

# **Anderson Elementary School**



## **Parent and Student Handbook 2018 – 2019**

Dear Students and Parents,

This handbook is for the parents and children who attend Anderson Elementary School. It outlines some of the school's policies and procedures, as well as provides general information about the school. We encourage you to refer to this handbook often and hope that you will find it useful.

### School Contact Information

Address .....455 Halyburton Memorial Pkwy

Wilmington, NC 28412

Phone: .....910-798-3351

Fax: .....910-798-3358

Internet Address:

<http://www.nhcs.net/anderson/>

If you wish to leave a message with a teacher during school hours, please do so on their voice mail. They will return your call as soon as possible. You may also choose to send a message to a staff member using their e-mail address.

**\*\*\*Do not leave a message if you have a transportation change for your child. Please call the front office by 1:45 p.m. with any change in transportation or messages for your child.\*\*\***

### Policies

We strive to provide a safe environment for all our students and staff. The following procedures have been put in place to safeguard our learning environment.

### Safety

All entrances will be locked at all times. Please use the front entrance to enter the school. You must ring the bell & wait to be acknowledged. You may enter once the lock is released.

Whenever visiting Anderson, whether for a conference, to join your child(ren) for lunch, or to volunteer, please stop by the office and sign in on the computer and put on a visitor's sticker. We also request that you sign out when you leave.

A new system has been installed that will scan an individual's driver's license or official identification card. Once the form of ID is scanned, and there are no issues, a sticker will be printed out and must be worn at all times while visiting or volunteering in the building.

**Current** emergency phone numbers are extremely important. Please advise the office and your child's teacher when an emergency notification number changes. This includes your cell phone numbers, work numbers, and those of anyone who we may call if you cannot be reached.

Please follow the procedures for parent pick-up and drop-off as outlined on the next page. They are in place for the protection of all our children and Anderson School families.

# Student Arrival and Departure Procedures

Student safety is our most important concern. Your cooperation will help ensure that all our students arrive and depart safely each day. Students may not enter the school building before 7:30 a.m.

Dismissal is at 2:25 p.m. **Please notify the school before 1:45 p.m. if there are any changes in your child's method of transportation from school.** If at all possible, please send a note with your child in advance.

**No individual student check-outs will be allowed after 1:45 p.m.** as this creates unnecessary confusion in the office at dismissal time.

## **CAR DROP-OFF / PICK-UP PROCEDURES**

Please be courteous to other drivers and vigilant in watching out for the safety of our students. While in the car line, please do not use your cell phone so that we can communicate with you clearly.

### **DROP-OFF PROCEDURES:**

- All car students will arrive and depart from the front of the building
- Pull your vehicle as far forward as possible for drop-off. Please watch for staff- they will wave you forward
- Please have your child on the passenger side of the vehicle when dropping off
- Please do not drop off your child in undesignated areas including the staff and bus lots (before 7:30 am). We will continue with a secondary drop off location.
- All students and guests will use the front/main entrance when entering the building
- You must yield to all pedestrians walking across the crosswalk

**\*Anyone who is dropping off and is reckless in any matter that jeopardizes the safety of children and staff risks being trespassed (banned) from campus during drop off times.**

**PICK-UP PROCEDURES:** Car students must be picked up by 2:40 pm.

- All parents must place the official AES car sign(s) on their rearview mirror when picking up their child(ren). If you do not have the official AES car sign(s), you will be asked to park and go to the office to get one. Parents cannot make their own car signs. This is for the **safety of our** students. Parents will receive two car

signs at open-house. If more are needed, please contact the office.

- Please pull your car up to the corresponding pole at which your child is standing
- Leave student name card on display on the rearview mirror until your child has been picked up
- All students will be placed on the passenger side of the vehicle during pick-up
- If you should need additional time to secure your child(ren) and/or arrange items in your vehicle, please pull past the drop-off area and park in a space to give you additional time
- You must yield to all pedestrians walking across the crosswalk
- Please do not block the driveway prior to dismissal. Park in a parking space.
- The Parent Walk-Up Area can be used for parents who desire to park their cars and walk to the **Yellow (K) Hall** Entrance to pick up their children. Parents are to wait behind the designated line to retrieve their children. Parents may only pick up their children & there is a need to speak to a teacher or use the restrooms, parents must go to the main/front entrance.

**\*Please refrain from driving around and parking by the pond or any other undesignated areas.**

### **Bus Riders:**

All buses will arrive and depart from the bus parking lot next to the cafeteria.

### **Van Riders:**

Vans will dismiss from the bus parking lot next to the cafeteria.

### **Parents Walking Student to Class:**

In order to ease student anxiety, parents with students in **grades 1-5** are permitted to walk students to the center foyer the **first week** of school. Due to staggered enrollment for **kindergarten students**, those parents are permitted to walk students to the classrooms the **first two weeks** of school. Effective the following Monday parents may walk students as far as the **center foyer** and then must let them walk the rest of the way independently. Teachers are always at the door or in the rooms to greet children, and supervisory stations are set up strategically throughout the building.

After the first two weeks of school, to walk students to the center of the hallway, parents will need to sign in and get a Morning Drop-Off sticker. To visit or volunteer in a classroom before school, parents must notify the receptionist, so that she can announce your arrival to the teacher. Parents must use their driver's license or official identification card to sign in and get

a yellow visitor/volunteer sticker before proceeding to the classroom.

## Student Attendance

Regular attendance is the key to scholastic success. Students with strong attendance records perform better academically and socially. Parents, students, and school personnel are responsible for promoting positive attendance attitudes.

Tardiness is a serious problem since students miss valuable instructional time. The Anderson School staff wants every child to come to school every day and is committed to helping both students and parents achieve this.

### If a student is absent:

- ◆ An absence note is required for the student's return to school **with three (3) days**. The note should state the child's full name, date(s) or absence, and specific reason for absence. The principal or his designee may request verification of illness.
- ◆ **If a note is not provided by the third (3<sup>rd</sup>) day of attendance, the child's absence will be marked unexcused.**
- ◆ Excessive absences may result in referral to the school social worker for possible legal action or may result in retention.
- ◆ **We do not retroactively correct unexcused absences, which is why there is a three (3) day window for providing an excuse note.** If notes are provided once the social worker has contacted a family about excessive absences, the absences remain unexcused. **The best policy is to send a note immediately after the absence.**

According to New Hanover County policy, the following are reasons for an **excused absence**:

- ◆ Illness of the child
- ◆ Quarantine
- ◆ Death in the immediate family

- ◆ Religious observations
- ◆ Court proceedings
- ◆ Military Deployment Activities

**Family vacations** are not deemed as excused absences. We do understand that families need to spend quality time together and that does mean missing school periodically. However, these absences will be documented as unexcused. Students will be responsible for missed assignments, which must be completed within 3 days after returning to school. An additional day to make up work will be allotted for each day absent over 3.

**Educational Opportunity/Experiences** must be pre-approved by the principal 2 weeks prior to the trip. Once approved, students will complete a travel journal & share experiences with peers. The journals are available, however, students may create a digital journal as well.

**\*Repeated requests within a school year may not be approved.**

**\*\*Repeated requests for the same educational opportunity over multiple school years may not be approved. (ie., annual trips to Disney World)**

### If a student is tardy:

- If you arrive at school after 8:00 am, your child(ren) is tardy
- There will be a sign in the roadway to indicate that you need to park and come into the building with your child(ren) to check them in at the front office. Please use buzzer to gain access to the building.

According to New Hanover County policy, the following are reasons for tardiness to be counted as excused:

- ❖ Medical or dental appointment with a doctor's note

Note: According to county policy, traffic, car trouble, oversleeping are not excused reasons for tardiness. If a school bus is late, the students are not counted as tardy.

**If a student must be dismissed early:**

Dismissal time is 2:25 PM. If a student needs to be dismissed early, please notify your child's teacher in advance if at all possible. If your child is dismissed early for a medical or dental appointment, please remember to send a doctor's note with your child the following school day for the early dismissal to be counted as excused. **There will be no check outs after 1:45 PM.**

**Perfect Attendance**

Perfect attendance is recognized at our awards assemblies. To achieve perfect attendance, the student must have **zero absences**.



