

Newlin Elementary
Parent/Student Handbook



Newlin Wildcats
2013-2014

Pride, Determination, Expectations & Respect

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

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

Lawrence Conte, Principal
Angela Lynch, Assistant Principal

Harvey R. Newlin Elementary Faculty
2013-2014

Administration

Mr. Lawrence Conte, Principal
Mrs. Angela Lynch, Assistant Principal

Curriculum Facilitator

January Bowles

Teacher

Grade

Room

#/Suite

Marie Alston	Pre-K	110-Redbud
Janice Davern	Pre-K	120-Linden
Mary Foutz	Kindergarten	305-Mulberry
Rhonda Somers	Kindergarten	304-Laurel
Kimberly Richardson	Kindergarten	303-Sweet Gum
Stephanie Buckner	Kindergarten	301-Cedar
Melissa Jefferson	Kindergarten	108-Apple
Kelly Baker	Kindergarten	112-Hickory
Darlene Cooper	First	106-Dogwood
Allison McHugh	First	104-Magnolia
Michelle Yarger	First	101-Holly
Morgan Centore	First	103-Coconut
TBA	First	105-Cottonwood
TBA	First	113-Balsa
Christine Chun	Second	111-Cherry
Kelly Sherrill	Second	107-Beechwood
Carol Erb	Second	109-Birch
Patricia Anderson	Second	203-Elm
Tracy Bolyard	Second	205-Poplar
Megan Marquardt	Third	202-Chestnut
Natalie Campbell	Third	204-Oak
Heather McMahan	Third	208- Mimosa
McKenzie Townsend	Third	206-Cypress
Allyson Esh	Third	210-Walnut
Stephanie Yarboro	Fourth	212-Juniper
Nicole Valenti	Fourth	213-Maple
Carrie Gumbrecht	Fourth	211-Spruce
Jennifer Barber	Fourth	201-Willow
Katie Byrd	Fourth	207-Palm

Tiffany McCloud
Michelle Poteat
Jennifer McElroy
Matthew Bolyard
Sandra Phillips

Fifth
Fifth
Fifth
Fifth
Fifth

214-Sequoia
216-Sycamore
217- Pecan
215- Crepe Myrtle
212-Teakwood

EC Teachers

Jessica Mahon
Caitlin Nugent
TBA

ESL Teachers

Emilie Condon
Ashley Thomas
Barbara Taylor 1/2

Speech Therapy

Bao Lor

Occupational Therapist

TBA

Psychologist

Blair Herbin Ext. 35410

Translator

Miriam Moran Ext. 35404

Guidance Counselor

Holly Houglan Ext. 35408

Social Worker

Evette Bethea Ext. 35407

Nurse

Brenda Warren Ext. 35406

Technology Teacher

Jacqueline Bailey

Media Specialist

Dana Roseboro Ext. 35415

Reading Specialist

April Drake

Remediation Teacher

Penny Taylor

Health/PE

Todd McKinney
Stephen Rusterholz

Art Teacher

Laura MeadAylor

Music Teacher

Andrew Pappert

Power School Manager

Susan Phillips Ext. 35405

Office Support /Bookkeeper

Beverly Goins Ext. 35403

AIG Nurturing

Nina Stowe & Nancy Thomas

Cafeteria Staff Barbara Hunter, Manager

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

Bus Drivers Ms. Betty, Ms. Barbara, Ms. Latoya, Ms. Trixie, Ms. Moore, Ms. Torain

Teacher Assistant Assignments 2013-2014

Pre-K

Maynard	Alston
Bozeman	Davern

Kindergarten/First

King	Foutz/Brush
Martin	TBA/Centore
Godfrey	Shelton/TBA
Simmons	Buckner/Yarger
Poudrier	Jefferson/McHugh
Kinney	Bakerey/Cooper

Second/Third

Williams
Perdue
Lane
Hamilton

Fourth / Fifth

P.A. Johnson
P.J. Johnson
Horton
*Parrish

***Julie Parrish –Testing Coordinator**

WILDCAT PTA MESSAGE

Wildcat PTA members include Parents, Teachers and Administration. Everyone can join, grandparents, aunts, and uncles even friends. Please encourage people in our community to become members of our PTA! **We can't do it without you.**

The purpose of PTA is for the school and home to work together as a team to Educate all students.

