

Parent/Student Handbook

Dr. Ashley Westmoreland, Principal
Mrs. Taylor Corcoran, Assistant Principal

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https://www.abss.k12.nc.us/o/awes

This AWE Parent/Student Handbook Belongs to:

Name: _____
Phone: _____ Teacher: _____

WELCOME AWE EAGLES!!

Dear Students and Parents:

We welcome you back for the 2025-2026 school year at Alexander Wilson Elementary School. We are committed to providing a compassionate, thoughtful, and challenging environment for all of our students. Student safety and achievement are our main objectives. Parental interest, involvement, reinforcement, and guidance will be important to your child's success. It is essential that we work together to help our AWE Eagles reach their highest educational goals and potential

Alexander Wilson Elementary is excited to continue our global education efforts this year! We are among five other ABSS schools that are integrating the Global program through Participate. This focus on global studies will continue to broaden students' understanding of their community and the world. As part of the network, AWE Elementary staff is involved in regular specialized training through Participate to bring the world into our classrooms in the coming school year. We have had 22 teachers and the principal participate in a Capstone Project and earn their Global Educator Digital Badge which is a high, state-level honor. We are proud of our collective staff and how they continue to commit to providing rich learning opportunities for all of our students as a Global School. Additionally, each grade level participates in a Global Action Project centered around Participate Learning's Blue Print for a Better World. This is an awesome way for our eagles to learn and engage as global leaders. We are excited for these projects to continue and grow during the 2025-2026 school year.

We hope that you find this handbook to be a helpful guide in navigating the operation of Alexander Wilson Elementary School. It contains key information to help make this year a successful one. Please read it carefully. Keep it in a secure place for quick reference throughout the school year. From time to time, you may have questions about the school and this document will help you. Do not let a question go unanswered. If there is something that is not in the handbook, feel free to call (336-578-1366) or email the school or your child's teacher for clarification. We will do our best to keep you updated on any changes through our weekly phone call/email messages. Please listen to or read these carefully so that you can stay updated on the news and events that directly impact our students and day-to-day business at AWE.

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

We hope this handbook will be helpful to you and that it will promote the understanding we are seeking. Thank you for entrusting us with your child(ren). We look forward to working with your family.

Welcome to the AWE Eagle Family!

ALEXANDER WILSON'S VISION STATEMENT

Equipping all students to
Achieve success by becoming
Global learners and
Leaders of tomorrow--always
Embraced by the community

MISSION STATEMENT

Empowering every Eagle, every day, to SOAR!!!

Safe
Orderly
Accountable
Respectful

SCHOOL FACTS

Hours: Student Arrival *7:30 a.m.*
Instruction *Begins at 7:50 a.m.*
Dismissal *2:35 p.m.*
Mascot: *Eagle*
School Colors: *Blue, White, and Gold*
Enrollment-approx. 620

MAIN OFFICE STAFF

Principal --Dr. Ashley Westmoreland
Assistant Principal -- Taylor Corcoran
School Secretary/Treasurer -- Linda Rushin
Data Manager – Stephanie Barnard
School Resource Officer -- Deputy Jack Boyles
Receptionist – Jessica Reyes Herndandez
School Counselor – Graham Smith
Social Worker -- Shaun Stiel Jenkins
Nurse – Kelly Corum

WHO TO CONTACT

Academic/Classroom/Student Concerns	Classroom Teacher
Academically/Intellectually Gifted	AIG Teacher – Christy Panknin
Administrative Issues	Principal – Dr. Ashley Westmoreland Assistant Principal – Taylor Corcoran
Before and After School Care	Eagles Nest Director – Morgan Keenan
Curriculum	Classroom Teacher/Administration
Exceptional Children	EC Chair – Lindsay Keiper
Family/Community Support	Social Worker – Shaun Stiel Jenkins
Make-up Work for Absence	Classroom Teacher
Media Specialist & Book Fair	Media Specialist – Brandy Webb
Medication/Student Health Issues	School Nurse – Kelly Corum
Parent/Teacher Conference	Classroom Teacher
Report a Student Absence	Data Manager – Stephanie Barnard
School Finance and Pictures	School Secretary – Linda Rushin
School Lunch	Cafeteria Manager – Connie Godfrey
Section 504	Counselor–Graham Smith
Dual Language Spanish Immersion	Principal – Dr. Ashley Westmoreland
Transportation/Bus	Assistant Principal— Taylor Corcoran
Student Check-in/Check-out	Main Office
Student Records	Data Manager – Stephanie Barnard
Volunteers	Main Office – Jessica Reyes/Linda Rushin



ACADEMIC ACHIEVEMENT

Report Cards & Progress Reports

Teachers shall report information about academic progress to parents through the Parent Portal on a regular basis using the standards-based grading format. Report card information is fluid and can be accessed throughout the year. Progress will be discussed in November during Face-to-Face conferences, and reminders to check grades will be issued at the end of each quarter. Please keep in mind that some standards are just being introduced during the first semester. Students may not reach proficiency until later in the school year. The K-5 Academic Grading Scale for Standards Mastery is listed below. Information regarding how to access the online grading system will be available and posted on our school website at the beginning of the school year.

Standards-based Grading

3= Consistently demonstrates mastery of the standards.
2=Sometimes demonstrates mastery of the standards with support.
1=Seldom demonstrates mastery of the standards.

Alexander Wilson Elementary Standards-Based Grading Q & A

What is Standards-Based Grading?	Standards-based grading communicates how students are performing on a set of clearly defined learning targets called standards.
How does standards-based grading differ from traditional grading?	Unlike with traditional grading systems, a standards-based grading system measures a student's mastery of grade-level standards. In a traditional grading system, a student's performance for a quarter is averaged together.
How are my child's marks determined?	A student's performance on a series of assessments will be used to determine a student's overall grade in a subject.
Will teachers "give" any numerical grades?	Teachers will use a variety of methods to provide feedback to students. This will include the **1-3** grading scale, anecdotal notes, number correct, and scores on project rubrics.
Does Level 3 equate to an "A"?	Level 3 does mean the student consistently completes grade-level work expectations by demonstrating the skill or an understanding of the standard.
How will student progress be reported?	Parents will have the option of looking online at the parent portal or the school will print a copy, if requested.
How will parents know if their child is performing on grade level?	Level 3 reports that a student is consistently performing on grade level. It is our expectation that all students will be performing at Level 3 (on grade level) by the end of the academic year.
If a student receives 1's all year, does that mean the student will be retained?	MTSS Intervention Plans are in place at AWE to support learners who are behind in math and reading. If a student receives 1's, it means his/her work is not yet meeting grade level standards consistently.
How will I know if my child needs help?	Receiving a 1 or 2 on an assessment, progress report, or report card can be a sign that a student is in need of extra support in the areas where they are receiving low marks. This is one of many benefits of a standards-based report card; areas in need of support are clearly evident.

ABSS Report Card Schedule

AWE is a Standards-based grading school. Ultimately, grades are not finalized until the end of the school year (Late May.) However, grades will be updated regularly. The administration will alert parents around the progress report and report card dates to check their students' progress online. A final report card will be emailed to parents the last day of school.