**A is for ...**

### **Arrival Procedures**

Parents are strongly encouraged to use the school bus transportation provided in New Hanover County Schools. Traffic jams tend to be a concern during arrival times. If you provide transportation in the morning, please do not go to your child's classroom. Please remain in your car and let your child out of the car at the designated site. The arrival procedures will keep the traffic flowing in the morning. Selected staff members and our school's Admiral Ambassadors will be on duty to ensure the safety of all students as they go to their classrooms.

### **Accidents**

Parents will be notified of accidents needing medical or immediate attention. Parents must be sure that the school office and teachers always have the most current emergency contact numbers.

### **After-School Care**

Anderson Elementary offers high quality after-school care with an experienced staff from 2:30-6:00 PM on regular school days. The cost of daycare is \$200 per month. An annual \$25 registration fee is required for startup supplies. Snacks are provided. The after-school program director, Dee Morrison, can be reached at 798-3311 from 1:30-6:00 PM daily.

### **Audience Etiquette**

We encourage parents to teach their children and model appropriate audience etiquette at school meetings, assemblies, and performances. Talking should cease once the presentation begins. All cellular phones and other electronic devices should be turned off. Applause should occur at the end of a piece of music or at the end of an act of a play. All restless young children or crying infants should be escorted out of the performance area. While applauding at the appropriate times is welcome, whistling and yelling are never acceptable. When photographing the performers please be courteous of all in attendance. Hats and caps should be removed upon entering the building. Compliance with these expectations by all audience members will enable us to provide a quality performance, assembly, or meeting for everyone.

### **Animals on Campus**

The safety of students, staff, and visitors is a primary concern. To help maintain the cleanliness of the facility no animals are permitted on school campus. Animals utilized in science or as a part of the curriculum may be allowed with prior approval from an administrator. Animals that are essentially pets should not be on campus. Animals that are part of the K-9 unit supporting law enforcement are allowed on campus. Trained working dogs that support disabled students, parents, or visitors are also allowed on campus.

### **Academics**

Anderson's Elementary School's curriculum is guided by the North Carolina Standard Course of Study and Essential Standards. All instruction is provided with the framework established by the Department of Public Instruction. It is essential that all students' reading and mathematical skills be at or above grade level. The writing program is also consistently taught as a part of the communication skills curriculum. Science and social studies are taught through the integration of content into meaningful lessons. Music, Art, Physical Education, and Media/Technology, the specials classes, expose students to numerous concepts that enhance and support the core academic subjects.

### **Acceptable Use Policy (AUP)**

In order to use a computer or iPad at Anderson Elementary, each student is required to have on file a signed New Hanover County Schools Acceptable Use Policy which outlines proper use of the computers and network in our school. Students who violate the AUP risk receiving discipline referrals and loss of the privilege to use technology devices at school.

### **AIG – Academically & Intelligently Gifted**

New Hanover County's Gifted Education Plan is designed to provide differentiated services to all students who demonstrate a need for academic advancement. The model adopted by New Hanover County Schools provides a continuum of services based on individual student interest, abilities and needs. This process includes screening, data review by the student match team, and appropriate service options match. Parents, teachers, and others in the educational community may nominate students for consideration. For further information, contact the principal or AIG specialist.

### **Awards Assemblies**

We recognize students for their accomplishments with a special assembly each quarter: look for your invitation and come celebrate your child's efforts! Assemblies are held the week after report cards are sent home.

### **Admiral Ambassadors**

Fifth graders serve as student leaders throughout the building, serving as monitors for the Admiral Bucks prize cart, breakfast helpers, safety patrol, big buddies, and tour guides. Fifth graders may apply in the fall of each year, and traditionally serve in either the fall or spring semesters.

### **Admiral Bucks**

Admiral Bucks are incentive tickets given to students who meet Anderson's ROPES school-wide expectations. Students will have an opportunity to visit a cart weekly to exchange their Admiral Bucks for prizes. Each item on the cart will have a minimum value of at least 5 bucks; items on the cart may include bubbles, bracelets, key chains, pencils, erasers, stress balls, etc. We will also have periodic VIP events that students may spend their bucks on as well.

### **Active Admirals**

Active Admirals is an after school club for our students focused on establishing healthy habits, including walking and biking to school, being active, and making healthy food choices. The club meets a couple of days a week and is open to students in all grade levels.



**B is for . . .**

### **Bicycles**

Please review bicycle safety with your children. Students may ride bikes to and from school. All bikes must be parked in the bicycle racks by the cafeteria. A lock is needed for safekeeping. State law requires all students to wear safety helmets.

### **Balloons and Flowers**

County policy does not allow us to deliver balloons and flowers to students on a school's premises and may not be transported home on the school bus.

### **Book Fair**

Each year Anderson holds two Book Fairs, one in the fall & spring. Students may visit the book fair during scheduled library classes or at other times with the permission of their teacher. Media Center staff and volunteers help students select appropriate books or other items. Parents may also choose to purchase books to donate to their child's classroom. All proceeds are used to purchase new materials for the Media Center.

### **Books and Materials**

Students are responsible for any textbooks (very limited), technology tools, and materials issued to him/her. All materials issued to students are to be returned with no excessive wear. Fines will be charged for lost or damaged books.

### **Bus Transportation**

Students should be at the bus stop ten minutes before the bus is due to arrive. Buses should run within ten minutes of scheduled time. A parent/guardian should be at the bus stop in the afternoon to meet the child. Bus drivers will not drop students off at home with no one there. If a K-2 parent/guardian cannot be at the bus stop please submit the New Hanover County Schools Parent/Legal Guardian Permission Form for Unattended Bus Stop Drop-Off to the school (ask the school for the form). The form must be approved by the Parent/Legal Guardian and reviewed by the Principal/Asst. Principal and Coordinator/Asst. Director of Transportation before going into effect.

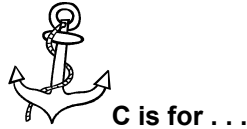
### **Bus Behavior**

The bus driver is responsible for safely getting students to and from school daily. In order to ensure that the students are kept safe, certain rules and expectations are required of all students who ride the buses. These rules are:

- Children must sit in their assigned seats daily and they must remain seated while the bus is moving. They are only allowed to stand when they are getting on or off the bus.
- Children will not be permitted to talk loudly or to use inappropriate language. Loud talking is distracting and prevents the driver from focusing his/her complete attention on driving safely.
- All hands, heads, and objects are to be kept inside the bus. Having hands and heads extended from the window increases the possibility of having accidents which could lead to serious harm to your child.
- Fighting on the bus will result in immediate suspension from the bus and possibly from school.
- The students must obey the bus driver at all times.
- Vandalism to the interior or exterior of the bus is prohibited and may result in monetary compensation required from the parents of the child who is responsible for the vandalism.
- Tampering with the emergency door or emergency window could lead to serious injury to your child and other children as well. The students will be taught properly how and when to activate the emergency exits.
- Possession of any weapon, as defined in the New Hanover County School Board Policy Manual, will lead to being removed from the bus and being suspended from school for up to ten days with a recommendation to the Superintendents for a longer term of suspension and possibly suspension for the remainder of the school year. In addition, any child having a weapon may be referred to the Office of Juvenile Justice for prosecution.
- For the safety of the children and the driver, anyone other than the students assigned to the bus who attempts to get on the bus without the permission of the bus driver may be charged with trespassing and may face criminal prosecution.

Please talk with your child about the bus rules and stress the importance of following the rules in order for everyone on the bus to be safe.





### **Chain of Command**

Please follow the proper chain of command when resolving any issues that may arise. Parents are asked to speak to teachers first. If the outcome is not satisfactory, administration should be contacted for assistance. If administration is contacted first, families will be referred to the source of the issue to attempt to resolve it.

### **Change in Address**

When a student's address changes, the new address must be reported to the office the next school day following the move. Proof of the new residence must be provided. If the new address is in another school district, and parents would like their child/children to continue attending Anderson Elementary School, a *Completion of School Year* form must be submitted, in addition to documentation to demonstrate proof of residence. Failure to report the change of address may cause the student to be dropped from school membership at Anderson Elementary School and enrolled at the school in the district of the new residence.

\*Acceptable documentation to demonstrate proof of residence includes:

- A closing statement for a real estate transaction
- A purchase agreement for a home signed by the seller and the purchaser
- A rental agreement signed by the tenant and the landlord
- A homeowner's or renter's insurance policy citing the property address
- A property tax statement

### **Changes in Home Life**

We value the information you share about your child. Please let us know of any change in your child's life, such as a death in the family, divorce, new members staying in the home, etc. New events can have an impact on your child's behavior and feelings, and we want to know how to best respond to your child. All information that parents share with staff members will be kept confidential.

