

SMITH ELEMENTARY SCHOOL
2020-2021 Parent/Student Handbook



2235 Delaney Drive
Burlington, NC 27215
Main Office: 336.570.6140
Fax Number: 336-570-6209
<http://mse.abss.k12.nc.us>

Dear Smith Elementary Parents and Students,

I would like to welcome back all of our students and their families, along with everyone that is new to Smith Elementary this year. At this time I would like to draw your attention to this Student Handbook which has been prepared in an effort to provide information regarding policies and procedures specific to our school. Due to COVID-19, there may be additional procedures and policies we will have in place that were not available to be included at the time this handbook was developed.

We do ask that you take the time to discuss the content of this handbook with your child. I, as well as the school staff, am committed to working together with you to provide your child a safe and positive school experience. It is our goal for all children to flourish and become successful learners and citizens of our school and the community!

Sincerely,

Ms. Julie Hancock
Principal

Golden Rule Policy

Please enter our office and treat our staff as you would like to be treated. It is imperative that a calm, polite presence is always maintained. School is a public facility filled with our children. Anyone presenting himself or herself in a negative tone or perceived as a threat may be asked to leave or be removed from the building. This is also applicable to phone language. Please remember Positive, Polite and Patient yields Progress!

*“We smile, we learn, we make things happen,
with that Can Do Spirit!”*

Dear Smith Seabee Families,

The Marvin B Smith Elementary PTO would like to welcome you to the 20-21 school year. We are excited to begin another year enhancing education at Smith as well as connecting our school community and would like to take a moment to invite YOU to join the 20-21 PTO. For those who are unfamiliar with the PTO, we are a volunteer organization whose mission is *'to support the education of students enrolled at Marvin B. Smith Elementary and to involve parents, guardians, caregivers teachers and staff collaboratively in enhancing the education experience of students and teachers.'* Your involvement will help connect you with other Smith families and is vital to the success of our mission.

Our PTO embodies the Smith Seabee motto of a 'Can Do' spirit and has already been busy organizing a calendar of PTO sponsored activities and monthly meetings for the year ahead. Information about these activities, PTO membership and ways to be involved to benefit the Smith community will be shared throughout the year. Also be sure to follow our Facebook page--Marvin B Smith Elementary PTO. If you are interested in helping the PTO in any way or if you have ideas or suggestions, please email marvinbsmithpto@gmail.com.

We look forward to partnering with the Smith Seabee community and encourage you to get involved—join the PTO, volunteer your time and talents at Smith, participate in PTO meetings, ask questions/share ideas, donate what you can to fundraising/supply requests, etc. Volunteers are the backbone and driving force of the PTO. TOGETHER, we will sail into a year of growth and learning for parents, students, and teachers!

Sincerely,

Emily Conner, PTO President

(Vacant), Vice President

Amanda Tillotson, Secretary

Bob and Joanne Gantt, Co-Treasurers

*School Begins At Home,
Let's get off to a great start!*

SCHOOL INFORMATION AND POLICIES

Office Hours

7:30 am – 3:30 pm

School Hours

Students may arrive as early as 7:20 am each morning. They are admitted to their classrooms beginning with the 7:40 am bell. All students are to be in their classrooms and prepared to begin work by the 7:50 am tardy bell. We dismiss at 2:35 pm in the afternoon.

Arrival and Dismissal Procedures

Please Read Carefully!

We want to ensure the safe arrival and dismissal of your child. As a school, we continue to be concerned about the overall safety and security of your children when they are in our care each day. As always, it will take us all working together and following the procedures. We appreciate your help!

K/1 Arrival and Dismissal

Our K/1 students will be dropped off and picked up off of Cardwell Drive. You will enter Cardwell Drive from Mebane Street and proceed to the circle at the end of the drive. We will unload/load five to six cars at a time in the circle. The students will enter and exit the building at the end of the K/1 hall. We will have safety patrols, school staff, and administration on duty at this location. If you have a K/1 student as well as a student in grades 2-5, you will drop off and pick up all of your car riders on the K/1 side. In the event that the K/1 student is absent, we ask that you still use this side for pick up of the older sibling. A few things to keep in mind as you drop off and pick up on the K/1 side:

- If it is after 7:45 am, you will need to drop your child off at the front of our building. Our morning staff will go inside at 7:46 am and there will be no one to accept your child at the Cardwell Drive side. Please do not drop your child off if there is no Smith staff outside.
- Also, while we know we have enough room to handle the traffic effectively, it will be helpful if you do not arrive before 2:25 pm. Our concern is if a large number of parents arrive early to wait in line, the traffic will become backed up on Mebane Street.
- Please remember when you exit the Cardwell Drive side, you will only be able to take a right onto Mebane Street.
- It is also our suggestion that you do not travel down Delaney Drive from the Church Street side in order to reach Mebane Street and access Cardwell Drive. If you do, you will end up waiting in the car rider line that is entering into the front of our building. Our suggestion is to use Blanche Drive or May Drive to enter Mebane Street. Another suggestion would be to travel further up Church Street, turn on Huffman Mill and access Mebane Street to Cardwell Drive.

Finally, in the morning Kindergarten and First grade students arriving before 7:40 am will report to a designated location on the K/1 hall. They will remain on the hall of their classrooms and will not have to travel as far for arrival and dismissal. At 7:40 am, students will be dismissed to their specific classrooms. Students who arrive after 7:40 am may go directly to their classrooms.