The PTA supports the school's efforts and helps to enhance the learning environment. We are an advocate for all of the school's programs.

As parents, you are very important in the school-home partnership. Your support and your voice are **POWERFUL**. YOU can make a difference in your child's academic environment. When your child sees you participating, it encourages them to participate and it shows them you are a part of their team. We NEED YOU to join the PTA and be an important part of this awesome and strong team.

PTA provides parent volunteers for: Picture day, book fair, dances, field day, holiday store and other events throughout the year. PTA provides financial support for: Field trips, teacher/staff appreciation, safety patrol, field day, dances, family night, classroom and health room supplies, the reading program, and more.

Please make sure we work with the school and ensure your child comes to school on time and ready to learn. A full night's rest is an important factor in a child's ability to learn and be productive. Always let your child know that school is a high priority. If your child believes school is important to you, your child will make every effort to be successful in school. Success for all students is guaranteed when parents and teachers work together.

We have set a lot of goals for the upcoming year and **we cannot accomplish them without you!** Make school a high priority! We would like to have a school store and a fall festival. Would you like to help or work in the store? Join us and see how together as a team we can make a difference in our child's lives.

We look forward to working with you this year. Be on the lookout, we send important things home in your child's folders. Watch out for volunteer sign up sheets and event information. Contact us at any time for any information.

Go Wildcats!

New Officers TBA

SCHOOL INFORMATION AND POLICIES

Visitors & Volunteers

We have many parents and volunteers that contribute to the success of the students here at Harvey R. Newlin Elementary School. All visitors and volunteers must report to the office before visiting. We will deliver messages, money, lunches, homework, etc. to your child at the time when we know it will be least disruptive to instruction.

School Hours

All students are to be in their classes and prepared to begin work at 7:45 am. Dismissal is 2:35 pm for all students. We encourage all parents to wait until this time to pick up your children because there is class instruction up until dismissal time. All students must be picked up from school by 3:00pm (no required adult supervision after 3:00pm).. 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 an admit slip, which must be presented to the teacher upon arrival in the classroom. The admit slip will indicate whether the tardy is excused or unexcused. Please help us educate your student by having them miss as little instructional time as possible.

Student Dress Code

School dress code is essential to a good learning environment. Students are asked to dress with good judgment and, in doing so, contribute to our school pride. Parents will be notified when students fail to use good judgment about their dress and depending on their dress we may ask the parent or guardian to bring a change of clothes.

- All students are not to wear see-through apparel, midriff-type apparel, or any other article of clothing that would create a distraction.
- Shoes are to be worn at all times. Please do not allow your child to wear flip-flops, heelies, heels higher than an inch, because these types of shoes are a safety issue.
- **Shorts should be longer than the student's finger tips** when placed on their sides. Please check our students shorts to make sure they are a reasonable length and acceptable.
- Students in grades 3 through 5 should not wear halter tops, spaghetti straps, or tank tops.
- Clothing shall not display lettering or numerical figures, which carry a connotation of immorality, vulgarity, negativity, or obscenity, or alcoholic beverages.
- Caps, hats, etc. are not to be worn inside the building, except on special occasions designated by the school.

Newlin Elementary Student Code of Conduct

**** Students** will maintain respect for fellow classmates, adults, school property of others and themselves.

****Students** are to use good manners, show consideration for others, and walk quietly at all times when inside the building and on the school campus.

