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Student Handbook 2025-2026

**Building
Excellence
And
Relationships
Simultaneously**



Dear Students,

Welcome to Viewmont Elementary School. We are glad that you are here. School is an exciting place and it can be even more fun when you know the rules and procedures. This handbook is for you and your parents. Please take the time to read the handbook with your parents during the first week of school. Your teacher will help you understand and remember the rules by reviewing the handbook with you. Remember that this is **your** school. Please take care of it and help us make this the best school in Hickory! We are looking forward to a fantastic year!

Best wishes,

The Staff at Viewmont Elementary

Please be aware that any policy contained in this school handbook may not be the complete version of the policy as formally adopted by the Hickory Board of Education. For the complete text of all Board policies that pertain to students, please refer to the district wide student handbook or the Board of Education's website at www.hickoryschools.net.

The Viewmont School staff is committed to the mission and beliefs listed below. We want our parents and students to join us in building a school community based on these concepts.

BELIEFS

- We believe all children deserve a safe, nurturing environment in which they can receive equitable, intentional and quality academic and social emotional instruction that expands opportunities and maximizes learning potentials.
- We believe that collaboration between family, community and school promotes a lifelong love of learning, acceptance and respect for all.

VIEWMONT SCHOOL SONG

Viewmont bears show excellence each and every day
In our work and in our play and all we do or say.

We pledge each day to do our best and follow every rule,
Respect ourselves and others too and honor Viewmont School.

We're all in this together, our vision guides our quest
For character and knowledge and strength to do our best.

Our students, our parents, teachers and friends work side by side
Supporting Viewmont School and showing Viewmont pride.

Written by: Wanda Logan

MISSION

Viewmont Elementary School will purposefully collaborate with expert colleagues, students, families and the community to inspire students to:

Love (Love themselves, others, and the community)

Learn (Learn how to be lifelong learners and productive members of society)

Lead (Lead in a positive and empowering way)

VISION

The vision of Viewmont Elementary is to ensure that all students receive the skills, instruction and services they need to become productive, kind and fulfilled members of society.

CLUBS

Viewmont has had a history of providing clubs for our students. All grade levels are able to participate for the first time this year but certain clubs have grade level restrictions. We are hopeful that we can bring these back in the future. The following is a list of some of the clubs that have been offered in the past: Running Club, GEMS (Girls Engaged in Math and Science), Chorus, Art Club, Dance Team, EBOB (Elementary Battle of the Books), Fire and Life Safety Bowl, and Leadership.

DATES TO REMEMBER

First day of schoolAugust 25, 2025
Last day of school..... May 22, 2026 - early release

School Hours: 8:30 - 3:30

(Students can start coming into the building at 8:00)

(EARLY DISMISSAL ENDS AT 3:00)

If your child is going to be absent, please message the data manager (Renata Sparks) on School Status Connect OR send in a handwritten note explaining the absence or a doctor's note with your child to school. Any time your child is checked in tardy or dismissed early for any type of appointment, please ask the provider for a note for school and turn it in as soon as possible.

Make-up days due to inclement weather will be rescheduled on optional teacher workdays or Saturdays.

HOLIDAYS FOR STUDENTS

(Students out the entire day unless otherwise noted)

September 1, 2025
September 26, 2025
October 17, 2025
November 11, 2025
November 26, 2025
November 27, 2025
November 28, 2025
December 19, 2025 - Early Release Day
December 22-31, 2025
January 1-5, 2026
January 19, 2026
February 13, 2026
February 16, 2026
March 12-16, 2026
April 3-10, 2026
May 22, 2026 - Early Release Day

REPORT CARD SCHEDULE

First Quarter Grading Period Ends: October 16, 2025
Report Cards will be sent on: October 22, 2025

Second Quarter Grading Period Ends: January 5, 2026
Report Cards will be sent on: January 8, 2026

Third Quarter Grading Period Ends: March 16, 2026
Report Cards will be sent on: March 18, 2026

Fourth Quarter Grading Period Ends: May 22, 2026
Report Cards will be sent on: May 22, 2026

ATTENDANCE

You need to be in school every day unless you are sick or there is an emergency. If you have to be absent, it is helpful for your parents to call the school that morning so your teacher will know where you are. **You must bring a written excuse on the day you return to school that includes the following:**

1. Your name
2. Dates absent
3. Reason for absence
4. Parent's signature

If you do not bring a note within two days of your return, your absence will be coded unexcused. Days missed because of vacation are also unexcused.

You must attend at least half of a school day to be counted present for that day. Students must be present by 11:40 in order to be counted present for the day. **Students arriving after 11:40 will not be counted as present for the day.**

As required by NC School Law, parents will receive notification about excessive unexcused absences. Letters will be sent when a child has accumulated 3 unexcused absences. Another letter will be sent when a child has 6 unexcused absences. A final letter will be sent when the child accumulates 10 unexcused absences. When a child has 10 unexcused absences, this will be reported to our Hickory Public Schools truant officer who will then handle reporting to Social Services and/or the District Attorney.

Absences are considered excused if they meet the following criteria.

- (1) **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
- (2) **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
- (3) **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
- (4) **Medical or Dental Appointments:** When the absence results from a medical or dental

- appointment of a student.
- (5) **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
 - (6) **Religious Observance:** When the student is absent due to a religious observance in accordance with local school board policy.
 - (7) **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. **Approval for such an absence must be granted prior to the absence. Trips to amusement parks (Disney World, etc) will not be excused.**
 - (8) **Local School Board Policy:** LEA's may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.