Grades 2-5 Arrival and Dismissal

All students in second through fifth grades who arrive prior to 7:40 am will report directly to the gym where they will sit in grade level areas. At 7:40 am, students will be dismissed from the gym and report to their classrooms. Students who arrive after 7:40 am may go directly to their classrooms. Our students in second through fifth grades will be dismissed at 2:35 pm and load in the car circle from the front of our building. We are asking that parents who are picking up students in the afternoon to remain in their cars and wait in the car rider line for your child to be called and arrive at the appropriate cone. We will only dismiss students to parents who walk up if your child is a walker and you are walking to school to pick him/her up.

General Arrival Procedures / Breakfast

Students who wish to eat breakfast will go directly to the cafeteria. Instructional Assistants will be on duty to supervise children to the gym, cafeteria, and the K/1 location prior to 7:40 am. **If you are a car rider and plan to have your child eat breakfast at school, students must arrive by 7:30 am in order to be served in the cafeteria line, eat breakfast, and arrive in the classroom before the tardy bell. If students are late to class their tardy will be unexcused.**

Please also remember the following:

NO STUDENTS MAY BE DROPPED OFF BEFORE 7:20AM.

CAR RIDERS CANNOT BE DROPPED OFF IN THE BUS PARKING LOT!

General Dismissal Procedures

Children who ride buses will be escorted to their buses at 2:35 pm. Staff members are on duty to assist the loading of buses. Children who ride in cars will be dismissed at 2:35 pm to their appropriate location (K/1- K/1 hall, 2-5-front foyer). Siblings of K/1 students will also be dismissed at the end of the K/1 hall with their younger siblings.

Staff members will be on duty to supervise the loading of cars at both locations. Car riders will be given car tags with an assigned number to display in the car window. This information will be used to call for the student and direct them to the assigned cone. Once the child hears his/her number, he/she will proceed from the building to the colored cones, stand with the safety patrol on duty and wait to be loaded into the vehicle.

It is very important that you register your student as a car rider in order to receive a car tag with an assigned number. It is also very important your car tag is displayed correctly! **If you do not have a car tag displayed, you will be asked to park your car and enter the school building to present proper identification in order to receive your child.**

In order to assure a safe and orderly dismissal, we ask that parents not wait at the front door or on sidewalks to pick up students. All car riders will be loaded into their vehicles at one of the car circles by Smith staff or a Safety Patrol student. We appreciate your patience as we complete dismissal as safely and efficiently as possible. After 2:00 pm students will no longer be called from class for pick up in the office. Late checkouts endanger our students by creating unsafe vehicle operation on our driveway entry and by disrupting normal dismissal procedures in our classroom.

Students who are not picked up by 3 pm will wait in our main office. A parent/guardian will have to come into the building for their child and receive the student from our office staff. After 3:05 pm, there will be a childcare charge of \$5 per each fifteen-minute increment your child is here. Please be prepared to have the appropriate amount of cash with you when you come to pick up your child. If

your student is participating in an afterschool event (Science Olympiad, school dances, talent show practice, etc.) please be punctual in picking up your student at the prescribed time.

CAR RIDERS CANNOT BE PICKED UP IN THE BUS PARKING LOT!

Please also remember the following:

Please drop off/pick up on the appropriate side! This will help even out traffic on both sides of the building and keep things moving efficiently. K-1 parents: If you need help buckling your child in the car, please pull your vehicle out of the flow of traffic.

Please put away the cell phones! While driving through the traffic lines on Smith property, please refrain from using the cell phone. Your undivided attention is what we need in the parking lot and car circle! **No cell phone use please, thank you.**

Please put your car in “park”! When stopping in the car circle at a colored cone, please take your car out of gear so it is less likely that you will accidentally drive forward when children are getting in and out of cars.

Please have children ready to get out of the car! Children should have book bags, lunch boxes, etc. ready so they can get out of the car in a timely fashion when they arrive.

Please display your car tag appropriately! We are using walkie-talkies to help announce students' car tag numbers and cone colors to our staff inside the building. It will be important to this process that you have your car tag displayed. It also helps us identify the driver and know our students are getting in the car with the appropriate adult.

Remember, Safety First! Thank you!

Early Check Out

If a student must leave school during the day, he/she must bring a note from home indicating the reason for leaving early, including time, date, and parent signature. This note should be given to the student's teacher upon arrival. **A parent/guardian must come into the school to sign out a student using our computer system, and be prepared to provide proper identification.** Once these procedures have been followed, students will then be called to the office. With this in mind, please allow ample time to sign your student out before leaving for the appointment. When scheduling appointments for your child/children, please be sure to take into consideration any testing or special activities that may be occurring on that day. We ask that all students leaving early be checked out from the office **prior to 2:00 pm. Doctor and dentist notes must be provided to verify the early check out and to be counted as an excused tardy. If you are picking up your child and it is after 2:00 pm, please do NOT come to the office but wait in the car rider line and follow normal dismissal procedures.**

Daycare and Afterschool Programs

The location for drop off and/or pick up by daycares and other after school organizations will be in our bus circle off of Delaney Drive. At dismissal, these students will report to a classroom where they will wait until they are called to the bus circle. Once their van is called, they will proceed outside where our Smith staff will load the students into their appropriate vehicle.

Transportation Changes

If your child's transportation is to change for the day, please send a signed note to the teacher. Calls to change a child's transportation will only be accepted in the case of an emergency and prior to 2:00 pm. Since teachers may not see emails or DOJO messages during the day, please provide a written note of any transportation changes.

Visitors and Volunteers

We welcome parents and volunteers to Smith! In order to ensure the safety of all students and staff, ALL PARENTS AND VISITORS MUST REPORT DIRECTLY TO THE SCHOOL OFFICE AND LOG INTO THE VISITOR REGISTER STATING THE PURPOSE FOR BEING IN THE SCHOOL AND RECEIVE AN IDENTIFICATION BADGE. VISITORS WILL BE REQUIRED TO SCAN HIS/HER DRIVER'S LICENSE. VISITORS MUST DISPLAY THE BADGE WHILE ON CAMPUS.