****Students** are to respect all school property and the property of their classmates.

**** Students** are expected to arrive at school on time and leave promptly in the afternoon. Walkers are to go straight home. Those waiting for rides will wait quietly. Students who walk should make plans with their parents about what to do if it is raining. The office phone is for business and emergency situations.

****It is the students'** responsibility to have their lunch money, textbooks, and homework for the day upon arrival. Students in pre-kindergarten, kindergarten and 1st grade should be accompanied by an adult.

****Fighting, rowdy behavior,** stealing, and cheating will be handled on an individual basis. Such action will not be tolerated. **Disturbances that result in public affrays will result in Juvenile Court proceedings with Burlington Police Department.**

****Students will not possess any object that can reasonably be considered a weapon.* This will be handled on an individual basis and will not be tolerated. All weapons are forwarded to Burlington Police Department as required by State Law.**

**** During a fire drill,** tornado drill, or other emergency situation, all students will follow the teacher's directions promptly without talking.

* Further, items such as toy weapons, poppers, firecrackers, or any explosive device that is dangerous or interrupts the daily school routine is strictly forbidden by State Law and will be reported to the local police department.

Personal Property

Cameras, Ipods, Nintendo DS, cellphones, expensive watches and jewelry, and large sums of money should NOT be brought to school. If such items are brought and collected by the teacher or administrator a parent will need to come in and pick up the item. However, any item stolen or lost will not be the responsibility of the school to replace.

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 if our school doors are locked
- 7:20 – 7:45 Breakfast
- 7:45 am Students go to classrooms
Students arrive late must be walked into office and signed in by an adult.
- 7:45 – 7:55 Announcements
- 7:50 am Tardy bell rings -- Classes begin

- 2:35 pm Bus / Van students dismissed
- 2:35 pm Pre-K, K, and Gr. 1 dismissed
- 2:45 pm Gr. 2-5 car riders and walkers dismissed

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.

Textbooks

Textbooks and library books are loaned free of charge to students each year. However, if a student damages or loses a book, they must pay for each item.

Child Custody Papers

It is very important that the office have on file current custody papers. 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.

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 Program. 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 in advance the method of transportation home. School phones may be busy.

School Lunch Program

In mid July, currently enrolled students receive lunch applications at their homes. Forms are also available at the school at the beginning of the school year. Only those who wish to apply need to return the forms. We have a universal breakfast for all students in the cafeteria. Lunch prices for students and adults are as follows:

Students: \$2.30 Adults: priced per item received

If your child is buying lunch for the week, we ask that send lunch money on Monday. The cafeteria accepts checks payable to Newlin Elementary School Cafeteria; however there is a \$20.00 charge on all checks returned for insufficient funds. Each student has an account with the cafeteria; therefore you may send money to cover longer periods of time than just one week. If your child cannot drink milk, we need a doctor's note so we can provide juice. No soft drinks are allowed and no **“Fast Food” or items from other restaurants are not allowed because of federal subsidies.**

Conferences

Conferences between parents and teachers are strongly encouraged by the school's administration. Please notify your child's teacher by phone, letter or email at least 24 hours in advance if possible for a conference. Please do not interrupt the teacher for conference during the instructional day.

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 North Carolina End-of-Grade Tests. Students receive scale scores in reading and mathematics that show student may not be adequately prepared to be successful at the next grade level, while Level 3 and 4 scores indicate that a student is probably well-prepared for the next grade level.

Progress Reports

September 25	December 4
February 24	May 8

Report Cards

Report cards are sent home at the end of each nine weeks. Please read these report carefully. Parents are notified to come in for a conference in lieu of first and third nine weeks report cards. Report Card dates are as follows:

November 4, 2013	January 29 2014
April 2, 2014	June 10, 2014

Personal Education Plans

Students in Grade K-5 have Personal Education Plans in order to provide support in areas of weakness. Parents are REQUIRED to conference with the teacher in order to sign the contract for learning improvement. Your teacher will contact you and schedule a mutually convenient appointment.