### **Change of Information**

If you change your address, phone number or persons listed as emergency contacts, please send the information to your child's teacher **immediately**. It is important that this information be accurate at all times in case of emergencies. **PLEASE INCLUDE BOTH HOME AND CELL PHONE NUMBERS.**

### **Check-in/Check-out**

Students arriving at school after 8:00 AM must be signed in at the office by a parent. A tardy slip will be given to your child for class admission. If you know in advance that you will be checking your child out of school early, please send a note to your child's teacher. When you arrive to check your child out, stop by the office and say "I sent a note this morning to check out my child, (first name) (last name) in (teacher's name) class. Would you please call him/her up for me?" If you do not send a note, or an emergency arises, you may check your child out by stopping at the office. For the safety of our children, office personnel may ask for identification before checking out any student(s). **Please check out all students no later than 1:45 PM.**

### **Child Custody**

If there are special custody agreements for a child, the parent(s) should notify the child's teacher and principal by providing court documentation. Otherwise, the school considers both parents to have equal access to children. If there are no court documents, the name(s) on the birth certificate determine parental rights.

### **Clothing**

Please know that your child's clothing may get dirty while they are at school. Whether it's painting in art, a spill from their lunch in the cafeteria, grass stains and dirt from the playground, or perhaps the use of dry erase markers in the classroom, they may come home with a stain(s) on their clothes. It is best to keep that in mind when dressing your child for school on a daily basis. If there are particular items of clothing that you do not want to get dirty, please do not send your child to school wearing them.

### **Conferences**

Teachers are available for conferences after school and at other times designated by the teachers. Protecting the instructional time for all of the students is a priority when scheduling conferences. We welcome opportunities to meet with you to discuss your child's progress. As a professional courtesy, please schedule conferences in advance. Please keep in mind Wednesday afternoons are reserved for staff meetings/development. If there are scheduling conflicts that prevent face-to-face conferences, phone conferences are a viable option to provide updates on a child's academic and/or behavioral progress.

### **Cafeteria and Food Services**

Anderson's cafeteria staff prepares and serves breakfast and lunches daily. Students may purchase breakfast for the following amounts: **Paid: \$1.35 Reduced: Free Adults: a la carte**

Breakfast is served starting at 7:30. Students choosing to eat breakfast must be in the cafeteria no later than 7:40 so they will have time to eat and return to class on time.

Students may get a school lunch or purchase a variety of a la carte items. Students can also bring their lunches each day. Lunch prices are as follows: **Paid: \$2.55 Reduced: \$.40 Adults: a la carte**

Each student has a lunch account and parents may pay for lunches in advance. Parents can pay on students' accounts online at <https://www.k12paymentcenter.com>. Checks are to be written to Anderson Elementary School Cafeteria. Students' accounts will be credited for any meals they miss.

Any student who does not have money in his or her account may borrow money from the school. Students who borrow money from the school may not purchase a la carte items until all charges are paid. Prompt payment of charges is expected, and the balance will not exceed \$10.00 for any student. Excessive unpaid meal charges are now being handled by a collection agency.

Through various state and federal programs, the school offers meals at free and reduced rates to all students who qualify according to federal guidelines. Applications are sent home the first day of school or may be requested from the office or your child's teacher at any time. Due to the federal funding associated with the percentage of families who qualify for free/reduced priced meals, **all Anderson families are asked to complete an application this year**. Once forms are accurately completed, they are then sent to New Hanover County School's Food Services Department which has the legal right to verify any information on the free and reduced priced meal applications.

### **Cancellation of School**

The Superintendent of Schools and/or the Board of Education may suspend the operation of any school(s) for particular days or portions of days in the event of an emergency, act of God, hazardous

weather conditions, or other conditions requiring the termination of classes. (Policy #4120) Closing and/or delay announcements are posted online at [www.nhcs.net](http://www.nhcs.net), social media, on local TV and radio stations, and on the emergency line at 254-1111 ext. 111. Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or a public crisis. The school board members and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless significant safety risk has been created by unusual circumstances.

\* In the case of snow or hurricanes, announcements concerning school closing will be made on local radio and television stations. If snow begins during the school day, please keep your radio or television on and listen for closing announcements.

### **Celebrations and Birthdays**

Classroom celebrations are held during the school year. Your child's teacher will send a letter home with your child in their communication folder. The letter may ask if you would like to provide anything special such as food or treats. Parents are invited to participate in celebrations. If you do not want your child to participate in a holiday celebration, please notify your child's teacher.

We believe that each child is a unique and wonderful creation and recognize that birthdays can be a special day for the child. If you would like to bring refreshments for your child's birthday, notify your child's teacher in advance so that arrangements can be made. Generally, birthdays are celebrated with small food items such as cupcakes, cake and ice cream. **These items must be store bought only and in the original packaging.** Birthday parties and other celebrations may not replace the regular school lunch. Therefore, parties and other celebrations will be held after the children have eaten lunch. If you come for a celebration during the lunch time, this is a reminder that instruction will continue after lunch, and visitors will need to check out so the remainder of the school day is not disrupted.

Please let us know if your family celebrates a holiday that is different from traditional American holidays. We would love for you to visit and share some of the traditions and symbols of the holiday with the rest of us.

### **Change of Transportation**

Parents must notify the classroom teacher or office, in writing, if possible, if there is to be any changes in transportation. We realize emergencies happen or circumstances change, but your child will go home by their usual mode of transportation unless we have been notified. **All transportation change phone calls must be received by 1:45 p.m. to ensure proper notification to all staff members.**

### **Character Education**

Character is those positive qualities that speak of who we are and the kind of person we want to be. At Anderson Elementary School we want to help our students succeed, make responsible choices and be proactive in coming face to face with the challenges of daily life. We encourage all of our children to do something meaningful, to be effective, to become a leader, and to be remembered. Anderson's character education programs include: Sanford Harmony, Second Step, PBIS, anti-bullying and various programs offered by the school counselor. Courtesy, responsibility, honesty and positive self-esteem are some examples of character education traits. A large component of character development at Anderson is following our expectations, the R.O.P.E.S. (Be Respectful, Opt of be a Problem Solver, Be Prepared, Establish Healthy Habits, and Be Safe.)

### **Check in and check out**

All visitors and volunteers will use the computer in the office to check in and check out. The yellow sticker

must be worn on the shirt and visible at all times.

### **Child Abuse Reporting**

If a staff member has a reason to feel that abuse or neglect has occurred, we are required by law to report it immediately to the Department of Social Services. We do not conduct investigations. If parents have questions about reporting rules or investigations, they can call the Department of Social Services at 798-3420.

### **Computers at Anderson**

All classrooms at Anderson Elementary School have Windows computers for student use. The classroom teacher also has a desktop computer. All of the computers at Anderson Elementary School are connected to the network which allows users to connect to the internet as well as providing every user with an individual user name and directory for storing information.

### **Connect 5 Notification Service**

NHCS have adopted the Connect 5 Notification Service. This system will allow the school to send a telephone message and/or e-mail to parents providing important information regarding school events and emergencies.

#### **What you need to know about receiving calls sent through Connect 5**

- Caller ID will display the school's main number when a general announcement is delivered.
- Caller ID will display 411 if the message is a dire emergency.
- Connect 5 will leave a message on any answering machine or voicemail.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

### **Crisis Plan for Parents**

Anderson Elementary School is committed to the safety of all children and staff. In the event of an emergency, and the school has to be evacuated, our evacuation site will be the *Ashley High School Cafeteria*. In the event the entire Veteran's Park complex has to be evacuated all students and staff will be transported by bus to *Myrtle Grove Middle School*. For all other emergencies, students and staff will remain on site and follow established crisis procedures. We ask that you cooperate and follow these procedures if you hear of an emergency at school.

- Remain as calm as possible.
- Do not attempt to come to the school. Access routes and streets need to be clear for emergency vehicles. Traffic congestion will make emergency responses much more difficult for police, ambulances, and fire departments to get to the school to deal with the emergency quickly. This is an issue of safety.
- Remain at home or at work to make it easier for officials to contact you, if necessary. If the school sends your child home on the bus, it is *vitaly important that you be there to receive your child*.
- Identification will be required to sign out students through office personnel.
- Do not call your child's school building as telephone lines will need to remain open to deal with the emergency. If the phone system is overloaded, it will hinder efforts to provide and receive necessary information.
- Listen to local TV and radio stations for information. Updates are often on NHCS' social media sites

- Be sure that updated emergency contact information is on file. This is particularly important if you have had a change in phone numbers.



