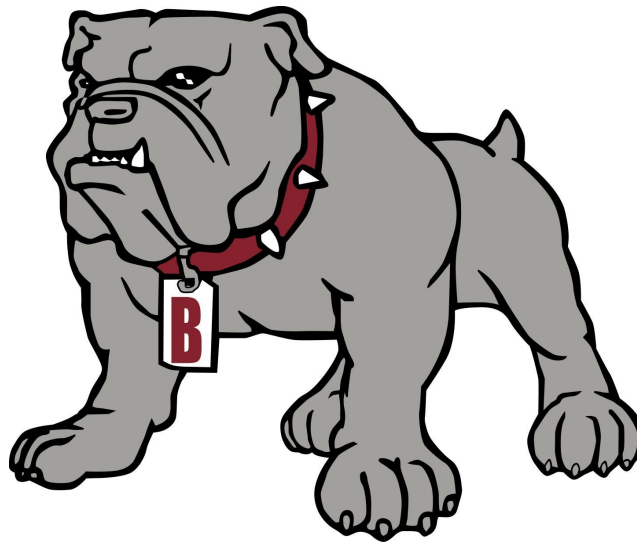


Balfour Elementary School Parent & Student Handbook

2019-2020



Christopher Tuft
Principal

Keisha Dawalt
Assistant Principal

2097 North Asheboro School Road
Asheboro, NC 27203
(336) 672-0322

"Believers in Children"



BALFOUR ELEMENTARY SCHOOL

2097 North Asheboro School Rd.
Asheboro, North Carolina 27203
Phone (336) 672-0322 / Fax (336) 672-0328
Christopher Tuft, Principal
Keisha Dawalt, Assistant Principal

Dear Parents/Guardians,

Welcome to the 2019-2020 school year! Whether you are a returning family or a new Bulldog, we are excited that your child will be attending Balfour this year.

Our motto is "Believers in Children." Our faculty and staff are committed to the beliefs that every child can learn, every child has unique gifts and talents to be cultivated, and every child should leave Balfour prepared to be lifelong learners.

In order to facilitate learning for everyone, we have developed a common set of policies and procedures. The purpose of this handbook is to help you become familiar with those policies and procedures. If you have questions, please feel free to contact your child's teacher or me. I can be reached at (336) 672-0322 or ctuft@asheboro.k12.nc.us.

I look forward to working with you to make this year a success!

Sincerely,

Christopher Tuft
Principal

2019-2020 Important Dates

Family Nights

All family nights are 5:00pm – 7:00pm

- September 10, 2019 - WatchDOGS Pizza & Games
- October 3, 2019 - Title 1/Spooky Tales & Hay Bales (AFTT #1)
- November 14, 2019 - World Heritage Night
- February 6, 2020 - Science Fair (AFTT #2)
- March 4, 2020 - WatchDOGS Breakfast Buddies
 - 7:00 - 7:45 AM
- April 2, 2020 - Musical (AFTT #3)
- May 1, 2020 - Spring Fling

Early Release Days

- December 20, 2019
- June 5, 2020

Report Cards

- November 8, 2019
- February 7, 2020
- April 9, 2020
- June 5, 2020

Balfour Elementary School Schedule

School Office Hours - 7:25 - 3:45

7:25 - Students may enter building

7:45 - Tardy bell rings/Instruction begins

10:20 - 1:00 - Lunch

- Kindergarten - 10:30-11:10
- First Grade - 10:40 - 11:20
- Second Grade - 11:10 - 11:50
- Third Grade - 12:20 - 1:00
- Fourth Grade - 11:20 - 12:00
- Fifth Grade - 11:50 - 12:30

2:35 - Dismissal

Attendance

Regular school attendance is essential to ensuring that a child receives full benefit from the instructional program. While we recognize that children get sick and emergencies arise, we ask that you have your child at school each day ready to learn. If a child is absent, a written excuse must be provided within three days of the child's return.

