

# A Leader in Me School

R. Homer Andrews Elementary  
2630 Buckingham Rd.  
Burlington, NC 27217  
(336)570-6170

Dear Families,

WELCOME TO THE ANDREWS SCHOOL COMMUNITY, HOME OF THE ROADRUNNER LEADERS! We are using this handbook as a means of communicating between home and school. There are policies, regulations, and other helpful information discussed within the pages.

Andrews is a Leader in Me School; a leadership school where students learn, practice, and exhibit the 7 habits of highly effective children. A code of school-wide student expectations based on the Positive Behavior Intervention and Support (PBIS) model will still be in place, but follow the seven habits. Every student is expected to understand and model behaviors that are:

- RESPECTFUL
- RESPONSIBLE
- SELF- DISCIPLINED

Additional information about the PBIS model and the seven habits will be sent home during the first week of school.

Please take the time to read the **R. Homer Andrews School Parent-Student Handbook** and keep it readily available throughout the year. After you have read these documents and discussed them with your child, please read and sign the statement below and return it to your child's teacher.

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I have received and read the **R. Homer Andrews Parent/Student Handbook** and the **Student Discipline Code of Conduct** booklet. I understand the expectations and rules outlined, and I agree to help my child abide by the rules of R. Homer Elementary School and the Alamance Burlington School System. I understand that R. Homer Andrews takes a firm stand against violent and threatening behavior, both physical and verbal. I understand that any violent or threatening behavior can result in suspension from school with a required parent conference before the student is allowed back in class. I agree to help my child meet the curriculum goals set for him/her by the state of North Carolina by encouraging prompt and regular attendance, by monitoring my child's homework and class work for completeness and quality, and by attending all scheduled parent-teacher conferences regarding my child's progress.

Child's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## SCHOOL HOURS

School hours are from 7:15 a.m. - 2:35 p.m. Students are allowed to enter the building at 7:15 a.m. **The tardy bell rings at 7:50 a.m.** Students that arrive after **7:50 a.m.** will be **counted tardy.** **Parents are required to sign students in when arriving late and sign students out when leaving early.** Car riders and walkers are to arrive **at or after 7:15 a.m.** Students must remain in their car until the first bell sounds at 7:15 a.m. Formal supervision of any student arriving before this time is not provided.

## STUDENTS CHECKED OUT DURING THE SCHOOL DAY

When it is necessary for a student to leave school during the day, a parent or guardian must come into the office, by 2:20 p.m., and sign the student out. If a student leaves and returns the same day, he/she should be signed back in at the office by the parent/guardian.

### --Important Notice--

Parents/Guardians:

Your student's education and safety are a priority each day at Andrews. While staff would prefer your child to stay at school until the 2:35 p.m. dismissal bell each day, we do understand that appointments are scheduled during school hours. **If your child has an appointment with a service provider, we ask that you please check them out at the front office before 2:20 p.m. if the appointment is between 3:00 and 3:30, as you will not be able to park after 2:20 p.m.** You should be fine to wait in the car line for regular dismissal time if your child's appointment is 3:30 p.m. or after.

The car line traffic loop does not allow thru traffic after 2:15 and our side parking lot is for Staff, PreK and Exceptional Children's buses and vans with appropriate tags. Once you come into the front loop, there is not an exit until students are dismissed at 2:35 p.m.

We are aware that our car line is lengthy, both mornings and afternoons. Please be patient, as we are intentionally dismissing our students as quickly as possible while maintaining safety. The bell rings at 2:35 and it takes a few minutes for our students to exit safely to the front.

**\*\*Please call for transportation changes before 2:15 p.m. This will ensure the safety of all students. You may class dojo your teacher, but be sure they respond they have received your message.**

## AFTER SCHOOL PROCEDURES

Children will leave their classrooms at the end of the day through their assigned exits. PreK and MU parents should park in the North Wing parking lot (located near the front of the building) all others are asked to wait in the car line. Children

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are asked to clear the building immediately after dismissal unless they are engaged in a school-related activity. No adult supervision will be provided for late pick-up (after 3:00 pm). If a person other than a parent/guardian will be picking a child up, a note must be sent with the child. In the event of an emergency, a parent/guardian should call the office at (336)570-6170. Students are only allowed to ride home on the bus to which they have been assigned. If a note or phone call is not available Andrews staff will place the student on the daily mode of afternoon transportation.