*Note - In Hickory Public Schools if a child has excessive absences that affect his/her academic performance, the child may be retained. In grades K-5, students may be retained if they are present less than 85% of the school year (27 or more absences, excused or unexcused).

Attendance is essential...

If your child misses . . .	That equals . . .	Which is . . .
1 day every 2 weeks	18 days per year	almost 4 weeks per year
1 day every week	37 days per year	a little over 7 weeks per year
2 days every week	74 days per year	almost 15 weeks per year
3 days every week	101 days per year	20 weeks per year

He/she is only missing just ...	That equals . . .	Which is around . . .
10 minutes per day	50 minutes per week	4.5 days per year
20 minutes per day	1 hour 40 minutes per week	9 days per year
30 minutes per day	2 hours 30 minutes per week	13.5 days per year
1 hour per day	5 hours per week	27 days per year

EVERY DAY COUNTS!

Some Attendance Tips to Promote Student Learning:

- Make sure your child keeps a regular bedtime and establish a morning routine so they are rested and alert when they get to school.
- Turn off all electronics including TVs, phones and tablets at bedtime.
- Make sure clothes and packed backpacks are ready the night before.
- Check with our school nurse or office staff if you are not sure about when to keep your child at

home due to illness.

- Avoid scheduling vacations or doctor's appointments when school is in session.
- Talk to teachers and counselors for advice if your student feels anxious about going to school.
- Develop emergency plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your student to school.

TARDIES

Students are marked tardy at 8:30 a.m. When students arrive after 8:30, parents must come inside and sign in the student. Parents will sign students in with the Ident-a-kid program.

ARRIVAL

CAR RIDERS

8:00 a.m. (Bell rings) – Students that are car riders may be dropped off at this time and will report straight to breakfast, if desired, and then immediately to their classroom.

8:30 a.m. (Bell rings) – This is the tardy bell and students are considered tardy if they have not reported to the classroom.

Students may not arrive at the school and be dropped off prior to the times listed above without being enrolled in the Kid Connection Program.

Also, students that are car riders **must be dropped off and picked up** at the front of the school.

Students should only enter by using the front door (unless they are a bus rider/ van rider).

DISMISSAL

The dismissal bell rings at **3:20 p.m.** St. Luke's walkers will meet in a designated area outside the Pre K entrance. Parents of St. Luke's walkers must park across the street at St. Luke's and walk over to receive their child. Parents of St. Luke's walkers should not park on the road, at Corinth Church or in the school parking lot.

Fox Ridge walkers will be escorted to the crossing guard. Parents of Fox Ridge walkers should be waiting on the Fox Ridge side of 4th Street to receive their child.

ALL parents of St. Luke's walkers, Fox Ridge Walkers and car riders must present the tag provided by the school in order to receive their child. If the person picking up does not have the school assigned tag, they must park and go to the office to present ID for check out.

Car riders are picked up in front of the school. **Parents do not park and leave vehicles sitting unattended in the loading zone.** Parents must stay in their car and follow the car rider line in order to pick up their child.

Please make sure to use the one way entrance to the school campus closest to the light intersecting 4th St NW and 16th AVE NW and use the one way exit closest to our school spirit rock and front playground.

Students must be a bus rider/van rider, car rider, Fox Ridge Walker, St. Luke's Walker or attend Kid Connection. Families that live and walk from down 16th Ave NW or behind Corinth will need to designate their child as a car rider for dismissal and we will call them to meet you.

EARLY DISMISSAL

We strongly discourage early dismissal. Please schedule doctor and dental appointments around school hours. If this is not possible, your parent must come to the office to sign you out. **Please send a note the morning of if you know your child will be picked up early. Please be reminded that early dismissal ends at 2:45. This will allow the teacher to get your child packed up and ready to go. This is especially helpful if you are picking up your child when they are at recess, specials, or during lunch.** If someone other than the parent will be picking up a student, parents must notify the office with a note or a verified phone call before the child will be permitted to leave the building. **Identification will be required from all individuals before the child is released.** When returning to school during the day, parents must come to the office and sign the student in. **Parents may not go to the classroom during instructional hours to pick up a child.** The office staff will call the classroom for you.

SCHOOL CLOSINGS

In the event of bad weather or an emergency, the school may have to close. Listen to local radio or television stations (i.e. WBTV, WSOC, or WCNC) for closing announcements for Hickory Public Schools -- not Catawba County. **The use of the automated phone calling system may also be used, so please make sure we have your updated number at all times.**

WITHDRAWAL OF STUDENTS

If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. Your child should return all textbooks, library books and pay any outstanding cafeteria fees prior to withdrawing from school. Your cooperation is always greatly appreciated. Once you enroll in the new school, we will receive a request for records and will send them promptly.

STUDENT INFORMATION FORM

At the beginning of the school year, a student information form has normally been sent for a parent to complete. We have transitioned to an online student update and you should have received notification of this. For those that have updated their information, I appreciate your attention to this matter. **It is very important that your parent notify the school if you change your address or telephone number during the year.** It is very scary to be sick and not be able to reach your parents.

Also, if you are not in Viewmont District, a transfer form must have been completed and

submitted to the school. Transfers are only good for 1 year and a form must be filled out each year. Failure to comply with this might result in your child being reassigned to their base school. Students that have been accepted as a transfer student may not ride a yellow school bus per transfer regulations.

GOING HOME ROUTINE

You should notify your child's teacher of how your child will go home. **Having a set routine prevents any issues that may arise during dismissal.** We understand that in emergencies, or from time to time, that a different mode of transportation may be used. A note the morning of is extremely helpful in making sure your child gets to the right location. At times it may be necessary to call the school due to a last minute change. **Transportation changes must be reported to the office by phone call before 1:00. If the office is not notified by the parent, the school will abide by the original transportation arrangement.** The end of the day can be a little busy and we want to make sure that we notify the teacher of the change. **Students must ride the bus assigned to their address.** Thank you for your cooperation with this.

