



Welcome to



SOUTH GRAHAM!



STUDENT HANDBOOK
2012-2013

South Graham Elementary School
320 Ivey Road
Graham, NC 27253-3723

Phone: (336) 570-6520
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Elizabeth A. Price, *Principal*
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Alamance-Burlington School System Mission Statement

Providing engaging work for our students will enable the Alamance-Burlington School System to educate all students to meet high academics standards and become responsible citizens in a rapidly changing world.

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. Charles Monroe

Assistant Superintendent of School Administration

Alamance-Burlington School System

1712 Vaughn Road, Burlington, NC 27217 (336) 570-6060

School Policies

AIG Program:

The AIG identified students in elementary school need to be cluster grouped in a classroom with an AIG certified teacher, if possible. The identified students should receive services at least two times each week for a minimum of 30 minutes each class for K-2 students and a minimum of 45 minutes for students in grades 3-5. Students identified for accelerated services will meet with the AIG resource teacher for an additional class in the area(s) in which they qualify. Parent and/or teacher referrals for screening for possible AIG services must be made in writing to the principal and/or the student's teacher before the Thanksgiving holidays.

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. Parent/guardians and or school staff may request a screening at any time. The screenings are performed at selected grade levels and parent/ guardians may contact their child's school for specific screening dates and times. Hearing screening is conducted for grades Pre K, K, 1, 3 & 5. Vision screening is conducted for grades 1, 3, 5, 7 & 9. Parent/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.

Anti-Bullying Plan:

The Alamance-Burlington School System is required to have an anti-bullying policy. This plan is available on the ABSS website in the parent section code of conduct. You will receive a copy of the Code of Conduct in the beginning of the year.

Arrival Times:

Buses will be arriving on campus about 7:20 a.m. There is no supervision for your child before that time; therefore, the building is not opened until 7:20 a.m. Parents should not leave their child at school before 7:20 a.m. If you need to leave your child earlier than 7:20 a.m., you may use our before school program for \$5.00 per week. If your child is dropped off unsupervised before 7:20, he/she will be escorted to morning care. The cost to you will be \$5.00 per week. When students arrive after 7:20 a.m. they should go directly to the cafeteria for breakfast or their classroom

Attendance:

Attendance policy from ABSS is available on the website.

Bad Weather:

In the case of bad weather (snow, sleet, etc.) the decision to close school is the responsibility of the Alamance-Burlington Schools' Superintendent. As soon as a decision is made about school closings, all local TV and radio stations are notified. Announcements are also posted on the Alamance-Burlington Schools website (abss.k12.nc.us) and you will receive a Connect Ed call from Central Office. If school is closed, our After School Program is closed.

Please do not call the school. Listen to the news media.

If school has begun and bad weather comes, please do not call the school!!! If the phone is tied up with a vast number of parental phone calls, the school will be unable to receive the necessary messages from the central office. **Please be sure that your child has instructions as to what to do if school is dismissed early.** You will receive a form to complete giving us instructions on how your child will get home if school is dismissed early. Our after school day care will closed, please be sure to let us know how your student needs to go home.

Delayed Openings:

In the event that school is delayed in opening, our Before School Program will be available to ALL of our students whenever possible. We will open according to the delay time. If school is on a 2-hour delay, first bell will be at 9:20 and the morning care will open on a 2-hour delay @ 8:30. If school is on a 1-hour delay, first bell will be at 8:20 and morning care will open at 7:30. The cost for a delayed opening is \$1.00 per child for that day and is payable when you bring your child.

Balloons and Flowers:

Balloons and flowers may be sent to your child. We will deliver them to your child's room at the end of the school day. Balloons and flowers may not be taken home on the school bus.

Before and After School Program:

Before and After School Program is available at our school. The cost is \$5.00 per weekfor the before school program and \$47.00 per weekfor before and after school program and \$42.00 per week for after school program. Before School Program begins at 6:30 am and After School Daycare is open until 6:00 pm.Please call the office for more detailed information.

Bell Schedule

- 7:20 Release students from morning care
- 7:45 Students can enter classroom
- 7:50 Tardy bell
- 2:25 Release Pre-K students
- 2:30 Release Kindergarten from the classroom
- 2:35 Release 1st and 2nd from the classroom
- 2:38 Release 3rd – 5th from the classroom

Birthday Treats:

Birthday treats are allowed if coordinated with the teacher's lunch schedule. All treats need to be store bought. Teachers cannot give out student's addresses and phone numbers for birthday invitations. If you send invitations for the teacher to hand out, you must send one for each child in the class.