Late Arrival

- It is extremely important that students arrive to school by 7:45. The effects of being tardy last the entire day. Students are not able to engage in the morning routines of greetings, goal setting, receiving uniform content instruction, and having a mindset for learning.
- Students will be considered tardy if they arrive after 7:45. Any student who is tardy should check in at the main office.
- After 8:00, a parent or guardian must accompany the child to the office.
- Students who arrive after 11:10 will be counted as absent for the day.

Early Pick-up

- Early pick-ups should be minimized in order to allow your child the greatest amount of instructional time possible. To the greatest extent possible, please schedule appointments for students after school hours.
- **Anyone** picking up a student from school will be required to show photo ID.
- **There will be NO early pick-ups after 2:20.**

Communication

Communication between the school and parents/guardians is encouraged. Please feel free to send a note to school in your child's folder, send an email, or call the school at (336) 672-0322. Teachers are not able to take phone calls during instructional hours, but will return any communication within 48 hours of receiving it.

Visitors

Education is a team effort. We welcome parents into the school, but ask that they adhere to the following guidelines:

- Visitors must stop in the school office to sign in and receive a visitor's badge. The visitor's badge must be easily visible at all times while on campus.
- Parent conferences should be arranged before or after school. A teacher's number one priority during the school day is providing instruction. While conferences are important, they should be arranged outside of the instructional school day.
- Parents are welcome to eat lunch with their children. While doing so, parents and students are expected to follow all school behavior expectations.
- Visitors wishing to observe in a classroom must gain approval from both the classroom teacher and principal. Classroom observations must be scheduled at least 48 hours in advance.

Cell Phones/Electronic Devices

Students may not use cell phones or personal electronic devices during the school day. Students with cell phones should have their phones turned off and stored in their bookbags. Any calls home will be made with the assistance of school staff through school phones. Students in violation of this policy will have their phone or device stored in the school office for a parent or guardian to pick up. The school is not responsible for lost and damaged items.

Class Dojo

Class Dojo is an app used to help parents and teachers securely track student behavior. It is also a valuable two-way communication tool. Each class has a Class Dojo account. Please contact your child's teacher to connect to the class account.

Lost and Found

Items that are lost and found around the school are stored outside the media center. If your child has lost an item, please encourage them to check there. Items in the lost and found are discarded before winter break and before summer break.

Medication

Please contact the school nurse if your child needs to take medication while at school.

Birthday Celebrations

Celebration of student birthdays is left to the discretion of the classroom teacher. If a parent wishes to provide a snack or treat at lunch for the class, this must be arranged with the teacher. Any treat or snack should not distract from the instructional day.

Parent Teacher Organization (PTO)

The Balfour PTO provides enhancements to the climate, culture, and educational program at the school. The PTO sponsors fundraisers, assemblies, school dances, campus improvement projects, and a spring carnival. Being involved in the PTO is an excellent way to demonstrate to your child that you believe their education is important and are invested in them being successful. The PTO meets quarterly, after each AFTT night.

Problem Resolution

The following information outlines the process you should use to resolve any problems you or your child may have related to school personnel, your child's grades or academic concerns, curriculum or instructional materials. If you follow this process, it should assist you in solving concerns more quickly and efficiently. It is important to work through problems together for the benefit of the child.

1. Contact the teacher. Set up a time for a conference with him or her as soon as possible to discuss your concerns. Put your concerns in writing before you attend the conference so that all issues may be addressed. *Most problems can be resolved at this level.* If you have a concern regarding non-teaching staff, please contact the school office for guidance.
2. If you feel your concerns have not been addressed, set up a meeting with the principal or assistant principal.
3. If you feel the matter still has not been resolved, you may contact Asheboro City Schools Central Office for additional assistance in handling the issue.

When addressing a concern, please bear in mind that the safety, security, and education of each child is everyone's top priority.

