

# John Lawrence Elementary

## Parent General Information

2017-2018

### Join, Lead, Excel

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.

#### ACADEMIC ACHIEVEMENT

Third, fourth, and fifth grade students are recognized for their academic efforts by placement on the Honor Roll. Assemblies occur at the end of each semester. Honor Roll requirements are as follows:

**Honor Roll** >>> Students who make A's and B's in all core academic subjects

#### Grading System

A – 90-100      D – 60-69  
B – 80-89      F – below 60  
C – 70-79

#### AFTER SCHOOL CARE PROGRAM – The Lions Den

John Lawrence operates an After School Program, **The Lions Den** for all K-5 JLE students. Operating hours are 2:30 – 5:45 pm. For more information about our after school program, contact the school office.

#### Attendance

We really value our instructional time. The curriculum has become so rigorous that it is extremely important for your child to be at school every day. If your child is absent for any reason other than the designated approved excused absences outlined in the **Randolph County School System Parent/Student Handbook**, he/she will be marked as an unexcused absence. Limited

Educational Experience trips will be excused as absences only with prior approval from the Principal. Please review the school year calendar provided for you and try to plan your vacations around the school system calendar. Thanks.

#### BOOKS AND BOOK BAGS

All students have the responsibility of seeing that their books are not lost or damaged. If a student loses or damages a book, that student will be charged a lost or damage fee. Lost or damaged books should be reported and fees are to be paid in the media center. Each student should have a book bag that he can bring to and from school to protect books and assignments.

#### Car Riders

All car riders should be dropped off in the morning and picked up in the afternoon on the side entrance of the school. Traffic travels through all parking lots during both morning and afternoon times. There will be one lane of traffic during am hours and two lanes of traffic during the pm hours. Please follow the traffic directions on the map provided. Staff members will be on duty morning and afternoons to direct cars.

**Morning Procedures:** School staff and safety patrol will be on duty and begin unloading cars at **7:15**.

**Afternoon Procedures:** School staff will be on duty at **2:35** to dismiss buses/vans prior to begin loading car riders.

**Car riders will not be released without the school-issued name card visibly placed on the car's dashboard.**

#### CHANGE IN ADDRESS

Please notify the school immediately if you have a change of address or phone number. Randolph County Board of Education policy requires that parents notify the school principal immediately upon the change of residence if they move outside the school attendance area. Permission to remain in the John Lawrence school district must be secured from Student Services Director, Edwina Ashworth, phone 336-318-6123

#### CHANGE IN TRANSPORTATION

Any changes in mode of transportation must be in writing from the parent. For the safety of our children, no transportation changes will be

accepted by phone. **WE WILL NOT ALLOW STUDENTS TO RIDE A DIFFERENT BUS OR CHANGE FROM BUS TO BUS (OR FROM BUS TO CAR) WITHOUT A WRITTEN NOTE FROM THE PARENT.** Please send a written note to the classroom teacher to make any changes in transportation. Changes must be approved and will depend on space and bus route.

#### CLASSROOM PARTIES

To provide a quality educational program, it is important for interruptions to the instructional day be kept to a minimum. All parties (2 per year) are arranged through the classroom teacher. If you want to send a special treat for your child to share with classmates, please contact the teacher in advance so the treat can be shared during the regular lunch schedule or snack time. **Please remember that all refreshments served for students must be store bought.** We request that parents not send invitations to parties away from school. Birthday parties will not be scheduled during instructional school hours.

#### CLUBS

Some clubs have been organized for third, fourth and fifth grade students. Students continued participation in the club they join will be determined by their good attendance, academic performance and satisfactory discipline.

Battle of the Books- 4th & 5th  
Go Far Running Club-4th & 5th  
Safety Patrol – 5th  
Flag Patrol – 5th  
Student Council- 3th, 4th & 5th

#### DRESS CODE

Students are expected to dress in a manner which is not disruptive or distracting to others. Flip flops are not allowed for safety reasons. Tennis shoes are required for physical education.

#### DRINKS / FOOD

Soft drinks should not be brought on campus by students unless the drinks are to be used at a class function and prior approval has been given by the classroom teacher.

#### EMERGENCY PLAN

John Lawrence has a school emergency plan in place that list specific procedures to follow for various types of emergencies such as fire, tornado, crisis, etc... These are reviewed several times during the year with faculty and students. Periodically we may schedule routine drills (including

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Lockdown drills) with students. We feel it is better to be proactive, rather than reactive if an actual emergency should occur.

### **FIELD TRIPS**

Field trips can be an important part of the school experience. Students going on a field trip are expected to:

1. Have a signed permission slip from parents.
2. Pay the student's share of expenses.
3. Be on their best behavior at all times.
4. Follow school rules and regulations just as they would if the student were at school.

