

# McAlpine Elementary School Family Handbook

2022-2023



**Success begins here.**

9100 Carswell Lane  
Charlotte, North Carolina  
Phone (980) 343-3750  
FAX (980) 343-3759

**Principal.....Dina Modine**  
**Assistant Principal.....Holly Wall**  
**PTO President.....Amy Paridy**

**In compliance with federal law, Charlotte-Mecklenburg Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.**

Dear McAlpine Families,

Thank you for choosing to be a part of our family at McAlpine Elementary. Our school has a lot to be proud of when we look at the academic achievements of our students over the last year. A lot of hard work, dedication, teamwork, and the commitment to ensuring high levels of learning and academic growth are things that helped make it happen. Our success is also a result of the special partnership between home and school. This relationship helps us to provide a high quality program using 21<sup>st</sup> century methods and technology. We appreciate all that you do to help us on this journey toward success.

Please read this booklet carefully and thoroughly. It holds most of the policies and procedures that govern our school. It is important that everyone follow the information presented here to ensure the overall success of the school. Please especially note the Forms section for required CMS forms.

If you have any questions or concerns about the information in this handbook, please contact one of us in the school office. We will provide additional clarification as needed. It is our goal to work as a team with all of our parents to continue the success of our students and our school.

Dina Modine  
Principal

Holly Wall  
Assistant Principal

# ARRIVAL AND DISMISSAL INFORMATION

## **SCHOOL HOURS**

7:15 a.m. Students Arrive. **NO** students can be dropped off at school before 7:15 a.m. Students who arrive before 7:15 a.m. will not be allowed in the building for safety reasons. Parents are not permitted.

7:45 a.m. School Day Begins. Students who arrive at their classroom after 7:45 a.m. are tardy for school.

2:45 p.m. School Day Ends

## **AFTER-SCHOOL ENRICHMENT PROGRAM**

McAlpine is the location of an After School Enrichment Program that offers childcare between 2:45 and 6:00 p.m. There is a required \$25 annual registration fee. Currently, the McAlpine ASEP is full. Please visit the CMS ASEP webpage for more information: [School Programs / Before and After School Enrichment \(schoolwires.net\)](http://www.cmsk12.org/Page/195)

## **DAY CARE TRANSPORTATION INFORMATION**

Please notify the teacher in writing if your child attends a day care center and uses the center's transportation. CMS bus transportation to daycares is considered an alternative stop and will be provided only within the school's attendance boundary. An alternative stop form must be completed on the CMS transportation webpage: <https://www.cmsk12.org/Page/195> .

## **CAR LINE PROCEDURES**

**Morning Carpool:** Students are not to be dropped off until 7:15 AM. Please come into the front entrance, make an immediate right and drive around the parking lot. Pull up to the front of the school where the silver poles are located and drive as far to the end of the front walk area as possible. Your child will exit on the right side of the car. For everyone's safety, students and their guardians must never exit on the left side of the car...**no exceptions**. Morning car line opens at 7:30 AM on the bus lot. Parents will follow the perimeter of the bus lot, dropping students off at the B hallway door.

**Afternoon Carpool:** Anyone picking up a student in the car line must have a green "car line" sign. This sign, which is provided by the school, includes your child/children's name(s) and grade level(s). As you pull up, your car line sign must be visible in the window. Please remain in your car at all times if you are in the car line.

## **WALKER PROCEDURES**

**Morning:** Students who walk to school must use the pedestrian crossing lanes. Walkers should wait until a staff member directing traffic says that it is safe to cross the parking lot.

**Afternoon:** Back door walkers must sign out with a staff member before leaving the C-hallway back door. A parent must meet each child at the back door to the C hallway with a "car pool" tag. Parents of front door walkers must show the "car pool" tag to pick up their child. This sign includes your child/children's name(s), homeroom teacher(s), and grade level(s). If your child will be walking home alone, this will require written permission from the parent/guardian.

NOTE: If you wish to park and walk up and get your child, you will need to show your "car pool" tag to pick up your child. This is considered a **front-door walker**. If a parent does not have a "car pool" tag, he/she will have to report to the office to show a photo ID and sign the student out in the front office.

## **BUS SAFETY**

Please be sure your child knows his/her bus number and bus stop. Students must be familiar with the Bus Safety Rules outlined in the Charlotte-Mecklenburg Schools handbook.

