

Welcome to

Speas Global Elementary

An Authorized IB World School

Offering the Primary Years Programme (PYP)



Student and Family Handbook 2023 – 2024

Mr. Robert Ash, Principal

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Speas Global Elementary School

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Office 336-703-4135

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<http://wsfcs.k12.nc.us/ses>

Instructional Day 7:55 a.m. - 2:25 p.m.

Speas Global's Mission Statement

The Speas Global learning community educates each child with knowledge, skills, and attitudes while inspiring collaboration, inquiry, innovation and action. In our pursuit of wisdom through an international curriculum, second language development and character development, we empower students to successfully engage in our increasingly globalized, rapidly changing world.

Magnet Theme for all Students: International Baccalaureate (IB): Primary Years Programme (PYP)

Additional Educational Choice: Dual Language Spanish Immersion - choice must be made when students enter Kindergarten or First Grade.

School Mascot: Bee

School Colors: Burgundy and Yellow

Dress Code: Standard Mode of Dress (SMOD) - more specifics included within.

Founding: Built in 1958, Named for Wesley B. Speas, Renovated in 2011

School Hours:

7:30 a.m. – 4:30 p.m. Office is Open

7:55 a.m. – 2:25 p.m. Instructional Day

7:25 Students may enter the building. If eating breakfast, they may go to the Breakfast Kiosk closest to their classroom and eat in their classroom. Students engage in morning choice activities once in the classroom.

7:55 Tardy bell rings – Morning choice activities end and the instructional day begins. Students arriving after this time enter through the main door and must be signed in by a parent/guardian at the front office to receive a tardy pass to enter class.

2:10 Early check-out stops as our learning community prepares for dismissal. See more about Early Departures included later.

2:25 Dismissal bell rings. Students will be escorted to buses, walker pick-up area, and to the gym to be called to cones for car rider dismissal. All children must be picked up by 2:40 p.m. (Policy #6112)

Welcome to Our Learning Community

Speas Global was chosen as a magnet school in WSFCS beginning in the 2016-17 school year. Magnet schools offer innovative programming and unique ways to learn NC required curriculum. **Our Magnet Program is International Baccalaureate (IB).** Anyone living in Forsyth County can apply for their opportunity to attend Speas Global during the Magnet Application process each year.



Every Student at Speas Global is an IB Student!

Speas Global Elementary School is an *Authorized International Baccalaureate (IB) World School offering the Primary Years Programme (PYP). IB World Schools share a common philosophy—a commitment to high quality, challenging international education. Speas Global shares this philosophy and mission and strives to:

- address students' academic, social and emotional well-being
- encourage students to develop independence and to take responsibility for their own learning
- support students' efforts to gain an understanding of the world and to function comfortably within it
- help students establish personal values as a foundation upon which international-mindedness will develop and flourish.

All teachers use IB Teaching Philosophies as the foundation of daily instruction. Every class at Speas is an IB class, although the language of instruction differs. Students learn the same content they would in a traditional North Carolina classroom, but they also receive a critically engaging, intellectually stimulating, personally uplifting and inspiring education at the same time. Our Programme of Inquiry is published on our website.

*Only schools authorized by the IB Organization can offer any of its four academic programmes. For further information about the IB and its programmes, visit www.ibo.org.

The IB Learner Profile

The IB PYP emphasizes, through the IB Learner Profile, the development of the whole student – physically, intellectually, emotionally and ethically.

IB learners strive to be:

- | | |
|-----------------|---------------|
| • Inquirers | • Principled |
| • Thinkers | • Caring |
| • Communicators | • Open-minded |
| • Risk-takers | • Balanced |
| • Knowledgeable | • Reflective |

Learn a Second Language at Speas Global!

One of the requirements as an authorized IB World School is to make provisions for students to learn a language, in addition to the language of instruction. We believe students become more culturally aware through the development of a second language. We support this requirement by offering our students two pathways to acquire Spanish.

Pathway 1 - Spanish as a Special (every class in every grade receives Spanish once a week for 40 minutes)

Pathway 2 - Enrollment in a Spanish Dual Language Immersion Classroom (This choice must be made in Kindergarten or First Grade. See why below.)

Spanish Dual Language Immersion (DLI)

Speas Global infuses local and state curriculum requirements with international perspectives from other countries and cultures. All Speas students benefit from an inquiry-based approach to teaching and learning, but additionally students may choose to enroll in a Spanish Dual Language Immersion class. Both native English and native Spanish speaking students explore together and acquire Spanish through a natural process of language acquisition. All Speas students develop the attitudes and skills needed for both academic and personal success.

Spanish Dual Language Immersion programs begin in Kindergarten and students acquire the target language, Spanish, through a natural process of language acquisition. At Speas, it is possible to join an immersion class at the beginning of first grade. After this time, it is not recommended that students without a second language experience enter the DLI program, since they would not have the prior knowledge needed in order to be successful.

Positive Behavior Interventions and Support (PBIS)

The PBIS program is based upon our philosophy of supporting the academic, social, emotional, and behavioral growth for all students. It is a school-wide behavioral framework, which incorporates the IB Learner Profile attributes. PBIS creates a common language for everyone in our building when teaching, modeling and following expectations. At Speas Global, we always choose to "Bee" Our B.E.S.T.!

"Bee" Your B.E.S.T.