Book Bags:

No bookbags with wheels will be allowed.

Book Fairs:

Our school will have 1 book fair this year. The Book Fair will be August 23-30.The Book Fair will be open before and after the PTO meeting so that our parents may shop with their children.

Box Tops for Education:

This program is sponsored by General Mills to help schools obtain school supplies. Please save theselabels for our school.



Bus Transportation:

1. There are 5 buses serving our school. State law provides transportation for those students living one and a half miles or more from the school. Bus stops are to be .2 of a mile apart.
2. Students are to ride only the bus to which they have been assigned.

3. Please discuss the importance of good conduct on the school bus with your child. Also, discuss the bus letter that is being sent home with your child. Try to help him/her understand that it is his/her responsibility to obey the bus rules or receive the consequences.
4. **Please remind your child that riding a bus is a privilege, not a right.**

Bus Transportation for Kindergarten:

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 his/her school at the completion of the elementary bus route. The principal or his/her designee shall contact the parent or guardian to pick up the student(s) at school. **If a student has been brought back to the school more than 2 times, there will be a \$10 late fee due when picking up student.**

Cafeteria Accounts:

Our cafeteria records are computerized, which allows us to have an account for every child. Therefore, you may pay for more than one week at a time. You may pay any amount (by the month or even the year if you like). As your child comes through the lunch line, money will be deducted from the account. Payments can be made online through ABSS @ lunchprepay.com.

Breakfast:

A free school breakfast program is available for all of our students. Breakfast will be held in the cafeteria from 7:20 a.m. - 7:50 a.m.

Lunch:

- The cost is \$2.10 per day. Weekly lunch money is collected only on Monday, unless your child is absent and returns on Tuesday. Checks should be written to the South Graham Elementary School Cafeteria. **Lunch money should not be combined with money being collected for any other activities.**
- The cost of ice cream is \$0.75.
- The milk cost is \$0.50. If your child is unable to drink milk at lunch and if you will provide us with a doctor's note, we will provide juice for him/her. Please do not send Kool Aid with your child for lunch. Your child is still growing and needs to drink milk or juices. Canned soda drinks are not allowed in our lunchroom. Please help us promote good nutrition at school.
- Adult lunches are \$3.00

Students are not permitted to charge lunches. If your child does not have money for lunch, he/she will get a lunch voucher for this day. The office will do a connect ed message to notify you of the voucher that your child received. The office pays the lunchroom for your child's meal. It will then be your responsibility to pay these charges the next day. Your child will not be allowed to get a voucher for ice cream or extra a la carte items. All vouchers must be paid before your child may receive another one.

To receive Free or Reduced Price Lunch, parents need to complete a formal application that was mailed to students during the summer. Applications are processed by the Child Nutrition Services at Central Office. Reduced lunch price is \$0.40 for each child. (This is not a change from last year.) **You must complete a new form each year.**

Lunchroom Visitors:

Parents and grandparents are invited to eat with our students. Please plan to eat from our school lunch menu, as **we do not allow food or drinks to be brought in from the outside to our lunchroom.** Come to the office for a visitor's pass before going to the lunchroom. **Please do not go to the classroom.** We request you wait for your child at the Cafeteria doorway and say goodbye to them in the lunchroom after you eat.

Campbell's Products Labels:

Remember to save your Campbell's Soup Labels, V-8 Juice labels, Swanson's canned foods, Swanson frozen food packages, UPC symbols from Pepperidge Farm products and "Quality Pledge" from Mrs. Paul's frozen foods. Our schools get valuable equipment and instructional supplies from this program.

