

**Harvey R. Newlin Elementary
School
Student-Parent Handbook
2015-2016**



Newlin Wildcats

2015-2016

One Team, One Heart

**316 Carden Street
Burlington, NC 27215
(336) 570-6125
fax (336) 570-6207**

Web Address:

<http://hne.abss.k12.nc.us>

Lawrence Conte, Principal
Ashley Westmoreland, Assistant Principal

Dear Students and Parents:

We welcome you back for the 2015-16 school year at Harvey R. Newlin Elementary School. We are committed to providing a compassionate, thoughtful, and challenging environment for all of our students. Student safety and achievement are our main objectives. Parental interest, involvement, reinforcement, and guidance will be important to your child's success. It is essential that we work together to help our Newlin students reach their highest educational goals and potential.

Newlin Elementary

Lawrence Conte
Principal

Ashley Westmoreland
Assistant Principal

We hope that you find this handbook as a guide to the operation of Newlin Elementary School. It contains key information to help make this year a successful one. **Please read it carefully.** Keep it in a secure place for quick reference throughout the school year. From time to time, you may have questions about the school and this document may help you. Do not let a question go unanswered. If there is something that is not in the handbook, feel free to call the school for clarification.



Mutual benefits increase when there is a meaningful exchange of information and communication between school and home. Parents are encouraged to visit the school and attend any and all meetings that take place throughout the year. Children need to know that the home and school are **working together** as one unit. This will help them feel secure therefore creating an open gateway for improved academic achievement. We welcome your suggestions and solicit your support in any form that you can contribute.

"One Team, One Heart"

We hope this handbook will be helpful to you and that it will promote the understanding we are seeking. Thank you for sending us your children. We look forward to working with every family.

Sincerely,

Larry Conte, Principal
Ashley Westmoreland, Assistant Principal
Harvey R. Newlin Elementary School Faculty and Staff

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HISTORY OF HARVEY R. NEWLIN ELEMENTARY SCHOOL



Harvey R. Newlin Elementary is located at 316 Carden Street in the southeastern section of Burlington, NC. It is located in the Piedmont area of North Carolina between the Research Triangle and the Triad. Nearby cities include Raleigh, Chapel Hill, Durham, and Greensboro.

Newlin opened in the fall of 1975. Each room is named after a specific tree and there are many people involved in making this an "educational forest of excellence!"

NEWLIN ELEMENTARY'S PHILOSOPHY

Newlin Elementary provides a friendly and inviting atmosphere for learning. The daily schedule has a minimum of interruptions and pullouts during the teaching day. It is a school in which students are challenged to achieve their best and praised for their accomplishments. Students are invited to be leaders and, in turn, expected meet high expectations.

MISSION STATEMENT

We will become a family of life-long learners committed to academic excellence.

VISION STATEMENT

Together we will create student success stories.

PROGRAM GOALS

Simply stated: BE NICE!!!!

1. To provide a structured learning environment that promotes student achievement and effective instruction.
2. To promote students' abilities to inquire, reason, and think logically and critically in everyday life.
3. To challenge and inspire students to be leaders.
4. To increase oral and written communication skills through curriculum integration.
5. To enrich instruction through the integration of technology and 21st Century Skills.

6. To provide students with a challenging curriculum that will strengthen their intellectual, social emotional, and physical development.
7. To increase parent and community involvement.
8. To create humble, student leaders.

THE NEWLIN SCHOOL PARTNERSHIP

The Newlin School Partnership is an outreach ministry of the Church of the Holy Comforter, Burlington, North Carolina, a parish of the Episcopal Church in the Diocese of North Carolina. The mission of the Newlin School Partnership is to engage the entire parish in a ministry to people who live in our "neighborhood", emphasizing the improvement of academic outcomes for children enrolled in the Harvey B. Newlin Elementary school of the Alamance Burlington School System, Burlington, North Carolina.

The Newlin Partnership provides tutors trained by the Augustine Literacy Project for free, one-on-one pupil instruction. The Partnership is also committed to providing support to teachers and staff at Newlin Elementary that will enhance the school environment and student success. The Newlin Partnership focuses resources on children impaired by poverty through volunteer efforts, various scholarships, alleviation of hunger, parent involvement, community networking and any other strategy that may help children be successful in school.

All business of the Newlin School Partnership is conducted with the support of a volunteer board of directors under the authority of the Parish Vestry. The Newlin Partnership is funded through the church operating budget, contributions, grants and fundraising efforts.

Harvey R. Newlin Elementary School Policies and Procedures

THE SCHOOL DAY

The school day for children is 7:50 am until 2:30 pm Monday through Friday. **The building is not open to students until 7:20 am each day.** The school staff can assume no liability for any student who arrives before 7:20 in the morning.

The hours for teachers are **7:30** am to **3:30** pm.

If you desire to speak to your child's teacher, we request that you call the school and leave a message, e-mail teachers directly, or call after 2:45 pm. The teachers check their e-mails and will return your call no later than 24 hours. If the call is an emergency, you should tell the office support staff person answering the phone. They will handle the call accordingly.

General School Hours

- 7:20 am Students may enter the building
 - **NO STUDENTS ON CAMPUS BEFORE 7:20 AM -SAFETY!**
Do not drop off students and leave them on campus if our school doors are locked.
 - 7:20 – 7:50 Universal Free Breakfast open to all students
 - 7:20-7:40 Students report to designated holding room
 - 7:40 am Students are dismissed to classrooms
 - 7:50 am Tardy bell rings -- Classes begin
- Students who arrive late must be walked into office and signed in by an adult.**
- 7:50 – 8:00 Announcements
 - 2:25 pm Downstairs dismissed
 - 2:30 pm Upstairs dismissed
 - 2:45 pm Buses depart/Vans begin to load

Absences and Tardies

We believe that it is essential that students **attend school regularly and arrive on time in order to benefit the most from school experiences**. We realize that there will be times when students have legitimate absences. However, absences should be kept to a minimum. If your child has a doctor or dentist appointment, a written note from the doctor or dentist must accompany him/her on their return.

