

Smith Elementary School



Parent Handbook 2017-2018

*“We smile, we learn, we make things happen,
with that Can Do Spirit!”*

Dear Smith Families,

Welcome to the start of another school year! Or, your first year as a SMITH SEABEE! We hope you have enjoyed your summer! During the break, the PTO has been hard at work putting together our calendar for the upcoming school year as well as gathering wonderful volunteers to carry out all of the great events sponsored by our PTO.

Here at Smith, we are very fortunate that our PTO is extremely involved in enhancing the educational experience of our students by stocking our health room with supplies each year, providing monetary support to our teachers so they can purchase much needed supplies, helping to fund new security measures, sponsoring fun events such as our popular Scholastic Book Fair, Global Education Events, Science & Tech Day, Bingo, our Global Fun Run and Field Day...some of our students' favorite days of the year!

All of these events would not be possible without the help and support of our Smith families, and for this we say, "Thank you!"

If you are interested in becoming involved with the PTO...if you are new to Smith, or you have just decided that now's the time...please contact us! You can find a link to our PTO web blog by clicking on the 'Smith PTO' link on our school's homepage under the 'parents' tab. Here, you will find the names and contact information for our PTO executive officers, as well as, information about upcoming events and volunteer opportunities. You can also 'like' our Facebook page 'Marvin B Smith Elementary PTO' for frequent updates.

We look forward to a great year of serving our school and we hope that you will join us!

Sincerely,

PTO President

Jennifer Smith – jensmith71@msn.com

SMITH ELEMENTARY SCHOOL

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



Welcome!

Everyone at Smith Elementary School is delighted to welcome every student and parent to the 2017-2018 school year. We hope that your summer has been both restful and enjoyable and that you are now looking forward to an exciting and successful school year. This handbook should give you an overview of general information concerning our school. Parents and students are asked to review this handbook and keep it for reference throughout the school year.

SCHOOL INFORMATION AND POLICIES

School Hours

Students may arrive as early as 7:20 am each morning. They are admitted to their classrooms beginning with the 7:40 am bell. All students are to be in their classrooms and prepared to begin work by the 7:50 am tardy bell. We dismiss at 2:35 pm in the afternoon.

Arrival Procedures

Kindergarten and first grade students arriving before 7:40 a.m. will report to a classroom on the K/1 hall. All students in grades 2-5 who arrive prior to 7:40 a.m. will report directly to the gym where they will sit in grade level areas. Students who wish to eat breakfast will go directly to the cafeteria. Teachers and assistants will be on duty to supervise children to the gym, cafeteria, and the K/1 classroom prior to 7:40 am.

At 7:40 a.m., students will be dismissed from the gym or the K/1 classroom and report to their classes. Students who arrive after 7:40 am may go directly to their classrooms.

No adult supervision will be provided for children arriving at school before 7:20 a.m.
Children must not arrive before this time.

Dismissal Procedures

Children who ride buses will be escorted to their buses at 2:35 p.m. Staff members are on duty to assist the loading of buses.

Children who ride in cars will be dismissed at 2:35 pm to their appropriate location (K/1- K/1 hall, 2/3-front foyer, 4/5- media center). Our K/1 students will be loaded into cars at the end of the K/1 hall on Cardwell Drive. Siblings of K/1 students will also be dismissed at the end of the K/1 hall with their younger siblings.

Our 2-5 students will be loaded in the car circle in the front of our building. Staff members will be on duty to supervise the loading of cars at both locations. Car riders will be given car tags with an assigned number to display in the car window. This information will be used to call for the student and direct them to the assigned cone. Once the child hears his/her number, he/she will proceed from the building to the colored cones, stand with the safety patrol on duty and wait to be loaded into the vehicle.

It is very important that you register your student as a car rider in order to receive a car tag with an assigned number. It is also very important your car tag is displayed correctly! If you do not have a car tag displayed, you will be asked to park your car and enter the school building to present proper identification in order to receive your child.