If you need to request bus transportation, an alternative stop, or notify CMS of an unsafe stop, visit <https://www.cmsk12.org/Page/195> . If you have any other questions in regards to bus transportation, please email Mrs. Wall at [hollye.gardner@cms.k12.nc.us](mailto:hollye.gardner@cms.k12.nc.us)

## **BUS RULES**

It is important for students to follow all bus rules so that the driver may concentrate on driving. Bus rules are:

1. Students are to stay seated at all times.
2. Students are to use quiet voices when talking on the bus.
3. Students are not to touch other students or their belongings.
4. Students are to obey the bus driver at all times.
5. No food or drinks allowed to be eaten on the bus.
6. Students are to wait at the appointed bus stop in a safe and orderly manner.
7. All CMS Discipline Policy and Procedures apply on the buses and the **bus stops**.

## **CONSEQUENCES FOR INFRACTIONS OF BUS RULES**

<u>First Offense:</u>	Student will receive a letter of warning to be signed by parent and returned the following day.
<u>Second Offense:</u>	Parents will be contacted by phone or letter to alert them to the consequence of a one or two day bus suspension.
<u>Third Offense:</u>	Administrative conference with parents and student. Potential two or three day bus suspension.
<u>Fourth offense:</u>	Possible suspension from bus for the remainder of the school year.

## **TRANSPORTATION CHANGES**

Transportation changes must be in written form and submitted to the teacher the morning the change is to occur. Transportation change notes must include the date, teacher's name and student's first and last name.

***Due to numbers and safety concerns, students cannot ride home with another student on their bus.*** Parents should make arrangements to pick up children in car rider line if a student is riding home with another student. If there is an emergency, and you must change your child's afternoon transportation, this must be in writing. McAlpine staff will not make transportation changes without written authorization from a parent or guardian.

# **ENROLLMENT INFORMATION**

## **ENROLLMENT REQUIREMENTS**

North Carolina state law requires that all children enrolling for the first time or transferring must present a certified birth certificate, three proofs of residence and record of immunizations. A kindergarten health assessment completed by your doctor or the Health Department is also required. Forms are in the office. If immunization records and/or health assessment are not presented at time of registration, the parent/guardian is given thirty (30) days to fulfill this requirement. Otherwise, the child is not legally enrolled and must be suspended until all records are in order. The immunizations required for school enrollment can be found on the CMS website or this link:

[Health & Wellness / School Health and Nursing \(cmsk12.org\)](http://cmsk12.org/Health%20and%20Wellness/School%20Health%20and%20Nursing)

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act is a federal law that governs the maintenance of student records. Under the law, students who are 18 years of age and/or their parents have the right to inspect records kept by the school and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and requires prior consent by the parents and student. Copies of the policy and guidelines are in the superintendent's office and in the principal's office of each school and may be obtained upon request.

## **WITHDRAWING AND TRANSFER OF RECORDS**

**When withdrawing, notify the school one-week in advance** of the date of your move. If possible, provide the name and address of the new school so that your child's records can be transferred. If leaving CMS, all books and materials must be returned to the school before your departure. If moving to another CMS school, students are expected to bring any workbooks and consumables to the new school **Please notify the school as soon as possible if you change your address. Two proofs of address will be required.**

## ABSENCES

Regular attendance at school and punctuality are important from the very first day until the last. Frequent absences interfere with a student's progress toward meeting minimum standards for promotion. Parents should strive to make all medical and dental appointments after school hours or on teacher workdays. Family vacations should be planned around the school calendar so that students do not miss school.

**Each child must bring a written excuse from the parent/guardian stating the reason for absence upon his/her return to school. The absence will be marked as unexcused until a note is received.** Missing the school bus and oversleeping are **not** excused absences. Be sure to familiarize yourself with CMS School Board Policy regarding absences.

The principal or designee shall notify the parents, guardian or custodian of their child's excessive absences after the child has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the principal shall notify the parent, guardian or custodian, by mail, of the requirements of the Compulsory Attendance Law and that they may be arrested and prosecuted if the absences cannot be justified under the established attendance policies. After ten unexcused absences, the Principal will again notify the parent, guardian or custodian by certified mail or hand delivery of the child's ten unexcused absences.