Student Attendance Policy

On the first day immediately following an absence, the student will present to his/her teacher a written explanation of that absence. If sending an email, please email both the teacher and the Data Manager. The written explanation should contain the following:

- a. Date(s) of absence
- b. Reason(s) for excused absence
 - Illness or injury
 - Death in the immediate family
 - Medical appointments
 - Court proceedings



- Religious observances
 - Educational opportunity
- c. Signature of parent.

The written explanations will allow us to determine if the absences are excused or unexcused. If no written explanation/email is **received within three days, the absence will be considered unexcused**. Written explanations/notes will be given to the teacher and then kept in the front office. If you would like a copy of the doctor/dentist note, please see our front office staff and they will assist you.

Unexcused letters will be issued to parents once a child accumulates 3, 6, or 10 unexcused absences.

We will be happy to provide make-up work to all students who have had absences. All work should be completed within five days or sooner after returning to school. If a child is absent for an extended period of time, we will gladly send work home at your request. Let us know how we may be of assistance.

Students must be present at least half of the school day to be counted present. Any student arriving later than 11:00 am or leaving earlier than 11:00 am will be considered absent for the day.

Student Tardy Policy

Punctuality is an important habit. Children cannot keep up with their work when they are constantly late for class. **Breakfast will not be served after 7:50 am, unless children arrive on a late bus.** The following procedures will be followed when student is tardy:

1. A student arriving after **7:50 am** must be accompanied by an adult and report directly to the office. The adult will need to sign them in and the student will then receive a tardy pass. Students must use the main entrance of the building to enter after **7:50 am**. The tardy bell will ring at 7:50 am.
2. Students on late buses are not counted tardy.



Family Trip During School Year

Please take consideration of the school schedule when planning family trips. April, May and June are important for test preparation and testing. Please send in a note prior to a family trip.

Arrival and/or Dismissal Procedures

Car Riders: ABSS is a tobacco free zone, therefore no smoking allowed on school  grounds, including in cars.

Those parents who choose to bring and/or pick up their children from school by automobile should observe the following guidelines (**Please be patient**):

Students may begin arriving at school at 7:20 am. All morning car riders will be unloaded in the front of the school and staff and safety patrols will assist students. No unloading of students is allowed across the street, in back of building, or on Whitsett Street. **NO LEFT TURN INTO NEWLIN WILL BE PERMITTED MORNING OR AFTERNOON. RIGHT TURN ONLY.**

Morning

All students are to go directly to the gym to sit with their grade level or to the cafeteria for breakfast. Please allow your child to join us for a free breakfast in the cafeteria every morning.

Afternoon Car Riders

Afternoon car riders will be loaded in the front of the school. Staff will assist students in the afternoon. No afternoon car rider pick up is allowed in back of building or on Whitsett Street. All students must be picked up from school by 3:00pm (no required adult supervision after 3:00pm).

Parking

The Burlington Police Department has formally informed us that it is illegal for individuals to park cars / vehicles (even while waiting) on the side of Carden Street opposite from the school, from 7:00 am - 4:00 pm. It is, however, legal to park on the school side of Carden Street. Please be advised that the Burlington Police Department has indicated they will ticket you if you park incorrectly. Please continue to be extra careful with traffic near the school and speak to your child concerning traffic safety.

Early Dismissal/Late Arrival

If a student must leave school during the day, he/she must be signed out of the main office by parent/guardian/or sibling over the age of 18. Students will be called to the office after the parent has arrived to pick them up. No students will be released after 2:15 as this will impact afternoon dismissal procedures. If students are picked up early, they will be marked tardy.

When a child is tardy or returning from an appointment, a parent/guardian **must accompany** the student into the main office and sign him/her in as tardy, noting the reason. Office personnel will issue the student a pass to class, which must be presented to the teacher upon arrival in the classroom. The pass will indicate whether the tardy is excused or unexcused. Please help us support your student's opportunity for success by having them miss as little instructional time as possible.

Afterschool/Daycare/Van Riders:

Students who attend an off campus afterschool daycare will proceed to the gym for dismissal and will be dismissed following bus riders.

The Burlington Parks and Recreation Center runs an after school program on our campus. To enroll in this program, please call (336) 222.5030. Students in this program will report to the cafeteria during dismissal.

Car/Bus Rider Dismissal Changes:

1. If an emergency arises and you need to change your child's mode of transportation, you will need to provide a note with the following information: Student's Name, Date(s), Morning and/or afternoon trip, parent contact numbers (cell, home, work etc.) and a description of the change. This note should be given to your child's teacher as soon as he/she arrives at school. **E-mails and Faxes will be accepted.**
2. Transportation changes that need to be made after the school day begins will need to be faxed or e-mailed to your child's teacher as well as to the office staff. **These changes should be made no later than 1:30 pm.**
3. Newlin Elementary does not have the immediate authority to change a student's bus assignment. Any request for change must be submitted to the Assistant Principal who will request approval from the Central Services office. These changes can often take several days. Therefore, if a change is requested, please submit it, in writing, as soon as possible.



Bus Riders: Bus transportation is a privilege and is provided for students as long as they do not abuse their right to ride the bus. Please be sure to have your child at the bus stop at least five minutes before the time the bus is scheduled to arrive.