### **Disability Information**

No otherwise qualified individual with a disability; solely by reason of the disability; shall be excluded in participation in, be denied benefits of; or be subject to discrimination from any program or activity of this school. The school seeks to locate and identify every three through twenty-one year old person with a disability in its district. A free appropriate public education will be provided to any qualified person with a disability.

### **Dismissal Procedures**

Parents must call the school prior to **1:45 PM** to request a change in student departure plans. If you know in advance please send a note to your child's teacher. Please keep these requests to a minimum.

Car Riders & Van Riders Car and Van riders will report to designated locations and be dismissed to their respective cars and after school vans.

Parent Walk-Up- Parents have the option to drive and park alongside the fence at the end of the K playground area. Parents are either to park facing the park on the right side as they drive in, or turn around and park facing the exit to the school entrance, as if driving out. Parents are to walk up to the K (Yellow) hall exit and check their children out with authorized school personnel. Parents are not to enter the building through this door. If parents need to enter the building for any reason, they are to report to the main entrance.

Bike Riders Bike riders will be dismissed after the 2:30 pm bell. Bike riders will exit the school through the Multi-Purpose-Room, walk to the bike rack, and wait until duty personnel escort them off campus.

Bus Riders At approximately 2:30 pm all bus riding students will be dismissed. Each grade will be dismissed and students will be walked to the buses by their teacher.

Walkers Walkers will be dismissed after the 2:30 pm bell. Walkers will gather in specific areas in the school and exit through the Multi-Purpose-Room. There is a secondary location for walkers that exits at the Yellow (K) hallway with a staff member. They will then be escorted off campus by duty personnel. Walkers and bike riders are dismissed and off campus prior to buses leaving campus. Parents who walk to pick up their children should utilize the Parent Walk-Up location on the K wing as well.

After School Students Will meet in the cafeteria and check in with after school duty personnel.

**Daycare Procedures** If your child will not be going to the daycare center on a specific day, due to a change in plans or an absence, please call the daycare center and notify them. It is the responsibility of parents to communicate this information. Their schedules are delayed when making inquiries regarding whether or not a student is present or will be going to the daycare center.

### **Delayed Opening, Early Dismissal or Cancellation of School**

The Superintendent and/or the Board of Education may suspend the operation of any school(s) for particular days or portions of days in events of emergency, hazardous weather conditions, or other

conditions requiring the termination of classes. (Policy #4120) Closing and/or delay announcements are posted online at [www.nhcs.net](http://www.nhcs.net) social media, and on local TV and radio stations.

The safety of the students and staff at Anderson Elementary is our top priority. The **CONNECT 5** automated telephone service will allow NHCS to send a message or instructions to all of the parents' emergency numbers that have been provided to the school. Our success in delivering the message is only as successful as the contact information we have for our families so please make certain that we have current emergency information at all times.

### **Diabetes**

North Carolina law (G.S. 115C-47) requires development of care plans relative to students with diabetes. If your child has diabetes and you think your child may need a plan for his/her diabetes while at school, call the school nurse and ask for the Parental Request for an Individual Diabetes Care Plan.

### **Discipline**

The New Hanover County Board of Education believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching and learning. Appropriate student conduct is essential in our learning community. Copies of the New Hanover County Schools Board Policy #8410 on Student Discipline are distributed to parents who request a copy in writing from the school administration. The information is also posted on the NHCS website at [www.nhcs.net](http://www.nhcs.net). (See Discipline Procedures) We implement PBIS (Positive Behavior Intervention & Supports) to maintain a positive, safe, and orderly learning environment. If students receive discipline referrals for misconduct at school or on the bus, consequences may range from conferences with students and parent contact up to out-of-school suspensions.

### **Doorbell System**

All exterior doors are locked during the instructional day. Visitors must ring the doorbell at the front entrance to gain access to the building. Once you ring the doorbell, you will be asked to state the reason for your visit including the name of your child. **Be prepared with proper ID and proceed directly to the office.**

### **Dress Code (Board Policy 8520)**

Students are expected to adhere to the standards of cleanliness and dress that are compatible with the requirements of a productive and safe school environment. Those standards generally acceptable to the community as appropriate in a public setting shall be the determining criteria governing student dress.

A student's appearance, mode of dress, or condition of personal hygiene shall not be permitted to disrupt the educational process or constitute a threat to the health or safety of others.

The principal may make reasonable accommodations to this Policy based on a student's religious beliefs or medical conditions.

Therefore, the following rules shall be followed:

- 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;
- Short dresses, short skirts, or short shorts will not be allowed;
- No underwear shall be revealed;
- No flip-flops;
- Please wear appropriate shoes (tennis/athletic shoes) on P.E. Day
- Headgear, hats, or sunglasses are not to be worn in the building except for medical and/or safety reasons;

- No clothing, jewelry or buttons with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are allowed;
- No gang-related clothing, accessories or symbols as identified by local law enforcement agencies will be allowed;
- No clothing, jewelry, book bags or other items may be worn which are associated with intimidation, violence or violent groups, and about which students have been notified.

When, in the judgment of the principal, a student's appearance violates the intent of this Policy, or the policy of a school which has established a standard dress code, the student will be required to make necessary modifications. Continued violations of the dress code policy may result in an out-of-school suspension.



**E is for . . .**

### **E-mail**

Every staff member at Anderson Elementary School has an e-mail address. To see hot links and a listing of their addresses, go to the Anderson Elementary School web page listing staff members by grade level or department. E-mail is a great way to communicate with your child's teacher. You may also send an email to Anderson Elementary School.

### **Early Dismissal**

If you should need to pick up your child early for any reason, please come to the office first and bring a picture ID. Please send a note, email, or call to the teacher stating the date, time, and reason for early dismissal. The teacher will share any information with the office. The teacher should not release your child without approval from the office. This procedure is for your child's safety.

### **Electronic Devices (Policy 8431)**

Cellular telephones and personal electronic devices shall not be used by students during class time without teacher permission. These devices shall be turned off and put away while the students are in class.

Picture phones and handheld computers with photographic capabilities present many unique challenges. Therefore, students shall not use these devices to send pictures of other students by email or by other electronic means during class. In addition, these devices, if used in academically reprehensible conduct (cheating), will result in students being punished in accordance with Policy 8410, Student Discipline, Policies, Rules and Procedures.

Students in violation of this Policy will have their devices confiscated by school officials. The first offense will result in students' devices being kept for the remainder of the school day. If a child has a second offense, the device will remain with school administration until a parent/guardian picks it up. Students who fail to comply with a request to turn over such devices will be disciplined in accordance with Policy 8410. Neither the school nor the Board assumes liability for the loss or damage of these devices.

### **English as a Second Language**

Students within our attendance region needing ESL services are enrolled at our school. Our ESL teacher collaborates with classroom teachers to help our students experience even more success with the curriculum.

## Expectations

Students should have a positive attitude and act in a caring responsible manner by:

- Being on time
- Being cooperative, patient, attentive and following directions
- Being respectful and courteous to all
- Turning assignments in on time

Students should put forth their best effort academically by:

- Exhibiting good study habits
- Setting and achieving goals
- Showing growth and/or passing required state testing

Students should try to get along with others, make ethical decisions, and get involved in school life by:

- Participating in or attending a variety of school sponsored activities and becoming well-rounded individuals
- Exhibiting an understanding of cultural differences and being respectful of each person's individuality
- Resolving conflicts in a non-aggressive manner



## Family Education Rights & Privacy Act (FERPA)

FERPA is a federal law that governs the maintenance of school records. Under the law, parent 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. Under FERPA, access to the records by persons other than the parents or guardians of the student is limited and generally requires written consent by parents, guardians, and/or students age 18 or older under FERPA. New Hanover County School Board Policy #8700 on this issue is available for review in the Principals' office. 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 New Hanover County Schools compliance with FERPA may be made in writing to the FERPA Office, Department of Education, 333-C Street, S.W., Washington, DC 20202.

