

Audrey Garrett Elementary

PARENT/STUDENT HANDBOOK



*All Day...
Every Day...
Gators Rock!*

2019-2020



Garrett Elementary School Handbook

Parent Partnership Agreement

We appreciate your support and look forward to partnering with you to make it a great year. In order to help make this a successful year, please make sure that you have read the Garrett Elementary School Parent/Student Handbook for the 2019-2020 school year and understand the following policies. Please initial on the spaces provided below and sign at the bottom of the page. As the parent/guardian of a Garrett student:

Parent Initials I understand and will abide to the policies and procedures outlined in the AGE Parent Student Handbook.

Parent Initials I understand that all parents and visitors are required to follow our school procedures to sing in with Ident-i-kid system in the main office. You will need to have your driver's license or ID with you to visit or check a student in or out of school.

Parent Initials I understand that the principal has the authority to deny access to Garrett's campus for individuals who engage in disruptive, disorderly, or threatening behavior including but not limited to the use of profanity and inappropriate dress while on school grounds.

Parent Initials I am responsible for any debt my child may accumulate (lunch money, library books, field trip balances, etc.) and I understand that the school reserves the right to withhold extracurricular student activities, including PTO Events, if money is owed.

Parent Initials I understand that if my child becomes ill (fever, nausea, vomiting, diarrhea, etc.) they should stay home for at least 24 hours to keep from exposing other students to the illness.

Parent Initials I have read and understand the bus rules, regulations and expectations for behavior. I also understand that if my child does not follow rules, regulations or expectations it may result in a bus suspension. The bus is a right and not a privilege.

Parent Initials I have read and understand the Garrett Elementary School Attendance Procedures. I agree to abide by the procedures. I agree to send excuse notes or email the teacher with the reason for the absence within 2 days of their return.

Parent Initials I understand that if my child arrives late to school (after 7:50am), I must accompany them into the school building and sign them in.

Parent Initials I understand that I cannot drop my child off at school before 7:20am, and if my child is not picked up before 2:55pm, there will be a \$5 charge for every 5 minute increment they are left at school. This includes early dismissal days.

Parent Initials I understand that there cannot be any transportation changes for my child's dismissal after 2:00pm and that my child **cannot** be checked out after 2:00pm.

Parent Initials We require that ALL cars have a Garrett-issued Car Rider sign. Cars who do not have a Garrett-issued Car Rider Sign will be directed to park and walk into our front office for release of students.

Parent Initials I agree to follow the procedures for Lunch Visitors if I visit for lunch. I understand that I am not allowed to take photos or post photos of children other than my own due to confidentiality.

Parent Initials I agree to follow the Birthday and Celebration procedures in this handbook.

Parent Initials I understand that if my child is suspended and it results in the missing of a field trip, that I will not receive a refund for payments made for a field trip.

Parent Initials I understand that it is my responsibility to contact the data manager directly to make any changes to parent/guardian contact (phone, and address information).

Student Name(s): _____ Grade Level: _____ Teacher: _____

Parent Name: _____ Parent Signature: _____

Date: _____

Please return this completed form to your child's homeroom teacher.



All Day...Every
Day...Gators Rock!

Audrey Garrett Elementary School

Parent/Student Handbook 2019-2020

VISION STATEMENT

Our vision is to create a safe learning environment where caring adults provide rigorous instruction designed to meet the diverse needs of our learners.

MISSION STATEMENT

Garrett Elementary School's mission is to build a collaborative culture focused on challenging and engaging work for our students. Our teachers and staff support the academic and personal development of each child in order to prepare them for a successful future in a competitive and changing world.

WELCOME LETTER

Welcome to the 2019-2020 school year, we are excited to be celebrating 20 years of Love and Learning at Audrey Garrett Elementary! Our highly qualified, dedicated professional staff is committed to intentionally provide students with a learning environment designed to address the academic and social emotional needs of each child. Our teachers address individual learning needs of each student through personalized learning, scaffolding and differentiating classroom instruction. Our teachers plan and deliver instruction aligned with the North Carolina Standard course of study through the use of evidenced based instructional strategies, varied pedagogical practices, high level instructional tasks aligned with the cognitive demand of the standard, and assessments designed to measure student mastery of the standard.

At Garrett, we strive to provide a learning environment that empowers students to be compassionate and collaborative members of an inclusive classroom, school, and community. We provide opportunities for our students to learn self-efficacy in order to become independent problem solvers and learners. Throughout our school we practice a growth mindset, high levels of student engagement and collaboration. Our instructional program promotes and provides all students with the opportunity to grow as 21st century learners by enhancing critical thinking skills, creativity, collaboration and communication.

To increase the degree of educational success for each student, it is important that a close working relationship is established between school and home. As parents/guardians, you are our partners in the important job of providing the best education for our students. We encourage you to become an active participant in your child's elementary experience by engaging in regular communication with staff and by becoming an active member of our PTO and school based committees. Please take time to read our Parent/Student Handbook closely, as it contains important information about school and district expectations. All parents are expected to sign the Garrett Elementary Parent Partnership Agreement and abide by school policies and procedures. This handbook is also maintained online on the Garrett website as it is subject to change throughout the year as new procedures and expectations may arise. For the most up-to-date handbook policies, please visit our website. If or when a question arises that cannot be answered by the handbook, please do not hesitate to contact the school. We appreciate your support and look forward to working together to support our children in experiencing a successful year of learning! All Day, Every Day, Gators ROCK!

Sincerely,
Michelle Ammann
Principal

SCHOOL FACTS

Hours: Student Arrival 7:20 a.m. • Instruction Begins at 7:50 a.m. • Dismissal at 2:35 p.m.

Mascot: The Gators • School Colors: Royal Blue and Green

Enrollment-approx. 615

3224 Old Hillsborough Road • Mebane, North Carolina 27302

Phone: 919-563-2088 • FAX 919-304-5384

Website: www.abss.k12.nc.us/age Twitter: AGEgators

TABLE OF CONTENTS

School Information _____	1
Welcome Letter _____	2
School Facts _____	2
Who to Contact _____	5
Important Dates _____	6
Academics _____	7
AIG _____	7
Federal Idea _____	7
Daily learning Communication Folders _____	7
Field Trips _____	8
Standard Based Grading _____	9
Progress & Report Cards _____	9
Teacher Conferences _____	9
Material Supplies _____	9
Promotion/ Retention of Students _____	9
Parent Observations in the Classroom _____	10
General Information _____	10
School Hours _____	10
Teacher Contact Information & Communication _____	10
Parent Contact Information & Address on File _____	10
Attendance Zone _____	11
Court Orders _____	11
Student Debt _____	11
Gator Island-Before & After School _____	11
Lost & Found _____	11
Payments to School & Returned Checks _____	12
Attendance & Absences _____	12
Excused Absences _____	12
Absence Procedures _____	13
Tardies-Late Arrival/ Early Departures _____	13
Student Illness _____	14
Emergencies at School _____	14
Medical/ Dental/ Other Health Related Appointments _____	14
Return to School from Absence _____	14
Excused Educational Absences _____	14
Student Health& Wellness _____	15
Physical Activity Policy _____	15
Accomdatations for Injuries _____	15
Illness _____	15
Medicine Adminstration Policy _____	16
Head Lice Procedures _____	16
Dental Screening _____	17
Annual School Health Screenings _____	17
Garret's Law _____	17

Immunizations & Health Assessments _____	17
Toilet Training & Clothing Accidents at School _____	17
Smoking & Tobacco Products _____	18
Safe Arrival and Dismissal-Student Travel Procedures ____	18
Hours _____	18
Student Arrival _____	18
Student Dismissal _____	19
Late Afternoon Pick-up _____	19
Car Circle Procedures _____	19
Walking To and From School _____	20
Bus Regulations _____	20
Bus Drop Off Procedures for Kindergarden Students _____	21
Permission to Leave School With Another Child _____	21
Student Conduct & Safety _____	21
Positive Behavioral Interventions & Supports _____	21
Discipline Procedures _____	22
Bus Safety Rules _____	23
Lunchroom Behavior Expectations _____	24
Student Code of Conduct _____	24
Student Dress Code _____	25
Personal Property/ Electronic Devices/ Toys _____	25
Weapons on School Property _____	25
Parent/ Visitor Information _____	26
PTO _____	26
Visitor/Volunteer Procedures _____	26
Photos of Students _____	26
School Visitor Procedures _____	26
Lunchtime Visits _____	26
Parent & Visitor Conduct _____	26
ABSS Volunteer Procedures _____	27
Dogs & Other Pets on Campus _____	28
Child Nutrition-School Lunch Information _____	28
Free & Reduced Lunch _____	28
ABSS Child Nutrition Info & Guidelines _____	28
Student Lunch and Café Prices _____	29
Snacks _____	29
Student Celebrations & Birthdays _____	30
Classroom Celebrations _____	30
Drop-off Treat Days _____	30
Student Birthdays _____	30
Party Invitations _____	30
Food & Celebrations _____	30
Inclement Weather _____	31

WHO TO CONTACT AT GARRETT ELEMENTARY



Principal- Michelle Ammann
 Assist. Principal- Cynthia
 “Nikki” O’Neal

Literacy Coach- Jen Keefe

Counselor-Randy Sodano

Social Worker- Ambraya Timmons

School Secretary/Treasurer-Kim Stuart

Data Manager-Paige Pritchard

Lead Custodian-Larry Knaupps

Daycare Program-Laura Sale & Danielle Garcia

Nurse: Mary Taylor

Academic/Classroom/Student Concerns	Classroom Teacher
Academically/Intellectually Gifted	AIG Teacher-Jennifer Tripp
Administrative Issue Grades K-5th	Principal-Michelle Ammann/Assistant Principal-Cynthia O’Neal
Before and After School Care	Day Care Directors-Laura Sale/Danielle Evans
Curriculum	Literacy Coach- Jen Keefe
Exceptional Children	EC Teacher- Christi Amick (EC Chair)/Kristen Auxier/Becca Alrish
English as a Second Language Teacher	ESL Teacher- Maria Gordillo-Davis
Family/Community Support	Social Worker- Ambraya Timmons
Free and Reduced Lunch/Lunch Accounts	Cafeteria Manager-Tina Toney
Make-up Work for Absence	Classroom Teacher
Media Center & Book Fair	Media Specialist-Brittany Jackson
Medication/Student Health Issues	School Nurse- Mary Taylor
Parent/Teacher Conference	Classroom Teacher
Report a Student Absence	Data Manager-Paige Pritchard
School Finance and Pictures	School Secretary-Kim Stuart
School Translator	Juanma Chicharro
Student Personal Issues	Counselor-Randy Sodano
Transportation/Bus	Assistant Principal-Cynthia O’Neal
Student Check-in/Check-out	Main Office
Student Records	Data Manager-Paige Pritchard
Volunteers	Juanma Chicharro
Parent Teacher Organization	President- Meghan Edwards
Reading & Math Intervention, MTSS	Interventionist, MTSS Coach- Brian Kurek
Speech	Carolyn Phillips/Nicole Bomberger