## ATTENDANCE

Good school attendance has a direct bearing on academic achievement. Children should attend school every day unless they are sick or there is an emergency in the family. When a child is absent, parents should call the school office as soon after 7:15 am, as possible. **Automated Connect Ed calls will go out every time a child is absent or tardy.** When the student returns to school, he/she must bring a written note to the teacher explaining the reason for the absence.

Students must attend at least one-half of the school day, until 11:30 am, to receive credit for the day or they must come in before 11:30 am, in order to be marked present for the day. Excessive absences could result in written notification, referral to the school social worker, development of an attendance contract, retention, and/or legal action.

## TARDIES

It is the responsibility of the parent to ensure that students are on time for school, with the exception of students who ride the bus. Excessive or unexcused tardies can impede academic progress and often cause a disruption to classes that are already in session. Students (that are not bus riders) arriving at school after 7:50, **must be accompanied into the building by an adult, and signed in.** Excessive tardies will result in a referral to the school Social Worker.

## ATTENDANCE ZONES

The Alamance-Burlington School System is zoned for attendance. Residence is based upon where the parents reside. If parents are separated, residence is determined by the parent with legal custody. If custody has not been established, the child's residence is with whichever parent he/she lives. Residence can be changed by court ruling stating that someone other than the parent has been made the legal guardian.

Children whose families move during the school year are required to complete a transfer request in order to remain at Andrews. If a child moves outside of the ABSS school district, he/she must be immediately enrolled in the proper school.

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If a child becomes homeless during the school year, please see the school's Social Worker for assistance.

## **SCHOOL BUS TRANSPORTATION**

For a safe ride to and from school, children are expected to abide by all bus rules. Riding the school bus is a privilege. Improper conduct or failure to comply with bus rules may result in suspension from the bus. Conduct report forms will be used by the driver to record any rule infraction or problems, and parents will be notified of disciplinary action.

**In order to ensure the safe delivery of Kindergarten students from school, bus drivers are not to discharge Kindergarteners at bus stops unless a responsible adult is at the stop to receive the student OR an older sibling is present riding the bus. If this is not possible, the student shall be returned to school. If a child is returned to school, the bus will not attempt to drop the child off a second time. The principal or designee shall contact the parent/guardian to pick up the student at school. Should a parent/guardian not be able to be present at the bus stop, they are responsible for notifying the school before dismissal and making the necessary arrangements to ensure timely pick-up of their child on a daily basis.**

## **VISITORS, VOLUNTEERS, AND PARENTS**

All parents, visitors, and volunteers must report to the school office, sign in, and wear a visitor's badge. Visitors must have a valid identification to sign into school as a visitor. Staff members will approach anyone observed in the building not wearing a visitor's badge. Please understand administrators, support staff and teachers primary responsibility is to work with children, you may leave your name and number and someone will return your call within twenty four hours.

## **COURT ORDERS**

Parents and/or guardians who have any legal documentation related to custody, visitation, name changes, etc. should bring a copy to the school office and alert the child's classroom teacher. We will keep this documentation on file. Without legal documentation, we are unable to keep either parent from visiting and/or checking a child out of school.

## **PARENTS OBSERVING IN THE CLASSROOM**

Parents **MUST** contact the school administration prior to visiting a classroom for the purpose of observing their child. We ask that the observation be limited to 20 - 30 minutes. Any concerns you may have after the observation are to be addressed during a scheduled conference with the teacher and the principal. This will prevent

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any interruption of the remaining instructional day for both the teacher and children.

## PARENT-TEACHER CONFERENCES

We believe that parent conferences assist us in attending to students' educational needs while in school, therefore, the teachers will schedule a conference with every parent early in the fall semester. Parents may request a conference whenever they feel there is a need for one. Parents must attend fall conferences to pick up their child's first report card.

We encourage open parent-school communication as it serves as a deterrent to many problems that could arise. Remember, however, there are times when parent/teacher conferences cannot be held effectively (i.e. open house or classroom visitation, during the teacher's instructional time, lunch, etc.). If you wish to call a teacher, this should be done before or after school and during the teacher's planning time. Every minute of instruction counts!

## PARENT ORGANIZATION/VOLUNTEERS

WE NEED YOU! Parents are encouraged to become active members of our Parent Organization. Andrews Elementary School is fortunate to have parents who care. With the main focus being the students, we solicit and welcome your talents in volunteer work, comments, and suggestions. Together we can help make this year a winning year for all of our students.