Be respectful

Encourage others

Strive to do your best

Think before you act

PBIS helps students understand exactly what is expected of them and recognizes their positive contributions. PBIS helps Speas Staff develop positive, predictable, and safe environments that promote strong interpersonal relationships with students.

- The program is focused on acknowledging students for consistent positive behavior.
- There are expectations for all students, parents, staff and settings.
- Teachers are acknowledged for noticing positive student behavior.
- Direct instruction of expected behaviors will occur throughout the school year.
- Routines and language with respect to appropriate school behavior are consistent throughout the school.
- Students are rewarded for expected behavior by staff with "Bees" that they can spend at various times throughout the school year.
- Problem behavior will be responded to with consistent consequences that are focused on re-educating the expected behaviors.

Students who take responsibility to behave positively will be recognized and rewarded in a variety of ways. Incentives include spending the earned "Bees" on items in the PBIS store, Annual Holiday Store, and PBIS incentive events, such as, Dance Party, and Sports Day. They can also earn the opportunity to attend the larger reward trips to the movies or bowling. These rewards are funded through OPTIONAL Dollar Dress Down Days. The \$1 goes directly back to our children to fund the rewards earned by making good choices at school and earning "Bees." The specific days and dates of all PBIS incentives are posted on our website.

Interventions and Support (Discipline Plan)

Through teaching PBIS expectations, students also understand what consequences result when they choose NOT to meet the school-wide expectations. Students will receive one verbal warning per week. If behavior issues continue, infractions will be marked on the classroom discipline form.

Classroom managed behaviors are classroom disruptions, damage/misuse of property, dishonesty, disruptive transitions, inappropriate items at school, petty theft, teasing/inappropriate language, uncooperative behavior, and unsafe or rough play.

Intervention and response strategies for classroom managed behaviors include but are not limited to: verbal correction, apology, conference with student, modeling appropriate behavior, make restitution, behavior contract, loss of privileges, time out

in another classroom, student letter to parents, phone call to parents, office referral for chronic behaviors. A completed discipline form within one week will result in an office referral. Some infractions will result in an immediate office referral.

Office managed behaviors are assault, inappropriate language, fighting/physical aggression, possession of weapons/illegal substances, pulling a false fire alarm, stealing, bullying/harassment, vandalism/graffiti.

Intervention and response strategies for office managed behaviors include but are not limited to: time out, loss of privilege, conference with student, parent contact, restitution, in school suspension, out of school suspension.

The Speas Global learning community strives to develop well-rounded students with character who respond to challenges with optimism and an open mind, are confident in their own identities, and make ethical decisions. Together the home and school share the responsibility for developing good citizens who embody the attributes of the IB Learner Profile. Parents, teachers, and students must work together to maintain a safe learning environment.

Parent Teacher Association (PTA)

Our Speas PTA is an active and involved group dedicated to the total welfare of children. PTA helps strengthen our educational community by bringing parents, teachers, and all supporters together to strengthen our school as a learning community. Partnerships between parents, educators, and children reinforce a child's success. We know that children are more engaged with learning and have preferred experiences when everyone in the school community works together to share ideas, resources and information. Our Speas PTA offers parents the opportunity to become involved in a variety of activities at Speas Global.

Joining the PTA is an excellent way to support our school. Grandparents, friends, and other interested persons are invited to join our PTA. Anyone can join online or in person. The dates for our PTA meetings are listed on the Speas Global Website under PTA and on our website's calendar. Most general meetings are held in conjunction with an event.

Our Learning Community Routines

Support from families in following procedural protocols enables us to safely monitor and care for students. Your cooperation in these functional matters is integral to school life.

Basic & Essential School Rules

- Speas Global is a smoke-free facility.
- Fighting on the school grounds is not tolerated.
- Profanity is inappropriate and will be addressed.
- Knives (all types), toy and water guns, toys, athletic equipment etc. are not allowed at school. School Board policy addresses serious violations.
- Students are not permitted to buy, sell, or trade items with one another at school.
- Respect school property.
- Please do not litter the school grounds.
- Students will be allowed to use the telephone in the office only for urgent purposes.
- Personal cell phones/electronic devices are to be turned off during school hours. Student phones used or ringing during the school day will be collected for parents to pick up.
- Rolling book bags are not allowed by our school district.
- Heelies (shoes with skates) are not allowed.
- Do not chew gum or wear a hat in the school building.

Arrival

In the morning, students may come into the school between 7:25 a.m. – 7:55 a.m. Students are not allowed at school and will not be supervised before 7:25 a.m. If before or after school care is needed, please see the section on Imprints later in this handbook.

Staff members are located outside and throughout the school to help students during arrival. Parents are encouraged to sign up their child for bus transportation or to use the morning drop-off area in front of the school. **All students enter the school through the main entrance before 7:55 a.m.**

If you are parking and walking your child to the main door, please find a parking spot and do not park on the grass in front of the school. This creates safety concerns and blocks the view of the crossing guards who need a clear view of the car rider line to direct traffic efficiently. Parking in the bus lot is NOT permitted in the mornings or afternoons. If you park in the bus lot during the school day, please ensure your vehicle is moved from the bus lot by 2:15, prior to dismissal.

Arrival for Car Riders - Please use the main entrance to the school, not the Polo Park/Meadow View Drive entrance near the bus lot. Stay alert, follow the loop around the back of school, and the directions of staff. For a safe and quick exit, teach children to unbuckle themselves, sit on the RIGHT

side of the car, have backpacks on, lunchbox, water bottle, Chromebook, etc. ready to exit when staff opens the door. Students will enter the front doors independently and staff will help students to their classrooms. Once we are in a routine, the morning car line only takes about 2-3 minutes.