We realize some parents prefer to walk their children to class during those first few days of school. Beginning after Labor Day, parents are asked not to accompany children to class. Instead, parents are asked to say their goodbyes and "kiss and go" in our lobby foyer. You are welcome to stand and watch your child until he/she enters the classroom. We appreciate your cooperation and help to foster independence for your child and help them adjust to their school and classroom. If you must accompany your child to class due to projects, materials, food, etc., please stop by the front office and follow the procedures for visitors listed above.

Breakfast/Lunch

Breakfast is \$1.50 daily for students and is served each morning from 7:20-7:50 am. Lunch is \$2.60 daily for students. If you choose to apply for free or reduced lunch the reduced prices are as follows: \$.30 daily for breakfast and \$.40 for lunch. Parents are encouraged to pay for students' meals in advance. Prepayment for school meals may be made by the week, month, semester, or entire year. You may pay in cash or by check made payable to Smith Elementary Cafeteria. A \$20.00 fee will be charged for each Insufficient Funds check written to Smith Cafeteria. Meals may also be paid for online at www.lunchprepay.com

If your family is experiencing financial difficulty, we strongly encourage you to apply for the free/reduced lunch program. Applications can be obtained in the office. Families are entitled to this benefit, and this information is strictly confidential, even from Smith administration and teachers, so please apply! If you have been a recipient of the free/reduced lunch program, it is only good for one school year. Being approved for one school year does NOT qualify you the next year. **You MUST reapply by completing a new application. This can also be completed online at: www.lunchapplication.com Without reapplying, your child will immediately accumulate lunch debt, which you are responsible for paying.** Your lunch debt will accrue until your application is approved. The earlier you apply the less debt you will accumulate.

The lunch program is not designed for the charging of lunches. If a child forgets a lunch or does not have lunch money, lunch will be given to the child but a charge will accrue to your child's lunch account and you will be responsible for the debt. **We reserve the right to withhold extracurricular student activities if families owe money for lunch accounts.**

Field Trips

School trips for a student group should contribute to the instructional program, be clearly in line with the objectives of the school, and be in compliance with board policies. The principal grants approval of a trip only when evidence that requirements concerning safety, transportation, staff supervision, liability, time and expense have been satisfied. No trip can be scheduled outside the school district or county without advance approval by the superintendent or designee. In order to allow for safe supervision, we must limit field trip participation to students, staff, and approved chaperones. We cannot permit others including siblings, cousins, friends, or other extended family members to accompany us on field trips. With this in mind, please consider our field trips as special events that students look forward to each year. Without siblings and other family members in attendance, the field trip provides a great opportunity for you to spend quality time with your individual student. If you are a chaperone and you choose to have your child leave from the field trip with you in your vehicle, please complete a release form with the child's teacher in advance. We make every effort to keep the cost of field trips reasonable.

No child will be denied a field trip because of a genuine financial hardship, but our resources are finite. If a family needs financial assistance for a field trip, notice must be given as early as possible so that it may be approved by the principal. **Once a field trip has been paid, NO refunds will be issued.** A student who has on file a disciplinary infraction that indicates that he/she cannot follow school regulations can be denied the privilege of going on a trip. A disciplinary infraction that results in an out of school suspension for one or more days will result in the student being unable to attend any school field trips for the remainder of the year unless an exception is deemed appropriate by the school principal. **If a field trip has already been paid for prior to the suspension, a refund WILL NOT be issued. Likewise, if payment has been made to a field trip and the student/family changes their minds about participating, no refund will be issued.**

Inclement Weather

If school must be closed or dismissed early due to snow or other adverse weather conditions, the decision will be made by the superintendent's office. Listen for Alamance-Burlington Schools information. If the weather becomes inclement in the evening, the decision to close schools the next day will be made no later than 6:30 am the following morning. If no announcement is made, it can be assumed school is open. Please listen to the radio and T.V. for announcements or visit the school system web site at <http://abss.k12.nc.us>. PLEASE DO NOT CALL SMITH ELEMENTARY SCHOOL FOR INFORMATION.

Parties

Two classroom parties will be permitted during the year – at winter break in December and one at the end of the year. The teacher will determine the times and dates of these events.

Birthday parties for individual students are not permitted during school time. You can celebrate your child's birthday by sending in a special snack with your child. It will be up to your child's teacher when the snack is served to prevent an interruption to the instructional day. **Parents are asked not to bring younger brothers or sisters to class parties.** The parties are for the students in that class only. Food may not be served at any school party or event prior to the last lunch service in the cafeteria.

Food brought to school parties and for other special events must be store bought. The appropriate food must be provided for children with allergies. Your child's classroom teacher will let you know of any classroom allergies.

Please be aware that the school cannot provide names, addresses or telephone numbers for private purposes. Please do not send party invitations to school to be given to specific children. Only whole class invitations will be allowed to be distributed.

Attendance

Attendance in school is imperative for educational success...The primary responsibility for school attendance rests with students and parents. The Board seeks the full cooperation of parents in promoting good attendance and punctuality. Parents and legal guardians must ensure that students attend and remain in school daily. No person shall encourage, entice or counsel any child to be absent from school unlawfully." ABSS Attendance Policy 4400

Attending school regularly helps children feel better about school and themselves. Good attendance will help children be successful learners throughout their elementary, middle, high school experiences as well as college and at work as an adult. The most crucial learning hours of the school day are the morning hours, because students are most attentive. Students who are tardy often miss the beginning of their morning routine and they can also cause a distraction when they arrive late to class.