November 5* January 28 March 26 June 5

Standards are assessed regularly for mastery through:

- Observation
- Tests
- Quizzes
- Projects
- Writing Assignments/Graphic Organizers

Multi-Tiered Systems of Support (MTSS)

MTSS or Multi-Tiered System of Supports is a systemic, continuous school improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system in order to support all students. The framework consists of 6 critical components to support ALL students. One of these 6 critical components involves the three-tiered instruction/intervention model. At AWE ALL students are on Tier 1 of our MTSS System and are served through grade level, differentiated instruction. Students who perform below grade level will be recommended to our MTSS team for additional tiered instruction (Supplemental Tier 2/Intensive Tier 3) and close monitoring. MTSS plans are reviewed approximately every 10 weeks with our team and all recommended changes will be communicated with parents. Please do not hesitate to call your child's teacher if you have any questions about this process and/or the accompanying paperwork.

AIG PROGRAM

The Academically / Intellectually Gifted (AIG) program of the Alamance-Burlington School System is based on a rigorous, differentiated curriculum that meets the needs of the students, encourages diverse talents, and challenges students to the highest levels possible. The basic components of the program are consistent from school to school and offer a variety of services that are student-oriented and are inclusive of students from all socioeconomic and ethnic groups.

A nomination is not an automatic referral for further assessment. The AIG Committee will determine if the student (1) requires additional assessment to determine a need for differentiated instruction, (2) is already in a learning environment that is appropriate and does not require additional assessment at that time or (3) is eligible for intellectually and/or academically gifted services based on collected information.

ARRIVAL AND DISMISSAL PROCEDURES

School Hours

Students may arrive as early as 7:30 each morning. Students will report directly to class for breakfast and morning procedures beginning with the 7:30 bell each morning. All students are to be in their classes and prepared to begin work by the late bell at 7:50am. **Any student arriving to school at or after 7:50 will be considered tardy and will be required to report to the main office with a parent to sign in through the Ident-A-Kid system. Please be aware that there is only 1 computer for signing in tardy students, so this can take a little while.** Dismissal time is 2:35 p.m. for all students. For safety purposes, no student will be allowed to check out for early dismissal after 2:00.

Arrival & Dismissal

At Alexander Wilson Elementary, we care about the safety of your children! Arrival/Dismissal procedures have been created and are enforced to provide our students with the safest environment possible. We ask that you help us maintain the safety of our students by strictly adhering to these procedures.
-All students not riding a bus must be dropped off in car rider line (behind the school, off Hwy. 119.)
-Car riders can be dropped off from 7:25-7:50, ONLY! There is no adult supervision in the drop off circle before 7:25 or after 7:50. Students should not be dropped off prior to 7:25, unless they are enrolled in Eagles Nest Before School Care, and have been escorted to the side entrance of the gym and signed in by a parent. It is unsafe to continue to drop students off in the car rider lines after 7:45, as there are no adults to escort the students into the building, and to guide them through bus traffic. After 7:50, when the gate is locked, we ask that you park in the front/side lot and walk your child into the office. A tardy will be issued to the student.
-Do not drop off students in the front/ side/back parking lots or beside the mailbox! Bus traffic, congestion and a lack of supervision make this an extremely dangerous practice!
-Students are dismissed daily from 2:35-2:55 in the Car Rider Circle off Hwy 119. After 2:55, when the gate is locked, we ask that you park and enter the building via the front/side parking lots to pick up your child.
-Students leaving school early must be signed out in the office by the parent/guardian or an individual pre-authorized by the parent/guardian's written permission. Unless there is a documented illness or medical/dental appointment, this will count as an unexcused tardy. If an adult comes to pick up a student, and that adult is not listed on your child's records as someone who is authorized to pick them up, we will not allow the child to be released to that individual. In order to ensure a safe and efficient dismissal, students may not be signed out after 2:00pm. Emergency situations will override this policy.

- Morning Bus Drop Off – Bus riders arrive each morning in our bus lot and are escorted into the building. Buses return at 7:45 and pull in to the side lot to park**.**
- Morning Car Drop Off– Cars should enter the circle on Hwy 119, drop students off at designated stations, and exit onto Hwy 119.
- Eagles Nest Morning Drop Off – If you pay for AM Eagles Nest, you should enter the front car line from Hwy 119, drop off students at designated location BEHIND THE ORANGE BARRIER in front of the gym, and exit onto Hwy 54**. At 7:15 the buses pull in this front lot, please be very careful as you are dropping off your child(ren) so that you don't cause an accident with our incoming buses.**
- Afternoon Car Pick Up (ALL) – Students are dismissed at 2:35 and are escorted to the designated areas to wait to be called. All parents should enter the car rider circle off Hwy 119 for dismissal. During the first weeks of school, parents of car riders will receive signs with names for each student. These must be placed in the front car window. When the student's name is called, he/she will report to the assigned number to be loaded into the car. Please do not try to bypass our system—it works smoothly when everyone follows the direction of the staff facilitating the car dismissal.
- Transportation Changes – In the event that a change must be made to the way a child gets home, parents must inform the school ***in writing prior to 2:00pm***. In order to protect our students, no over the phone changes will be accepted. A link has been provided on the AWE webpage, under the Parent dropdown menu, for your convenience. Click on "Student Transportation Changes" and the

link will automatically inform office staff of any transportation changes. Notes can also be hand-written and sent in with the child in their homework folder or agenda.

- Early Drop-off/Late Pickup – AWE understands that parents have busy schedules and varying work hours. We are proud to offer Eagle's Nest Before and After School Care to help with these situations. However, these are services that you pay for, so that we can pay the salaries of the qualified staff working during these hours. If your child is not enrolled in Eagles Nest Before or After School Care, we ask that you respect the hours of the regular school day.
- Tardiness – We pride ourselves on being dedicated, professional educators. Our teachers have committed a great deal of time and resources to creating the best lessons and educational opportunities for your children. We believe that a quality education is the most important building block for our students' futures! If we truly want our children to appreciate and respect the education they are receiving, then we have to model that respect in our daily actions. Being on time and ready to learn every day is one way to show our respect for the teachers and the education they provide. Being late for school disrupts the child's routine, the routine of the class, and causes the teacher to stop instruction to cover morning routines.

  Please keep in mind that instruction begins promptly at 7:50am. Therefore, the expectation is that students are in the classroom ready to learn when the tardy bell rings at 7:50. There are many items that need to occur within the morning routine before a student is considered "ready" to participate in instruction (i.e. hanging up jacket, unpacking backpack, making lunch choice, etc.). When planning your trip to school each day, remember to factor in car rider line traffic and time for your child to complete his/her morning routine in the classroom.

  If a student arrives in the front office at or after 7:50, he/she will be considered tardy—this will be **unexcused**. A parent/guardian must accompany a child who is tardy to the main office to sign in. Using our Ident-a-Kid system, a pass will be issued to the student that they must then present to the teacher upon arrival in the classroom. The admit slip will indicate whether the tardy is excused or unexcused. Please see the "attendance" section for more information regarding consequences of tardiness and excused/unexcused tardies.

Late Afternoon Pick-up

A parent/guardian is also expected to come into the building to sign out a student when arriving late to pick-up in the afternoons. All students must be picked up in a timely manner due to limited adult supervision being available after school. If you are unable to pick up your child at the designated time it is recommended you enroll your child in Eagle's Nest.

Car Rider Circle Procedures

- Car riders will be loaded/unloaded by staff members or Safety Patrol members ONLY!
- Cars will need to enter the loading zone, continue moving down the lane so there are not gaps between cars, stop so students can be unloaded from multiple cars simultaneously, and then drive forward to exit the lane.
- Parents will not be able to exit their car at any point in the unloading area or park and escort their students to the building.
- Weaving in and out of this lane in order to jump ahead or find a spot to park to pick up your child is not permissible.
- When dropped off, students will need to have coats on and backpacks in hand ready to go in the car lane.
- Everyone will need to enter and exit the load and unload at the designated spots.
- We also expect everyone to drive slowly when entering and leaving the drop-off lane and that you do not talk on your cell phone within the circle.

