

South Mebane Elementary School

"Love, Laughter, and Learning"

Dear Parents,

Welcome to South Mebane Elementary School. Our school offers your child a nurturing, inviting educational environment. Our entire staff is committed to the educational progress and well being of your child. Help us build a close working relationship between school and home; visit our school, volunteer, join our Parent Teacher Organization (PTO) and become an active participant in your child's learning experience. Together, we can make it an exciting and successful school year. We are happy that you and your child are a part of our school family.

Sincerely,

Rebecca Royal
Principal

Tamara Yeatts
Assistant Principal

Amy Fowler
Secretary/Finance

Joan Rowland
Data Manager

ATTENDANCE

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

Notes are required from all students returning to school following an absence. These notes should be given to the teacher **within 3 days of the absence or it will be unexcused.** All trips must be **pre-approved** by Mrs. Royal. Verification of learning through an educational journal is to be submitted to Mrs. Royal for final approval upon the student's return to school.

All students are responsible for work missed due to absences. Teachers will assist students by giving assignments, explanations, and time for completion. If you wish to pick up assignments for your child, call the school and arrange for assignments to be picked up after school hours. We wish to maintain an uninterrupted learning process for our students.

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

- Students arriving after 7:50 AM must be signed in by parent or guardian and are considered tardy.
- Students leaving early are considered tardy. This includes Early Release Days.
- Students arriving after 11:30 AM will be counted absent.
- Students leaving before 11:30 AM and not returning will be counted absent.
- Students who acquire 3 or more unexcused morning tardies during a 9 week period will be required to stay after school for a 45 minute instructional make-up time.

Early Check Out

If a student leaves school during the day, he/she must bring a note from home indicating the reason for leaving early, and include the time, date, and parent signature. This note should be given to the student's

teacher upon arrival. A parent/guardian must come into the school to sign out a student. Students will be called to the office only after the parent/guardian has arrived. We are unable to accept phone calls requesting the student be present upon parent arrival. When scheduling appointments for your child/children, please be sure to take this into consideration as well as any testing or special activities that may be occurring on that day. All students leaving early should be checked out from the office prior to 2:20. **If you are picking up your child after 2:20, you should wait in the car rider line for your child. Doctor and dentist notes must be provided to verify the early check out and to be counted as an excused tardy.**

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

Garrett's Law

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

Inclement Weather

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

Medication

Students who need to take any form of medication must have an ABSS Medication form completed by the physician and signed by the parent. This includes all over the counter medications as well. You may pick up a form in the office for the physician to fill out and sign.

School Hours For Students

Start Time: 7:50

Dismissal Time: 2:35

Students should not arrive before 7:20 unless attending 3rd Street Before School Care.

Third Street Clubhouse Before and After School Program

Director: Maryann Camuto, 336-264-9040

Hours: Before School Care 6:30 - 7:20 AM \$5.50 per week

After School Care 2:35 - 6:00 PM \$42.50 per week

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

BEHAVIOR EXPECTATIONS

The school year will begin by involving all students in school wide behavioral expectations and guidelines in order to insure a safe learning environment. South Mebane is a Positive Behavior Intervention Support (PBIS) school.

We believe in rights - rights for the student, for the parent, for the teacher. Among these rights, we feel strongest about the ones listed below.

Children's Rights

- The right to have a teacher who will help the child behave in an acceptable manner.
- The right to have a teacher who is consistent and fair in handling discipline problems.
- The right to be protected from anything or anyone that would keep him/her from learning.

Parents' Rights

- The right to know what a teacher expects from his/her students and parents.
- The right to discuss a child's progress and receive honest, helpful suggestions.
- The right to be heard.

Teachers' Rights

- The right to establish a classroom that will best help every child learn.
- The right to expect appropriate behavior from every child.
- The right to ask for help from parents, principal, and others when assistance is needed.

Behavior Management Philosophy

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

School-Wide Student Guidelines

- It is the students' responsibility to make good choices about what they allow their mouths to say, bodies to do, and attitudes to be.
- It is the students' responsibility to be bully free and to report any bullying incidents.
- It is the students' responsibility to participate and learn.
- It is the students' responsibility to respect and follow directions from all adults.
- It is the students' responsibility to respect the rights of all students.
- It is the students' responsibility to respect the property of others.
- It is the students' responsibility to keep our school safe, clean, and orderly.

As a PBIS school we have developed our school matrix for behavior expectations. A copy of the SME Positive Behavior Intervention Support Matrix is located on the following page.

Bully Free Pledge

At the beginning of each school year, staff, students and parents will be asked to pledge to be bully-free and to support a bully-free school zone. Signed copies of the pledge will be kept on file.