Important Dates 2019-2020

AUGUST	JANUARY
21- Ready! Set! Gator!-K Info Session	6-Students Return to school
22- Meet the Teacher 1 st -5 th	6-31- Middle of the Year Assessment Window
26- First Day of School Grades 1-5	17-End of 2 nd 9 weeks
26 & 27 - K Stagger Start	20- Martin Luther King Jr. Holiday
28-K Meet the Teacher	21- Teacher Workday
SEPTEMBER	24 PBIS Celebration
2- Labor Day Holiday	FEBRUARY
4-19 Begin of the Year Assess Window	Bus Driver Appreciation Week
6- Grandparent's Day Celebration	5- Early Release at 11:35
10- K-2 Open House/Title 1	14-Duty Free Lunch
11- BOG Test Grade 3	21- Gator Gathering
12- Grades 3-5 Open House/Title 1	24- Progress Reports
18- Teacher Workday-No School	MARCH
19- Standards Based Grading Info Night	2-6 Read Across America Week
26- Progress Reports	6-12 NC Check ins-grades 3-5
27-Duty Free Lunch	11- Early Release at 11:35
OCTOBER	26-End of 3 rd 9 weeks
Red Ribbon Week/Fire Prevention Week	27-Teacher Workday-No School
4-Fall Picture Day	APRIL
8-14 NC Check ins-grades 3-5	3-Spring Pictures
16- Early Release at 11:35	10-17 Spring Break
23-28 Book Fair	20-Students Return to School
25 Duty Free Lunch	22-Battle of the Books-District
28-End of 1 st 9 weeks	24- Gator Gathering
29-Teacher Workday-No School	24-Duty Free Lunch
NOVEMBER	April 27-May 13 End of Year Assessment Window
Anti-Bullying Week	MAY/JUNE
1-Picture Re-takes	May 1- Kinder Screening
5- Teacher Workday-Parent Conferences	May 4-8-Teacher Appreciation Week
11- Veterans Day Holiday	May 7- Progress Reports
22- Gator Gathering	May 8- Multicultural Day
27-29 Thanksgiving Break	May 22-PBIS Celebration
DECEMBER	May 25- Memorial Day Holiday
Canned Food Drive	May 29-June 10 EOG Testing for 3 rd , 4 th , and 5 th graders
5- Progress Reports	June 9- 5 th Grade Celebration
5- Early Release at 11:35	June 10- LAST DAY OF SCHOOL- Early Release-11:35 &
December 23-January 5 WINTER BREAK	Gator Gathering grades K-4
These dates are tentative and are subject to change.	

ACADEMIC INFORMATION

Our teachers take great responsibility for the academic growth of all students. We welcome parents/guardians to fully immerse themselves in their child's education.

ACADEMICALLY AND INTELLECTUALLY GIFTED (AIG) PROGRAM

Differentiated lessons, independent study, cluster-grouping, accelerated assignments, or classes with the AIG specialist are the types of learning experiences we offer our AIG students in the elementary and middle schools.

AIG Referrals

- Students in kindergarten through eighth grade may be referred for evaluation by a teacher, parent/guardian, or a school administrator. Referrals must be made in writing (or emailed) to the principal of the child's school. *The deadline for these referrals is the last day school is in session before the Thanksgiving break. Multiple indicators of academic/intellectual giftedness are considered.*
- Children in kindergarten through second grade should be referred for evaluation only if there is a clear need for instruction that is consistently two or more grade levels above the current grade or requested admission grade. The AIG committee will consider all of the above indicators, in addition to the social, emotional, and developmental needs of the student and will determine if the student requires further assessment.
- District-wide screening for third grade children occurs during the fall of each school year. Currently, ABSS uses the Cognitive Abilities Tests. AIG specialists at each elementary school analyze the results in reading and/or mathematics. In fourth grade and above, students who scored 85% or higher on End-of-Grade (EOG) tests from the previous school year are screened to determine if they should be tested for gifted services.

FEDERAL IDEA

The Individuals with Disabilities Education Act (IDEA) requires all school districts to identify, locate, and evaluate students with disabilities, or those suspected of having disabilities who may be in need of special education and related Services.

- Multi-Tiered System of Support (MTSS): North Carolina's Multi-Tiered System of Support (MTSS), is designed to match a child's learning needs with research-based instructional practices. All students receive instruction within the differentiated core in both academics and behavior. For students who need additional support to master grade level standards, Tier 2 Supplemental support is provided in academic and/or behavioral areas. If a child does not meet the goals established at Tier 2, a more Intensive Tier 3 Plan is developed. A 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.
- Exceptional Children: The goal of the Alamance-Burlington School System's Exceptional Children Division is to educate children with exceptionalities and foster their independence, enabling them to become contributing and productive citizens. Our division provides specially designed instruction to children with a broad spectrum of abilities and disabilities, striving to promote their cognitive, physical, social/emotional, and vocational development.
- Section 504: A parent, teacher, or other staff member may refer a student to the 504 Chair. The following criteria must be met for a student to be eligible for 504 rights and protections and possibly for a 504 plan: 1) Student exhibits characteristics of/or have a documented mental or physical impairment, 2) The impairment must substantially limit a major life activity. If the student is found eligible for Section 504 rights and protections, the 504 Team makes a decision on whether or not the student needs a 504 plan to have equal educational access.

DAILY LEARNING/COMMUNICATION FOLDERS

Each student will receive a communication folder designed to support students in keeping homework and important information organized. This folder will be sent home daily, and on Fridays, all teachers will issue weekly folder information/announcements to parents. These folders will contain student work and MAY address how the student is performing weekly, including academic progress and behavior. Other important information is sent home in this folder including: school event information, PTO and

community announcements. On Fridays, parents are asked to carefully review the weekly information and sign to verify they have reviewed the content. Students will be required to submit their folder to their teacher on a daily basis. In addition we ask families to use class dojo to stay for up-to-date information. Please support your child!

FIELD TRIPS

The Board of Education recognizes that field trips for educational purposes are an important part of the school curriculum and encourages school-sponsored field trips that are well planned and provide valuable learning experiences for students. Field trips should be reasonable in length, taking into consideration the age and maturity of the students, and time away from school. They shall be an outgrowth of the instructional program, include documented preparatory instruction and follow up, and assure the proper supervision of students. The following are general guidelines that teachers, parents, and students will need to adhere to:

- Administration will review and consider for approval all school trip requests before parents and families are notified of a planned grade level trip.
- Chaperone/student ratio will be no less than 1:10 for elementary trips. Criminal background checks must be completed and turned in 2 weeks prior to field trip before a parent/guardian is allowed to serve as a chaperone. Please plan ahead, this process can take up to 10 days for a response. The background check form can be accessed by going to our website: www.abss.k12.nc.us/age and scroll to the bottom of our home page and select Background Check Process found under quick links. Select “I want to volunteer” and proceed with the process.
- No child shall be denied the opportunity to participate in field trips due to financial hardship. Please contact school Social Worker for a scholarship application.
- Nearby community sites will be utilized whenever possible in order to keep distances traveled to a minimum.
- Students are subject to the Code of Student Conduct and all board policies while on a school-sponsored field trip. All disciplinary consequences will be available, including removal from the field trip.
- School trips may be cancelled when necessary by the Principal, Superintendent, or Board of Education. We cannot guarantee reimbursement when such cancellations occur.
- ABSS Parent Permission forms must be used for all school-sponsored trips.
- Parents/guardians will be notified of any significant change in plans prior to the school trip.
- Principals may deny student participation on field trips for school disciplinary reasons.
- Only students assigned to that grade level are permitted to go on school field trips.
- **Parents chaperoning field trips are not allowed to bring other siblings or children.**
- We ask that individuals who are not designated by the teacher as a chaperone not attend the field trips. If an adult attends the trip and is not a designated chaperone they may not participate in group activities on the trip
- Parents are not permitted to ride the activity bus with students to field trips.

Field Trip Safety

In order to ensure the safety of all students, especially on field trips, Garrett has specific guidelines regarding student transportation during field trips. Below are some frequently asked questions and answers regarding our field trip guidelines.

- **Question:** Can a parent transport their own child to a field trip? **Answer:** *No, they need to ride with the group to the destination together. This helps the teacher record attendance accurately, ensures consistent arrival time to the destination, and helps in keeping students together.*
- **Question:** Can a parent transport their own child and another child to a field trip if we have permission from the other child's parent? **Answer:** *No, they need to ride with the group to the destination together. This helps the teacher record attendance accurately, ensures consistent arrival time to the destination, and helps in keeping students together.*
- **Question:** Can a parent sign their own child out at the end of the trip and transport them home? **Answer:** *Yes*
- **Question:** Can a parent sign their own child and another child out at the end of the trip and transport them home if we have written permission from the other child's parent? **Answer:** *Yes*

Field trips are planned to enhance student learning and effort is made to keep costs affordable. Parents who have a financial hardship may request assistance with payment. Parents may also sponsor

additional students' field trip fees to help cover the costs. Teachers will provide an opportunity for assistance and sponsorship for each trip.

STANDARDS BASED GRADING

This year Garrett will transition from traditional grading (percentages equated to A-F letter grades and N,S, and U) to standards based grading. Standards-based grading is a process for providing grading communication to parents and students about how students are performing on a set of clearly defined learning targets called standards. The purpose of standards-based grading is to identify what a student knows, or is able to do, in relation to pre-established learning targets, as opposed to simply averaging grades/scores over the course of a grading period, which can mask what a student has learned, or not learned, in a specific 9 weeks.

Unlike traditional grading systems, a standards-based grading system measures a student's mastery of grade-level standards by prioritizing the most recent, consistent level of performance. Thus a student who may have struggled when first encountering new material, may still be able to demonstrate mastery of key content/concepts over time as they are provided with additional instruction, practice, and mastery checkpoints throughout the school year rather than at a set time such as a 9-week 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.

- A score of (3) would indicate that a student has mastered a standard and can consistently demonstrate understanding and/or the ability to apply their knowledge.
- A score of (2) would indicate that a student is consistently working toward mastery of a standard, but needs continued support.
- A score of (1) would indicate that a student is inconsistently working toward mastery of a standard.

PROGRESS REPORTS AND REPORT CARDS

We encourage all parents to view student's grades via our online grading system and attend all scheduled parent conferences. Parents will be notified to check the online gradebook through PowerSchool to check their student's grades at progress reports and report card time. No paper copies of progress reports and report cards will be given unless in extenuating circumstances.