Bus drivers **cannot wait** for your child to come out of the house – **even in rainy or cold weather**. Encourage your child to use good conduct and self-control on the bus. Students must stay seated and quiet at all times. **Students who cause disturbances on the bus are endangering the lives of others and will lose their privilege of riding the bus if such disturbances occur repeatedly.**

Students will **not** be allowed to change buses or go home any way other than their normal way. A student may not ride a different bus home without **written permission** from his/her parents and **prior approval of the Bus Transportation office**. Also, a student who does not usually ride a bus home in the afternoon cannot ride the bus in the afternoon without approval from the Bus Transportation

office. The principal, assistant principal or any other personnel CANNOT give permission for either of these situations.

Bus Conduct

Bus riding is a privilege. In order to guarantee the safety of your child and other children who ride the bus, we ask for your help in maintaining good bus behavior. All students will have assigned seats. Students must respect the school bus driver for the safety of all riding the buses. If a student cannot behave in a safe way on the bus, a warning will be sent home. If problems continue, a child will be suspended from riding the bus for a designated period. Serious behavior problems may warrant immediate suspension without warning. When it is necessary for the bus driver to return to school due to behavior problems, parents will be called to pick up their child/children.



Listed below are rules and policies which will be guidelines for expected behavior on our school buses. Please discuss bus behavior and rules with your student and make clear your expectations for good bus behavior.

1. Follow directions of the driver and teacher.
2. Stay seated unless getting on or off the bus.
3. Keep hands, feet, and objects to one's self
4. No shouting, teasing, or inappropriate language.
5. No fighting or threat of physical harm.
6. Keep the aisle clear of objects.
7. Do not eat or drink on the bus.



Consequences of Bus Misbehavior

- 1st Offense.....Verbal Warning from Driver
(seat assignment changed)
- 2nd Offense.....Written Warning from
School Administration
- 3rd Offense.....Long-term suspension

The school administration has the right to override any bus decision. In the event a student commits a serious offense which could cause danger to others or himself/herself, that student can be suspended from riding the bus immediately, without following the steps above.

Non-Alamance-Burlington employees or (parents) are not allowed to board the buses.

Problems regarding schedules and routes should be discussed with the Bus Transportation Department.

Procedures When a Bus is Late

If your child misses the school bus, please make every effort to get him/her to school. Students may be picked up only at designated stops. If a bus has not arrived by the designated time:

1. Call Newlin Elementary: **(336) 570-6125**.
2. Have the child(ren) remain at the bus stop. If after 30 minutes a bus has not arrived, the children should return to their homes or may be driven to school by a parent.
3. Do not allow your child to board an unassigned bus.

School Bus Zone Reminders from the Greensboro Police Department

1. Effective August 25, 2011, the penalty for SPEEDING IN A SCHOOL ZONE will be \$250, with a \$188 court cost for a total of \$438. This includes ANY speed over the posted School Zone speed limit.
2. Students waiting for the school bus should wait on the SIDE of the road. They should never enter the roadway until the school bus comes to a complete stop, with flashing red lights, the stop arm completely extended and open doors.
3. Students should use designated crosswalks when crossing the road or cross with the assistance of crossing guards.



Walkers/Bike Riders

Students who ride bicycles must exercise caution. All bicycles are to be parked in the area designated for that purpose and should be locked. The school is NOT responsible for stolen or damaged bicycles. Bicycles cannot be ridden on the sidewalks.

Walking students who enter through the neighborhood entrance should walk on the sidewalk for their safety.



Student Checkout Policy



1. Children checked out prior to 2:30 pm must be signed out in the office.
2. If anyone other than the parent or legal guardian is to pick up a child at school, the office must have written permission from the parent or legal guardian for that person

to take the student off campus. **Please be prepared to show identification as needed.**

3. Teachers will not be allowed to release students to the office until the parents/guardians have arrived.
4. Checking students out prior to **2:15 pm is discouraged**. Due to the activity needed to prepare for dismissal, parents are discouraged from checking out students after 2:15 pm. Disruptions may cause students to come home without homework assignments and books/materials that might be needed to complete assignments.
5. Students signed out before 2:30 will be marked tardy; students signed out before 11:00 will be marked absent. These absences will be unexcused if an appointment note is not shared within 3 days of the early checkout.
6. Transportation changes that need to be made after the school day begins will need to be faxed or e-mailed to your child's teacher as well as to the office staff. **These changes should be made no later than 1:30 pm.**

Parent Concerns

If there is a problem, parents should feel free to discuss decisions and concerns relating to their child with their child's teacher. The first contact should be made with the child's teacher, then the administration. Please realize the teacher may not be aware of the problem and will appreciate your open communication.

In general, problems and concerns can best be resolved at the level at which they occur. A class-related problem would be most effectively resolved by calling the teacher and arranging a conference. If the teacher conference fails to resolve the matter, the administration will be happy to help resolve the problem.

Parent Conferences

Parents are encouraged to visit the school and to attend all meetings. If you desire a conference with your child's teacher, please contact the teacher to schedule an appointment. Parents who wish to schedule conferences with the principal/assistant principal should call the office to schedule an appointment.

Classroom Interruptions

Interruptions of any kind can consume time and hinder the learning process. Therefore, **we ask that parents not interrupt classrooms to talk with teachers during the school day**. During this time, office personnel will be glad to assist you in any way possible. We will be happy to have a message sent directly to a teacher or their email.

Visitors

Visitors and parents are always welcome at Newlin Elementary School. It is required that **All individuals entering the school building should check in at the office. Visitors may be asked to present their identification.** For the safety of the children, all parents, volunteers, observers, and visitors are required to **wear special name tags when in the school building during regular school hours.** Our purpose is to maintain a safe school for our students, faculty members, and parents.

Volunteers



Parents and grandparents are urged to volunteer their help at our school. We believe that parents have much to contribute to the educational process. Our school welcomes and encourages parent participation through various projects and programs. If you would like to volunteer, please contact your child's teacher or the school administration for more information. Upon arrival to volunteer, please report to the office and sign in so that we will have a record of all our volunteer hours. Also, we would like you to wear a badge so that you will be recognized as a volunteer. These will be available in the office as you sign in. Please let us know if you have a special interest or if you would like to help in a particular way.