After ten unexcused absences in a school year, the principal shall review the investigation or reports of the social worker or attendance official, and shall confer with the student and his parent, guardian, or custodian, if possible, to determine whether notification of the compulsory attendance violations were received and whether the parent, guardian or custodian has made a good faith effort to comply with the law. The principal or designee will forward all documentation to the Court Liaison who will review the documentation for legal sufficiency. If it is determined that the parents have not made a good faith effort to comply with the law, and upon approval by the Court Liaison, the School Social Worker shall request a warrant from the magistrate. The principal shall then notify the District Attorney's Office that the parent, guardian or custodian has not complied with the Compulsory Attendance Law.

### **EDUCATIONAL LEAVE**

The request for educational leave is attached to the end of the handbook. Please make sure you submit the form and secure approval five days prior to going on a trip. The trip must be connected to the student's grade level course of study and a description of the intended learning activities is required. Students are required to complete a project of choice (narrative writing, scrapbook, picture album, etc.) that demonstrates the learning experience and connects it to the North Carolina Standard Course of Study. The NCSCOS information can be accessed at <http://www.dpi.state.nc.us/curriculum/>. The project **must** connect the experience with the student's grade level learning objectives. Educational leave will only be approved if there is a clear link to the course of study.

### **TARDINESS**

Students who arrive after 7:45 am must be escorted to the front entrance by a parent. Tardy passes are issued at the office to ensure that each child is registered present for the day. Students are expected in the classroom at 7:45 am since the instructional day begins promptly at 7:45 am. Children signing in tardy after 11:00 a.m. will be counted absent for the day. Excessive tardiness to school will result in a meeting with the counselor and/or Multi-Tiered System of Support (MTSS) Team to formulate a plan to work with the parent/student.

### **LEAVING SCHOOL EARLY**

Written requests for permission to leave early must be sent to the teacher. Children signed out before 11:00 will be counted absent for the day. As a safety precaution, **parents are not permitted to go to the student's classroom to pick up their child.** No child will be dismissed to anyone other than a parent/guardian without written permission. All dismissals must take place through the front office.

For early dismissals, students will turn in a note to the teacher upon arrival at school. **Children will not be called for early dismissal after 2:00 p.m.** It interferes with the summary of learning for all students prior to dismissal. If you cannot pick your child up before 2:00 p.m., please wait for them according to their normal afternoon transportation plan.

When parents arrive to pick up a child for early dismissal, parents and/or guardians must show a valid photo ID and sign the student out using the in/out with the front office.

## VISITORS AND VOLUNTEERS

### **PTO MEMBERSHIP**

The PTO wants and needs your special expertise and encourages you to join the PTO. Membership dues and information as well as volunteer opportunities can be found on the PTO Website ([www.mcalpinepto.org](http://www.mcalpinepto.org)) and in the PTO information package sent home the first few weeks of school.

### **SCHOOL VISITORS**

Visitors to McAlpine Elementary will gain access through the main doors using a “buzzer” system. Visitors will ring the door bell on the brick wall to the right of the front door, and a front office staff member will open the door. The Charlotte-Mecklenburg Board of Education has directed all schools to implement a visitor identification system. The primary purpose for the regulation is to ensure the safety of all students and staff. In order to comply with this regulation, visitors are required to come to the office, check in with the Lobby Guard system, note the purpose of the visit, and obtain a MCALPINE visitor tag from the Lobby Guard System. Prior to exiting the building, all visitors must sign out using Lobby Guard. ***All visitors must have a valid drivers’ license to access the Lobby Guard system.***

For schoolwide events, visitors who are CMS volunteers will check in at the volunteer table using a photo ID. It is strongly advised that all visitors register as a CMS volunteer at the beginning of each school year. The CMS Volunteer website is <https://www.cmsvolunteers.com/>.

**Visitors are NOT allowed to go directly to classrooms at any time.** Parents that need to drop off items for students must leave it with the front office staff. **Parents should not attempt “drop-in” conferences during school hours.**

### **CLASSROOM OBSERVATIONS**

Parents should contact the Principal or AP to observe any classroom during instructional time. The administrator and parent will schedule the observation and will conduct the observation together. Siblings and younger children are not permitted during observations so as not to distract from the classroom environment.