In order to assure a safe and orderly dismissal, we ask that parents do not park and walk up to wait at the front doors and/or on sidewalks to pick up students. All car riders will be loaded into

their vehicles at one of the car circles by Smith staff. We appreciate your patience as we complete dismissal as safely and efficiently as possible.

After 2:00 pm, students will no longer be called from class for pick up in the office close to dismissal time for student safety. Late checkouts endanger our students by creating unsafe vehicle operation on our driveway entry and by disrupting normal dismissal procedures in our classroom.

Students who are not picked up by 3 pm will wait in our main office. A parent/guardian will have to come into the building to sign for their child and receive the student from our office staff. After 3:15 pm, there will be a childcare charge of \$5 per each fifteen-minute increment your child is here. Please be prepared to have the appropriate amount of cash with you when you come to pick up your child.

Students cannot be dropped off or picked up in the bus lot for safety reasons!

Early Check Out

If a student must leave school during the day, he/she must bring a note from home indicating the reason for leaving early, including time, date, and parent signature. This note should be given to the student's teacher upon arrival. A parent/guardian must come into the school to sign out a student using our computer system, and be prepared to provide proper identification. Once these procedures have been followed, students will then be called to the office. With this in mind, please allow ample time to sign your student out before leaving for the appointment. When scheduling appointments for your child/children, please be sure to take into consideration any testing or special activities that may be occurring on that day. We ask that all students leaving early be checked out from the office **prior to 2:00. If you are picking up your child and it is past 2:00, we ask that you wait in the car rider line for your child. Doctor and dentist notes must be provided to verify the early check out and to be counted as an excused tardy.**

Day Care and After School Programs

The location for drop off and/or pick up by daycares and other after school organizations will be in our bus circle off of Delaney Drive. At dismissal, these students will report to a classroom where they will wait until they are called to the bus circle. Once their van is called, they will proceed outside where our Smith staff will load the students into their appropriate vehicle.

Transportation Changes

If your child's transportation is to change for the day, please send a signed note to the teacher. For safety reasons, written notification is required except in the case of a true emergency. Calls to change a child's transportation will only be accepted in the case of an emergency and prior to 1:30.

Visitors and Volunteers

We welcome parents and volunteers to Smith! In order to ensure the safety of all students and staff, **ALL PARENTS AND VISITORS MUST REPORT DIRECTLY TO THE SCHOOL OFFICE AND LOG INTO THE VISITOR REGISTER STATING THE PURPOSE FOR BEING IN THE SCHOOL AND RECEIVE AN IDENTIFICATION BADGE. VISITORS**

WILL BE REQUIRED TO SCAN HIS/HER DRIVER'S LICENSE. VISITORS MUST DISPLAY THE BADGE WHILE ON CAMPUS.

We realize some parents prefer to walk their children to class during those first few days of school. Beginning after Labor Day, parents are asked not to accompany children to class. Instead, parents are asked to say their goodbyes and "kiss and go" in our lobby foyer. You are welcome to stand and watch your child until he/she enters the classroom. We appreciate your cooperation and help to foster independence for your child and help them adjust to their school and classroom. If you must accompany your child to class due to projects, materials, food, etc., please stop by the front office and follow the procedures for visitors listed above.

For parents interested in visiting the classroom, these visits can be no longer than **30 minutes** in duration, and that they are scheduled in advance with the teacher with principal's approval.

Attendance

Attendance in school is imperative for educational success....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." ABSS Attendance Policy 4400

Absences

If a student is absent, a parent/guardian must call the school as soon after 7:30 a.m. as possible. When the student returns to school, he/she must submit a written note that includes the student's full name, the reason for the absence, current telephone number where the parent may be reached and parent/guardian signature. When such notes are not presented within at least three days following the absences, the absence is unexcused. Please note that a student must be present until 11:30 am in order to be counted present for the day.

