



## School Hours

7:45 a.m.	First bell
7:50 a.m.	Tardy bell rings - Classroom instruction begins
2:35 p.m.	Students are dismissed

## Arrival - Dismissal Procedures

The gym doors open for car/bus riders at 7:15 a.m. Car riders should be dropped off and picked up at the gym doors near the ball field. When the first bell rings at **7:45 a.m.**, the gym doors will be closed promptly. The second bell rings at **7:50 a.m.** and your child is considered tardy at that time. Students arriving between **7:45 - 8:00 a.m. will need their parents to park in the church or school parking areas and walk with the students to the breezeway door at the end of the covered walkway from the buses.** We will have a staff member there to greet students until 8:00 a.m.

Students will be dismissed at 2:35 p.m. Teachers and assistants will supervise the loading/unloading of cars and buses. ***\*\*Parents should pick up children no later than 3:00 p.m. or there will be a \$5 late fee.*** Please respect these times since no staff is available to supervise your child outside of these times.

**Please do not drop your child off at the front of the school or in the bus parking area.** If you are parking to pick up your child in the gym, please park in the church parking area, **not** in the school parking area, and wait at the steps until all buses are dismissed before going to the gym for your child.

## Arriving Late or Leaving School Early

Children that are tardy between **7:45 - 8:00 a.m. will need their parents to park in the church or school parking areas and walk them to the breezeway door at the end of the covered walkway from the buses.** An adult must sign in a student in the office if the student arrives after 8:00 a.m.

An adult must come in and sign the child out through the office before the child may leave the classroom. Office staff will notify the classroom to release the student. **Due to traffic pattern of the car rider line, students may not be signed out after 2:00 p.m.** A student not in attendance for half of the school day is marked absent. The half day of attendance cut off time is 11:30 a.m. If a child is off campus for an appointment for less than half of a school day, they will be considered in attendance with a tardy. Please note that if a child is signed out prior to the 2:35 p.m. dismissal bell the student will be marked tardy.

## Absences and Absentee Notes

Parents must provide a written note stating the reason for the absence within three days of returning to school. **If the written note is not received within three (3) days, the absence will be considered unexcused.** Further information regarding absences is located in the Student Code of Conduct. Family vacations are considered an unexcused absence.

## Background Checks

ABSS requires a criminal background check for volunteers who will be working with individual students with limited supervision by school staff.

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.

## Bus Drop-Off Procedures - Kindergarten Students Only

ABSS policy will not allow bus drivers to discharge kindergarten students at bus stops unless a responsible adult is visible or an older sibling is present to receive the student(s). If this is not possible, the student(s) shall be returned to his/her school at the completion of the elementary bus route. ***Please be aware that there is a \$5 charge per child if your child is brought back to the school.***



## Change in Transportation Procedures

If there is a **change** in your child's transportation or destination after school, a note should be sent to the teacher. For example, if a child is going to be a car rider instead of a bus rider, a note should be sent to the teacher. A child's transportation or destination ***will not be changed without a note from the parent.*** This is for the protection of your child since we do not have a way to verify individuals by phone. *If a student is going home with another student as a car rider, both students must have notes from their parents stating this arrangement.* Students changing their bus stop need a permission note with the new address for the driver. If an **emergency** arises and you must change your child's transportation, please call before 12:00 p.m. We want to make sure that all children are delivered safely home.

## Behavior on the Bus

Students are expected to behave appropriately on the bus whether they ride to and from school or on a field trip. Respect should be shown to the driver and other students at all times. Three of the behaviors we emphasize are for students to remain properly seated, keep hands, feet, and objects to themselves, and to talk quietly with others in the same seat. Below is a list of rules/regulations for riding a school bus at all times. Please refer to the ABSS Student Code of Conduct for further information regarding bus behavior and consequences. If a child has a problem on the bus, please write a note to the driver. If the driver is unable to resolve the problem in a timely manner, please send a note to the office.