TEACHER CONFERENCES

All parents will be asked to attend a conference after the first nine weeks to meet with their child/children's teacher(s) to discuss student progress. The purpose of all report card conferences is to strengthen the home/school connection and share information pertinent to student progress. It is imperative that parents make every effort to attend these conferences as scheduled. Additionally, conferences between parents and teachers are strongly encouraged by the school administration. Parents may request a conference at any time during the school year. Teachers may ask parents to attend a conference beyond the mandatory scheduled conference(s). Please notify your child's teacher by phone, letter, or e-mail to set up a date and time to meet.

MATERIALS AND SUPPLIES

Children must be prepared at the beginning of each school day with all the necessary tools for learning. This includes: book bag, communication folder, books, homework, paper, pencils and other items requested by the teacher for special projects, etc. Your child will be expected to take care of these school supplies as part of his/her responsibility on a day-to day basis. Students also need to wear proper foot wear (closed toes shoes/sneakers) for Physical Education and for daily recess. Please dress accordingly for the weather. If your child is in need of clothing please contact the school social worker, Ambraya Timmons.

PROMOTION / RETENTION OF STUDENTS

The school principal has ultimate responsibility for promotion/retention decisions in all grades except third. More information regarding the promotion/retention of third grade students will be shared with those parents at the beginning of the school year as we share more about the Read to Achieve legislation.

Teachers in grades K-5 will identify students at risk of retention and notify parents in writing and at conferences during the school year. Notification shall include a request for a parent/teacher conference. Following notification, the teacher or appropriate academic team shall ensure that careful attention and remediation/intervention is provided to any student at risk of retention. The decision on the retention of a student shall be made at the end of the year by the retention committee, in collaboration with the principal and parent or guardian of the student.

PARENTS OBSERVATIONS IN THE CLASSROOM

Parents MUST contact the teacher and school office prior to visiting a classroom for the purpose of observing their child. This must be pre-scheduled. We ask that the observation be limited to 20-30 minutes. Any concerns you may have after the observation are to be addressed to the teacher and/or the principal by making an appointment, not during the time of the visit. This will prevent any interruptions of the remaining instructional day for both the teacher and children. If not approved through the office before proceeding to the classroom, you will be asked to return to the office and schedule an appointment for a later time. To schedule a visit, please call the teacher or school counselor to schedule a time. Upon arriving at school, report immediately to the office, sign in, and obtain a badge. The main office will then call into the classroom confirming the scheduled visit. The parent will then be escorted to the classroom for the observation. Once the observation is complete, the parent will return to the main office, check out and leave the building. For safety purposes we ask that parents only visit the scheduled classroom, not other rooms or areas in the building.

GENERAL INFORMATION

SCHOOL HOURS

School begins at 7:50am and dismisses at 2:40pm. Students may enter the building and classrooms at 7:20am. Students are considered tardy if they enter their classroom after 7:50am. The school office staff are generally available between 7:30 am and 4:00 pm during the school year. If you wish to meet with a teacher or administrator, please call the main school number to make an appointment. You may also seek staff contact information located on the school's web page in order to email school staff or contact your child's teacher via class dojo.

TEACHER CONTACT INFORMATION & COMMUNICATION

At the beginning of the school year, parents and students will have the opportunity to meet their child's teacher before school begins. If a parent wishes to have more time to meet with a teacher, parents may request a conference with the teacher at a mutually agreeable time when the teacher is free from instruction. Garrett teachers utilize Class Dojo-a student behavior app to keep parents informed of positive behaviors and general parent-teacher messaging, however email should be used for any formal concerns, appointments, or communications as it serves as an official record of communication. Parents may locate teacher contact information on the Garrett web page at www.abss.k12.nc.us/age. Teacher web pages have links to their email addresses. Parents must communicate by email for official communication including sending absence excuse notes. Staff may only discuss a student and student progress with the legal parents or guardians.

PARENT CONTACT INFORMATION AND CURRENT ADDRESS ON FILE

Parents must be available for contact at times of student illness, student accidents, medical emergencies, student misconduct, etc. It is **required that schools have current parent contact information and the current address on file.** It is the parent's responsibility to inform the school of any new phone numbers or new address and supply the required proof of address changes when requested. In addition, any time the postal service returns mail that was sent to a Garrett student's listed address, the school will request 2 current proofs of residency to ensure the child resides in the Garrett attendance zone per ABSS School Board policy.

ATTENDANCE ZONE

A detailed map description of the Garrett attendance area is on file in the school office. Each elementary school serves a geographically zoned attendance area. Pupils whose families move from one Alamance-Burlington attendance area to another during the school year may apply for a continuance at Central

Office through Dr. Brehler to remain the rest of the school year in the school they have been attending if there are no problems with attendance, behavior, or transportation. Students moving outside the Alamance-Burlington Schools area to another system must transfer and pay tuition. If you move during the school year, please notify your child's teacher and the school office in advance so that we may help make the transfer speedy and efficient. All outstanding balances, lunch balances and library books need to be returned and fines paid before leaving.

COURT ORDERS

Parents and/or guardians who have any legal documents about custody, visitation, name changes, etc. should bring a copy to the school front office receptionist or data manager. We will keep these on file so we can refer to them if needed. Be sure to alert the classroom teacher, social worker or counselor if there is a change we need to be aware of regarding your child. It is very important that the office has a copy of current custody papers. If the papers change in any manner during the school year, notification must be presented in writing to the office immediately. Current documents are mandatory. The office staff will follow the directions of the papers currently on file unless the parent provides documented changes. In the absence of custody papers, the school will rely on the parents listed on the birth certificate as having joint custody and both parents will have joint access to the child. Likewise, the school cannot enforce requests from a parent to bar the other parent from school. The school can only enforce court orders signed by a judge.

STUDENT DEBTS

Garrett Elementary reserves the right to withhold extracurricular student activities if families owe money for lunch accounts, library books, textbook fees, field trip balances, etc.

CHANGE IN STUDENT PERSONAL INFORMATION

It is extremely important that we know how to reach parents during the school day due to sickness, emergencies or inclement weather announcements. If you change job or your phone number is changed or disconnected, please notify the school data manager as soon as possible. By having correct phone numbers, the Alamance-Burlington School System's Connect Ed phoning system will be able to reach you in case of emergency or inclement weather. The Connect Ed system will automatically call you about school delays or early dismissals due to weather. Be sure to also document on student info card the names and phone numbers of your emergency contact persons who can come to school immediately when called.

GATOR ISLAND-BEFORE AND AFTER SCHOOL CARE

Garrett Elementary School offers before and after school care program to students in grades K-5. Applications for before school and after school care are available in the office or on the school website. Enrollment takes place during the summer or at Meet the Teacher. The afterschool program has a limited number spots available for students. Each year students are accepted for the program based on a first come, first served basis. The fees for the program are: \$30.00/month before school; \$180.00/ month afterschool; \$200.00/month before and after school. The after school care fee must be paid in advance. Payments must be made regardless of whether the child is in attendance. The Gator Island afterschool program is open from dismissal until 6:00 pm each school day, but is closed on days when school is not in session. (*Vacation, Holidays, Teacher Workdays Inclement Weather and Early Release. These dates will also be listed on the website*). We have incorporated an online payment system for daycare payments, which can be accessed from the school website or at <https://osp.osmsinc.com/ABSS/>. Before school care will run from 6:30 am to 7:20 am. Parents are asked to accompany students into the school when dropping them off for before school care. For safety purposes, NO children are allowed to be dropped off and/or unsupervised in front of the school before 7:20 am. All students arriving at 7:20 will report directly to the gym (2-5) or media center (K-1). Please contact the school to speak to our daycare directors for more information about this program or visit the school website.

LOST AND FOUND

Parents are urged to tag or mark all articles of clothing so lost items can be quickly identified and returned to the owner. These articles are placed in "Lost and Found". Children who have lost items such as a coats, sweaters, etc., should check Lost and Found. Unclaimed lost and found articles will be discarded or donated to charity throughout the school year.

PAYMENTS TO THE SCHOOL & RETURNED CHECKS

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. When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee through electronic funds transfer or bank draft from your account if your payment is returned unpaid. Please be sure to include the following information on your check: full name, street address, phone number or cell phone number. **Please be sure to include your child's full name on the check.** Lunchroom checks should not be included in other checks, as our cafeteria has a separate account.

ATTENDANCE & ABSENCES

Attendance is the single most important factor in a child's educational success. Good attendance is a habit we want to encourage in all students. Regular attendance gives children the best opportunity to learn and succeed in school and in life. When a child is absent, they miss important instruction that cannot be duplicated through make-up work. Too many absences, excused or unexcused, can keep students from succeeding in school. Research shows missing 10% of the school year—18 missed days or 2 days a month—can significantly delay a child both socially and academically. Students with good attendance generally achieve a higher level of learning than those with poor attendance. . Children should only miss school when there is an unavoidable reason for the absence. In addition, students are expected to be in school regularly and be on time for classes and not leave school early. There is no substitute for uninterrupted instruction in the classroom environment. If there is a question about a tardy or absence, the school social worker needs to be contacted within 5 business days to resolve any concerns or discrepancies. NC Compulsory Attendance Law requires students to attend school every day unless the student has a valid excuse. Excused absence reasons are listed below. Parent of students who are absent 10 or more days without a valid excuse can be found in violation of the attendance law and face court action.

EXCUSED ABSENCES

Board Policy excused absences for the following reasons: 1) illness or injury, 2) quarantine, 3) death in the immediate family, 4) medical, dental, or other health care provider appointments, 5) court or administrative proceedings, 6) religious observances, 7) educational opportunity, 8) local school board policy, 9) absence related to deployment activities.

Full Day Absence

- If a student is absent, parents/guardians are encouraged to contact the child's teacher or the school's data manager after 7:35 a.m. to report the absence.
- When the student returns to school, he/she must bring a written note/documentation signed by the parent/guardian or doctor to the teacher.
- **The note must state the student's full name, date, reason for the absence, and current telephone number where the parent may be reached.**
- Notes must be submitted to the teacher within 48 hours of absence or it will remain as unexcused.
- Class Dojo may not be used to send excuse notes. The use of email is encouraged as it provides a copy for the parent and serves as an official record of communication.
- Students participating in afterschool activities must be present in school for the entire day in order to participate in activities, except where specifically exempted by a physician.
- All students are responsible for work missed due to absences. Teachers will assist students by giving assignments, explanations, and time 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.

