Angela Rockwell**

**PE**

**Kristen Hinceman**

**Music**

**Spencer Ann Brown**

**QUEST**

**Jaime Costantino**

## General Information

### **Important phone numbers:**

Office: 704-279-2154

Office Fax: 704-438-9217

School Cancellations and closings: 704-636-7500

Granite Quarry Elementary webpage: <http://www.rssed.org/gqes>

### **Daily Schedule**

Our school day begins at 7:05AM. The tardy bell rings at 7:30AM, and we dismiss at 2:30PM. It is important to have your child stay until 2:30PM every day. Students should be dropped off in the front car rider line in the morning after 7:05AM. Parents are not permitted to park on residential streets and walk your child to the front of the school. This presents an extreme safety hazard for all students and families as the traffic is busy during student arrival. All parents/guardians must drive through the car rider line to pick up their student. Parents/Guardians may not walk up to the front of the school to pick up their student. All parents/guardians picking up students in the car line must have a current 2022-2023 red car rider tag to pick up their child(ren). If a parent/guardian does not have a current 2022-2023 red car rider tag, they will be required to park and come in to sign their child(ren) out. A valid ID will be required.

### **NC PreK Student Arrival & Dismissal**

**Arrival:** Our school day begins at 8:00AM with students being counted as tardy by 8:15AM. We dismiss at 2:45PM. It is important to have your child stay until 2:45PM every day. Students should be dropped off in the front car rider line in the morning beginning at 8:00AM. Parents are not permitted to park on residential streets and walk your child to the front of the school. This presents an extreme safety hazard for all students and families as the traffic is busy during student arrival.

**Dismissal:** Dismissal of NC PreK students will be located at the back of the school. Parents are asked to remain in their cars unless your student needs support with being buckled in. If help is needed buckling your student, we request that parents pull forward beside the brick building to provide help. All parents/guardians picking up students in the car line must have a current 2022-2023 red car rider tag to pick up their child(ren). If a parent/guardian does not have a current 2022-2023 red car rider tag, they will be required to show a valid ID to pick up.

### **Attendance**

School attendance is the responsibility of the students and his/her parents or guardians. Regular attendance is necessary to ensure that students receive maximum instructional opportunities.

Absences are classified either excused or unexcused. Written excuses are due on the first day a student returns to school after an absence. A written note must be sent to the teacher on the first day a student returns to school after an absence. If no written excuse is received within 3 days of the recorded absence, the absence is recorded unexcused. The absence cannot be changed to excused after this period, unless approved by the principal. Examples of correct and incorrect excuses are as follows:

Incorrect: Please excuse Sally from school.

Correct: Please excuse Sally Smith from school on 8/18. She was sick with a virus.



Students must be in attendance for one-half of the school day for the day to count. If a student misses more than 20 days, whether lawful or unlawful, that student is subject to retention. One-half day for a student checking in is at 11:00AM (to be counted present for a full school day). One-half day for a student checking out is 11:15AM (to be counted present for a full school day).

Educational trips must have prior approval from the principal to be counted as a lawful absence. To receive this approval, the trip must be educational, and the student must be willing to share his/her experiences with classmates orally or in a written manner. Please pick up a form in the office to fill out for approval at least two weeks prior to the scheduled trip and return to the principal as soon as possible. Students can apply for up to 3 days excused as an educational opportunity.

Please do not send your child to school sick. We do not have the facilities or the personnel to care for them. It is extremely important to keep your emergency telephone numbers current in case your child should become sick or injured while at school.

### **Tardies and Early Dismissals**

Tardies and early dismissals are disruptive to the classroom and have an adverse effect on your child's educational progress. The Rowan-Salisbury Board of Education expects students to arrive at school on time and to stay at school until the end of the day. Students are considered tardy if they are not **in their assigned classroom** by the 7:30AM bell. Any time a student leaves BEFORE the 2:30PM bell, he/she will be counted as TARDY.

If your child is late to school, an adult must sign the student in at the main office. The person picking up the student for early dismissal must report to the office. NO student will be released to anyone directly from a classroom. The person signing out a student will be asked to show a picture ID. In cases where the right to custody is in doubt, the principal may require evidence that the person calling for the child is entitled to custody.

A student must be present at least one-half (three hours and thirty minutes) of the school instructional day to be recorded present for the day. **A student is considered tardy if checked out after 11:00AM. A student will not receive credit for the day if checked out before 11:00AM.** (See Rowan-Salisbury Code of Conduct for Students.)

### **Inclement Weather/School Closings**

Please do not call school officials or the radio station concerning school closings. The school superintendent will announce by 6:00AM on major radio and television stations, as well as social media outlets, if schools are to be closed. An automated phone message will also be sent. Be sure we have a current phone number on file in PowerSchool. Otherwise, we will have school. Parents should listen to the radio if weather conditions warrant a possible early closing during the school day. Each student and his/her teacher should have a current plan approved by parent or guardian if an emergency arises and school is dismissed early.

The Rowan-Salisbury School System has a website that provides information regarding school closings. The web address is <https://www.rssed.org/>. You will also receive a Connect-Ed call informing you of the school closing.

