

# **STALLINGS ELEMENTARY SCHOOL STUDENT/PARENT HANDBOOK 2022-2023**

Dear Stallings Elementary Parent(s)/Guardian(s),

Welcome to the 2022-2023 school year! The information provided in the following pages is very important as it contains general information about our school as well as information regarding various school related policies and expectations. I ask that you and your child(ren) please review the included information as well as the UCPS Student Handbook and the UCPS Elementary Student Code of Conduct. The UCPS Student Handbook and the Code of Conduct can be found on the UCPS website ([www.ucps.k12.nc.us](http://www.ucps.k12.nc.us) - Student Resources). Stallings Elementary folders and agendas (3-5 only) are provided to students in an effort to help students stay organized and to help guide communication between school and home throughout the school year. In order to maintain a successful and safe learning environment at Stallings Elementary, we do ask that you and your children adhere to all school and school system policies.

Thank you for all you do to help make Stallings a great place to grow and learn!

Sincerely,  
Laura Gaddy  
Principal  
Stallings Elementary School

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## **STALLINGS ELEMENTARY VISION STATEMENT**

Stallings Elementary School strives to meet the academic, social, and emotional needs of all students in order to prepare for individual success in a rapidly changing world. All stakeholders will work together to develop the skills necessary for ongoing academic excellence, social responsibility, and personal integrity.

## **STALLINGS ELEMENTARY MISSION STATEMENT**

Preparing all students to succeed in a challenging, caring, and safe environment where diversity is embraced, character is emphasized, and the importance of community is recognized.

## **SCHOOL RULES**

At Stallings, we utilize a Positive Behavior Intervention and Support (PBIS) behavior plan for all classrooms and school areas. More information on PBIS can be found within our student agendas and information will be sent home with all students at the start of the school year.

General school wide expectations are:

- Be prepared.
- Be respectful.
- Show good character.
- Be engaged.
- Follow directions.

The best form of discipline is always "self-discipline". We will encourage all students to develop a sense of taking responsibility for their actions and the consequences of those actions.

## **UNION COUNTY PUBLIC SCHOOLS HONOR ROLL CRITERIA- Elementary School**

### **A HONOR ROLL**

1. Students must have all "A's" in Reading, Math, Science/Health and Social Studies. They must have a "3" or "4" in written composition. There can be no N's in any subcategories.
2. Students must have a "S" in the following areas (if applicable):
  - Art
  - Music
  - Physical Education
  - Computer Technology
3. Students must have an "S" in all areas of Citizenship, Behavior & Work Habits.

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## A-B HONOR ROLL

1. Students must have "A's" or "B's" in Reading, Math, Science/Health and Social Studies. They must have a "3" or "4" in Written Composition. There can be no N's in any subcategories.
2. Same criteria as in #2 for "A" HONOR ROLL
3. Same criteria as in #3 for "A" HONOR ROLL

## ADMINISTRATION OF MEDICATION AND SCHOOL HEALTH

If a child is required to use medication during school hours, only the trained principal's designee will administer the medication. Please do not send any medications to school with your child on the school bus. Parents are asked to **hand deliver medications** directly to the office staff to ensure the safety of all students.

- A Medication Consent form is **required for all prescription AND over-the-counter medicines.** This form is available in the school office and must be signed by the prescribing physician. Any changes to existing dosages or administration times will require a new Medication Consent form.
- Both prescription and over-the counter medications will be given at school only if they are sent in their **original container(s)**. Prescription medicines **must** have the prescription label still attached.

A school nurse is on our campus daily each week. Please note that students may not return to school after sickness unless they have been fever free for 24 hours without the use of a fever reducing medication.