2020-2021 Smith Elementary School Attendance Procedures

Procedures for Tardies

A tardy is defined as either arriving late after the first bell in the morning (**7:50 am**), or leaving early (after having been present for one-half or more of the day) before the final dismissal bell (**2:30 pm**) at the end of the day. **Parents/Guardians will be required to accompany a student into the building to sign him/her in due to a morning tardy. Students will be considered tardy in the morning if they are not in the classroom by the first bell.** Students receiving tardies shall have the following interventions/consequences. The principal with proper documentation may make exceptions.

A. After an unexcused tardy – Parents will receive a written reminder regarding the tardy procedures and a ConnectEd call will be issued on the evening the tardy occurs.

B. ***3rd Unexcused Tardy*** – When the student accumulates three (3) unexcused tardies, the parent, guardian, or custodian shall be notified of the tardies by letter.

C. ***6th Unexcused Tardy*** – After six (6) unexcused tardies, the Student Support Team (SST) shall call the parent to review the record of tardies and establish an appropriate plan for being on time.

D. ***10th Unexcused Tardy*** - After ten (10) accumulated unexcused tardies, the parent, guardian, or custodian shall be notified and a member of the Student Support Team (SST) shall establish an in-school conference with the parent/guardian to develop a plan to address future attendance concerns. If the parent fails to attend the scheduled meeting, the student will receive silent lunch every day until a conference occurs.

E. ***12th Unexcused Tardy***- After twelve (12) unexcused tardies **the student will receive silent lunch each day a tardy occurs.**

Procedure for Absences

If a student is absent, a parent/guardian must call the school as soon after 7:30 a.m. as possible. When the student returns to school, he/she must submit a written note that includes the student's full name, the reason for the absence, current telephone number where the parent may be reached and parent/guardian signature. When such notes are not presented within at least two days following the absences, the absence is unexcused. Please note that a student must be present until 11:30 am in order to be counted present for the day.

In order for educational trips to be excused, these requests must be pre-approved by Ms. Hancock. Please complete the Vacation/Extended Absence Form that is available on our school website under the Parent tab. There will need to be strong supporting evidence that the trip will reinforce the curriculum under study in the current grade of the child. Verification of learning through an educational journal is to be submitted to Mrs. Hancock for final approval upon the student's return to school.

All students are responsible for work missed due to absences. Teachers will assist students by giving assignments, explanations, and time for completion. Students have the same number of school days as the number of school days absent to make up work from an absence due to illness or death in the family. When a student is absent for only one day, make-up work must be gathered from the teacher upon returning the next morning. However, one day's absence does not excuse a student from the responsibility of tests and assignments due on the day of his/her return. If you wish to pick up assignments for your child who has missed more than one day, call the school and arrange for assignments to be picked up after school hours. If choosing to pick up assignments, please understand teachers need advance notice in order to collect work and prepare assignments. We wish to maintain an uninterrupted learning process for our students.

The School Social Worker will monitor unlawful absences based on reports from PowerSchool. Parent/guardians will be notified by mail when their child accumulates **3, 6, or 10 unlawful absences.** In addition, telephone contact by the SSW is made at **6 unlawful absences** to assess causes and family needs. If absences continue, a conference is scheduled with the parent/guardian and student at **10 unlawful absences.** Once assessment is complete, appropriate services will be provided and referrals to community agencies will be made if necessary.

Lawful Absence

1. Illness or injury that prevents the child from being physically able to attend school.
2. Quarantine
3. Death in the Immediate Family. The immediate family generally includes grandparents, parents, brothers and sisters.
4. Medical, Dental, or Other Health Care Provider Appointments when accompanied by a written excuse with the health care provider's signature or stamp. Whenever possible, such appointments should be scheduled during non-school hours.
5. Court or Administrative Proceedings at which the attendance of the child is required. Verification of required court attendance must be submitted to the appropriate school official.
6. Religious Observances
7. Educational Opportunity, such as travel with a valid educational component. Prior approval from the principal or designee must be obtained.
8. Local School Board Policy: The principal or designee may excuse temporary or occasional

absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.

9. Absence Related to Deployment Activities

A. After an absence (excused or unexcused)- A ConnectEd call will be issued to remind parents/guardians of the school's attendance policy.

B. **3 Absences**- After three (3) unexcused absences parents/guardians will be notified by letter of the absences and absences will be reviewed by the school's Student Services Team.

C. **6 Absences**- After six (6) unexcused absences the parent, guardian, or custodian will be notified by mail that he/she may be "in violation of the Compulsory Attendance Law and may be subject to prosecution under the established attendance policies of the state and local boards of education." The school's Student Services Team will call to establish an in-school conference with the parent to review the record of absences and create an appropriate plan for improved attendance.

D. **10 Absences**- After ten (10) unexcused absences the parent, guardian, custodian will be notified by letter of the absences. The Principal and Student Services Team (Social Worker, Counselor, and Nurse) will meet to determine whether or not the parent, guardian, custodian is making a good faith effort to comply with the law.

✓ If the decision of the Principal and SST is yes, they will conference with the parent to update the attendance plan, and inform them of the legal consequences of the student not attending school.

✓ If the decision of the Principal and SST is no, the Social Worker will notify the district attorney and the director of Social Services of Alamance County.

Note: Any student missing more than ten (10) days, excused or unexcused, will be reviewed by the Student Services Team to develop a plan that they deem necessary to improve the student's chances for educational success. Chronic absenteeism results in significant missed instructional time, affects the student's academic progress, and is considered to be a violation of both the spirit and the letter of the district attendance policy.