## K-5 Car Riders

To ensure the safety for all car riders, please adhere to the following guidelines:

1. We ask that parents not bring their student to school before 7:05AM.
2. Students riding in cars must be dropped off and picked up at the front of the school ONLY. Parents are not permitted to drop off or pick up car riders behind the school. This is reserved for the buses and staff parking.
3. Students must exit the vehicle on the passenger side ONLY. No student should walk in front of or behind any vehicle - moving or stationary.
4. Afternoon car riders will be brought to the same entrance each afternoon at 2:30PM. Please stay in your car to pick up your child. **Parents will NOT be allowed to come inside and wait for their child. Parents will NOT be allowed to wait outside for their child. Parents picking up students before 2:30PM will be charged with an early dismissal.**
5. A child must have a written note if a transportation change is needed. Transportation changes are not taken by phone, text, email or Class Dojo. **Students not bringing a note will not be allowed to change from their normal means of transportation.**

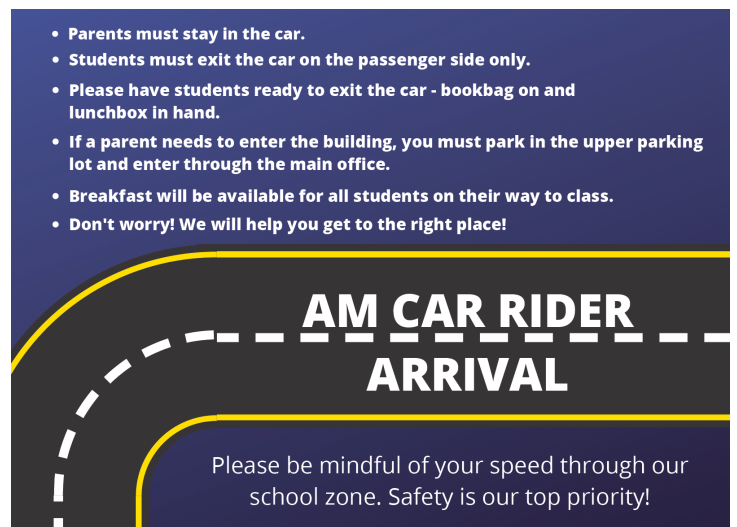
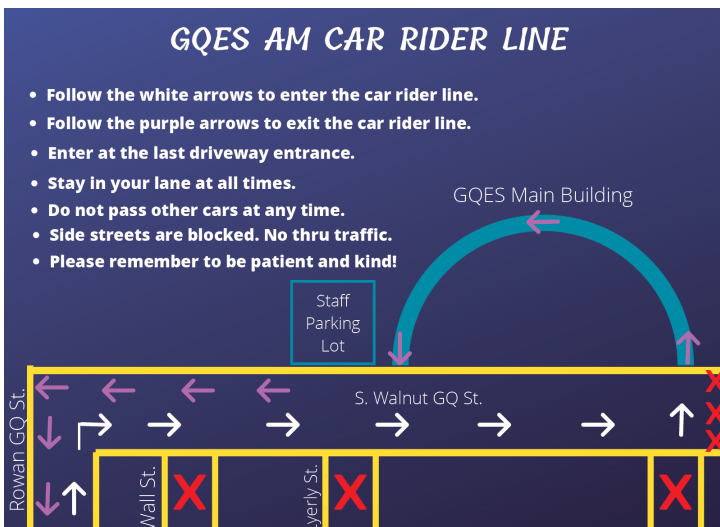
## Granite Quarry Elementary NC Pre-K Transportation Plan

Parents are required to provide transportation to and from the NC Pre-Kindergarten site where their child is assigned.

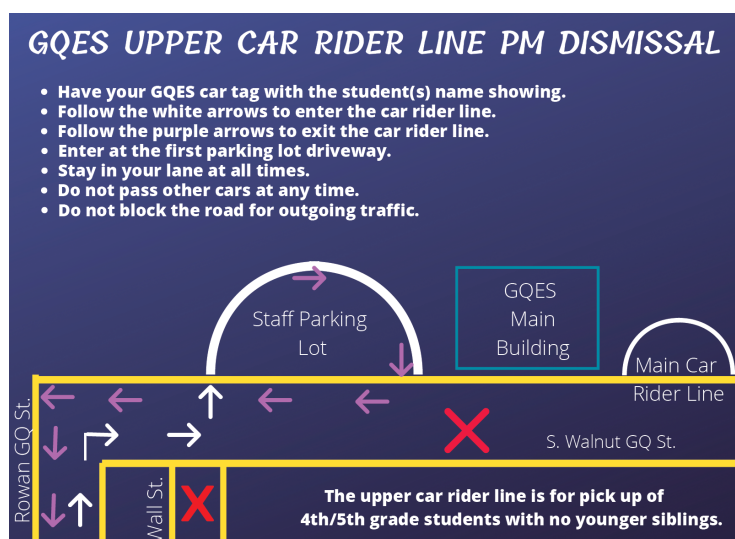
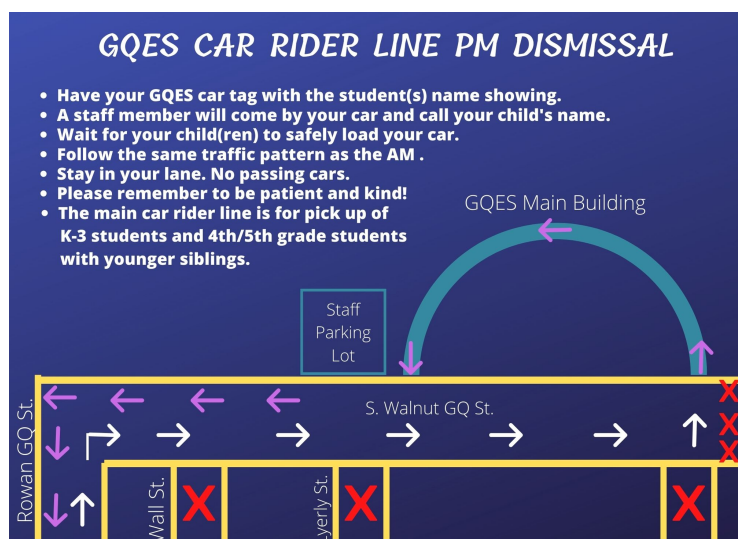
Some private/Head Start sites provide transportation on a limited basis. Parents must contact each site to discuss these options and any fees which may be charged for this service. Options for children identified as eligible but unable to attend because of transportation issues will be explored on a case-by-case basis and community resources will be offered to the extent that they are available. If the parents are unable to provide transportation, Smart Start Rowan will help the family by providing information regarding local resources as identified below.

