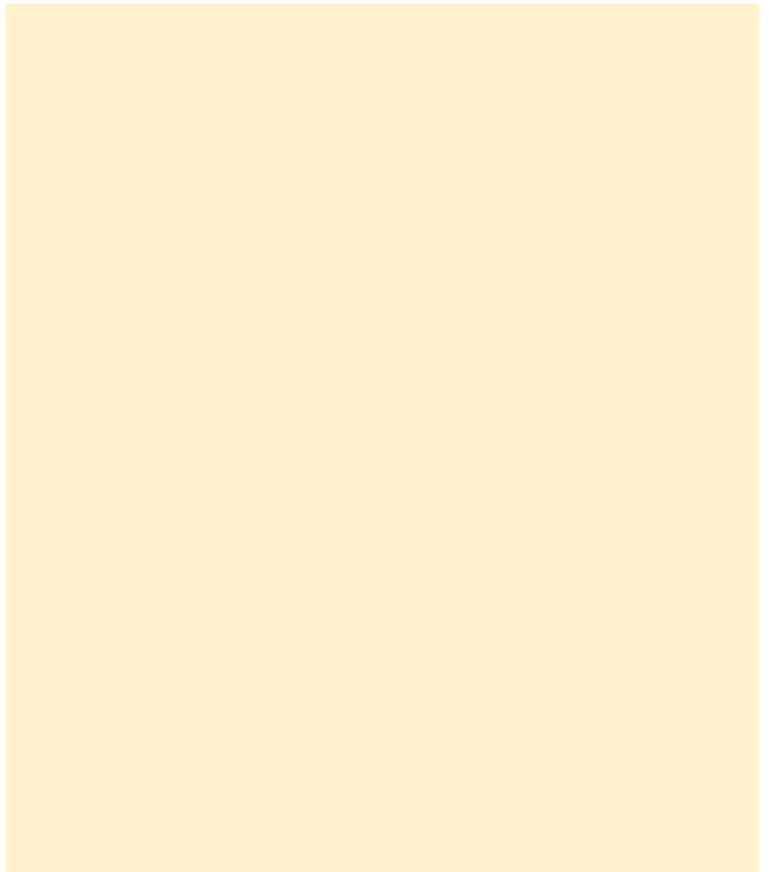


Springfield Elementary Parent Quick Reference Guide

900 S. Main St., Stanley, NC 28164 - (704) 836-9106

<https://www.gaston.k12.nc.us/springfield>



CODE OF CONDUCT

Gaston County Schools has a Code of Conduct for all students. The Code of Conduct can be found at

<https://www.gaston.k12.nc.us/Page/7930>

ARRIVAL & DISMISSAL

ARRIVAL-Car and bus students will begin arriving at 7:05am. All vehicles should pull to the front sidewalk to drop off or pick up students. Parking in this area is not permitted, so please make sure your child is ready to go when you pull up to the sidewalk. **Breakfast ends at 7:30am.**

DEPARTURE-During car line dismissal, parents or guardians should have a Springfield Name Tag in their window that identifies the child they are picking up. If you have lost your car tag, please stop by the office or contact your child's teacher for an additional car tag. If you drive through without your car tag, you will be asked to come to the office with identification to pick up your child.

TARDIES-If your child is brought to school after the tardy bell at 7:30am, you must escort your child to/from the office to sign in/out. After 7:30am, you will need to call into the office using the system mounted on the brick wall.

TRANSPORTATION CHANGE-We do not alter children's transportation based on a student's verbal message, or by telephone. Notes must be sent to the teacher instructing any changes. Please include your signature, telephone number, and any helpful information. If an emergency change arises, you can fax the request to our office at 704-263-1890.

DISCIPLINE

Students are expected to follow the GCS Code of Conduct. We also utilize PBIS (Positive Behavior Intervention & Supports). School-wide expectations are taught to students that align to five expectations.

1. **B**

BUS RIDERS-All students must have a bus form signed prior to riding the bus. Parents should review the rules for bus discipline on this form and have the child return it to school. Springfield's expectations, in addition to GCS Rules, for bus riders are: 1) **Be Responsible** 2) **Use Respect** 3) **Stay Safe**. Students behaving in an unsafe or disruptive manner on the bus could lose their privilege to ride.

CAFETERIA-All students are provided with free breakfast and lunch. Students with medical conditions may request modification to school meals by completing the Diet Order Form. Fast food should not be brought in for students. Please no soft drinks. Please contact our cafeteria manager for assistance.

CHECKS-Any checks that are sent in to the school should be made out to Springfield Elementary School. GCS uses an outside company to recover funds for checks written with insufficient funds.

CUSTODY-Parents that have custody complications are asked to send a copy of any court documents so that we may comply with any judgment. We may ask local law enforcement agencies to help with this effort. **Only court documents with a judge's order determine child custody.** We will only discuss a child's educational matters with those who have legal custody or those deemed permissible by the legal guardian.

TITLE I

Our school qualifies as a Title I school based on our free/reduced-price lunch percentage. Title I provides funding to help students who are behind academically or at risk of falling behind. The law also states that parents' have the right to know: the qualifications of their child's teacher, information on the level of achievement for their child, and input on the school's parent policy and plans. To find out more about Title I schools, go to the following link: <http://www.gaston.k12.nc.us/parents/Pages/TitleI.aspx>

We are a Tobacco-Free
Campus