

John R. Lawrence Elementary School 2016-2017

Student-Parent Handbook



Welcome to our Lion Pride.....

**John Lawrence Elementary School
6068 Suits Road
Archdale, NC 27263**

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It is the vision of John Lawrence Elementary School that everyone feel pride in their learning, their school, and themselves.



The mission of John Lawrence Elementary School is to provide a safe and nurturing community for all. Our community will inspire a journey of lifelong learning.

JLE - Belief Statements

1. Learning is encouraged when there is a positive relationship between the home, school and community.
2. Our students are unique and creative individuals.
3. Our school is a nurturing environment that encourages creativity and curiosity.
4. Learning that is fun and enjoyable leads to individual success.
5. Students will embrace these ideals to become successful and productive members in the real world.

Dear Lion Family,

I would like to welcome you to another year at John Lawrence Elementary School. I am very excited about the upcoming year. I encourage you to take an active part in your child's education. Please take the time to read this handbook with your child. We need for you to be aware of our school goals and expectations for this school year.

At John Lawrence Elementary School we have a strong tradition of academic rigor and excellence of character. We are the Lions. Lions are the only cats that live in groups which are called prides. We are proud of John Lawrence and want you to share in this pride. Please help foster this sense of pride in your child also. We are all part of the Lion Family and we strive daily to do our best.

This handbook has been prepared with you and your child in mind. It contains information about our school's general protocols and procedures. These protocols and procedures have been established to create an atmosphere that is beneficial to everyone. However, this handbook does not include everything about the school. Various situations arise from time to time that will need to be addressed on an individual basis. Reinforcing our school's expectations at home will help us ensure that all students understand the rights and responsibilities of being a part of John Lawrence Elementary.

My door is open to you and your child at all times. Whenever you feel the need to talk about a situation or ask a specific question, please do not hesitate to call.

I encourage you and your child to show pride in John Lawrence. JLE is the best elementary school. At John Lawrence Elementary we focus on all students as we **Join** together to **Lead** everyone to **Excel**.

With Pride,

Ginger Crites
Principal

School hours are 7:45 a.m. until 2:30 p.m. Students arriving after 7:45 a.m. must be signed in at the office by the parent/guardian and will be counted tardy. The building will be open at 7:15

a.m. for students to go to the cafeteria. Students will go directly to class at 7:25a.m. Breakfast will be available for all students and will be accessible on the hallways to eat in the classrooms.

Car riders should be picked up as soon as possible after the dismissal time of 2:30 p.m. Students who have not been picked up by 3:00 p.m. will be placed in our After School Daycare program and the parent will be charged an after school daycare fee. Students who have not been picked up by 3:15 p.m. on more than five (5) occasions will be required to either enroll in our after school care or be transported home daily by bus.

ASSIGNMENT TO CLASSES

Many factors must be considered when setting up classes and assigning children. Please be mindful that classroom organization during the first ten days of school may be temporary, and students' placements are subject to change. Unanticipated enrollment may affect the school's organization making it necessary to make changes. Any changes will be kept to a minimum, and cooperation and understanding regarding these necessary changes will be appreciated. ***Specific parental requests for classroom teachers will not be honored.*** However, if parents have a concern or other information that they believe should be considered as students are assigned to classes, they should contact the principal. The scheduling process for students begins in the spring preceding the following school year.

BOOKS

Students will be charged a fee for books which are lost or damaged. Lost or damaged books should be reported to the teacher and also to the Assistant Principal.

DISCIPLINE AND BEHAVIORAL EXPECTATIONS

Appropriate behavior is the result of good communication between teacher, child and parents. We believe that a student's success is a joint venture between the family and the school. Most student expectations are based on the proper behaviors needed for the school setting and encourage academic and social growth. Proper behavior is expected at all times.

At the beginning of the school year your child's teacher will share their classroom management plan with students and parents. A major part of the Classroom Management Plan calls for the teacher to notify parents or guardians if a student is not following the rules and procedures in a consistent manner.

If misbehavior continues or if there is a severe disruption of the class, the student will be sent to the principal with a discipline referral. The principal will counsel with the student, notify parents or guardians of the misconduct, and determine and assign appropriate consequences. Parents will be notified of the incident and consequences via phone call, conference, and/or written communication. Suspension from the school is usually used as a last resort after other measures and interventions have been exhausted. However, students may be suspended with a first offense

if an administrator deems the student's action is a major infraction or disruption. State Law and School Board Policy permit the use of suspension at the principal's discretion.

Please see Randolph County School's student code of conduct for rules and appropriate consequences. This has been approved by the RCS Board of Education and is a consistent set of expectations used by all Randolph County schools.

CHANGE IN TRANSPORTATION

Arrangements in afternoon transportation need to be made in advance. Please tell your child's teacher in writing how they will normally be transported after school. All day-by-day changes must be in writing to avoid confusion and "lost" children. In order to ensure the safety of your child, transportation changes will not be accepted by phone. You may only change your child's mode of transportation in writing or in person. It is important that children know how they are to get home each day before the school day starts.

LUNCH

Lunches may be paid by the day or in advance in the cafeteria. Students may purchase a regular lunch or purchase items a-la-carte.

FIRE DRILLS AND LOCKDOWN DRILLS

Each month we will practice fire drills. The signal for the drill will be the fire alarm that students would hear in the event of an actual fire. Classroom teachers should have windows and door monitors appointed. We will use the intercom to signal the return to class. Periodically we may schedule a practice LOCKDOWN drill. We feel it is better to be proactive, rather than reactive, in dealing with a potentially dangerous emergency crisis situation. John Lawrence Elementary has implemented a school wide crisis plan and teachers will inform students of procedures to follow in the event of a LOCKDOWN drill or a real crisis situation.

SCHOOL VISITORS

All visitors must report to the school office. **For the safety of all students, all visitors are required to come to the office to sign in, show picture ID, and receive a visitor's badge.** Please do not go directly to the classroom. Visiting adults in the building who are not wearing a visitor's badge will be asked to go to the office to receive one. This is a standard procedure in all schools. Central Office personnel are also required to wear identification.

If you would like to observe in your child's classroom, please call the teacher and schedule the visit. This is a courtesy to the teacher and to the students in the class. The teacher will make you aware of "special" activities planned and their enrichment class schedule. Parents will not be allowed to observe without prior arrangements being made.

If you would like to volunteer in the school, leave your name and phone number with the receptionist and she will give the information to the volunteer coordinator. We encourage parents and grandparents to volunteer to read to students or to assist with other activities in the classroom. All classroom volunteers will be required to complete a volunteer packet.

Parents are welcome to eat lunch with their child. Please let your child's teacher know the day prior, if possible, to the lunch so that the cafeteria may plan for visitors. Again, you must sign in at the office and wear a visitor's badge.

ASBESTOS STATEMENT

It is required by law that I inform you that John Lawrence Elementary School is asbestos free. An asbestos documentation notebook is kept in the principal's office should you desire more information.

The Principal reserves the right to make changes, which are consistent with Randolph County Board Policy, to school policies when circumstances dictate a need for such changes.