- Salisbury Public Bus System
- Rowan Express
- RITA
- Rider (Kannapolis/Concord area)

## AM Car Riders: K-5



## PM Car Riders: K-5



The upper car rider line serves students in grades 3-5 who do not have younger siblings. Students are picked up in the upper car rider line by assignment only.

## Bus Riders

1. Bus transportation to and from school is a privilege conditional on good behavior. Parents are responsible for their child's behavior and safety while waiting for and boarding the bus in the morning.
2. Any student that does not follow the bus rules or causes a disruption on the bus will be suspended from the bus at the discretion of the assistant principal.
3. The following regulations apply at all times. Students must:
  - Enter and exit the bus in an orderly and quiet manner.
  - Sit in your assigned seat and remain seated at all times.
  - Keep the aisle clear at all times.
  - Keep hands, arms, feet, and head inside the bus and to yourself at all times.
  - Follow the directions of the driver at all times.
  - Inappropriate or abusive language is not allowed.
  - Fighting is not allowed.
  - Do not bring any illegal items or items that could pose a safety hazard to anyone on the bus.
  - No food, drink, candy, or gum on the bus.
  - iPads are not allowed out on the bus. They must always remain in the student's bookbag.
4. Students who repeatedly disobey bus regulations will be suspended from riding the bus; therefore, it is very important that parents cooperate with school administration concerning bus problems.
5. A child must have a written note if a transportation change is needed. Transportation changes are not taken by phone, text, email or Class Dojo. **Students not bringing a note will not be allowed to change from their normal means of transportation.**
6. Students wishing to ride an alternative bus from his/her regularly assigned bus must have a handwritten note and advance approval from Mr. Lail, Bus Coordinator. Students will not be allowed to call home to receive permission. Mr. Lail will notify the parents, teacher, and student if this request is approved.

### **Instruction/Homework**

Students are taught based on North Carolina's academic standards. Promotion from one grade to another is based on many factors including, but not limited to, scores on the NC End of Grade Tests, classroom performance, grades, and attendance. The school will keep parents informed of their child's progress and parents will have the opportunity to have conferences throughout the school year.

Teachers may give homework to students to reinforce the learning that has occurred in the classroom. The homework will be an extension of the classroom and students are responsible for completing homework and turning it in. Parents should only assist students with their homework.

All students will have a nightly homework assignment of reading for a designated number of minutes. The number of minutes assigned for reading will be determined by the student's age/grade.

Students are allowed to make up work due to absences including suspensions. It is the responsibility of the student and parent to ensure the make-up work is completed within the set time limit. It is the responsibility of the teacher to make sure the student has the make-up work. Make-up work that is not completed will count against the student. Teachers generally do not allow students to go back and make up work after the end of a grading period without prior approval from the principal.

### **Tuition, Fees, and other Payments**

Granite Quarry Elementary NC PreK does not charge fees nor copayment for NC PreK families.

### **Religious Beliefs**

Activities, instruction, or communications which promote religious beliefs shall not be directed toward children participating in NC PreK or K-5 instruction at Granite Quarry Elementary School.

### **Wrap Around Services**

Granite Quarry Elementary School does not offer wrap around services for students in NC PreK.

### **Expectations of Parents**

We believe that parents must share the responsibility for their child's education to develop a successful program. Parents have a responsibility for helping their child develop a positive attitude towards school. They have a responsibility to get their child to school every day they are not ill and to ensure that their child is well rested, prepared, on time, and stays the entire school day. Parents are expected to support the Granite Quarry Elementary Student-Parent handbook and Code of Conduct for the Rowan-Salisbury Schools.

### **NC PreK Family Engagement Policy**

Smart Start Rowan's NC Pre-K Family Engagement Policy follows the six "Effective Family Engagement Principles" outlined by the National Association for the Education of Young Children. Granite Quarry Elementary School implements activities from each of the 6 principles throughout the program year. Examples have been provided under each principle and are not all inclusive of activities that we may elect to implement.

#### **Principle 1: GQES invites families to participate in decision making and goal setting for their child.**

We provide an opportunity for home visits and may ask families to complete an intake questionnaire and/or regularly schedule parent teacher conferences.

**Principle 2: QGES staff engage families in two-way communication.** We provide opportunities for face to face, written and online communication. Additionally, we accommodate families whose first language is not English.

**Principle 3: QGES engages families in ways that are truly reciprocal.** We look for ways to learn about each child & family and incorporate this information into day-to-day activities. For example, we encourage families to visit & participate in classroom activities. We plan social events throughout the year. We provide opportunities for families to share special skills, interests, or talents. We enroll all families into the Ready Rosie program and use it to engage families with our NC PreK program. Any classroom visits or conferences must be arranged through the NCPK classroom teacher or QGES administrator.

**Principle 4: QGES provides learning activities for the home and in the community.** We provide families with parenting information and resources, as well as ways to enhance their child's learning at home and in the community.

**Principle 5: QGES invites families to participate in program-level decisions and wider advocacy efforts.** We encourage families to contact elected officials about services to benefit young children and invite families to provide feedback through surveys, parent forums, School Board meetings, etc. All school board meeting links are posted on social media for the public to view.

**Principle 6: QGES implements a comprehensive program-level system of family engagement.** QGES administration makes family engagement a core component by ensuring staff have the time, professional development and resources needed to implement these family engagement principles.

### **Visitors to the School**

We encourage parents, grandparents, and guardians to visit and volunteer, but please make an appointment to see the teachers, principal, or visit your child's classroom. To ensure the safety of all students and staff and to protect the instructional day, all visitors are **REQUIRED** to report their presence to the office before being permitted further access on school property. Visitors must show their valid ID, sign in, and receive a visitor's pass prior to visitation. We also ask that you sign out when you leave. Volunteers are always welcome. We are required to complete a background check (at our cost) before you can volunteer. Volunteers are also required to complete a district provided training prior to serving in our school. Please let your child's teacher know if you would like to complete this process.