1. Students are to be ready and waiting at the stop when the bus arrives.
2. Upon entering the bus, students should take their assigned seats immediately and remain seated until the bus comes to a complete stop for them to get off. Students should sit in assigned seats unless the driver or monitor directs them to move.
3. Loud talking, throwing paper or other objects, fighting, refusing to obey the driver's instruction, inappropriate language, using tobacco, playing with toys, eating or drinking will not be permitted while riding the bus.
4. No radios, phones, electronic music or game items, or toys are to be played on the bus.
5. Students are not to get on a parked school bus during the school day without permission.
6. Intentional damage to the bus such as torn or broken seats will result in damage fees being charged. Students are responsible for their seats and should report any damage to the driver.
7. Possession of a weapon such as a knife, etc., will result in automatic suspension from the bus. Striking matches, a lighter or fireworks will lead to a bus suspension.
8. Students are not to distract the driver's attention by participating in disruptive behavior while the bus is in operation.
9. No live animals, inflated balloons, or glass containers are allowed on the bus.

*Generally*, the consequences for misbehavior on the bus are as follows:

1st offense	Conference with the student. Review bus safety rules.
2nd offense	Parent will be contacted. In-school disciplinary action.
3rd offense	Parent will be contacted and student will receive 1-day bus suspension.
4th offense	Parent will be contacted and student will receive 3-day bus suspension.
5th offense	Parent will be contacted and student will receive 5-day bus suspension. Student may not ride the bus again until the student and parents have a conference with the principal/assistant principal.

\*These consequences may be bypassed at the discretion of the school administration.

## Children's Belongings

Please label your child's belongings such as coats, caps, gloves, sweaters, etc., so they may be identified if lost. Lost and found for clothing is located in the gym lobby. Please check this area for any missing items. Glasses, jewelry, etc. are turned into the office. For safety purposes, kindergarten through fourth grade students cannot use wheeled backpacks.

## Conferences/Classroom Visits

If you desire a conference with your child's teacher or with an administrator or for a classroom visit, please schedule a time in advance. Classroom visits should be limited to 30 minutes. Conferences with parents during school hours must be scheduled. Unscheduled conferences make it difficult for teachers to keep the students on task and to monitor the classroom.

## Custody

If custody changes after enrollment, documents should be provided to the school as soon as possible after the change.

Court orders that specifically authorize or direct the release of custody by the school system will be followed. The school system will not interject itself in a custody or visitation dispute between two parents. The school system will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act unless there is a valid court order directing the school system not to divulge such information. If such an order exists, a certified copy must be delivered to our front office.

## Discipline

We believe each student is responsible for his or her own behavior at school. Each teacher will send home a letter informing families of classroom expectations. ABSS provides families with the Student Code of Conduct annually. Please discuss the rules found in each document with your child and return the signature pages.

Guns, knives, and any objects considered as a weapon are not allowed at school. Law enforcement officials will be notified if weapons are found. Toys, radios, electronic games or music equipment, and cell phones are not allowed to be used at school or on the bus. If a staff member observes a student with an unauthorized item, it will be collected and kept until a parent can pick it up from the office.

Students are expected to display good character and behavior as outlined by ABSS and encouraged by A.O. faculty and staff. In an effort to maintain a positive school climate, students and staff are expected to show respect to each other. Bullying, harassment and threats in any form (physical, verbal, indirect/emotional) are prohibited, and can result in suspension.

To address any concerns regarding your child, please access the teacher or bus driver first. We need your cooperation and support to insure an orderly, safe and productive learning environment for all of our students.

## **Positive Behavioral Interventions and Supports**

In 2011-2012, A O Elementary School implemented the PBIS process. PBIS (Positive Behavioral Interventions and Supports) is a systematic approach to creating and maintaining a positive school climate and preventing school discipline problems. PBIS provides ideas to support teaching, modeling and recognizing positive, appropriate behavior in schools.

### **PBIS Common Area Rules**

#### **Hallways**

1. Walk silently on the right, single file, facing forward, with hands by your side.
2. Stop at each intersection before proceeding.
3. Avoid touching walls, student work, and bulletin boards (unless interactive).

#### **Bathroom**

1. Flush toilets and turn off sink faucets after use.
2. Wash your hands with soap (one pump; 2 paper towels).
3. Place dirty paper towels in the trash can.

#### **Cafeteria**

1. While in the serving line, speak only to the cafeteria staff. Once seated, talk only to those at your table.
2. Stay seated unless there is an emergency. When leaving, clean up area, push in your chair and line up silently.
3. Keep your hands, feet, food, and objects to yourself.