If there are any changes to the normal dismissal routine for your child (i.e. instead of riding the bus he/she will be a car rider that one day) please send in a signed note to the teacher. This can also be done electronically under the Parent tab—Student Transportation Change. All changes in dismissal procedures must be made by parents **NO LATER THAN 2:00 pm** to ensure that the message can be shared with the teacher and child.

ATTENDANCE

Attendance is one of the most important factors in a child's educational success. Children should only miss school when there is an unavoidable reason for this absence. Students with good attendance generally achieve a higher level of learning than those with poor attendance. In addition, students are expected to be in school regularly and be on time for classes and not leave school early. There is no substitute for uninterrupted instruction in the classroom environment. If there is a question about a tardy or absence, the office needs to be contacted within 5 business days to resolve any concerns or discrepancies.

Full-Day Absence

- If a student is absent, a parent/guardian is encouraged to call the school as soon as possible after 7:30 a.m. to report the absence.
- When the student returns to school, he/she must bring a written note/documentation signed by the parent/guardian or doctor to the teacher within three days upon returning.
- **The note must state the student's full name, date, the reason for the absence, and current telephone number where the parent may be reached.**
- Notes must be submitted to the teacher within 3 days of absence or it will remain as unexcused.
- Absences not related to illness or family emergencies will be marked as unexcused.
- In addition to not coming to school at all for the full day, students are considered "absent" if:
    - They arrive after 11:00
    - They leave before 11:30 and do not return
- Students participating in afterschool activities must be present in school for the entire day in order to participate in activities, except where specifically exempted by a physician.
- 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.
- In order to receive Perfect Attendance for an Academic Quarter, students should not have any absences, but may have up to 2 **excused** tardies.

Any student who misses more than ten (10) days (excused or unexcused) shall have a review by the Student Services Team (SST). In many cases, the SST has already been involved with the student through the normal "3, 6, 10 day" notification letters and parent conference process, and appropriate plans are being implemented to increase attendance. There are situations, however, where students accumulate more than **ten (10) days of excused absences** in a year. Given that attendance is imperative for educational success, it is incumbent upon the Student Support Services Team to review the student's performance and develop any plans/strategies should they be deemed necessary. Chronic absenteeism results in significant missed instructional time, and consequently affects the student's academic progress, and is considered to be a violation of both the spirit and the letter of the district attendance policy.

LATE ARRIVALS/EARLY DEPARTURES

We strongly discourage late arrival and early departures. Students who are tardy or check out early inhibit and interfere with the learning for themselves and others.

Late Arrivals (Tardies)

- The tardy bell rings for students to *be in their classrooms at 7:50*.
- Tardy students must report to the office before going to class. An adult must sign a late student in. A note must be provided upon signing in documenting the reason/excuse for the tardy. All tardies are unexcused unless official documentation is provided (i.e. Dr. visit note)

Early Departure (Check out)

- Any child who needs to leave school early for any reason should have a note from the parent stating a time and a reason at the start of the school day.
- Parents must come to the school office and sign their child out using the Ident-a-Kid system.
- Doctor and dentist notes must be provided within 3 days to verify excused tardies or early check-out.
- While we refer to this as an "Early Departure", in Infinite Campus it is referred to as a "Tardy"

Excessive Late Arrival and Early Departure

- The Student Services Team will conduct student/parent conferences with families who accumulate excessive tardies/early pick-ups and will develop intervention plans designed to improve student promptness to school.
- Students who acquire excessive tardies and/or who consistently leave early in the afternoon may be required to make-up lost instructional time.

Absence for Educational Trips

- All educational trips must have prior approval from the principal. In order for educational trips to be excused, these requests must be submitted 2 weeks prior in writing in advance of the trip to the principal.
- Any trips without prior approval will automatically be marked as unexcused.
- Please specify in your written request that you are asking for consideration that the absences be excused due to the nature of the trip; not to be confused with requesting homework from the teacher or notifying the school of the absence in general.
- Up to 2 days of an extended absence may be excused as an <u>educational opportunity</u> during the course of the school year, but there must be a valid educational component. The first day back from the trip, the student will be expected to turn in a student-created journal, class presentation, or some other product that includes a description of places visited**, that ties to curriculum (reading, math, science, etc.) and the specific learning that took place each day.** After reviewing the student's work, a determination will be made as to the number of days that will be excused or unexcused.

ATTENDANCE ZONE

A detailed map description of the AWE attendance area is on file in the school office. Each elementary school serves a geographically zoned attendance area. Pupils whose families move from one Alamance-Burlington attendance area to another during the school year may apply for a transfer or continuation to remain the rest of the school year in the school they have been attending if there are no problems with attendance, behavior, or transportation. Students moving outside the Alamance-Burlington Schools area to another system must transfer or pay tuition. If you move during the school year, please notify your child's teacher and the school office in advance so that we may help make the transfer speedy and efficient. All textbooks, technology, and library books need to be returned and fines paid before leaving.

INCLEMENT " BAD" WEATHER



At times changing weather conditions make it necessary, for reasons of safety, to close schools or alter the normal time schedule. This is a district and not school-level decision. On days of inclement weather, the Alamance-Burlington School System Connect Ed phone system will contact all parents. Please be sure we have your correct home and work numbers. Announcements are also posted on the Alamance-Burlington School System website (abss.k12.nc.us). Announcements may also be made on Television and Radio channels.

<u>Please listen to the phone calls or new media and do not call the school office.</u>
Childcare may not be provided on delay and early release days due to weather.
Please be sure that your child has instructions as to what to do if school is dismissed early.

1) **Delayed Openings -** It may be possible to hold school by delaying the opening by one or two hours. If this decision is reached, it will be announced on local radio and television stations beginning at 6:30 am, as well as a ConnectEd message. Should the announcement say that Alamance-Burlington Schools will open one hour late or two hours late (depending on the severity of the weather condition), simply move the morning schedule forward one or two hours later than usual so that walkers and car riders arrive at school one or two hours later. <u>Breakfast will not be served at school on mornings of delayed openings.</u> Eagle's Nest will operate on delayed openings (when possible), simply move the schedule forward one or two hours later than usual according to the delayed start time.

2) **Early Closing -** Should worsening weather conditions during the day make it necessary for an early dismissal, the decision will be reached by late morning and broadcast on both local radio and television stations. A ConnectEd message will also be sent. With the possibility of early closing, it is important that parents discuss with their children what to do in case of early dismissal. It is especially important that parents of kindergarten students make prior arrangements in case of late opening or early closing. In the event of early dismissal, all students who do not ride the bus will be supervised at school until they are picked up.

BUS REGULATIONS

Bus Information and Discipline Policy

All students living in the AWE zone are eligible to ride the bus. Some of these bus stops will be communal bus stops requiring some students to walk to and from their pick-up/drop-off spot. There will be no waiting for students who are late getting to the bus stops. No transfer students will be allowed to ride buses. Students who come to school on the bus should return home on the same bus unless they have a note from the parents signed by the principal. Only regularly scheduled bus students are to ride the school buses.

