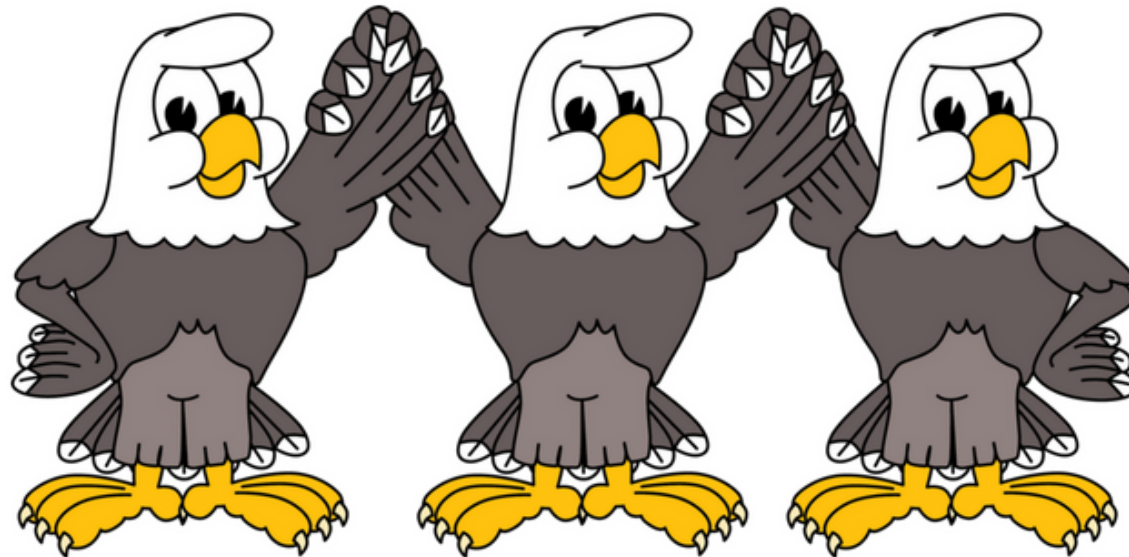


ALDERMAN ELEMENTARY SCHOOL

2018-2019

Kate B. Tayloe, Principal
Dale Miller, Assistant Principal



Soaring Eagles are Respectful, Responsible, Safe, Healthy, and Kind!

2025 Independence Blvd. Wilmington, NC 28403
910-350-2031 www.nhcs.net/alderman



WELCOME TO ALDERMAN ELEMENTARY, WHERE SOARING EAGLES ARE RESPECTFUL, RESPONSIBLE, SAFE, HEALTHY, AND KIND!

SCHOOL DAY

HOURS

Our Instructional day runs from 8 AM until 2:20 PM. Our staff will be prepared to supervise students beginning at 7:25 AM, so students should not be dropped off at school prior to 7:25 AM each day.

PARENT DROP OFF/PICK UP

- Please see the campus map on the next page for information about traffic patterns for drop-off and pick-up at Alderman.
- Together with our Soaring Eagle Parents, we want our students to become independent and responsible learners. As a result, we encourage parents to drop their students off in the car line each morning. There will be staff members on duty at parent drop off each morning and afternoon. There will also be adults standing at the lobby doors prepared to greet your student.
- In the event a parent needs to walk his/her student into the building, he/she should park in a lined space in the Alderman parking lot.
- Students should only be accompanied as far as the school lobby. Parents should not walk their students down the hall to his/her classroom.
- Kindergartners may be walked to their classrooms during the first week of school only. After Labor Day all students should be walking themselves to class.

MORNING ARRIVAL PROCEDURES

- Please see the campus "Traffic Patterns and Parking" map immediately following SCHOOL DAY information, especially if your child will be a Car Rider in the morning and/or afternoon.
- Breakfast is available each day at no cost to students. If your child wishes to eat breakfast he/she:
 - should arrive to school by 7:40 AM to ensure they have time to eat breakfast before reporting to class by 7:55 AM.
 - should report directly to the cafeteria when entering the building.
- All students should be in their classrooms by 7:55 AM each day, so they can participate in the Pledge of Allegiance and hear the morning announcements.
- Instruction will begin promptly at 8 AM each day. Students who arrive to school after 8 AM will be counted as Tardy.