## Free/Reduced Lunch Applications

Breakfast and lunch are provided at free or reduced prices to those who meet certain requirements. Applications will be sent home the first day of school. Due to the amount of federal funds Anderson receives based on the percentage of kids qualifying for free/reduced priced meals, **all Anderson families are asked to complete an application, however, it is not a requirement.** Applications are sent home with all families annually.

## Fundraising

Our PTA sponsors several fundraisers to help provide the school with supplies, materials, and resources. Your support is greatly appreciated! Our first hassle free fundraiser for 2018-2019 is our effort to have completed applications for free/reduced meals to increase our percentage of families qualifying to hopefully increase our Title I allotment.



### **Foods Brought Into Schools**

Food items prepared at home cannot be served in the classrooms

Party trays purchased from commercial licensed facilities can be served in classrooms

Donated potentially hazardous food items i.e. ground beef, eggs, etc. will not be accepted for use in school fund-raising activities. It is recommended that these items be purchased through the school cafeteria. Four to six weeks lead-time is needed.

Only School Food Service personnel are allowed behind the serving lines to eliminate possible contamination of food prepared surfaces.

### **Fun Day**

Each Spring the Physical Education teacher coordinates outdoor activities for the entire school. It is our way of welcoming warm weather with a day of fun.

### **Facebook Page**

Please "like" Anderson's Facebook page and Anderson Elementary PTA's Facebook page to get announcements, dates and times of school events, as well as see photos of all the great happenings at Anderson.

### **Family Vacations/Trips**

Family vacations/trips are not deemed as excused absences. We do understand that families need to spend quality time together and that does mean missing school periodically. However, these absences will be documented as unexcused. Students will be responsible for missed assignments. Make-up assignments should be completed within 3 days after returning to school. Students will be allotted one (1) additional day for make-up work for each day absent above 3. Please consult with your child's teacher.

If a trip is considered an educational opportunity, a written request for approval must be submitted to the principal two weeks prior to the trip. The student(s) must complete a travel journal (written or digital), and return to school and share highlights from their experience with the class. Repeated family vacations within a school year may not all be approved as educational opportunities.

### **Field Trips**

Field Trips are taken to enhance the core academic program. Teachers will notify parents of specific information regarding field trips, including dates, times, and fees. A permission form signed by the parent or guardian must be received before the student is permitted to go on the field trip. Students with inappropriate behavior may be denied the privilege of attending the field trip. Parents, if space allows, sometimes are asked to chaperone. **Anyone who wants to chaperone a field trip must complete the process to become a Level 2 volunteer, which includes having a background check submitted and approved. Please note that you will have to pay for the background check.** Applications must be completed at least two weeks prior to the time you wish to begin volunteering. You may access the volunteer portal on the school's web page under the parent link (<https://bib.com/SECUREVOLUNTEER/NHC/>) or contact the office.

### **Fire Drills**

A fire drill is conducted the first week of school and once a month thereafter. All students, staff, and parents must evacuate the building upon hearing the fire alarm.



### **Guidance Counselor**

The Guidance Counselor enables students to be even more successful in school by assuring that students' education, social, and emotional needs are met by provides individual counseling, small group counseling, classroom guidance, and important school-wide programs. If you have concerns about your child, call the counselor @ 798-3311.

### **Grading**

Anderson Elementary School students are expected to complete daily classwork and homework assignments, as well as projects and assessments. The actual grades that students score on assignments will be calculated for interim and report card grades. Students in grades 3-5 who do not turn in work and do not make up work will not receive credit for those assignments.

Parents are notified of student's progress regularly via interim progress reports and report cards. At the end of each nine-week grading period, report cards are sent home with each student. Four and one-half weeks into each grading period, interim progress reports are sent home to make parents aware of student achievement, academic progress and behavior. Parents may use the online data system called Parent Portal to access their children's school and grade information (<https://nhcs.powerschool.com/public/home.html>).

Grading Scale for Report Cards Performance Codes (Policy 7400):

**Grades K-2:** **(3)** Meets grade level expectations, **(2)** Progresses toward grade level expectations, **(1)** Needs more development, performing well below grade level expectations, **(+)** Adequate progress, **(-)** Needs further development, and **(\*)** Not yet assessed Grading Scale.

**Grades 3-5:** **(A)** 90-100 **(B)** 80-89 **(C)** 70-79 **(D)** 60-69 **(F)** 59 and Below

**Other non-core areas K-5** (such as art, music, physical education, and handwriting): **(S)** Satisfactory Progress **(N)** Needs Improvement **(U)** Unsatisfactory Progress

There is a detailed Grading Policy for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades regarding grades, make-up work, and late work. It is sent home to parents annually.



### **Health Assessment**

North Carolina state law requires that all kindergarten students have a health assessment examination with the results recorded on the health assessment form. This form must be completed by a private physician or the Health Department and returned to school within 30 days of enrollment. Health Assessment forms are available from the school's data manager. Students who do not meet this requirement will not be allowed to come to school until this requirement has been met.

### **Honor Roll**

Honor roll incentives are awarded to students in Grades 3-5. To be on the First (A) Honor Roll a student must have all A's and no U's including citizenship. To be on the Second Honor Roll a student must have a cumulative B average and no U's including citizenship.

### **Health Care/School Nurse**

The school nurse is essential to the health of students at Anderson Elementary School. Services provided include:

- ❖ First Aid
- ❖ Health Screenings
- ❖ Monitoring Medication Administration
- ❖ Developing Medical Plans for children with specific health concerns
- ❖ Providing health education to student and staff
- ❖ Assisting with problems that may interfere with attendance and learning

You may contact the nurse by calling the school office.

Classroom teachers will attend to minor first aid and take student temperatures in the classroom.

### **Home/School Communicator**

The Home/School Communicator is a folder that goes home every night containing student work, notes from teachers, school communication, etc. Parents are encouraged to check this folder each night, take out student work, sign communication logs, field trip forms, and school notices if applicable. Parents are also encouraged to use the Home/School Communicator to communicate with the teacher. Each student is responsible for keeping up with this folder. Many parents/families are busy, however days of not checking the folder leads to parents not being informed, and can negatively impact a child's performance due to no one reviewing homework and returned assignments with children.

### **Homework**

Students in all grades should do homework every night. Homework is essential to a child's learning. If your child says he doesn't have any homework, the best activities you can assign him are reading, writing, and review of basic math facts (addition, subtraction, multiplication & division). Discuss topics with your child's teacher.



### **Immunization**

North Carolina law requires that proof of immunization or proof of being "in process" of receiving required immunizations be provided to the school upon enrollment. Consult your physician, the County Health Department or School Nurse.

### **Insurance**

Student insurance is offered through a school group policy. Information is available on the Anderson Elementary School website. You may download the insurance application or a claim form from the site (<http://www.nhcs.net/forms.htm>). 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.

### **Items Not Permitted On Campus or The School Bus**

Students are to refrain from bringing inappropriate items to school. These may include, but are not limited to the following items: Fidget Spinners, toys, basketballs, electronic games, tablets, cell phones, trading cards, iPods, expensive headphones, and any other items that may cause a distraction to the learning environment. Teachers or school administrators will hold the items until a parent comes to school to pick them up.

### **Invitations**

We realize that social occasions occur and students want to extend invitations to their friends; however, **no party invitations** can be distributed during the school day.

### **Intervention Plan for Student Learning**

Each school in New Hanover County has designed a variety of programs and services to provide a successful, quality education for each student. When a student is not being successful and continuously improving or needs modification because of a disability, one method of addressing these concerns is through the school's Multi-Tiered System of Supports (MTSS) Team. Parents and teachers can make a Request for Intervention assistance as a way to access this proactive, problem solving process in improving student success. Such a request will lead to the development of an Intervention Plan for Student Success through a team process of reviewing information, proposing strategies/interventions, and monitoring results. To make a Request for Intervention Assistance, contact the school's principal or assistant principal.

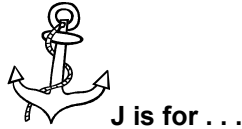
### **Internet**

Students will have filtered Internet access at our school. This will enable students to utilize the numerous resources that are available on the World Wide Web. Access to objectionable and inappropriate sites is prevented through a proxy server called Websense. Any student who is using the internet and who accesses inappropriate sites risks losing their privilege to utilize the internet as an instructional resource.