Car Riders' Rules:

To ensure your child's safety, please discuss the following rules and consequences with your child(ren):

Morning Car Riders' Rules

1. All students should be dropped off each morning in the circle drive next to the mobile units.
2. **Parents should not drop off children at the circle in front of the office.**

Afternoon Car Riders' Rules

1. In the afternoons, all K-5 car riders should go to the morning drop-off area, using the side exit door.
2. While waiting to be picked up, students should:
 - Stay on the sidewalk under the awning on the yellow lines

- Wait quietly and orderly
 - Be respectful of school property
 - Be respectful of teachers/assistants on duty
3. Parents must wait in car line to pick up children. If you have an older child (grades 3-5), please don't get in the front of the line for pick up. **Please do not walk up to get your child.**
 4. Our teachers and assistants will open the car door for your child in the morning and afternoons. In the afternoons, students will be assisted into the back seat of cars due to safety concerns.
 5. **No parking** of cars in loading area.
 6. **No children** will be released to **cars parked on Ivey Road or in the gym parking lot.**
 7. Parents are not to come in the building to pick up children while cars and buses are being loaded.
 8. Students should be picked up **no later than 3:00 p.m.** After 3:00 p.m. parents must come in the office to pick up their child. A \$5.00 fee per child will be charged for late pick up. After 3:10 p.m. the fee is \$10.00 per child. (Pre-K \$5.00 per child fee after 2:35;\$10.00per child after 2:50)

Changes in Transportation:

If you need to change the way your child needs to leave the school, **please call the office before 2:00pm.**

Character Education:

Again this year, we will be placing much emphasis on the following 8 Character Education traits:

July/Aug.	Respect	February	Courage
Sept./Oct.	Responsibility	March	Good Judgment
Nov./Dec.	Kindness	April	Self-Discipline
January	Integrity	May	Perseverance



Children's Clothing:

We are always in need of good, clean children's clothing for our clothing closet. Please send donations to our guidance councilor.

Conferences:

If you would like a conference with a teacher, principal, or assistant principal, please call the office in advance and set up an appointment time.

Teachers have been instructed not to confer with parents during the instructional day without consent of the principal.

****Did you know research shows that every time a classroom door opens at least four minutes of instructional time is lost?***

Connect Ed calls:

Parents should send in all updated phone numbers to the office.

Court Orders:

Parents and/or guardians who have any legal documents about custody, visitation, name changes, etc. should bring a copy to the school office. We will keep these on file so we can refer to them if needed. Be sure to alert the classroom teachers also.

Discipline:

The staff of South Graham Elementary School believes that good behavior must be a cooperative effort between the home and school. We will place high expectations on our students for good manners, courtesy and respect for adults, other students and school property. The following are school rules that we expect your child to follow:

- Always respect the rights of others. This includes ALL STAFF MEMBERS, substitutes and other students.
- Respect school property. Example: Keep bathrooms clean and pick up trash.
- Always ask permission before taking another person's property.
- Keep your hands, feet and all objects to yourself.

- Walk at all times while in the building.
- Fighting and bad language will not be tolerated.
- Weapons of any sort, including real guns and knives, are prohibited. If found, law enforcement officials will be notified. In addition, the weapons will be taken from the student and not returned. The same is true of tobacco products and cigarette lighters.
- Students may not buy or sell any items at school from/to any other students.
- Chewing gum and sodas are not allowed. This includes drinks in lunch boxes brought from home.
- Electronic toys/games and other toys should not be brought to school. In the case of toy guns or other toy weapons, students will face administrative consequences. These items will be confiscated and parents must come to the office to pick them up.
- Cell phones are not allowed and will be confiscated. Parents must come to the office to pick them up.

Dress Code

According to research by the National Association of Secondary School Principals (NASSP), a school dress code:

- Greatly affects student academic performance and their interaction with other students
- Positively affects classroom discipline and decreases disruptions
- Improves school climate by decreasing the negative effects of peer pressure
- Increases school spirit and pride

National School Safety and Security Services stresses that dress codes play a significant role in reducing security threats and improving school safety. Knowing that a safe and orderly environment is the mark of an effectively achieving school, South Graham has developed a dress code for our students that supports the ABSS middle schools. The dress code provides specific expectations for safety and appropriate dress in the educational environment. In cooperation with this effort, please use these guidelines in selecting your child's wardrobe for next school year.

ACCEPTABLE DRESS

- Clothing must be clean, in good repair and size appropriate.
- All pants must be worn at the waist.
- Sweaters and hooded sweatshirts may be worn BUT they must FIT and not go beyond the wrists.
- Shorts and skirts must touch fingertip unless there are leggings on.