## VOLUNTEER BACKGROUND CHECKS

As part of the district's continued efforts to maintain a safe environment for all students, volunteer background checks will be conducted prior to any individual supervising or chaperoning students. If you are considering volunteering for any events/activities, please be sure to submit your information as soon as possible; it takes at least one week for background checks to clear. The information collected during this process is confidential.

## FIELD TRIPS

Total field trip prices are determined by the costs of transportation, the activity, and the number of students participating; therefore, field trip **MONEY IS NON-REFUNDABLE** unless the activity is cancelled by the school.

## PAYMENTS to the School

When you are sending money to the school, please place it in a sealed envelope with the name of the child, teacher and the reason for the payment. **Personal checks will not be accepted in accordance with ABSS policy.** Please make sure the EXACT amount of payment is sent in, **change will not be provided.**

## CHANGE IN ADDRESS/TELEPHONE

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It is extremely important that we know how to reach parents/guardians during the school day in the event of sickness or emergencies. If you change jobs, homes or cell phone numbers, please update your information online at [abss.k12.nc.us](http://abss.k12.nc.us), Quick Links for Parents or notify the office as soon as possible. Be sure to give us the name and phone number of the emergency contact person(s) in the event that you cannot be contacted.

## INCLEMENT WEATHER

If school must be closed early due to adverse weather conditions, the decision will be made by the superintendent's office. Information about school closings or a change in schedule is announced and a call is sent to each child's home through our Connect-Ed process. If schools are to operate on schedule, no announcement will be made. In case of early dismissal, please have plans in place and discuss with your child the method of transportation home (before they leave for school). The After School Program does not operate when school is closed early.

## 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 vaccines can be found at [www.cdc.gov](http://www.cdc.gov), [www.immunizenc.com](http://www.immunizenc.com) or [www.immunizationinfo.org](http://www.immunizationinfo.org).

## IMMUNIZATIONS/HEALTH ASSESSMENT

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 North Carolina Public School. If parents are unable to offer written proof within this time limit, the child **must be suspended from school and reported to the Alamance County Health Department. Andrews requires all students to have their immunizations before they start school.** Every child entering Kindergarten for the first time shall 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 shall be completed no more than 12 months prior to the date of school entry.

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## SICK CHILDREN

If your child is sent to school ill or becomes ill while in school, you will be contacted immediately to come and take him/her home. Please do not send your child to school if he/she is not feeling well or has a fever 100 ° or higher.

## ABSS WELLNESS POLICY AND PROCEDURES

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

The Wellness Policy requirements and recommendations are stated in the ABSS "Wellness Procedures". The Wellness Procedures describe (i) mandates and suggestions for disease control with respect to foods from commercial and noncommercial sources, (ii) recommendations for eating environments, (iii) goals and mandates for school lunches, (iv) laws and recommendations with respect to vending machines, (v) mandates regarding competition with federal school nutrition programs, (vi) laws and recommendations regarding 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", "Board of Education", and then, "Board Policies".

## 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.
- \* The Public Health Hygienist with the NC Oral Health Section provides annual dental screenings in grades K and looks for possible dental problems.
- \* Vision screenings are performed for all 4th grade students. Screenings are also offered to other grades at the request of the school nurse.
- \* Parents/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.**

## PARENTAL NOTIFICATION DENTAL SCREENING

As part of the regular school preventive programs, the Public Health Dental Hygienist employed by the North Carolina Oral Health Section, Division of Public Health, will conduct dental screenings for all Kindergarten students. Students in other grades will be screened by the dental hygienist upon request by the school

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nurse. The screenings will be conducted using non-latex gloves, a flashlight, and a tongue depressor. A letter will be sent home to the parent(s) or guardian(s) 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.

## KEEPING KIDS HEALTHY

The BEST thing you can do is to keep children home when they are sick. This will help stop the spread of illness to other children and teachers. **Children need to be kept home when they have any of these symptoms:**

-Fever of 100.0 degrees or higher. Children should stay home until they have been without fever for at least 24 hours. Children should **NOT** be given Tylenol or Advil (ibuprofen) to reduce the fever and then sent to school. The child may be highly contagious to others.