ABSENCE PROCEDURES

- a. Absences 1 and 2 – **(Telephone call made by school staff)**
- b. When the student accumulates **three (3) unexcused absences**, the parent, guardian, or custodian shall be notified by letter of the absences **by school social worker**, and that a referral will be made to the Student Services Team (SST) for review.
- c. 4th and 5th absences – **(social worker meets with student and contacts parent on 5th occurrence)**
- d. **After six (6) unexcused absences** the parent, guardian, or custodian shall be notified by mail **by the school social worker** 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.” Additionally, the child/family care team shall establish a conference with the parent and student to review the attendance record and establish an appropriate plan for improved attendance.
- e. **Absences 7 – 9 (school social worker may make a home visit)**
- f. After **ten (10) accumulated unexcused absences** the parent, guardian, or custodian shall be notified by letter of the absences, and the principal “must review any report, or investigation prepared under G.S. 115C-381 and must confer with the student and his/her parent, guardian, custodian to determine whether the parent, guardian, custodian has received notification and made a good faith effort to comply with the law.” This review and parent/student conference shall occur in conjunction with the SST review after ten absences. The SST review team shall develop an appropriate plan to improve attendance, and, “If the principal determines that a parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county (Alamance) where the child resides.”

(NOTE: Any student who misses more than ten (10) days (excused or unexcused) shall have a review by the Student Services Team (SST). In many cases, the SST has already been involved with the student through the normal “3, 6, 10 day” notification and parent conference process, and appropriate plans are being implemented to increase attendance. There are situations, however, where students accumulate more than **ten (10) days of excused absences** in a year. Given that attendance is imperative for educational success, it is incumbent upon the SST to review the student’s performance and develop any plans/strategies should they be deemed necessary, including an attendance contract. Chronic absenteeism results in significant missed instructional time, and consequently affects the student’s academic progress, and is considered to be a violation of the district attendance policy.

TARDIES- LATE ARRIVALS/EARLY DEPARTURES

Students are expected to be in their classroom and in their seat, focused, and ready to learn by 7:50 am. In the event your child arrives at school at 7:50am or later, an adult must accompany him/her to the office in order to obtain a tardy slip. This slip is mandatory prior to your child proceeding to class. It is important that children learn to follow school routines and procedures as these mirror the routines and expectations that students will experience throughout their lives. Student tardiness not only disrupt the child’s routine, but also the routine of the entire class and the instruction of the teacher. Being absent, tardy in the morning, or checked out of school early can put pressure on a child and will cause them to miss important class instruction. Please make every effort to have your child arrive at school on time each day. If your child is a morning car-rider, please note that being in a busy car rider line is not a valid excuse for being tardy.

Late Arrivals (Tardies)

- **The tardy bell rings for students to be in their classrooms at 7:50 am.**
- Tardy students must report to the office to sign in with a parent before reporting to class. An adult must sign a late student in. A note must be provided upon sign in documenting the reason/excuse for the tardy. All tardies are unexcused unless official documentation is provided (i.e., Dr. Visit note)

Early Departure (Check out)

- **The school day ends at 2:35 pm for students.** The expectation is that all students remain in school until dismissal.
- Any child who needs to leave school early for any reason should have a note at the start of the school day from the parent stating a time and a reason.
- Parents must come into the school office and sign their child out. **NO children will be released after 2pm.**

- Doctor and dentist notes must be provided to verify excused tardies or early check-out.

Excessive Late Arrival and Early Departure

- Tardy letters will also generate upon six (6), and/or ten (10) cumulative unexcused tardies/early pick-ups.
- The Student Services Team (SST) will conduct student/parent conferences with families who accumulate excessive tardies/early pick-ups and will develop intervention plans designed to improve student promptness to school.
- *In order to discourage late arrivals to school, parents of students who acquire 15 or more unexcused tardies in a school year must meet with the school social worker and the principal.*
- Students who acquire excessive tardies and/or who consistently leave early in the afternoon could be expected to make-up lost instructional time.

STUDENT ILLNESS

Students should not be sent to school with fever, vomiting, or diarrhea. Students who become ill at school will remain in the office while a parent/guardian is contacted. In order to avoid exposing other students to germs, students who are ill should be picked up immediately after parent notification. *Students who have been sick may not return to school until they have been symptom free of fever, vomiting, or diarrhea for 24 hours without medication in order to prevent the spread of illness.*

EMERGENCIES AT SCHOOL

Although it is rare, students sometimes have medical emergencies at school and local emergency services are needed. These emergencies can include incidents such as seizures, asthma attacks, allergic reactions, etc. If emergency services are called for your child and EMS determines a hospital visit is not required, parents will be required to pick their child up from school in order to monitor their health issue at home. Also, please be sure we have *updated* contact information in case of sickness or emergency. This includes new home phone numbers, cell numbers, and emergency contact numbers.

MEDICAL/DENTAL/OTHER HEALTH-RELATED APPOINTMENTS

Absences due to medical or dental appointments must be documented with a note from the doctor's office to verify the absence/tardy. Please note that a student must be present until *11:30am* in order to be counted present for the day. Families are encouraged to schedule appointments that are the least disruptive to their student's academic instruction.

RETURNING TO SCHOOL FROM AN ABSENCE

When the student returns to school after an absence, a written note and/or email should be sent in within two days of his/her return to school. Text and Dojo messages will not serve as a form of documentation for student absences. The written note or email should include the following: 1) name of child, 2) reason for absence, 3) date(s) of absence, and 4) signature of parent/guardian. *Absences that are not documented by a parent note within two days will be coded as unexcused.* Parents must send a note or email to their child's teacher explaining the child's absence in order for the absence to be excused. This note does not have to be from a doctor but can be a note or email from the parent.

EXCUSED EDUCATIONAL ABSENCES

Excused absences for educational opportunities will be approved in accordance with the above board policy. Parents must provide a written request using the appropriate form to Mrs. Ammann at least ***two weeks in advance*** in order for a team review of the request. *Please contact the front office for an Educational Absence Request Approval Form or visit our website.* The decision to excuse (in part or in full) will be documented with the child's homeroom teacher and data manager for accurate record keeping. Requests received during or after the trip will be denied. *For all parents, especially parents of 3-5 students, please do not plan vacations during the weeks of benchmark testing, EOG testing or remediation/retesting weeks (May 28, 2020-June 10, 2020).* This is highly disruptive to the student and the overall testing process.

How to Make an Educational Absence Request:

Obtain an *Educational Absence Request Approval Form* from the front office or the Garrett Elementary School website. Requests should provide details on how the trip will reinforce the curriculum under

study in the current grade of the child. While many experiences are educational, the parameters for an excused absence are intended to reinforce curriculum standards or afford a unique opportunity such as an academic or athletic competition. Please visit the curriculum section of the ABSS website for current grade level standards to align your reason for requesting the time away to grade level standards. Note: Family trips to Disney, long weekends at the beach or mountains as well as family reunions and celebrations are not reasons to request excused absences for educational opportunity.

The following information will be needed in order to fill out the request form.

1. *Name of Student*
2. *Home Room Teacher*
3. *Date(s) of the trip and number of school days that will be missed*
4. *The educational opportunity that the student will participate in*
5. *Specific grade level standards the trip will reinforce*
6. *Specific activities the child will be engaged with that align with the standards*
7. *Parent contact information*
8. *The request must also acknowledge that nothing could replace the contact time in the classroom and that additional parental support may be needed to complete missed assignments. Missing direct classroom instruction may lead to misunderstandings of content ultimately impacting grades on assessments.*

STUDENT HEALTH & WELLNESS

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 noncommercial 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.”

PHYSICAL ACTIVITY POLICY

Alamance-Burlington Schools is committed to providing an environment that enhances the development of lifelong wellness practices. Each school shall provide a minimum of thirty minutes of moderate to vigorous physical activity for all K-8 students daily. Opportunities to participate in physical activity shall not be taken away as a means of punishment, nor shall severe and inappropriate exercise be used as a form of punishment. At Garrett, we offer all students two Physical Education classes per week, each lasting 40 minutes. Additionally, every class has a scheduled 30-minute recess time. On days in which a class has scheduled Physical Education class, it is up to the teacher’s discretion as to how their scheduled recess time is spent.

ACCOMMODATIONS FOR INJURIES

Non-emergency first aid will be limited to soap and water with an appropriate bandage. Emergency first aid will be administered according to approved procedures. Notification of parents and medical personnel, if necessary, will take place.

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 when they have any of these symptoms:

- Fever of 100 degrees or higher.

- Children should stay home until they have been without fever for at least 24 hours.(Children should not be given Tylenol or Advil (ibuprofen) to reduce the fever and then sent to school. The child may be highly contagious to others)
- Nausea or vomiting within the last 24 hours.
- Severe headache
- Diarrhea within the last 24 hours.
- Red, watery eyes with yellow drainage
- Unexplained rash

If your child is sick at school, someone will call the parents to take the child home. Please be certain that the office has an up-to-date list of business telephone numbers and emergency numbers including friends and relatives.

MEDICATION ADMINISTRATION POLICY

Please give medication at home whenever possible. 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. Additional forms may also be found on the ABSS web site. The Alamance-Burlington School System has a very specific policy regarding the administration of medications at school. If your child must receive medication of any type during school hours, the following choices are available to parents:

1. Parents may come to the school to administer medications at the appropriate time.
2. Parents may obtain a copy of our district medication form from the school nurse or front office receptionist. The form must be taken to your student's physician or health care provider and have he / she to complete the form by listing the medication needed, dosage, and number of times per day the medication is to be administered. This form must be completed and signed by the authorized health care professional for both prescription and over-the-counter drugs. Also, this form must be signed by the parent or legal guardian. Prescription drugs must be brought to school in a pharmacy-labeled bottle that contains instructions on how and when to administer the medication. Over-the-counter drugs must be received in the original container and will be administered according to the physician's written instructions. All medications must be brought to the school office by the parent or legal guardian
3. Parents may discuss with their physician 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. Parents who need either advice or assistance with this matter should contact the school nurse.

School personnel cannot administer any medication to students unless they have received a medication form properly completed and signed by the physician and parent. The medication must be received in an appropriate labeled container. In fairness to those administering medications and to protect the safety of students, there will be ***no exceptions*** to this policy. At the end of the school year, please remember to pick up all medication. Two weeks after the last day of school, all medication not picked up will be discarded.

HEAD LICE CONTROL PROCEDURES

The Alamance-Burlington School System has an established procedure regarding head lice. If a teacher/school personnel suspects a student of having lice or nits, the school nurse or trained school personnel will inspect the student's hair. If live lice are detected, the parent/guardian will be notified and the student must be picked up from school. Written instructions will be provided regarding the treatment of lice infestation. If a student has nits only, the parent/ guardian will be contacted. The student may remain in school and written instructions regarding treatment and removal of nits will be sent home with the student. If parents have questions regarding this policy, please contact our school nurse. As part of this procedure, school officials may screen all students for head lice and nits as deemed necessary. Trained personnel will make every effort to ensure confidentiality and prevent embarrassment of student who requires treatment. In an effort to control this problem, parents should conduct periodic checks of their child/children at home. The school should be notified if lice are found. Approximately one week after initial treatment is administered, re-treatment of lice is often necessary. Students are expected to return to school within three days of a lice outbreak. ABSS only allows three excused absences in cases of lice and any consecutive absence after three will be considered unexcused absences. 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 carefully. 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, hats, and other personal items.