SCHOOL BUS TRANSPORTATION

Riding a school bus is a privilege. Misbehavior on a bus is intolerable and will result in an appropriate consequence. Usual bus discipline includes a notification of parents for the first offense and a possible suspension of riding privileges. Children who continue to disobey the bus rules receive additional suspensions from the bus. The term of each suspension can double for every new offense. **A child can lose the privilege of riding the bus for the remainder of the year if repetitive bus suspensions do not correct the behavior.**

In the interest of safety, school bus riders must obey the following rules:

- A. Be at your bus stop at the designated time. Ride **only** your assigned bus.
- B. Stay out of the street while waiting for the bus.
- C. Board the bus in a single line and in an orderly manner.
- D. Be seated promptly without disturbing others.
- E. Remain seated while the bus is moving.
- F. Sit only in your assigned seat.
- G. Do not shout or make loud noises at any time. Use only language that would be proper in the classroom.
- H. Remember: Bottom to bottom (of the seat), back to back (of the seat) and book bag on your lap.
- I. Do not push, fight, wrestle, or otherwise annoy anyone.
- J. Keep arms, hands, head, and objects inside the bus.
- K. Do not eat or drink on the bus. This includes chewing gum. **(Gum should not be at school at all.)**
- L. Do not throw anything from the bus or inside the bus.
- M. Help keep the bus clean. Do not litter.

Again, students can only ride a bus assigned to their home address. We do not let students ride home with another student on the bus if they are not assigned to that bus route.

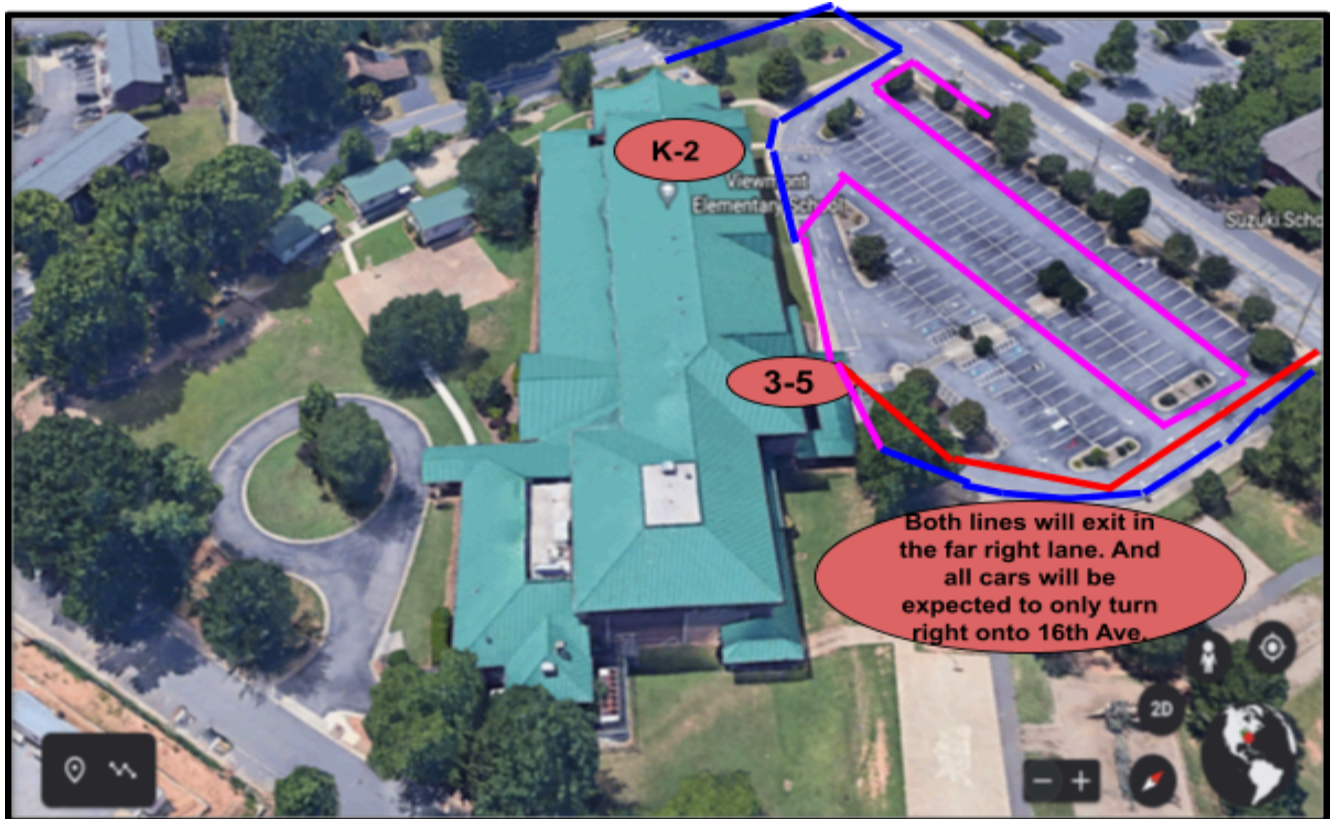
Car Rider Drop Off and Pick Up Procedure (Arrival and Dismissal)

- Do not park and walk to get your child. Please stay in your car and go through the carpool line.
- Please make sure your child enters on the passenger side of the vehicle.
- Children will be called by family groups to the designated number space.
- Do not stop in the crosswalk.
- Have your car tag on display at all times. If you do not have a tag, you may pick up one in the office.
- Please be patient and courteous. We try to load cars quickly and safely.
- **In order to keep traffic flowing steadily, only right turns are allowed out of the parking lot at dismissal.**
- **While waiting on the roadway, stay close to the curb but not on the sidewalk.**
- **Do not block intersections, 4th ST DR NW and 16th AV NW, or crosswalks. Don't enter an intersection before it is safe to proceed through the intersection.**

Afternoon Dismissal Car Line Directions: (Morning carline dropoff will only be in the far right lane at the main entrance of the building.)