UNACCEPTABLE DRESS

- Bare midriffs, spaghetti straps, halter tops, tank tops with large sleeve openings, tank tops with less than 2" wide straps, basketball jerseys (unless a T-shirt is worn underneath), see through, mesh, or sheer tops through which undergarments can be seen, or shirts/tops that expose the entire shoulder.
- Colored hair
- Sagging pants
- Clothing or jewelry with suggestive or questionable language or drawings (i.e. graffiti, gang related symbols, racial, ethnic, and/or sexual slogans or innuendos, tobacco products, pictures or language about alcohol, violence, weapons, drugs, language that is blatant disrespectful of others' beliefs, or images deemed offensive or not in good taste)
- Low-cut blouses/shirts/tops or extremely tight tops, tube tops, or any top that exposes cleavage.
- Hats, bandanas, scarves, headbands, or other types of headgear. (Includes boys and girls)
- Oversized jewelry, including earrings/hoops.
- High-heel slides/shoes.
- Writing across the seats of shorts, skirts, or pants.
- Pajamas, bedroom slippers, and shower shoes.
- Chains or any attire that would identify and/or promote gang activity or could be used as a weapon.
- Temporary body art, face paint, writing or drawings on the body.
- Clothing with distracting writing (i.e. sexy, sassy, etc.)

The final decision concerning the appropriateness of clothing will be made by the school administration.

Consequences:

- 1stTime – Verbal Warning & Required to change clothes
- 2ndTime – Written Warning and Parent Contact to bring a change of clothing
- 3rdTime – Parent Contact Required to Change Clothes & Time-out
- 4th Time – Written Warning, Required to Change Clothes In-School Suspension – 1 day
- 5th Time – Required to Change Clothes & Assigned In-School Suspension – 2 days

Repeated offenses may result in out of school suspension for noncompliance.

This Dress Code applies to all school-sponsored events, including school dances and overnight field trips.

All persons attending school functions/field trips must follow this dress code.

Parents' Dress Code - We request that parents who accompany our students on field trips or visit during the school day observe the same dress code guidelines as our students, especially with the T-shirts, shorts and hats.

Drugs and Weapons Policy

The first violation of the ABSS drugs policy by a student in grades K-12 that is in possession of a prohibited substance and a weapon or dangerous instrument shall result in at least a long-term suspension and may result in suspension for 365 days or expulsion where permitted by law.

Early Dismissals:

If you must pick up your child early for any reason, parents **MUST** come into the office and sign their child out. Do not go to the classroom. Teachers will not dismiss a student unless the office calls to the classroom. Also, if a student leaves before 11:23 for any reason other than medical/sick, it is an unexcused absence. **Parents may NOT call ahead, we will only call for your student when you are here.**

Fall Festival 2012:

Our Fall Festival will be held on October 26. Make plans to eat hot dogs and enjoy an evening of fun for your family.



If you are able to help us with this project, please contact one of the PTO officers or school office. As Uncle Sam says, "WE NEED YOU!"

Field Trips:

Our students will be involved in several field trips relating to their class studies and activities this year. Parents are always invited to accompany their child, but should plan to drive their own car. You need to leave your child on the bus to be covered by insurance. If you decide to take your child off the bus on the return trip, a signed "release of liability" form is required.

Only students assigned to that grade level are permitted to go on school field trips. Parents chaperoning field trips are not allowed to bring any other siblings.

If you leave your car at school while on a field trip, please park in the lot on the side of the school and **not in front of the school.**

Garrett's Law:

On July 17, 2004, Governor Easley signed Senate Bill 444, referred to as "Garret's Law." This law mandates at the beginning of every school year local Boards or 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 (HPV) 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.cdc.gov, www.immunizenc.com, www.acha or www.immunizationinfo.org

Head Lice Policy:

If a child is sent home for head lice, before he/she may return to class, a trained staff member will check his/her head for lice. Therefore, parents must accompany their child when returning to school the next morning.

Homework:

Your child may often have homework. Students in grades K-1 should not have more than 20 minutes of homework, excluding the time you read with your child. Grades 2 and 3 should have no more than 40 minutes of homework. Students in grades 4 and 5 should have no more than 60-75 minutes (special projects excluded).

Ways you can help with homework are:

- Check your child's planner that the school provides (Grades 3-5).
- Ask each day if he/she has an assignment.
- Check with teachers if he/she does not have any work for several days.
- Be sure he/she leaves home with it in the morning.
- Help your child but do not do the work for them. You have already been to school. Your child needs the practice – not you.

- If you do not understand the assignment, write a short note. Also encourage your child to listen carefully when directions are given.
- It is vital that your child has a quiet place to work.