#### **Playground**

1. Use all equipment properly. Take in whatever you take out.
2. Stay in designated area(s) and leave nature/landscape undisturbed.
3. Follow game rules and practice good sportsmanship at all times.

#### **Bus**

1. Line up in a straight line outside of bus until instructed to enter.
2. Walk directly to your seat and sit in seat properly.
3. Keep all items inside your book-bag unless directed otherwise by driver.

#### **Car Rider Dismissal**

1. Walk directly to designated area and sit properly.
2. Keep book-bags closed.
3. Be prepared to exit immediately after your name is called.

## Dress Code

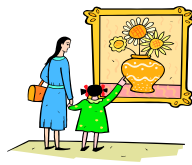
We ask that students dress comfortably and that clothes fit appropriately. Each student is expected to maintain an appearance that is neither distracting to other students nor disruptive to the educational environment and healthy climate of the school. Students have PE or playground activities every day. **Therefore, children should wear shoes (such as tennis shoes, lace up/Velcro closing shoes) that are safe in which to play so we do not have any accidents.** Flip-flops and slip-on shoes are strongly discouraged for safety reasons. Shirt straps (spaghetti strap, tank top) must be at least 3 fingers wide (children's width) or have a wider over shirt worn with it. The length of a shirt must be long enough to not expose the stomach, and the underarm should be fitted. Shorts should be an appropriate length (at least a 3-inch inseam or to the fingertip while standing). Minimum standards for the school system are listed below. *When on campus, parents and visitors are asked to adhere to school dress code standards as well. Please be mindful of suggestive images or words displayed.*

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

Clothing: No clothing may be worn with suggestive or questionable language or drawings. No style of clothing or the manner in which it is worn may expose undergarments or create a distraction or disturbance in the educational setting.

## Emergency Drills

The safety of your child is one of our greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency. Fire drills are conducted once each month, and a tornado drill is conducted once each year. Detailed escape plans are posted inside the door of each classroom. Each class has an escape route to an outside area a safe distance from the building. In addition we have regularly scheduled lock down drills.



## Field Trips

Safety is the primary concern, so it is necessary that students abide by the Student Code of Conduct at all times. Please refer to ABSS policy regarding field trips for more information. If you are entrusted to supervise another child, your complete attention to students is necessary for the safety of all students. No other children are allowed to participate in field trips. All assigned chaperones must have a Background Check on file.

All students must have a signed bus rider permission slip on file in order to ride on the field trip. **Only parents** may take a child home from a field trip. A written note is required for parents to sign-out a child after a field trip.

## Homework Policy

Homework amounts will be dependent on grade level. Some students will finish faster, and others will take longer than the suggested time. Teachers have their individual consequences for homework responsibilities not met. The majority of students will finish within these suggested guidelines:

Kinders:	15 minutes
Grade 1:	20 to 30 minutes
Grade 2:	25 to 35 minutes
Grade 3:	35 to 40 minutes
Grade 4:	45 to 50 minutes
Grade 5:	50 to 60 minutes

\*\*\*Long-term projects and make-up work may be assigned over the weekend.

1. Ask each day if your child has any homework.
2. If several days go by without homework, check with your child's teacher.
3. Check in the morning to be sure your child brings homework to school.
4. Feel free to help your child with homework. Remember, your child is to complete the work.
5. Work has been explained in class. Students are responsible for paying attention and asking questions during class if he or she does not understand.
6. Reading is a daily expectation of all children and is not included in their minutes of homework.

## Work Missed Due to Absence

All students are responsible for any work missed due to absence. Teachers will provide for students' assignments, explanations, and extra time for completion, if necessary.