### **Involvement**

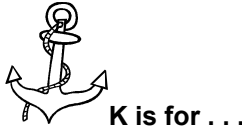
There are many ways to take part in the school community and your child's school career. Whatever you can do to stay involved is sure to benefit your child. Some ideas for involvement are:

- Set up/Attend parent-teacher conferences
- Check the folder daily! Read all notices that your child's school sends home to you and respond promptly to anything that requires your signature or response.
- Attend open houses or school events
- Attend school board meetings or special parent meetings
- Join the school's Parent Teacher Association (PTA)
- Volunteer if possible. There are many opportunities within the school and things you can work on at home
- Serve on school advisory councils or committees
- Support and encourage your child's efforts



### **Joy**

The joy your children experience when they learn through tender love and care. The Anderson Elementary staff really cares and we know you do too! Let's work together for our students' success!



### **Kindergarten Staggered Enrollment**

Staggered enrollment provides an opportunity for our youngest students to have a smooth transition into school. Kindergarten students will report to school on 1 of the first 3 days of the school year. They will not attend the other 2 days. All K students begin to attend school on the 4<sup>th</sup> day. Parents will be contacted prior to school opening to notify them which of the first 3 days a child will attend.

### **Knowledge**

The KNOWLEDGE Students receive when they work hard to succeed is the core of their education! The difference between success and failure is related to hard work rather than natural habit or intellect.



### **Library**

All students may visit the library at least one time during the course of a week. Students may also return books and check new books out upon arriving at school and getting permission from their teachers. Please make every effort to help your child return all library books on time. Make sure your child brings new books home from the library every week. Show an interest in your children by reading their library books with them or after they finish. Students of all ages enjoy hearing someone read to them.

### **Lice**

Staff members check students periodically for lice. If live lice are found, the entire class is checked, along with any siblings in other classrooms. The infected child is given a letter explaining treatment and parents are called to immediately pick up their child. The infected child is not permitted to ride the school bus home. Letters informing parents of a case of lice in their child's room are sent home. Infected students may return only after treatment is given and all eggs (nits) are removed from the hair.

Students sent home with lice must be accompanied by a parent for readmission the following day. Students will be checked by the school Nurse in the presence of the parent. If your child has lice, instructions for treatment will be provided.

Repeated cases will be referred to the Public Health Nurse.

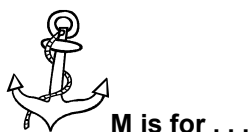
Students who miss five days of school and who have received a home visit or contact from the Public Health Nurse will be referred to the school social worker.

### **Lost and Found**

It would be helpful if children's names were on all their belongings. "Lost and Found" items will be kept on racks by the cafeteria. Students and parents can check for lost items at any time. Ask the school receptionist if you cannot locate the item in our "Lost and Found." Valuables such as watches, rings, and money are often turned into the office. After a reasonable time items will be donated to charity.

### **Lost/Damaged Library Books**

If a student damages or loses a library book, a replacement fee will be charged. Students are not permitted to check out other materials from the Media Center until this fee is paid.



### **Medication**

If your child must have medication of **any** type during school hours, (including over-the-counter medicine), you have the following options:

1. You may come to school and give the medication to your child at the time required;
2. You may discuss with your child's doctor an alternative schedule for time the medicine is needed (for example, before or after school hours);
3. The medication can be given by the school personnel. In order for this to be possible it is critical that the following steps be taken to provide for your child's safety:

Your child's doctor **must** complete the form "Request for Medication to be Given During School Hours"; this is for prescription and Over-the-counter medicines.

You **must** bring the medicine in the bottle from the pharmacy with your child's name, medication, dosage, and date of prescription with directions for use; or in the case of an over-the-counter medicine, it must be provided in the original container to the school...**plastic bags or other containers will not be acceptable.**

All medications **must** be brought in by the parent or designee...the student **may not** bring their own medication to school.

You will be asked to sign the Medication Check-In Log after the school staff has counted your child's pills.

### **Meal Charges**

Due to the changes in New Hanover County Board Policy 4425 regarding meal charges in the schools' cafeterias it has become more important than ever that you ensure that charges incurred by child(ren) are paid in a timely manner.

As a convenience to families, the schools provide you with an option to establish a lunch account for which a child may charge his/her meal should they forget their lunch money for the day etc. Although it is encouraged that parents pre-pay for meals (<https://www.k12paymentcenter.com/>), this is sometimes not always possible due to a variety of reasons. It is expected however that these charges are paid in full when notification is sent from the cafeteria manager each week.

Personal finances and credit records can be negatively impacted by excessive meals charges. New Hanover County Schools now utilizes a collection agency to recoup meal charges that are in excessive amounts, therefore, if your child has an outstanding balance you are asked to immediately send payment to the cafeteria. Should you need to establish a payment plan please contact our cafeteria manager at 910-798-3311 x123.

**All students risk having end of year privileges revoked if meal charges are not paid. This includes field trips and end of year celebrations for all students, including 5<sup>th</sup> graders.**

This can all be avoided by completing the free/reduced priced meals application at the beginning of each school year.

### **Media Release Form**

Every student must have on file a Media Release Form in order to publish their work and/or image on various media outlets, including photographs, video, and on our web page. Note: Students participating in Chorus may be videotaped and the tape sent to TLN (New Hanover County's *The Learning Network* - channel 5) for broadcast.

### **Messages**

Emergency messages may be left for students by calling the office at 798-3311. Please be sure to call before 1:45 PM in order to allow enough time to deliver your message.

### **Multi-tiered System of Support (MTSS)**

MTSS is a multi-tiered system of support that provides high quality instruction and interventions that match student needs using "learning rate over time" and level of performance, to make important educational decisions. It is a framework that allows schools and teachers to give every child the right kind of support to learn, grow, and succeed in school. MTSS' framework is designed for school wide support for children in the areas of Reading, Math, and behavior. MTSS has three tiers of instruction and support: Tier 1 includes core instruction/support for ALL students. Tier 2 (supplemental) serves students needing more help; extra instruction and support are provided to these students in small groups. Tier 3 (intense) serves students needing intense support. Extra instruction and support is provided in even smaller groups or with one on one instruction. Data is collected throughout the year as teams problem solve to determine instructional needs, interventions, and adjustments, based on student responsiveness. Parents meetings are held to keep parents abreast of students' progress with Tier 2 (classroom teacher) and Tier 3 (MTSS Lead Teacher) interventions.

### **Morning Drop-off**

When school opens each year, to ease student anxiety, parents with students in **grades 1-5** are permitted to walk students to the center hallway the **first day** of school. Due to staggered enrollment for **kindergarten students**, those parents are permitted to walk students to the classroom the **first two weeks** of school. Effective the following Monday kindergarten parents may walk students as far as the **center foyer** and then must let them walk the rest of the way independently. Teachers are always at the door or in the rooms to greet children, and supervisory stations are set up strategically throughout the building. This small step goes a long way in promoting student independence and easing separation anxiety as well as eliminates embarrassing or distracting "scenes" at the classroom door.



### **Newsletters**

Classroom newsletters will be sent home weekly by teachers. Some teachers now have classroom Facebook pages, as a way to share classroom updates and happenings. Teachers will send home field trip permission slips for signature at least one week in advance. You will receive information on various topics from the principal and the guidance counselor.

### **Nurse**

Anderson Elementary School has a certified full-time nurse. Parents will receive a brochure and an opt-in form for the annual Health-O-Rama screenings. This allows your child to see the nurse when sick and/or obtain screenings when necessary.

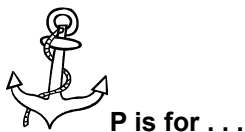
### **Non-Discrimination Board Policy #1710**

The New Hanover County Board of Education is committed to a policy of nondiscrimination in relation to race, sex, age, religion, national background, handicap, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the board does business.



### **Office**

Our main office is located on the right just inside the main entrance doors. Our office staff will be glad to help you in any way. Please be sure to sign in at our office and get a visitor's badge when visiting our school. Parents who wish to speak to an administrator or other staff member who are located with the office suite, must request to speak to the individual, and they may have to make an appointment. There is an expectation that the office area remains calm and orderly; parents are expected to conduct all business in a civil and respectful manner at all times.