The area next to the bus lot near Polo Park, Polo Recreation Center, and our Bus Lot **ARE NOT** student drop-off or pick-up areas. This is a safety concern for other students who are walkers, for buses, and for community members arriving to utilize the Polo Recreation Center. Our Buses need to be able to move safely, without the hazard of being blocked by cars unloading students on Meadow View Drive or in the Speas Bus lot. **For the safety of our students, please ALWAYS use the designated Car Rider line, even on rainy days, and enter through the main Speas driveway near the crossing guard.**

Students must be in their classrooms no later than 7:55 a.m. Arriving on time and moving quickly and quietly to the classroom will allow students to begin the day with classmates and know what the class plans to do each day. If a student arrives after 7:55, the student must go directly to the office with a parent or guardian and sign in. Otherwise the student will be counted absent for the day.

Since instruction begins promptly at 7:55, excessive late arrivals will result in a letter from the principal. Students who arrive late miss important teacher instructions and disrupt the class. We want everyone to have a good start each day.

Students Walk Independently to Class

Parents drop off their students outside the main entrance of our school, allowing the students to enter the school independently. On the rare occasion you need to escort your child to class, adults are required to sign-in at the office. In order to offer quality safety supervision, parents and visitors are asked to leave the building once the instructional day begins. Volunteers should sign-in as such and report to their volunteer post. If a conference is needed with a teacher, **please call or write** a note asking for an appointment. These measures address safety, maintain teacher focus and promote student independence.

All volunteers and visitors to the school must show an ID at the main office and use the Ident-A-Kid kiosk to obtain a visitor's badge. By following this check-in procedure, our school can verify and register all visitors that come onto our campus, perform background checks and check for various custody or offender lists. This is for the

safety of our children and our entire learning community.

If you need to bring an item for your child, such as lunch, books, homework, etc., please come to the office and we will be happy to deliver the items to your child without disrupting classroom learning. Vacationing friends, siblings, or relatives of school age will not be allowed to attend school with our students.

Absences

The teachers and staff miss students when they are sick! If your child is not feeling well please have him/her checked out by a doctor. Students should be free of vomiting and fever (not suppressed by medicine) **for at least 24 hours** to be at school to protect the health of classmates and staff. On the day he/she returns to school, please send a note that contains your child's name, date of absence(s), the reason for the absence, and signature of a parent or guardian. Valid reasons for excused absences are:

- illness or injury
 - quarantine
 - death in the immediate family
 - medical or dental appointment (note from doctor's office is required)
 - court proceeding
 - religious observance
 - educational opportunity (3 days maximum - a form available in the office must be submitted 10 days prior to the opportunity and pre-approved by the principal)
- When possible, schedule medical and dental appointments outside of school hours.
 - Though we want students to be at school, please keep them at home if they have had a fever within the last 24 hours and are contagious.
 - If a student is out for three or more days in a row, parents should call the school office to inform us of the absence.
 - Attendance at school must be at least half the day (3 hours and 15 minutes) to be counted present. Leaving before 11:25 a.m. or arriving after 11:25 a.m. counts as an absence.
 - Be sure to check with the teacher(s) to find out what can be done to make-up work. We will do our best to help your child catch up! Please call by 7:30 a.m. if you want to pick up assignments after school in the office for sick students.
 - Family trips should be scheduled around vacation days in the school calendar. Also consider testing schedules as you plan.

Dates are on the district and school online calendars.

- Attendance is key for student success in school. Only one educational opportunity for up to three days will be excused for a school year. The "Request for Excused Absence For Educational Purposes" form must be submitted to the principal for approval 10 days prior to the opportunity.

A written excuse is required for absences to be counted as excused.

According to state law, parents may be prosecuted under the Compulsory Attendance Law if the absences cannot be justified. According to school law policy, ten unexcused absences will result in a letter to the District Attorney (NC General Statutes 115C-378). There is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned by the teachers. Even though students may make up some of the class work missed because of absences, they may never be able to replace the educational, cultural and social contacts which they would have experienced through face-to-face instruction and class participation. Students with good attendance generally achieve higher levels of learning than those with poor attendance. Board of Education Policy # 5110

Accurate Student Information

Please keep our office up-to-date by letting us know of changes in addresses, email, and phone numbers. We often need to call parents during the school day. Emergencies sometimes happen and we need to have current home and business addresses, phone numbers, cell phone numbers, and emails for parents and designated emergency contacts. Call the office at 336-703-4135 when changes occur for a phone number. An address change requires a parent/guardian to bring or email a new valid proof of address.

Early Departures

Any student who needs to leave school early must be signed-out in the office by a parent, guardian, or parent-designated adult. **At 2:10 every afternoon, early check-out stops as our learning community prepares for dismissal.** We request that parents please refrain from picking their children up from school for appointments between 2:10-2:25 p.m., as this is too close to our dismissal time. It can create confusion in our dismissal procedures. If your child has a dental or doctor appointment, please pick them up **prior to 2:10 p.m.** Thank you for your assistance in this safety procedure.