## STALLINGS ELEMENTARY DRESS CODE

Students should dress appropriately for school every day. Student attire should not be a distraction in the learning environment and should be comfortable for all school activities. Student learning is our highest priority and student clothing should not serve as a hindrance to that purpose. Therefore, we ask that students adhere to the following Dress Code:

### Tops

- \* All shirt straps must be at least 2 inches in width (ex. no spaghetti straps)
- \* No undergarments should be visible
- \* No backless or strapless tops/dresses
- \* Tops should completely cover chest and stomach/midriff area

### Bottoms

- \* Skirts/shorts/dresses must be at least fingertip length-When the student stands with hands at their side, the hemline must be below the student's fingertips.
- \* No undergarments should be visible

### Shoes

- \* No more than one inch heel or platform
- \* No shoes with "wheels"
- \* Flip-flops are strongly discouraged

### Other items

- \* No hats or hoods should be worn during the school day
- \* Logos on clothing may not in any way promote alcohol, drugs, tobacco, profanity or contain inappropriate sayings/pictures

### Consequences

1. Teachers will provide Dress Code reminders to students and communicate concerns to parents as well. If necessary, students will call home for appropriate shoes/clothing to be brought to them for the day. If parents can't be reached students may be provided with clothes from the school's clothing closet.
2. If a student continues to violate the Dress Code, he or she will be removed from class and parents will be called in for a conference and asked to bring in a change of clothes.

**\*\*Administrators will make final decisions regarding all Dress Code related issues.\*\***

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## UCPS ATTENDANCE POLICY

At 10:45 am each day children will be recorded either present, absent, or tardy. A child must be in school at least half a day to be counted present. If a child comes to school in the morning, but leaves before a half day (10:45 am), he/she will be counted absent unless they return to satisfy the half day requirement. Upon returning to school from an absence, a child must bring a written note explaining the absence. If a note is not returned within a three (3) day period, the absence will be recorded as unlawful. After three consecutive days of absences, contacting the school to arrange to pick up the child's school work helps to ease the workload upon their return to school. **Teachers should be afforded 24 hours' notice to compile assignments for students that have been absent.** Parents will be contacted when students accumulate excessive absences. According to School Board policy, any student with 20 or more absences can be retained.

## UCPS/STALLINGS ELEMENTARY TARDY POLICY

\* Each morning, the tardy bell will ring at 7:30 AM. Any student that is **not in their assigned classroom when this bell rings will be counted as tardy to school.** We greatly encourage students that arrive by car arrive no later than 7:20 AM in order for them to have time to walk to their classroom, get unpacked, and get ready for their day. This also means that any student that plans on eating breakfast at school must be in the cafeteria no later than 7:10 AM in order to have time to eat and get to class before the 7:30 AM tardy bell. Parents of students that are tardy must come to the front door, ring the bell, and wait for assistance from our office staff to sign in your student.

\* Students that arrive on school buses are not counted tardy if their bus arrives late.

\* Early dismissals from school also count as a tardy on student attendance records.

\* Each morning, from 7:30-7:31AM, we will observe a school wide moment of silence. At 7:31 AM, announcements will be made from the front office through our daily broadcast.

\* Students checked out before 10:45 AM or arriving after 10:45 AM are counted as absent.

\* Please take note of the Union County Public School Board of Education Policy regarding Elementary School Attendance (BOE Policy 4-1) which also includes a tardy component. This policy and the UCPS Attendance Policy as a whole can be found in the online UCPS Student Handbook. The policy does state that any student who has been tardy or dismissed early 20 times (unexcused) may be referred to Truancy Court. After the 10<sup>th</sup> tardy, students will be referred to the school attendance officer.

We greatly appreciate your assistance in making sure your child is on time every day.

## VISITORS

\* Parents and other school approved guests are welcome to visit with us at appropriate times. However, we must always be respectful of instructional time in the classrooms and we must adhere to our school safety protocols. Please be sure to check with your child's teacher for appropriate times to visit and do not "drop in" without prior approval.

\* Lunch visits should be reserved for special occasions and should not be a regular practice. There is limited space in the cafeteria and students need socialization time with their peers. If visiting for lunch, please report to the office to sign in and get a visitor's badge. We then ask that you walk directly to the cafeteria to meet your child's class and that you do not visit any other areas of the school without approval from the office. All lunch visitors must sit at the designated visitor table with their children only (i.e. other students in the class must sit with their assigned class). Students must return to their classroom promptly at the end of their scheduled lunch time and should not stay in the cafeteria with visitors once their lunch time is over.