Below is an excerpt from the NC Department of Public Instruction's School Attendance and Student Accounting Manual for your information:

V. RULES OF PROCEDURE IN LAW ENFORCEMENT The Compulsory Attendance Law (G.S. 115C-378) states every parent, guardian, or custodian in North Carolina having charge or control of a student between the ages of 7 and 16 years shall cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. It prohibits any person from encouraging, enticing, or counseling the child to be unlawfully absent from school. The parent, guardian, or custodian of the child is required to notify the school of the reason for each known absence of the child, in accordance with local school policy.

Duties of the School Social Worker

1. The primary responsibility of the school social worker is to ensure the regular attendance of all students. The social worker shall, as prescribed by the law, investigate all violators of the Compulsory Attendance Law. (G.S. 115C-381)

2. The social worker must:

a. Investigate all violators of the Compulsory Attendance Law reported to him/her by the

principal.

b. Work with the student and his/her family to analyze the causes of the absences and determine steps, including adjustments of the school program and obtaining supplemental services, to eliminate the problem; and

c. Have authority to report and verify on oath, the necessary criminal warrants or other documents for the prosecution of violations of the Compulsory Attendance Law

*Remember, chronic absence and tardiness results in significant missed instructional time, and consequently affects the student's academic progress. Help set your Seabee up for success!

Perfect Attendance

To receive a perfect attendance certificate, children must be present all 180 school days with no tardies.

- Students arriving after 7:50 AM or leaving early are considered tardy. This includes Early Release Days.
- Students arriving after 11:30 AM will be counted absent.
- Students leaving before 11:30 AM and not returning will be counted absent.

Transfer Students

Per Board of Education policy, all transfer students who violate attendance, tardy, pick-up or discipline policies are subject to their transfer status being immediately revoked. Parents/guardians of transfer students will be required to sign and adhere to the Smith Elementary School Transfer Contract. This contract outlines additional requirements families of transfer students must commit to in order to attend Smith Elementary School.

Illness

Sometimes children will get sick. The BEST thing you can do is to keep children home when they are sick. This will help stop the spread of illness to other children and teachers. **Children need to be kept home without symptoms for at least 24 hours to keep from exposing others to the illness when they have any of these symptoms:**

- Fever (100 degrees or higher)
- Nausea or vomiting within the last 24 hours.
- Severe headache
- Diarrhea within the last 24 hours.
- Red, watery eyes with yellow drainage
- Unexplained Rash

Children should not be given Tylenol or Advil (ibuprofen) to reduce the symptoms and then sent to school.

Those who become ill at school will come to the office and parents or guardians will be contacted. If you are called to pick up a sick child at school, please come quickly in order to keep from exposing other students to the illness. Please be sure we have updated information on how to contact you in case of sickness or an emergency.

Medication Policy

The Alamance-Burlington School System has procedures for giving medications at school. If your child must have medication of any type during school hours, you have the following choices:

1. You can come to school and give medication to your child at the appropriate time(s).
2. You may obtain a medication form from the school nurse or school secretary. Take the form to your child's doctor or health care provider and have him/her complete the form by listing the medication(s) needed, dosage, number of times per day the medication is to be administered and time of day to administer. This form must be completed and signed by the authorized prescriber for both prescription and over-the-counter drugs. The parent or guardian must also sign the form. Prescription medications must be brought to school in a pharmacy-labeled bottle, which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the prescriber's written instructions. Please refrain from sending medicated cough drops and medicated lip balms.
3. You may discuss with your prescriber an alternative schedule for administering medication. Some medications such as inhalers or emergency injections can be administered and kept by the student with written permission by the physician.

School personnel cannot administer any medication to students unless they have received a medication form properly completed and signed by the authorized prescriber, and the medication has been received in an appropriately labeled container. In fairness to those giving medications and to protect the safety of your child, there will be no exception to this policy.

Head Lice Control Procedures

The Alamance-Burlington School System has adopted new procedures to reduce incidences of lice in our schools. No student will be allowed to stay in school if head lice are found in his/her hair. This procedure is based on recommendations of the American Academy of Pediatricians and the National Association of School Nurses.

If lice are detected the parent/guardian will be notified and written instructions will be given to the parent/guardians regarding the head lice procedure and treatment.

If nits only are detected the student will remain in school and written instructions regarding treatment and removal of nits will be sent home with the student.

Upon return to school, parents must accompany the student. The school nurse or trained school personnel will recheck the student. The student will not be readmitted to school if lice are detected. If nits are detected, the student will return to class and a "nits remain" letter will be sent home. Further monitoring may continue as needed. Absences will be excused no more than three consecutive calendar days per incidence. Students with repeated infestations will be referred to the school nurse/school social worker, who will determine appropriate interventions. Retreatment of lice is often necessary following the head lice treatment instructions.

ABSS Guidelines are when several cases of head lice occur in the same classroom the principal may choose to send a letter home notifying classmates' parents that a case of head lice is suspected.

In an effort to control this problem, parents should conduct periodic checks of their own children at home. The school should be notified if lice are found. Students must not share combs, caps and other personal items.

Smith Elementary Student Code of Conduct

It is the goal of Smith Elementary School to provide a safe, orderly environment that allows all students the opportunity to learn. Currently, we are a PBIS or Positive Behavior Incentives School, which means that we will teach and recognize expected school wide behaviors in the classroom, hallway, restrooms, cafeteria, and bus. Please see our expectations below.

In addition, the school system has developed a detailed district “Student Code of Conduct” that outlines system wide rules and regulations to govern student behavior. Each student receives a copy of these policies at the beginning of the school year and a signature is required.