If a child must leave during the day, the parent must be sure to:

1. Write a note the day before or morning of early departure from the parent/guardian specifying the reason, time and person picking up the student.
2. The child gives the note to the teacher.
3. The parent comes to the office to pick the student up. The office calls the classroom when the parent arrives.
4. Picture identification (driver's license) presentation will be required prior to student release to authorized adults.
5. An authorization list for each student is kept on file. This list includes adults authorized by parents to pick up their child. A court order must be on file at the school if a parent/guardian is unauthorized to pick up a student.

Remember...a student must be in attendance for half the day to be counted present and early check-out ends at 2:10. Minimize interruption to instruction by limiting early departures.

School Board Policy #6112 prohibits the early release of students from school for private lessons, tutoring or other similar instruction or for the convenience of the family. Valid reasons for excused tardies and early departures:

- illness or injury
- death in the immediate family
- medical or dental appointment (note from doctor's office is required)
- court proceeding
- religious observance

Critical Information

Special care will be taken before a child is released during the school day. Only individuals who have prior written permission from parents may check out students. In cases where custody of a child is not court ordered and substantiated by legal papers, the school is without authority to prevent either parent from having contact with the school child. If custody changes during the school year, please present the proper legal documents to the principal immediately. When a child's legal name is changed, a court order showing the change must be submitted to the school for recording and for a revision of the pupil's records.

Dismissal

Staff members are located outside and throughout the school to help students during dismissal. Parents are encouraged to sign up for bus transportation or to use the car-rider cone rotation in the afternoon.

Car riders - Students are dismissed from the Gym to walk to a designated cone with a number on it. Please display your yellow car rider ID hang tag from your rear view mirror. We record student names and assign them to a "Cone" as cars arrive in the afternoon. Student names and cone number are called over the loudspeaker in the gym. Staff assist students to walk to their cone to meet you at your car. For the safety of our students and staff, please **remain in your car** so that traffic can continue to flow. Please stay alert and free from mobile distractions while in the car-rider line to aid with safety and moving the line as quickly as possible.

Walking into the school to pick up students from the car rider line or gym is not permitted. Family vehicles are NOT allowed in the bus lot, in the grass near Polo Park, or at Polo Recreation Center in the afternoon. Vehicles must vacate the bus lot by 2:15.

Walkers - exit with their teacher on the Bus Lot side of the school. For the safety of our students, please DO NOT park on the bus lot side of the school or at the Polo Park or Polo Recreation Center. This is a very congested spot in the afternoon and school buses and daycare/after school care vans and buses use this area for safe dismissal. **Students who truly live within walking distance of the school and are walkers should be the only ones joined by a family member on this side of the school to walk home.** If you are a car rider, please use the car rider line.

Van Riders and Polo Rec. Center - meet with Speas Staff members who will help them to their daycare/after school care vans, buses and the Rec. Center. These vehicles use the street going to the Polo Recreation Center. For the safety of our students, please DO NOT park on the bus lot side of the school or at the Polo Park or Polo Recreation Center. If you are a car rider, please use the car rider line.

Imprints - Students who stay after school in the Imprints program are dismissed to the cafeteria where the Imprints staff take attendance and move to the cafeteria. Parents must sign out students from Imprints staff members.

Bus Riders - Dismiss with their teachers to the bus lot in the afternoons. For the safety of our students, please DO NOT park on the bus lot side of the school or at the Polo Park or Polo Recreation Center. If you are a car rider, please use the car rider line.

Dismissal Reminders

You will need to be prompt when picking up your child. The Winston-Salem/Forsyth County School Board policy 6112 does not permit students to arrive at school more than 30 minutes before class begins

and does not allow them to remain at school more than 15 minutes after class is over. At Speas Global, this means that students should not arrive before 7:25 a.m. or remain after 2:40 p.m. If you need after-school care, please call Imprints at 336-722-6296 or any other after-school program you choose. If you are late picking up your child, a child care fee of \$10 per-day can be charged based on Board of Education Policy 3250.2.

According to WSFCS policy 3250.2 there will be a \$10.00 late pick-up fee per day. If late pick-up fees are not paid at the end of the current school year they will continue to be carried forward each year and will result in the suspension or denial of participation in extra-class activities such as but not limited to: athletics, attendance at athletic contests, participation in graduation exercises, the school prom or other similar activities, non-athletic teams and squads, school clubs, etc. After the car rider dismissal line has ended, you will need to come into the office to sign-out and pick up your child. We appreciate cooperation in adhering to these policies.

If a conference is needed with a teacher, **please call or write** a note asking for an appointment. After dismissal, teachers convene for planning, meetings and staff workshops. If we know a conference is planned ahead of time, we can adjust our schedules and be more prepared to discuss your child's progress.

Bus Safety - If your child rides the bus he/she needs to be at the bus stop a few minutes before the bus is scheduled to arrive. Students need to wait in a safe location. When departing the bus, remember to move away quickly and DO NOT return to the bus. The driver cannot see you if you are up close to the bus. Walk around the front of the stop arm to cross the street. **Kindergarten and 1st grade students will not be allowed to leave the bus without an escort or 4th or 5th grade sibling. If no adult/escort is available at the bus stop, the child will be taken to the next school on the route and the parents will be contacted to pick up from that school.** After repeated violations of policy 3541, student's bus privileges will be revoked. Riding the bus is not a right. It is a privilege, which may be withdrawn for misbehavior.

Transportation Changes

For the safety of our children, parents will notify their child's teacher about the designated usual way their child will leave school each day. When transportation plans change for your child a note including the date, the teacher's name, child's full name and bus number, if applicable, must be sent to school. The office will record any changes. **If a note is not received, the student will be required to leave**

school in the usual way. Please anticipate and plan for these changes so the required note can be sent to the teacher.