\* Please do not "drop in" before school hours to meet with teachers unless you have a previously scheduled appointment.

\* All students should walk to class each morning independently. This is a safety precaution and an effort to help foster independence in our students. There will be staff members and student safety patrol officers stationed around the school in order to assist with this process.

\* Any food type treats that are brought to school to share with students **MUST** be commercially prepared and prepackaged with clearly labeled ingredients. The safety of our students is our top priority.

\* Remember, all visitors must report to the school office at entry, sign in, and wear a visitor badge at all times.

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## **STALLINGS FIELD TRIP POLICY**

Field trips are an extension of concepts taught in the classroom. They are encouraged and supported. Only children exhibiting responsible behaviors may participate in field trips. Parents who are approved UCPS volunteers may be asked to serve as chaperones for various field trips and their assistance is truly appreciated. The purpose of a parent volunteer on a field trip is to actively supervise students assigned to them, so no other guests are allowed, including younger children or other family members. We respectfully request that parents NOT selected as chaperones refrain from attending. Parents must pay for their own admittance. If there are a large number of parents that volunteer, classroom teachers will select their parent chaperones through a random drawing. Parents will be notified if they are selected for the field trip and will be given specific information regarding their role in the supervision process. Parents with children who have extreme medical needs will be considered on a case by case basis.

## **USE OF SCHOOL TELEPHONE**

- Students may use the school phone only in emergencies and with the teacher's permission.
- Parents should avoid calling the school for information about school closings, cafeteria menus, and other information that can be found in the Student Handbook, on the school website, etc.
- Help us restrict messages to students by calling only in emergency situations and by making your children aware of issues prior to leaving for school.

## **INCLEMENT WEATHER**

It is the school district's intention to operate schools only when roads are safe for driving. When possible, a decision is made early, usually before 6:00 a.m. Once a decision is made, the radio and TV stations are notified, and the announcement is put on the air with the 6:00 a.m. news. If an announcement is made that the school opening time will be delayed by an hour or two, please note that teachers will not be at the school until the announced time. Therefore, students should **not** be dropped off earlier than 8:00 am for a one-hour delay or 9:00 am for a two hour delay. Parents and students should continue to listen to the radio or TV for updates. **A Connect Ed message from the superintendent's office will also be sent to all families.**

## **STALLINGS TRANSPORTATION/ARRIVAL/DISMISSAL POLICIES**

In order for our school to operate safely and efficiently we must ask for parents and visitors to follow certain procedures while on our campus. Our goal is to always ensure the safety and well-being of our children. With this in mind, please make note and adhere to the following procedures:

1. Please follow ALL directions issued by staff members that are out directing traffic each morning and afternoon and ALWAYS maintain a safe speed in our parking lot. There are often many pedestrians, mostly children, in the school parking areas so extra attention should be paid when driving through campus.
2. Please also follow appropriate traffic patterns in our parking lot. Do not drive through areas blocked off or marked by traffic cones and do not pass other cars in the car rider line. These are both major safety concerns.
3. During car rider drop off in the mornings, please pull forward as far as you can before unloading students and unload on the sidewalk side of your car only. Staff will be available to assist your child. Please do not drop students off by the school mailbox.
4. If your child is tardy, please park in the lot and accompany your child to the front door to sign them in. Students are tardy if not in their classroom by 7:30 a.m. Ring the bell at the front door for assistance.
5. Please remain in your car and in the car rider line during car rider dismissal in the afternoons. Parents are not allowed to enter the building to pick up students and should not park and walk to the front of the school for pickup.
6. Parking in unauthorized areas impedes the flow of traffic and creates difficulty with deliveries, etc.
7. Do not park your car or attempt to pick up or drop off students on the school bus lot. Regular traffic is prohibited on the school bus lot during school hours.
8. Please send a written note to your child's teacher when you need to make transportation changes and please avoid doing this on a daily basis. All changes should be in **no later than 11:00 am**. Please also do not rely on emailing teachers with changes as they may not have time to check their email during the instructional day. NOTE: A call to the front office should only be made in an emergency situation. We cannot verify your identity over the phone.
9. If your child is picked up in the afternoon by a daycare van, please let them know when your child is sick, or has left school early, so that they know not to wait on them at the school. Please remember to bring your picture ID for early student check-out. Only parents, legal guardians, and others specifically granted permission by parents/guardians can check out students from school. If you are picking up your child early, please park in the lot and ring the bell at the front door for assistance.
10. Afternoon car riders should be picked up no later than 2:20 PM and morning car riders should not arrive prior to 7:00 AM. **No adult supervision is available for students before 7:00 AM or after 2:20 PM.**
11. Please meet your children at their afternoon bus stops. **This is required by the school system for all Kindergarten students.** Students will be returned to the school for parent pick-up if there is no one home and