Telephone Messages



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The school telephone is primarily for school personnel. Students will be permitted to use the phone in an emergency situation and then only with permission from the teacher or principal. We frequently receive calls asking the office to inform a student to ride a different bus or to be car rider on a particular day. As we are unable to verify over the phone that it is in fact the parent making the call, it puts the school in an awkward position. Since we have the responsibility of protecting the safety of each child, **please refrain from making requests unless it is an emergency.** Our secretary may not know you or your voice, so **please send this request in writing by email, note, or fax.**

Address/Phone Changes

Please notify the school of any change in your address and email address, home phone number or work phone number. It is **critical** that we be able to reach you in case of an **emergency**. If you have no phone, please provide the number of a relative or neighbor and notify that person that you have identified him/her as an emergency contact.

Child Custody

If you and your spouse are separated or divorced and you have been granted custody of your child through a court order or deed of separation, a copy of the court order **must be** on file with the school. The only way we can comply with the court's order is to have a copy of the order in your child's file. If these papers change at all during the school year, please bring a copy of the documentation to the office as soon as possible. The office will follow directions of the papers currently on file unless a change is documented by the parent.

Student Enrollment / Withdrawal

Newlin Elementary School has a total enrollment of approximately 700 students including one four-year-old class. Students enrolling should come to the office to be registered and assigned to a classroom. Kindergarten students must be five years old on or before August 15 to be eligible for school. Birth certificate, health assessment, social security number, immunization record, and verification of residence must be provided to the principal's office before students can be enrolled. Newlin offers a Pre-Kindergarten program for students who qualify. Notice are posted in the community and flyers are sent home with Newlin students to inform parents living in the Newlin district of the availability of this program in spring. During the registration problem students must be screened and will be admitted to the program based on screening results and space available in the program.

When students are withdrawing from school please notify the main office, the teacher, and return all books and any other items that belong to the school.

Kindergarten Health Assessment

Every child entering kindergarten for the first time must receive a health assessment conducted by a physician, a physician's assistant, a nurse practitioner or a public health nurse meeting the North Carolina Division of Health Services' Standards for Early Periodic Screening, Diagnosis, and Treatment Screening. The health assessment must be completed no more than 12 months prior to the date of school entry. The principal of each elementary school shall be responsible for having on file a health assessment transmittal form for each kindergarten student before they are enrolled. **Per state law, students without a Kindergarten health assessment must be suspended after 30 school days. The date this year would be October 5, 2015.**

Student Illness

Should your child become ill during the school day, parents will be notified so the student can be picked up from the school office. It is crucial that we have telephone numbers where the parent or other designated individuals may be reached in the case of an emergency. Please be certain that we have several names and numbers of people we may contact. Please notify the school if any of these names/numbers change during the year. It can be very upsetting to a sick child if no one can be located to come for him/her. As a general guideline, **students should be “fever/symptom free” for 24 hours before returning to school.**



Student Injuries

In case of student injuries, the greatest care and consideration is extended. In all cases an attempt is made to notify parents or designees. In case of serious illness or accident, the student is made as comfortable as possible until help is obtained. Teachers and volunteers are not medically trained and are not expected to administer drugs or treatment beyond reasonable first aid procedures. When it is necessary for a student to go to the Health Room, either a teacher, teacher assistant or student helper will accompany the student. Parents are notified when a child is ill enough to leave school and the child will be allowed to remain in the health room/office until parents arrive. School personnel can only administer medication as stated below. The health room is under the direct supervision of the Alamance-Burlington Schools' health nurse and the principal's office. There will be NO medicine given (prescription or over-the-counter), but band-aids, gauze and ice packs are available for first aid.



Medication



The school recognizes that a student with chronic or unusual health problems may require medication during school hours. When possible, arrangements should be made with the physician to adjust the dosage so that it can be given at home before and after school. If this is not possible, Alamance Burlington Schools have a procedure to assure the safe administration of medication to students during the school day.

- No medication (prescription or non-prescription) will be given at school without the written authorization of both the parent and the health care clinician.
- A student medication authorization form must be completed every year.
- Medication must be delivered in person by the parent or guardian to the office. The authorization form must be with the medication.

- Prescription medications must be in a properly labeled bottle from the pharmacy and shall have the name of the student, name of the drug, frequency of administration and dosage information.
- Non-prescription medications must be in the original container and will be administered according to the written instructions of the health care clinician.
- Whenever medicine is changed by the physician, the parent is responsible for informing the school by submitting a new form and delivering medication to the school. **Telephone calls cannot be accepted for this purpose.**
- If a parent wishes to withdraw his or her authorization for medication to be given at school, the parent must inform the school of that decision in writing.
- **If you send medication for your child and the form has not been filled out by the doctor, we cannot give the medication to your child.** We are required to adhere to this regulation. Medication of any kind must be delivered to the school by the parent or guardian.

Lice

The Alamance-Burlington School System has adopted new procedures to reduce the incidence of lice in our schools. The most significant procedural change is the addition of a **NO NIT POLICY**. Basically this means that **no student will be allowed to stay in school if nits (lice eggs) are found in his or her hair.**

This decision was made with input from parents, the Alamance County Health Department, and the NC Department of Health and Human Resources. Other school systems have reported large reductions in head lice once a “no nit” policy was put in place. If you have questions, please contact your child’s principal or school nurse. The policy became effective January 5, 1998.

NOTE: As part of this procedure all elementary students may be screened for head lice and nits as deemed necessary by school officials. Trained personnel will make every effort to insure confidentiality and prevent embarrassment of students requiring treatment.