Arrival and Dismissal

Arrival Guidelines

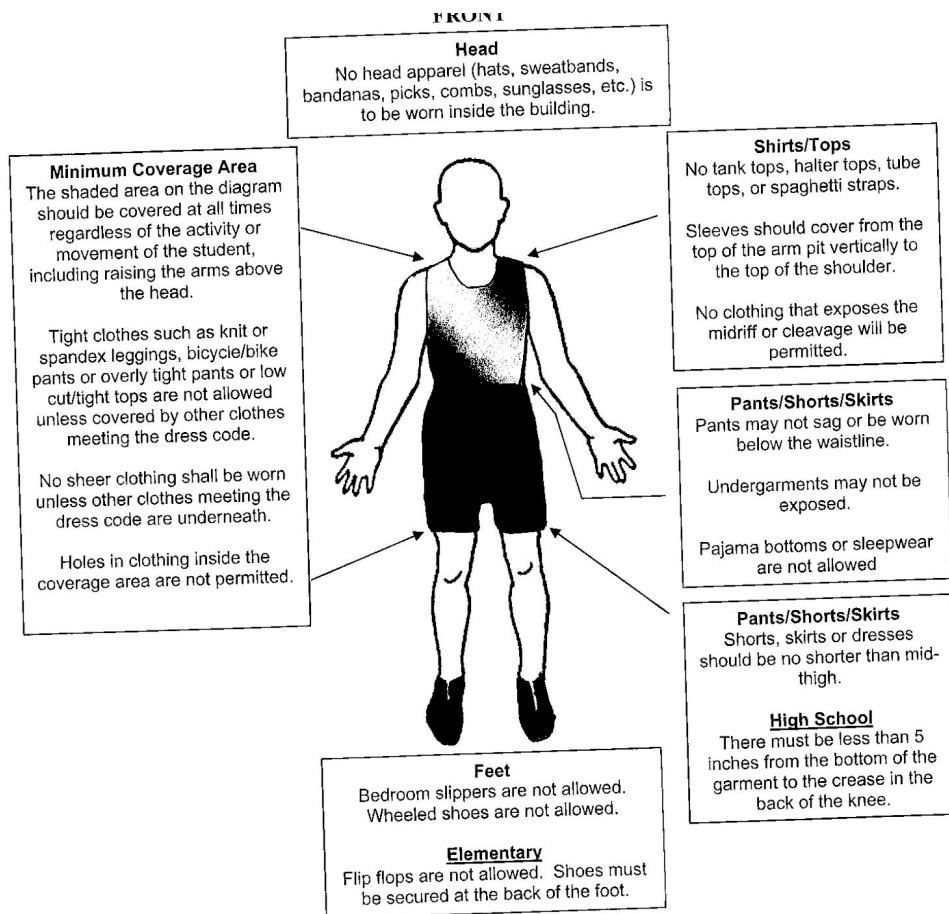
- Parents/Guardians should form a single line in their cars beginning at cone #1 near the bell tower, and continuing in single file along the driveway toward the entrance.
- Parents/Guardians should pull their car forward to the last available cone.
- *Students should not exit their cars until a staff member at a cone instructs them to do so.*
- Parents/Guardians needing to come into the school should park in the parking lot, cross at the crosswalk, and walk with their child into the building. After September 6, 2019, all parents/guardians coming into the building must register as a visitor at the main office before going to their child's classroom.

- At NO time should there be parking in the car rider line, bus circle, or on North Asheboro School Road. Anyone dropping off a student must utilize the car rider line.

Dismissal Guidelines

- Parents/Guardians should form a single line in their cars beginning at cone #1 near the bell tower, and continuing in single file along the driveway toward the entrance.
- Students are dismissed from class at 2:35. Staff will line students up at the cones in order. Please have the sign with your child's name on it visible from your car window.
- Anyone picking up a child from the car rider line must have a car rider sign from the current year in the car. Anyone without their car rider sign will be asked to park and come into the office to show identification.
- ***Students will only be dismissed to their car in the car rider line.***
Parents/Guardians should NOT exit their vehicles and walk to the breezeway to pick up their child.

Dress Code



Balfour Elementary School-wide Discipline Plan

Balfour Elementary School utilizes a program of Positive Behavior Interventions and Support (PBIS) to manage student behavior. This program focuses on teaching expectations early and providing positive reinforcement for students who meet those expectations.

The schoolwide PBIS system includes several components.

