

South Mebane Elementary School

“Love, Laughter, Learning and Leading”

Dear SME Families,

Welcome to South Mebane Elementary School. Our school offers your child a quality education within an environment of love, laughter, learning, and leading. Our entire staff is committed to the educational progress and well being of your child. Help us create a positive relationship between school and home by participating in school events, attending conferences, becoming a volunteer, joining our Parent Teacher Organization (PTO), and by following SME on Instagram. *Together*, we can make it an enjoyable and successful school year for all involved!

****Please note that the information contained in this Parent Handbook applies to a typical school year. Due to COVID-19, state and district policies may override the procedures and protocols as written.***

Sincerely,

Rebecca Royal
Principal

Tamara Yeatts
Assistant Principal

Amy Fowler
Secretary/Finance

Joan Rowland
Data Manager

COVID 19 ABSS GUIDELINES

Addendum to 2020-21 Parent Handbook

Face Coverings (mask): Students and staff will be required to wear a cloth face covering (mask) during the school day while on school grounds inside and outside of the buildings. Students will be provided face covering breaks, and will be allowed to take off their masks for meals. Parents should inform the school nurse and school administrator if their child has special needs or unique circumstances related to the wearing of a face covering. Students will be permitted to wear personal cloth face coverings in accordance with ABSS dress code policy. If a student does NOT have a face covering one will be provided by the school.

Students should stay home if

- If the student has any of the following **COVID-19 like symptoms** they should stay home:
 - Fever, chills, or repeated shaking/shivering
 - Cough
 - Sore throat
 - Shortness of breath, difficulty breathing
 - Feeling unusually weak or fatigued
 - Loss of taste or smell
 - Muscle pain
 - Headache
 - Runny or congested nose
 - Diarrhea (loose stools 3 or more times a day)
 - [Resource from NC DHHS](#)
- If students have the above symptoms you are encouraged to follow up with your healthcare provider or if you do not have a health care provider contact your school nurse for assistance. Families should also communicate with their classroom teachers regarding their illness and that they will not be in attendance for in person or remotely.
- **Students that have been tested and confirmed to have COVID 19, - are required to stay home**. Students should follow directions of the Alamance County Health Department (ACHD) or their healthcare provider related to isolation. All other students that are living in the home should also stay home per guidelines provided by the ACHD or your healthcare provider.
- Students that have been contacted by the ACHD or health care provider because of a known contact to someone with COVID-19, **are required to stay home**. Students should stay home and quarantine (avoid anyone in your household) until 14 days after the last time you were in contact with the person who tested positive. Having a negative test during that period is a good thing, but there is still a chance that it may take up to 14 days after exposure to COVID-19 for the virus to present itself and infect someone. That's why it is important that you monitor your symptoms closely.

If you develop any of these symptoms check with your medical provider, or the ACHD.

Families are strongly encouraged to communicate with the school nurse if they have any health related questions or concerns.

Daily Health Check for Students:

For detailed information see the [StrongsSchools NC Tool Kit for Public Health](#)

School staff will conduct a standard daily health check on every child, every day. This includes car riders, bus riders, walkers/bikers, students arriving from daycare, and student drivers/riders.

Students' temperature will be screened daily prior to entering the building. If the student has a temperature of 100.4 or above they will be sent home.

For students that ride the bus, arrive from daycare, walk/bike to school without a parent/guardian, or are a student driver/rider will need to bring the completed Parent/Guardian Attestation Form (form will be provided by the school). This form must be completed daily.

For students that are car riders or walkers with a parent in addition to the temperature they will be asked the question below:

1. Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?

- Yes > The person should not be at school. The person can return 14 days after the last time they had close contact with someone with COVID-19, or as listed below.
- No > The person can be at school if they are not experiencing symptoms.

2. Since you were last at school, have you had any of these symptoms?

- Fever
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of taste or smell

If a person has any of these symptoms, they should go home, stay away from other people, and call their health care provider.

3. Since you were last at school, have you been diagnosed with COVID-19?

- Yes
 - No
- If a person is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until they meet the criteria below.

Families are strongly encouraged to communicate student illnesses and health care needs with the school nurse.

For more information visit the [CDC COVID 19 Information Site](#) and the [NC DHHS COVID 19 Site](#), or contact your healthcare provider.

ATTENDANCE

Regular and prompt attendance is a significant factor in children's educational and social growth. Students are expected to be in school and on time.

Notes are required from all students returning to school following an absence. These notes should be given to the teacher **within 3 days of the absence or it will be unexcused.** All trips must be **pre-approved** by Mrs. Royal. Verification of learning through an educational journal is to be submitted to Mrs. Royal for final approval within the week of 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 timeline for completion. If you wish to pick up assignments for your child, call the school and arrange for assignments to be picked up after school hours. We wish to maintain an uninterrupted learning process for our students.