Immunizations

The Alamance-Burlington Board of Education assumes responsibility for fulfilling the intent of North Carolina State Statutes concerning immunizations for all children attending school including pre-kindergarten and transfer students, according to established procedures.

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 NC public school. If parents fail to provide written proof within this time limit, the child **MUST** be suspended from school and reported to the Alamance County Health Department.

North Carolina state law requires the following minimum doses:

- **5 DPT** shots (If 3rd dose is on/after 4th birthday, 5th dose is not required.)
- **4 POLIO VACCINE** doses (if 3rd dose is on/after 4th birthday, 4th dose is not required)
- **3 HEPATITIS B** doses (Individual born before July 1, 1994 shall not be required to be vaccinated against Hepatitis B)
- **1 - 4 HIB** doses (Not required after age 5)
- **2 - MMR** doses (1st dose on/after 1st birthday, 2nd dose before enrolling in school (K-2) for first time, effective 7/1/94)
- **1 VARICELLA** (chicken pox vaccine, required for all children born after April 1, 2001)

Garrett's Law/HPV

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.cec.gov, www.immunizenc.com, www.acha. Or www.immunizationinfo.org.

Ley Garrett / VPH

El 17 de Julio, el Gobernador Easley firmo la propuesta de ley 444, conocida como Ley Garrett. Esta ley obliga a los sistemas escolares a asegurarse de que al principio de cada año escolar se aseguren de que las escuelas provean a los padres y guardianes de información sobre la meningitis meningococcal, la influenza y sus vacunas. A partir de Julio del 2007 la información y vacuna para el Virus del Papiloma Humano serán provistos también. Esta vacuna está disponible para las mujeres y puede prevenir ciertas enfermedades y cáncer. Copias de esta información están disponibles en la oficina. Información adicional sobre las enfermedades y las vacunas puede encontrarse en www.cdc.gov, www.immunizenc.com, www.acha. o en www.immunizationinfo.org.

Inclement Weather

On days when weather conditions create questionable circumstances for opening school, parents should listen to local TV news stations and radio stations for public information announcements. Parents can also check the ABSS website for information. Students **must not be left at school at the regular time when the opening of school is delayed.**



If early dismissal is deemed necessary, closing times will be announced on local TV news stations and radio stations, as well as the ABSS website. Parents should develop a plan with their children to cover these circumstances. It is important that school telephone lines be open in such a situation so that the superintendent's office may contact us on the closing plans, times, etc. An inclement weather plan should be completed by parents and returned to the school. Please update the plan when changes occur. Having a plan in place and sharing that plan with your child will make you and your child more comfortable.

Make-up days will be determined by the Superintendent and Central Office. Saturdays, teacher workdays, and any vacation days can be designated as make-up days. Once make-up days are determined Connect-ed messages will be shared and our website will be updated.

Personal Check Policy

Unfortunately, we do not accept checks for any events. Payment must be made with cash or money order. We do not maintain cash in our school so please have exact change.

Fees

No basic instruction fees are required. **Information** about optional school insurance will be sent home at the beginning of the school year and is available in the office at any time.

School Trips

Our school field trips are aligned with the North Carolina Common Core Curriculum and in compliance with ABSS policies. The principal grants approval of a trip only when evidence exist that all requirements concerning safety, transportation, staff supervision, liability, time and expense have been satisfied.

Trips outside of the school district and county are approved by the superintendent with advance notice. The fact that a pupil cannot financially afford a school trip or that the parents do not consent for the pupil to go shall in no way lower the subject grade of the pupil.

Evacuation

In case of an emergency evacuation, Newlin students would be relocated to Cummings High School.

Safety

We will conduct fire, lockdown, and tornado drills on a regular basis during the school year.

Dress Code

To maintain a positive learning environment, and to encourage development of positive self-esteem, we ask that each student come to school dressed and groomed in an appropriate manner.

A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. Please adhere to the following dress guidelines.

- Any style of clothing that disrupts the learning climate will not be allowed.
- Clothing that advertises items illegal for minors to purchase or possess or that displays vulgar language or images will not be allowed.
- Pants should be worn at waist level. Anything worn low is a safety concern.
- Shorts and skirts should be appropriate length coming to **at least** the bottom of finger tips when arms are straight down by your side. These clothing items **should not allow undergarments to be seen**.
- Any style of revealing clothing such as halter tops or tank tops are not appropriate for school wear.
- The building is air conditioned and heated but due to large zones, it may be cooler or warmer than your child is accustomed. Please send a light sweater for your child to wear as needed.
- **Except for religious reasons or special occasions designated by the school**, please remember that **no** head covering [i.e. hats / scarves / bandanas, etc.] is allowed in the building. This includes girls and boys.
- Since **physical education/structured play** is part of the **daily program**, with no time for changing clothes, please **do not** allow your child to wear unsafe shoes for these activities (**e.g., wedges, flip-flops, high heels, etc.**). The children are not allowed to go barefoot or to play in their socks. On days where students participate in PE, students should wear tennis-shoes.
- **Students noncompliant will result in a parent being contacted to bring appropriate clothing.**



Personal Property

Students should only bring to school those materials that are necessary for the instructional program. Toys, Games, CD/MP3 players, iPods, Wii, X-Box, DS, dolls, Gameboys, electronic toys, play station, **cell phones**, game cards, beepers, sports equipment, tek decks, etc. are **not** allowed at school, during class, or on the school bus. If such items are brought



to school, they will be collected by a staff member and will be returned to the parent when he/she visits the school. **Toy guns and knives should not be brought to school under any circumstances.** Possession of any type of weapons or explosive devices is a violation of the ABSS “Student Code of Conduct.”

Each student is expected to be responsible for all personal property (money, book bags, clothing, jewelry, etc.) that is brought to school. The school will not assume responsibility for any personal items brought to school. It is a good idea to mark all students’ clothing with their names. Each year students lose lunch boxes and articles of clothing and they are never reclaimed because we cannot determine to whom they belong. Students must use good judgment in protecting personal property.

