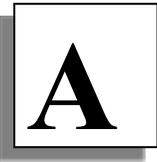


**The ABC's
of
Alamance
Elementary**

A Student Handbook





is for...

Accidents

Parents will be notified of accidents needing medical or immediate attention. Parents must be sure that the school secretary and teachers **always** have a current emergency phone number.

ACES (After-School Care Enrichment Services)

Guilford County Schools offers After-School Care Enrichment Services (ACES) at Alamance. For \$75.00 a week plus an initial enrollment fee of \$15, students may attend our after-school program. ACES provide academic enrichment and recreational activities. Please contact Donna Butler (336)697-3177 for registration.

Allergies

If your child has allergy concerns, please notify the teacher and front office.

Arrival-Dismissal



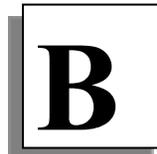
Arrival Time.....	7:00 a.m.
Tardy Bell Rings	7:25 a.m.
Instructional Day.....	7:25a.m.–2:10 p.m.
Dismissal Time.....	2:10 p.m.

The importance of being prompt cannot be overemphasized. Late arrivals disrupt the entire class. The child who is late misses a

critical part of class. Keep your good-byes short and cheerful when leaving your child at school. A long departure can be very difficult for the child. Staff members are prepared to greet your child at the door to help set a positive tone for the day. Please pick up your child by 2:10pm each day. Children learn to expect you at specific times each day.

Attendance

Your child’s attendance at school is a very important factor in his/her education. **Students are expected to be in school and punctual each day unless ill or unable to attend due to an unavoidable reason.** It is required that a written note for an absence be brought to school the day of the student’s return or the absence will be unexcused. **Special incentives will be provided to students and staff with stellar attendance!**



is for...

Balloons

Please do not bring balloons or have balloons delivered to school. This is a distraction to the environment. **Balloons will not be delivered, and parents will not be allowed to take balloons to classrooms.**

Birthday^s



You may send a special food treat for your child’s birthday celebration. **It is against GCS policy to bring in any homemade treats.** Please ask your child’s teacher for appropriate treat options. Please **do not** send party

invitations or birthday gifts to school to be distributed. We feel birthday parties are private affairs.

Book Bags

Children in Pre-k–5th grade may carry a book bag appropriate for the size of the child and grade level. No rolling bookbags are allowed.

Book Fair

Alamance will host the Scholastic book fair at our school. We will make you aware of those dates as they become available.

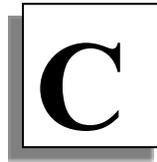


Breakfast

Breakfast is served beginning at 7:00am. Car riders must arrive before 7:45am in order to receive breakfast. Breakfast is free for all students.

Bus Behavior

Riding the bus is a privilege. Cameras have been installed on school buses. Improper conduct on the bus may result in this privilege being denied. Students must remain seated, keep hands and feet to themselves, and always talk in a quiet voice on the bus.



is for...

Car Riders

If your child is a car rider, please pull all the way down the driveway to an available greeter and have your child ready to exit on the passenger side of the car with shoes and coats on. We have a long line of cars with many parents heading to work so it is imperative that we unload in an efficient manner.



For safety purposes, we do not want children walking in front of or behind cars in the parking lot. Please remain in your car. Do not use this time of the day to address concerns or ask lengthy questions. Instead, contact the teacher by phone, note or email if you have concerns about your child's day.

Change in Address

Please notify the office and your child's teacher immediately if you move or change your phone number during the year. We want to make sure we can reach you in case of an emergency.

Character Education

Alamance Elementary is dedicated to promoting values of respect, responsibility and integrity both inside and outside of the classroom. Each month there will be a character word focus and character lessons will be integrated into academic instructions. Classrooms and students have opportunities to be recognized for showing exceptional character throughout the school year.

Check-in/Check-out

Students arriving after 7:25 a.m. are tardy and must be checked into the office by a parent. All children who leave school prior to 2:10 p.m. must be signed out at the office by a parent.

If your child is to ride a different bus or be picked up by someone other than you or their normal driver, the school must have this information from you **in writing**.

Clothing

Clothing should be comfortable, and children should be able to dress independently. Alamance does not have a uniform policy, but we will follow any guidelines set forth by Guilford County Schools.