### **Smoking and Use of Tobacco Products on Campus**

RSS Policy: 5026/7250 Smoking and Tobacco Products

The board of education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products for all employees, students, persons performing services or activities on behalf of the school system, visitors, and persons attending school-sponsored events. For the purposes of this policy, the term "tobacco product" means any product that contains or is made or derived from tobacco and is intended for human consumption, including electronic cigarettes, vapes, and all lighted and smokeless tobacco products. Use of such items is prohibited at any time in any school building, in any school owned facility, on school campuses, and in or on any other school property owned or operated by the school board.

## **Student Information**

All student information is kept and maintained on the NC PowerSchool Database. It is important that all information is kept current and correct. In case of any change in guardianship, telephone number, address, or emergency numbers, parents are urged to notify the school as soon as possible. It is imperative that school personnel be able to contact parents during the school day in case of an emergency. If you do not have a phone, we must have the number of someone who can locate you if your child becomes sick or injured.

The parent/guardian should provide a copy of the relevant portions of any court order, separation agreement, or other official documents affecting the child's custody or legal status. Without legal documentation verifying other circumstances, both parents, as named on the birth certificate, have equal rights.

## **Medications**

The Board of Education discourages the use and administration of medication at school but realizes it may be sometimes necessary for the health of the student. All medications and medical procedures, which may be taken or given outside school hours without adversely affecting the health of the student, should not be administered during school hours. The parent or guardian should make reasonable efforts to obtain permission from the child's health care provider to adjust the dosages of prescribed medication so such may be provided at home before and/or after school hours.

In accordance with N.C.G.S. 115C-375.1, the Board of Education authorizes school personnel to administer prescription and over-the-counter medications upon receipt of the written authorization of the health care provider and the written authorization of the student's parents or guardian. With prescription medications, possession of the original prescription container with the appropriate name and dosage information shall be deemed to be written authorization of the health care provider.

The responsibilities of the parent or guardian are to:

- Provide the school with each different medication in a separate appropriately labeled container.
- Prescription Medication shall be placed in a prescription container indicating the child's name, the name of the medication, the unit of dosage to be given, the number of dosage units, the time the medication is to be given, and it is to be administered. It is recommended the parent ask the pharmacist to provide two properly labeled containers - one for home and one for school.
- Over the Counter Medication shall be placed in the original container that includes the manufacturer's recommendations and labeled with the student's name.
- Provide to the school the "Medication Permission Form" and ensure the form is completed, signed by the health care provider and parent/guardian, and returned to the school. The health care provider may use another format (letter, computer printout, etc.) to authorize the administration of medication as long as all information requested in the RSSS Medication Permission Form is provided.
- Provide new containers with appropriate labeling each time the child's medication changes, and to remove from the school grounds any medications discontinued by the child's health care professional.
- Remove all medications from school premises at the end of each school year. If not removed, the school will dispose of all medications in its possession on the last school workday at the end of the school year for students.
- Parents/guardians are responsible for bringing medications directly to the school office and avoid sending the medications to school via the student.
- The authorization for administration of medication will be valid for the current school year or the ending date listed on the medication form.

- No medication (either prescription or non-prescription) will be administered by school personnel without written order from the health care provider and the signed consent of the parent/guardian. If the completed form is not received and it is necessary for the medication to be given, the parent may come to the school and administer the medication.
- A secure (locked) storage area will be provided at each school for storage of medication. A staff member appointed by the principal shall be responsible for the security and administration of medication. An alternate person shall be identified to fill in when needed.
- When it is necessary for a special medical procedure to be done at school, it is the responsibility of the parent/guardian to:
  - Provide to the school and maintain all necessary supplies and equipment.
  - Provide the school with the "Parent Permission for Special Medical Procedures" form, and ensure the form is completed, signed by the health care provider and parent/guardian, and returned to the school. The health care provider may use another format (letter, computer printout, etc.) to authorize the administration of a special medical procedure as long as all information requested in the "Parent Permission for Special Medical Procedures" is provided.
- The Parent Permission for Special Medical Procedures will be valid for only one (1) school year. The school nurse will develop a plan of care and determine whether this is a procedure that can safely be delegated to non-nursing personnel. If the procedure can safely be delegated to non-nursing personnel, the principal will assign the task to non-nursing personnel who have the availability to perform the procedure. The school nurse will then provide training assuring the person has the skill to safely perform the procedure and will provide continued supervision to all non-nursing personnel who perform a delegated procedure.

The designated individual for each student receiving medication and/or procedure shall maintain a daily medication/procedure log. The individual shall record on the log the name of the medication, date, dosage, and time of each administration or date and time of a procedure.

The school nurse will review the medication/procedure log and forms authorizing the administration of medications/procedures at school periodically. The medication/procedure log, parental authorization and health care provider orders for medication/procedure will be filed in the student's cumulative folder at the end of each school year or upon transfer of the student from the school.

The Superintendent or designee shall develop the necessary forms for implementation of this policy.

Possession of over-the-counter medication by high school students. When a high school student self-administers an over-the-counter medication without school staff support, the drug must be sent in the original container with a written authorization turned in to the school office and signed by the parent with parent's daytime phone number. The authorization must also include the date, time and amount of the medication to be self-administered by the student. The student may possess no more than the amount that constitutes a daily dosage of the medication as defined by the manufacturer's label. Elementary students and middle school students will not be allowed to self-administer medication except as stated in NC law for Diabetes, Asthma, and Anaphylaxis.