### **VOLUNTEERS AND PARTNERS**

Community partnerships are important and have been developed to help support our staff and students as well as promote the school’s mission, vision, and beliefs. Volunteers are welcomed and must be registered in the CMS volunteer system. The volunteer coordinator (Adriana Hall) can verify a volunteer’s status or assist in the process. In addition, volunteers must sign in using the Lobby Guard system in the front office. Field Trip Chaperones must also be registered in the CMS volunteer database. Teachers will check with the volunteer coordinator before a field trip to be sure chaperones are registered. The ratio for students to chaperones is 10:1. [Get Involved / Volunteers \(cmsk12.org\)](http://www.cmsk12.org)

# SAFETY PROTOCOLS

We take the safety of our students and staff very seriously. McAlpine follows protocols established by Charlotte-Mecklenburg Schools. These protocols have been established with the Mecklenburg County Health Department.

Students **SHOULD NOT COME TO SCHOOL** if they have the following symptoms:

- SORE THROAT
- NEW COUGH
- FEVER
- CHILLS
- NO TASTE OR NO SMELL

Please refer to the CMS website for the most up-to-date information regarding COVID-19 and other health and wellness concerns.

## **PARENT NOTIFICATION**

When we are notified that an individual tests positive for COVID-19, administration sends communication through Blackboard Connect (Connect Ed). The communication is sent via email.

# GENERAL INFORMATION

## **COMMUNICATION**

You will receive weekly communication from your child's teacher. A newsletter from your child's teacher/grade level informing you of the upcoming curriculum units of study, as well as other relevant information, will be available online and updated frequently.

Parents are invited to sign up for the weekly McAlpine Minute e-newsletter on the PTO website.

Conferences are set up for all parents at the end of the first grading period in October. Parents may arrange additional conferences by emailing the homeroom teacher. Teachers also welcome telephone conferences. Each teacher's first duty is to teach. **Teachers cannot meet with parents for "drop-in" conferences during school hours.** This situation places the teacher in an awkward position and is disruptive to the learning environment

E-mail communication is another mode for parents and teachers to communicate and teachers will check their e-mails in the morning and again in the afternoon before they leave. ***Handwritten notes must be sent to the school via your child anytime there is a change in a child's usual transportation. E-mails will also never be used for early dismissal requests.***

Midterm reports are shared halfway through each quarter, informing you of your child's progress in the core academic areas. These reports are on PowerSchool for 3rd - 5th grade students and paper copies are sent home for K - 2nd grade.

Please check out the latest McAlpine information by logging on to our web page. You can locate us at: [McAlpine Elementary School / Homepage \(cmsk12.org\)](http://McAlpineElementarySchool/Homepage/cmsk12.org).

## **FORMS**

All students received a PTO Parent Pack. Inside the parent pack are two blue sheets that must be returned to school (textbooks and technology, PE class, and a photo/video release form). The forms can be found on the CMS website at [Handbooks & Forms / CMS Parent-Student Handbooks \(cmsk12.org\)](http://Handbooks&Forms/CMSParent-StudentHandbooks/cmsk12.org). In addition, all families must review the [CMS Code of Student Conduct](http://CMSCodeofStudentConduct) and return the Student and Parent Acknowledgement and Pledge (sent home by your child's homeroom teacher).

## **SCHOOL NURSE**

Our school nurse is Tara Kluxen. The school nurse is at McAlpine daily to administer medication, address accidents and student health concerns. Nurse Kluxen also monitors immunization records and communicable diseases. The nurse screens for health problems, which may interfere with learning or may become a permanent handicap. When a student is referred for a health problem, Nurse Kluxen assists parents in finding the proper medical resources.

If you have COVID questions, please contact Mrs. Khindu at [khindue.spiff@cms.k12.nc.us](mailto:khindue.spiff@cms.k12.nc.us).

## **MEDICATIONS**

The school cannot administer or supply Tylenol, aspirin, Neosporin, or any other medication (prescription or over the counter) without authorization from a physician and a parent.

If your child needs medication either periodically or on a regular schedule, the school must receive written authorization from the doctor stating the dosage and times medication is to be administered. A medication authorization form must be completed and signed by the parent and the doctor before any medication can be given. Medication authorization forms are available online at [Health & Wellness / School Health and Nursing \(cmsk12.org\)](http://Health & Wellness / School Health and Nursing (cmsk12.org)).

**MEDICATIONS MUST BE BROUGHT TO THE OFFICE IN THE ORIGINAL PHARMACY CONTAINER BY A GUARDIAN** labeled with the name of the child, the name of the drug, the dosage, the name of the doctor and the time interval between doses. Students should never carry medication on their person.