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visible to meet them. Students that are returned to school more than 3 times during the year can lose bus riding privileges.

12. All students should be visible at their bus stops 10 minutes prior to their scheduled pick-up time.
13. Remember that students must arrive in the cafeteria NO LATER THAN 7:15 a.m. if they would like to purchase and eat breakfast.

### **BUSES**

Bus transportation is provided to students living in the Stallings Elementary school zone when requested and riding the school bus is a privilege. All students riding UCPS buses are expected to behave in a manner that does not distract the driver or compromise the safety of other bus riders. The following expectations are in place for students riding buses:

#### ***Use appropriate language and keep all body parts to yourself.***

- Respect the driver and other students while on the bus.
- Remain seated at all times during the bus ride.
- Eating or drinking (except bottled water) is not permitted on the bus.
- Profanity or fighting is not permitted on the school bus.
- Bullying is not permitted on the bus or other vehicle as part of any school activity or while waiting at the bus stop.

#### ***Use or possession of inappropriate objects is not allowed on the school bus.***

- Possession or use of weapons is not allowed.
- Possession of tobacco products or any illegal drugs or alcohol while on the bus or at the bus stop are not allowed.
- Vandalism on the bus (i.e. marking on seats, tearing seats, etc.) is prohibited.
- Possession or use of nuisance items is not allowed on the bus (Code of Conduct #14).
- Objects should not be thrown on the bus or from the bus. Students/parents may be responsible for damage to vehicles which may be damaged from objects thrown from the bus.
- Animals, oversized projects, plants etc. are not permitted while riding the bus.

\*School-based administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus but are not specifically mentioned above.\*

If your child does not meet the expectations for behavior, appropriate action will be taken. Each driver will complete a School Bus Incident Report and submit it to the school administrators.

All students should be **visible** at their assigned bus stops at least 10 minutes prior to their scheduled pick up time. Not doing so could delay the bus schedule. We also ask that you please meet your children at their afternoon bus stops. This is **required** by the school system for **all Kindergarten students**. Parents must provide the school with written consent for the release of their Kindergarten student with anyone other than a parent (including an older sibling). Kindergarten students will be returned to the school for parent pick-up if there is no one home and/or visible to meet them. Students that are returned to school more than 3 times during the year can lose bus riding privileges.

Please note that bus drivers will only pick up and drop off students at their assigned stop unless permission is provided by UCPS transportation or school administration.

It is North Carolina State Law that no unauthorized parent/adult may board a school bus. If a parent/guardian needs to speak to the bus driver, please do so from outside of the bus or contact the Porter Ridge area transportation department at 704-290-1690.

The safety of students is our top priority. We ask that students turn left and right before crossing a street, observe the stop sign and flashing red lights on the front of the bus, and only proceed to load the bus once all cars have stopped.

### **RESIDENCY**

All students who attend Stallings Elementary School must live within the Stallings Elementary school attendance zone as established by the UCPS Board of Education and must provide two verified proofs of residence. Random residency checks may be necessary and home visits may be attempted if questions arise regarding student residency. Anytime students have a change in address please come into the school office to notify us of the change.

### **LOST AND/OR DAMAGED BOOKS OR MATERIALS**

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Students are responsible for any materials that have been assigned to them at school. If classroom or library books are lost during the year, the replacement cost will be collected at the time the book is determined missing, rather than waiting until the end of the school year. Students are also responsible for assigned Chromebooks/chargers and will be liable if they are lost or damaged.