DENTAL SCREENINGS

As part of the regular school preventive programs, the public health dental hygienist will conduct dental screenings for all kindergarten and fifth graders. Students in other grades will be screened by the dental hygienist on an as needed basis determined by the school nurse. The screenings will be conducted using non-latex gloves, masks, flashlights and tongue depressors. A letter will be sent home to the parent(s) or guardian of each child with findings. *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.* Each year the school will have a dental van screen grades K-4 by a local dentist. This screening does require parent written permission and will be conducted on the dental van at school.

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, certified staff members. Blood pressure screenings and Body Mass Index (BMI) screenings 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 screenings are conducted for grades PreK, K, 1, 3, and 5. Vision screenings are conducted for grades 1, 3, 5, 7, and 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.*

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 (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.

IMMUNIZATIONS AND HEALTH ASSESSMENTS

Kindergarten students and students who enroll from out of state must submit a new Health Assessment within the first 30 days of enrollment or be subject to suspension. Kindergarten Health Assessment must be no more than 12 months prior to school entry. Kindergarten students and students who enroll from out of state must also have an up-to-date immunization record on file within the first 30 days of school.

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. North Carolina state law requires the following minimum, immunization 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)
- 2 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)

TOILETING TRAINING & CLOTHING ACCIDENTS AT SCHOOL

Due to the need to maintain the health and safety of the student body, all children who attend school are expected to be toilet trained, unless a child has a documented disability that prevents him or her from

being toilet trained by the age he or she is eligible to attend kindergarten. Children are expected to be able to handle their own personal hygiene needs independently, including managing their clothing, toileting and clean up, and hand washing. When a child has an occasional toileting accident, staff members will contact the parent(s) and provide a space for the child to change into clean clothes. If the child is unable to adequately clean his or herself, the parent will be called to come to school and assist their child. The child will be allowed to return to class. If a student's toileting accidents become a documented pattern, administration will be informed of the existence of a documented pattern. At such time, a meeting may be requested.

SMOKING AND 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, electronic cigarettes(e-cig), pipes, cigars, and smokeless tobacco. Tobacco may not be used on any school grounds or at school events, including the car rider line, athletic events, buses, parking lots and off-campus events. No smoking is allowed by adults in vehicles on campus. 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."(Reference ABSS Board Policy 5155).

SAFE ARRIVAL AND DISMISSAL -STUDENT TRAVEL PROCEDURES

Student safety is our top priority. All of our procedures have been developed to maintain the security and safety of all students. Because of this, we require that all parents follow arrival and dismissal procedures at all times. Parents are not be allowed to walk their child to their classroom in the mornings except during the FIRST WEEK of school. Items that need to be delivered to the teacher or money for the cafeteria should be placed in your child's folder.

SCHOOL HOURS

Students may arrive by car as early as 7:20 each morning. At 7:50, all students are to be at their desks and prepared to begin work. Any student arriving to school after 7:50 will be considered tardy. Parents are required to sign in their child in the main office if their child is tardy. Dismissal time is **2:35 p.m.** for all students. For safety purposes **no student will be allowed to check out for early dismissal after 2:00.**

In order to alleviate traffic congestion, and ensure the safety and well-being of your child and all others on our campus, we will continue with **2 car circles for drop off and pick up.** All Garrett students must be dropped off at Garrett for safety purposes. Students are not to be dropped off in the staff parking lot or enter the building from any of the Hawfields entrances. Bus riders will be dropped off and picked up at the bus circle located at the front of Audrey Garrett off Old Hillsborough Road. Car Riders will drop off and pick up at designated car circles.

STUDENT ARRIVAL

7:20-7:45-Drop off for Students

- Grades K-2 will be at the Front Circle of Garrett via Old Hillsborough Rd.
- Grades 3-5 will be at the Rear Circle of Garrett via Hawfields Entrance on S. NC Highway 119. Upon entering the driveway take your first left and follow the road to the drop-off circle.
- If your family has students in Kindergarten through 2nd grade, please use the Front Entrance Circle of Garrett
- At **7:45** the 3-5 circle will be closed and students must enter through the Old Hillsborough Road entrance.
- **Middle School Students are not allowed to be dropped off at the 3-5 car circle.**

For safety purposes we ask that NO parents walk their child to their classroom or to the front of the building. We expect all adults to enter through the front entrance and sign in at the office upon arriving at school. **Only parents who have pre-scheduled meetings with teachers will be allowed to enter the classroom hallways in the mornings.** **The only exception will be Kindergarten parents will be allowed to walk their child to the “Kiss-n-Go” drop off during the first week of school. After **September 7th** parents will not be allowed to walk their child to class. **

Upon Entering the Building Students will report to the following areas:

- K-1 Students will report to the Media Center area.
- 2-3 Students will report to the Gym.
- 4-5 Students will report to the Gym.
- If students would like breakfast they will be escorted on a rotation from their designated areas.
- **At 7:30-**Students will be dismissed from these areas by grade level and will transition to classrooms or grade level hallway.
- **At 7:50-**Formal Instruction will begin. *Students arriving after 7:50 are Tardy-refer to Attendance/Tardy section.*

STUDENT DISMISSAL

Car riders will be dismissed each day at 2:35.

- In order to assure a safe and orderly dismissal, we do not allow parents to wait at the doors or on sidewalks to pick up students. **All car riders will be loaded into their vehicles at the car circle by Garrett staff.** We appreciate your patience as we complete dismissal as efficiently as possible.
- Teachers will escort students outside to sit on the sidewalk and wait to be called. Car riders will be loaded into cars in the loading zone by staff members on afternoon duty.
- During the first weeks of school, parents of car riders will be given signs with names for each student. These need to be placed in the front window of the car. When the student’s name is called, he/she will report to the assigned cone to be loaded into the car. **For safety purposes, if the vehicle does not have a visible sign, they will be asked to park their vehicle and sign out the student in the main office.**
- K-2 students will dismiss from the front entrance from Old Hillsborough Rd.
- 3-5 students will be dismissed from the back of the school from the NC 119 South entrance. At 2:50 the back circle will close and all remaining students must be picked up and signed out in the main office.
- If you have children at multiple grade levels, please send them to the circle of the youngest child.

If an appointment requires that you check your child out early, please do so before 2:00. Later check-outs cannot be permitted – They endanger our students by creating unsafe vehicle operation on our entry road and by disrupting normal dismissal procedures in the classrooms.

LATE AFTERNOON PICK-UP

Parent/guardians are expected to come into the building to sign out a student when arriving late to pick-up in the afternoons. All children must be picked up in a timely manner due to limited adult supervision being available after school. School staff members have after school responsibilities that begin at 3:00pm which require them to be present at meetings. *If a child is not picked up by 3:00 pm there will be a \$5.00 charge for every 5-minute increment they are left at school. This includes early dismissal days after 12:10pm. If a child is left at school beyond 3:10pm on several additional days, a phone call may be made to local authorities.* If you are unable to pick up your child at the designated time it is recommended you enroll your child in Gator Island.

CAR RIDER CIRCLE PROCEDURES

- Car riders will be loaded/unloaded with supervision ONLY!
- Cars will need to enter the loading zone, continue moving down the lane so there are no gaps between cars, stop so students can be unloaded from multiple cars simultaneously, and then drive forward to exit the lane. **There is no passing in the car rider line.**

- **Parents will not be able to exit their car at any point in the unloading area or park and escort their students to the building.**
- We are tobacco free campus. We ask that everyone refrain from tobacco products in the car rider line or parking lot.
- Single Lane Pick Up & Drop Off: Unless directed to do so, do not pass a loading or unloading vehicle in our car rider line. Not adhering to this request poses an increased risk of fender-benders but more importantly places students in an unsafe situation as they are entering or exiting their cars.
- Passing or weaving in and out of this lane in order to jump ahead or find a spot to park to pick up your child is not permissible. Law Enforcement will be contacted.
- When dropped off, students will need to have coats on and backpacks in hand ready to go in the car lane.
- Everyone will need to enter and exit the load and unload at the designated area. Otherwise you will be asked to circle back around in order to follow the proper procedures.
- **We also expect everyone to drive slowly when entering and leaving the drop-off lane and that you do not talk on your cell phone within the circle.** This is to ensure student safety, staff safety, and that drivers are alert to the children.

If there are any changes to the normal dismissal routine for your child (i.e. instead of riding the bus he/she will be a car rider that one day) **please send in a signed note to the teacher.** For safety purposes, we ask that all transportation changes be in writing (note or fax). We ask that no changes be made by phone. If there is last minute transportation change, it must be made **NO LATER THAN 2:00 pm** to ensure that the message is received by the teacher and child. Late changes to transportation are very difficult and may pose major safety concerns.

WALKING TO AND FROM SCHOOL

Parents who live close by may walk their child to school if safety measures are followed. Students must be accompanied by a parent or adult due to the increased traffic during these times. Parents are asked to remain on the sidewalks at all times and enter Garrett via the sidewalk at the front entrance. Failure to adhere to these safety procedures will result in a loss of this privilege.

BUS REGULATIONS

Bus Information and Discipline Policy

All students living in the Garrett zone are eligible to ride the bus. Some of these bus stops will be communal bus stops requiring some students to walk to and from their pick-up/drop-off spot. By law, students are only allowed to be picked-up and dropped-off at home address. There will be no waiting for students who are late getting to the bus stops. No transfer students will be allowed to ride buses. Students who come to school on the bus should return home on the assigned bus unless they have a note from the parents signed by the principal. Only regularly scheduled bus students are to ride the school buses.

General Bus Transportation Rules

- Due to bus capacity limitations and the impact that adding and deleting students has on the drivers' routes, we ask that you **NOT** put your child on the bus in a "periodic" or "once in awhile" manner; rather, *please establish a consistent transportation routine for your child.* It is not possible to put a child on a bus as a 'last minute' option in that bus routes have to be rewritten in a manner that adheres to transportation policies.
- If you would like for bus transportation to be your child's consistent transportation routine, please fill out a transportation form (located in the office), and allow 3-5 days for this addition to be added to the route. You will be notified of the bus number and approximate pick-up and drop-off times as confirmation of your request.
- Students **may not** ride the bus if the required ABSS bus transportation form has not been submitted and approved.
- If you opt to remove your child from a bus route, please notify the Assistant Principal immediately. Bus routes and seating capacity are closely monitored, and subsequently routes are impacted by the addition and deletion of students.