## **SICKNESS AND ACCIDENTS**

If a child becomes sick at school, every effort will be made to contact the parent. In case of an accident, first aid will be administered. The school does not have the facilities to keep a sick child in the health room for an extended period of time. Parents should be sure that home, business and emergency phone numbers are current so that they can be reached. Parents will be called to pick up their child if the child vomits or has a fever of at least 100 degrees. Do not send your child to school if he/she has had a fever of 100 degrees or above or has vomited within the past 24 hours.

## **LUNCHROOM PROGRAM**

Breakfast is provided free each day for all McAlpine students. Students must pay for lunch, and they may purchase snacks. All students wanting breakfast and/or lunch will go through the cafeteria line, scanning their barcode to track the food that is eaten daily. Cafeteria food account payments can be made at [www.PayPams.com](http://www.PayPams.com). If your child is not buying lunch in the cafeteria, his/her lunch should be sent with him/her in the morning. We will not interrupt instruction to deliver or announce lunch boxes that are brought to the office after 7:45. No visitors will be permitted to have lunch with their children. Volunteers will be permitted for essential circumstances only.

Outside snacks for parties and celebrations are not permitted. Although we would love to celebrate birthdays at school, we will not offer this opportunity.

## **STUDENTS' PROPERTY**

Valuable possession should be left at home. The school cannot be responsible if items are lost or broken. Trading items often creates conflicts and distracts from educational time. Students are not permitted to trade or sell items at school. Ipods, PSP2's, MP3 players and other electronic devices are not allowed at school or on the bus. They will be confiscated and returned only to a parent or guardian. Students in 3<sup>rd</sup>-5<sup>th</sup> grade are issued a Chromebook for academic use. PreK - 2nd grade are issued an iPad for school use.

Charlotte-Mecklenburg School policy states that no weapon, facsimile of a weapon or object that could be used as a weapon can be brought to school. This includes no toy guns (such as water pistols and cap guns), matches, caps, firecrackers and anything that could shoot as a projectile object. Principals are required to confiscate these objects and notify the police immediately.

## **PARTIES**

There are two planned parties per year for each class. These parties are planned by PTO Room parents who organize and assist with winter and Valentine parties. Guidelines for party themes and activities are provided to room parents. **All food served at parties must be store-bought and include a label and list of ingredients.** No outside visitors are allowed at class parties...only room parents are allowed to attend class parties. Please note that siblings are not allowed at class parties.



## **PETS**

NO pets of any kind are allowed on school property. This is extremely important during the carpool dismissal. Animals can be dangerous because of the large number of students that attend McAlpine.

## **STUDENT PHONE USE**

Students' primary focus should be engaging in instruction. Therefore, students are limited in using the school phone. We ask that students use the phone in true emergencies and must have administrative approval prior to the usage. Although leaving a book or homework at home is important, it is not an emergency. Students are not permitted to use the phone to change their dismissal routine or to go home with another student. This should be arranged with parents outside of school and prior to the student's arrival. Cell phones must be turned off during the instructional day, including the bus. . Inappropriate use of cell phones will result in the phone being taken away until a parent can come to the school to pick it up.

## **LOST AND FOUND**

**All belongings (e.g., clothing, lunch boxes, etc.) should be clearly labeled with the child's name.** Belongings with names can be returned to the owners. All unclaimed items are kept in the school office and donated to charitable organizations periodically throughout the year.

## **DRESS CODE**

Although there is not a strict dress code, each child's clothing and shoes should be appropriate for all activities throughout the day. Sneakers should be worn on gym days. Since we want the children to be aware of what their appearance conveys, children are not allowed to wear clothing with words, symbols, or pictures that distract from a positive learning environment. Parents should monitor clothes regarding length and fit. Tank tops, halter-tops, bicycle shorts, short shorts, shirts that reveal a student's midriff, and hats are not appropriate attire. Shorts must be longer than fingertip length. Pre-K, Kindergarten and 1<sup>st</sup> grade students can have difficulty with belts and overall buckles which sometimes leads to bathroom accidents. Flip flops do create some concerns and difficulty in playing at recess. Parents will be called to bring a change in clothing if necessary to maintain appropriate dress standards.