## **CHILD CUSTODY**

Families with special custody agreements should provide the school with a copy of the official documentation upon enrollment or anytime that the judgment is enacted or altered. If no official court documents are provided, the school will allow both parents (as listed on the birth certificate) access to the child(ren).

## **PARTY INVITATIONS AND BIRTHDAYS**

Invitations to birthday parties (or any other personal event held outside of the school day) should not be handed out at school **UNLESS all** students in the classroom receive an invitation. This is a Stallings Elementary Site Base Team policy. Also, only commercially prepared, prepackaged food with clearly labeled ingredient lists can be sent to serve to students at school.

## **ACCIDENTS**

Accidents do occur regardless of how careful we are. Our "Code Red" Team consists of faculty and staff that have had training to handle such emergencies. **Complete and accurate information is essential on each child's emergency card so that we can appropriately handle such incidences.**

- The school will call parents any time the "Code Red" Team is involved.
- Current emergency contact information should be on record for instances when parents may be unavailable. **Parents should notify the school when home or employment changes occur.**

## **REPORT CARDS**

Report cards are sent home with students after each nine-week grading period. During the 2022-2023 school year, report cards will go home on the following dates:

November 4, 2022  
February 3, 2023  
April 6, 2023  
June 09, 2023

## **GRADING SCALE**

The UCPS grading scale for grades 3-5 is as follows:

90-100	A
80-90	B
70-80	C
60-70	D
Below 60	F

K-2 students will continue to be graded on a rubric (1-4) as follows:

4	Exceeds grade level expectations
3	Meets grade level expectations
2	Work is nearing grade level, but still below expectations
1	Work is consistently below grade level expectations

If you have questions or concerns about your child's report card, please contact their assigned classroom teacher. Parents of students in grades 3-5 can check student grades online via Powerschool. Please pick up your password and login information from the school office if you are interested in this opportunity. If you already have a password and login from previous years, you may continue to use that.

## **LOST AND FOUND**

Items left at school unclaimed are turned in to our "lost and found". Parents and students may contact the front office if they are unable to locate a lost item. Periodically, unclaimed items will be removed from the school so it is important to look for lost items immediately upon knowing they are missing. Children should be encouraged to be responsible for his/her belongings. **All clothing and book bags should be clearly labeled with a student name.**

## **HOMEWORK**

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Homework is practice and reinforcement of a skill introduced in the classroom. All homework assignments are to be looked upon as important and necessary. Students are ultimately responsible for all homework assignments. Parents should regularly check their child's work and lend minimal assistance when needed.

### **MAKE-UP WORK**

When students are absent, parents may request to have missed assignments sent home with another student in the class or they may pick up the assignments at the front door. **Please allow the teacher 24 hours of notice to prepare the make-up work.** Upon returning to school after an absence, it is the student's responsibility to request assignments from his/her teacher at the beginning of the school day. Students are allowed **two** days to make-up work for each day absent. If any assignment was given prior to the absence, the assignment will be due on the day that the student returns to school. All tests missed due to absences must be made up. It is the student's responsibility to remind the teacher and to work with her/his to schedule the make-up time.

### **CAFETERIA INFORMATION**

The cafeteria staff prepares complete, nutritious meals that meet state standards for quantity and quality and they are served at a nominal cost to the student.

- Breakfast is served daily. Students should pay daily for their breakfast; charging is not allowed.
- Lunch is served according to an established schedule. Students may bring a lunch from home or buy a lunch at school.
- Cafeteria menus can be found on the UCPS website.
- Students are expected to clean up after their lunches as appropriate (i.e. dispose of their own trash, clean their immediate eating area, etc.). They are also expected to adhere to clearly set rules in the cafeteria (i.e. no talking while music is on, no talking across the cafeteria, not returning to the food line without permission, etc.).
- Students may buy milk or bottled water if they bring their lunch. **Soft drinks are strongly discouraged and are not allowed in their regular containers.**
- Lunches may be paid in advance. You may pay by the week, or for even longer periods of time. Every effort should be made not to charge lunches. In order to use the online prepay system please visit [www.k12paymentcenter.com](http://www.k12paymentcenter.com) to set up an account.
- Money should be sent in a sealed envelope with the child's name, cafeteria number and the amount of enclosed written on the outside of the envelope.
- Visitors are not allowed for lunch at this time.
- **Cafeteria money should not be mixed with other monies sent to the school. We cannot always make change.**
- Please contact our Cafeteria Manager, Tonya Wilber, if you have any questions about our school lunch program or your child's school lunch account.