In order for educational trips to be excused, these requests must be pre-approved by Mrs. Hancock. There will need to be strong supporting evidence that the trip will reinforce the curriculum under study in the current grade of the child. Verification of learning through an educational journal is to be submitted to Mrs. Hancock for final approval upon the student's return to school.

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

Our school's student services team meets regularly to monitor attendance and to communicate with parents regarding attendance concerns (tardies, absences, and early checkouts).

Perfect Attendance

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

- Students arriving after 7:50 AM or leaving early are considered tardy. This includes Early Release Days.
- Students arriving after 11:30 AM will be counted absent.
- Students leaving before 11:30 AM and not returning will be counted absent.

Unexcused Absence (Unlawful)

Unlawful absences will be monitored by the School Social Worker based on reports from NC Wise. Parent/guardians will be notified by mail when their child accumulates 3, 6, or 10 unlawful absences.

Tardy Students

A tardy is defined as either arriving to the classroom after the 7:50 am bell, or leaving early before the 2:35 pm bell. When a child is tardy, a parent or guardian must accompany the student into the main office to sign him/her in due to a morning tardy noting the reason for a late arrival. For students who develop significant tardies and absences, parents will be contacted through letters and phone calls. If tardies continue, you will be invited to attend a conference to discuss the matter. In the event parents are not able to attend the conference, students may be issued an alternative consequence.

A specific attendance/tardy policy will come home at the beginning of the year for you and your child to sign indicating you and read and understand the policy.

Transfer Students

Per Board of Education policy, all transfer students who violate attendance, tardy, pick-up or discipline policies are subject to their transfer status being immediately revoked. Parents/guardians of transfer students will be required to sign and adhere to the Smith Elementary School Transfer Contract. This contract outlines additional requirements families of transfer students must commit to in order to attend Smith Elementary School.

Smith Elementary Student Code of Behavior

It is the goal of Smith Elementary School to provide a safe, orderly environment that allows all students the opportunity to learn. Currently, we are working toward becoming a **PBIS or Positive Behavior Incentives School** which means that we will teach and recognize expected school wide behaviors in the classroom, hallway, restrooms, cafeteria, and bus. This year we will begin to develop and share these expectations with our students and parents.

In addition, the school system has developed a detailed “Student Code of Conduct” that outlines system wide rules and regulations to govern student behavior. Each student receives a copy of these policies at the beginning of the school year. Listed below are our current expectations:

1. Students will maintain respect for fellow classmates, adults, and themselves.

2. Students are to use good manners, show consideration for others, and walk quietly at all times when inside the building and on school campus.
3. Students are to respect all school property and the property of their classmates.
4. Students are expected to arrive at school in time and leave promptly in the afternoon. The office phone is for business and emergency use only so please determine alternate plans ahead of time- before the school day begins. In cases where families continually call the office asking for daily alternative arrangements, you will be asked to conference with the principal in order to develop a more effective, efficient plan.
5. It is the students' responsibility to have their lunch money, textbooks, and homework for the day upon arrival.
6. Fighting, rowdy behavior, stealing, and cheating will be handled on an individual basis. Disturbances that result in public affrays could result in Juvenile Court proceedings with the Burlington Police Department.
7. Students will not possess any object that can reasonably be considered a weapon. These cases will be handled on an individual basis and will not be tolerated. All weapons are forwarded to the Burlington Police Department as required by State Law.
8. During a fire drill, tornado drill, or other emergency situations, all students will follow the teacher's directions promptly without talking.
9. No chewing gum is allowed.

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

School Buses

Transfer students are not eligible for bus transportation. To be eligible to ride a school bus in North Carolina, a student must live at least one and one-half miles from the nearest route to the school. Bus stops will be .2 miles apart and there will be NO waiting for students who are late getting to the stops. A copy of bus policy and procedures will be sent home shortly after the start of each school year. Parents are asked to review these with their children and discuss with them the necessity of good behavior while they are on the bus. The form will be returned to school with both parent and student signature indicating they have read, discussed and understand the policies.