Examples of Transportation Changes which need a handwritten note:

- Ride another bus
- Ride the same bus, get off at a different stop
- Ride home in another car (include designated driver's name)
- Walk home – only upper grades
- Stay after school for planned activity

Handwritten notes are required. **ONLY DURING AN EMERGENCY** you can email the principal/assistant principal. A dojo or text message to the teacher is helpful but an email to the principal/assistant principal is still REQUIRED. These adjustments should be used in urgent situations **ONLY** and must be received by 11:00 a.m. Telephone calls to the office can result in not being able to get information to the teacher on time and pose safety and security concerns since we cannot verify who is calling. Exceptions to this will need to be cleared by an administrator. Your child's safety is our foremost concern.

Early Dismissals and Delays Due to Weather Conditions

- Announcements regarding closing will be broadcast over radio, TV, phone calls and WS/FCS website. Please check with media for timely information. When the school system announces that school will close early due to weather conditions, students will be dismissed at the announced closing times.
- If School is delayed 2 hours, students may not enter the building until 9:25 a.m.
- In the event of a tornado warning during dismissal, students will not be released. We encourage parents to come inside the building for safety.

Moving

When you are moving within the zone or out of zone, you can stay at Speas Global. You must provide proof of residency to the office. Please notify the office two weeks in advance if you need a bus stop change. We are a Magnet School and a bus stop change can also be made through the Magnet Shuttle Program. If you are moving outside of Forsyth County, please notify the office of the last date that you will be at school. Your new school will request your records from us once you have registered.

Dress Code

At Speas Global we follow a **Standard Mode of Dress (SMOD)** also known as School Uniforms. The purpose of school uniforms, or a Standard Mode of Dress, is to promote a positive, productive and safe learning environment. Research shows that students who attend schools with a standardized dress code have better behavior and show more academic focus than students in schools without any such dress codes.

Students are expected to adhere to the uniform expectations and appearance that are compatible with an effective learning environment when attending school. If a student's dress or lack of cleanliness is detrimental to his or her health or safety, the principal may require the student and the student's parents or guardians to take appropriate action to remedy this situation. In addition, if a student's dress or appearance is so unusual, inappropriate or lacking in cleanliness that it clearly and substantially disrupts class or learning activities, the student may be required to change his or her dress or appearance.

Please review the uniform expectations printed in this handbook and available on our website. During dress down days, students must still follow the WSFCS Dress and Appearance policy #5131. Also, it may be found on pages 7-8 of the WSFCS Student-Parent Handbook available to read online: www.wsfcs.k12.nc.us/handbook.

Bookbags

Please note: Rolling bookbags are not permitted. They pose a safety problem for others in the hallways. Most students use a bookbag to transport books and assignments. In elementary school, students should not take home more than 2 or 3 books for homework.

Bringing Things to School

Speas Global teachers deliberately integrate global and international content into daily lessons and plan for inquiry-based learning. We encourage students to have agency for learning, take action, ask questions, make connections, and reflect on their understanding. We welcome your knowledge about other cultures and encourage you to help your child use their knowledge at home. At times it is appropriate and exciting for our students to bring to school books or artifacts relating to the IB Units of Inquiry. We call this "IB Action" and these actions help us to enhance classroom learning and understand the connections our children are making

to the outside world. As you decide with your child an item to send in to enhance our IB learning, please note that students, not the school, are responsible for personal property.

Students are not to bring toys, playing cards, electronics, sports equipment, etc. to school. The only time students should bring toys, games, etc. to school is by instruction from their teacher. The students will assume full responsibility for any item brought to school. Teachers may take these items, label them, and hold for parents to pick up. We would appreciate it if non-IB unit related things were kept at home.

Money

If you need to send money to school for Dollar Dress Down Days, lunches, field trips, etc. please put it in an envelope. Write your child's name, teacher's name, and what the money is for on the outside of the envelope. You may also stop by the cafeteria to add money to your child's lunch account or add money to their cafeteria account online at MySchoolBucks.com. The school cannot assume responsibility for money or valuables either accidentally lost or taken.

Online Payments

Online payments are accepted on our website under the Quick Links area, "Online School Payment." School fees, lunch accounts, field trips and PTA memberships can all be paid online.

Cell Phones

Portable communication devices of any kind, including but not limited to cell phones or electronic watches, may not be used, seen or heard during the school day. Although we discourage students from bringing such devices to school, if it is necessary to have, it must be stored in the bookbag during the school day, powered off. Please contact the office if the student is needed for any emergency.

If a portable communication device rings, vibrates or is otherwise used or is in use during class without permission, it may be confiscated and only returned to the student's parent or guardian. More about this and further restrictions on electronics can be read in the WSFCS Handbook.

Lost and Found

Please label your child's belongings. When an item is found that is labeled, it can easily be returned to that child's classroom. When items are not labeled, they can be found in the lost and found area located in the cafeteria hallway. Lost glasses are located in the Health Room. Encourage your child to look for

lost items early. At the end of each month, all lost and found items are donated to charity.

Visitors

All visitors need to sign-in with their ID at the office and receive a visitor's badge.