If your child was unable to complete a homework assignment because of a legitimate excuse, such as a family emergency, illness, etc., write a note to the teacher so arrangements can be made to allow extra time to do the assignment.

Honor Roll:

Students in grades 3-5 who earn all A's and have at least an "S" in conduct in the classroom, Music, P.E., Guidance, and Library will be placed on the A Honor Roll. Students who earn all A's and B's and who have at least an "S" in conduct in the classroom, Music, P.E., Guidance, and Library will be placed on our A/B Honor Roll. Each student receives a certificate.

Immunization Requirements:

Parents have 30 days to have immunizations completed for your child to remain in school. Pre-K and Kindergarten students must have their physical examination completed also. **August 23 is the deadline for immunizations and physical examinations.**

Influenza and Meningococcal Disease and Vaccine:

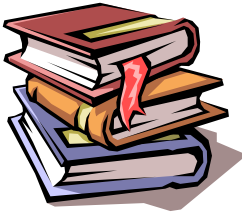
Information will be provided to parents/guardians upon request.

Kindergarten Screening

Kindergarten screening will be held on May 3, 2013. More information will going home in the spring.

Lost and Found:

Each morning from 7:30 am– 7:45 am, there will be an opportunity for students to claim items they have misplaced. If your child has lost an item, he should see the school patrol students or check the table by the gym. **To prevent loss, please write your child's name on all clothing and possessions.**



Lost Library Books:

If your child loses a library book, it is your responsibility to pay for the book. If the book is found, the money will be cheerfully refunded.

Media Center:

A regular checkout time for books is scheduled for each K -5 classrooms on a weekly basis. **Parents, please help your child return books on time.**

Medications:

The administration of prescription and non-prescription (over-the-counter) medicines will require a written authorization signed by parent/guardian and a licensed medical practitioner (physician, physician assistant, or nurse practitioner). Forms may be obtained from the school office and **needs to be done every school year.**

Moving:

If you need to change schools, simply register your child in the new school. The data manager there will request school records. We cannot send records with you. Please notify our data manager as well so she can request records from the teacher.

Parent Request for Copies:

Parents occasionally need copies of birth certificates, physical assessments, and/or immunization records for sports teams, day cares, etc. Due to the time it takes for the secretary to obtain the file and go through it to pick out the proper documents and then duplicate them, we ask that you not request this unless it is absolutely necessary. Most parents have the originals of these records at home.

Parties:

All parties will be held in the classrooms during the last 15 minutes of the day. All foods need to be store bought. All beverages brought in for class parties need to be juice. This will ensure that allergy needs are met. Class parties are allowed at Christmas, Valentine's Day and End of Year.



Payments to the School:

When you are sending money to the school, please place it in an envelope for **each individual child** because the money is collected and receipted by each homeroom teacher. Be sure to write your child's name, his/her teacher's name and what the money is for on the envelope. If you are writing a check, please **be sure to include your child's name on the check along with current phone number and address.** Please remember to pay the exact amount, South Graham is not a bank and we may not have change. Lunchroom checks should not be included in other checks, as our cafeteria has a separate account.

PTO Membership:

PTO meetings are held 3 times a year. The membership dues are \$5.00 per person and/or family. Please become actively involved. Your participation is necessary for us to be an active and successful PTO.

**SOUTH GRAHAM ELEMENTARY SCHOOL
PTO Board Members 2012 – 2013**

<i>OFFICERS</i>		
President	Ricky Poe	
Vice-President	Natalie Jones	
Treasurer	Tina Pickard	tina@yourtpa.net
Secretary	Bridgett Rogers	www.orgsites.com/nc/sgepto
Assistant Secretary	Patsy Simpson	
Teacher Representatives	Linda York	
<i>CHAIRPERSONS</i>		
Fall Festival	Linda York	Linda_york@abss.k12.nc.us
Skate Night	Linda York	Linda_york@abss.k12.nc.us
Dances/Concessions	Brazington/PTO Board	Tracey_brazington@abss.k12.nc.us
Membership	Natalie Jones	
Fundraiser	PTO BOARD	
Spirit Week	Relay for Life Team	
T-shirt Sales	Tracey Brazington	
Secret Santa		

The parents listed also serve on our South Graham Advisory Council, which meets at least every other month with the principal. We always need volunteers, so please do not hesitate to call anyone on this council. Also if you would like to serve on the committee, please call the school office.