Students who ride a bus are assigned to that bus; they must ride the assigned bus both to and from school unless a written note from the parent is presented to and approved by the office. The note will be considered for approval pending capacity of the bus in need. Requests cannot always be approved due to overcrowded/capacity issues. We will try our best to contact a parent and communicate the reason for disapproval in a timely manner so alternative arrangements can be made.

Riding the school bus is a privilege. Improper conduct on the buses will result in the privilege being denied. School buses will utilize video camera surveillance as needed.

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 passers-by and without using profane or 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. Refrain from fighting, or other violence on the bus.
9. Refrain from behavior that can be interrupted by others as bullying, intimidation and/or harassment.
10. Refrain from defacing the bus seats/property.
11. Refrain from bringing toys from home or other items that could be used and/or perceived as a weapon.
12. Willfully delaying or trespassing on a school bus is prohibited.
13. Comply with other regulations set forth by the Director of Transportation and the State Administrator's handbook.

Students violating bus rules will be referred to the office. Upon first offense, students are issued a warning for most offenses. Students referred for serious or repeated violations will have transportation privileges suspended.

Kindergarten Bus Procedures

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

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

Breakfast/Lunch

Breakfast is \$1.25 daily for students and is served each morning from 7:20-7:50 am. Lunch is \$2.60 daily for students. If you choose to apply for free or reduced lunch the reduced prices are as follows: \$.30 daily for breakfast and \$.40 for lunch. Parents are encouraged to pay for students' meals in advance. Prepayment for school meals may be made by the week, month, semester, or entire year. You may pay in cash or by check made payable to **Smith Elementary Cafeteria**. A \$20.00 fee will be charged for each Insufficient Funds check written to Smith Cafeteria. Meals may also be paid for online at <https://www.lunchprepay.com>. Parents are invited to join their child for lunch. Fast Food" and items from other restaurants ARE NOT ALLOWED.

If your family is experiencing financial difficulty, we strongly encourage you to apply for the free/reduced lunch program. Applications can be obtained in the office. Families are entitled to

this benefit, and this information is strictly confidential, even from Smith administration and teachers, so please apply!

We reserve the right to withhold extracurricular student activities if families owe money for lunch accounts, library books, textbook fees, field trip balances, etc.

Inclement Weather

If school must be closed or dismissed early due to snow or other adverse weather conditions, the decision will be made by the superintendent's office. Listen for Alamance-Burlington School's information. If the weather becomes inclement in the evening, the decision to close schools the next day will be made no later than 6:30 am the following morning. If no announcement is made, it can be assumed school is open. Please listen to the radio and T.V. for announcements or visit the school system web site at <http://abss.k12.nc.us>. PLEASE DO NOT CALL SMITH ELEMENTARY SCHOOL FOR INFORMATION.

Parties

Two classroom parties will be permitted during the year – a winter break in December and one at the end of the year. The teacher will determine the times and dates of these events. Take-home treats and goodie bags may be sent home at Halloween, Valentine's Day, Easter and other occasions if it has been discussed with the teacher in advance. Birthday parties for individual students are not permitted during school time. You can celebrate your child's birthday by sending in a special snack with your child. It will be up to your child's teacher when the snack is served to prevent an interruption to the instructional day. **Parents are asked not to bring younger brothers or sisters to class parties.** The parties are for the students in that class only. Food may not be served at any school party or event prior to the last lunch service in the cafeteria. Food brought to school parties and for other special events must be store brought.

Please notify your child's teacher if you prefer your child not partake in class treats or consume snacks brought to school from various homes.

Please be aware that the school cannot provide names, addresses or telephone numbers for private purposes. Please do not send party invitations to school to be given to specific children. Only whole class invitations will be allowed to be distributed.