To receive a perfect attendance certificate, children must be present all 180 school days with no tardies. To receive an attendance certificate, children must be present all 180 school days with 3 or less excused tardies and zero unexcused tardies.

- Students arriving after 7:50 AM must be signed in by a parent or guardian and are considered tardy.
- Students leaving early are considered tardy. This includes leaving before 11:30 on 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.
- Students who acquire 3 or more unexcused morning tardies during a 9 week period will be required to stay after school for a 45 minute instructional make-up time.

Early Check Out

If you need to check out your child early, please send a note to your child's teacher indicating the reason for the planned early departure. A parent/guardian must come into the school to sign out a student. Students will be called to the office only after the parent/guardian has arrived. We are unable to accept phone calls requesting the student be present upon parent arrival. When scheduling appointments for your child/children, please be sure to take this into consideration as well as any testing or special activities that may be occurring on that day.
Doctor and dentist notes must be provided upon return to school in order for the early departure to be coded as an excused tardy.

All students leaving early should be checked out from the office **prior to 2:20. If you are picking up your child after 2:20, you will have to wait in the car rider line for your child.**

If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact number you have provided us. Please keep the school informed of your current home and work telephone numbers, present address, and current emergency phone numbers. In the event of sickness or an emergency, we must have this information to reach someone. We cannot keep sick children at school. Please do not send children to school who have been throwing up, have a fever, or have had a fever during the past 24 hours using fever reducing medicines.

Inclement Weather

School closings or changes in schedule due to bad weather are announced before 6 AM. This information will be relayed to you via a phone call to your home and will be posted on the ABSS website at **abss.k12.nc.us**. If schools are to operate on our regular schedule, no announcements will be made.

Medication

Students who need to take any form of medication must have an ABSS Medication form completed by the physician and signed by the parent. This includes all over the counter medications as well. You may pick up a form in the office for the physician to fill out and sign. Parents are to bring any medications to the school office, please do not send them with the students.

School Hours For Students

Start Time: 7:50
Dismissal Time: 2:40

Car rider students should be dropped off through the car rider line, not at the front entrance. Students should not arrive before 7:20 unless attending 3rd Street Before School Care. Students arriving after 7:50 should be escorted in through the front entrance by a parent or guardian in order to be signed in as tardy.

Third Street Clubhouse Before and After School Program

Director:	Shawn Wilson	336-264-9040
Hours:	Before School Care	6:30 - 7:20
	After School	2:40 - 6:00
Fees:		
	Before School	\$25.00 per month
	After School	\$165.00 per month
	Before and After	\$180.00 per month
	Parttime PM	\$100.00 per month

The first month's payment is due before the student can attend. South Mebane will no longer accept checks from parties after receiving a returned check. This includes payments to Third Street and any payments to the school.

BEHAVIOR EXPECTATIONS

All adults share responsibility for every child's behavioral and academic success. High standards are expected from everyone involved in the education of our children. Students, parents/guardians, and staff will model and teach respect for self, others, and our school environment. No one will be allowed to disrupt the educational process.

The school year will begin by teaching all students our school wide behavioral expectations and the self-regulation strategies needed in order to maintain a safe and productive learning environment. South Mebane is a Leader In Me and Positive Behavior Intervention Support (PBIS) school. We teach all students the 7 Habits of Happy Kids and the Zones of Regulation, coupled with our Behavior Matrix in order to equip our students with the skills and strategies to regulate and be leaders of

their own behaviors. These resources can be found on the following pages.

DRESS CODE

The appearance of any young person is primarily the responsibility of that individual and his/her parents. Each student is expected to maintain an appearance that is neither distracting to other students nor disruptive to the educational environment and healthy climate of the schools.

Headwear: No hats, bandannas or other types of headgear or sunglasses may be worn in the building.

Clothing: Student dress and grooming should meet minimum standards of hygiene and be presentable for the educational environment. No clothing may be worn which is provocative, revealing, profane, vulgar or obscene; which endangers the health or safety of the student or others; or which might reasonably be expected to cause substantial disruption or material interference with school activities.

Examples of prohibited dress or appearance include, but are not limited to, exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any kind of product or service not permitted by law to minors; see through clothing; attire that exposes cleavage; any adornment such as chains or spikes that could reasonably be perceived as a weapon; and any symbols, styles or attire associated with intimidation, violence, or violent groups about which students at a particular school have been notified.

Reasonable accommodations shall be made on the basis of religious beliefs or medical conditions.

