

RICHFIELD ELEMENTARY SCHOOL



2024-2025 STUDENT HANDBOOK

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Stanly County Schools' Mission and Vision Statements



Mission Statement: Stanly County Schools will partner with our communities to provide opportunities in which relationships are nurtured and learning experiences are engaging.

Vision Statement: Empowering all students and staff to succeed!

Richfield Elementary Mission and Vision Statements

Richfield's Mission Statement:

We encourage our students to become lifelong learners and to find confidence in their abilities by empowering them through an engaging and meaningful school environment with support from home and community.

Richfield's Vision Statement:

We are partners with ALL to achieve our personal best!

Welcome Message

Welcome to Richfield Elementary School! We are excited to have you as part of our school community. This handbook is designed to provide you with important information about our school policies and procedures. Please read it carefully and refer to it throughout the school year.

In addition to the Richfield Elementary School Student Handbook, Richfield Elementary School also follows the [Stanly County School Student Code of Conduct](#).



SCS CODE OF CONDUCT

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Rules and Expectations

Students are expected to “ROAR” throughout the school in order to create a safe and orderly learning environment. ROAR expectations are: Be Respectful, On-Task, Always Safe, and Responsible at all times! Students who do not meet our ROAR expectations will receive a minor. Students will be redirected/warned before a minor is given. Minors will be recorded in Educator's Handbook. If a student accumulates more than one minor in a single day, the consequences are as follows:

1. Warning
2. Parent Contact
3. Silent Lunch
4. Bounce (sent to another class) within building/grade level
5. Office Referral (Mrs. Davis)

At RES, we hold our students to the highest standards. In doing so, we also try to find ways to reward our students for meeting those expectations. Quarterly rewards are given to students who receive:

- fewer than 10 minors
- no office referrals
- no more than 2 unexcused absences
- no more than 2 unexcused tardies
- no more than 2 unexcused sign-outs.

Notes for absences, tardies, and early sign-outs must be turned in within 2 days of returning to school.

We value open communication with parents and guardians. If your child is struggling with behavior, we will reach out to discuss strategies and support. We also encourage you to discuss the behavior expectations with your child at home and reinforce the importance of following school rules.

Richfield Elementary School
School-wide behavior expectations

	Classroom	Hallway	Playground	Cafeteria	Dismissal	Bathroom
R Respectful	<ul style="list-style-type: none"> - Follow the Rules -Be Considerate to Others 	<ul style="list-style-type: none"> -Remember Others Are Learning So Walk Quietly. 	<ul style="list-style-type: none"> -Follow the Rules -Have Good Sportsmanship 	<ul style="list-style-type: none"> -Use Indoor Voice -Stay Seated 	<ul style="list-style-type: none"> -Load and Unload Calmly -Listen to the Adults -Walk in a Line -Hands and Feet to Yourself 	<ul style="list-style-type: none"> -Be Quiet -Be Clean
O On Task	<ul style="list-style-type: none"> -Pay Attention -Complete Your Work 	<ul style="list-style-type: none"> - Go Directly Where You Are Going 	<ul style="list-style-type: none"> -Be Active: Move Your Body! 	<ul style="list-style-type: none"> - Eat First -Clean Up After Yourself 	<ul style="list-style-type: none"> -WALK -Only Ride the Right Bus or Car -Keep Bookbag Closed -Be Ready to Leave 	<ul style="list-style-type: none"> -Go, Flush, Wash, Leave.
A Always Safe	<ul style="list-style-type: none"> -Keep your Hands, Feet and Materials to Self -Use Materials Correctly 	<ul style="list-style-type: none"> -Walk <p>Adults are the only ones allowed to let others in the building.</p>	<ul style="list-style-type: none"> -Stay in Area -Hands and Feet to Yourself -Mulch, Rocks, and Sticks Stay on the Ground -Slides Go Down 	<ul style="list-style-type: none"> -Walk -Sit in Your Class Area 	<ul style="list-style-type: none"> -Follow All Directions and Rules -Stay Seated -Speak Quietly to Others -Stay Out of Road and Out of the Path of Traffic 	<ul style="list-style-type: none"> -Walk -Wash your Hands -No Climbing, Hanging, or Crawling
R Responsible	<ul style="list-style-type: none"> -Be Prepared to LEARN -Follow the Adults' Directions 	<ul style="list-style-type: none"> -Walk in a Line -Hands and Feet to Yourself 	<ul style="list-style-type: none"> -Hands and Feet to Yourself -Follow Teacher Directions -Stay in the Correct Area 	<ul style="list-style-type: none"> - Remember Fork, Spoon, Napkin, Sauces Before you Sit Down -Clean up After Yourself 	<ul style="list-style-type: none"> - Be Quiet -Pay Attention for Your Turn 	<ul style="list-style-type: none"> -Keep the Floor DRY -Report Problems to an Adult