NOTE: Heelys, roller blades, skates boards, and skates are not allowed on school grounds.

Cafeteria Information

Breakfast

The cafeteria staff serves a universally free breakfast to all students each morning from 7:20-7:50. Students who choose not to eat breakfast at school, are encouraged to eat a healthy breakfast before arriving to school. Due to the quick pace of our mornings, which are intended to help students prepare and focus for their day ahead and get to class in a timely manner, **parents and family will not be permitted to join students for breakfast in the cafeteria.**

Lunch

The cafeteria staff serves a free and balanced, hot lunch in the cafeteria each day. Students may instead choose to bring a lunch from home. Milk, ice cream, and other snacks may be purchased by all students. Drinks requiring glass bottles are not permitted in the cafeteria. Due to child nutrition recommendations, **please DO NOT send sodas to school for your child’s lunch.** Chewing gum and candy are prohibited. **Lunch from outside restaurants such as McDonald’s, Wendy’s etc. is not permitted.** Parents or grandparents are always welcome to eat lunch with their student. Please check with your child’s teacher or the front office for your child’s specific lunch time. You should always sign in at the front office before going to the cafeteria. Food for adults is priced per item. In the cafeteria, we will emphasize a pleasant, orderly lunchroom atmosphere so that students may improve manners and social skills while enjoying lunch.



If you have any questions about your child’s account or the breakfast/lunch menu, please contact child/nutrition services at our school or through the district.

Cafeteria Plan

In order to maintain order and to encourage an environment conducive to eating and digesting food, the staff has developed the following Cafeteria Plan:

- Speak clearly and politely to the servers in the serving line
- Focus on eating before socializing
- Practice good table manners
- Eat your own food not others
- Remain seated and raise your hand if there is a need
- Keep lunch boxes by your side
- Clean up after yourself
- When signaled, line up in quiet, wiggle free line



Curriculum Information

- **What are the Dynamic Indicators of Basic Early Literacy Skills or DIBELS?**
 - The DIBELS measures were specifically designed to assess 3 of the 5 Big Ideas of early literacy: Phonological Awareness, Alphabetic Principle, and Fluency with Connected Text. The measures are linked to one another, both psychometrically and theoretically, and have been found to be predictive of later reading proficiency.
 - Measures of Phonological Awareness:
 - First Sound Fluency (FSF): Assesses a child's skill to identify and produce the initial sound of a given word.
 - Phonemic Segmentation Fluency (PSF): Assesses a child's skill to produce the individual sounds within a given word.
 - Measure of Alphabetic Principle:
 - Nonsense Word Fluency (NWF): Assesses a child's knowledge of letter-sound correspondences as well their ability to blend letters together to form unfamiliar "nonsense" (e.g., fik, lig, etc.) words.
 - Measure of Fluency with Connected Text:
 - DIBELS Oral Reading Fluency (DORF): Assesses a child's skill of reading connected text in grade-level material word.
- **Why use DIBELS?**
 - The DIBELS measures have been used so extensively in schools and with real children, we have data indicating the relation between the measures. As stepping stones to literacy development, it means

that performance on one of the DIBELS measures is predictive of performance on the next appropriate DIBELS measure(s).

www.dibels.org

- **What is RTI?**
 - Response to Intervention (RTI) is a 3-tiered problem-solving model focused on providing high-quality instruction matched to student need, monitoring progress frequently to make decisions about changes in instruction, and applying child response data to important educational decisions.

- **What is Common Core?**
 - Common Core is a rigorous set of standards for the English Language Arts and Mathematics curriculum that has been developed based on the best practices of schools and organizations around the country and the world. The standards were created using the feedback of K-12 teachers, college level educators and experts in the fields of civil rights, English-language learners and students with disabilities. The Common core standards are designed to help students across the country meet the rising demands of the 21st century global marketplace. Students will be able to make stronger connections between classroom knowledge and real-world applications. In turn, students will graduate truly college and career ready, and, in so doing, will widen the scope of opportunities available to them. The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy. <http://www.corestandards.org/>

- **What are anchor charts?**
 - Anchor charts are posters, charts, etc. that are created by the teacher and students. They record students' thinking about a text, lesson, or strategies. The charts can be returned to help students remember the process. They serve to connect past teaching and learning to future teaching and learning. All of the students in the class are involved in the process of constructing meaning.

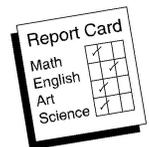
- **What is Revised BLOOMS taxonomy?**

- Revised Bloom's Taxonomy refers to a hierarchy of question stems that teachers use to guide their students through the learning process.
- **The levels are what they mean:**
- Remembering: Retrieving, recognizing, and recalling relevant knowledge from long-term memory.
- Understanding: Constructing meaning from oral, written, and graphic messages through interpreting, exemplifying, classifying, summarizing, inferring, comparing, and explaining.
- Applying: Carrying out or using a procedure through executing, or implementing.
- Analyzing: Breaking material into constituent parts, determining how the parts relate to one another and to an overall structure or purpose through differentiating, organizing, and attributing.
- Evaluating: Making judgments based on criteria and standards through checking and critiquing.
- Creating: Putting elements together to form a coherent or functional whole; reorganizing elements into a new pattern or structure through generating, planning, or producing.

Academic Achievement

Report Cards

Report Cards are sent to parents each nine weeks. Please take the time to discuss these and provide positive, helpful, and encouraging feedback to your child. Your attention to your child's progress will help you and your child. Report cards are to be signed and returned to your child's teacher within two days. If you have any specific questions or concerns, please direct them to your child's teacher.