Bus Safety Rules

So that we can guarantee your child and the other children riding the bus the safe transportation they deserve, we expect all children to SOAR on the bus and abide by the **Bus Safety Rules** and the **ABSS Student Code of Conduct**. Please review both with your child, and stress to your child that **RIDING THE BUS IS A PRIVILEGE.**

1. **I will do my personal best by being <u>S</u>AFE**– Get on and off the bus quietly and orderly. Find a seat quickly and remain seated until it is time to get off.
2. **I will do my personal best by being <u>O</u>RDERLY** – Follow the bus driver's directions the first time. Use an appropriate voice level. Stay seated. Keep the bus neat and clean. No eating or drinking on the bus. Do not throw paper on the floor.
3. **I will do my personal best by being <u>A</u>CCOUNTABLE for my actions** - Be ready for your stop. Remain seated and keep your bus area clean.
4. **I will do my personal best by being <u>R</u>ESPECTFUL to myself and others** – Be on time. Use appropriate language. Keep your hands and feet to yourself. Treat others kindly.

The first time a child is reported to the office for misbehavior, he/she will receive a warning and will be placed on **bus probation. The second time** a child is reported to the office for misbehavior, he/she will be **suspended** from riding the bus for a designated period of time. If a child is reported for **severe misbehavior** such as fighting, he/she will be suspended from riding the bus rather than placed on bus probation. In addition, continued misbehavior on the bus can result in permanent bus suspension.

You will receive a phone call and/or written notification from the office if your child is placed on bus probation or is suspended from riding the bus. If this occurs, please sign the form and have your child return it to the office the following day. If a child is suspended from riding the bus, it is the responsibility of the parent/guardian to provide transportation to and from school.

According to the Alamance-Burlington School policy school administration may suspend, at his/her discretion, passengers from riding the school bus for:

1. Delaying the bus schedule or refusing to meet the bus on time at designated stops
2. Fighting, smoking, using profanity, or refusing to obey instructions of school authorities or a school bus driver while riding on a school bus
3. Tampering with or doing damage to a bus
4. Leaving the bus at an unauthorized stop when en route from home to school or vice versa
5. Playing, throwing objects, or otherwise distracting the driver's attention while the bus is in operation
6. Failing to observe established safety rules and regulations required by law or adopted by the board of education

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

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

Procedures When a Bus is Late

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

1. Call Alexander Wilson Elementary: **(336) 578-1366**.
2. Have the child(ren) remain at the bus stop. If after 30 minutes a bus has not arrived, the children should return to their homes or may be driven to school by a parent.
3. Do not allow your child to board an unassigned bus.

**Major problems regarding schedules and routes should be discussed with Administration.

**If a bus schedule changes, a call/email/text will be sent out. We apologize for any inconveniences this might cause.

Bus Drop-Off Procedures for Kindergarten Students

In order to ensure the safe delivery of kindergarten students from school, bus drivers are not to release these student(s) at the bus stop 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 his/her school at the completion of the elementary bus route. The principal and his/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 arrangement for their child(ren)

Permission to Leave School with Another Child

If a child must go home with a friend, we ask that a note of permission from his/her parent and a note from the parents of the friend be sent to the school office before 10:00 on the day permission is requested. Please refrain from any requests for exceptions to regular assigned buses or bus stops as they can only be approved (in advance) through our Central Offices. Unless notes are received, children will be sent home the way they normally go home (i.e. bus, car).

CHILD NUTRITION

All food or beverages available to students, from the beginning of the school day until the last student is served in the cafeteria, must be provided by the Child Nutrition Department. Recent federal and state audits of our National School Lunch Program have resulted in these program changes. Policies adopted by the State Board of Education require sponsors of the National School Lunch Program to "operate all food and beverage services during or before the established meal period through the Child Nutrition Department". All revenues from the sale or provision of any food or beverage to students from the beginning of the school day through the time the school cafeteria closes for the day, must accrue to the Child Nutrition Department. **STUDENTS ARE NOT ALLOWED to have food from outside lunch establishments (i.e. fast food) delivered or brought to them during lunch time**, unless the food is in their lunch bag/box since the beginning of the school day. Students are not permitted to use the microwaves or have their food heated up at school as this is a safety concern.

The ABSS Child Nutrition Department will be available to provide food and beverages for special occasions, classroom celebrations, or for the entire school, however, the meal service must meet all requirements of the National School Lunch Program. The Child Nutrition Department furnishes a menu guide for schools to use

for special events planning. Food may be provided by parents for classroom activities, but may not be served to students until the cafeteria closes.

Breakfast is served each morning from 7:20 – 7:45 am in the cafeteria. *AWE is now a CEP school which means students can eat breakfast and lunch at no cost! Students can purchase "extras" like icecream, chips, drinks for an additional cost.* More information on the CEP program can be found here: https://www.fns.usda.gov/cn/fr-092623

All students are required to eat lunch at school. Students may bring their own lunches or get food in the cafeteria. Nutritious school lunches are served in the cafeteria daily. Choices can be accessed on the ABSS site and are typically sent home on Sundays in the Parent Updates. Milk is served with each lunch or may be purchased separately. Ice cream may be purchased by children, but not in lieu of lunch. Students are given an adequate lunch period and are expected to eat lunch within that given time. Fruits and vegetables are encouraged for children who bring their lunch and/or snacks from home. Sweets are discouraged. Do not send food from "fast-food" or other restaurants and do not send soft drinks. Please refer to the August/September school menu for milk and ice cream prices. A la carte prices are listed on the menu as well.

School Food Services operates a **Debit** system so that parents can pay for extras by the day, the week, the month, or by the semester. Each student has an account with an identification number and parents pay money into that account. As the child makes food purchases, the cost is debited from the account. It is the parents' responsibility to keep money in the account for purchases.

Children will use their Student numbers for their lunch accounts. **Please put this number on all checks. If you send cash, please put it in an envelope and put your child's name and account number on the envelope.** The Lunch Prepay program will allow you to make secure payments on your child's lunch account, review their recent meal history, and review their current balance at your convenience. If you are interested in this program, please visit the ABSS website at www.abss.k12.nc.us and click on the Lunch Prepay link or you may go directly to https://www.k12paymentcenter.com/

Lunchroom Expectations for Behavior

Lunch is designated as a time for students to have a nutritious meal and have time with classmates. A few rules must be observed in order to facilitate a smooth schedule and safe and orderly environment. Students are to eat at their designated table with their class. The first and last 5 minutes of lunch are to be silent. Students are to remain seated once they have obtained their food. Wandering throughout the cafeteria during lunch will not be permitted. Due to safety concerns students are not permitted to use the microwaves to heat up food. When directed, all trash must be disposed of properly and students are responsible for their lunch areas.
Our Positive Behavioral Interventions and Supports (PBIS) matrix for student behavior include specific expectations for the cafeteria. These include, but are not limited to:

AWE EAGLES SOAR	**Behaviors**
Safe	• Walk • Stay in your space
Orderly	• Keep space clean
Accountability	• Follow directions the first time • Have your lunch card ready in line • Get everything while in line the first time
Respectful	• Use good manners ("Please" and "Thank you") • Use voice level 0 in the line; level 1 or 2 in the cafeteria

Lunch Visitors

We are delighted to invite you to join your child for lunch at school! To ensure an enjoyable and organized experience for all, please carefully review the guidelines for lunch visitations:

Lunch Visitation Guidelines

1. **Scheduled Visits**
    - Parents and grandparents may visit for lunch **once per week** during the **assigned week** for their child's grade level.
    - All guests must be over the age of 18.
    - The schedule of assigned weeks will be shared with families in advance.
2. **Check-In and Check-Out**
    - All visitors must **check in** at the front office upon arrival.
    - A valid ID is required to receive a visitor badge.
    - Visitors are required to **check out** at the front office before leaving campus.
3. **Cafeteria Guidelines**
    - Lunch visits are limited to the cafeteria.
    - Please refrain from entering other areas of the school during your visit.
4. **Child Nutrition Standards**
    - To adhere to school nutrition policies, **no outside food or drinks** are permitted during lunch visits.
    - You are encouraged to enjoy a meal from the school cafeteria with your child.
5. **Respecting Time and Space**
    - Guests should meet the class in the cafeteria at their assigned lunch time. Guests should not report to the classroom without teacher permission.
    - Lunch visits are a special opportunity to spend time with your child. If you choose to stay inside the cafeteria, you may have up to two of your child's friends (approved by their teacher) join you for lunch.
    - You may choose to take your child outside to a picnic table. If any of their classmates will be joining you and your child, the parent must have a background check on file in advance with the school system.

Additional Notes

- If you have multiple children at the school, please follow the assigned week for each child's grade level.
- For questions or scheduling assistance, contact the school office at [school phone number] or email [school email address].

We appreciate your cooperation in making lunch visits a positive experience for all students and families. Thank you for being a valued part of our school community!

Snacks

When preparing snacks, we ask you to keep your child's health and safety in mind. We encourage parents to send in vegetables, fruits, and crackers for snacks. Water is the only drink allowed during snack time. Soft drinks and juices will not be allowed. We ask that you send all healthy food and water in plastic, rather than glass containers.

CHANGE IN STUDENT PERSONAL INFORMATION

It is extremely important that we know how to reach parents during the school day due to sickness or emergencies. If you change jobs or your phone number is changed or disconnected, please notify the office as soon as possible or update your information through the Parent Portal. By having correct phone numbers and email addresses, the Alamance-Burlington School System's ConnectEd phone/email system will be able to reach you in case of emergency or inclement weather. The ConnectEd system will automatically call you about school delays or early dismissals due to weather. Be sure to regularly update your contact information in the online Parent Portal. If you have questions about creating an account, please contact our Infinite Campus Manager—Stephanie Barnardt: Ext. 30405.

COMMUNICATION

At Alexander Wilson we are committed to partnering with you in your child's education. A key component of our partnership is communication. We have several regular means by which we communicate with you and by which you can communicate with us.

ABSS Apptegy Phone Application/ Mass Communication

This year we are universally using Apptegy as a means to communicate school events. We encourage you to download the application on your phone or device so that you can receive notification messages.

Class Dojo

Class Dojo as a means to communicate class/grade level events. This system of communication is all-encompassing and will also be used to convey behavior updates, class happenings, and may occasionally be used to collect student works through the portfolio feature. Parents/Guardians that create an account can also privately message classroom teachers for efficient 2-way communication. Please remember that teachers are not able to freely check messages throughout the day. If you have an emergency, call the front office. For more information regarding all the features available to parents on Class Dojo visit: https://classdojo.zendesk.com/hc/en-us/categories/200185365-For-parents.

Sunday Messages

Every Sunday evening, generally around 5:30, Mrs. Westmoreland--AWE's Principal, sends out a weekly phone/email/text message regarding important policy reminders and updates for the week. Please make sure you take some time to listen or read these updates.

Email

Email is a great way to communicate with our staff. You can access our staff directory through our AWE website. Typically you can expect a response within 48 hours. If you do not receive a prompt response, please call the front office or email administration.

Google Classroom

ABSS has chosen Google Classroom as our platform for all online instruction at the elementary level. This is a great video (not affiliated with ABSS) that explains the major features of Google Classroom so that you can help support your child with using this platform: https://www.youtube.com/watch?v=IgS-hoSIjnw.

COURT ORDERS

Parents and/or guardians who have any legal documents about custody, visitation, name changes, etc. should bring a copy to the school office. We will keep these on file so we can refer to them if needed. Be sure to alert the classroom teachers also. If we are not made aware of court updates, we cannot enforce them.

MONDAY FOLDERS/CALENDARS

Each student will receive a communication folder designed to support students in keeping homework and important information organized. The folders will come home on Mondays (or the first day of the school week) and will contain student work and other information that may address how the student is performing weekly, including academic progress and behavior. On Mondays, parents are asked to carefully review the weekly information and sign to verify they have reviewed the content. Students will be required to submit their folder back to the teacher the following day. Behavior calendars will also come home each night. Parents are asked to check the calendar for homework assignments, SOAR letter updates, and to be aware of upcoming events.

DENTAL SCREENINGS

As an important component of our school's preventive programs, the Colgate dental hygienist will be invited to conduct annual dental screenings for students with parent permission. A letter will be sent home to the parent(s) or guardian of each child with findings.

DISCIPLINE

Discipline is a cooperative effort. We must work together to make sure your child has a safe and structured environment in which to learn. Children have the right to learn in an environment that allows them to acquire the best education available. Children also have a responsibility to behave in such a manner that does not interfere with the safety and welfare of others. We place high expectations on our students for good manners, courtesy and respect for adults, other students and school property.

Instances in which a student may choose to make an inappropriate choice, administration will follow the ABSS "Student Code of Conduct". The ABSS Student Code of Conduct clearly defines rules and regulations designed to govern student behavior. This is available on the ABSS website. Please note-student consequences may be determined based on the severity and/or frequency of inappropriate behavior. Students with frequent violations will be referred to Tier 2 or Tier 3 to create plans of support to ensure future success.

Classroom Consequence Layers:

1. Student/Teacher Conference
2. Teacher Choice
3. Parent Phone Contact
4. Parent/Teacher Conference-may begin Tier 2/3 Behavior Plan
5. Lunch Detention/possible after school detention with teacher or team in order to make-up loss of instructional time.

Office Referral to Administrator:

1. Administrative Conference-Parent Contact-Behavior Plan
2. Time out in another class or In School Suspension
3. Out of School Suspension.

Student Code of Conduct

Please refer to the Alamance-Burlington School System Student Code of Conduct online for specific information including Due Process and Acceptable Use Policy.

STUDENT DRESS CODE

Please refer to the Alamance-Burlington Schools Student Code of Conduct. All students and visitors are required to wear shoes. In selecting shoes for school, please remember that students have physical activity every day. Flip Flop sandals are not recommended due to the safety problems they create on the playground and in the hallways -- **Flip-flops are NOT allowed on PE days. Students should wear athletic shoes and socks on days that they have physical education.** Due to safety concerns, shoes with wheels (Heelies) are not allowed. Shorts, skirts, and skorts must fully cover the backside and reach at least to

mid-thigh. No hats of any kind shall be worn in the building unless it is a designated hat day. In winter the thermostats are set for energy conservation in all schools. Parents need to assist their children in dressing appropriately for the weather and the temperature in the building. Oversized or "bulky" clothing/coats are prohibited. Pants must be pulled up to the waist and secured with a belt if they fall below the waist. No boxers or underwear must show. Additionally, stomachs should be covered. Parents will be notified of infractions concerning the dress code. Finally, no weapons or profane messages should be displayed on any clothing.

Parent/Visitor Dress Code

We request that parents who accompany our students on field trips or visit during the school day observe the same dress code guidelines as our students, especially with shorts, shoes and hats.