Parents who accompany their child on a field trip **will be used as chaperones** and are asked to **refrain from bringing younger siblings on the trip.**

### **FLOWERS / BALLOONS / STUDENT GIFTS**

To prevent classroom interruptions during the instructional day, students will not receive flowers, balloons or student gifts for special occasions during the school day.

### **FOOD SERVICES**

Breakfast and lunch are available to all students. Breakfast will be available on the hallways and students will eat in their classrooms. A student can prepay for the entire week (or longer).

**K – 5<sup>th</sup>** Student breakfast - \$1.25  
Lunch - \$2.30  
Reduced - \$.40

**We no longer qualify for free breakfast. Only students on free/reduced meal plan will receive free breakfast.**

We ask that you keep your child's lunch balance paid in full each week. Students cannot charge extra items. Students may wish to bring their lunch from home. **Students may not bring glass containers, items that need refrigeration or items that need to be heated (including microwaving).**

Students who pack their lunch may also purchase additional items in the cafeteria. Parents will be contacted when charges are unpaid in your child's cafeteria account.

### **INTERIM REPORTS AND REPORT CARDS**

Interim reports and Report cards are sent four times per school year. It is very important for parents to be informed about their child's progress in school.

**Interim reports will be issued on: September 28, December 7, February 23 and May 8.**

**Report cards will be issued on: November 14, January 31, April 16, and Last day of school**

Parents of students with an outstanding fee will pick up their child's report card in the front office.

### **PHONE CALLS/CONFERENCES**

Parent phone calls will be forwarded to teachers after 2:30 p.m. **During instructional time, teachers will not receive calls nor conduct conferences with parents.** Parents should arrange conferences with the teacher in advance. When the teacher has an opportunity to return the call, he/she will do so but please anticipate that the call will not be returned until after 2:30 pm or later.

Unless a teacher schedules a parent conference for 7:25 a.m., please do not expect to "conference" at this time.

### **PARENT/TEACHER/STUDENT ASSOCIATION (PTSA)**

The John Lawrence PTSA exists to promote the education and welfare of our children. Parents are encouraged to join and participate in the activities of the PTSA. We are always looking for new ideas and volunteers to assist us in carrying out our instructional goals.

**President: Cortni Hill**

### **SCHOOL HOURS**

School hours are 7:45 am – 2:30 pm. Students arriving after 7:45 am **must be signed in** at the front office by the parent/ guardian. The building will be open at 7:15 am for students to go directly to the cafeteria to wait for dismissal to classrooms at 7:25.

**SCHOOL RULES:** Follow JLE expectations PAWS  
**P**ractice Perseverance  
**A**lways have a positive Attitude  
**W**ork as a Team  
**S**how Self-Discipline

### **SCHOOL CLOSINGS**

School may close for weather conditions or emergency dismissal. This decision is made by the Superintendent of Schools or his designee. As soon as a decision is made, you will receive a phone call from the county office and the information is sent to local TV stations.

### **SIGN-IN / SIGN-OUT PROCEDURES**

Specific guidelines for students checking in to school and out of school have been established.

If your child arrives late to school, please have the adult transporting him/her walk with the student to the office and sign in.

All students must be checked out through the front office prior to the dismissal time. (2:30 pm.) Office staff will check identification. A parent must send in written notification if his/her child is being picked up by a person not listed on the "Parent Approval Pick-Up List" and office staff will request identification. No changes in transportation will be accepted over the phone.

### **VISITORS ON CAMPUS**

We are glad to see you when you come to visit! We know students enjoy seeing their family members come to school whether to eat lunch, share a snack or activity with the class or to volunteer.

Upon arrival, all visitors must report to the school office. For the safety of our students, all visitors are required to sign in on the Visitor's Sign-In Electronic system and receive a visitor's badge. Please note that no unauthorized person is allowed to go to the classroom without permission or a visitor's badge from the office. Anyone who does not wear a visitor badge on their clothing will be sent back to the office by the teacher or other school personnel.

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.

### **WEBSITES**

The John Lawrence website is <http://jle.randolph.k12.nc.us/>  
The Randolph County Schools website is <http://www.randolph.k12.nc.us/>

Both provide excellent information and many links of interest for parents.

### **NOTICE OF NONDISCRIMINATION**

The Randolph County Schools prohibits discrimination against students or employees in all its educational programs, employment activities, and admissions on the basis of race, color, religion, national origin, sex, pregnancy, age, or disability.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTIFICATION STATEMENT**

According to the AHERA regulations any new school built after October 12, 1988 could have a statement signed by the architect, engineer or LEA Designee stating that no asbestos building material was used in constructing the school. This statement along with how we make the required annual notification to staff and parents that no asbestos is in the school makes up the management plan required by AHERA. Each school's Management Plan is available to the public for inspection upon request.

This school contains **NO ASBESTOS!**

Any questions concerning the school's Management Plan can be directed to Allen Kerns, the Randolph County Schools LEA Designee at 336-736-6588.

**(More Information on Other Side.)**