Attendance Policy

Daily attendance at school is expected as there is a strong correlation between attendance and academic performance. Good attendance is the responsibility of the family and student and is mandated by law in North Carolina (<https://bit.ly/ncattendancelaw>) and the Stanly County Schools Attendance Board Policy (<https://bit.ly/scsattendancepolicy>). Some absences are unavoidable but should be minimized. There are two kinds of absences:

- **Lawful / Excused:** Due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies.
- **Unlawful / Unexcused:** Due to any reason other than those listed under the “Lawful / Excused” absence description above. Examples include but are not limited to, car trouble, oversleeping, hair appointments, skipping school without parental knowledge, etc.
- An Educational Opportunity Request Form may be obtained in the office, completed, and submitted to the principal at least two weeks before the absence.

It is the responsibility of a parent/guardian to inform the school of the circumstances surrounding a student’s absence. This notification must be submitted to the school office, in writing, as soon as the student returns to school, or within 2 days of the student’s return to school. If a student is chronically absent, the school may require a physician’s note/excuse for a lawful absence to be counted. **Until a note is submitted, all absences are coded as unexcused.** Upon receipt of a written note/excuse, it is the principal’s responsibility to determine if an absence is excused or unexcused using parental and teacher input.

Regardless of the type of absence, students are required to complete any work missed during their time away from school. Teachers require a 24-hour notice to gather missing work, and students will be given one week/five (5) days to make up work unless other arrangements are made with the teacher.

Attendance Notification Letters: State law requires a school to notify parents and guardians when a student accrues 3, 6, and 10 unexcused absences. Families will also be notified of the Compulsory Attendance Law [G.S. 115C-378] (linked above) and may be prosecuted through Truancy Court for excessive absences that cannot be justified under the established attendance policies of North Carolina (excused, unexcused, and those due to out-of-school suspension). SCS has established an Attendance & Truancy Process (<https://bit.ly/scsattendancetruancyprocess>) which will be followed to ensure all students attend school regularly.

- **Arrival:** 8:25 am - 8:55 am
 - Prior to 8:25 am, there will be no supervision for students. Students should not be dropped off before this time.
 - **Tardies:** Students arriving AFTER 8:55 am will be considered tardy. An adult MUST sign them in with the front office.

- **Half Day:** Students must arrive at school PRIOR to 12:17 pm to be counted as present for the day.
- Parents may not escort children to class to preserve the learning environment.
- **Dismissal: 3:40 pm**
 - **Half Day:** Students who are checked out PRIOR to 12:17 pm, and do not return to school later in the day, will be marked as absent for the day. Students MUST be present at school until 12:17 pm - or the equivalent of half of a school day - to be counted present for the day.
 - **Early Checkouts:** Early checkouts are discouraged, if possible because they limit instructional time for your child and interrupt the class learning environment. If an early checkout is necessary, it must be conducted PRIOR to 3:15 pm. Students will not be released after 3:15 pm except in the case of a dire emergency and only with principal approval. All early checkouts must be conducted through the school office; parents and guardians may NOT take a child directly from a teacher.
 - School staff will NOT release a child to an adult that is not listed on their Emergency Contacts as listed in PowerSchool in order to protect the child. If last-minute arrangements need to be made, contact the school office to inform staff of who will be coming to pick up your child. Be aware that the individual will be required to provide identification to ensure your child's safe release.
 - **Transportation Changes:** If you wish to change your child's dismissal plan, send a note to their classroom teacher AND/OR call the school office directly. We will NOT take a student's word regarding transportation changes.

Dress Code

We follow the Stanly County Schools' dress code so please reference this for a full listing of expectations. The following items are unacceptable for school:

- Clothing that advertises tobacco, alcohol, or other drugs or displays obscene language or other inappropriate messages (violence, sexual content)
- Clothing that does not fit according to student's size- baggy pants require belts
- Pajama pants
- Spaghetti strap; straps need to be at least the width of three fingers
- Short shorts (A good measurement of shorts length is to hold your arms down by your side and the bottom of the shorts should come at least to your fingertips.)