PBIS: POSITIVE BEHAVIORAL INTERVENTION AND SUPPORT

The Positive Behavioral Interventions and Supports (PBIS) process is followed at Alexander Wilson Elementary. PBIS is a "proactive systems approach to school-wide discipline designed to be responsive to current social and educational challenges through assessment and development of effective interventions." Our PBIS team has worked diligently to develop school-wide procedures, expectations, consequences, and rewards. It is the goal of AWE to provide a happy, safe and orderly learning environment that allows all students the opportunity to learn. AWE's school-wide expectations are: **"….. S.O.A.R."**

Safe
Orderly
Accountable
Respectful

- Our PBIS Matrix and Expectations are displayed throughout the building as a visual reminder to students of what our expectations are for behavior in each area including the cafeteria, bathroom, hallway, etc. Students will also receive a personal copy of the matrix from their homeroom teacher.
- In the classroom, individual student behavior is monitored with the letters: S—O—A—R. Letters are circled as a visual reminder for students when poor choices are made. Students have the opportunity to earn letters back if/when they improve their behavior. Students that maintain all 4 SOAR letters 4/5 days each week will be recognized through drawings and quarterly incentives. Students will track their SOAR letters in their agendas. Agendas will be sent home each night. It is important that parents sign agendas each night so that they are aware of student behavior concerns.
- Individual students and entire classrooms will receive rewards for displaying excellent behavior.
- All rules and procedures for the classroom, buses, and common areas of the school are aligned with these four simple expectations. The classroom teacher will create a discipline plan for his/her classroom that supports these positive student attributes.

AWE SOAR MATRIX

	Classroom	Hallways	Bathrooms	Cafeteria	Bus	Playground	Technology
Safe	Stay in your space Keep 4 on the floor	Walk on the right side Go through right-hand doors	Walk Stay in your space	Walk Stay in your space	Stay seated Keep food and drinks in backpack	Walk to and from playground	Stay in assigned sites Keep laptop in safe location
Orderly	Keep your work space clean and organized	Stay in line	Wash hands 2 paper towels	Keep space clean	Prepare for your stop	Line up quickly	Carry with 2 hands Return to cart correctly
Accountable	Follow directions the first time Look, listen, and learn Turn in your best work Use materials properly	Follow directions the first time Pay attention to yourself and others around you Go to your destination promptly	Report problems to staff members Return to your destination promptly	Follow directions the first time Have your lunch card ready in line Get everything while in the line the first time	Follow bus driver's directions the first time	Report problems Establish rules together when playing games	Follow directions for site usage Report technology issues to teacher Change settings only with teacher approval
Respectful	Be polite to staff members and classmates Keep hands and feet where they belong Use voice level assigned by staff members	Keep hands and feet where they belong (away from walls and others) Use voice level 0	Throw paper towels in garbage Respect the privacy of others Use voice level 0	Use good manners ("Please" and "Thank you") Use voice level 0 in the line; level 1 or 2 in cafeteria	Be polite to driver and other students Keep hands and feet to self Use voice level 0 or 1	Let everyone play Follow directions Use voice level 3 or 4	Keep laptop clean and undamaged (no snacks/water, do not use pencils/erasers on the keys) Communicate in appropriate manner Report any bullying immediately

Voice levels	Level 0: Silent voice, no talking	Level 1: Whisper voice, partner talk	Level 2: Normal voice, table talk	Level 3: Loud proud voice, classroom presenter	Level 4: Outside voice, playground talk

AWE House System

We also implement a House System schoolwide to support our PBIS efforts. What is the House System and why are we moving toward this at AWE? The House System is a means by which to engage all students and staff in community. Students and staff alike will find an immediate identity and point of connection by being a member of a house and connected family. Their house has a unique color, name, and value. We also have a special cheer for each house. Each quarter houses will meet together in large groups or smaller families to set goals, celebrate successes, and build community. Students can also earn house points that contribute directly to their house. They can spend their points in our house store and the winning house will be celebrated the last day of school with a special house banquet.

Read this parent letter for more details about the AWE House System.

FIELD TRIPS



The Board of Education recognizes that field trips for educational purposes are an important part of the school curriculum and encourages school-sponsored field trips that are well planned and provide valuable learning experiences for students. Field trips should be reasonable in length, taking into consideration the age and maturity of the students, and time away from school. They shall be an outgrowth of the instructional program, include documented preparatory instruction and follow up, and assure the proper supervision of students. The following are general guidelines that teachers, parents, and students will need to adhere to:

- Administration will review and consider for approval all school trip requests before parents and families are notified of a planned grade level trip.

- Chaperone/student ratio will be no less than 1:10 for elementary trips. Criminal background checks must be completed online before a parent/guardian is allowed to serve as a chaperone. Background check requests will need to be submitted 2-3 weeks prior to the field trip as processing can take a while.
- No child shall be denied the opportunity to participate in field trips due to financial hardship. Please contact our School Social Worker, Shaun Jenkins, with questions or support. Ext. 30419
- Nearby community sites will be utilized whenever possible in order to keep distances traveled to a minimum.
- Students will be subject to the Code of Student Conduct and all board policies while on a school-sponsored field trip. All disciplinary consequences will be available, including removal from the field trip.
- School trips may be canceled when necessary by the principal, Superintendent, or Board of Education. We cannot guarantee reimbursement when such cancellations occur.
- ABSS Parent Permission form must be used for all school-sponsored trips.
- Parents/guardians will be notified of any significant change in plans prior to the school trip.
- Principals may deny student participation on field trips for school disciplinary reasons.
- Only students assigned to that grade level are permitted to go on school field trips.
- **Parents chaperoning field trips are not allowed to bring other siblings.**
- We ask that individuals who are not designated by the teacher as a chaperone not attend the field trips. If an adult attends the trip and is not a designated chaperone they may not participate in group activities on the trip.
- Unless an ABSS employee, chaperones are not permitted to ride the bus.

EAGLE'S NEST – BEFORE AND AFTER SCHOOL CARE

Alexander Wilson Elementary School offers a before and after-school care program to students in grades K-5. Applications for before-school and after-school care are available online.

Before school care will run from 6:30 am to 7:30. Costs are updated on the school website. Parents are asked to accompany students to the landing on the left side of the gym (adjacent to the large metal ramp) when dropping them off for before school care. There is no supervision out front before 7:30 am. NO children are allowed to be dropped off and/or unsupervised in front of the school.

After School Care will begin at 2:45 pm. Students who attend this program will be dismissed from classrooms at 2:40 pm and will report to their assigned location to wait for Eagle's Nest to start. Students will stay with their grade level peers and participate in several rotations including a homework location, organized games, and occasional structured crafts/projects. Eagle's Nest will end at 5:45 pm each school day. It is imperative that all students be picked up by parents in the front foyer no later than 5:45 pm. All students must be signed out by their parents or guardian when being picked up from Eagle's Nest. The afterschool program enrolls a limited number of students each year for the program on a first come, first served basis. The Eagle's Nest after school program is open from dismissal until 5:45 pm each school day, but is closed on days when school is not in session. *(Vacation, Holidays, the last day of school, and Teacher Workdays.)* Students that attend Eagle's Nest in the morning or afternoon are expected to follow our school rules. If students receive repeated write-ups for misbehavior, they may lose their place in our program.

The cost for daycare can be found on our school website. All payments must be made online. We do not accept checks or cash. You may contact the school for more information about this program or visit the school website.