## Internet Use

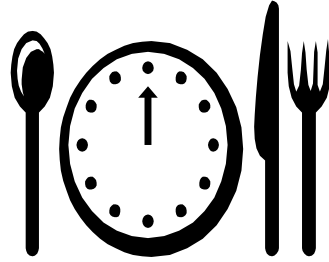
AO Elementary is a technology leader in Alamance County. Students have hands-on opportunities with a wide range of multimedia resources including but not limited to computers, digital cameras, presentation software, databases and spreadsheets. We are teaching our students to research and create. In our world the Internet is no longer a secondary resource: it is a primary research tool. Our students and staff are required to follow the Alamance County Internet Acceptable Use Policy, which outlines appropriate Internet use on school property. A parent signed copy of the agreement is kept on file for each student. As we increasingly create and publish, there are more opportunities for students to find themselves on web pages, in videos, podcasts, and more. If you want your child to be included in these projects please be sure to sign the publishing permission form in the Student Code of Conduct sent out at the beginning of the school year.

## Media Center

We do not charge late fees, but we do expect lost or destroyed books to be replaced, at the library purchase cost. If you would like to visit our library catalog from home, the web address is: [www.destiny.abss.k12.nc.us](http://www.destiny.abss.k12.nc.us). If a child loses a book they will only be allowed to check out 1 book. If a child loses two books they will no longer be able to check out a book until the cost of the book is paid to the media center. Check out policy is:

Grades K-1	one book per check out
Grades 2-5	two books per check out

## Food Service



In order to do his or her best at school, it is very important that your child has breakfast either at home or at school as well as a good, nutritious lunch. All students are required to either have a lunch from home or purchase one from the cafeteria every day that school is open (including half days).

Lunch costs \$2.30 a day and breakfast is \$1.25 (Breakfast is not served on delayed opening days). If your child will be buying lunch for the week, we ask that you send your money on Monday. We encourage you to pay biweekly, monthly, or even by the semester. We accept checks payable to A.O. cafeteria or you may pay on-line by going to the system's website at [www.abss.k12.nc.us](http://www.abss.k12.nc.us). You can also check your child's breakfast/lunch history on this website. Please make every effort to maintain a balance in your child's account.

Although we have a la carte items, which may be purchased separately, we feel that we have some responsibility in helping children make good decisions regarding nutrition. Students in grades 1- 5 are limited to one snack item and one beverage per day in addition to their lunch. If you do not want your child to purchase a la carte items, please notify the cafeteria in writing. Kindergarten students do not purchase snack items or other beverages with their lunches. Items purchased in the cafeteria must be consumed in the cafeteria at that time and not carried out of the cafeteria.

Please plan lunch box foods that do not need the use of a microwave. Students do not have access to a microwave. Teachers and cafeteria staff will not microwave food for students.

Also, please do not pack soft drinks in lunch boxes. Bottled glass and carbonated drinks (sodas) are not allowed for lunch or break. Parents are encouraged not to bring lunch from outside restaurants to the cafeteria. If parents choose to bring in food, they will be asked to eat in the classroom and not in the cafeteria.

If your child has a food allergy please let us know. We are required to have a doctor's note on file in order to make changes in that child's lunch menu. There must be a medical reason to make adjustments.

Cafeteria prices for breakfast, lunch and a la carte items are published at the first of the school year under a separate flyer.



## Health Policies – Annual Health Screenings

Each year the Alamance-Burlington School System conducts student health screenings to better serve the students in Alamance County. Hearing and vision screenings are conducted by trained and certified staff members. Blood pressure screening and Body Mass Index (BMI) may be conducted for special populations in the schools. Parent/guardians and or school staff may request a screening at any time. The screenings are performed at selected grade levels and parent/ guardians may contact their child's school for specific screening dates and times. Hearing screening is conducted for grades K, 1, 3 & 5. Vision screenings are conducted for grades 1, 3 and 5. 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.

## Health Policies - Head Lice Control Procedures

The Alamance-Burlington School System has a policy to reduce the incidents of lice in our schools. No student will be allowed to stay in school if lice are found in his or her hair. As part of this procedure, all elementary students may be screened for head lice and nits as deemed necessary. Personnel will make every effort to insure confidentiality and prevent embarrassment of students requiring treatment. A student sent home with lice must have a head check at school prior to returning to class or riding a bus. If a student is absent more than three days for lice, the absences are marked as unexcused.

## Health Policies - 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](http://www.cdc.gov), [www.immunizenc.com](http://www.immunizenc.com), [www.acha.org](http://www.acha.org) or [www.immunizationinfo.org](http://www.immunizationinfo.org).