Bus Policy

Bus transportation is a privilege, not a right, and those students who ride school buses are expected to follow rules that protect their own safety and that of others. The school bus rules are listed in the SCS Code of Conduct, which is linked to the final page of this handbook. Review the Bus Rules with your child; they are strictly enforced. Bus drivers and other school personnel will report students who choose to not obey the rules; incidents will be verified by video and audio monitoring on buses. Conduct violation reports will be investigated and, if proven to be factual, consequences will be implemented. Consequences for not obeying bus rules are progressive unless the severity of the behavior warrants a greater degree of enforcement. In some cases, this may mean a child is ineligible for bus transportation. When a child is removed from the bus, it is their parent's responsibility to transport them to and from school. Notice will be provided to a family if the principal removes a student from the bus.

If a student's behavior is so severe that safety is compromised, the driver may return the student to school. In this case, it is the parent's responsibility to provide immediate transportation home for the child.

Students may only ride the bus to which they are properly assigned. Bus assignments are made based on a student's home address by SCS Transportation Department officials. Those who do not regularly ride a bus cannot ride home with another student without written permission.

To request bus transport for the 2024-20225 school year, each child must have a Transportation Request Form on file. The form can be found within your child's School Cash Online account.

Academics

Types of Homework

1. Practice Assignments: These tasks are designed to reinforce skills learned in class, allowing students to practice and apply their knowledge.
2. Projects: Longer-term assignments that may involve research, exploration of topics, or creative presentations. These encourage critical thinking, collaboration, and creativity.
3. Reading Assignments: Students are often assigned readings to enhance comprehension skills and expose them to new ideas and concepts.

Expectations for Students

- Timeliness: Homework should be submitted by the designated deadline. Late submissions may incur a penalty unless prior arrangements have been made with the teacher.
- Quality: Students are expected to complete assignments to the best of their ability, demonstrating understanding and effort.
- Independence: While collaboration is encouraged, students should strive to complete their homework independently to foster personal learning.

Grading Policy

Stanly County Schools utilizes Standards-Based Grading (SBG) in order to evaluate student's work and progress towards grade-level standards. SBG is a "grading" approach that focuses on measuring students' mastery of specific learning standards. Instead of assigning grades based on a traditional percentage system, SBG evaluates how well students understand and can apply key concepts and skills outlined in the curriculum.

Key Features of Standards-Based Grading

1. **Focus on Learning Goals:** SBG is centered around specific learning objectives or standards. Each standard defines what students should know and be able to do at a certain grade level.
2. **Clear Expectations:** Students receive clear expectations for what is required to demonstrate mastery of each standard. This helps them understand their learning targets.
3. **Multiple Opportunities:** Students are given multiple chances to demonstrate their understanding. If a student does not initially meet a standard, they can continue to learn and retake assessments to show improvement.
4. **Descriptive Feedback:** Instead of just a letter grade, students receive detailed feedback that highlights their strengths and areas for growth. This feedback is crucial for guiding their learning journey.

Understanding the Grading Scale

In a Standards-Based Grading system, students typically receive grades that reflect their level of mastery for each standard.

- **E - Exceeds Standard:** Student consistently exceeds standard with in-depth and flexible understanding.
- **M - Mastered Standard:** Student consistently meets standard, applying grade-level skills and concepts.
- **P - Progressing toward Standard Mastery:** Skills are not yet mastered or have inconsistent application.
- **L - Limited Progress toward Standard:** Student is making limited progress toward standard mastery
- **(blank) - Standard not assessed and/or reported this quarter.**

Extracurricular Activities/Clubs

Clubs are an integral part of our school community, providing students with opportunities to explore interests, develop skills, and build friendships outside of the classroom. Joining a club allows students to engage in activities they are passionate about, collaborate with peers, and contribute to the school environment. Some of the clubs offered at RES include:

- Student Council
- Battle of the Books
- Tigers in Motion (Running Club)
- Safety Patrol
- Tiger Talk (morning announcements)

Please reach out to your child's teacher if you are interested in joining any of the clubs above. .

Communication Guidelines

Communication between home and school is vital for your child's success. Each child will bring home important school information in a folder each week. Student work samples and measures of progress will be sent home weekly as well. These documents will provide you with an opportunity to see how your child is performing weekly. If you have questions or concerns regarding your child's progress, reach out to their homeroom teacher for clarification and/or a parent conference. Teachers are dedicated to responding to messages from parents within 24 hours during the school week. This timeframe ensures that teachers can maintain a balance between their instructional responsibilities and communication with families.