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 the vaccines can be found at www.cdc.gov, www.immunizenc.com, or www.immunizationinfo.org.

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. Parent/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 screening is conducted for grades Pre-K, K, 1, 3 & 5. Vision screening is conducted for grades 1, 3, 5, 7 & 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.

HOMEWORK

The purpose of homework is to reinforce and extend what your child has learned in class and to develop a sense of self-discipline, personal responsibility, and independent thinking. As a rule, new material is not assigned for homework. Homework is an extension of learning and is used as a formative/individual assessment of learning. Based on your child's responses on the assignment, the teacher may determine your child's level of mastery of content and if additional instruction is needed. Your child will typically be assigned homework each night. Reading should take place nightly. Homework will not be taken for a letter grade or used as an assessment of standards-based mastery, however, if students choose not to do their homework they may lose a SOAR letter for not being Accountable.

The amount of homework assigned will depend on the grade level. Every effort will be made to keep homework assignments up to a 30 minutes limit for grades K-3 and up to a 60 minute limit in grades 4 and 5. Some students will finish faster and others will take longer than the suggested time. The majority of students will finish within these suggested guidelines. **Ways you can help with homework are:**

- Check your child's communication folder and agenda daily.
- Ask each day if he/she has an assignment.
- Check with teachers if he/she does not have any work for several days.
- Be sure he/she leaves home with it in the morning.
- Help your child, but do not do the work for them. Your child needs the practice to demonstrate what he/she has learned.
- If you do not understand the assignment, write a short note. Also encourage your child to listen carefully when directions are given.
- Encourage your child to try their best and attempt the assignment.
- It is vital that your child has an appropriate and quiet place to work.

HEAD LICE CONTROL PROCEDURES



The Alamance-Burlington School System has an established procedure to reduce the incidence of lice in 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/guardian regarding the head lice procedure and treatment.
- If only nits 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, parents 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 for 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 carefully. 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.

IMMUNIZATION REQUIREMENTS

The North Carolina Immunization Law requires that students must have the following immunizations to start school:

- **5 DPT (Diphtheria, Pertussis, Tetanus)** doses with the 4th booster dose given on/after the fourth birthday.
- **4 Polio** doses.
- **2 MMR (Measles, Rubeola, Rubella)** doses. 1st dose on/after 1st birthday.
- **1 Hib** dose (at least one Hib dose on/after 1st birthday and before 5 years of age. Not required after age 5)
- **3 Hepatitis B** doses (required for all children born after July 1, 1994).
- **2 Varicella (Chickenpox)** dose required for all children born on/after April 1, 2001.

The North Carolina State Law also requires that each child entering Kindergarten receive a health assessment by a physician of choice. Kindergarten Health Assessment forms (pink) are available from the health department and physicians. **If we have not received your child's completed immunization record and updated health assessment within 30 days of enrollment, your child will be suspended until these records are provided.**

Influenza and Meningococcal Disease & Vaccine

Information will be provided to parents/guardians upon request to the Nurse.

LOST AND FOUND

Parents are urged to tag or mark all articles of clothing so lost items can be quickly identified and returned to the owner. These articles are placed in the "Lost and Found". Children who lose coats, sweaters, etc., should check Lost and Found. Unclaimed lost and found articles will be discarded or donated to charity throughout the school year.

MATERIALS AND SUPPLIES

Children must be prepared at the beginning of each school day with all the necessary tools for learning. This includes: learning folders and textbooks, homework, paper, pencils, and other items requested by the teacher for special projects, etc. If you need support in acquiring necessary supplies, please contact Shaun Stiel-Jenkins, our School Social Worker. Your child will be expected to take care of these school supplies as part of his/her responsibility on a day-to-day basis. Students also need to wear proper footwear on designated Physical Education and recess days and dress accordingly.

MEDICATIONS

The administration of prescription and non-prescription (over-the-counter) medicines will require a written authorization signed by parent/guardian and a licensed medical practitioner (physician, physician assistant, or nurse practitioner). Forms may be obtained from the school office. Additional forms may also be found on the ABSS website. The Alamance-Burlington School System has a very specific policy regarding the administration of medications at school. If your child must receive medication of any type during school hours, the following choices are available to parents:

1. Parents may come to the school to administer medications at the appropriate time.
2. Parents may obtain a copy of a district medication form from the school nurse or secretary. The form must be taken to your student's physician or health care provider and they must complete the form by listing the medication needed, dosage, and number of times per day the medication is to be administered. <u>This form must be completed and signed by the authorized health care professional for both prescription and</u>

over-the-counter drugs. Also, this form must be signed by the parent or legal guardian. Prescription drugs must be brought to school in a pharmacy-labeled bottle that contains instructions on how and when to administer the medication. Over-the–counter drugs must be received in the original container and will be administered according to the physician's written instructions.

3. Parents may discuss with their physician 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. Parents who need either advice or assistance with this matter should contact the school nurse.

School personnel cannot administer any medication to students unless they have received a medication form properly completed and signed by the physician. The medication must be received in an appropriately labeled container. In fairness to those administering medications and to protect the safety of students, there will be no exceptions to this policy.

PARENT OBSERVATIONS IN THE CLASSROOM

Parents MUST contact the teacher and school office 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 to the teacher and/or the principal by making an appointment, not during the time of the visit. This will prevent any interruptions of the remaining instructional day for both the teacher and children. If not approved through the office before proceeding to the classroom, you will be asked to return to the office and schedule an appointment for a later time. To schedule a visit, please call the teacher and schedule a time.

Upon arriving at school, report immediately to the office, sign in, and obtain a badge through our Ident-a-Kid system. The main office will then call into the classroom confirming the scheduled visit. The parent will then be escorted to the classroom for the observation. Once the observation is complete, the parent will return to the main office, check out and leave the building. For safety purposes we ask that parents only visit the scheduled classroom, not other rooms or areas in the building.

PERSONAL PROPERTY

Students should only bring to school those materials that are necessary for the instructional program. Toys, games, trading cards, fidget spinners, CD/MP3 players, IPods, Wii, X-Box, DS, dolls, Gameboys, electronic toys, Playstation, **cell phones**, game cards, sports equipment, etc. are **not** allowed at school, during class, or on the school bus. If smart watches have cell phone-like capabilities, they should be disconnected during school hours or left at home. If such items are brought to school, they will be collected by a staff member and will be returned to the parent when he/she visits the school. **Toy guns and knives should not be brought to school under any circumstances.** Possession of any type of weapons or explosive devices is a violation of the ABSS "Student Code of Conduct."

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

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

PTO-PARENT TEACHER ORGANIZATION

The goal of the PTO is to promote a working relationship/partnership among parents, educators and the community. Our PTO is very active and provides many services for the students. They solicit and welcome your talents in volunteer work, comments and suggestions. Many parents give of their time and money to help enhance the instructional program at Alexander Wilson with fundraisers and volunteer programs. Please

become a part of our PTO. Together we can help make this, another winning year for all of our students. If you have any questions, please contact any of the PTO officers through their shared email: volunteers@awepto.org or visit the PTO website: https://www.awepto.org/ or their Facebook page.

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. Additional conferences will be scheduled throughout the year, as deemed necessary by teachers or parents. Parents may request a conference whenever they feel there is a need for one.