UCPS Cafeteria meal prices for the 2022-2023 school year are as follows:

Student Breakfast : \$1.75

Student Lunch: \$3.75

Extra Items : A la Carte

### **CELL PHONE USE**

According to UCPS School Board Policy, all student cell phones and other non-authorized electronic devices should be out of view and turned off during the instructional day (first bell to last bell). Upon any unauthorized use of an electronic device (i.e. phone ringing, talking on phone, taking pictures, text messaging, etc.), the device will be confiscated and returned to the parent where appropriate. The school is not responsible for the loss or damage of any of these items. Please see UCPS Code of Student Conduct for more specific consequences.

### **PARENT-TEACHER ORGANIZATION/VOLUNTEERS**

Parents are encouraged to become active members of the Stallings Elementary PTO. The PTO membership drive will be held in August/September and meetings are held throughout the school year. Membership and active involvement will help offer the support and assistance the school needs in order to provide the best educational opportunities for all children. Each student will receive a packet of applicable PTO information at the start of the school year.

Any parent or family member that is interested in serving as a volunteer at our school should complete an online UCPS volunteer application. These are located on the UCPS webpage at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us) and must be completed before volunteering at our school. Due to restrictions on school visitors, volunteer opportunities are limited and may have to happen off campus.

### **PTO OFFICERS 2022-2023**

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President: Katie Conklin  
Secretary: Rebecca Primerano

Co-Vice Presidents: Colleen Fipps, Krista Heafner  
Treasurer: Sarah Tanner

## **STUDENT ACCOUNTABILITY AND ESSA (Every Student Succeeds Act)**

The Every Student Succeeds Act (ESSA) is the latest reauthorization of the 1965 Elementary and Secondary Education Act (ESEA) and was approved by the U.S. Congress and signed into law in December 2015. ESSA reauthorizes the nation's national education law and longstanding commitment to equal opportunity for all students and replaces the No Child Left Behind Act of 2001. The North Carolina End of Grade Tests are given to students in Grades 3, 4 and 5 in May. Our school adheres to state-testing requirements with students tested in the areas of reading and math in grades 3-5, as well as 5<sup>th</sup> grade science. We ask that families not schedule any trips or vacations in May until the end of the academic year. Please see the UCPS Student Handbook for more information on accountability standards.

## **FAMILY EDUCATION RIGHTS and PRIVACY ACT (FERPA) REGULATIONS**

The superintendent/designee is responsible for providing parents or eligible students (those at least 18 years old or married) with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice must contain all information required by federal law and regulations, including the following: 1. the right to inspect and review the student's educational records and the procedure for exercising this right; 2. the right to request amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student's privacy rights, and the procedure for exercising this right; 3. the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; 4. the type of information designated as directory information and the right to opt out of release of directory information; 5. that the school district releases records to other institutions that have requested the information and in which the student seeks or intends to enroll; 6. the right to opt out of releasing the student's name, address and phone number to military recruiters or institutions of higher education that request such information; 7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the school discloses or intends to disclose personally identifiable information to school officials without consent; 8. notification if the school system uses contractors, consultants, volunteers or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself; and 9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education. The school district does not have to individually notify parents or eligible students of their rights, but must provide the notice in a reasonable manner likely to inform the parents and eligible students of their rights. Effective notice must be provided to parents or eligible students who are disabled or whose primary or home language is not English.

## **THANK YOU!**

Thank you in advance for your understanding and adherence to these various school and school system policies and procedures. We hate to appear to be too stringent with such policies but we must maintain daily vigilance in ensuring the safety of all students and staff while at school. Our hope is that through a collaborative and trusting relationship between school and home, things will run smoothly, safely, and efficiently at Stallings every single day.