- Nausea or vomiting within the last 24 hours,
- Severe headache,
- Diarrhea within the last 24 hours,
- Red, watery eyes with yellow drainage, or
- Unexplained rash.

If you are called to pick up a sick child at school, please come quickly.

**If your phone # changes, please inform the school.**

The Alamance-Burlington Board of Education authorizes designated school personnel to give emergency health care when circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of a pupil, and to perform that aid or life saving techniques in which the employee has been trained in a program approved by the State Board of Education. Designated personnel may include teachers, teacher substitutes, student teachers or any other public school employee.

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## HEAD LICE

If a child is sent home for head lice, before he/she may return to class, a trained member will check his/her head for live lice and/or nits. No students will be allowed to stay in school with live lice. If there is a confirmed case of live lice in a classroom, a parent information and/or notification letter will be sent home with each student in the classroom. Each student in that classroom will be screened for lice and/or nits in a confidential manner.

## MEDICATION POLICY

The Alamance-Burlington School System has procedures for giving long-term medications at school. It is the parent/guardian's responsibility to:

- send a completed medication consent form signed by both the doctor and the parent/guardian (forms available in the school office).
- provide the medicine in a properly labeled container from the pharmacist, and
- inform the school of any change in the medication or its administration through a doctor's note

In the event short-term medications must be administered during the school day, the Alamance-Board of Education authorizes designated school personnel to administer medication prescribed by a physician upon written request of the parents and signed by the doctor as permitted by NC General Statutes according to established procedures. Designated school personnel may include teachers, substitute teachers, teacher assistants, or any other public school employees. The Board of Education assumes no responsibility for students who self-medicate.

**Medications may not be sent to school with students.** Our school will provide a free universal breakfast and lunch in the cafeteria daily for all students. Students may bring lunch to school if they wish. Fruits and vegetables are encouraged for children who bring their lunch and/or snacks from home. All students are given an adequate lunch period and are expected to eat their lunch during this time.

## SCHOOL MATERIALS AND SUPPLIES

Children must be prepared at the beginning of each day with all the necessary tools for learning. This includes paper, pencils, and other items requested by the teacher for special projects, etc. Library books are loaned free of charge to students for their use during the school year. Books are to be kept clean and handled carefully. Students will be required to pay for lost and damaged library books.

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## **GOAL SETTING AND LEADERSHIP**

All children at Andrews have a leadership notebook where academic and leadership goals are set based on universal screeners. The state of North Carolina sets benchmarks for each grade level mastery levels. Students are engaged in the NC standards daily and are assessed for mastery. Learning trajectories are established to support a year's worth of growth for every child. Students are engaged in the Leader in Me program to learn and live the seven habits of highly effective people.

## **STANDARDS BASED GRADING**

Students will not receive nine week report cards, instead parents have access to the online parent portal. The standards mastery are indicated by a 3,2,or 1. The students have multiple times to master a standard throughout the year. Students will have a pretest, practiced opportunities with teacher support, and will be given master checkpoints throughout the year which will be reflected on the parent portal. Parents will receive information on how to access the portal and offered a paper copy if needed.

## **SCHOOL MAKE-UP WORK POLICY**

If a student is absent from school for a lawful absence, he/she shall be allowed five school days to make up work assigned on the day or days of his/her absence(s). Assignments that were previously assigned, and due on the day of the absence, are expected to be turned in upon the student's return to school. Tests that were previously assigned and missed due to the absence shall be offered upon the student's return to school. All tests must be made up within three school days of the absence. The teacher must use his/her discretion in having students take tests after a prolonged absence. It is important that the student understand the material. The responsibility for arranging for make-up work rests with the student and parent. All make-up work must be completed within the grading period and/or within five days of the student's return to school.

## **REPORT CARDS**

Andrews is a Standards Based Grading School. All parents have access to the Parent Portal where they can see assignment, levels of mastery, and what standards have not been mastered. Progress reports are not sent home, however, we encourage all parents to log into the Parent Portal. Your child's teacher can help you access this if needed.

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## PROMOTION/RETENTION OF STUDENTS

The school principal has ultimate responsibility of promotion/retention decisions in accordance with N. C. General Statutes. Teachers are responsible for early identification of students who are at risk of not meeting local or state promotion standards and for seeking assistance from appropriate resource personnel. If retention is a possibility, the parent or guardian shall be informed with a mid-ear possibility memo. The retention committee makes a recommendation in May after End of Year assessments are complete and teachers notify parents of the promotion decision.