Student Enrollment / Withdrawal

Newlin Elementary School has a total enrollment of approximately 668 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.

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)

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 days. The date this year would be October 4, 2013.**

Health Room

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. Parents

will be notified of fever or any major injury.

Medication At School

The Alamance-Burlington School System has procedures for giving emergency medications at school. If your child must have medication of any type given during school hours, you have the following choices:

1. You can come to school and give the medication to your child at the appropriate time
2. You may obtain a copy of a medication form from the school office. Take the form to your child's doctor or health care provider and have the form completed by listing the medication needed, dosage, and number of times per day the medication is to be administered. This form must be completed and signed by the authorized prescriber for both prescription and over-the-counter drugs. The form must also be signed by the parent or guardian. Prescription medicines must be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. Over-the-counter drugs must be received in the original container and will be administered according to the prescriber's written instructions.
3. You may discuss with your prescriber an alternative schedule for administering medication (example: outside of school hours.)

NOTE: Some medications such as inhalers or emergency injections can be administered and kept by the student with written medical provider permission.

School personnel cannot administer any medication to students unless they have received a medication form properly completed and signed by the authorized prescriber, and the medication has been received in an appropriate labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

Head Lice Control Procedures

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.

School Pictures

Each year the school will provide an opportunity for students to take pictures in the fall and spring. Purchasing school pictures is optional, however please try to support this school in this event.

School Trips

Our school field trips are aligned with the North Carolina Common Core Curriculum and in compliance with ABSS polices. 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 or 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.

No Personal Checks

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.

Transportation

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 or in back of building or on Whitsett. All students are to go to the designated areas for their grade level or to breakfast. Please allow your child to join us for a free breakfast in the cafeteria every morning. Students 1-5 will report to the gym and Kindergarten will report to the downstairs media center.

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. The Burlington Parks and Recreation Center runs an after school and before school program on our campus. To enroll in this program, please call (336) 222.5030.

NO LEFT TURN INTO NEWLIN WILL BE PERMITTED MORNING OR AFTERNOON. RIGHT TURN ONLY.

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. Please continue to be extra careful with traffic near the school and speak to your child concerning traffic safety.

Early Dismissal

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.

Evacuation

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

Safety

We will conduct earthquake, fire, lockdown, tornado, and bomb threat drills during the school year.

Transportation Change

Please make arrangements about your child's transportation before they arrive at school each day. If there is an emergency and their normal method needs to be changed, please fax us a copy of your licenses with your request at 336.570.6207 and we will be glad to make the necessary arrangements. Please remember safety is our number one priority.

Pre-K/Kindergarten Bus Drop-Off Policy

In order to ensure the safe delivery of Pre-K/Kindergarten students from school, bus drivers are not to discharge these students at the bus stop unless a responsible adult is visible to receive the student. If this is not possible, the student will be returned to their school at the completion of the elementary bus route. The principal or designee shall contact the parent or guardian to pick the student up from school.

Bicycles

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

School Buses

All K-5 students are eligible to ride a school bus this year. Bus stops will be .2 miles apart and there will be NO waiting for students who are late getting to the stops. No Pre-K students are permitted to ride the school bus.

School Bus Rules

1. Show respect for the driver at all times.
2. Enter and leave the bus in turn without pushing or crowding.
3. Be seated when the bus is in motion.
4. Talk in a reasonable tone of voice without calling out to passersby and without using profane and abusive language.
5. Keep the bus clean and avoid littering.
6. Refrain from consuming food/beverages on the bus.
7. Remain in your seat without placing any part of your body out of a window, without climbing or jumping, and without throwing objects.
8. No disruptive behavior, fighting, violence or profanity on the bus.

9. No defacing bus seats/property.
10. Willfully delaying or trespassing on a school bus is prohibited.
11. School buses will utilize video camera surveillance.
12. Comply with other regulations set forth by the Director of Transportation and the State Administrator's handbook.