The Speas Global school staff strives to maintain a warm, inviting atmosphere where families and visitors are welcome. We have established, school district required, visitation procedures addressing safety concerns, protecting our students and staff. For everyone's protection, we must be aware of all persons in the building at all times. Anyone who is not one of our students or staff is a visitor to our school.

- All visitors must report their presence on campus.
- Press the doorbell to the right of the front entrance.
- State your name and purpose of the visit.
- Be prepared to show an ID with photograph (driver's license or like ID)
- Check-in via the visitor's sign-in software using identification (driver's license)
- Wear a visitor's badge while on our campus.
- Check out from the office and then dispose of the dated badge.

This procedure is a vital aspect of our safety plan. Signout and return the badge to the office when departing. If you need to bring an item to your child (such as lunch, lunch money, books, etc.) please leave with the office staff and we will deliver it without disrupting the classroom learning.

Conferences and Classroom Observations

To ensure proper communication please make an appointment with the teacher for conferences and classroom observations. Classroom disruptions are discouraged during the day without a scheduled observation or conference. When scheduling an observation please let the teacher know the subject area you would like to observe. Teachers will schedule conferences around meetings and instructional time that will be mutually convenient for parents.

It is disruptive when preschool children are brought to classroom observations (crying, diaper changes, feedings, etc.). Cell phone usage and talking to teachers or other students (privacy concerns) are prohibited during classroom visits. Please schedule a post visitation conference for a debrief with the teacher.

Tours

Come get to know us by visiting! We offer tours throughout the school year. Visitors desiring school tours should call the office and schedule an

appointment. As a Magnet School with the IB Programme, we love to showcase the unique learning opportunities we have at Speas Global.

Volunteers

We encourage volunteering at Speas Global Elementary School and we have various opportunities during the year to support our students and school. Your engagement makes a significant difference:

- Join the Parent Teacher Association (PTA).
- Volunteer - tutoring, participate in events, classroom reader, be a grade parent, clerical support and the list goes on.
- Participate in fundraising, as you are able.
- Consider being a business partner.

Please go to the WSFCS website to sign up to be an approved volunteer and always sign-in at the office to receive your volunteer name badge.

<https://www.wsfcsvolunteers.com/>

Medication and Medical Forms

Parents should immediately notify the school in writing of any allergies (food or medicine) or medical condition that may affect a child's participation in any school activity.

If your child has asthma, diabetes, seizures or other chronic health conditions, make sure you pick up a medical school health action plan from the office.

These plans will be kept with the teacher and in your child's school record for emergency use only. If a physician has prescribed medication that your child must take during the school day the following requirements must be adhered to:

An Authorization for Medication Administration Form must be completed by a parent and your child's health care provider to administer any medication at school. This form must be on file in the office before we can administer any medication. A new medication form must be filled out each year. (Policy # 5141)

The medicine must be brought to school by an adult in the original prescription bottle. A daily record of medications administered will be kept in the office. If your child is prescribed a 3 times a day medication (ex: antibiotic) it must be given at home. It can be administered prior to school, after your evening meal, and at bedtime. It is the responsibility of the student/parent to pick up medicine from the health room. Any student who has emergency medications is allowed, by school policy, to carry inhalers and epi-pens on their person. A special form, which is kept in the school office, must be completed by the doctor before the child can carry such medications.

Health Care and Communicable Diseases

Report to the office any communicable diseases or circumstances that your child(ren) might have, including but not limited to: serious flu-like symptoms, chicken pox, strep throat, ringworm, head lice, impetigo, scabies, etc. Information allows us to take preventive measures in our classrooms and limit the spread to other children and adults.

Our Public Health Nurse serves four schools and is at our school 1 time a week. She is available to us for consultation. She coordinates the screening for vision, hearing, and other health problems. If your child is ill or injured, seek medical help from a doctor.

For minor illnesses or injuries, initial treatment is given to pupils when these happen at school. The teacher, office staff or school nurse will notify parents or guardians when medical care may be indicated for injury or illness.

Snacks

We have varied schedules at Speas Global Elementary School. Some teachers choose a brief time for a snack, while others may not need a snack time. All snack decisions are at the discretion of the teacher. When choosing snacks for your child, please choose something healthy and simple to eat. Please no candy or carbonated drinks.

Party Policy/Balloons/Flowers/Birthdays

Invitations, party favors, gift bags and gift baskets are not to be passed out at school. Balloons or flowers are not to be delivered or brought to school, unless you agree to pick your child up from school. Balloons and flowers are not allowed on the school bus. During the school year each class is permitted two class parties. These are to be scheduled with the classroom teacher and PTA room representative. Parties at other times are discouraged. It is important to use time wisely for daily instruction.

While birthday parties are not allowed, birthdays may be recognized. **All birthday snacks must be arranged with the teacher at least two (2) days prior to the day of the celebration and kept brief. Individual store bought snacks** may be brought to share with the class at lunch or snack time (example: cup cakes, cookies). Please be considerate of student allergies in your snack selections. Please do not bring cake which must be sliced, sugary drinks or party favors as learning will continue after a birthday snack. **It is important to use time wisely for daily instruction.**

Meals for the entire class, such as pizza, are discouraged and disruptive to our cafeteria's careful meal planning. There is a 2-week request and notification process that must happen when classes

will not eat in the cafeteria. As global citizens, we do not want to be wasteful with food.

Enjoyable lunch periods

We want everyone to enjoy a relaxing time with friends at lunch. Help us remind students of appropriate inside voices. We have as many as 150 students sharing the cafeteria at the same time. Consequently, students must be aware of excessive noise. Students may save their loud voices for recess outdoors.