## SCHOOL-WIDE DISCIPLINE PLAN

We believe all students can behave appropriately, while at school. All areas of our school have a matrix of expectations; these are taught to every child the first ten days of school. **We will not allow student behavior to disrupt the learning environment.** Please review the Student Code of Conduct and school-wide discipline policies with your child. It is important that rules are enforced at home, as well as at school. When a child is sent to the principal's office for disciplinary consequences, it is regarded as a serious matter. We will contact parents regarding repeated misconduct and serious infractions. It is critical the school has updated contact numbers at all times. The student code of conduct is followed for suspensions.

## WEAPONS

Possessing any form of weapon or "look-a-like" weapon is in violation of North Carolina law and the Alamance-Burlington Board of Education policy. If a student brings or possesses a weapon on any school-owned property, he/she could be suspended for one calendar year. Weapons include guns, knives, blackjacks, brass knuckles, slingshots or any other instrument that could be used as a weapon. Please read your ABSS Student Code of Conduct carefully for more detailed information.

## TOYS, RADIOS, ELECTRONIC DEVICES, ETC

We do not allow students to bring cell phones, pagers, or toys (including iPods, electronic games and tape/CD players) to school. These items will be collected and a parent/guardian will be required to come to the school to retrieve the item(s). If your child has a cell phone, it must be turned off during the instructional day. Please do not send any expensive items to school. Any cash must be sealed in a labeled envelope. **We will not be responsible for personal belongings at school.**

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## STUDENT DRESS CODE

Parents are requested to use good judgment in dressing their children for school, each day. Dress should be appropriate for the weather conditions outside and the temperature inside the building. Dress should also reflect care for safety and should not create a distraction in the teaching and learning process. Short and skirts must be no higher than 4 inches about the knee. Pants should be worn at the waist, jeans and shorts should not hang below the waist or "sag". **We are a leadership school and must dress accordingly.** Shirts that expose stomach, strapless shirts, backless shirts, shirts with thin straps, and clothing with suggestive or questionable language, rude comments, or drawings are **NOT** appropriate for school. No type of headgear is allowed. No style of clothing or the manner in which it is worn may expose undergarments. **Flip-flops and high heel shoes are NOT allowed as they may be a hazard on the stairways, playground and in P.E.** No skate/sneakers are permitted in school. Parents will be contacted to bring appropriate shoes/clothing, if students fail to abide by the dress code.

## EMERGENCY DRILLS

Every precaution is taken to ensure the safety of your child during school hours. Periodic fire, tornado, and lockdown drills are expected to make certain students learn proper safety procedures and adhere to all safety guidelines. Please be sure to sign in at the front office if you are on the school campus so that, in the event of an emergency or drill, you will be protected.

## TOBACCO PRODUCTS

No student, staff member, or school visitor is permitted to use any tobacco products at any time, including non-school hours:

- in any building, facility, or vehicle owned, leased, rented or chartered by the Alamance-Burlington Schools;
- on any school grounds and property, including athletic fields and parking lots owned, leased, rented or chartered by the Alamance-Burlington School System or at any school-sponsored event.

## Celebrations

Treats for celebrations may be left in the front office. Students can have celebratory snacks after 1 pm. All snacks must be prepacked and store bought. Parents may attend classrooms with a prior appointment with the classroom teacher. All parents visiting are required to sign in as a visitor in the front office, please bring your identification.

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## PARENT COMMUNICATION

Connect-Ed calls are used to inform parents of upcoming reminders. All teachers use Class Dojo to text and send messages to parents. Other forms of communication are: monthly calendar sent home in book bags, data notebooks, notes from teachers, our website: [rae.abss.k12.nc.us](http://rae.abss.k12.nc.us) and the front lobby calendar at the school. Teacher conferences, progress reports, teacher phone calls and notes, RtI conferences and IEP's, Child and Family Meetings, are all ways the school communicates with parents. Our website has links to learning activities, Leader in Me habits, and an online calendar.

As a school, we have adopted class dojo as a school wide behavior system. Students earn points for positive behaviors and may have points deducted for behavior infractions. Our positive behavioral systems are anchored in the seven habits and our behavior expectations that are taught to all students for all areas of the building. Students participate in positive rewards activities when they have earned their points each nine weeks of school.