- Transportation is granted to students who have addresses that are within our transport zone. If any other address is listed for your child, the Transportation Department will not allow your child to be transported by bus.
- Students cannot be transported to any address other than the one listed as their home address in Powerschool. This is inclusive of, but not limited to the following: grandparents, friends, babysitters, etc...
- Pick up and drop off times are subject to change due to capacity needs and route updates.
- Buses have a responsibility to pick up and drop off all approved Garrett riders. This means that it is possible for a route to be changed in order to pick up all students.
- Students who ride the bus must wait at their assigned stop for the bus. Due to safety concerns, parents are not allowed to follow the bus in a car and have the student get on at another stop.

BUS DROP-OFF PROCEDURES FOR KINDERGARTEN STUDENTS

In order to ensure the safe delivery of kindergarten students from school, **bus drivers are not to release these student(s) at the bus stop 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 and his/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 arrangement for their child/children.

PERMISSION TO LEAVE SCHOOL WITH ANOTHER CHILD

If a child must go home with another student, we ask that a note of permission from his/her parent and a note from the parents of the friend be sent to the school office before 10:00 on the day permission is requested. Please restrict any request for exceptions to regular assigned buses or bus stops unless absolutely necessary. Unless notes are received, children will be sent home the way they normally go home (i.e. bus, car). Permission will only be granted if there is seating available on the bus.

STUDENT CONDUCT & SAFETY

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

The Positive Behavioral Interventions and Supports (PBIS) process is followed at Garrett Elementary. PBIS is a “proactive systems approach to school-wide discipline designed to be responsive to current social and educational challenges through assessment and development of effective interventions.” Our PBIS team has worked diligently to develop school-wide procedures, expectations, consequences, and rewards. It is the goal of Garrett Elementary School to provide a happy, safe and orderly learning environment that allows all students the opportunity to learn. Garrett’s school-wide expectations are:

“Gators R.O.C.K.”

R: Be Responsible

O: Respect Others

C: Use Self-Control

K: Show Kindness

PBIS Guidelines

Through PBIS (Positive Behavioral Interventions & Supports), students are taught core behavioral expectations. If student problems are identified, students are entered into increasingly intense levels of intervention. Our PBIS Matrix and Expectations are displayed throughout the building as a visual reminder to students what our expectations are for behavior for each area such as the cafeteria, bathroom, hallway, etc. Teachers will share and review the PBIS Matrix with all students. Students and staff also recite the Garrett Gator Pledge daily during announcements: “I pledge as a Garrett Gator to respect myself, my peers, and my teachers by following all school rules. I am here to do my best, and to learn something new. Today is going to be a great day!” **All rules and procedures for the classroom, buses and common areas of the school are aligned with these four simple expectations.**

This school year, all classrooms will use **CLASS DOJO** to address daily behavior. Class Dojo is a digital classroom management tool designed to help teachers improve student behavior and communicate more effectively with parents. Teachers will set up the point expectations based on their class needs. All student are expected to have 80% or higher positive behavior on the individual student DOJO report. The areas of the Gators Rock Matrix will be used for rewarding points for school wide expectations, however teachers can add other areas.

- Each Grade Level Team will follow the CLASS DOJO classroom management/behavior system that is consistent across the grade level and throughout the school.
- Individual students and entire classrooms will have the opportunity to receive recognition, celebration, and/or rewards for displaying excellent behavior and meeting goals.

The following guidelines will be used for Classroom Dojo parent communication:

- A recording sheet for parents to sign may be sent home weekly and/or monthly. Class goals will be set by individual teachers. Class DOJO reports can be printed and sent home weekly for parents that are not connected to Class DOJO. Additionally, if you are not connected with DOJO, please let your child’s teacher know.
- During instructional hours teachers will have limited communication opportunities. (DoJo point clarifications will need to be addressed after school.)
- Teachers will communicate with parents their hours of availability.
- Parents should not use DOJO for immediate urgent needs (change in how student is getting home, etc.). These needs should be communicated to the front office or a handwritten note to the teacher.
- Parents should not put any comments on the class story page. You may “like” a post. We encourage parent to email the teacher directly with any specific questions or concerns.

DISCIPLINE PROCEDURES

Discipline is a cooperative effort. We must work together to make sure your child has a safe and structured environment in which to learn. Children have the right to learn in an environment that allows them to acquire the best education available. Children also have a responsibility to behave in such a manner that does not interfere with the safety and welfare of others. We place high expectations on our students for good manners, courtesy and respect for adults, other students and school property. As a school we follow our PBIS model of “Gators ROCK.”

If a student’s behavior is inappropriate and unacceptable, the administration will follow the ABSS “Student Code of Conduct”. The ABSS Student Code of Conduct clearly defines rules and regulations designed to govern student behavior. Each student receives a copy of the school district discipline policies and expectations at the beginning of the school year. In the event a student chooses to continue to misbehave even after classroom interventions and opportunities to make appropriate choices, the following strategies will be followed to improve student behavior while not disrupting the learning environment of others. **Please note-student consequences may be determined based on the severity and frequency of inappropriate behavior as deemed by school administration.*

Classroom:

1. Student/Teacher Conference
2. Teacher Choice
3. Parent Phone Contact by Teacher
4. Parent/Teacher Conference (possible MTSS Behavior referral)
5. Lunch Detention/possible after school detention with teacher or team in order to make-up loss of instructional time.

Office Referral to Administrator:

1. Administrative Conference-Parent Contact (possible MTSS Behavior referral)
2. Learning Lab or Administrative Detention
3. Out of School Suspension.

Parents will be notified of any office referral resulting in loss of classroom instruction. The Learning Lab is offered as an alternative to suspension from school. Students attending Learning Lab are required to

complete classroom assignments. When assigned to the Learning Lab, students will not be allowed to participate in regular activities including Encore classes and will eat lunch separately from their peer group and walk for physical activity. Failure for students to follow the behavioral expectations of the Learning Lab will result in out of school suspension. Teachers are required to provide student work when students are suspended or assigned Learning Lab. Major or repeated infractions may also result in out of school suspension. School administrators will determine the length and severity of suspensions based on the ABSS Code of Conduct.

BUS SAFETY RULES

So that we can guarantee your child and the other children riding the bus get the safe transportation they deserve, we expect all children to abide by the **Garrett PBIS Matrix, Bus Safety Rules** and the **ABSS Student Code of Conduct**. Please review both with your child, and stress to your child that **RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT**.

Expectations	Behaviors
<u>Be Responsible</u>	<ul style="list-style-type: none"> ● Follow all Bus and Safety Rules. ● Follow the bus driver's directions. ● Be on Time. Be ready for your stop. ● Keep your book bag closed and on your lap. ● Remain seated. ● Keep your bus area clean. ● Get on and off the bus quietly and orderly. ● Find a seat quickly and remain seated until it is time to get off.
<u>Respect Others</u>	<ul style="list-style-type: none"> ● Obey all bus and safety rules. ● Follow the bus driver's directions. ● Be respectful to the bus driver and all students on the bus. ● Yellow voice and Red voice when instructed by driver. ● Use appropriate language. ● Keep your hands and feet to yourself.
<u>Have Self-Control</u>	<ul style="list-style-type: none"> ● Obey all bus and safety rules. ● Follow the bus driver's directions. ● No food, drink or toys on the bus. ● No electronic devices (cell phones, iPod, etc.). ● Remain in assigned seat at all times. ● Always face forward. Do not turn around in the seat or lean into the aisle. ● Keep your hands and feet to yourself and remain inside the seat area of the bus. (Sit properly, no feet or leaning in aisle, do not touch windows, do not turn around in bus seat.) ● Use Red or Yellow voice. ● Do not throw paper or items on the floor.
<u>Show Kindness</u>	<ul style="list-style-type: none"> ● Treat others with kindness. ● Use kind words when speaking to others. ● Obey all bus and safety rules. ● Follow the bus driver's directions. ● Keep your hands and feet to yourself and remain inside the seat area of the bus. (Sit properly, no feet or leaning in aisle, do not touch windows, do not turn around in bus seat.) ● Get on and off the bus quietly and orderly. Find a seat quickly and remain seated until it is time to get off.

The first time a child is reported to the office for misbehavior, he/she will receive a warning and will be placed on **bus probation**. **The second time** a child is reported to the office for misbehavior, he/she will be **suspended** from riding the bus for a designated period of time. If a child is reported for **severe misbehavior** such as fighting, he/she will be suspended from riding the bus rather than placed on bus probation. In addition, **continued misbehavior** on the bus can result in permanent bus suspension.

You will receive written notification from the office if your child is placed on bus probation or is suspended from riding the bus. If this occurs, please sign the form and have your child return it to the office the following day. If a child is suspended from riding the bus, it is the responsibility of the parent/guardian to provide transportation to and from school. According to the **Alamance-Burlington School Code of Conduct, for Rule 9: Bus Misbehavior**: Students, at all times while riding a school bus or other school-owned or operated vehicle, shall observe the directives of the driver and/or vehicle safety monitor. The following conduct is specifically prohibited and may result in revocation of school system provided transportation privileges: delaying the bus schedule, refusing to obey the driver's instructions, tampering with or willfully damaging the school vehicle, getting off at an unauthorized stop, distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation, throwing objects from the bus, failing to observe and obey safety regulations, willfully trespassing on a school-owned or operated vehicle or violating any other Code of Conduct rule while on the school bus. If a violation of this code also violates other rules, consequences in addition to in-school disciplinary action, short-term or long-term removal from school transportation, and/or OSS may be implemented.

LUNCHROOM EXPECTATIONS FOR BEHAVIOR

Lunch is designated as a time for students to have a nutritious meal and have time with classmates. A few rules must be observed in order to facilitate a smooth schedule and safe and orderly environment. Students are to eat at their designated table with their class. All trash must be disposed of properly and students are responsible for their lunch areas. Students are to remain seated once they have obtained their food. Wandering throughout the cafeteria during lunch will not be permitted. Our Positive Behavioral Interventions and Supports (PBIS) matrix for student behavior include specific expectations for the cafeteria. These include:

Expectations	Behaviors
Be <u>R</u> esponsible	<ul style="list-style-type: none"> ● Eat a balanced diet and make healthy meal choices. ● Keep your lunch area clean. ● Place trash in the trash cans.
Respect <u>O</u> thers	<ul style="list-style-type: none"> ● Yellow voice at your lunch table during talk time.
Have Self- <u>C</u> ontrol	<ul style="list-style-type: none"> ● Eat your own food. ● Walk in a line. ● Remain seated at lunch table.
Show <u>K</u> indness	<ul style="list-style-type: none"> ● Keep your hands and feet to yourself. ● Use kind words when speaking to others.