### **Parent Input Form**

As a result of having a highly qualified certified teaching staff, Anderson Elementary School will not honor parent requests. In the spring of each school year, a parent input form will be sent home giving families an opportunity to share information about their students' learning styles, and the environment that would help them to be most successful. In addition, there will be a section to allow parents to share any student conflicts that need to be considered when placing children. **This form is not to request a specific teacher(s) or to request that students be placed in the same classrooms with particular students.** Administration will utilize the parent input forms for placement decisions.



### **Parent Pick-up and Drop Off**

The designated student pick-up and drop off areas are in the front and side of the school. You must enter and exit off Halyburton Memorial Pkwy. Please do not drop your children off in the bus parking lot adjacent to the cafeteria until after 7:30 AM. Parents should pull their cars to the curb and remain in the vehicle. Staff will help your child safely exit or enter your vehicle. To help during dismissal it would be beneficial to have a placard with your children's name placed visibly in the windshield. The bus parking lot is not to be used to pick students up in the afternoon. Please do not park in the bus parking lot in the mornings or afternoons.

### **Parent Walk-Up**

Parents have the option to drive and park alongside the fence at the end of the K playground area. Parents are either to park facing the park on the right side as they drive in, or turn around and park facing the exit to the school entrance, as if driving out. Parents are to walk up to the K (Yellow) hall exit and check their children out with authorized school personnel. Parents are not to enter the building through this door. If parents need to enter the building for any reason, they are to report to the main entrance.

### **PTA**

The PTA is an organization of teachers and parents joined in a partnership to provide students with the best education possible. The PTA board meets monthly to plan activities that support and enhance the school facilities and programs. General PTA meetings are held throughout the year usually on Tuesday evenings. The times and dates of these general meetings will always be published. The PTA Executive Board is elected in the spring. All families are asked to join Anderson's PTA. Our goal is 100% faculty and family participation. Classrooms with 100% participation will receive an incentive.

### **Parental Visitation**

Parents are welcome to observe an instructional activity in their child's classroom. As a professional courtesy, please place your request with the principal so that there will be twenty-four hour notice given to the teacher. Our staff asks that you respect the students' instructional time and not go to the classrooms during arrival time, during the day, or dismissal time to talk to staff members. A conference should be scheduled at an agreed upon time by the parent and teacher. If parents are interested in volunteering, please review that section of this handbook for details.

### **Parties**

Class celebrations are permitted several times a year. Parents are asked not to bring food or candy to be distributed without prior approval from the classroom teachers. It is important that instructional time is protected, therefore, if parents arrive for a party at lunch, they are expected to leave school afterwards, so that the instructional day can continue.

### **Partners in Education**

Support, cooperation, and teamwork are key if parents and teachers are to help children do their best. Parents support their children and their teachers when they show an interest in their children's schoolwork, provide time and place for homework, and provide a positive home environment that builds self-esteem. Your efforts are greatly appreciated and we value our partnership!

### **Parent Portal in PowerSchool** (<https://nhcs.powerschool.com/public/home.html>)

This online data system allows parents to access their children's school information. By using the Parent Portal, parents may view the following:

- Detailed attendance information

- Detailed grade information from each teacher's grade book (grades 3-12)
- Summary of grade information (Report Card view for grades 3-12)
- Standardized Testing Information
- Personal Demographic Information
- Emergency Contact Information
- Student Credits
- School Calendar

Parents may contact the school's data manager for their user name and password. This information can not be sent home with students. (<https://nhcs.powerschool.com/public/home.html>).

### **Pictures**

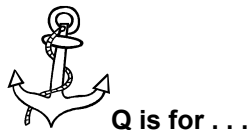
School pictures are taken twice a year, fall and spring. Fall pictures are traditional pictures that are also used in the yearbook. Retakes may be requested. Spring pictures are often taken in a "fun" setting and/or pose. Spring is also the time when the class picture is taken. Retakes are not offered in the spring. Make-up days are offered in fall and spring for any students who are absent on picture days. Parents may choose to purchase parts or the entire package from both the fall and spring pictures. The Journeys photo which includes a collage of photos from all school years may be available to 5<sup>th</sup> graders only.

### **Positive Behavior Interventions and Support (PBIS)**

"Learning and teaching occur best in school climates that are positive, orderly, courteous, and safe. Defiant, disruptive, and violent behaviors decrease the effectiveness, efficiency, and relevancy of teaching and learning for everyone." (Georgia Sugai and Robert Horner, University of Oregon, 2001)

By operating under the premises of a PBIS site, the staff will work to build a culture of social competences that supports positive social behavior and that maximizes academic achievement for all students. PBIS encompasses a variety of methods that help students understand the behavioral expectations for different settings on our campus (i.e., classroom, hallway, sidewalk, bus, playground, cafeteria and with substitutes.) Overall, we are teaching and encouraging our students to know and show the ROPES: Respect, Opt to Problem Solve, Prepared, Establish healthy habits, and to be Safe. Quarterly PBIS recognition assemblies are held to celebrate and acknowledge student successes!

In addition to quarterly assemblies, students will earn "Admiral Bucks" for meeting school-wide expectations. Our PTA is providing a prize carts for students to exchange their Admiral Bucks for prizes weekly. Students may shop on the prize carts from 7:30-7:55 am on their grade level's designated day. Any students who arrive at school at the warning bell (7:55am) will have to wait until the next week to exchange their tickets. The designated days for grade levels to visit the prize cart are as follows: K (Yellow Hall)- Monday; 1&2 (Blue Hallway)- Tuesday; 3- Thursday; 4 & 5- Friday.



### **Questions**

If you ever have any questions regarding the school please do not hesitate to call @ 798-3311 or send your child's teacher an e-mail.

### **Quality**

Anything worth doing is worth doing well. At Anderson, we aim for quality work in everything we do.



### **Registration**

All students registering for Kindergarten must provide birth certificate, immunization record, and proof of address.

### **READ, READ, READ....**

The more you read, the more knowledgeable you become.

### **Returned Checks**

New Hanover County Schools now uses ChecXchange for electronic check recovery fees. There is a fee assessed for non-sufficient funds.



### **School Improvement**

We encourage and invite parent participation on our School Improvement Team. Representatives are sought and selected in the fall. Anderson's School Improvement Plan is available on the school's websites, as well as meeting minutes from all SIT meetings.

### **Social Worker**

Our school has a full time social worker that serves our student population. The contributions of our social worker enable students to be even more successful in school by assuring that students' education, social, emotional, and material needs are met. Our social worker, as a consultant to staff member, collaborates with community agencies to provide for students' needs, and adheres to a professional social work code of ethics.

### **Second Step**

This pro-social skills program is used with small group interventions. There is a focus on impulse control, problem solving and citizenship skills.

### **Safety Drills and Procedures**

As part of our continuing commitment to safety, we ask parents to help us make our buildings and grounds as safe as possible.

- Always enter and leave the building through the front entrance. We keep all other entrances locked.
- When volunteering/visiting, come to the office to get a yellow "Visitor" sticker, and to sign in on the computer.
- If you bring your child to school, drop off and pick up children only in the designated areas. School personnel provide full supervision and assistance in these areas. Following these procedures provides for the safety of the children and the expeditious and orderly movement of traffic.
- **Always** check your child in and out of school through the office.

- Obey all traffic signs and travel slowly since traffic sometimes becomes congested at arrival and dismissal times.
- Wait until the cars in front of you move; please be patient, as hastily pulling out and around other vehicles leads to potential accidents and injury.
- Parents and visitors may park in the parking lot in front of the school only. The parking spots at the side of the school are reserved for buses after 1:15 PM.

Public schools and licensed childcare facilities are required to conduct routine safety drills in preparation for emergency situations. Fire drills will be held monthly to ensure that children know how to respond in the event that the building has to be evacuated. We have an annual Earthquake drill and there is an annual Tornado drill held each spring. In addition, we will periodically have practice lockdown procedures to ensure that children and staff know how to respond in the event that an emergency arises that requires us to stay within the confines of the school building and classrooms. Annually New Hanover County Sheriffs Department conducts a formal lockdown drill and provides feedback to improve our safety measures.

### **School Hours**

7:30 AM: Staff on duty and students may enter the building.

7:30 AM – 7:55 AM: Breakfast is served in the cafeteria.

8:00 AM: Tardy Bell. **Parents must accompany their child for check-in if tardy.**

2:25 PM: Dismissal begins.

Parents who bring their children to school should get them here between 7:30 am and 7:50 AM in order to avoid tardiness and to give students a smooth beginning for the day.