Dress Code

Students are encouraged to take pride in their appearance. Clothing that interferes with the learning process or causes a disturbance will not be permitted. Should a student's clothing be inappropriate for the school environment, parents will be called to either bring the student a change of clothes or to take the student home to change clothes. Head coverings (hats, scarves, sweatbands, bandanas) and sunglasses may not be worn to school unless appropriate for a specific purpose by administrators or teachers. Students are not permitted to dye their hair different colors as this creates a distraction to the learning environment. Clothing must cover

midriffs and chests. Jeans and shorts should be the correct size so that they do not “hang” or “sag” below the waist or drag the floor. Baggy pants and oversized clothing are not allowed. High heel shoes over 2 inches high are not allowed. Inappropriate pictures, slogans, profanity, symbols, etc. will not be allowed. Shoulder straps must be at least 2 inches wide regardless of the age of the student. Physical activity is part of each school day. On students’ designated PE days, they should come wearing sneakers. Flip Flop sandals are not recommended due to the safety problems they create on the playground and in the hallways.

The judgment of the Smith administration regarding the appropriateness of student attire will be final. This ruling is created to treat all students fairly and equitably and to provide a free, appropriate education for all students.

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

Book bags

In order to maintain safe hallways, Smith does not allow rolling book bags. In order to help children comply with this rule, parents should purchase book bags that are not equipped with rollers. If your child needs to carry a rolling book due to a physical impairment, a doctor’s note must be obtained and authorization received from the principal. In such cases the policy will be waived.

Illness

Sometimes children will get sick. 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 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
- Unexplained rash

Those who become ill at school will come to the office and parents or guardians will be contacted. If you are called to pick up a sick child at school, please come quickly in order to keep from exposing other students to the illness. Please be sure we have updated information on how to contact you in case of sickness or an emergency.

Medication Policy

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

1. You can come to school and give medication to your child at the appropriate time(s).
2. You may obtain a medication form from the school nurse or school secretary. Take the form to your child's doctor or health care provider and have him/her complete the form by listing the medication(s) needed, dosage, number of times per day the medication is to be administered and time of day to administer. This form must be completed and signed by the authorized prescriber for both prescription and over-the-counter drugs. The parent or guardian must also sign the form. Prescription medications 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. Some medications such as inhalers or emergency injections can be administered and kept by the student with written permission by the physician.

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 appropriately labeled container. In fairness to those giving medications and to protect the safety of your child, there will be no exception to this policy.

Head Lice Control Procedures

The Alamance-Burlington School System has adopted new procedures to reduce incidence of lice in our schools. No student will be allowed to stay in school if head lice are found in his/her hair. This procedure is based on recommendations of the American Academy of Pediatricians and the National Association of School Nurses.

If lice are detected the parent/guardian will be notified and written instructions will be given to the parent/guardians regarding the head lice procedure and treatment.

If nits only are detected the student will remain in school and written instructions regarding treatment and removal of nits will be sent home with the student.

Upon return to school, parent must accompany the student. The student will be rechecked by the school nurse or trained school personnel. The student will not be readmitted to school if lice are detected. If nits are detected, the student will return to class and a "nits remain" letter will be sent home. Further monitoring may continue as needed. Absences will be excused no more than three consecutive calendar days per incidence. Students with repeated infestations will be referred to the school nurse/school social worker, who will determine appropriate interventions. Retreatment of lice is often necessary following the head lice treatment instructions.

In an effort to control this problem, parents should conduct periodic checks of their own children at home. The school should be notified if lice are found. Students must not share combs, caps and other personal items.

Report Cards

Report cards for grades 1 through 5 will go home each nine weeks.

Kindergarten teachers will conduct two parent conferences (1st and 3rd grading periods) and will issue report cards the 2nd and 4th nine weeks. Progress Reports are sent home at the midway point of each grading period.