- Schoolwide expectations to be posted in each classroom and common area:
 - ◆ Bulldogs:
 - Be respectful**
 - Act responsibly**
 - Remember kindness**
 - Keep safe**
- Class Dojo Points
 - ◆ Given by staff members to any students who are following school expectations.
 - ◆ Can be used at the Bulldog Store
 - ◆ When a student meets the quarterly goal, he or she is invited to the quarterly celebration.
- Weekly Prize Drawings - Classes turn in their top 2 Class Dojo winners to the office by 2:00 on Friday. Two names are pulled from each grade level. Those students win a prize.
- Quarterly Celebrations - Students who earn the predetermined number of Class Dojo points will be eligible to attend the quarterly celebration.
- Bulldog Store - Students will be able to spend their Class Dojo points quarterly at the Bulldog Paw Store.
- Student Support - Students who do not respond well to the schoolwide system may be referred to PBIS team to set up a individualized behavior plan.
- PBIS Lessons - Taught at the beginning of the year, after extended breaks, and when data suggests that a reminder of expectations may be necessary

Students who do not meet the schoolwide expectations will be assigned consequences depending upon the behavior. Behaviors are divided into “minor” behaviors and “major” behaviors. These behaviors and their consequences are outlined on the next page.

Balfour Elementary School-wide Discipline Plan

Minor Behaviors

Minor behaviors will be handled by the teacher in the classroom in which the behavior occurred.

<u>Behaviors</u>	<u>Possible Consequences</u>
• Inappropriate Language – Isolated use of language that is not appropriate for the school setting, including profanity and minor teasing/name-calling. • Physical Contact – bumping, poking, unnecessary touching that is not intended to be inappropriate or hurtful • Defiance/Disrespect – not responding to requests or responding rudely to requests • Disruption – talking out of turn, getting out of seat, disobeying class rules • Property Misuse – tampering with desks, books, walls, or other school property	• Verbal Warning • Loss of Class Dojo Point • Natural/logical consequence • Time-out in classroom • Time-out in another classroom • Silent Lunch • Isolated Play at Recess • Parent Contact – <u>Parent will be contacted about any repetitive minor behavior before an administrative referral is made.</u>

Major Behaviors

Major behaviors are those which put the safety of students at risk or are so severe that it interferes with regular instruction. Repetitive minor behavior may also be considered major.

<u>Behaviors</u>	<u>Possible Consequences</u>
• Disruptive behavior causing sustained loud noise that will not stop upon teacher direction. • Overt refusal to follow directions and/or severe talking back. • Profanity or use of demeaning words involving gender, race, ethnicity, etc. directed at another adult or student. • Destruction of property. • Inappropriate physical contact (kissing, body movements, or touching that is sexual in nature) • Physical aggression aimed to harm another individual • Verbal or physical harassment including threats, intimidation, or gestures • Threat to cause harm with a weapon that includes intent and fear. • Bullying (Repeatedly and purposefully saying and doing mean things that are unwanted and unprovoked) • Other behaviors which the teacher and administrator feel put student safety at risk or interfere with instruction.	• Referral to administrator – consequences will vary depending upon situation according to ACS Code of Conduct • Repeated minor offenses that require referral to an administrator (3 minors = 1 major) will also be referred to the PBIS team so that a behavior plan can be put in place.

Horario Escolar de la Escuela Primaria Balfour

Horas de Oficina - 7:25 - 3:45

7:25 – Los estudiantes pueden entrar en el edificio

7:45 – La campana suena/instrucción comienza

10:30 - 1:00 - Almuerzo

- Kinder - 10:30-11:10
- Primer Grado - 10:40 - 11:20
- Segundo Grado - 11:10 - 11:50
- Tercer Grado - 12:20 - 1:00
- Cuarto Grado - 11:20 - 12:00
- Quinto Grado - 11:50 - 12:30

2:35 - Salida

Asistencia

Asistencia regular a la escuela es esencial para garantizar que un niño recibe todos los beneficios del programa de instrucción. Reconocemos que los niños se enferman y se presentan situaciones de emergencia, le pedimos que envíe a su hijo a la escuela cada día preparado para aprender. Si un niño está ausente, debe proporcionar una excusa por escrito dentro de los tres días de regresar su hijo a la escuela.