RSSS discourages students from bringing prescription and over-the-counter medications to school and administering such to themselves without the assistance of school officials. Students will not be allowed to possess or to self-administer prescription medications, other than asthma medications, diabetic medications and/or medications for the treatment of anaphylactic reaction (per policy 8-22 and policy 8-24), except in cases of extreme health conditions properly documented in an individual

health care plan developed by the school nurse in coordination with the student's health care provider. The Board of Education and its employees are not responsible for the improper self-administration of over the counter or prescription drugs at school by students.

The unauthorized possession or use of any medication during the school day is not allowed and in violation of the RSSS Drug Policy. Violation of this policy will result in the appropriate disciplinary action against the student.

### **Head Lice**

A student who has been found with nits ½ inch from the scalp or if they have live nits will be sent home for treatment. A student found to have lice must receive treatment with an appropriate shampoo and all nits (eggs) must be removed before the student is allowed to return to school. Upon returning, the student will be screened again. If nits are found, parents will be expected to pick the child up and keep him/her at home until **ALL** nits are removed.

### **Health Concerns**

Students, who are thought to have communicable diseases such as lice, pink eye, ring worm, etc. will be sent home, immediately. Proof of treatment is required before a student who has a communicable disease can be readmitted to school.

### **Communication**

Communication between school and home is a vital part of your child's success. Teachers will contact you on an individual basis throughout the year as needed. In addition, you need to look for the following to come home:

1. Thursday Take Home Folders - Each Thursday, a folder containing student's work will be sent home. Parents are expected to look at all papers and send it back to school on Friday.
2. The Granite Quarry Elementary School website has important information that is updated regularly.
3. Follow Granite Quarry Elementary on the social media outlets listed below. Information is updated regularly on these outlets.

Facebook – granitequarryelementaryschool

Twitter - @GQES\_Dragons

Instagram – granite\_quarry\_elementary

Parents are encouraged to contact the school whenever the need arises. Teachers may be contacted by note or by phone. To protect instructional time with students, teachers will not be able to take phone calls from parents during the school day. Parents are welcome to leave a message in the front office or on the teacher's voicemail. Teachers are expected to return all parent contacts within 24 hours of receiving the message. If you need to conference with your child's teacher, please call to make an appointment, as our teachers' schedules do not permit time for drop-in conferences. If you need to conference with the principal or assistant principal, please call to make an appointment. Both the principal and assistant principal are committed to ensuring the safety and success of students and staff during the school day, which does not permit time for drop-in conferences. School administrators will return all parent contacts within 24 hours of receiving the message.

### **Progress Reports/Report Cards**

Progress reports will be sent home at mid-term each quarter. Report cards will be sent home at the end of each quarter. Please refer to the Rowan-Salisbury Schools calendar for dates to expect these. Parents who wish to talk with a teacher should request a conference to be held before or after school. Parent conferences are not encouraged or allowed during the school day as they interrupt instructional time spent with students.



## Volunteers

Volunteers are a vital part of Granite Quarry Elementary School. Volunteers are always welcome and needed to help in a variety of ways. Please sign up to volunteer at the beginning of the year or as soon as possible. All volunteers must be willing to complete a background check provided by Community in Schools before they can volunteer. This background check is paid for by RSS.

## Parent-Teacher Association (PTA)

The Granite Quarry Elementary School PTA exists to promote the education and welfare of our children. Parents are encouraged to join and participate in the activities of the PTA.

## PTA Officers

Karla Foster - President  
Heather Ward-Treasurer  
Brittany Wagner-Secretary

## Granite Quarry Dress Code 2022-2023

### Policy Code: 4316 Student Dress Code

**The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits any appearance or clothing that does the following:**

1. violates a reasonable dress code adopted and publicized by the school;
2. is substantially disruptive;
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

School is a place for learning. Students are expected to use good judgment in their manner of dress. Student dress deemed by the administration as inappropriate, a disruption, a danger to health and safety, or a distraction to the educational process will not be permitted on the Granite Quarry Elementary School campus or at any school event regardless of the location. Students whose dress attire does not comply with the Dress Code must call home for a change of clothes and may have to remain in the office until their clothing meets the Dress Code. Staff will not discuss or debate with students whether something is appropriate.

### Students are required to wear tennis shoes each day.

Students are expected to dress in good taste and follow the dress code requirements below.

- No clothing with holes or rips.
- No pants worn below the waist and not properly fitted/belted to fit.
- No bicycle pants/shorts as bottoms.
- Shorts, dresses, and skirts must be at least fingertip length in the front and back.
- Leggings, jeggings, and yoga pants may only be worn with a shirt/dress that completely covers everything and that is at least fingertip length in the front and back.
- No shirts that show midriff or other body parts that are not normally publicly exposed. Crop tops are not permissible.

- Sleeveless shirts with fitted armholes are permissible. Tank tops/dresses with straps that are a minimum of three fingers wide are permissible. No tank tops/dresses with spaghetti straps.
- Hoodies may be worn, but the hood must remain down at all times.
- No clothing advocating drugs, alcohol, or tobacco.
- No clothing with inappropriate, suggestive, language or pictures.
- No hats or other head coverings (combs, picks, bandanas, rags, scarves, sunglasses, visors, toboggans, beanies, sweatbands, costume headbands – headbands with ears, unicorn horns, etc., or costume tails) inside or outside the school building during the school day. Exceptions will be made for medical and/or religious reasons and for designated occasions.
- No openly displayed body piercing (except for pierced ears).

All students are expected to follow the school’s dress code policy and the Rowan Salisbury School System Code of Conduct. Parents will be promptly notified to bring proper clothing to the school when their child(ren) are not in compliance with the school’s dress code policy. A student who willfully and continuously violates the dress code may be subject to disciplinary action, including in-school suspension, loss of school privileges, or a maximum of two days out of school suspension.

The dress code is designed to provide students with the safest and most orderly learning environment possible. For this dress code to be effective, it must be followed every day, all day. This includes field trips.