There will be staff stationed throughout the car line areas with signs to assist as we acclimate to our new afternoon car line patterns. Thank you for your support and cooperation!

Please have the card you were given visible at all times in your front windshield.



Kindergartener - 2nd Grade: Turn right into the right lane of the front campus parking entrance from 4th Avenue; Traffic pattern will run directly in front of the school.

3rd-5th Grade: Turn left into the left lane of the front campus parking entrance from 16th Ave; Traffic pattern will follow the same direction as last year winding through the parking lot.

St. Luke's Walkers: St. Luke's has graciously agreed to allow parents to park in their parking area, walk across the street at the crossing guard, meet their children in the grassy area beside the school sign, and walk them back across the street. If you would like to participate in this option please plan to be waiting in the grassy area beside the school sign by 3:10. Please make sure you have the dismissal card you were given with you. Please be respectful of St. Luke's property by only parking in designated parking spots.

**THE RED / EMERGENCY LANE MUST REMAIN OPEN AT ALL TIMES IN THE EVENT
EMERGENCY VEHICLES EVER NEED TO ENTER CAMPUS DURING DISMISSAL**
SCHOOL RULES

1. Be Respectful.
2. Be Safe.
3. Be Responsible.
4. Be Kind.

CHOICES

This handbook and your classroom rules are designed to help you work happily with your teacher and friends and make the right choices for a safe and happy year. Sometimes a few people make wrong choices. You need to know what to expect when that happens.

- A. You may be asked to talk to the principal, the guidance counselor and/or your teacher to help determine a better way to manage yourself.
- B. You may be given time-out or you may lose a privilege.
- C. Your parents may be contacted or called to come to school for a conference.
- D. You may be referred to the guidance counselor or other appropriate agency.
- E. You may have an in-school or out-of-school suspension.

IMPORTANT

Fighting and threatening to do harm are NOT allowed under any circumstances.

SUMMARY

These rules and procedures are for the protection and safety of all students at Viewmont Elementary School. They also provide the orderliness needed to help you and your classmates learn. Our goal is for you to be a lifelong learner and a responsible citizen.

If a child breaks one of the school rules there will be a consequence. Consequences for not following the school rules may be handled by administration or by the classroom teacher. The consequences may include, but are not limited to; a phone call to parents, a note sent home, lunch detention, isolation in the room or at recess, isolation in another room, in-school suspension, or out of school suspension. Teachers may isolate a child in another teacher's room for up to 2 hours. An incident that results in an office referral will be handled by an administrator. Any time that a child is suspended (in school or out of school) a parent must conference with administration before the child can return to class.

Please make sure that you read the Hickory Public Schools Student Handbook very carefully. It will be posted on our website at the beginning of the year. This document will contain a lengthy section dealing with the Code of Student Conduct and possible actions/consequences for not following the Code.

CHARACTER EDUCATION

Focusing on building character muscles is a priority across North Carolina and right here at Viewmont. Listed below are the traits and what they mean, as outlined in the North Carolina General Statutes. We would definitely appreciate your help and support in building these character traits at home, at school, and in the community.

- (1) Courage. – Having the determination to do the right thing even when others don't and the strength to follow your conscience rather than the crowd; and attempting difficult things that are worthwhile.
- (2) Good judgment. – Choosing worthy goals and setting proper priorities; thinking through the consequences of your actions; and basing decisions on practical wisdom and good sense.
- (3) Integrity. – Having the inner strength to be truthful, trustworthy, and honest in all things; acting justly and honorably.
- (4) Kindness. – Being considerate, courteous, helpful, and understanding of others; showing care, compassion, friendship, and generosity; and treating others as you would like to be treated.
- (5) Perseverance. – Being persistent in the pursuit of worthy objectives in spite of difficulty, opposition, or discouragement; and exhibiting patience and having the fortitude to try again when confronted with delays, mistakes, or failures.
- (6) Respect. – Showing high regard for authority, for other people, for self, for property, and for country; and understanding that all people have value as human beings.
- (7) Responsibility. – Being dependable in carrying out obligations and duties; showing reliability and consistency in words and conduct; being accountable for your own actions; and being committed to active involvement in your community.
- (8) Self-discipline. – Demonstrating hard work and commitment to purpose; regulating yourself for improvement and restraining from inappropriate behaviors; being in proper control of your words, actions, impulses, and desires; and doing your best in all situations.

SCHOOL ITEMS - WHAT TO BRING AND WHAT NOT TO BRING

In order that you fully enjoy school, you should come with the supplies you need. You should have received information about the supplies that your child will need to bring daily. Students at all grade levels may be asked by their teacher to bring other items. The teacher will send a note to your parents if you are requested to bring additional supplies.

Do not bring toys to school. Your teachers have so many activities planned that you will not need toys. Toys can be disruptive to the class and teachers cannot be responsible for their loss or damage. You should bring special items only if a teacher asks you to do so. Radios, gaming devices, headphones, cell phones, etc. should not be brought to school. If these items are brought, they may be confiscated and returned only when the parent comes to the school and claims the item from the principal.