Report Card Schedule for 2015-2016

-October 30, 2015 *or at 1st quarter conference -January 22, 2015

-April 8, 2016

-June 7, 2016 *or Last Day of School

Progress Reports

Progress Reports will be sent home in the middle of each nine weeks to all students. This is to let you know your child's progress at the mid-point of the grading period. These reports are also to be signed and returned.

Progress Report Schedule for 2015-2016

September 23
May 4

December 1

February 19

Grades

Report Cards using the grading system below are sent to parents at the end of the nine-week period: See Schedule below for grades 3-5.

A - 93-100
B - 85-92

C - 77-84
D - 70-76

F- 69 and below
I – Incomplete

Student grades for Third through fifth grade are made up of the following:

- Tests / Projects
- Class work / Quizzes
- Homework

Homework

Homework is given on a regularly scheduled basis. It is our goal that students understand fully the assignment and the processes involved in the homework.

Homework is not given as busy work or for disciplinary reasons. Its purpose is to reinforce skills, to encourage independent work, and to develop good study habits. Homework may take the form of practice work, unfinished class assignments, research projects, independent reading, and personal interest pursuits. In the case of absences, a student has 5 school days upon returning to make up missed work.



Student Awards

Each nine-week grading period, Newlin Elementary School recognizes students for academic excellence and outstanding progress at Awards Ceremonies. We welcome parents, family, and community members to celebrate student successes during these ceremonies. Students assist in leading these ceremonies and recognizing their peers. The following awards are given to students who earn them:



A Honor Roll (3rd-5th only)
A/B Honor Roll (3rd-5th only)
Art/Music/PE /Media award
Terrific Kid Award (two students)
Most Improved (two students)
Perfect Attendance

Response to Intervention Plans (RTI)

Students who perform below grade level will be recommended to our RTI team for additional and close monitoring. RTI plans are reviewed and updated each quarter with our team and teachers all updated results and recommended changes with parents.

Promotion/Retention

North Carolina Public School students are required to meet statewide standards (also called Gateways) for promotion from grades 3-8 and high school graduation. These standards ensure that students are working at grade level in reading, writing, and mathematics before being promoted. These standards are measured in grades three and five by the Common Core and Essential Standards End-of-Grade Tests. Students receive scale scores in reading and mathematics and measure proficiency. This shows as a good indicator for success at the next grade level, while Level 3-5 scores indicate that a student is probably well-prepared for the next grade level.

Leader in Me

At Newlin we are on a mission to inspire each of our students to tap into the leader that we know is within them. To assist students and teachers in this mission we are on the road to becoming a “Leader in Me” school. Through this initiative we will learn and live the *7 Habits of Happy Kids*. These habits are listed below:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, then to be Understood
6. Synergize
7. Sharpen the Saw



We will connect each of these habits to our daily learning and to service learning throughout the school and in the community. Service Learning connects community service experiences with academic learning, personal growth, and civic responsibility. Students will be provided an opportunity to develop a personal connection to what they are learning and create a context for the

application of concepts introduced in the classroom. Stay tuned as we aim to invest in each of our students through these 7 Habits!

Student Conduct and PBIS (Positive Behavioral Interventions and Supports)

The staff of Newlin Elementary School believes that desirable behavior should be promoted through positive methods, whenever possible. The best disciplined child is one with **self-discipline**. Listed below you will find information regarding our Positive Behavior Intervention and Support system. Through this system, our staff will work with students to help them grow in the area of accepting responsibility for their actions. Close contact between the home and school is maintained through conferences, notes, letters, and email and telephone communications. These may be initiated by staff members or parents/guardians. **It is essential that cooperation between students, parents, and staff members be maintained to ensure appropriate behavior.**

The Alamance-Burlington School Systems Code of Conduct was developed to ensure safe, orderly, and productive schools. A copy of the Code of Conduct is included in the orientation packet each student receives on his/her first day at Newlin Elementary School. Parents and students are requested to read and discuss the Code of Conduct. Students are expected to obey all school and classroom rules.

More about PBIS

What is Positive Behavioral Interventions and Support?

PBIS provides a framework to ensure that all students have access to the most effective instructional and behavioral practices throughout the school. Newlin began implementing this framework during the 2011-2012 school year. PBIS is designed to provide all of our students with positive expectations and reinforcements. In order for Newlin to increase learning in the classrooms, we first must capture the hearts of our students and provide them with the opportunity to gain ownership in what they are learning.

How will this affect my child(ren) at Newlin?

Newlin will have school-wide rules and consequences. Every teacher will have the same positive expectations and reinforcements for each child, no matter their location in the school. Students will have the opportunity to earn rewards for exhibiting P.R.I.D.E. Not only this, but your child will develop a more positive outlook on school and their learning!

What is P.R.I.D.E.?

Newlin Wildcats have PRIDE. Each letter of P.R.I.D.E. stands for a different expectation that we have at Newlin.

P is for Participate Safely.

R is for Be Respectful.

I is for Be an Individual.
D is for Do our Best.
E is for Engage in Learning.

These expectations will be clearly defined in the classroom, specialty classes, hallways, bathrooms, playground, bus, and cafeteria. Students and teachers will be expected to know our motto and what P.R.I.D.E. stands for.



What are "Punch Cards"?

Punch cards are part of our reinforcement system. When the students enter the classroom each student is ready to learn. Throughout the day students have the opportunity to earn punches by having a good, great or outstanding day. However, if students do not follow the expectations they will earn consequences (warning, cool down, time away and phone call home). Students will always have the opportunity to move back to "ready to learn" and above even if during the day the move to warning, etc. The amount of punches earned depends on the student's behavior throughout the day. The number of punches will be totaled throughout the year in order for student to earn rewards, celebrations, etc.