Llegada Tarde

- Es muy importante que los estudiantes lleguen a la escuela a las 7:45. Los efectos de estar tarde les afecta durante todo el día. Los estudiantes pierden de participar en los saludos rutinarios por la mañana, metas establecidas, recibir instrucción uniforme de contenido y tener una mentalidad de aprendizaje.
- Los estudiantes serán considerados tardes si llegan después de las 7:45. Cualquier estudiante que llegue tarde debe registrarse en la oficina principal.
- Después de las 8:00, un padre o tutor deberá acompañar al niño a la oficina.
- Los estudiantes que lleguen después de las 11:10 serán considerados ausentes para el resto del día.

Recogida Temprana

- Se debe tratar de reducir la salida temprana para permitir que a su hijo/a reciba la mayor cantidad de horas posibles. Hasta cierto punto posible, por favor, programe citas para su hijo/a después de las horas escolares.
- **Cualquier persona** que recoja a un estudiante de la escuela tendrá que mostrar una identificación con foto.
- **No habrá recogidas tempranas después de las 2:20.**

Comunicación

Fomentamos la comunicación entre la escuela y los padres o tutores. No dude en enviar una nota a la escuela en la carpeta de su hijo, un correo electrónico o llame a la escuela al (336) 672-0322. Los maestros no pueden aceptar llamadas telefónicas durante las horas de instrucción, pero ellos le devolverán la llamada dentro de las 48 horas de haberla recibido.

Visitantes

La educación es un esfuerzo en equipo. Los padres son bienvenidos a la escuela, pero pedimos que se adhieran a las siguientes pautas:

- Los visitantes deben pasar a la oficina para registrarse y recibir un pase de visitante. El pase de visitante debe estar visible en todo momento mientras se encuentre en el campus.
- Las conferencias de padres deben ser programadas antes o después de la escuela. La prioridad más importante del maestro durante la jornada escolar es proporcionar instrucción. Mientras que las conferencias son importantes, estas deben ser programadas después del día escolar.
- Los padres son bienvenidos de comer con sus hijos. Al hacerlo, los padres y estudiantes deben seguir todas las expectativas de comportamiento escolar.
- Los visitantes que deseen observar el salón de clases deben obtener la aprobación del maestro y director. Observaciones de salón de clase deben ser programadas al menos 48 horas de anticipación.

Celulares/Aparatos Electrónicos

Los estudiantes no pueden usar los teléfonos celulares o aparatos electrónicos durante el día escolar. Los estudiantes con teléfonos celulares deben tener sus teléfonos apagados y guardados en sus mochilas. Cualquier llamada se hará con la asistencia del personal de la escuela a través de los teléfonos de la escuela. Estudiantes que quebranten esta política su teléfono o aparato será recogido y guardado en la oficina de la escuela para que los padres o tutores lo recojan. La escuela no es responsable por artículos perdidos y dañados.

Class Dojo

El Class Dojo es una aplicación que se utiliza para ayudar a los padres y maestros el comportamiento del estudiante. También es una herramienta valiosa de comunicación bidireccional. Cada clase tiene una cuenta de Class Dojo. Póngase en contacto con el maestro para conectarse a la cuenta de la clase.

Artículos Extraviados

Artículos extraviados en la escuela se almacenan afuera de la biblioteca. Si su hijo ha perdido un artículo, anímelo a buscarlo allí. Los artículos extraviados no reclamados son donados antes de las vacaciones de invierno y antes de las vacaciones de verano.

Medicamento

Póngase en contacto con la enfermera escolar si su hijo necesita tomar medicamento mientras se encuentra en la escuela.

Celebraciones de Cumpleaños

Las celebraciones de cumpleaños de estudiantes quedan a la discreción del maestro. Si un padre desea proveer un bocadito durante la clase, esto se debe hacer con la aprobación del maestro. Cualquier bocadito que se ofrezca no debe distraer del día de instrucción.