AFTERNOON DISMISSAL PROCEDURES

- We end our day with afternoon announcements which begin at 2:20 PM.
- We begin our dismissal procedures immediately following announcements.
- Bike riders and walkers are escorted by two staff members over to the small parking lot on the back of campus used for access to the Fly Trap walkway and dismissed from there. (State Law requires that all students wear a bike helmet and should walk their bicycle while on the school campus.)
- **Car Rider Notes:**
 - Car Riders will be dismissed at 2:25 PM each day
 - Car riders will be picked up following the campus map on the next page.
 - A Student Car Rider tag must be hanging from the rearview mirror of the car in order for your child to be dismissed through the car pick-up line. If you do not have a Car Rider Tag displayed, you will be asked to park and come to the office so we can verify that you are authorized to pick up your child.
 - Please follow the staff member's directions as they direct you to pull all the way forward for student pick-up. Not only will this speed up our parent pick-up process, but it will also allow us to alleviate traffic congestion on Canterbury Rd and Independence Blvd.
 - Parents may not park and pick their child up from the sidewalk. This is an unsafe practice that also slows down our dismissal procedures. Please remain in your car and follow the flow of traffic to pick up your child.
 - Please either teach your child to buckle their car seat/seatbelt OR allow the staff member helping to load your child into the car to buckle your child into his or her seat. Parents should not get out of their vehicle while in the car pick up line.
- Students will not be dismissed to/from the office after 2 PM. If you need to pick your child up prior to the end of school, please do so prior to 2 PM.

TRANSPORTATION CHANGES

All students will have a primary dismissal plan for each day. If a change must be made to the primary dismissal procedures/transportation, please submit by telephone or written note BEFORE 12 PM on the day of the change. If it is an ongoing change, please give that information in writing to the classroom teacher and the front office.

TRAFFIC PATTERNS AND PARKING

AT ALDERMAN ELEMENTARY SCHOOL

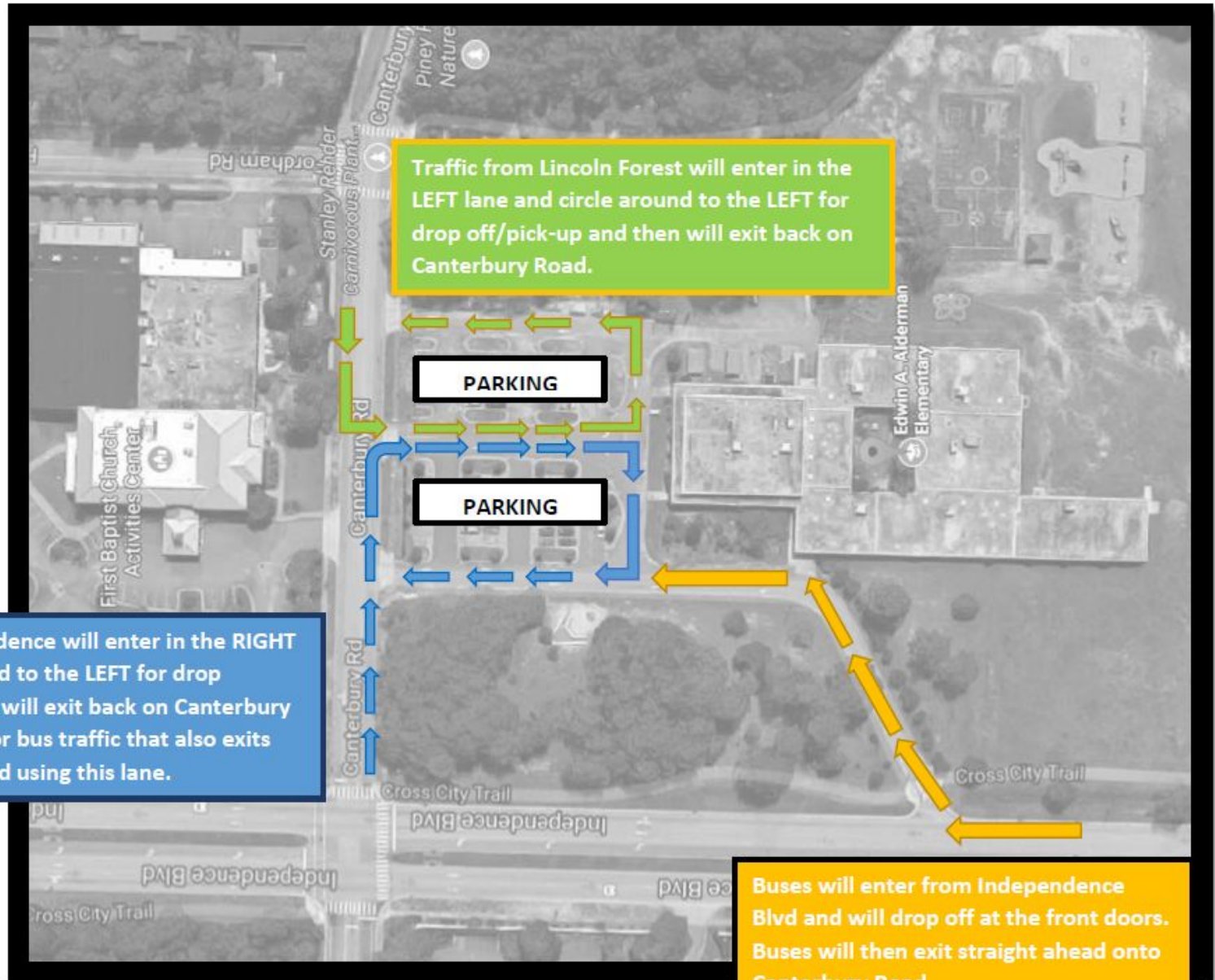
When dropping students off in the morning and/or picking them up in the afternoon, please follow the directional signs to enter through the center of our parking lot. Please use the information on this map to ensure we are keeping parents and students safe and avoiding traffic congestion in our parking lot.