Please send your student with easy to open lunch items and plastic or reusable forks or spoons. Fruit cans and tough drink containers are difficult to open. No soft drinks, please. **Student lunches may not be heated in the microwave.**

If you are joining your child for lunch, please be on time. Children are very anxious otherwise; they have only 30 minutes to eat. So that classes remain on schedule, we must send a child through the lunch line if the parent is not on time. Please sign-in and out in the office when joining your child at lunch. Adult lunches are available for purchase at a la carte pricing.

Composting efforts - help us encourage students to dispose of lunch trash appropriately at the end of lunch. We have a system in place for recycling plastics, pouring out liquids, throwing out trash, composting as appropriate, and stacking the compostable lunch trays. We always need lunch volunteers to help with this.

Free Breakfast and Lunch Grant plus Prepaid Options

Speas has a grant that is renewed each year, which provides free breakfast and lunch for any child attending Speas. There isn't any paperwork for parents. Students simply go through the line and type in their Student ID number.

For purchase items are available and range in price from \$0.50 - \$2.00. Parents can pre-pay for these additional items in the cafeteria or pay at MySchoolBucks.com. You are encouraged to set up a school lunch account to check account balances, make payments, and view cafeteria purchases. Parents can set limits on what and how much students purchase with a note in the account. See cafeteria staff if you need support.

If students bring lunch money, please put it in an envelope labeled with your child's name, teacher's name, and what the money is for. The school cannot assume responsibility for money or valuables either accidentally lost or taken by children.

Imprints Before and After School Program

Imprints Before and After School Program is an important enrichment for those enrolled. Parents who are interested in this program should contact Imprints (336-722-6296) to make arrangements for participation. Drop in services are also available.

Homework Responsibilities

Homework strengthens skills, develops self-discipline and shows areas that need attention. Parents are responsible for supporting the teacher's efforts by ensuring that your child completes homework assignments. Children are responsible for doing their work.

Homework is also a way to help your child develop work and study habits that will assist them throughout their education. Students must practice responsibility by remembering books and notebooks they will need. Students should double check homework assignments before dismissal. For security, classrooms are locked at 3:15 p.m. after teachers leave. They will not be unlocked after that time, so students must remember all the books and materials needed for homework.

The amount of time needed to complete homework will vary day to day. School system guidelines suggest up to 30 minutes of homework in grades K-2, 30 to 45 minutes in grades 3-4, and up to 75 minutes in Grade 5. Policy # AR6154

Communication Plan

Communication between teachers and parents is key for the academic success of all students. Outlined further is where online information is found, school phone use, Tuesday Packet information, grades and report cards.

Online Information

Our school website offers a wide array of information including a school events calendar. Please consult the calendar – it may save a phone call.

WEBSITE ADDRESS - wsfcs.k12.nc.us/ses

Each teacher has a Canvas site for daily instructional resources and assignments. Additionally, PowerSchool Parent Portal is where you can check your students' grades and missing assignments and login information for both of these platforms will be shared at the start of school. If you need access to PowerSchool Parent Portal, please stop by the office to fill out a log-in request form. Both of these learning platforms provide a password-protected environment allowing for a dynamic interaction between classroom, student and home. Some teachers use additional closed

applications, such as ClassDojo, to communicate with families.

Follow us on Social Media as we share good school news, information and photographs. Don't have one of these apps? They are embedded on our school website. We carefully check photo permissions and these permissions can be reviewed or updated at any time in the office.

You can also stay up-to-date by:

Following us on twitter - @SpeasGlobal

<https://twitter.com/SpeasGlobal>

Liking and Following us on Facebook -

<https://www.facebook.com/SpeasGlobal/>

Follow us on Instagram @SpeasGlobal

<https://www.instagram.com/speasglobal/>

Subscribe to our YouTube Channel

<https://youtube.com/@speasglobal>

Checking our calendar on our homepage

<http://wsfcs.k12.nc.us/ses>

Checking the Tuesday Packets every week

Looking at Peachjar linked to our website or through the WSFCS App for announcements and flyers.

Our direct Peachjar link:

<https://app.peachjar.com/flyers/all/schools/97511/>

Downloading the WSFCS App Directions are here:

<https://www.wsfcs.k12.nc.us/Page/112166>

Telephone Use / Messages

Students are beginning to take on more responsibility. One of these responsibilities is to remember to bring all necessary items to school. PHONE CALLS WILL BE ALLOWED FOR URGENT NEEDS ONLY and AT THE DISCRETION OF ADMINISTRATORS AND SECRETARIES. Phone calls for items, which they have forgotten, such as homework, lunch money, etc. are interruptive for all.

Although telephone messages are discouraged due to our limited staff, necessary messages to students will be delivered when time permits. All emergency messages will be delivered promptly.

Tuesday Packets

Speas Global sends information home in Tuesday Packets (Take-Home Envelopes.) The packet will include graded work samples, communications and information about school events. You will also receive mid-term progress reports, quarterly report cards and assessment data reports. Each week, Parents/Guardians should review the contents, sign it, and return it the next day. The district has ended paper flyer and newsletter distribution. These are now posted online using a platform called Peachjar. It is linked to our website and integrated with the WSFCS App. Please make a habit to regularly check

our Peachjar page or the WSFCS App for these communication items.