Organización de Padres y Maestros (PTO)

El PTO de Balfour proporciona mejoras al entorno escolar, la cultura y el programa educativo en la escuela. El PTO patrocina eventos para recaudar fondos, asambleas, bailes escolares, proyectos de mejora del campus y un carnaval de primavera. Su participación en el PTO es una excelente manera de demostrarle a su niño que usted cree que su educación es importante y que está interesado en que tenga éxito. El PTO se reúne trimestralmente, después de cada noche de AFTT.

Resolución de Problemas

La siguiente información describe el proceso que se debe utilizar para resolver cualquier problema que usted o su hijo pueda tener en relación con el personal de la escuela, grados o preocupación académica, plan de estudios o materiales de instrucción de su hijo. Si sigue este proceso, esto le ayudará a resolver el problema más rápidamente y eficientemente. Es importante tratar de resolver los problemas juntos en beneficio de los niños.

1. Póngase en contacto con el maestro. Establezca un tiempo para una conferencia con él o ella tan pronto como sea posible para discutir sus preocupaciones. Ponga sus preocupaciones por escrito antes de asistir a la conferencia para tratar de resolver los problemas. *La mayoría de los problemas pueden resolverse a este nivel. Si usted tiene una preocupación con respecto al personal no docente, póngase en contacto con la oficina para más información.*
2. Si usted siente que sus inquietudes no han sido abordadas, programe una reunión con el director o subdirector.
3. Si usted siente que el asunto aún no ha sido resuelto, puede comunicarse en la Oficina Central de las Escuelas de la Ciudad de Asheboro para ayuda adicional en el manejo de la cuestión.

Al abordar un problema, por favor, tenga en cuenta que la protección, seguridad y la educación de cada niño es la prioridad de todos.

Llegada y Salida

Normas Generales de Llegada

- Los padres o tutores deben formar una sola línea en sus carros comenzando con el cono #1 cerca de la torre de la campana y continuar en una sola fila a lo largo del camino hacia la entrada.
- Los padres o tutores deben avanzar hacia adelante hasta el último cono disponible.
- *Los estudiantes no deben salir de su carro hasta que un miembro del personal en un cono le indique que lo puede hacer.*
- Si los padres necesitan entrar a la escuela ellos deben estacionarse en el estacionamiento, cruzar el cruce de peatones y caminar con sus hijos dentro del edificio. Después del 6 de septiembre de 2019, todos los padres o tutores en el edificio debe registrarse como visitante en la oficina principal antes de ir al salón de su hijo.
- **En NINGÚN tiempo se deben estacionar en la línea de carros, círculo de autobús, o en la calle North Asheboro School Road.** Alguien dejando a un estudiante debe utilizar la línea de carros.

Normas Generales de Salida

- Los padres o tutores deben formar una sola línea en sus carros comenzando con el cono #1 cerca de la torre de la campana y continuar en una sola fila a lo largo del camino hacia la entrada.
- Los estudiantes salen de su clase a las 2:35. El personal alineará a los estudiantes en los conos en orden. Por favor tenga el cartel con el nombre de su hijo en la ventana del carro.
- Cualquier persona que esté recogiendo a un niño de la línea de carro debe tener un cartel actualizado. Los carros sin su cartel se les pedirá que se estacionen y entren a la oficina y presenten una identificación.
- ***Los estudiantes serán despedidos únicamente en la línea de carros. Los padres NO deben salir de sus vehículos y caminar hasta el corredor para recoger a sus hijos.***

FRONT

Head

No head apparel (hats, sweatbands, bandanas, picks, combs, sunglasses, etc.) is to be worn inside the building.