When parking on campus, only park in marked spaces in our parking lot, never in the lanes marked with arrows on this map which will be used for thru traffic.

Traffic from Independence will enter in the RIGHT lane and circle around to the LEFT for drop off/pick-up and then will exit back on Canterbury Road. Please yield for bus traffic that also exits onto Canterbury Road using this lane.

Traffic from Lincoln Forest will enter in the LEFT lane and circle around to the LEFT for drop off/pick-up and then will exit back on Canterbury Road.

Buses will enter from Independence Blvd and will drop off at the front doors. Buses will then exit straight ahead onto Canterbury Road.



GENERAL INFORMATION

ATTENDANCE

Alderman Elementary and the New Hanover County Board of Education, in compliance with the state compulsory attendance law (G.S. 115C-381) and the rules and regulations of the NC Department of Public Instruction, believe that regular and punctual attendance at school is imperative for educational success. In order to comply with the state compulsory attendance law and to ensure students are present at school:

- A note should be sent with your child stating the reason for his or her absence when returning to school and given to the child's teacher.
- When a child must be excused from school prior to the regular closing time, please inform the teacher in writing if you know of the early dismissal in advance.
- If you need to unexpectedly pick your student up from school prior to the regular closing time, a parent or guardian must report to the school office to formally check out the students.
- In order for a child to be counted present, he/she must attend for a minimum of 3 hours and 15 minutes.
 - A child who reports to school after 11:15 AM will be counted absent.
 - A child who leaves school prior to 11:15 AM and does not return to school will be counted absent.

CELL PHONES

Students are not permitted to use cell phones on campus. As a result, students should not have cell phones on campus. We do understand that there are circumstances that warrant students needing cell phones for after school activities. With that in mind, if a student has a cell phone on campus it should be powered off and remain in his/her backpack for the duration of the school day. If a staff member hears or sees a student cell phone it will be confiscated and held in the office until a parent can pick it up from school. If a student cell phone is lost or stolen while at school, administration will not expend resources to find the cell phone.

CONTACT INFORMATION

Any address, contact information, or medical changes should be given to the office in writing as soon as they occur. It is very important that the staff at Alderman be able to contact you in the event of an emergency or for general information purposes.

DISCIPLINE

Alderman Elementary is a quality school where the teaching and learning process is of utmost importance. In cooperation with parents and faculty, students are responsible for maintaining a positive learning environment. Students are expected to exhibit acceptable conduct toward each other and school personnel. Teachers will handle minor infractions of the rules. If the student's conduct continues to need improvement, the teachers will conference with the parents and involve administration. The complete New Hanover County Discipline Policy can be found at www.nhcs.net/policies/series8000/8410.pdf.

DRESS CODE

Students at Alderman are expected to adhere to the NHCS Student Dress Code (Policy 8520: <http://www.nhcs.net/policies/series8000/8520.pdf>).

- The shoulder width of shirts or blouses must completely cover undergarments. NO spaghetti strap tops, tube tops, or tank tops are allowed;
- Net shirts, bare midriffs, or other revealing attire are not acceptable;
- Underwear shall not be revealed;
- Headgear, hats, or sunglasses are not to be worn in the building except for medical and/or safety reasons;
- Clothing, jewelry, or buttons with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are not allowed;
- Gang-related clothing, accessories or symbols as identified by local law enforcement agencies will not be allowed;
- Clothing, jewelry, book bags or other items which are associated with intimidation, violence or violent groups, and about which students have been notified may not be worn;
- Leggings or other excessively tight fitting pants must be covered by a garment to the appropriate length. (The length of the garment shall cover the area to mid thigh.); and
- Dresses, skirts, skorts, and similar garments must meet the same criteria as put forth above.