Knives (including pocket knives), weapons, firearms, and fireworks are dangerous and prohibited on school grounds. **Toys that resemble these weapons are also prohibited.** Any verbal or physical threats or attempts to harm another student or staff members will not be tolerated regardless of age. Please help us make sure your child understands this rule and keep Viewmont a safe place for all. Violations of these safety requirements will result in swift and serious disciplinary action. Money can easily be lost during an active day at school. Lunch money, book money, and picture money should be sealed in an envelope with the child's name and teacher's name on the front. Students should not bring extra money to school. **When bringing cash for field trips or paying the instructional fee, please make sure to have the exact amount. We are not permitted to make change if you are paying with a larger bill than the amount needed.**

APPROPRIATE DRESS FOR SCHOOL

Students who are clean and dressed neatly and comfortably for school tend to have a better self-concept and behave better. Your clothing should enable you to have a safe, comfortable day that is free of distraction. This includes being able to participate fully in physical education class and at recess. Flip flops, clogs, platform shoes, and Heelys (the shoes with the wheels) are not allowed and could result in you not being able to participate in physical activities.

Baggy pants also pose a safety hazard and should be belted so that they remain securely around one's waist. If a child comes to school with baggy pants without a belt, we will secure the pants using cord to fasten the pants. A recommendation from the State Bureau of Investigation for safe schools requests that shirttails should be tucked inside of one's pants. All shirts, blouses, spaghetti straps, tank tops, and top garments shall cover the back and torso and have necklines and arm cuts that are not disruptive or distracting. For the comfort of all in a public space, writing on clothing must be appropriate and must demonstrate respect for others and their property. Clothing may not display violence, gang-related accessories, alcohol/drug reference or inappropriate language.

No head covering of any kind will be worn in the building. This includes but is not limited to the following: hats, caps, **hoodies**, bandannas, scarves, toboggans, etc. The only exception to this rule will be for medical/religious reasons and announced spirit activities.

CAFETERIA

Each student is assigned a PIN number and encouraged to memorize the number. This helps to keep individual accounts straight and keeps the lunch line moving more smoothly at mealtime. School breakfast and lunch is at no cost to ALL students for the 2025-2026 school year.

QUESTIONS? CALL HPS CHILD NUTRITION: 828-322-2855

Policy Code: 6220 Operation of School Nutrition Services

All schools will participate in federal National School Nutrition Programs and will receive commodities donated by the United States Department of Agriculture. All federal and state revenues will be accepted and applied to maximize the use of such funds for the purposes of providing nutritional meals to students at the lowest possible price. The superintendent or designee shall develop procedures as necessary to implement the operational standards established in this policy.

A. Operational Standards

The school nutrition services program will be operated in a manner consistent with Board goals and Board policy. The program also will be operated in compliance with all applicable state and federal law, including requirements of the National School Lunch Program and all federal guidelines established by the School Nutrition Division of the United States Department of Agriculture. Specific legal requirements that must be met include, but are not limited to, the following.

1. School officials may not discriminate based on race, sex (including pregnancy, childbirth, sexual orientation, and gender identity), color, national origin, disability, age, or eligibility status for free and reduced price meals. School officials are also prohibited from retaliating against any individual for prior civil rights activity.
2. The school nutrition services program will meet safety and sanitation requirements established in local, state, and federal rules and guidelines for school nutrition services programs.
3. The school nutrition services program will have a written food safety program that includes a hazard analysis critical control point plan for each school.
4. Menu preparation, purchasing, and related record keeping will be consistent with applicable state and federal rules and guidelines.
5. Banking, financial record keeping, budgeting, and accounting will be conducted in accordance with generally accepted practices and procedures, as dictated by the School Budget and Fiscal Control Act and in accordance with state and federal guidelines.
6. Commodity foods donated by the United States Department of Agriculture will be used and accounted for in accordance with federal regulations.

7. Preference will be given in purchasing contracts to high-calcium foods and beverages, as defined in [G.S. 115C-264.1](#) and to foods grown or raised within North Carolina.
8. School Nutrition Program (SNP) funds will be used only for the purposes authorized by law. Indirect costs, as defined by law, will not be assessed to the SNP unless the program has an operating balance of at least two months.
9. The price for meals will be determined in accordance with federal law.
10. Nonprogram foods will be priced to generate sufficient revenues to cover the cost of those items. A nonprogram food is defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the School Nutrition account.
11. All school nutrition services will be operated on a non-profit basis for the benefit of the SNP. School nutrition services are those that are operated from 12:01 a.m. until the end of the last lunch period.
12. All income from the sale of food and beverages that is required by law or regulation to be retained by the SNP will be deposited to the SNP account and will be used only for the purposes of the school's non-profit lunch and breakfast programs. All funds from food and beverage sales not otherwise required by law to be deposited to the SNP account will be deposited into the proper school account in accordance with guidelines developed by the superintendent or designee.
13. All competitive foods sold on school campuses will meet federal and state standards for nutrient content.
14. All employees whose job duties include procurement activities for the School Nutrition Program shall adhere to the conflict of interest rules and standards for ethical conduct established by the Board in policies [6401/9100](#), Ethics and the Purchasing Function, and [8305](#), Federal Grant Administration. Failure to comply with these requirements will result in disciplinary action

B. Meal Charges

Hickory City Schools currently participates in a Community Eligibility Provision meal service option that provides free breakfast and lunch to all students. At any point if the CEP provision is discontinued then students who are required to pay for meals will be expected to provide payment in a timely manner.