We may also use different strategies throughout the year to help maintain a respectable noise level in the cafeteria during breakfast and lunch.

STUDENT CODE OF CONDUCT

Please refer to the Alamance-Burlington School System Student Code of Conduct booklet for specific information including Due Process and Acceptable Use Policy.

STUDENT DRESS CODE

Please refer to the Alamance-Burlington Schools Student Code of Conduct booklet. All students and visitors are required to wear shoes. In selecting shoes for school, please remember that students have physical activity every day. It is suggested that students wear closed toed shoes everyday due to the playground mulch. *On days that students have P.E., they must wear tennis shoes in order to safely participate.* We ask that students dress comfortably, however, they *must* dress modestly. No obscene/inappropriate language or advertisements may be on clothing. Head coverings (hats, bandanas, or sweatbands) and sunglasses may not be worn to school unless approved for a special purpose by the principal. The hood of a sweatshirt or jacket cannot be worn over a student's head while in the building unless approved for a special

purpose by the principal. No clothing is to be worn in such a manner that exposes undergarments. Clothing that interferes with the learning process or causes a disruption will not be allowed. This includes bare midriff shirts, backless shirts, or halter-tops. Additionally, shorts should be a minimum of “fingertip” length. If inappropriate clothing is worn, parents will be called and asked to bring suitable clothes for their child. We recognize there are times that a student’s clothing can become damaged or soiled due to minor incidents or falls on the playground or spills in the cafeteria or classroom. If a child’s clothing becomes unwearable during the day, the parent will be called to bring a change of clothes. There are times that the school has access to clean donated clothing that can be used for changing if a parent is unable to come to the school. If that clothing is used, the school requests the item be washed and returned to school for use in other clothing emergencies. Kindergarten and first grade students should maintain an extra change of clothing at school at all times for such occasions.

PERSONAL PROPERTY/ELECTRONIC DEVICES/TOYS

Any items that may disrupt the educational process or may present a safety hazard are not to be brought or used on school grounds or events. This includes in the morning, during instruction, in the cafeteria, at recess, and at dismissal. All materials brought to school are to be for educational purposes only. Cameras, expensive jewelry, and large sums of money are not to be brought to school. If such items are brought to school, they are not the responsibility of the school. Students are not allowed to use, display, transmit or have in the “on” position on school property any wireless communication device (cell phone) or personal entertainment device (tablets, iPods, cell phones, electronic games, etc). In addition, any toys, fidget spinners, cards of any type (playing, trading, collectible) or games are not allowed. If a device or item is used or possessed in violation of this policy, it will be confiscated and a parent is required to attend a conference in order to gain possession of the item. For repeat offenses the item will be confiscated for the remainder of the year and Rule 1 of the ABSS Code of Conduct will be followed. Should a reward or special day permit a student to bring such items to school, please be sure that they are clearly labeled with your child’s name. We encourage you not to send expensive items to school, as we cannot be responsible for their care.

WEAPONS ON SCHOOL PROPERLY

Please be reminded of the new **General Statute 14-269.2** which refers to weapons on school property. All students shall comply with the Student Code of Conduct of the Alamance-Burlington School System, state and federal laws, school board policies, and local school rules governing student behavior and conduct. This code applies to any student who is on educational property, which includes any school building or bus, school campus, grounds, recreational area, athletic field, or other property under the control of the Board of Education. Students may also be disciplined for conduct that occurs off educational property that violates this Code of Conduct if the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment. Types of weapons included are guns, BB guns, rifles, airsoft guns, pocket knives, pistols, explosives, air rifles, knives, blackjacks, slingshot, brass knuckles, etc. It is the principal’s responsibility under the law to not only discipline students who violate the law, but to report any violators to the appropriate law enforcement agency. Remember, if a student brings or possesses a weapon on school owned property they could be suspended for the rest of the year. By law, the incident must be turned over to Law Enforcement and possession of a firearm on school campus is a felony. Also possession of any form of a “look alike” weapon is in violation of North Carolina Law and Alamance-Burlington Board of Education Policy. We appreciate your continued support in making our school campus a safe school environment. Visitors who have a conceal/carry permit may not bring a weapon on Garrett’s school campus.

PARENT/VISITOR INFORMATION

PTO-PARENT TEACHER ORGANIZATION

The goal of the PTO is to promote a working relationship/partnership among parents, educators and the community. Our PTO is very active and provides many services for the students. The AGE PTO solicits and welcomes your talents in volunteer work, comments and suggestions. Many parents give of their time and money to help enhance the instructional program at Garrett with fundraisers and volunteer programs. Please become a part of our PTO. If you have any questions, please contact any of the PTO officers, visit the PTO website, or the PTO Facebook page. <https://www.facebook.com/audreygarrettelem/>

The 2019-20 Garrett Elementary PTO Executive Committee

President- Megan Edwards
Vice President- Christene Kislowski
Secretary- Teresa Snider
Treasurer- Tina Pierce

VISITORS & VOLUNTEERS

We welcome parents and volunteers to Garrett Elementary School. In order to ensure safety, all visitors and volunteers are required to follow a specific check in process. This policy applies to before school and after school as well as during the school day. All visitors, volunteers and members of the community are welcome to our school for the sole purpose of improving and supporting the instructional program and for legitimate business. **All classroom visits or meetings must be prearranged with the teacher or staff member. No visitors or volunteers will be allowed to go through the building without being escorted by a staff member or designee.** Pets are not allowed on school property.

PHOTOS OF STUDENTS

School visitors are **not allowed to take photos of children other than their own while at school events or visits.** Please **refrain from posting photos of other children than your own on social media**, this conduct is both a safety and confidentiality issue.

SCHOOL VISITORS PROCEDURES

Parents and visitors are welcome at Garrett and are asked to follow school procedures for visitors. Parents and visitors must state the reason for their visit at the front door before being admitted into the building and must sign in at the front office using their legal identification card or driver's license. Visitors may only be in the areas of the school designated on their visitor's badge. Visitors must sign-out in the front office prior to leaving campus. We cannot interrupt your child's class to deliver messages, money, lunches, homework, etc. Instead, we will deliver information to your child at a time when we know it will be least disruptive to your child's education and the classroom environment.

LUNCHTIME VISITS

Parents are welcome to eat lunch with their children during their child's allotted lunch time. Parents are encouraged to eat school lunch with their child. Parents must sign in at the office, obtain a visitor's badge, and report directly to the Lunchroom. Parents may not invite other students to join them or provide outside food for other students. Parents may not deliver fast food to the office to be delivered to a student to eat with their class in the cafeteria. All students must leave the lunchroom with their class and visitors must sign-out in the office at the conclusion of lunch. Due to space limitations, the cafeteria cannot accommodate large family gatherings or celebrations during lunch. Please see the section on birthday celebrations and photos of children for more clarification.

PARENT & VISITOR CONDUCT

Garrett Elementary School takes pride in the positive learning environment that is created by its students, staff, and visitors. Everyone is asked to do their part in observing common courtesy and in being mindful of their responsibility to the overall atmosphere at Garrett. This means that all persons on campus are asked to observe appropriate behavior, dress, and effort to maintain a positive learning

environment for our children. In the interest of maintaining order, preventing disruption of instructional time, and ensuring safety in schools, the following guidelines apply to school visitors: The principal shall have authority to grant or deny access to the campus. In the case of a visitor who engages in disruptive, disorderly, or threatening behavior, the principal may restrict the person's access to the school for up to the remainder of the school year. This could include any visitor who refuses to follow our school procedures or staff directives.

Alamance Burlington School Board Policy 2410 Visitors to Schools states:

- *The Alamance-Burlington Board of Education encourages community involvement in the school district, especially by parents. Parents are welcome to visit their children's respective schools to communicate with school staff, serve as volunteers in the instructional program, or conduct other legitimate business. Other members of the public on legitimate business are likewise welcome to visit schools.*
- *In the interest of maintaining order, preventing disruption of instructional time, and ensuring safety in schools, the following guidelines apply to school visitors:*
 - *1. During school hours, all visitors shall report to the principal's office to register, gain approval, and receive a visitor's pass before further accessing the school building or school grounds. 2. The principal or designee shall have authority to grant or deny access to the campus. In the case of a visitor who engages in disruptive, disorderly, or threatening behavior, the principal may restrict the person's access to the school for up to the remainder of the school year. 3. Parents/guardians who request to observe in a classroom must have prior approval from the principal or designee. 4. Visitors may visit only those areas for which approval has been granted. 5. No loitering on or unauthorized access to school property is permitted.*
- *The Board expects all visitors, including all visitors at extracurricular school events, activities, or functions, to obey the rules and regulations for behavior that have been established by the Board, Superintendent, and school principal.*
- *Any visitor who disrupts school operations or a school event, activity, or function, is disorderly, damages school property, or threatens others shall be directed to leave school property immediately. Failure to comply with such a directive may result in the involvement of law enforcement and in the filing of trespass charges against the offending individual. The Board reserves the right to seek restitution for damage to school property.*

ABSS SCHOOL 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. Every volunteer is expected to behave in a professional manner in accordance with Board policies, administrative procedures, and school rules. Principals may limit or terminate the services of volunteers as they deem appropriate. 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, professional dress and appearance.

When a volunteer activity involves direct contact with students under limited supervision by school staff or a volunteer activity involves unsupervised contact with student(s) on or off campus, those volunteers will need to complete an ABSS Volunteer Request for Criminal Background Check online. Examples requiring a Criminal Background Check include but are not limited to:

- Volunteer supervises children other than their own on a field trip (day trip or overnight).
- Volunteer tutors a child in an unsupervised area (empty room, hallway, etc).
- Volunteer assists in the front office, media center and interact with children on a regular basis.
- Volunteer assists with activity/club outside of regular school hours in an unsupervised area (empty room, hallway, etc).

This application must be completed online before participation in the activity can occur. Upon approval you will receive a background approval card. On this card you will find the expiration date in which you date in which you must renew. The volunteer approval process can take up to 2 weeks 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. If an individual has a conviction or pending charge it may restrict that individual from taking part as a volunteer or participating in school sponsored activities. The individual will be sent a letter and you must present your volunteer card in order to volunteer or chaperone on a field trip. If you did not receive a card or have questions please contact human resources at the county office.