<https://app.peachjar.com/flyers/all/schools/97511/>

Grades and Report Cards

Parents should address classroom concerns with the teacher first. Parents are encouraged to call the office or email a teacher to schedule a conference. Conferences are most often scheduled before or after school or during the teacher's planning time. **Walk-in conferences disrupt instructional time, please don't do this.**

Grades K-2 PowerSchool is the student record database for NC public schools and will include K-2 Students as of Aug. 2019. Information will be sent home during the school year regarding parent access to PowerSchool. Report cards will be sent home at the end of each quarter. Midterm progress reports will be sent home 4 times per year.

Grades 3-5 PowerSchool is the student record database for NC public schools as of July 2013. Information will be sent home during the school year regarding parent access to PowerSchool. Report cards will be sent home at the end of each quarter. Progress and grades can be checked online at any time.

Field Trips

Our school has an active field trip calendar that extends learning beyond the classroom. We go on excursions and also bring learning to us through incursions. Please support these efforts by:

- Returning forms and funding as requested
- Acting as a chaperone if needed
- Supporting direction and behavior expectations

After School Activities

Discretionary after school activities such as clubs or performances are non academic and voluntary. Each activity has rules or guidelines which must be followed by all participants. A note should be written to the teacher if a child is staying after school for a planned activity. Students must be picked up within ten minutes of the activity being dismissed. If a child is not picked up within 10 minutes of dismissal, a warning will be given to the parent of the child. A second incident of late pickup will result in the child being asked not to return to the activity.

Night Activities and Special Events - Expectations of Students and Parents

- Students must be accompanied by a parent or guardian. An older sibling does not count as a guardian. Please do not “drop off” children and leave them unaccompanied.
- During a performance or activity, students are to sit or stay with their parents. Young children need supervision. It is the parents’ responsibility to provide supervision.
- During a performance, please assure that children in your care sit quietly and listen respectfully.
- When directions are given on the intercom system, please comply with them. Adults expect students to follow directions. As a parent or guardian, you must set an example by following directions.
- Students are not to be on the playground without a guardian’s supervision.

Further Information and Policies

It is not possible to cover all school board policies and common expectations in this document. Please refer to WS/FCS Student/Parent handbook and board policies (Code of Student Conduct AR 5131; Board Policy 5131) found on the district website for additional details.

Standard Mode of Dress (SMOD)



Uniform Expectations

<p><u>Tops</u> White, Black, Gold/Yellow, or Maroon/Burgundy collared shirts are permitted</p> <ul style="list-style-type: none"> • Shirt-tails should not be longer than wrist-length. If so, they must be tucked in. Shirts must be plain. • Long or short sleeves • Knit (Golf/Polo type) shirts with collars • Oxford shirts • Standard knit—SPEAS • Turtleneck/mocks under • Speas logo t-shirts <p><i>Tops Not Permitted:</i></p> <ul style="list-style-type: none"> • Tank Tops / sleeveless • Non-Speas wear T-Shirts • Stripes, dots, patterns • Large Logos Brand logos (i.e. Polo, Nike, Izod etc.) being no more than 1 inch in size. • Navy is not approved top color • Hoodies not permitted 	<p><u>Bottoms</u> All bottoms must be in the approved colors-Black, Navy, and Khaki.</p> <ul style="list-style-type: none"> • Pants, Slacks, Shorts, Skorts, Skirts, Dresses, Jumpers, and Capris are all approved garments. • All must be worn above the hipbone. • Skirts, shorts, skorts or jumpers must meet the fingertip test. • No sagging allowed. <p><i>Bottoms Not Permitted:</i></p> <p>Denim (any color), stretchy materials, lace, corduroy, nylon, velour, knit, sweatpants, or pants with a pattern or pinstripe are not permitted.</p>
<p><u>Tights/Leggings/Knee Socks</u></p> <ul style="list-style-type: none"> • Leggings must be solid colored, navy, black or white • Exposed socks (worn with shorts, skirts, dresses) must be solid uniform color 	<p><u>Belts</u></p> <ul style="list-style-type: none"> • (If worn) must be in belt loops and must be solid black, brown, or navy blue. • No large buckles, no emblems, decorative lettering, numbers and/or words are allowed on belts or belt buckles.
<p><u>Shoes:</u> Any closed toed, rubber soled shoes (<i>tennis shoes recommended</i>) Laces in shoes must be inserted in all holes and tied. Pants must be outside of boots.</p> <ul style="list-style-type: none"> • All Velcro must be fastened. • No shoes with wheels are permitted. • Heels, clogs, sandals, ballet flats, flip flops, and slippers are not permitted. • No changing shoes at school 	<p><u>Outerwear</u></p> <ul style="list-style-type: none"> • Students will be allowed to wear solid Sweaters, sweatshirts and Cardigans in the approved shirt colors • Light Jackets and Heavy Jackets will need to be hung in the closet during the school day. • Clothing with hoodies will need to be hung in the closet during the school day. • Logo can be no more than 1 inch in size. <p><i>Outerwear Not Permitted:</i> Hoodies Stripes, dots, patterns or any large logos or brand logos (i.e. Polo, Nike, Izod etc.)</p>

Consequences for S.M.O.D. violations

First Offense/ Second Offense—A verbal warning, and SMOD ticket will be sent home to be signed. Parent or Guardian notified of violation.

Third Offense—Teacher notifies parent or guardian and student is removed from class until proper SMOD is delivered.

8/9/18