The Board recognizes, however, that students occasionally may forget or lose their meal money. In the event that a student is unable to pay for a meal on a particular day, the student may charge a reimbursable meal. Appropriate modifications to the alternative meal will be made when required by the student's documented special dietary needs. To safeguard the dignity and confidentiality of students in the serving

line, reasonable efforts must be used whenever possible to avoid calling attention to a student's inability to pay.

The School Nutrition director or designee and principal shall work jointly to prevent meal charges from accumulating and shall make every effort to collect all funds due to the School Nutrition program on a regular basis and before the end of the school term. Notices of low or negative balances in a child's meal account will be sent to parents and the principal at regular intervals during the school year. If a parent regularly fails to provide meal money and does not qualify for free meal benefits, the School Nutrition director shall inform the principal, who shall determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges. The principal shall not impose any administrative penalties on a student for unpaid meal charges. Administrative penalties include withholding a student's records, prohibiting a student from participating in graduation, and denying a student a diploma.

Parents are expected to pay all meal charges in full by the last day of each school year. Negative balances on student accounts will be carried forward to the following school year. However, the superintendent shall ensure that federal School Nutrition funds are not used to offset the cost of unpaid meals and that the SNP is reimbursed for bad debt resulting from uncollected student meal charges prior to September 30 each year.

This policy and any applicable procedures regarding meal charges must be communicated to school administrators, school food service professional, parents, and students. Parents will receive a written copy of the meal charges policy and any applicable procedures at the start of each school year and at any time their child transfers into a new school during the school year.

Sometimes extra items are sold separately. If you want to buy an extra item, you must do so when you get your lunch. You may not return to the serving line after you sit down. **Students are not to bring soft drinks to school.**

While eating, it is important to show your manners. Remember to clean up after yourself. Also, remember to keep your voices at an appropriate level.

When you are packing lunch for your children, please consider their safety and health. Often students cut themselves on flip top metal cans, such as those containing tuna or fruit. If your child is bringing their lunch, please check to make sure that they have their lunch before they get out of the car (if they are a car rider) or out of the house (bus rider, van rider, walker). There is not a microwave for student use, so please make sure you plan accordingly. Teachers will not warm up items for students.

***If your child has a health problem that calls for a **special diet**, please speak with our school nurse who will then write an appropriate plan. **Please bring in a note from your child's doctor detailing the dietary restrictions or allergies.**

Some students that attend Viewmont Elementary have a severe and potentially life-threatening allergy to **peanuts and/or tree nuts**. Even the slightest trace of the peanut protein could trigger a severe allergic reaction. Teachers who have students that have these severe reactions have been notified; and

if there are others that have not notified the school this needs to be done immediately.

The following guidelines will allow us to provide a safe environment.

1. We will not allow any peanut, peanut product, or tree nut product for snack in the classroom. Please check food labels to make sure that the snack item you send in does not contain nut products of any kind (A lot of packages might say, “May contain traces of peanuts” or “Made in a facility in which other items are made with peanuts.” **These items are not safe to send.**)
2. **No homemade baked goods are allowed to be brought in and shared (example: classroom party).** If you are buying cupcakes or other items, please look at the label and make sure that it has not been prepared with peanut/nut products.
3. If your child brings lunch for school and it contains a peanut butter sandwich or other nut products, those items must be sealed in an airtight ziploc bag or container and kept in the child’s backpack until it is time for lunch. Of course, the best option is not to send in these types of products.

The school does not serve any peanut products in our cafeteria. This includes peanut butter sandwiches. The school is taking other precautions and safety measures in order to make the environment safe for our students that have these severe reactions. You can help too by following the above guidelines. If there are any questions or concerns, please do not hesitate to contact the school at 324-7049. Thank you for your support in this matter.

Suggestions for Peanut and Tree Nut free snacks include, but are not limited to (but confirm this with labels):

Fresh fruit	Smart Puffs	Raisins
Carrots with Ranch	Many cereals	Pepperoni
Celery with cream cheese	Fruit roll ups	Pop Tarts
Squeeze Yogurt/ Yogurt	Cottage cheese	Fruit Cups
Cheese sticks	Fruit Snacks	Hard Boiled Eggs

INSURANCE

Student accident insurance is available for Viewmont students. This is optional student accident insurance that you can purchase for your child. Forms will be posted on our website or you can enroll online at www.k12studentinsurance.com. **Checks should be mailed directly to the insurance company.**

HEALTH SERVICES

Viewmont has a school nurse on site during the week that works closely with school personnel to ensure the safety and well being of students and staff. The amount of days and the days of the week varies, but we can call her in case of an emergency. Also, we have staff members who are certified in CPR and First Aid and can respond in the event of an emergency.

If you become ill at school, your parents will be contacted immediately by the teacher or office staff. If your parents cannot be reached, we will use the emergency contact information your parents have provided. **Please remember to keep all phone numbers current in the event we need to contact you. Your child must be free of fever without medication for 24 hours before returning to school.**

IMMUNIZATIONS

Health requirements for school enrollment:

- Complete and Up-to-date Immunization Record
- Health Assessment for Kindergarten (must be completed by a physician)

Immunizations	Number Required for K-6	Additional for 7 th Grade
DTP/DTaP	5	
Polio	4 (4 th dose after 4 th birthday)	
HIB	1-4	
MMR	2	
Hepatitis B	3	
Varicella	2	
TDaP		1
Meningococcal		1

All students new to NC or new to Public Schools must have a Health Assessment within 30 days of enrollment. If not completed by 30 days, students will be suspended from school.