We recommend that you refrain from dressing young children in clothing with stiff zippers or small buttons, which are frustrating to the child. Elastic waistbands are preferred over pants with belts for younger students. Socks and shoes with soft soles, such as tennis shoes, are preferred. They are more supportive when the child participates in physical activities. Clog-type shoes, boots, or open-backed shoes are unsafe for climbing outdoors, walking the beam, and other activities calling for stable footing. Mulch from the playground area prevents sandals from being appropriate for school. **For safety reasons, children should not wear flip flop type sandals.**

Concerns/Changes at Home

If a significant change occurs in your home, please inform your child's teacher as soon as possible. All information will be regarded as confidential. Common causes of distress include: one or both parents being away from home for an extended period of time, new person living in the home, illness of either parent, illness

or hospitalization of a sibling, accident or death in the family, a new caretaker, moving, a new baby, etc.

Conferences

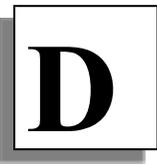
Formal conferences are scheduled for each child twice a year, usually in the fall and the spring. Informal conferences are held as needed and may be requested by either the parent or the teacher. Teachers make their own appointments. Please contact them by email, note or call the school office.

Counselor

The purpose of the guidance and counseling program is to serve the academic, social, and emotional needs of students through classroom guidance activities, individual and small group counseling, consultations with teachers, parents, and school psychologist, and coordination of services to other professional and community agencies. Our school counselor is **Erica Archer**. She is available to assist students and families with school related concerns.

Criminal Background Check

All parents/volunteers who work with children outside of the presence of a teacher are required by Guilford County Schools to have a criminal background check. This includes escorting a child to the media center, restroom, etc. The safety of Alamance students is of utmost priority. The web address to register is www.gesvolunteers.com/ . Thank you for your understanding and support in this area.



is for... Dentist/Doctors

Whenever possible, please schedule your child's doctor and dentist appointments after 2:10 p.m. or on teacher workdays. To improve attendance, we want children to be in school as much as possible.



Discrimination Policy

In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriated and allowed by law. You may refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401: 336 370-2323



Discipline Policy

Alamance Elementary staff members are committed to help every child achieve inner discipline through PBIS. PBIS stands for Positive Behavior Interventions and Supports. While this may sound complicated, it is a proactive approach to establishing behavioral supports and social culture and has a clear framework that can easily help transform student behavior and culture within a school or classroom. The core of PBIS is designed to teach, model, and reinforce expected behavior to ultimately build and maintain a productive learning environment that has minimal inappropriate behavior.

We also follow the Guilford County Schools student code of conduct handbook when issuing disciplinary actions and suspensions.

A phone call to parents may be made at any point and with any behaviors that involve physical assault or severe profanity. The principal/assistant principal will be contacted immediately when severe behaviors occur, and an office referral is initiated.



is for...

Electronic Device Policy

Cell phones, personal laptops, netbooks and gaming devices are not allowed at school. The devices which are allowed are school issued devices which enable students to access canvas, read e-readers, and access educational websites as directed by the teacher.

Educational Family Trips

Educational trips may be allowed providing the following criteria are met. 1) The parents make the request in writing. 2) The child completes assignments given by the teacher. 3) The child keeps a daily journal with pictures. 4) The child shares this journal with classmates.

F is for...

Family Educational Rights & Privacy Act (FERPA)

FERPA is a federal law that governs the maintenance of school records. Under the law, parents and/or guardians of students (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 any inaccuracies in those records.

Requests to review student records and requests to correct inaccurate records may be made to the principal. Decisions by the principal with respect to the request may be appealed to the Assistant Superintendent for Student Support Programs, Federal Programs and Testing. Complaints about Guilford County Schools compliance with FERPA may be made in writing to the FERPA Office, Department of Educations, 333-C Street, S.W., Washington, DC 20202.

Field/Fun Day

Each spring, the Physical Education Instructor coordinates special outdoor activities for the entire school. Those dates are forth coming.

Field Trips

Field trips are an extension of the curriculum; subsequently, students cannot be denied the opportunity to attend field trips. **However, in some instances a**



parent will be expected to accompany the child. The safety of students is a primary consideration. Students must have written permission by their parents/guardians for their participation in each field trip.

Fighting Among Students

Fighting or hitting other students is unacceptable behavior. If a student attempts to involve another student in a fight, the other student should immediately report it to the teacher or principal. If a student is a victim of a sudden unprovoked attack or fight, he should defend himself only long enough to disengage from fighting to report to an appropriate school official. Students who instigate fights will be subject to the same consequences as those who are involved in fighting. We discourage children from horse playing and pretend fighting because this can get out of hand and lead to something serious.