Below is a list of types of clothing that the Rowan-Salisbury Board of Education deems inappropriate for any student to wear to school:

- Halter tops
- Tank tops
- Bare-back tops/dresses
- Underwear worn as outerwear
- Spaghetti-strapped camisole tops
- Bare midriff tops
- Short shorts
- Hoods and/or masks
- See-thru clothing
- Biker tights
- Sunglasses

**NOTE: The principal or designee shall make the final decision regarding appropriate dress.**

If you would like to buy or donate additional clothing to our clothing closet, it would be greatly appreciated. We respectfully request that any clothing donated be new or gently used.

### **Bookbags**

No bookbags with wheels will be allowed. Bookbags should not have inappropriate slogans, characters, or words.

### **Class Parties**

Each class is allowed to have three (3) parties during the school year. These class parties are scheduled during the month of December, at Valentine’s Day, and at the end of the school year. Other celebrations are limited to snack treats to be served at a time that best suits the class schedule. Due to safety concern, individually wrapped purchased treats are the only type we can serve. Students are not allowed to pass out invitations to birthday parties or other celebrations at school. Please remember that board policy does not allow flowers, balloons, or gifts to be delivered or brought to school for students.

## **The Dragon Café (School Cafeteria)**

We would like to thank you for choosing our school breakfast and lunch program as part of your child's nutrition plan. All students are eligible to apply for free or reduced lunch. If you need assistance with applying for free/reduced lunch, please contact our school office. If a student received free or reduced meals in our school system last year this can continue during the first ten days; however, a new application must be completed each year. Parents will receive notification of approval or denial within two weeks of receipt of the application.

To help make our Compu-Café program move more smoothly, we would like to ask parents to do several things. When sending your child's lunch money, please include all extras such as ice cream, cookies, etc. in the money sent for the week. We can put this money in an account and your child may use this money until all is spent. This will allow each purchase to be deducted for the total balance. Children can charge their meals when their money is forgotten; however, after 3 charges and until the charges are paid, he/she will receive only a basic meal with no choices and will not be allowed to purchase cookies, ice cream, or extra milk. No charges are permitted during the last 2 weeks of school. Please include your child's "lunch number" on the check or envelope. Please contact your child's teacher if you need assistance with identifying your child's lunch number.

We will offer universal breakfast for all students at Granite Quarry Elementary School. This program provides free breakfast for all students during the school year. Students will not need money on their accounts to receive breakfast during the 2022-2023 school year.

We will no longer offer free lunch for all students. Student lunch accounts will return to pay, reduced, or free lunch in 2022-2023.

Prices of lunch are:  
Student lunch ... \$2.50  
Reduced lunch... \$.40  
Adult lunch... \$3.75

All families are encouraged to apply for free/reduced lunches. Applications can be found at:  
<https://family.titank12.com/>.

When completing your application online, be sure to have:

- Student ID#
- Your income information - this is Gross Earnings, not NET income.
- Income information of all members living in your household.
- Be sure to press the "FINISHED" button when you have completed your application. This will finalize your application and submit it for processing and final approval.
- **When applying online you will not be able to use your Smart Phone (of any kind).** You must use a laptop, desktop computer, or iPad.
- If you do not have a computer at home, the Public Library has internet access and a computer that you may work on. You just need to show proof of identification. You do not need to have a library card to access these services.
- GQES Staff are also willing to assist families with completing the application at the school. Please call the school office to set up an appointment for assistance.

There will be no supplemental sales (ice cream, cookies, other 'extras', etc.) during the month of August. Please do not send money with your child for 'extras' during this time. Communication will be provided to parents regarding when money can be added to student lunch accounts for extras and how to do so.

Students are permitted to bring their lunches from home. Items may not be microwaved or refrigerated at school. Please do not send glass containers or soft drinks.

Parents are encouraged to join their child for lunch. **Parents are not permitted to bring “fast food” or takeout food purchases into our cafeteria.** The Rowan-Salisbury Board of Education has adopted a student wellness policy that addresses the necessity to promote good nutrition and to prevent childhood obesity.

### **NC PreK Students:**

Parents of NC PreK students interested in packing lunch for his/her student should speak directly with the NC PreK Teacher to fill out the appropriate forms.

### **Lost and Found**

Parents are asked to label all items brought to school by students such as coats, jackets, book bags, lunch boxes, etc. Students should ask the school secretary about lost items. Students are encouraged to check our Lost and Found to retrieve lost articles or clothing. Items not claimed by students are periodically donated to organizations for the needy.

### **Library Books/Fees**

Library books are loaned to students for their pleasure and information. Each student is responsible for these books. Normal wear and tear is expected, but the student must pay for cost of damaged books. Damage fees are charged based on the amount of damage, age, and condition of the book. Fees are refunded for returned books. All monies collected are used for replacement of these library books. Students who have lost library books will not be allowed to check out additional books until the books are returned or replacement costs are paid.

### **iPads**

The iPad is a school tool that is required daily and is used as a valuable resource to further the education of your child by stimulating creativity, promoting inquiry and collaboration with others within and outside of our school, and to assist in creating assignments that are relevant and personalized for the individual child. iPads should be brought to school each day with a full charge. Students are expected to care for the device by keeping it in the provided case, use Internet resources as directed by the teacher, and follow all copyright guidelines as they relate to the Internet. Should a student have an issue with their device, it should be reported immediately to the teacher and the technology facilitator. Students who are negligent with their iPad may temporarily lose iPad privileges and/or be required to pay for damages caused by such actions. In addition, students are responsible for keeping up with their iPad and charger at all times. Students should not take/store personal pictures or videos on their device.