MEDICATION POLICY

The Hickory Public School System has strict guidelines for administering medications at school. No medication, including aspirin, will be given at school except as prescribed by a doctor. Parents must have the doctor complete the "Physician's Authorization of Medication for Students" form which is available in the office. The physician must also sign the form. These medication permission forms must be on file in the school office before any medication is given. **A parent must bring medications to school in a labeled bottle from the pharmacy.**

GRADING

The Hickory Public Schools created a grading policy and guideline. This is listed for you to see. Along with these guidelines, the teachers at Viewmont have also agreed to the addendum for late work.

1. **“Academic grades should not be used in a punitive manner.”** This means that a student’s academic grades should not be lowered for issues related to discipline or behavior.
2. **“Teachers will enter grades into the system’s electronic grade book no later than five days after the due date of the assignment.”**
3. **“Raising or lowering academic grades for activities such as bringing in canned goods, permission forms, parent signatures, or participating in non-curricular activities is not “best practice” grading strategies.”**
4. **“Make up work”** – “The number of days allowed for the completion of make-up work shall be one day greater than the number of days the student was absent. Students receive full credit for assignments turned in by established due dates.”
5. **“Late work must be accepted by teachers” and “work turned in after established due dates may reflect reduced credit.”**

Students in grades 3, 4, and 5 are given numeric grades based on the current approved grading scale

(A – 90-100, B – 80-89, C – 70-79, D – 60-69, F – 0-59) which can then be factored into a letter grade (A, B, C. etc).

At Viewmont, we will allow students to make up any assignment lower than 70% (**provided that the assignment was turned in on the actual due date**) and turn the assignment back in for an average of the two grades. **Students will have one week from when the assignment is returned to redo for a higher grade.** Students are responsible for completing assignments on time and turning in the work. Any assignment turned in late will have points deducted each day after the due date. Any assignment turned in five or more days late will receive a grade of 50. These standards will apply to homework, classwork, tests, projects, or any other assignments given in the class.

HOMEWORK

Homework is given...

- To practice and enrich skills and concepts taught in class and to stimulate student discussions.
- To foster independent study skills.
- To develop responsibility for bringing home books and assignments, completing work and returning it on time.
- To enhance parent awareness of student progress.
- To emphasize the importance of independent practice and application.

Learning does not stop at school. It is important for you to practice at home the things you learn at school. Teachers will assign homework to be done each week night (Monday through Thursday). With your parents' help, you need to set aside quiet time at night for you to read and do homework. The teachers and I strongly recommend that kindergarten and first grade students also have a special time with parents for reading aloud and discussing the things learned in school each day.

COMMUNICATION

It cannot be stressed enough about keeping your phone number up-to-date in our system. Automated phone calls are sent regularly sharing events that are coming up around the school. This system is also used by the district for important district announcements.

REPORT CARDS

We want your parents to know how well you are learning. Teachers will send progress reports every three weeks and report cards every nine weeks. Parents will sign the report card envelope indicating they have checked grades, and return the card envelope to the teacher. To show student progress, teachers will also send work home weekly to show parents what has been accomplished.

CONFERENCES

Cooperation between school and home is necessary for a successful school year. Through conferences, parents and teachers gain a better insight into the child's needs, as well as any particular difficulties he/she may have. Teachers would like to have scheduled conferences with each parent twice each year, once in the fall to become acquainted and make plans for the year and once in the spring to check on the student's progress. Teachers are usually available for conferences with parents after school hours. Your parents should call the school or write the teacher a note to make an appointment for a conference. Other conferences should be arranged when the parent or teacher recognizes the need. **(Note - Teachers are not available for conferences or telephone calls during the instructional day**

unless scheduled ahead of time. They may return phone calls before school, during planning time, after school, or respond by e-mail (Class Dojo) or a written response.)

FIELD TRIPS

Each grade plans educational field trips related to the North Carolina Standard Course of Study. Parents who offer to chaperone students **may not bring** pre-schoolers or smaller children, as this would distract from the responsibility and purpose of looking after our students. Parents are not allowed to ride on the school bus for the field trip and must provide their own transportation. There could be a cost to parents who attend a field trip.

VISITORS

Parents are an important part of our school. For the safety of all our students, we ask that all visitors report to the office, sign in, and receive a visitor's pass immediately upon entering the school. All visitors must have a Visitor Badge visible at all times. **When a visitor comes at any time, they must sign in at the front office using our Ident-a-Kid system and receive a badge. You will be required to scan your Driver's License to be verified.**

Parents, we know items can be forgotten in the morning rush. Please don't hesitate to drop off forgotten book bags and/or lunch boxes at the front office. We will gladly take them to your child in his/her classroom.

VOLUNTEERS

We are very proud of the support we receive from the many adults who tutor our students. Parents and guardians are encouraged to be volunteers at the school. Volunteers are used in the reading programs, in classrooms as teacher helpers, and with PTA projects. Volunteers are to sign in and sign out through the office. **Please check the HPS website under "For Parents" and select the Volunteer Tab to start the registration process. This needs to be done each year to volunteer in our school.**

Thank you for your desire to volunteer in HPS!

Our annual process for [all levels of volunteers](#) is quick and convenient. Use the hyperlinks below to get started.

New Volunteer Registration Instructions:

On the registration page (link below or visit the hickoryschools.net website and look under For Parents) click the green "New Registration" button, enter your email address and a password. Follow the prompts to enter your information.

Watch a video to see this process with these links: [English](#) [Spanish](#)

How to volunteer in HPS

Volunteer Application

SAFETY

Safety is a huge issue in schools and we have a safety feature that is in place. This feature will be activated during the day starting at 8:30 and ending at 3:20. It is very important that you read this information very carefully.