SEABEES SAIL!
SMITH ELEMENTARY SCHOOL

BEHAVIOR EXPECTATIONS

When Seabees SAIL they...	Classroom	Hallway	Bathroom	Cafeteria	Playground	Bus
Voice Levels	0-2	0	0	0-2	0-3	0-2
Show Respect	<ul style="list-style-type: none"> Keep hands and feet to self Follow classroom rules and procedures Celebrate differences 	<ul style="list-style-type: none"> Keep hands and feet to self Respect student work and displays Be mindful of students working 	<ul style="list-style-type: none"> Keep hands and feet to self Respect the privacy of others Use toilet and sink properly 	<ul style="list-style-type: none"> Keep hands and feet to self Use good table manners Use good manners towards cafeteria staff 	<ul style="list-style-type: none"> Keep hands and feet to self Take turns Be respectful of nature 	<ul style="list-style-type: none"> Keep hands and feet to self Stay seated Be kind to others Use good manners towards the bus driver
Act Responsibly	<ul style="list-style-type: none"> Be on time Be responsible for your work Be prepared Keep desk and cubby clean 	<ul style="list-style-type: none"> Walk on 2nd block Stay to the right Pick up trash Eyes forward 	<ul style="list-style-type: none"> When done turn water and lights off Report problems right away Wash hands properly 	<ul style="list-style-type: none"> Use voice level 0 in lunch line Stay seated Clean up after yourself 	<ul style="list-style-type: none"> Be safe Enter and exit building at voice level 0 Use playground equipment properly Report problems right away 	<ul style="list-style-type: none"> Keep aisle clear Get on and off safely Pick up trash Be on time
Inspire Others	<ul style="list-style-type: none"> Be kind to others Help others Encourage others 	<ul style="list-style-type: none"> Smile to say "hello" Use manners 	<ul style="list-style-type: none"> Return to class in a timely manner Pick up trash Care for our facilities 	<ul style="list-style-type: none"> Keep cafeteria clean Be kind to others Include others at your table 	<ul style="list-style-type: none"> Include others Play fair Encourage others Display good sportsmanship 	<ul style="list-style-type: none"> Keep bus clean Follow the "Golden Rule" Assist younger students
Listen to Learn	<ul style="list-style-type: none"> Listen while others are speaking Be on task Work at your personal best 	<ul style="list-style-type: none"> Follow directions Walk Stay in line Stop at the red sailboat 	<ul style="list-style-type: none"> Listen to the bathroom monitor Walk Wait for your turn 	<ul style="list-style-type: none"> Wait in line patiently Be ready to order 	<ul style="list-style-type: none"> Follow the rules Line up when asked 	<ul style="list-style-type: none"> Follow directions Be alert and aware

School Buses

Transfer students are not eligible for bus transportation. To be eligible to ride a school bus in North Carolina, a student must live at least one and one-half miles from the nearest route to the school. Bus stops will be .2 miles apart and there will be NO waiting for students who are late getting to the stops.

Parents are asked to review the rules below with their children and discuss with them the necessity of good behavior while they are on the bus. Students who ride a bus are assigned to that bus; they must ride the assigned bus both to and from school unless a written note from the parent is presented to and approved by the office. Students that need to ride the bus for the first time, or change buses must be approved by administration and vetted through the ABSS Transportation Department. This may take a few days. The note will be considered for approval pending capacity of the bus in need. Requests cannot always be approved due to overcrowded/capacity issues. We try our best to contact a parent and communicate the reason for disapproval in a timely manner so alternative arrangements can be made.

Riding the school bus is a privilege. Improper conduct on the buses will result in the privilege being denied. School buses will utilize video camera surveillance as needed.

School Bus Rules

1. Show respect for the driver at all times.
2. Enter and leave the bus in turn without pushing or crowding.
3. Be seated when the bus is in motion.
4. Talk in a reasonable tone of voice without calling out to passers-by and without using profane or abusive language.
5. Keep the bus clean and avoid littering.
6. Refrain from consuming food/beverages on the bus.
7. Remain in your seat without placing any part of your body out of a window, without climbing or jumping, and without throwing objects.
8. Refrain from fighting, or other violence on the bus.
9. Refrain from behavior that can be interpreted by others as bullying, intimidation and/or harassment.
10. Refrain from defacing the bus seats/property.
11. Refrain from bringing toys from home or other items that could be used and/or perceived as a weapon.
12. Willfully delaying or trespassing on a school bus is prohibited.
13. Comply with other regulations set forth by the Director of Transportation and the State Administrator's handbook.

Students violating bus rules will be referred to the office. Consequences for misbehavior may vary, depending on the offense. Students referred for serious or repeated violations will have transportation privileges suspended.

Kindergarten Bus Procedures

In order to ensure the safe delivery of kindergarten students from school, bus drivers are not to discharge these student(s) at bus stops unless a responsible adult is visible to receive the student(s) or an older sibling is present riding the bus. **If this is not possible, the student(s) shall be returned to Smith at the completion of the elementary bus route.** The principal or her designee shall contact the

parent or guardian to pick up the student(s) at school.

Should a parent/guardian not be able to be present at the bus stop the parent/guardian must notify the school before the afternoon bus dismissal time and make the necessary timely transportation arrangements for their child/children.