Fire Drills

Fire drills are conducted once a month. All students, staff, and parents must evacuate the building upon hearing the alarm. Check the posted instructions in each classroom indicating how to leave the building.

First Aid

Non-emergency first aid will be limited to soap and water with an appropriate bandage. Emergency first aid will be administered according to approved procedures. Notification of parents and medical personnel, if necessary, will take place. If a student is suspected of running a fever the temperature will be checked. Any temperature over 99.6 degrees will result in parent notification. Arrangements must be made to pick up the student as soon as possible.



is for...

Goals

One major goal at Alamance Elementary is for ALL children to learn and grow daily. Another important goal is for each of us to be positive and contribute to making Alamance a pleasant environment for children, parents and staff members.

Grades



Report cards are sent home every 9 weeks. Skills in grades K-2 will be measured as follows: **O**-Outstanding, **S**-Satisfactory, **N**-Needs more practice, and **U**-Unsatisfactory-not yet meeting expectations and exhibits below grade level performance. In grades 3-5 letter grades are given in subject areas (A, B, C, D, F) and an S, N, U is given for work habits, conduct, etc. Interim reports will be sent midway in each 9-week grading period.



is for...

Harassment/Bullying

Students shall respect other students, visitors, school employees, and other persons by always utilizing appropriate language and behaviors. Any action which is insulting, abusive, harassing, profane, obscene, bullying, intimidating, or seriously disrespectful and which disrupts the learning process for any student, or which demeans or degrades another person based on his/her race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socioeconomic status, height, weight, physical characteristic, marital status, parental status, or disability is specifically prohibited. Students who believe they have been subjected to any of these violations should report the harassment to a teacher, counselor, or school administrator.

Health Assessment

North Carolina state law requires that all kindergarten students and first time first graders in North Carolina have a health assessment examination with the results recorded on the health assessment form. This form must be completed by a private physician or Health Department and returned to school. Health assessment forms are available in the front office from the Data Manager.

Homework

Homework is given in most grades Monday through Thursday. Check with your child's teacher to find out more specifics about homework. Always encourage your child to read each day for a minimum of 15-30 minutes (depending on the age of the child).

Health Information

Report all absences due to contagious diseases to the school office. Keep your child at home if he/she is feverish or has an upset stomach.

This is a matter of courtesy towards the other children, parents, and teachers. If your child is sick at school, someone will call the parents to take the child home. Please be certain that the office has an up-to-date list of business telephone numbers and emergency numbers including friends and relatives. Please ensure that your child receives an adequate amount of sleep. It is very difficult for a tired child to concentrate and focus on work. Please give medication at home whenever possible. If a child must receive medication at school, the school provides a state-required form for this purpose. This form can be picked up from the school nurse. No medication will be allowed on campus or given without written permission from your physician.

I

is for...

Insurance

Neither the school nor the Board of Education provides insurance coverage for accidents at school except for the policy offered at the beginning of the school year. Information will be sent home the first week of school. Please read carefully and call the office with any questions.

Immunization

North Carolina law requires proof of immunization be provided to the school upon enrollment. Consult your physician or County Health Agency

J

is for...

Joy

We want your child to experience joy being in school each day. If there is anything that we can do to make your child's experience at Alamance more joyful, please let us know and we will do everything, within reason, to accommodate you.

K

is for...

Knowledge

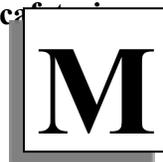
The knowledge students receive when they work hard to succeed. The difference between success and failure is related more to hard work than natural ability or intellect.



L

is for...

do not want their children purchasing extra items, please notify cafeteria management.



is for...

Leadership Team

The Leadership Team is the decision-making body of the school. The main function of the leadership team is to support the goals in the School Improvement Plan. They can achieve these goals by **1) increasing student achievement, 2) improving character education and school climate 3) work cooperatively to resolve problems.** Most decisions will be made by the leadership team; however, it is the principal's responsibility to make certain decisions.

Lock Down Drill

At least twice a year, staff and students participate in a lock down drill. Hopefully, we will never have the need to have an actual lock down, but this practice will prepare us in the event an actual school lock down is necessary.