• **PTO Family Dances:**

There will be 3 family dances this year. Dances are from 6:00 to 8:00 pm. Cost is \$5.00 per family. Dates are

• **PTO Meetings:**

August 23rd, December 13th, TBA all meetings will begin promptly at 7:00 p.m.

• **PTO Skate Nights:**

PTO Skate Nights are from 6:00 p.m. – 8:00 p.m. at Roll A-bout Skating Center on Chapel Hill Road in Burlington.



Recycling Project:

South Graham Elementary needs ALL of your aluminum cans. We have “Aluminum Can Roundups” during the school year. Begin now having your neighbors donate their cans to our school. The top 2 “Can Collectors” will be recognized on Awards Day.

Report Cards:

Student report cards are given to students every 9 weeks. There is one report card for Kindergarten, one for grades 1 and 2, another one for grades 3-5 and an individual one for our self-contained Exceptional Children. Report cards will be sent home on October 19, January 8, April 12 and Last day of school.

Returned Checks:

Returned checks will be handled directly with checXchange through the school system.

School Patrol:

The school patrol is made up of a number of 5th grade students who will assist with various activities. Students must maintain good grades, complete all work and act responsibly during the school day to be eligible. Students must also arrive at the school by 7:20 a.m. in order to begin their duties.



School Pictures:

Your child’s school pictures will be taken on **Thursday, August 2** (Makeup Day Friday, September 14). The photographer will return on **Thursday, January 24, 2013** to take the group pictures and will also return **Wednesday, March** for the individual spring pictures. Remind your child(ren) to dress in bright colors.

Section 504:

Federal Legislation and Alamance-Burlington Schools policy mandates that every student receive free and appropriate education. Some students may have physical or mental handicapping conditions that substantially limit their ability to learn and participate in school activities. If a student or parent believes the student has such a handicapping condition, the student’s principal should be contacted. Further assistance can be obtained from Amy Singer or the Director of Student Services at the Administrative Offices on 1712 Vaughn Road in Burlington.

Sick Children:

We have no health room or volunteers to care for sick children. We cannot be responsible for keeping your child here at school when he/she is sick (vomiting, diarrhea, or running a fever). A student who has a fever of 100 or above will be sent home. Therefore, you will need to come for him/her immediately when the school contacts you. It is extremely important that you provide your child’s teacher with several emergency contact numbers, so that someone can be reached if your child gets sick or injured. **Students sent home need to remain at home until they are symptom free for 24 hours.**

Smoking:

Parents are reminded that South Graham Elementary School is a “Smoke Free” environment. Therefore, no smoking or chewing of tobacco is allowed on our school campus, in our school buildings or on field trips. Thank you for following this policy.

Student Progress Reports:

Student progress reports are given to students in grades K-5 midway through each 9 weeks grading period. Progress reports will be sent home in August, November, February, and May.

Tardies:

A student must report to the office to receive a tardy slip if he/she arrives after 7:50 am. **Parents must accompany their child to the office and sign them in.**

- **Excused Tardies:** Student is late due to a late bus or a doctor’s appointment.
- **Unexcused Tardies:** Student arrives after 7:50 a.m. for any reason other than medical.
- **Habitual Tardiness:** Will be reported to the school Social Worker.



Telephone Contacts:

If your telephone number changes during the school year, please send the new number to your child’s teacher. It is very helpful to have more than one contact number in case of an emergency.

Tobacco Policy:

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” and then “Board of Education.”

Visitors:

All visitors **MUST** sign in and out in the office. Please enter our school through the front door and sign in on our campus security computer to receive your badge. When you leave, you need to return to the office and sign out. More importantly, we need to know who is in the building at all times to ensure the safety and well being of our children. If you forget to come by and get your badge, the teachers and students will remind you.

Volunteers:

We welcome parent volunteers in our school. All volunteers MUST sign in and out in the office on our campus security computer. We would ask that you complete the volunteer form and return it to school as soon as possible. We need your support to help give your child the best possible education.

Walkers:

If your child walks to school, he/she should never be permitted to cross Hwy 87 or Ivey Road alone for safety reasons.

Wellness Policy & Procedures (ABSS)

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.”

Yearbook

Yearbooks will be available for purchase in the spring. Additional information will be sent home at a later date.