Dress Code

Students are encouraged to take pride in their appearance. Clothing that interferes with the learning process or causes a disturbance will not be permitted. Should a student's clothing be inappropriate for the school environment, parents will be called by the office staff to either bring the student a change of clothes or to take the student home to change clothes. Head coverings (hats, scarves, sweatbands, bandanas) and sunglasses may not be worn to school unless appropriate for a specific purpose by administrators or teachers. Students are not permitted to dye their hair different colors as this creates a distraction to the learning environment. Clothing must cover midriffs and chests. Jeans and shorts should be the correct size so that they do not "hang" or "sag" below the waist or drag the floor. Baggy pants and oversized clothing are not allowed. Additionally, the length of skirts, skorts, and shorts must extend below the student's fingertips when the student's arms are extended at his/her sides. This will help ensure a modest attire. High heel shoes over 2 inches high are not allowed. Inappropriate pictures, slogans, profanity, symbols, etc. will not be allowed. Shoulder straps must be at least 2 inches wide regardless of the age of the student (no undergarments may be visible). Physical activity is part of each school day. On your child's designated PE days, they should come wearing sneakers. Flip Flop sandals are not recommended due to the safety problems they create on the playground and in the hallways.

The judgment of the Smith administration regarding the appropriateness of student attire will be final. This ruling is created to treat all students fairly and equitably and to provide a free, appropriate education for all students.

Book bags

In order to maintain safe hallways, Smith does not allow rolling book bags. In order to help children comply with this rule, parents should purchase book bags that are not equipped with rollers. If your child needs to carry a rolling book due to a physical impairment, a doctor's note must be obtained and authorization received from the principal. In such cases the policy will be waived.

Student Information

Custody Records

It is extremely important that we have updated custody records/information on file in the school office. This information will assure that we are releasing a child to the proper person. All custody information will be kept confidential. If there are changes in custody or visitation it is the parent's responsibility to notify the School's Office.

Report Cards

Report cards for Kindergarten through Fifth Grades be made available (either print or online) each nine weeks. Additionally, Kindergarten teachers will conduct two parent conferences (1st and 3rd grading periods). Progress Reports are sent home at the midway point of each grading period.

Parent/Teacher Conferences

Required Parent/Teacher conferences are held for all students at the end of the first nine weeks. In addition to report card communication, there are times when a parent conference is needed. Conferences with parents are strongly encouraged at Smith. Appointments for conferences may be made at a mutually agreeable time whenever either a parent or a teacher desires. If a concern regarding the classroom should arise, parents are encouraged to resolve it directly with the teacher. If this intervention is not effective, the administration can assist both parties in finding a solution.

Parents who wish to speak with the teacher may call the front office and leave a message. Teachers will return phone calls when a break in the day allows. Instructional time cannot be interrupted for phone calls.

PowerSchool

PowerSchool Parent Portal is a tool specifically developed for parents and students. It allows you to access real-time information including attendance, grades, detailed assignment descriptions, school bulletins, and even personal messages from the teacher. Everyone stays connected!

To create your parent account, use the provided access credentials and follow the steps below. Once your account is created, you can manage your account information; link any and all students (for whom you have parental and legal rights) to your account; and set email and notifications preferences for each student linked to your account.

To set up your account, follow these steps:

- Open an Internet browser on your computer. (Firefox is the preferred browser)
- Go to your student(s) school's website (<http://www.abss.k12.nc.us/mse>) and choose the Parent tab.
- Click *PowerSchool Online Grades*
- Select *Parent Sign In* (Direct link to this page is <https://abss.powerschool.com>)
- Click *Create Account* and follow the steps using the AccessID and Access Password provided.

**Parents should check the grade book regularly to keep up with your child's grades and progress.

School Safety Procedures

At Smith, we are proactive and take preventive measures to ensure our students are safe. First, we have a School Emergency Safety Plan that is updated and reviewed with staff each school year. Additionally, we have safety kits prepared and ready in the event of an emergency. All of this information is approved by ABSS.

At the beginning of each school year our school staff receives training on all school safety procedures to follow in the event there is a threat to our school campus. The following drills are practiced throughout the year: fire, tornado, earthquake, and lockdown. We also have law enforcement personnel walk through our school and be present when we practice drills. These drills are practiced in order for our students and staff to remain aware of how to respond in the event of a real emergency.

As an additional safety measure, all outside doors to our facilities remain locked throughout the school day. When a parent or visitor comes to the school, he/she must ring our bell to gain access. If you are outside the building and have been granted access to the open door, please be aware of those around you who may also be trying to access the door with you. We need each parent to ring the bell to enter the building. This will help ensure that we are only allowing access to those who are supposed to be here.

As you know, we live in a culture that has seen increases in violence at schools. We want to protect our students from such acts through preventive measures that will minimize the possibility of such an event occurring at our school. We appreciate your compliance in following our school procedures designed to keep all students safe!

ABSS District Notices

Volunteer Procedures

The Board of Education recognizes that volunteers are an important asset and make many valuable contributions to schools in the Alamance-Burlington School System, and it encourages schools to develop programs for the effective use of volunteers. Volunteers should be used to supplement the school program and not as substitutes for paid staff members.

* This policy does not refer to volunteers who serve in coaching or co-curricular sponsor roles at middle schools and high schools. Please contact ABSS Human Resources for more information about that process as it is completely separate.

*The volunteer approval process can take up to a week to finalize so last minute plans, changes and/or additions may not receive approval and would not allow those particular individuals to participate in an activity.

Principals must approve the Volunteer Request for Criminal Background Check to indicate they have approved of the participation of a volunteer prior to submission to HR for final approval. (This will add to the overall approval time for volunteers so I cannot stress the need for careful planning.)

If a volunteer activity takes place with direct supervision under school staff and involves little or no direct student contact or a volunteer activity takes place in a classroom or other group setting and is supervised by school staff, no Volunteer Request for Criminal Background Check Form is necessary.

All volunteers shall sign-in when arriving on campus, shall wear a school developed identification tag while participating in volunteer activities, and shall state where they will be during their visit. Volunteers shall sign-out when departing the campus.