Thanks for your cooperation in enforcing and for also following our dress code when you visit our campus. With your support we will be better equipped to insure a safe, respectful, and focused learning environment.

FOOD AND NUTRITION

Cafeteria

Breakfast is served daily from 7:15 to 7:45 and costs \$1.50. Lunch is \$2.60 per day. All students may bring money for the entire week, month, or year to deposit into their accounts. Please put money in an envelope with the child's name on the outside. Checks should be made payable to South Mebane Cafeteria. Students' lunch account numbers are the same as their Powerschool numbers. Balances remaining in your child's account at the end of each school year will roll over into the next school year. Debts must be paid by June 8, 2021.

Menus are provided monthly to our students. Parents can help us by going over the menu and helping your child make his/her lunch choices. Remember, your best option for a balanced meal at the lowest cost is the regular plate. If you plan to eat lunch with your child, please send a note to your child's teacher indicating your intentions and your desired lunch choice. This will assist us in preparing the correct number of portions so that we do not run out of food for our last classes. For safety reasons lunch times will not be shared over the telephone. **Food brought in from restaurants is not permitted. Parents or visitors eating with students should plan to purchase food from the cafeteria.**

Healthy Snacks and Parties

To assist in establishing healthy eating habits among our students we only allow healthy snacks for the **optional** daily snack time. Healthy snacks include, but are not limited to carrots, grapes, apple slices, orange slices, bananas, peanuts, butter free popcorn, yogurts, and raisins. Unhealthy snacks such as chips, cupcakes, and chocolates are not permitted.

In order to protect the instructional day, **birthday parties are not permitted at school. Birthdays will be recognized, but parties and cakes/cupcakes are not allowed.** Teachers will be allowed to host

holiday parties that have an instructional purpose and are aligned to curriculum objectives.

GRADING

Report cards are issued four (4) times a year. Report cards will be distributed: in November during Face-to-Face conferences, January 26, March 31, and June 8. Progress reports will also be sent mid-way through each grading period.

Please keep in mind that some standards are just being introduced during the first semester. Students may not reach proficiency until later in the school year.

K-5 Academic Grading Scale

3 = Consistently demonstrates mastery of the standards.

2 = Sometimes demonstrates mastery of the standards with support.

1 = Seldom demonstrates mastery of the standards.

Conferences

Teacher-Parent conferences are required during the first nine weeks of school. Additional conferences may be scheduled throughout the year.

Homework

Homework is an important element in the instructional program. Students should treat homework as important and should follow the teacher's guidelines and expectations.

North Carolina Student Accountability

The North Carolina Student Accountability Program requires that students in grades 3-5 be administered the End of Grade tests in reading and math. Grade 5 students are also required to take an End of Grade Science test. In addition, the Student Accountability Program requires elementary schools to have a plan in place to insure that all students are reading on grade level when they exit second grade. In order to insure that all students are prepared for the End Of Grade testing years and are reading on grade level as K-2 students, South Mebane utilizes North Carolina's ***Multi-Tiered System of Support***.

Multi-Tiered System of Support

North Carolina's ***Multi-Tiered System of Support(MTSS)***, previously referred to as ***Response to Intervention***, is designed to match a child's learning needs with research-based instructional practices. If a child is not making progress through Core instructional practices, then a Supplemental Tier 2 Plan is developed. If the child does not meet the goals established at Tier 2 and the child continues to perform below the 15th percentile on national norms, a more Intensive Tier 3 Plan is developed. The child's progress is then monitored by the Tier 3 ***MTSS*** Team. In order to ensure success and to facilitate a team approach, the parents are involved at each Tier level.

TECHNOLOGY DEVICES

In order to limit disruptions to the learning environment, the following personal technology devices are not allowed at school unless otherwise noted for special occasions:

- Cell Phones
- Smart Watches
- Handheld Gaming Devices
- Tablets
- Computers

If a student brings any of the above mentioned devices to school, the device will be taken by administration. Parents will be contacted to retrieve the device from the office.

TRANSPORTATION

Bus Services and Regulations

Riding the bus is a privilege and we have the right to suspend that privilege if safety rules are not consistently followed. Video cameras may be used on our school buses to help monitor student behavior.

South Mebane students are to ride only on the bus to which they have been assigned, which is based on each student's address.

The principal/assistant principal may suspend, at their discretion, passengers from riding the bus for:

- Delaying the bus schedule.
- Fighting, smoking, using profanity, or refusing to obey instructions of school authorities or a school bus driver while riding the school bus.
- Tampering with or doing damage to the bus.
- Refusing to meet the bus on time at designated stops.
- Unauthorized leaving the bus when enroute from home to school, or vice versa.
- Playing, throwing objects, or otherwise distracting the driver's attention while the bus is in operation.
- Failing to observe established safety rules and regulations required by law or adopted by the Board of Education.
- Repeatedly ignoring redirection from the bus driver.