EMERGENCY DRILLS

There are a variety of drills that we are required to conduct each school year. Throughout the year, we will have ten (10) fire drills, one (1) earthquake drill, two (2) tornado drills and two (2) lock down drills. We spend time prior to the drills preparing students for proper procedures associated with each drill. Keeping your child safe remains our priority. Please reinforce with your child the importance of taking all drills seriously, following directions, and getting back on task quickly following each drill.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- A federal law that governs the maintenance of school records. Under the law, parents or guardians of students (or students who are 18 years of age or older) have the right to inspect all records kept by the school about the student and the right to correct inaccuracies in those records.
- New Hanover County School Board Policy 8700 on this issue can be read at: <http://www.nhcs.net/policies/series8000/8700.pdf>
- Request to review student records and request to correct inaccurate records may be made to the principal.
- Decisions by the principal with respect to the request may be appealed to the Deputy Superintendent.

HOMEWORK/CLASSWORK

We know that successful students are well organized. It is the student's responsibility to come prepared for class with the necessary supplies, homework, and appropriate attitude for learning. Designating a time each night for reading and homework will help provide your child with a routine and structure. You can help your child be successful by preparing him/her with a quiet, organized area for doing homework, reading, and studying. Please check your child's folder each evening for homework, returned classwork, and any papers that need to be signed and returned. Finally, a good night's sleep will ensure that your child is alert, focused, and ready to learn.

INTERNET ACCESS AND SCHOOL NETWORK POLICY

It is the the responsibility of New Hanover County School System's staff to educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, as well as cyberbullying awareness and response. It is also the responsibility of New Hanover County School System's staff to supervise and monitor appropriate usage of the online computer network and access to the internet in accordance with this Policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

LIBRARY/MEDIA CENTER

Our library is open daily to allow our students an opportunity for book check-out, skills instruction and research throughout the school day. We hope to foster a love of reading in our students, and as a result, encourage them to check out and renew books often. We want our books to be available for all students, so lost and damaged books must be paid for so they can be replaced.

LOST AND FOUND

Please put your child's name in all belongings. Sweaters, coats, hats, and lunch boxes are items that are frequently lost. Lost items are turned into the office and stored for a period of time in our Lost and Found Bin in the cafeteria. Please check this bin during your visit to school to make sure all clothing is returned. Any items that are not claimed will be donated.

MEDICATION

- Only medication prescribed by a doctor may be given by the administrative staff.
- Parents must obtain a Physician's' Authorization of Medication Form from the School Nurse. This form must be signed by the physician and the parent before medication can be administered at school.
- All prescription medication must be in a container that is appropriately labeled by the pharmacy or doctor.
- All medication will be kept in a locked cabinet and dispensed through the office.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Alderman is a PBIS (Positive Behavior Interventions and Support) School. PBIS is an approach that addresses behavior management on a school-wide level. School staff teach and reinforce behavior expectations in all settings of our school (classrooms, hallways, cafeteria, recess, bus, etc.) and emphasize specifically that Soaring Eagles are: RESPECTFUL, RESPONSIBLE, SAFE, HEALTHY, and KIND.

PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations. The 15-20% of the students not responding to universal interventions will receive additional support through group and individual interventions.

Another key element is an analysis of discipline referral data. This team-based approach to data analysis allows Alderman's PBIS Team to identify problem areas, brainstorm interventions, acknowledge students exhibiting positive behavior, and communicate the findings to staff, students, and parents.

The key components of an effective school-wide PBIS system involve:

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavioral data to assess progress

SCHOOL COUNSELOR AND SCHOOL SOCIAL WORKER

We have a full time Counselor and Social Worker at Alderman. Students may see the counseling staff regarding personal concerns and school related matters. Our Counselor and Social Worker are also available as a resource for parents.

VOLUNTEERING/VISITING SCHOOL

- Parents are strongly encouraged to visit and, if possible, volunteer at our school.
- If you would like to have a conference with the staff, please call to schedule an appointment.
- Teachers will not be available to conference by phone nor will they be able to meet with you during the instructional day without a scheduled appointment.
- In order to ensure the safety of all students, everyone visiting our school MUST sign in at the office and receive a visitor/volunteer badge prior to going to any other location in our school.