Lunch

Students may either get lunch from the cafeteria or bring their lunch. We recommend a cloth-insulated bag labeled with your child's name on the outside. Lunch should be limited to a sandwich, drink, fruit, vegetable, etc. Due to



limited time in the cafeteria, teachers do not have time to preheat meals. Your child will be learning about proper nutrition and the basic food groups. We would like this knowledge enhanced by providing healthy lunches.

When a child is finished eating lunch, he should wrap uneaten food and return it to his lunch bag. Cores, pits, and peelings as well as empty wrappings should be thrown away. If you find peelings or leftovers in your child's lunch box, it would be helpful to remind your child of the procedure to discard these items. **Lunch is free for all students!** Extra items such as ice cream may be purchased. **If parents**

Media Center

The Media Center has an instructional program that integrates the Media Curriculum with the classroom curriculum. Our Media Specialist is **Mrs. Cornett.**



Check Out Policy

There is time daily for students to check out books from the library. Pre-k and kindergarten students may check out 1 book and 1st–5th grade students may check out 2 books. Books are overdue after 2 weeks. Books may be renewed but must be brought back first. Charges will apply only if a book is lost.

Medicine

If a student must take any form of medication at school, the following procedures must be followed:



1. Students on long term, everyday medication must have a completed Medical Authorization form with the doctor and parent's signature on file in the school office.
2. School personnel cannot administer nonprescription or over the counter medicines to students.
3. Prescription medicine will be administered under the following conditions:
 - a. Medicine in in the container labeled by a drug store.
 - b. The Medical Authorization has been completed and signed by the doctor and parent.

Messages

If you need to leave a message for your child, please call (336)697-3177 before 2:00 p.m. to ensure that your child will receive the message. Children will not be called out of the classroom unless it is an emergency.

Message from the Principal

You will receive regular telephone and email messages from the principal informing you of pertinent information. These messages will be brief so please take note of them.

Microwave

Due to safety issues children are not allowed to use microwave ovens to heat lunches. Please make sure your child's lunch does not need to be heated at school.

Mission Statement

Our mission is to prepare each student to reach their academic and social potential.

N is for...



Newsletter

Classroom newsletters via ClassDojo are sent home to inform parents of classroom events. Also, look for emailed information or check your teacher's web page.

Normalization Period

During the Normalization Period, the child is learning to focus and concentrate for sustained periods of time. For this reason, we request that parents refrain from classroom and lunch time visits during the first few weeks of school. Parents may volunteer in the media center or other parts of the building during the Normalization Period.

O is for...

Office Hours

Front office is open from 7am-4pm daily!

P is for...●



PTO

Alamance welcomes parents and extended family participation. We encourage you to become involved and volunteer your time and services. Please help us reach our goal of having 100% staff and 100% family enrollment in the PTO this school year.

Parent Involvement

The best way for parents to be involved at Alamance is through the PTO. The PTO has various volunteer opportunities through several committees. Please contact your child's teacher, for more

information. Volunteers available during the school day may be asked to help with making materials. The school always needs help with making educational materials for the children. Parental support is greatly appreciated by the teachers. In addition, volunteers may be assigned to an individual or small group of Alamance's young readers.

Parents In, Rather Than Students Out

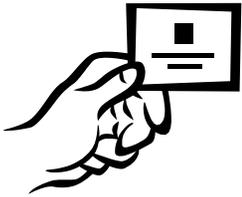
In an effort to keep children in the learning environment and depending on the student's infraction, a parent may be required to attend a half or full day at school rather than suspending the student from school.

Pictures

Individual pictures are taken twice a year, fall and spring. Different photo packages will be available. Those dates will be forthcoming.

Policies

In accordance with Guilford County Schools policy, parents will be asked to document the reason for their child being tardy and absent in writing.



When visiting on campus, please sign in at the front office and obtain a visitor's badge. Please remember to sign out when you leave. Safety for our children is the priority. This policy discourages visitors from going directly to a classroom.

Protocol

If you have an issue or concern regarding your child, please speak with the teacher first. While the teacher may not resolve it the exact way you choose, please give the teacher the first opportunity to handle your concern. If it is not resolved, please feel free to speak with the Principal or assistant principal. Likewise, if you have a school-related

issue, please speak with the principal or assistant principal first. Our goal is to be able to resolve school concerns at the school level.

Q

is for...

Quality

Quality is our goal at Alamance. We are all striving to exceed the needs of our customers (students and parents) and provide a quality education for all.

R

is for...