## Dental Screenings

As part of the regular school preventive programs, the public health dental hygienist will conduct dental screenings for all kindergarten and fifth grade students. Students in other grades will be screened by the dental hygienist upon request by the school nurse. The screenings will be conducted using non-latex gloves, masks, flashlights and tongue depressors. A letter will be sent home to the parents or guardians of each child with findings. Parents who do not wish to have their child screened must send a written note to the child's teacher prior to the screening.

## **Health Policies – Tobacco Use and Wellness Policy**

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

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

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

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

## **PTA**

Our school has a very active and supportive parent-teacher association. All parents and staff are encouraged to join each year and participate in the bi-monthly meetings. Our PTA sponsors numerous family-centered, curriculum-driven events each year, in addition to several fund-raising activities.

## **Report Cards**

Report cards are sent home every nine weeks. All teachers are required to hold parent conferences with the first report card. In addition, kindergarten teachers have parent conferences in the third nine weeks. Please read these reports carefully as they are an indication of the progress your child is making. Progress reports are sent home every 4-5 weeks between report card dates.

## Returned Checks

There is a \$25.00 (twenty-five) charge for all returned checks to the school, cafeteria or PTA. All returned checks are collected by an outside agency. In the event that two checks are returned, all remaining transactions must be cash only.

## School Dismissals or Closings Due to Weather Conditions

Information about school closings or a change in schedule due to bad weather is announced before 6 a.m. This information is announced on the radio and television stations. In addition, households will be notified with a Connect-Ed phone call, which is an ABSS central office parent notification system. In order for you to accurately receive Connect-Ed messages you must ensure that the office has your current and correct phone number. If schools are to operate on schedule, an announcement WILL NOT BE MADE. If there is a 2-hour delay breakfast will not be served.

## Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act of 1973 Federal Legislation and Alamance-Burlington Schools policy mandates that every student receive a free and appropriate education. Some students may have physical or mental handicapping conditions that substantially limit their ability to learn and participate in school activities. If a parent believes his/her child has such a handicapping condition, he/she should contact the 504 chair or the school counselor. Further assistance can be obtained from the Director of Student Services or the Director of Exceptional Children at the Administrative Offices at 1712 Vaughn Road in Burlington.

## Sick Children and Medications

Do not send your child to school when he/she has a fever or feels ill. We cannot be responsible for keeping your child at school when he/she is sick. If your child is sick, you will be called to pick your child up promptly. Most doctors suggest that children be free of a fever for 24 hours without medication prior to returning to school.

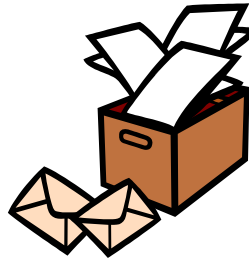
We CANNOT dispense any medication (Tylenol, aspirin, inhalers, cough drops, Chap stick, topical ointments, etc.) without doctor and parent's permission. Parents must complete a medical form signed by your child's doctor before your child will be allowed to take any medication at school. These forms are available in the school office. Teachers are responsible for all medication on campus. Students may not have medicine in their possession while at school. All approved medication has to be brought to the school by an adult.

## Student Planners

Each student is provided a student planner the first day of school. The classroom teacher will review his/her classroom procedures for using the planner. This is an excellent way to communicate with your classroom teacher. If a planner is lost or destroyed, there is a fee of \$6.00 to replace your child's planner.

## Student Records

Parents may inspect and review student's education records with an appointment. If the parent believes that the records are inaccurate, misleading, or in violation of the student's privacy rights, a request can be made to correct the information. Please review the ABSS policy on disclosure of information and contact the school if you desire to restrict the release of public information. Please provide current information so we can contact you.



## Visitors

To help ensure the safety of our students, all visitors are expected to report promptly to the school's main office when entering school buildings. All visitors must sign in and receive a visitor badge to wear while on campus, including after school hour visits. This badge may include a picture of the visitor. Be prepared to present picture identification. Please sign out as you leave. We ask that all visitors be out of the classroom by the first bell. Students and staff are instructed to question any individual without a visitor's badge.

We request all visitors to A.O. to adhere to our dress code guidelines. Please help us keep our children safe by following this policy whenever you visit during school hours.

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