Parent/Teacher Conferences

Parent/Teacher conferences are held for all students at the end of the first nine weeks. In addition to report card communication, there are times when a parent conference is needed. Conferences with parents are strongly encouraged at Smith. Appointments for conferences may be made at a mutually agreeable time whenever either a parent or a teacher desires. If a concern regarding the classroom should arise, parents are encouraged to resolve it directly with the teacher. If this intervention is not effective, the administration can assist both parties in finding a solution.

Parents who wish to speak with teacher may call the front office and leave a message. Teachers will return phone calls when a break in the day allows. Instructional time cannot be interrupted for phone calls.

Field Trips

School trips for a student group should contribute to the instructional program, be clearly in line with the objectives of the school, and be in compliance with board policies. The principal grants approval of a trip only when evidence that requirements concerning safety, transportation, staff supervision, liability, time and expense have been satisfied. No trip can be scheduled outside the school district or county without advance approval by the superintendent or designee.

In order to allow for safe supervision, we must limit field trip participation to students, staff, and approved chaperones. We cannot permit others including siblings, cousins, friends, or other extended family members to accompany us on field trips. With this in mind, please consider our field trips as special events that are students look forward to each year. Without siblings and other family members in attendance, the field trip provides a great opportunity for you to spend quality time with your individual student.

If you are a chaperone and you choose to have your child leave from the field trip with you in your vehicle, please complete a release form with the child's teacher in advance.

We make every effort to keep the cost of field trips reasonable. No child will be denied a field trip because of a genuine financial hardship. If paying for a field trip causes an undue hardship, please contact the school's administration. A student who has on file a disciplinary infraction that indicates that he/she cannot follow school regulations can be denied the privilege of going on a trip. A disciplinary infraction that results in an out of school suspension for one or more days will result in the student being unable to attend any school field trips for the remainder of the year. If a field trip has already been paid for prior to the suspension, a refund WILL NOT be issued.

ABSS District Notices

ABSS SCHOOL VOLUNTEERS-PROCEDURES

The Board of Education recognizes that volunteers are an important asset and make many valuable contributions to schools in the Alamance-Burlington School System, and it encourages schools to develop programs for the effective use of volunteers. Volunteers should be used to supplement the school program and not as substitutes for paid staff members.

Every volunteer is expected to behave in a professional manner in accordance with Board policies, administrative procedures, and school rules. Principals may limit or terminate the services of volunteers as they deem appropriate.

* This policy does not refer to volunteers who serve in coaching or co-curricular sponsor roles at middle schools and high schools. Please contact ABSS Human Resources for more information about that process as it is completely separate.

**The volunteer approval process can take up to a week to finalize so last minute plans, changes and/or additions may not receive approval and would not allow those particular individuals to participate in an activity.

*****Principals must approve the Volunteer Request for Criminal Background Check form to indicate they have approved of the participation of a volunteer prior to submission to HR for final approval. (This will add to the overall approval time for volunteers so I cannot stress the need enough for careful planning.)**

If a volunteer activity takes place with direct supervision under school staff and involves little or no direct student contact or a volunteer activity takes place in a classroom or other group setting and is supervised by school staff, no Volunteer Request for Criminal Background Check Form is necessary.

Examples include:

Volunteer visits classroom to read to students, assist teacher, etc while teacher supervises.

Volunteer visits class as a guest speaker while teacher is present.

Volunteer visits a school setting and their interaction is only with their own children in a supervised manner.

When a volunteer activity involves direct contact with students under limited supervision by school staff or a volunteer activity involves unsupervised contact with student(s) on or off campus, those volunteers will need to complete a Volunteer Request for Criminal Background Check Form. This form must be completed and approved before participation in the activity can occur. A new volunteer request form must be completed each school year by each volunteer.

Examples Include:

Volunteer supervises children other than their own on a field trip (day trip or overnight).

Volunteer tutors a child in an unsupervised area (empty room, hallway, etc).

Volunteer assists in the front office and interacts with children on a regular basis.