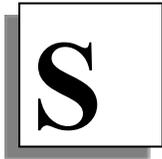
Reading

Reading is one of the most important academic skills that your child can master. At Alamance, we want children to read for various reasons including information, enjoyment, instructions, etc. This year, we are continuing with the CKLA Reading curriculum.



Rewards

Staff members will provide limited extrinsic rewards; however, we will continue to emphasize the importance of children excelling for intrinsic reasons such as personal growth and self-satisfaction. We encourage you to talk to your child's teachers about appropriate home rewards.



is for...

School Nurse

We have a school nurse available to assist with student's health needs on campus one day each week.



Sharing Lunch Food

Children are not allowed to share their lunch with other children.

Sign In

Whenever you come into the building whether to have lunch or volunteer, please stop by the office and sign in.

Snacks

We suggest healthy snacks be sent in with your student daily.

Student Activities

The following is a list of some activities that Alamance



students may participate in, field day, community service projects, birthday recognition, flag patrol, student council, spirit week, jazzy jumpers, treble wolves, battle of the books, etc.



is for...

Tardy

All students arriving after 7:25a.m. must be checked-in at the office and accompanied by a parent. Remember when your child is tardy; valuable instruction time is lost.



Teachers

We consider all our staff members to be teachers who serve as positive role models for your children. This includes bus drivers, custodians, food service workers, co-teachers, administrators, secretaries and teachers.

Telephone

Students may not use the office phone for personal calls except in an emergency.



Testing

Keep in mind that Alamance is a public school; our students will participate in all state and county assessments and testing.

Textbooks

Sometimes students at Alamance are assigned textbooks. These books are expensive. Help your child be responsible for their books by buying or making covers. You will be required to pay for lost or damaged books.

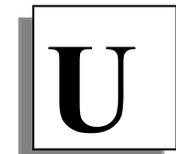
Tornado Drills



Tornado drills are held once a year. Children and staff members are required to kneel on the floor with their hands covering their heads and move away from all windows.

Toys/Trinkets/Jewelry/Make-up

Children should NOT bring toys, trinkets, jewelry and/or make-up to school. This does not include an item of jewelry that a child wears to school such as earrings.



is for...

Unique

Every child at Alamance Elementary is a unique individual with something very special to share.



is for...

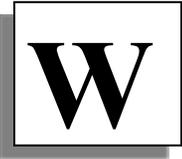
Visitation Guidelines

We gladly welcome classroom visits; however, please contact your child's teacher for an appointment to do an in-class room visit. When visiting the classroom, please refrain from bringing other children with you and be conscientious of distractions to the learning environment. Always put your cell phone on vibrate.

Voice Levels



All staff members will strive to ALWAYS talk in a calming, low voice level. We recognize how important it is to set a positive and respectful environment.



is for...

Log on to the Alamance Elementary website to find current information.

www.gcsnc.com/Alamance_Elementary

Whisper Technique

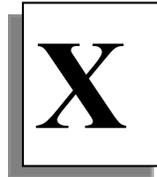
Staff members will model and use the “Whisper Technique” whenever possible. If a student’s behavior needs to be adjusted, the staff member will whisper or quietly talk to the student. The student may be asked what the correct behavior is, or the student may be told to modify the behavior. Our goal is correction, not embarrassment. We encourage parents to use this technique whenever possible.

Writing

Encourage your child to be creative in his/her writings by making writing fun and meaningful! Help them to write special notes or letters to their grandparents, friends, and family members. Write fun stories together as a family. Collaborate and prepare grocery and chore lists. Provide support and model using a dictionary to check for the spelling and meaning of a word. Ask your child’s teacher for ideas on making writing interesting at home.

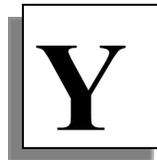
Weapons/Dangerous Instruments

Guilford County Policy states that any student who brings a weapon to school may be put on long-term suspension. Please make certain that



is for...X-tra

Special time to observe and to listen is given to all children at Alamance Elementary School. We believe in a prepared learning environment where we follow the child and support everyone’s ownership of learning. We also support individualized instruction which enable us to provide extra time with your child.



is for...



YOU! You make the difference in your child’s education. Get involved and show your child how much you care.



is for...



ZZZZZZ....

A set bedtime paves the way for your child to get a good night’s sleep and be rested and ready to learn the next school day.

your child does not bring any weapons or dangerous instruments to school