DRESS CODE

Each student is expected to maintain an appearance that is neither distracting to other students nor disruptive. Every student should strive to be clean and dress neatly. To support this expectation the following guidelines will be enforced at South Mebane:

- Students are not allowed to wear hats, bandanas, or sunglasses in the building.
- Shorts and skirts must be longer than fingertip length.
- All tummies and backs must be covered. Halter-tops, racer-back shirts, and backless dresses are not allowed.
- Net shirts and spaghetti straps are not allowed. Straps must be at least 2 inches wide.
- T-shirts cannot advertise alcohol, tobacco, weapons, drugs, or have obscene language, pictures, or racial implications.
- Jeans and shorts should be the correct size so that they do not "hang" or "sag" below the waist or drag the floor. Baggy pants and oversized clothing are not allowed.
- High heel shoes over 2 inches high are not allowed.
- Shoes must be tied.
- Flip Flop sandals are not recommended due to the safety problems they create on the playground and in the hallways. If your child chooses to wear flip-flops, he/she will not be allowed to climb on the playground equipment.

Parents will be called to bring appropriate clothing or shoes for any student who comes dressed inappropriately. If we are unable to reach the parent, we will provide clothing from our clothes closet.

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

FOOD AND NUTRITION

Cafeteria

Breakfast is served daily from 7:20 to 7:40 and costs \$1.25. Lunch is \$2.50 per day. All students may bring money for the entire week, month, or year to deposit into their accounts. Please put money in an envelope with the child's name on the outside. Checks should be made payable to South Mebane Cafeteria.

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

Healthy Snacks and Parties

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

In order to protect the instructional day, **birthday parties are not permitted at school. Birthdays will be recognized, but parties and cakes/cupcakes are not allowed.** Teachers will be allowed to host holiday parties that have an instructional purpose and are aligned to curriculum objectives.

GRADING

Report cards are issued four (4) times a year. Report cards will be distributed: in November during Face-to-Face conferences, Feb. 3, March 31, and June 9. Progress reports will also be sent mid-way through each grading period.

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

K-5 Successful Learning Behaviors Grading Scale

OP = Outstanding Progress

SP = Successful Progress

IP = Improving Progress

N = Needs Improvement

K-5 Academic Grading Scale

3 = Consistently demonstrates mastery of the standards.

2 = Sometimes demonstrates mastery of the standards with support.

1 = Seldom demonstrates mastery of the standards.

*Modified and advanced level achievement will be reflected in the comments section.

Conferences

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

Homework

Homework is an important element in the instructional program. Students should treat homework as important and should follow the teacher's guidelines. Every effort will be made to keep homework assignments to a 30 minute limit up to grade 3 and 60 minutes in grades 4 and 5.

North Carolina Student Accountability

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

Multi-Tiered System of Support

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

TRANSPORTATION

Bus Services and Regulations

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

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

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

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

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

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

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

Kindergarten Bus Procedures

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

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

Car Rider Procedures

- Students will enter and exit the car rider area quietly and in an orderly manner.
- Cars enter from 2nd Street and stay in one line of traffic for delivery and pickup of students.
- Students will be assisted in and out of vehicles by school personnel and by school Safety Patrol.
- Parents should not park and walk up to get their child from the car rider line or the front entrance.

Walker Procedures

- Students must reside within 1.5 miles of the school and be walking to and from their residence to be walkers.
- Students living north of the school (Tanglewood and 2nd Street area) will enter and exit through the cafeteria door.
- Students living south of the school (Fair Oaks area) will enter and exit through the gym doors.

- Parents are required to escort their children to and from school.
- If someone other than a legal guardian will be walking the child home a parental consent form must be signed.

If your child's transportation is to change for the day, please send a signed note to the teacher. For safety reasons, written notification is required except in the case of a true emergency. Calls to change a child's transportation will only be accepted in the case of an emergency. Additionally, for safety reasons students can not be picked up from the front office after 2:20.

VOLUNTEERS AND VISITORS

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

We encourage you to become a member of our PTO. We always need and appreciate your help.

PTO President - Emily Stokes

ALAMANCE BURLINGTON SCHOOL SYSTEM POLICIES

Wellness Policy & Procedures

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

The Wellness Policy requirements and recommendations are stated in the ABSS "Wellness Procedures". The Wellness Procedures describe

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

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

Annual School Health Screenings

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

5155 Tobacco Products

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

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

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

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

Student Name _____

Grade _____

Teacher _____

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

Parent Signature _____

Student Signature _____