Information obtained through the implementation of this policy shall be kept confidential as provided in the North Carolina General Statutes and regulations. The school system shall maintain in paper format only data from a criminal history check conducted through the North Carolina Department of Justice. These records shall be kept in a locked secure place at the district level. Volunteers, whose prior history, including criminal history, demonstrates a risk to the safety or well-being of students, will be denied participation in activities with limited or no supervision by school employees. Conditions for rejecting a volunteer's participation in these activities may include but not be limited to the following:

- Conviction of or a Plea of No Contest to any felony
- Conviction of or a Plea of No Contest to any misdemeanor that indicates the volunteer may pose a threat to the safety or integrity of the school environment.
- A pattern of criminal charges, even if the charges were dismissed, which cause concern that the volunteer may pose a threat to the integrity or safety of the school environment.
- If the Alamance-Burlington Board of Education learns that an individual is a registered sex offender, this individual will be barred from volunteering at all levels.

Approved volunteers shall notify Human Resources if they are charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) except minor traffic violations.

DOGS AND OTHER PETS ON CAMPUS

Garrett Elementary does not allow families to bring pets on campus as it poses a risk to students with allergies as well as a potential threat to student safety. Any requests for a student's service animal that has been authorized by a medical provider to be on campus should be directed to the school principal.

CHILD NUTRITION-SCHOOL LUNCH PROGRAM

FREE OR REDUCED LUNCH

During the first week of school, all children are given an application for free and reduced lunch. Students who qualify for free or reduced lunch assistance do so anonymously. Teachers and other students are not aware of the qualification status of students. If you need help with completing the application, please contact the cafeteria manager or school social worker. We encourage all families to confidentially apply for our **Free/Reduced Meals program**. Applications will be available at the beginning of the year in the office. **You must complete a new form each year.**

Free and Reduced Lunch applications must be submitted for students who receive federal and state assistance. Please notify the principal or social worker if you have these services and do not receive free and reduced lunch. The applications can be accessed online at www.lunchapplication.com. The Free and Reduced Lunch application information is highly confidential and only reviewed by the Child Nutrition Department. All families who are receiving state assistance (food stamps) or who are being served through the McKinney Vento Homeless act are eligible for free and reduced lunch. Applications are processed by the Child Nutrition Services Department at Central Office. For more information, please call Child Nutrition at 336-438-4095 ext. 20058.

ABSS CHILD NUTRITION INFORMATION AND GUIDELINES

All food or beverages available to students, from the beginning of the school day until the last student is served in the cafeteria, must be provided by the Child Nutrition Department. Recent federal and state audits of our National School Lunch Program have resulted in these program changes. Policies adopted by the State Board of Education require sponsors of the National School Lunch Program to "operate all food and beverage services during or before the established meal period through the Child Nutrition Department". All revenues from the sale or provision of any food or beverage to students from the

beginning of the school day through the time the school cafeteria closes for the day, must accrue to the Child Nutrition Department.

STUDENTS AND LUNCH GUESTS ARE NOT ALLOWED to eat food from outside lunch establishments (i.e. fast food) delivered or brought to them during lunch time, unless the food is in their lunch bag/box at the beginning of the school day.

The ABSS Child Nutrition Department will be available to provide food and beverages for special occasions, classroom celebrations, or for the entire school, however, the meal service must meet all requirements of the National School Lunch Program. The Child Nutrition Department furnishes a menu guide for schools to use for special events planning. Food may be provided by parents for classroom activities, but may not be served to students until the cafeteria closes.

Breakfast is served each morning from 7:20 – 7:45 am. The cost is a \$1.50 and is no cost for students receiving free lunch/ breakfast. Reduce breakfast is at a cost of \$.30. All students are required to eat lunch at school. Students may bring their own lunches or purchase food in the cafeteria. Nutritious school lunches are served in the cafeteria daily. A menu will be sent home monthly and is posted on the school website. Milk is served with each lunch or may be purchased separately. Ice cream may be purchased by children, but not in lieu of lunch. Nutritious drinks may also be purchased. Children are given an adequate lunch period and are expected to eat lunch within the designated lunch time. Fruits and vegetables are encouraged for children who bring their lunch and/or snacks from home. Sweets are discouraged. **Do not send food from “fast-food” or other restaurants and do not send soft drinks.** Please refer to the August school menu for milk and ice cream prices. A la carte prices are listed on the menu as well.

Parents and grandparents are invited to eat with our students during designated lunch times. Please plan to eat from our school lunch menu or bring a bag lunch. **We do not allow fast food 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 before signing out. Upon leaving the lunchroom, all visitors are to report directly to the office to sign out and not remain in the building. This is a safety issue and could potentially disrupt the learning environment. **Adults should NOT go to student classrooms or other areas of the school during the instructional day without a prearranged meeting or volunteer session.** All volunteers must follow board policy and visitors follow outline procedures found in the Visitors & Volunteer section of this handbook.

School Food Services operates a **Debit** system so that parents can pay for meals by the day, the week, the month, or by the semester. Each student has an account with an identification number and parents pay money into that account. As the child makes food purchases, the cost is debited from the account. It is the parent’s responsibility to keep money in the account for purchases. Occasionally, students will forget their lunch money. **Every attempt will be made to contact parents in order to get the money for lunch.** If a student does not have money for lunch, he/she will not miss lunch. Students who owe money to the cafeteria will receive a notification until the money is paid back to the cafeteria. Please make sure you repay your lunch money the following day. We ask that everyone be diligent in paying outstanding lunch charges. Unpaid lunch charges result in a significant loss of school funds, which in turn takes away much needed instructional money for our students. Any student with an outstanding balance will not be allowed to participate in extracurricular activities. Checks will be accepted in the School Food Services **ONLY**. If any checks are returned for insufficient funds, **a service charge will be assessed.** If your family is having difficulty in affording school lunch we encourage contact with our school Social Worker.

Student Cafeteria Prices (These prices are subject to change)

Breakfast	\$1.50 (Reduced rate-\$.30/Free Breakfast is no cost to students.)
Lunch	\$2.60 per day or \$13.00 per week \$.40 per day or \$2.00 per week (Reduced)
	Adult Lunch Price Ala Carte (pay for each item)
Extras:	Milk \$.50; Chips \$0.75; Ice Cream \$.75

Children will use their Student number for their lunch account. **Please put this number on all checks. If you send cash, please put it in an envelope and put your child's name and account number on the envelope.** The Lunch Prepay program will allow you to make secure payments online to your child's lunch account, review their recent meal history, and review their current balance at your convenience. If you are interested in this program, please visit the ABSS website at www.abss.k12.nc.us and click on the Lunch Prepay link or you may go directly to www.lunchprepay.com. If your child has specific dietary restrictions or you would like to limit purchases (ie. ice cream only on Friday), please contact the cafeteria directly. For all food allergies and/or health concerns, please contact the school nurse.

SNACKS

When preparing snacks, we ask you to keep your child's health and safety in mind. We encourage parents to send in vegetables, fruits, and crackers for snack. Water is only allowed during snack time. Soft drinks will not be allowed. We ask that you send all healthy food and water in plastic, rather than glass containers.

STUDENT CELEBRATIONS & BIRTHDAYS

CLASSROOM CELEBRATIONS: Each classroom will have two classroom celebrations per year. These celebrations will consist of a "Winter Celebration" and an "End-of Year Celebration." Your teacher or room parent will notify you as to when these celebrations will occur and what the individual classroom needs are. Food may not be served at any school party or event prior to the last lunch service in the cafeteria. Take-home treats and goodie bags may be sent home at Halloween, Valentine's Day, Easter and other occasions. Parties will be held in the classrooms at the end of the day. **All foods distributed to students must be prepackaged (store bought).** All beverages brought in for class parties need to be water or juice preferably decaffeinated. Parents are asked NOT to bring siblings or family members to class parties. The parties are for the students in that class only.

DROP OFF TREAT DAYS: The school's Leadership Team will also establish dates and times that parents may drop off treats for other special holidays. Drop-off treats mean that the treat is distributed in a manner that does not disrupt instruction. There will not be a class celebration on these dates.

STUDENT BIRTHDAYS: Birthdays are special events for all students. The school recognizes students' birthdays each day on the intercom, and students are given a card and a birthday pencil in honor of their special day. If you do decide to send in cupcakes or other snacks, these will be served at lunchtime. According to state law, **we can no longer serve homemade items.** All food sent to school must be pre-packaged/store-bought and pre-packaged. When sending a special snack, please be sure there is enough for all students in the class and consider food allergies. Balloons, flowers, and gifts **ARE NOT** to be delivered to school by parents or florists. We encourage all parents to please adhere to this rule, most local florists are aware of this school rule.

PARTY INVITATIONS: In an effort to prevent hurt feelings with our students, private party invitations (inviting only selected classmates) should be sent through the U.S. Mail instead of passing them out at school. Invitations being issued to ALL class members may be passed out at school. School staff members are NOT permitted to give out personal student information (email, addresses, phone numbers).

FOOD FOR CELEBRATIONS: Treats for celebrations cannot be brought to the cafeteria during lunch per ABSS food service guidelines. No homemade food items are allowed. Special food from off campus (like pizza) cannot substitute food service offerings.

INCLEMENT WEATHER

If school must be closed early or canceled due to adverse weather conditions, the decision will be made by the Superintendent's office. Information about school closings or a change in schedule will be announced through the ABSS ConnectEd phone system and/or announced before *6:30am* on the following television stations: WFMY-2, WTVD-11, FOX-8, WXII-12. If schools are to operate on schedule, no announcement will be made. In case of early dismissal due to inclement weather, please have plans in place and notify your child's teacher of how your child will be getting home. (It is important to check with your child's daycare provider, if applicable, as some daycares close and some remain open.) It is important to have an established plan for your family as our phone lines will be busy and we cannot allow students to call parents. **Gator Island will not be provided on delay and early release days due to weather.**

- 1) **Delayed Openings** - It may be possible to hold school by delaying the opening by one, two or three hours. If this decision is reached, it will be announced on local radio and television stations beginning at 6:30 am, as well as a ConnectEd message. Should the announcement say that Alamance-Burlington Schools will open one, two or three hours late (depending on the severity of the weather condition), simply move the morning schedule forward the number hours later than usual so that car riders arrive at school one, two or three hours later. Breakfast will be served at school on mornings of delayed openings when it they are two hours or less.
- 2) **Early Closing** - Should worsening weather conditions during the day make it necessary for an early dismissal, the decision will be reached by late morning and broadcast on both local radio and television stations. A ConnectEd message will also be sent. With the possibility of early closing, it is important that parents discuss with their children what to do in case of early dismissal. It is especially important that parents of kindergarten students make prior arrangements in case of late opening or early closing. To assist parents and the school, along with maximizing the safety of all students, please complete the inclement weather form and return to your child's teacher. Teachers will then have written instructions concerning how each student is to get home. Should this plan change, notify the school immediately so the teachers can make note of the change. Also, in the event of early dismissal, all students who do not ride the bus will be supervised at school until they are picked up.