Outstanding Day = 4 punches
Great Day = 3 punches
Good Day = 2 punches
Ready to Learn = 1 punch
Warning = 0 punches
Cool Down = 0 punches
Time Away = 0 punches
Phone Call Home = 0 punches

Want more information about PBIS?

You can visit the national website to learn more information about the Positive Behavioral Interventions and Support framework.

<http://www.pbis.org/default.aspx>

PBIS Behavior System and Consequences for ALL classrooms

Number of punches issued per Day

4 punches = Outstanding Day (Pink)

3 punches = Great Day (Purple)

2 punches = Good Day (Blue)

1 punch = Ready to Learn (Green)

0 punches = Think About It (Yellow)

Teacher's Choice (Orange)

Parent Contact (Red)

An example of a PBIS behavior chart



Consequences

1. Warning
2. Cool Down (designated spot in room)
3. Time Away (silent lunch, go to another room, move desk)
4. Phone Call Home
 - a. Minor Slip is issued at this time.

After 2nd minor slip

5. Parent Conference
 - a. Discuss possibility of Major Form if Behavior is continued

After 3rd Minor Slip or Major Slip has been issued

6. Meeting with administration, parents, teacher and student

Your child will receive a color everyday either in their planner, on a calendar, etc showing what their behavior was for the day based on the section/color they were on at the end of the day.

Above and Beyond Examples for Moving UP!

1. Helping a friend
2. Picking up trash without being asked
3. Showing PRIDE in difficult moments
4. Being a role Model
5. Encouraging a classmate



School Property

Newlin Elementary School is a beautiful and well maintained facility that belongs to all of us. As such, we must all assume responsibility for keeping it that way.

Littering and acts of vandalism will not be tolerated.

Each student is responsible for using school property in an appropriate manner. Students must take care of textbooks, computers, media books, and all instructional and school materials. Lost or damaged materials must be paid for by parents.

Suspicion of Child Abuse

By law, school personnel are required to report suspected abuse or neglect of a child. This legislation also provides immunity from any related civil or criminal liability for the personnel making such a report. All employees are encouraged to cooperate with authorized community agencies regarding the health and safety of children. The school Social Worker will be notified of any suspected problems.

Domicile

Families who move outside the Newlin School attendance zone during the year are to register their child in the school zone in which their parent or legal court-ordered guardian resides for domicile purposes. If you would like for your child to remain at Newlin until the end of the school year, please contact the administration to schedule an appointment to discuss your needs and to request a continuance to stay for the remainder of the year. **For student safety, it is the parents' responsibility to maintain current contact numbers at all times.**

Non-Discrimination Clause

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

Harvey R. Newlin Elementary Faculty 2015-2016

Administration

Mr. Lawrence Conte, Principal
Reading

Academic Coach

January Bowles -

*Grade Chairs

Pre-Kindergarten	
Room	Room
Davern	110
Hines	120
Kindergarten	
Teacher	Room
Carlin	106
Cooper	301
Marsh	305
Richardson	303
Somers*	306
1st Grade	
Teacher	Room
Baker	112
Brown	113
Centore*	101
Funari	105
Jefferson	108
Woody	107
2nd Grade	
Teacher	Room
Barber	211
Bolton*	103
Bolyard	205
Erb	109
McHugh	104
Sherrill	111
3rd Grade	
Teacher	Room
Anderson	203
Chun	213
Madison	201
McCloud	202
Raber	215
Spady	204
4th Grade	
Teacher	Room
Gumbrecht	208
Marquardt*	210
McMahan	206
Yarboro	212
5th Grade	
Teacher	Room
Bailey	218
Phillips	217
Poteat	216

Valenti*	214	
Exceptional Children (EC)		
Teacher	Room	
Rickeya Logan	219A	
Unknown	219A	
Caitlin Nugent	104B	
ESL		
Teacher	Room	
Marissa Mensah	220	
Ashley Thomas	220	
Barbara Taylor	209	
Special Services/RTI/Remediation		
Teacher	Room	Extension
Bao Lor (Speech)	115-A	
Jasmine Garcia (Psychologist)	Office Hallway	35410
Holly Houglan (Guidance Counselor)	Office Hallway	35408
Evette Bethea (Social Worker)	Office Hallway	35407
Miriam Moran (Translator)	Front Office	35404
Brenda Warren (Nurse)	Front Office	35406
April Drake (RTI)	115-C	
Penny Taylor (RTI)	115-B	
Susan Phillips (Powerschool Manager)	Office Hallway	35405
Beverly Goins (Office Support/Bookkeeper)	Front Office	35403
Nina Stowe (AIG)	304	
Cafeteria Manager		
Specialty Classes		
Teacher	Room	
Todd McKinney (PE)	Gym	
Michael Teachy (PE)	Gym	
Unknown (Art)	Cart	
Andrew Pappert (Music)	Cart	
Katie Byrd (Science)	Trailer 400	
Unknown (Media)	Ext 35415	
Unknown (Technology/Testing)	200/222	

Custodians: Dennis Gant, Eric Rogers, Edgar Harris, Billie Jo Moore

Bus Drivers: Ms. Barbara Johnson (30), Ms. Trixie Jackson (242), Ms. Irene Torain (55), Ms. Chantel Wheeler (32), Mr. Ty Mathis (58)

Instructional Assistants 2015-2016

Michelle Cole

Tammy Godfrey
Phyllis A. Johnson
Phyllis P. Johnson
Denise King
Susan Kinney
Ethel Horton
Teresa Lane
Karen Poudrier
Laura Perdue
Sandra Simmons
Janis Williams

After reading, please cut, sign and return the slip below.

I have read and discussed the Newlin Elementary School Parent/Student Handbook with my child. Our signatures indicate that we have read and fully understand all the rules and policies stated in the handbook.

Student's _____ Name

Student's
Signature _____

Parent's _____ Signature

Date _____