Newlin Elementary Student Conduct Bus Policy

- **Fighting or anything that jeopardizes the immediate safety of others is an automatic suspension**
- **First/Second** written warning- a warning letter will be sent home (seating arrangement may change)
- **Third** written warning- bus suspension for 1 day
- **Fourth** written warning- bus suspension for 2 days
- **Fifth** written warning- bus suspension for 3 days
- **Sixth** written warning- bus suspension for 5 days
- **Seventh** written warning- bus suspension for 10 days
- **Eighth** written warning- Face to face conference with school administration and possible recommendation for long term bus suspension.

ATTENDANCE

Attendance in school is imperative for educational success. School attendance is required by state law for all children between the ages of seven (7) and sixteen (16). The primary responsibility for school attendance rests with students and parents. The Board seeks the full cooperation of parents in promoting good attendance and punctuality. Parents and legal guardians must ensure that students attend and remain in school daily. No person shall encourage, entice or counsel any child to be absent from school unlawfully.

The principal must assure adherence to attendance policies and regulations and notify parents of their responsibility under the Compulsory Attendance Law (G.S. 115C-378). Teachers must monitor and report student absences on a daily and class period basis and follow all rules and regulations concerning attendance.

4400.1. Tardiness

A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy. A student who leaves school before the end of the school day, or who leaves class before the end of the class period, may be classified as tardy or absent depending upon the length of time missed. The Superintendent shall establish procedures to provide consistent consequences by grade level for excessive tardiness.

Important Information Regarding Tardies

Being in school on time and completing the full day is vital to a student's success. When you ensure your child is in class on time, you are setting a standard showing them the importance of school. When students arrive late or leave early, it often impacts their entire day. They miss valuable instructional time. Their late arrival or early release distracts the class and the teacher.

Newlin opens at 7:20 every morning and breakfast is free to all students. If a student is not in their classroom by 7:50 AM, then they are considered tardy. Each day the tardy bell rings at 7:50 at which classroom instruction begins. Even if a child arrives to school at 7:55, that is 5 minutes of important instruction that is missed. Five minutes may seem insignificant but it quickly adds up. Being five minutes late 10 times in a marking period equates to almost an hour of classroom time that is missed.

At Newlin, 10 tardies are considered excessive and excessive tardies impact a child's academic success.

Please note the following:

1. When a student is tardy **more than once** in a school week, the classroom teacher will make a phone call to the parent/guardian.
2. Over the course of the school year, if a student reaches **5 tardies** a letter will be sent home.
3. When a student reaches **8 tardies**, the parent/guardian will receive a phone call from the school counselor.
4. At **10 tardies**, a home visit will be conducted by the school counselor, school social worker, and/or a school administrator.

We look forward to reaching the goal of having each student in class on time everyday! Thank you for setting the standard to ensure your child's academic success!

4400.2 Excused Absences

A child may be temporarily excused from attendance at school on account of sickness or other unavoidable cause which does not constitute unlawful absence as defined by the State Board of Education. The authority to excuse a student for a lawful absence shall rest with the principal or designee. The principal shall exercise his/her authority to excuse absences in a reasonable manner, keeping the best interest of the student in mind. Any absence not approved by the principal or his/her designee is an unexcused absence. Permissible reasons for excusing an absence include:

1. Illness or injury which prevents the child from being physically able to attend school.
2. Quarantine, defined as isolation of the child as ordered by the Alamance County Health Department or by the State Board of Health.
3. Death in the Immediate Family. The immediate family generally includes grandparents, parents, brothers and sisters.
4. Medical, Dental, or Other Health Care Provider Appointments when accompanied by a written excuse with the health care provider's signature or stamp. Whenever possible, such appointments should be scheduled during non-school hours.
5. Court or Administrative Proceedings at which the attendance of the child is required. Verification of required court attendance must be submitted to the appropriate school official.
6. Religious Observances, if the tenets of a religion to which a child or his parents adhere require or suggest the observance of a religious event. The parent/guardian or custodian must seek prior approval of the principal for such absences, and the approval should be granted unless the religious observance or the cumulative effect of religious observances is of such duration as to interfere with the education of the child.
7. Educational Opportunity, such as travel with a valid educational component. Prior approval from the principal or designee must be obtained.
8. Local School Board Policy: The principal or designee may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.
9. Absence Related to Deployment Activities: Additional excused absences may be granted for a student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian.

All absences not classified as excused (1- 9 above) are deemed unexcused. An absence also will be deemed unexcused unless the student's parent/guardian or custodian provides

written documentation of the reason(s) for the absence to the principal or designee within two (2) school days of the student's return to school.

A student who is suspended for misconduct will not be considered absent without excuse for the purpose of this policy, although such absences will be considered unexcused for the purpose of make-up work and co-curricular and extracurricular activities. However, students suspended for ten (10) days or less will have the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

A student who is out of class as a result of participation in field trips, athletics, or other school-sponsored activities approved by the principal will not be considered absent without excuse for purpose of this policy.

4400.3 Make-Up Work

When any absence occurs, whether excused or unexcused, the student is expected to obtain and make up missed work. Students shall be allowed to make up work from an excused absence without penalty within reasonable limitations. The superintendent shall develop procedures to implement this policy for each grade span.

4400.4 Excessive Absences

In compliance with the compulsory attendance law (G.S. 115C-378), attendance letters are generated upon three (3), six (6), and ten (10) cumulative unexcused absences in a year.

The Superintendent shall establish consistent procedures at each grade level for referring students who receive attendance letters to the Student Services Team (SST). The SST will attempt to conduct student/parent conferences after six and ten cumulative unexcused absences, and will develop intervention plans designed to improve student attendance.

At the high school level, a student with more than ten unexcused absences in a certain course during a semester shall not receive credit for the course regardless of the grade obtained. The SST team will review the circumstances of the excessive absences and may award course credit if appropriate.

Excessive absences may be considered in promotion decisions for students in grades K-8 as determined under Policy 3000, Student Promotion and Accountability.

PBIS (Positive Behavioral Interventions and Support)

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

An example of a PBIS behavior chart

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)

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

LEGAL REF: G.S. 115C-378, -379, -381.

ADOPTED

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. **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.

“En cumplimiento con las leyes federales, el Sistema Escolar Alamance-Burlington aplica todos los programas educativos, actividades de empleo y de admision sin ningun tipo de discriminacion basada en la raza, religion, nacionalidad o grupo etnico, color, edad, servicio militar, discapacidad o genero, a excepcion de aquellos casos donde la exencion es apropiada o permitida por la ley. Preguntas o quejas al respecto deben ser

dirigidas Dr. Charles Monroe, Al Asistente del Superintendente, de Administracion Escolar, El Sistema Escolar Alamance-Burlington, 1712 Vuaughn Road, Burlington, NC 27217 336.570-6060.

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 ano escolar se aseguren de que las escuelas provean a los padres y guardianes de informacion sobre la meningitis meningoccal, la influenza y sus vacunas. A partir de Julio del 2007 la informacion y vacuna para el Virus del Papiloma Humano seran provistor tambien. Esta vacuna esta disponible para las mujeres y puede prevenir ciertas enfermedades y cancer. Copias de esta informacion estan disponibles en la oficina. Informacion adicional sobre las enfermedades y las vacunas puede encontrarse en www.cdc.gov, www.immunizenc.com, www.acha. o en www.immunizationinfo.org.

I have read and discussed the Newlin Elementary School Parent/Student Handbook with my child. My signature indicates that I have read and fully understand all the rules and policies stated in the handbook.

Student's Name _____

Parent's Signature _____

Date _____