Volunteers should understand the expectations of the school program, issues of confidentiality, professionalism in accordance with Board policies, and professional dress and appearance. Principals may limit or terminate the services of volunteers, as they deem appropriate. Any breach of privacy will automatically result in dismissal of volunteer privileges.

Annual School Health Screenings

Each year, the Alamance-Burlington School System conducts student health screenings to better serve the students in Alamance County. Hearing and vision screenings are conducted by trained and certified staff members. Blood pressure screening and Body Mass Index (BMI) may be conducted for

special populations in the schools. Parents/guardians and or school staff may request a screening at any time. The screenings are performed at selected grade levels and parents/guardians may contact their child's school for specific screening dates and times. Hearing screenings are conducted for grades Pre-K, K, 1, 3 and 5. Vision screenings are conducted for grades 1, 3, and 5. Parents/guardians shall be notified in writing if a student fails a health screening and may need additional evaluation and/or follow up care. Parents/guardians who do not wish to have their child screened must send a written note to the child's teacher prior to the screening.

Dental Screenings

As part of the regular school preventive programs, the Public Health Dental Hygienist employed by the North Carolina Oral Health Section, Division of Public Health, will conduct dental screenings for all prek, kindergarten and third grade students. Students in other grades will be screened by the dental hygienist upon request by the school nurse. The screenings will be conducted using non-latex gloves, a flashlight, and a tongue depressor. A letter will be sent home to the parent(s) or guardian(s) of each child with findings. Parents who do not wish to have their child screened must send a written note to the child's teacher prior to the screening.

Immunizations

The Alamance-Burlington Board of Education assumes the responsibility for fulfilling the intent of North Carolina State Statutes concerning immunizations for all children attending school including pre-kindergarten and transfer students, according to established procedures.

North Carolina Law places the responsibility on the parents to provide immunization records for their children within 30 calendar days after they enroll in a N.C. public school. If parents fail to provide written proof within this time limit, the child must be suspended from school and reported to the Alamance County Health Department.

North Carolina state law requires the following minimum, doses:

- 5 doses DTP with a booster on or after the fourth birthday
- 4 doses of polio vaccine
- 2 MMR doses with the first dose on or after the child's first birthday
- 1 HIB on or after the first birthday and before 5 years of age
- 3 Hepatitis B (required for all children born after July 1, 1994)
- 1 Varicella (required for all children born after April 1, 2001)
- 1 Tdap dose (required for all students who are entering 6th grade on or after August 1, 2008)
- 1 Kindergarten Health Assessment no more than 12 months prior to school entry

***Exception- not all K-12 children will have the above doses, but they still may be in compliance with N.C. State Law. Any child that received the 4th DTP and /or the 3rd oral polio on or after their fourth birthday is not required to receive additional doses. Thus, a number of children may be in compliance with 4 DTP, 3 polio, 1 HIB and 2 MMR

Kindergarten Health Assessment

Every child entering kindergarten for the first time must receive a health assessment conducted by a

physician, a physician's assistant, a nurse practitioner or a public health nurse meeting the North Carolina Division of Health Services' Standards for Early Periodic Screening, Diagnosis, and Treatment Screening. The health assessment must be complete no more than 12 months prior to the date of school entry. The principal of each elementary school shall be responsible for having on file a health assessment transmittal form for each kindergarten student before he/she is enrolled. Per State Law, students without a Kindergarten Health Assessment must be suspended.

Garrett's Law

On July 17, 2004, Governor Easley signed Senate Bill 444, referred to as "Garrett's Law." This law mandates at the beginning of every school year local Boards of Education shall ensure that schools provide parents and guardians with information about meningococcal meningitis, influenza and their vaccines. Beginning July 2007, information about Human Papillomavirus (MPV) and the HPV vaccine will also be provided. This vaccine is available for females and may prevent certain diseases and cancers. Copies of this information are available in the office. Additional information on the diseases and the vaccines can be found at www.edc.gov; www.immunizenc.com , www.acha.org, or www.immunizationinfo.org.

Wellness Policy and Procedures

Federal and state laws require the Alamance Burlington School System to enact a local "Wellness Policy" for its public schools. This Wellness Policy discusses laws regarding physical activity, nutritional education and nutritional guidelines for school nutrition programs. The Wellness Policy also states that ABSS will issue other recommendations regarding food and beverages which are not specifically covered by federal and state law.

The Wellness Policy requirements and recommendations are stated in the ABSS "Wellness Procedures." The Wellness Policy describe 1) mandates and suggestions for disease control with respect to foods from commercial and non-commercial sources, 2) recommendations for eating environments, 3) goals and mandates for school lunches, 4) mandates regarding competition with federal school nutrition programs, 5) laws and recommendations regarding fundraisers, concessions policies and student stores, 6) laws and recommendations regarding school parties, celebrations and rewards and 7) goals and mandates regarding nutrition education and physical education.

Tobacco Products

The ABSS 100% Tobacco-Free Schools Policy prohibits all tobacco use by everyone at all times on all school grounds and at all sporting events. Students, staff, parents and other visitors may not use any kind of tobacco products, including cigarettes, pipes, cigars and smokeless tobacco. Tobacco may not be used on any school grounds or at school events, including athletic events, buses, parking lots and off-campus events.

This policy was adopted in June 2008 and went into effect August 1, 2008 to protect the health of all ABSS students and staff, to promote positive role models in schools and promote a healthy learning and working environment. The policy was adopted following state legislation mandating tobacco-free policies in all North Carolina public schools. The complete tobacco products policy can be read on the ABSS Website under "District Information", "Board of Education" and "Board Policies."