Volunteer assists with activity/club outside of regular school hours in an unsupervised area (empty room, hallway, etc).

Volunteers that are college students from various universities that wish to serve in different volunteer capacities (tutors, observing classrooms, student-teaching, etc.) must have prior approval before beginning in this role as well. If teachers are contacted directly by professors, university officials or the college students themselves, they should be instructed to contact HR immediately before proceeding with any activity in the school setting.

Approved volunteers shall notify Human Resources if they are charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) except minor traffic violations.

Information obtained through the implementation of this policy shall be kept confidential as provided in the North Carolina General Statutes and regulations. The school system shall maintain in paper format only data from a criminal history check conducted through the North Carolina Department of Justice. These records shall be kept in a locked, secure place, separate from the individual's personnel file.

Volunteers, whose prior history, including criminal history, demonstrates a risk to the safety or well-being of students, will be denied participation in activities with limited or no supervision by school employees. Conditions for rejecting a volunteer's participation in these activities may include but not be limited to the following:

- Conviction of or a Plea of No Contest to any felony
- Conviction of or a Plea of No Contest to any misdemeanor that indicates the volunteer may pose a threat to the safety or integrity of the school environment.
- A pattern of criminal charges, even if the charges were dismissed, which cause concern that the volunteer may pose a threat to the integrity or safety of the school environment.
- If the Alamance-Burlington Board of Education learns that an individual is a registered sex offender, this individual will be barred from volunteering at all levels.

All volunteers shall sign-in when arriving on campus, shall wear a school developed identification tag while participating in volunteer activities, and shall state where they will be during their visit. Volunteers shall sign-out when departing the campus.

Volunteer should understand the expectations of the school program, issues of confidentiality, professionalism and professional dress and appearance.

Annual School Health Screenings

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

Hearing screenings are conducted for grades Pre-K, K, 1, 3 and 5. Vision screenings are conducted for grades 1, 3, 5, 7 and 9. 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.

Dental Screenings

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, prek, and third grade students. Students in other grades will be screened by the dental hygienist upon request by the school nurse. The screenings will be conducted using non-latex gloves, 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.

Immunizations

The Alamance-Burlington Board of Education assumes the 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 immunizations records for their children within 30 calendar days after they enroll in a N.C. 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 doses DTP with a booster on or after the fourth birthday
- 4 doses of polio vaccine
- 2 MMR doses with the first dose on or after the child's first birthday
- 1 Hib on or after the first birthday and before 5 years of age
- 3 Hepatitis B (required for all children born after July 1, 1994)
- 1 Varicella (required for all children born after April 1, 2001)
- 1 Tdap dose (required for all students who are entering 6th grade on or after August 1, 2008)
- 1 Kindergarten Health Assessment no more than 12 months prior to school entry

***Exception- not all K-12 children will have the above doses, but they still may be in compliance with N.C. State Law. Any child that received the 4th DTP and /or the 3rd oral polio on or after their fourth birthday is not required to receive additional doses. Thus, a number of children may be in compliance with 4 DTP, 3 polio, 1 Hib and 2 MMR

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 complete 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 he/she is enrolled. Per State Law, students without a Kindergarten Health Assessment must be suspended.

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 (MPV) 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.edc.gov; www.immunizenc.com, www.acha.org, or www.immunizationinfo.org.

ABSS Wellness Policy and Procedures

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

The Wellness Policy requirements and recommendations are stated in the ABSS "Wellness Procedures." The Wellness Policy describe 1) mandates and suggestions for disease control with respect to foods from commercial and non-commercial sources, 2) recommendations for eating environments, 3) goals and mandates for school lunches, 4) mandates regarding competition with federal school nutrition programs, 5) laws and recommendations regarding fundraisers, concessions policies and student stores, 6) laws and recommendations regarding school parties, celebrations and rewards and 7) goals and mandates regarding nutrition education and physical education.

Tobacco Products

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

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