**No individual student check-outs will be allowed after 1:45 p.m.** as this creates unnecessary confusion in the office at dismissal time.

### **Severe Weather Policy**

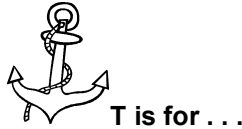
School will be in session unless the weather makes it dangerous for school buses to travel. When weather is severe, local radio and TV stations will announce any school district changes in the school schedule early in the morning. NHCS also provides updates on social media regarding school closings. If weather conditions become severe during the day and bus schedules change, the local media will announce the changes. In case of early dismissal for any reason, students will use their regular transportation unless the school has received notification from the parent of another plan.

### **Sign-in/Sign-out Procedures**

If a student arrives to school late, an adult is to accompany the student into the office and sign the student in so that he or she can receive a pass to class. If a student needs to be checked out early, parents and guardians are to report to the office to sign the student out for the day. For the safety of all students, please be prepared to show a photo identification card when checking a student out of school.

### **Staggered Enrollment**

Staggered enrollment provides an opportunity for our youngest students to have a smooth transition into school. Kindergarten students will report to school on 1 of the first 3 days of the school year. They will not attend the other 2 days. All K students begin to attend school on the 4<sup>th</sup> day. Parents will be contacted prior to school opening to notify them which of the first 3 days a child will attend.



### **Tardy**

School begins at 8:00 AM. Students are tardy after 8:00 AM. Parents or guardians are required to come into the school to check their child in when late. Excessive tardiness will be referred to the school Social Worker.

### **Teacher Requests**

As a result of having a highly qualified certified teaching staff, Anderson Elementary School will not honor parent requests. In the spring of each school year, a **parent input** form will be sent home giving families an opportunity to share information about their students' learning styles, and the environment that would help them to be most successful. In addition, there will be a section to allow parents to share any student conflicts that need to be considered when placing children. **This form is not to request a specific teacher(s) or to request that students be placed in the same classrooms with particular students.** Administration will utilize the parent input forms for placement decisions.

### **Telephone Calls**

Students may receive and make telephone calls during the school day for emergencies only. There is an automated telephone system for contacting staff members. Staff members check messages and return calls after 2:30 PM daily. To make any transportation changes please contact the office at 910-798-3311 **prior to 1:45 PM.**

### **Transfer**

To transfer your child out of Anderson Elementary School simply notify your child's teacher and the office at least three days before transferring. The teacher will complete a transfer form and give it to you or send it home with your child. All books are to be returned and all fines are to be paid before students transfer to another school. Once your child is enrolled in their new school, that school will submit a request for your child's records, and our data manager will send them to the new school.

### **TEAM**      Together ***E***veryone ***A***chieves ***M***ore

Support, cooperation, and teamwork are key if parents and teachers are to help children be their best. Parents support their children and their teachers when they show an interest in their children's schoolwork, provide a time and a place for homework, and provide a positive home environment that builds self-esteem. Your efforts are greatly appreciated and we value you as a member of the team working for students' success!

### **Tobacco Free Campus**

It is the belief of the New Hanover County Board of Education that the use of tobacco is harmful to general health. Further, the improper use of these products poses a potential safety hazard in public facilities. For these reasons, the Board desires that all New Hanover County School facilities and properties be free from the use of tobacco products. Therefore, the use of tobacco products in or on New Hanover County School facilities or property is prohibited. (Policy # 8430) Please refrain from using e-cigarettes on school property.

### **Transportation Changes**

We must have notification from the parent or guardian if your child's afternoon transportation is changing from the transportation plan that the teacher has. To change your child's transportation you may send a

note to the teacher or you may call the front office. **If you call the office about the change, please call before 1:45 PM** and do not leave a message on the answering machine.

**DO NOT** call the teacher's extension or send an e-mail to leave transportation changes because the teachers will check their messages after dismissal.

**Students may not ride a bus home with a friend without a note from a parent of each student. If there is not enough room on the bus the child not assigned to the bus will be the first child removed.** This note should be given to the teacher by 8:00 am and approved by the transportation manager due to over-crowding on the school busses.



### **United**

Together we will make a strong team and ensure success for all!

### **Uniqueness**

We celebrate everyone's uniqueness at Anderson.



### **Visitors**

Parents are always welcome to visit the school. All visitors must enter through the main school entrance, check in at the office, and obtain a visitor badge. This is to ensure the safety of our students.

### **Videos**

Copyright laws do not permit the showing of videos brought from home. Teachers are permitted to show video excerpts in the classroom that they have checked out from our school Media Center, and only if it pertains to their curriculum.

### **Volunteer Programs**

Volunteers are our partners in education. They take an active role to support and enhance the development of our students. Every day, family and community member volunteers bring enthusiasm and skill into our schools while assisting staff, teachers and students.

Applicants may either be designated a Level I or Level II Volunteer depending on the type of services the volunteer provides and the amount of school based supervision the volunteer works under.

#### **Level I**

Parents, family, or community members volunteering to assist students in a supervised setting are not required to undergo a background check if they are continually supervised by school personnel during the school day. An applicant designated a **Level I** Volunteer should sign in at the Volunteer Check-in Computer. **No online background application is needed.**

## **Level II**

Parents, family, or community members volunteering to assist students in an unsupervised setting away from school personnel or who travel with students **/serves as a chaperone on field trips are deemed Level II Volunteers.**

An applicant designated a **Level II** Volunteer must complete the online application and the criminal background check. Applications must be completed at least two weeks prior to the time you wish to begin volunteering. You may access the volunteer portal on the school's web page under the parent link (<https://bib.com/SECUREVOLUNTEER/NHC/>) or contact the office.

## **Valuables/Toys/Electronics**

Students should not bring any money, other than lunch money and school related purchases, to school. Students are responsible for any money that they bring to school. In addition, students are not to bring, Fidget Spinners, trading cards (i.e. Pokémon, baseball) toys, or any other non-instructional items to school or on the school bus unless specifically requested by the teacher. These items, if brought to school or on the school bus, will be collected by school staff, and may be picked up by parents.

Personal items and electronic devices such as tablets, iPods, cell phones, & electronic reading devices damaged, lost or stolen from school or on the school bus will not be the responsibility of the school.



**W is for . . .**

**Watch D.O.G.S.** D.O.G.S. represents Dads Of Great Students, an organization comprised of the fathers and father figures in our school who share their time with our kids throughout the school year. There is an annual kick-off event in the fall, where dads learn more about the program and sign up to come in to assist throughout the school community. Whether it's opening car doors in the morning, supervising in the cafeteria or on the playground, chaperoning field trips, working with small groups of students or with a child 1:1, we want Anderson dads to play an active role in the school lives of our students. All Watch D.O.G.S. are required to secure Level II volunteer clearance. The cost of the background check is the responsibility of the individual fathers/father figures.

**Weapons** No weapons of any kind are permitted on campus including pocket knives, or any other sharp objects. Students will have to be reported to law enforcement if they bring those items on the bus or to school. Even if a weapon is brought to school by accident or unintentionally, we have to notify law enforcement. Parents, please check your child's backpack. Students who bring weapons to school will be suspended for up to ten (10) days.

## **Writing**

The best way for children to learn how to read and to express themselves is to write. Ask your child's teacher for ways to encourage writing at home. Writing answers to questions about books they've read instead of always answering verbal questions supports students' TRC (Text Reading Comprehension).

## **Webpage**

Our webpage will give you additional information about our school and upcoming events. Each teacher also maintains a webpage. Our web address is [www.nhcs.net/anderson](http://www.nhcs.net/anderson).



**X is for . . .**

#### **XXXX**

The love, hugs, and warmth given to all children at Anderson Elementary. We believe that “children don’t care how much you know until they know how much you care.”



**Y is for . . .**

#### **Yearbooks**

Yearbooks are published in the spring for the children as mementos of our school year. A fee is charged to cover the printing costs. The Yearbook Committee would appreciate any candid snapshots you would like to contribute.



**Z is for . . .**

#### **ZZZZZ. . . .**

Getting a good night’s sleep – what we want our children to do so they will be ready for school daily.

#### **Zeal**

All Anderson’s students should be excited about coming to school and learning! Our goal is to provide a high quality learning environment that is engaging and encourages students to have a zeal for learning!

#### **Zillions**

We have zillions of things to be thankful for at Anderson, and the most important are the children and families that we serve!