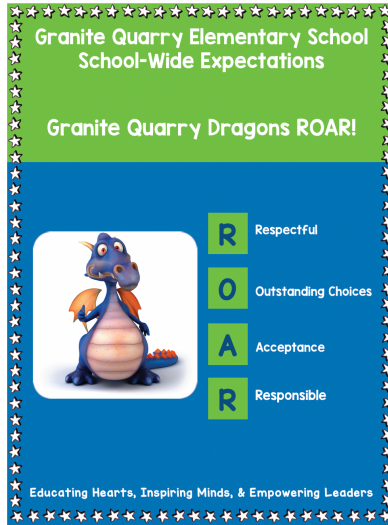
Each student has been issued an iPad to use for learning. There will be a user fee of \$20.00 collected for the 2022-2023 school year. Families may pay the iPad user fee by cash or online.

### **Expectations of Students**

We believe all students are capable of learning and should have an opportunity to learn based on their needs, interests, and abilities. Each student must be responsible for his/her own behavior. A positive learning environment is the right of all students that should not be violated by negative student behavior. It is the responsibility of students to follow teacher and school rules and to behave in a manner which is conducive to learning and getting along with others. We expect our students to take pride in our school by taking care of the school facilities such as furniture, equipment, materials, and to use bathrooms in the proper manner.

## Discipline Policy

Granite Quarry Elementary School strives to protect the learning opportunities for all students. We expect all our students to follow school rules, classroom rules, and adult directives. One of our goals is to teach our students to take responsibility for their actions and treat each other and themselves with respect. Students who choose to disobey will face disciplinary consequences which could result in disciplinary action as well as removal from PBIS (Positive Behavioral Interventions & Support) events throughout the year.



### Granite Quarry Elementary School Expectations At GQES, Dragons ROAR!



Expectations	Classroom	Hallways	Cafeteria	Bathroom	Playground	Arrival & Dismissal	Technology
<b>We are respectful.</b>	Follow the Social Contract.	Walk in a single file line.	Enter quietly and walk to your line.	<b>FLUSH</b> Floors stay dry.	<b>SAFETY</b> Safety first!	<b>Bus:</b> Walk at all times.	Protect your iPad – Hug it like you love it!
<b>We make outstanding choices.</b>	Respond to the 4 Questions. Use and respond to the hand signals (time out, check, foul). Listen.	Walk facing forward on the right side directly to your destination. Use Level 0 voices. Keep your hands, feet, and objects to yourself.	Stay seated once you are seated at your table. Raise your hand if you need help.	<b>L</b> eave the bathroom clean! <b>U</b> se bathroom areas safely. <b>S</b> oft voices – Level 1. <b>H</b> ands washed!	<b>A</b> nanything on the ground stays on the ground. <b>F</b> ollow adult directions at all times. <b>E</b> veryone is invited to join activities and games.	Use Level 0 voices in the hallways. Walk with the teacher at dismissal directly to your bus. <b>Car Riders:</b> Go to your assigned area quietly.	Love it, charge it, and bring it every day.  iPads are for <b>learning!</b> Use it <b>ONLY</b> for work that your teacher assigns.
<b>We show acceptance at all times.</b>	No Put Downs! Work Hard! Use Level 0, 1, 2, and 3 voices.		Talk quietly with your neighbors at your table –use Level 1 voices.  Keep your hands, feet, and food to yourself.		<b>T</b> reat others the way you want to be treated. <b>Y</b> ou must line up when the whistle blows. Pick up and return all equipment used and personal belongings before leaving.	Sit/stand and wait quietly in your assigned area – Level 0 voices. Keep your hands, feet, and other objects to yourself.	Listen, follow directions, and ask for help if you need it.  Take pictures/videos of information for assignments only.
<b>We are responsible.</b>			Leave your area neat and clean.		<b>U</b> se Level 4 voices.	Keep lunchboxes closed and book bags on your back.	Keep your information confidential.  Be a good digital citizen.
<b>Voice Levels</b> <b>0 – no voice (quiet)</b> <b>1 – whisper voice</b> <b>2 – group voice</b> <b>3 – presenter voice</b> <b>4 – outside voice</b>							

**R - Respectful**

**O - Outstanding Choices**

**A - Acceptance**

**R - Responsible**

**NCPK Granite Quarry Elementary School's  
Discipline & Behavior Management Policy  
2022-2023**

No child shall be subjected to any form of corporate punishment. Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following age and developmentally appropriate discipline and behavior management policy:

<p><b>We:</b></p> <ol style="list-style-type: none"> <li>1. <u>DO</u> praise, reward, and encourage the children.</li> <li>2. <u>DO</u> reason with and set limits for the children.</li> <li>3. <u>DO</u> model appropriate behavior for the children.</li> <li>4. <u>DO</u> modify the classroom environment to attempt to prevent problems before they occur.</li> <li>5. <u>DO</u> listen to the children.</li> <li>6. <u>DO</u> provide alternatives for inappropriate behavior to the children.</li> <li>7. <u>DO</u> provide the children with natural and logical consequences of their behaviors.</li> <li>8. <u>DO</u> treat the children as people and respect their needs, desires, and feelings.</li> <li>9. <u>DO</u> ignore minor misbehaviors.</li> <li>10. <u>DO</u> explain things to children on their level.</li> <li>11. <u>DO</u> use short, supervised periods of time-out sparingly.</li> <li>12. <u>DO</u> stay consistent in our behavior management program.</li> <li>13. <u>DO</u> use effective guidance and behavior management techniques that focus on a child's development.</li> </ol>	<p><b>We:</b></p> <ol style="list-style-type: none"> <li>1. <u>DO NOT</u> handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.</li> <li>2. <u>DO NOT</u> place children in a locked room, closet, or box or leave children alone in a room separated from staff.</li> <li>3. <u>DO NOT</u> delegate discipline to another child.</li> <li>4. <u>DO NOT</u> withhold food as punishment or give food as a means of reward.</li> <li>5. <u>DO NOT</u> discipline for toileting accidents.</li> <li>6. <u>DO NOT</u> discipline for not sleeping during rest period.</li> <li>7. <u>DO NOT</u> discipline children by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms, floors, or emptying diaper pails.</li> <li>8. <u>DO NOT</u> withhold or require physical activity, such as running laps and doing push-ups, as punishment.</li> <li>9. <u>DO NOT</u> yell at, shame, humiliate, frighten, threaten, or bully children.</li> <li>10. <u>DO NOT</u> restrain children as a form of discipline unless the child's safety or the safety of others is at risk.</li> </ol>
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**“Time-Out”**

“Time-Out” is the removal of a child for a short period of time (3-5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The “time-out” space, usually a chair, is located away from classroom activity, but within the teacher’s sight. During “time-out,” the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over, and the child is treated with the same affection and respect shown to the other children.

*Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College*

***Distribution: One copy given to parent, and another copy signed by parent, and added to child's facility record.***

## Capturing Kids' Hearts – A GQES Social-Emotional Initiative

At Granite Quarry Elementary School, we are Capturing Kids' Hearts! We are excited to share information with you about a priority initiative at our school called *Capturing Kids' Hearts!* If, after reading this, you would like more information, please do not hesitate to contact your child's teacher at school (704-279-2154).

The Capturing Kids' Hearts program outlines a process that our staff uses to help build meaningful connections between staff and students, students and their peers, and between staff and families. The goal is to capture kids' hearts in order to capture their minds. Research shows that when students feel more connected to their school and staff, they achieve higher academic success and are less likely to have attendance, tardy, or behavioral issues. Students thrive when they feel cared for and engaged.

One central piece of CKH is the **Social Contract**. A Social Contract is built in each classroom to establish the guidelines and expectations for how students and teachers will treat each other. Students work together to develop this contract, and the teacher acts as a facilitator to encourage discussion. The Social Contract is designed to help students internalize and practice character traits and skills that they will use in their future lives. It also lets participants in a classroom know what behavior is acceptable and what is not. The goal is to help each student develop "self-managing" skills. We don't just believe in the Social Contract for our students, it's also for adults. The GQES staff has also created a Staff Social Contract that governs how we treat one another, and we hold each other accountable for this initiative throughout the year.

The **Four Questions** help students focus on positive behavior, demonstrate they know what behavior is expected, take responsibility when they are not doing what is expected, and determine what they should be doing instead. School-wide, common signals such as **Time Out** and **Check** are useful in maintaining our positive learning environment. Students are taught that the time out signal means to stop, match the signal, and listen. In addition, students are taught that they can be a good friend by helping peers stay on a positive path. If students see rules being violated, they can discreetly "check" their friend as a visual cue to get back on track so the teacher does not have to get involved. We teach students to check their friend once as a friendly reminder, and then to allow their friend to make his/her choices.

The **EXCEL Model** is an additional component that helps show students that GQES teachers and staff care about them.

**Engage:** Every student is greeted with a high five, handshake or some other greeting and a smile as they walk through the door. Teachers personally greet each student at the classroom door with a smile and a handshake.

**X-plore:** Teachers and staff look for opportunities to listen to and interact with students about school happenings and their lives outside of school. Student enjoy sharing "Good Things" each morning with peers and their teacher. Teachers affirm students' personal experiences and show a genuine interest in them.

**Communicate:** Interactions in the classroom are more of a dialogue between the teacher and students, as well as between students themselves. The teacher serves as a facilitator of learning. Classroom lessons are tied directly to the real world in order to show students the importance of their education. Teachers facilitate classroom meetings and conversations focused on the Social Contract, embedding those ideals into the daily schedule and classroom lessons.

**Empower:** Teachers and staff empower students to interact more directly with peers, to self-manage and peer manage behaviors in school when appropriate, and to problem-solve on their own when appropriate.

**Launch:** A conscious effort is made to close each school day with a positive thought, an inspirational quote/video/activity, or with affirmations. The idea is to inspire students to enjoy their evening at home and to look forward to the next school day.

Capturing Kids' Hearts is a process that has many components. At GQES, we are often asking ourselves and each other, "Are we capturing our kids' hearts today?" This helps us keep focused on what matters the most - our students! When relationships are positive and meaningful, the sky is the limit for learning!



## Tips for Capturing Your Child's Heart at Home

### **Build a Social Contract at Home**

A Social Contract can be used at home as a tool to establish and reinforce behaviors for all members of the household. Work together to build the contract. After everyone agrees on the expected behaviors, everyone will sign the contract. In addition to discussing expected behaviors, parents and children will need to agree on consequences that can occur if the social contract is broken.

The following questions are used to build the Social Contract:

- How do you want me to treat you?
- How do you want to treat each other?
- How do you think I want to be treated?
- How will we handle conflict?
- How will we handle violations of the contract?

### **Four Questions for Breaking the Contract**

When a violation of the contract is made, use the 4 questions to correct behaviors. The questions work best if they are used in order and are the only questions being used. The consistency and repetition of the questions are key to correcting behaviors.

1. What are you doing?
2. What are you supposed to be doing?
3. Were you doing that?
4. What are you going to do about it?

### ***Four Questions for Disrespectful Language***

1. Whom are you talking to?
2. How are you supposed to be talking to me?
3. Were you doing it?
4. So, how are you going to talk to me?

### **Implementing the EXCEL Model at Home**

**Engage:** Personally greet your child.

**X-plore:** Look for opportunities to listen and interact with your child about thoughts and feelings. Children may share their "Good Things" to honor their experiences.

**Communicate:** Interactions with children become more of a dialogue between parent and child. Communicate by using open-ended questions rather than questions that can be answered using one word or phrase.

**Empower:** Empower children to interact more with peers, self-manage and peer manage behaviors, and problem-solve on their own.

**Launch:** Make a conscious effort to end each day with a positive thought.