In an effort to better ensure safe transportation of students the rules above will be enforced and the following may occur:

- A. First offense - verbal warning is issued. Parents are notified.
- B. Second offense - child is placed on Bus Probation. Parents are notified.
- C. Third offense - child is suspended for one day from riding the bus.

If any offense is considered serious enough or becomes chronic, the above steps may be passed and immediate action taken.

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 South Mebane 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.

Car Rider Procedures

- Cars enter from 2nd Street and stay in one line of traffic for dropoff and pickup of students.
- Students will be assisted in and out of vehicles by school personnel and by school Safety Patrol.
- Parents can not park and walk up to get their child from the car rider line, front entrance, or from the church parking lot.
- Children can not be dropped off or picked up from the front entrance.

Walker Procedures

- Students must reside within 1.5 miles of the school and be walking to and from their residence to be walkers.
- Students living north of the school (Tanglewood and 2nd Street area) will enter and exit through the cafeteria door.
- Students living south of the school (Fair Oaks area) will enter and exit through the gym doors.
- Parents are required to escort their children to and from school.
- If someone other than a legal guardian will be walking the child home a parental consent form must be signed.

If your child's transportation is to change for the day, please send a signed note to the teacher. For safety reasons, written notification is required except in the case of a true emergency. Calls to change a child's transportation will only be accepted in the case of an emergency.

Additionally, for safety reasons students can not be picked up from the front office after 2:20.

VISITORS AND VOLUNTEERS

We appreciate your interest in our school and your desire to visit and volunteer. To ensure the safety of our students and staff our building is securely locked throughout the school day. Upon arrival at the front entrance of the school you will utilize a call button to obtain entry into the building. Once inside, you are required to sign in on the computer and scan your drivers license in order to receive your visitor badge. You should wear the badge at all times during your time on our campus and visit only the area designated on your badge. Upon completion of your visit, sign out using the same computer in the office. This record of your visit will provide data for annual state reports.

To protect each child's privacy, classroom observations are not permitted. Parents who complete and pass the ABSS background check can serve as volunteers. You may submit your online request for a background check via *SecureVolunteer*. The link is posted on the SME webpage. Once approved, volunteer opportunities can be arranged through your child's teacher.

We encourage you to become a member of our PTO as well. You may access information about our PTO on the SME webpage, Facebook, and via Instagram.

ALAMANCE BURLINGTON SCHOOL SYSTEM POLICIES

Wellness Policy & Procedures

Federal and state laws require the ABSS 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 Procedures describe (i) mandates and suggestions for disease control with respect to foods from commercial and non-commercial sources, (ii) recommendations for eating environments, (iii) goals and mandates for school lunches, (iv) laws and recommendations with respect to vending machines, (v) mandates regarding competition with federal school nutrition programs, (vi) laws and recommendations regarding fundraisers, concessions policies and student stores, (vii) laws and recommendations regarding school parties, celebrations and rewards, and (viii) goals and mandates regarding nutrition education and physical education.

The Wellness Policy can be read in full on the ABSS Website under "District Information" and then "Board of Education."

Annual School Health Screenings

Each year the Alamance-Burlington School System conducts student health screenings to better serve the students in Alamance County. Hearing, dental 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, legal 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 K, 1, 3 & 5. Dental screenings are conducted for all kindergarten students and can be conducted on others by request. Vision screenings are conducted for grades 3 & 5. Dental screenings are conducted by State Dental Hygienist per state guidelines. 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.

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. Information about Human Papillomavirus(HPV) and the HPV vaccine will also be provided. This vaccine is available for females and may prevent certain diseases and cancers. Information on the diseases and their vaccines can be found at: www.cdc.gov, www.immunizenc.com , www.acha.com , or www.immunizationinfo.org

5155 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 on August 1, 2008 to protect the health of all ABSS students and staff, 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 then "Board Policies".

In compliance with federal laws, the Alamance-Burlington School System administers all educational programs, employment activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints should be directed to Dr. Todd Thorpe, Assistant Superintendent of Student Services, Alamance-Burlington School System, 1712 Vaughn Road, Burlington, NC 27217, 336-570-6060.

Please take time to read and discuss the information in this booklet with your child, then sign and return this form to your child's teacher. Each child must have this form on file in his/her classroom. We appreciate your cooperation.

Student Name _____

Grade _____

Teacher _____

My child and I have talked about the information contained in this booklet.

Parent Signature _____

Student Signature _____