A doorbell/intercom system has been installed **outside** the front door. It is located on the right wall as you face our entrance. This system must be used to request access into our building during the above times.

- PRESS WHITE BUTTON AND WAIT FOR RESPONSE
- MAKE SURE TO HAVE ID READY WHEN YOU ENTER
- WAIT FOR THE DOOR TO UNLOCK AND PROCEED THROUGH THE WEAPONS DETECTION SYSTEM

If you are allowed to proceed through our building:

- You will then sign in through our Ident-a-Kid system.
- Everyone entering the building **MUST** sign in through the system.
- Everyone **MUST** wear the name badge in a visible location.

What else does this system mean?

- Students that are late to school should be walked into the building by a parent/guardian to be signed in. The door will lock automatically at 8:30.
- Early Dismissals – Please do not wait for the last moment to come to the school if you know that you will need your child for an appointment. Please send in a note at the beginning of the day to the teacher explaining that your child will be leaving early and the reason for leaving so the early dismissal can be marked excused or unexcused.
- Change of transportation – If you know that your child's transportation will change either for the day, a short period or permanently, please send in a note on the morning of the needed change or call the school before 1:00 pm.

PTA

All parents and teachers are encouraged to join the PTA. PTA members work hard to help our school in many ways. The PTA has provided the school with computers, playground equipment, and other important resources. Join the PTA and get involved!

VIEWMONT PTA MEETINGS AND SCHOOL EVENTS

Aug 21, 2025 2:00 PM	Meet and Greet	January 30, 2026	Class Pictures
September 18, 2025 5:30-8:30	Opening PTA Meeting/Open House/Family Movie Night	TBD	Winter/Spring Book Fair
October 2, 2025	Fall School Pictures	March 20, 2026	Spring Pictures
Fall Book Fair		April 10, 2026	Graduation Pictures
Batty Bingo		April	Spring Family Night
		May	Beginner's Day (4:00 PM)
November 5, 2025	Fall Picture Make Ups	Bear Bash	

You will be notified of other events scheduled during the school year. Due to other events that become scheduled later in the year, these dates may change. Please keep up-to-date with the monthly newsletters, as well as DoJo / Classtag and by checking the website regularly.

Our PTA has partnered with different restaurants around the city. **Each restaurant will return a portion of the sales to the school.** Our PTA realizes that you cannot attend each of the events, but want to make sure that you know of the opportunities available. Some restaurants require you to tell them that you are from Viewmont in order for them to donate funds back to the school. (We will let you know which restaurants require this.) Other restaurants will donate based on the total sales of the time period and this is when we encourage you to tell your friends and neighbors to come out to support the school. Thank you in advance for your participation.

SPIRIT NIGHTS

At this time, we do not have any confirmed Spirit Nights. In the past, we have had nights at Salsarita's, Domino's, Hungry Howies, Dante's, El Paso, and Bojangles. We will announce any that become scheduled.

SCHOOL PICTURES

Individual and group pictures will be taken in the fall and spring. Class pictures will be taken in January. Notices will be sent home indicating the date, time, and price. **Please understand that this is considered a fundraiser for the school and we receive a percentage of the sales.** Thanks!

SCHOOL SPIRIT

It is very important to take pride in your school. Every Friday is considered Viewmont Spirit Friday. If you own a Viewmont shirt, Fridays are a great day to show off that spirit. If you do not own a Viewmont shirt, you can always wear our school colors which are royal blue and white. During the year we will have Viewmont shirts to purchase, so be on the lookout if you are interested.

MIDDLE SCHOOL TRANSITION

Near the end of the school year, all 5th graders will visit their middle school for an orientation.

Students will only attend the school that serves their home address at the time of the visit. They will not be able to attend both schools and they will not be able to choose a school to attend. Dates will be provided at a later time.

AWARDS

At Viewmont Elementary, we believe in celebrating the accomplishments of our students. Listed below are some of the awards that will be celebrated.

A Honor Roll (Grades 3-5) (9 Weeks) – 1st Quarter, 2nd Quarter, 3rd Quarter, 4th Quarter (Ribbon)

Criteria: Student must earn all A's in the academic subjects and S's in the special subjects

A Honor Roll (Grades 3-5) (Year) – 4th Quarter

Criteria: Student must earn all A's in the academic subject areas based on year end average and S's in the special subjects.

B Honor Roll (Grades 3-5) (9 Weeks) – 1st Quarter, 2nd Quarter, 3rd Quarter, 4th Quarter (Ribbon)

Criteria: Student must earn a mixture of A's and B's or all B's in the academic subjects and S's in the special subjects

B Honor Roll (Grades 3-5) (Year) – 4th Quarter (Certificate)

Criteria: Student must earn a mixture of A's and B's or all B's in the academic subject areas based on year end average and S's in the special subjects.

B.U.G. (Bringing Up Grades) (Grades 3-5) – 2nd Quarter, 3rd Quarter, 4th Quarter

Student shows growth on classroom assignments and assessments and or on iReady diagnostics.

Perfect Attendance (K-5): Student has missed no days and has no more than 3 tardies per quarter.

Discipline (K-5): Student has no discipline offenses for the quarter/year.

Terrific Kids (K-5): 2 students from each homeroom who have displayed positive work ethic, attendance, behavior, and citizenship throughout each nine weeks will be recognized.

BEFORE AND AFTER SCHOOL CARE

The before and after school program at Viewmont Elementary School is operated by the YMCA of Catawba County. You may wish to take advantage of its services this year

QUESTIONS: YMCA of Catawba County Youth Development Programs (828) 324-9622

<https://www.ymcacv.org>