We encourage open parent/school communication as it serves as a deterrent to many problems that could arise. Remember, however, that there are times when parent/teacher conferences cannot be held effectively (**i.e. open house or classroom visitation, during the teacher's instructional time, etc.**) If you would like to conference with a teacher, please call or email in advance and set up an appointment time. **Senate Bill 989**: Requires employers to give you time off (up to 4 hours per year) to be involved in your child's school to attend conferences, come to lunch, etc. Ask your employer about this program. We would like 100% attendance at the scheduled parent conferences.

PAYMENTS TO THE SCHOOL & RETURNED CHECKS

When you are sending money to the school, please place it in an envelope for **each individual child;** the money is collected and receipted by each homeroom teacher. Be sure to write your child's name, his/her teacher's name and what the money is for on the envelope.

When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. Please be sure to include the following information on your check: full name, street address, phone number or cell phone number. **Please be sure to include your child's full name on the check.** Lunchroom checks should not be included in other checks, as our cafeteria has a separate account.

PROMOTION / RETENTION OF STUDENTS

The school principal has the ultimate responsibility for promotion/retention decisions in all grades except third. In 3rd grade, students are expected to achieve a proficiency rating through one or more Good-Cause Exemptions under the NC Read-to-Achieve legislation. These Good Cause Exemptions include: the Beginning of Year Reading test (BOG3); End of Grade Reading test (EOG3); Universal Screenings; or Lexile Level assessments. 3rd grade teachers and administration will provide more information to parents of 3rd graders throughout the school year.

Teachers in grades K-5 will identify students at risk of retention and notify parents in writing at several points during the school year. Notification shall include a request for a parent/teacher conference. Following notification, the teacher or appropriate academic team will ensure that careful attention and remediation/intervention is provided to any student at risk of retention. The decision on the retention of a student will be made at the end of the year by the retention committee, in collaboration with the parent or guardian of the student.

SECTION 504

Federal Legislation and Alamance-Burlington Schools policy mandates that every student receive free and appropriate education. Some students may have physical or mental handicapping conditions that substantially limit their ability to learn and participate in school activities. If your child has a medical diagnosis of a condition that is interfering with your child's education then your child may be eligible for 504 rights and protections and possibly for a 504 plan. If a parent/guardian believes the student has such a handicapping condition, please contact the school's 504 coordinator (our school counselor) or the principal.

SICK CHILDREN

If your child should be sent to school ill or become ill while in school, you will be contacted immediately to come and take him/her home. If a parent cannot be reached, be sure that your emergency contact person is someone who is willing to come to school and pick up your child when needed. Please be sure that the person is included on your child's pick-up list.

Please keep your child home if he or she is complaining about not feeling well or has a temperature of 100.4 degrees and above or is vomiting. Children should not be at school until they have gone 24 hours without a fever, vomiting, or being sick on their stomach.

SMOKING AND 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: e-cigarettes, cigarettes, pipes, cigars, vaping devices, and smokeless tobacco. Tobacco and vaping devices may not be used on any school grounds or at school events, including athletic events, buses, parking lots and off-campus events. No smoking or vaping is allowed by adults in vehicles on campus including car lines. This policy was adopted in June 2008 and went into effect on August 1, 2008 to protect the health of all ABSS students and staff, promote positive role models in schools and promote a healthy learning and working environment. The policy was adopted following state legislation mandating tobacco-free policies in all North Carolina public schools. The complete tobacco products policy can be read on the ABSS Website.

STUDENT BIRTHDAYS

Birthdays are special events for all students. The school recognizes students' birthdays each week on the announcements, and students are given a birthday tag/sticker in honor of their special day. If you do decide to send in cupcakes or other snacks please make prior arrangements with the classroom teacher. According to state law, **we can no longer serve homemade snacks.** All food sent to school must be store-bought and pre-packaged. When sending a special snack, please be sure there is enough for all students in the class. Balloons, flowers, special grams, and gifts **ARE NOT** to be delivered to school by parents or florists.

VISITORS & VOLUNTEERS

We welcome parents and volunteers to Alexander Wilson Elementary School. In order to ensure safety, all visitors and volunteers are required to follow a specific check in process. This policy applies to before school and after school as well as during the school day.

All visitors, volunteers and members of the community are welcome to our school for the sole purpose of improving and supporting the instructional program and for legitimate business. All classroom visits or meetings must be pre-arranged with the teacher or staff member. No visitors or volunteers will be allowed to go through the building without being escorted by a staff member or designee**. Pets are not allowed on school property. If your pet is with you when you come to pick up your child, please leave the pet in the car. Be sure to roll down your window!**

Check-In/Out Procedures

All visitors/volunteers MUST enter our school through the front door and report directly to the main office. Upon arrival at the office, visitors will be required to obtain a visitor's badge and sign in and out in the office. This badge must be visible at all times while on campus. When you leave, you need to return to the office and sign out.

We must know who is in the building at all times to ensure the safety and well-being of our children. To ensure campus security, we ask parents and guests to please observe this practice. This record of your visit will

also furnish data for annual state reports. If you forget to come by and get your badge, the teachers and students will remind you.

ABSS School Volunteer 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. All volunteers shall sign in at our Ident-a-Kid computer station 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. Volunteers should understand the expectations of the school program, issues of confidentiality, professionalism, and professional dress and appearance.

When a volunteer activity involves direct contact with students under limited supervision by school staff or a volunteer activity involves unsupervised contact with the student(s) on or off campus, those volunteers will need to complete an online ABSS Volunteer Request for Criminal Background Check Form. Examples requiring a Criminal Background Check include but are not limited to:

- 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, media center and interact with children on a regular basis.
- Volunteer assists with activity/club outside of regular school hours in an unsupervised area (empty room, hallway, etc).

This form, which can be found on our school's website, must be completed and approved before participation in the activity can occur. The volunteer approval process can take more than 3 weeks 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.

Information obtained through the implementation of this policy shall be kept confidential as provided in the North Carolina General Statutes and regulations.

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.

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.

WEAPONS ON SCHOOL PROPERLY

Please be reminded of the General Statute 14-269.2 which refers to weapons on school property. This includes in the school, on the bus, even on the playground. Types of weapons included are guns, BB guns, rifles, pistols, explosives, air rifles, knives, blackjacks, slingshot, brass knuckles, etc. It is the principal's responsibility under the law to not only discipline students who violate the law, but to report any violators to the appropriate law enforcement agency. Remember, if a student brings or possesses a weapon on school owned property they could be suspended for the rest of the year. By law, the incident must be turned over to the sheriff and possession of a firearm on school campus is a felony. Also possession of any form of a "look alike" weapon is in violation of North Carolina Law and Alamance-Burlington Board of Education Policy. Help us continue to have a safe school environment.

WELLNESS POLICY & PROCEDURES

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

The Wellness Policy requirements and recommendations are stated in the ABSS "Wellness Procedures". The Wellness Procedures describe (i) mandates and suggestions for disease control with respect to foods from commercial and non-commercial sources, (ii) recommendations for eating environments, (iii) goals and mandates for school lunches, (iv) laws and recommendations with respect to vending machines, (v) mandates regarding competition with federal school nutrition programs, (vi) laws and recommendations regarding fundraisers, concessions policies and student stores, (vii) laws and recommendations regarding school parties, celebrations and rewards, and (viii) goals and mandates regarding nutrition education and physical education. The Wellness Policy can be read in full on the ABSS Website under "District Information" and then "Board of Education."

If you have any questions about any of the policies or procedures at Alexander Wilson, please don't hesitate to reach out to the school office staff or administration. We look forward to working with your family.