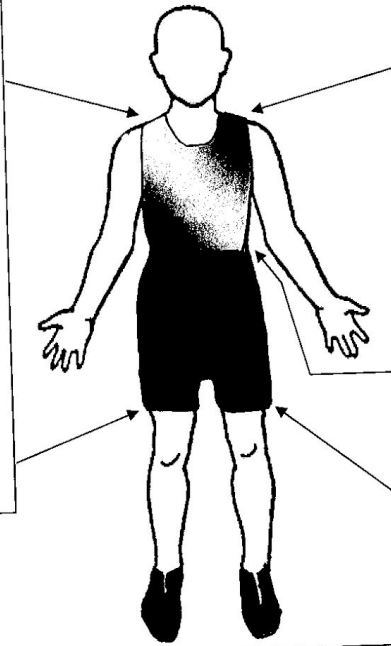
Minimum Coverage Area

The shaded area on the diagram should be covered at all times regardless of the activity or movement of the student, including raising the arms above the head.

Tight clothes such as knit or spandex leggings, bicycle/bike pants or overly tight pants or low cut/tight tops are not allowed unless covered by other clothes meeting the dress code.

No sheer clothing shall be worn unless other clothes meeting the dress code are underneath.

Holes in clothing inside the coverage area are not permitted.



Shirts/Tops

No tank tops, halter tops, tube tops, or spaghetti straps.

Sleeves should cover from the top of the arm pit vertically to the top of the shoulder.

No clothing that exposes the midriff or cleavage will be permitted.

Pants/Shorts/Skirts

Pants may not sag or be worn below the waistline.

Undergarments may not be exposed.

Pajama bottoms or sleepwear are not allowed

Pants/Shorts/Skirts

Shorts, skirts or dresses should be no shorter than mid-thigh.

High School

There must be less than 5 inches from the bottom of the garment to the crease in the back of the knee.

Feet

Bedroom slippers are not allowed.
Wheeled shoes are not allowed.

Elementary

Flip flops are not allowed. Shoes must be secured at the back of the foot.

2019-2020 Important Dates

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Phone (336) 672-0322 / Fax (336) 672-0328
Christopher Tuft, Principal
Keisha Dawalt, Assistant Principal

Estimados Padres/Tutores,

¡Bienvenidos al año escolar 2019-2020! Si su familia está regresando o son nuevos Bulldog, estamos muy contentos de que su hijo asista a Balfour este año.

Nuestro lema es "Creyentes en los Niños." Nuestro personal docente y empleados están comprometidos a las creencias en que cada niño puede aprender, cada niño tiene potencia y talentos para ser cultivados y cada niño que salga de Balfour esté preparado para ser aprendices de por vida.

Con el fin de facilitar el aprendizaje para todos, hemos desarrollado un conjunto de normas y procedimientos comunes. El propósito de este manual es para ayudarle a familiarizarse con las normas y procedimientos. Si tiene preguntas, siéntase en plena libertad de comunicarse con el maestro de su hijo o conmigo. Me puede localizar al (336) 672-0322 o ctuft@asheboro.k12.nc.us.

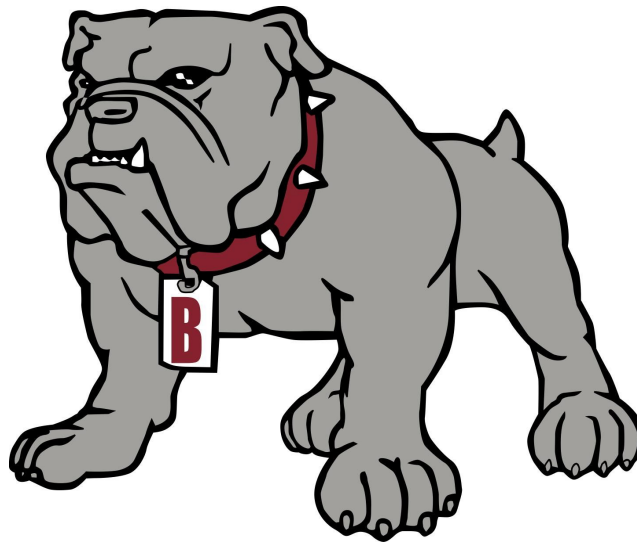
¡Estoy contento de trabajar con usted y hacer este año todo un éxito!

Sinceramente,

Christopher Tuft
Director

Escuela Balfour Elementary Manual Para Padres y Estudiantes

2019-2020



Christopher Tuft
Director

Keisha Dawalt
Subdirector

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