The school utilizes School Status as a communication tool. Your account has already been created by the school. You should begin receiving communications via email and text messages automatically. Follow the instructions to access your account and update your preferences. Download the optional app here:



 App Store



 Google Play

Technology Usage Policy

Students in grades K-5 are required to pay a \$5.00 Technology Use Fee at the beginning of each school year. These funds will be used to make repairs to devices and/or replace antiquated equipment. If paying this fee poses a serious financial hardship on your family, contact your child's principal to establish a payment plan or alternative method for providing support. Students are responsible for taking care of their ChromeBooks. Prior to getting their ChromeBooks, all students will have training on proper ChromeBook care. If the ChromeBook is damaged, the student will get a letter with the cost of replacing the damaged part and be expected to pay for it. All unpaid fees and/or charges will be applied to the student's account

School Cash Online

<https://scs.schoolcashionline.com/>

All student fees will be accepted through School Cash Online. This includes fundraising activities, technology fees, and field trip fees. If you need assistance with signing up for School Cash Online, please reach out to the front office.

Title 1

Richfield Elementary is a Title 1 School. The main focus of this program is to provide students with high-quality instruction, rigorous work opportunities, and additional layers of support to help them become strong readers. Title 1 funding helps us provide our students with instructional materials, curriculum resources, technology, and qualified staff to help them work to their full potential and reach their achievement goals.

Quarterly Family Engagement Events will be held to share information with you about the Title 1 program, as well as to give you insight into your child's day at school, progress, and academic goals. As a parent/family, you are a vital part of our team in working with your child.

Title 1 Compacts are sent home with each student at the start of the school year. This document will outline the important role each of us will play in the success of your child at school. Review the compact, sign it, and return it to school with your child. Let's work together to make your child's school year a success!

PTO <https://restigerspto.ptboard.com/>

The Parent-Teacher Organization (PTO) is a vital part of our school community, dedicated to enhancing the educational experience of our students. The PTO serves as a bridge between parents, teachers, and administration, fostering collaboration and communication to support our school's goals. We aim to:

- **Support Educational Programs:** The PTO funds various educational initiatives, events, and resources that enrich the learning environment for all students.
- **Encourage Parent Involvement:** We believe that active parental involvement is essential to student success. The PTO provides opportunities for parents to engage in school activities, volunteer, and contribute their skills and ideas.
- **Foster Community Connections:** The PTO works to build strong relationships among families, teachers, and the community, creating a supportive network that benefits our students.

How to Get Involved: We encourage all parents and guardians to join the PTO and participate in our activities. Membership is open to everyone, and involvement can range from attending meetings and volunteering for events to serving on committees. Your voice and contributions are invaluable in shaping our school community.

Meetings and Events: The PTO holds regular meetings throughout the school year, allowing members to discuss important topics, plan events, and share ideas. We also organize various events and activities that bring families together and enhance school spirit. Meetings are held on the second Tuesday of each month. All members are encouraged to attend!

Cafeteria

SCS Cafe Menus may be viewed online <https://bit.ly/scscafeteriamenus>.

All students will continue to receive free breakfast and lunch. Snacks will be available for purchase during lunch.

Breakfast will be served daily, 8:25 am - 8:55 am in the cafeteria. All students will have the opportunity to eat breakfast in the cafeteria before transitioning to class. Students who arrive late (after 8:55 am) will be offered a breakfast to take to class to reduce the loss of instructional time. They will be allowed to consume their cafe breakfast at their desk while listening to the Morning Meeting or other instructions. Students who arrive at school with a takeout breakfast will be allowed to consume their items while sitting in the school office. They will be sent to class once their breakfast has been consumed.

Lunch will be served to all students in the cafeteria. Students will consume their lunch in the cafeteria with their classmates and teacher at a designated lunchtime.

Lunch Visitors: Lunch visitors may not bring takeout meals into the school cafeteria; alternate seating will be arranged.

K12payment center: <https://www.k12paymentcenter.com/>

Cafeteria Prices 2024-2025 (Prices are subject to change.)

Student Meal Prices

All student meals are provided free of charge.

Adult/Visitor Meal Prices

Adult Breakfast \$1.65

Adult Lunch \$3.75