# ACADEMICS

## GRADING PROCEDURES

The school year is divided into four grading periods of nine weeks each. Mid-quarter progress reports are also sent home to inform parents of their child's academic progress and behavior. Progress reports and papers are sent home for parent review. The grading scale for 3<sup>rd</sup>-5<sup>th</sup> grades is listed below:

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

## POWERSCHOOL PARENT PORTAL

This internet-based program allows parents access to important information about their child. For more information about PowerSchool Parent, please visit [PowerSchool / Overview \(cmsk12.org\)](http://PowerSchool / Overview (cmsk12.org)). If you do not have a username and password, please email adrianap. You will need to include the student's name, address, and parent's name.

## FORGOTTEN HOMEWORK

Children will not be allowed to call home for forgotten homework or book bags. Parents and students are not permitted to enter the classroom after school is over to pick up forgotten homework assignments.

## WORK REQUESTS FOR SICK CHILDREN

*Everyday absences:* We appreciate the fact that many parents request work for their child when he/she is sick. If your child is out sick and you would like to have his/her work, please call the school and leave a message. **Please allow the teacher 24 hours** to pull the work and put it together in a packet. The work packet will be given to the front office secretary where you can pick it up one day after the phone message is left.

*Extended absences:* If a student will be absent more than 5 days due to illness or quarantine, please contact Adriana Hall and your child's homeroom teacher. Teachers will provide a minimum of a 5-school day grace period for students to submit assignments when they return to school.

## MEDIA CENTER

Classes will be scheduled in the Media Center to support classroom instruction and research. Books may be checked out for one week and renewed for one additional week. Teachers may also request special research time.

## ART, MUSIC AND PHYSICAL EDUCATION

In addition to normal classroom activities, students participate in art, music, Spanish, and physical education classes one day each week with specials teachers. The art, music, Spanish and PE teachers work collaboratively with classroom teachers to integrate the special area curriculum with the grade level performance standards.

## FIELD TRIPS

Teachers schedule a variety of field trips to extend the curriculum. Parental permission forms are sent home before each field trip. Although the Charlotte-Mecklenburg system provides some transportation, the school must pay for most bus trips out of our instructional funds. Non-required field trips may have a student cost included; however, parents will be notified well in advance of the cost.

Preschoolers/siblings are **not** allowed to accompany parents on field trips because supervision of students is the highest priority. Parents that accompany children on field trips must fill out a CMS volunteer profile in advance. Parents that have students with behavior concerns may be required to attend the field trips to ensure safety of all students.

## SPECIAL PROGRAMS

McAlpine children participate in a variety of school performances including concerts, plays and musicals. It is McAlpine's policy that siblings remain in their classrooms for instruction during programs due to academic reasons and space seating issues. The moving on ceremony for fifth grade students and their siblings is the exception to the rule.

# SAFETY

## **SEVERE WEATHER PROCEDURES OVERVIEW**

CMS now has the option of operating with a two-hour delay. The two-hour delay is a transportation option that affects bus drivers and students. Schools will open two hours late; the ending bell schedules do not change. We will have a modified bell schedule that begins two hours later than normal and ends at the regularly scheduled time. In the event that schools do not open during severe weather, make-up days for students and staff are built into the school calendar. The days are listed as either optional teacher workdays, holidays or required annual leave days. When we use one of these days because of severe weather, we will announce that via CMS website, Intranet, email, Blackboard Connect, Facebook and Twitter. All announcements will be made by 5:30 a.m.

On rare occasions school may need to close early. Each family should develop a plan in case of emergency dismissal.

## **SAFETY PLAN**

Every school in CMS has a safety plan in place to ensure a safe environment. Elements of our plan include entry through the specified doors only, the Lobby Guard visitor identification system, student identification badges, practice drills, and CMS safety audits.

Students must wear identification badges at all times. If a badge is lost, the student will receive the first replacement at no cost. If a student needs an additional badge after the first replacement, the student will have to pay a \$1 replacement fee.

**We are asking that all parents say good-bye to their children at the entrance of the school.** Not only will this build independence in the children, it will also help McAlpine continue its high standard of safety.

## **LOCKDOWN/FIRE DRILLS**

In response to a crisis on campus, we practice lockdown drills. We have a plan to secure all students and staff in the building or outside within two minutes. If you should be at McAlpine during a drill, you may be asked to return to your car or come into the main office. Fire drills are conducted once each month. For fire drills, each class has an escape route to an outside area that is a safe distance from the building.

**FORM TO REQUEST ABSENCE FOR VALID EDUCATIONAL OPPORTUNITY K-12**

*In rare circumstances, absences will be excused for a valid educational opportunity. This form must be completed by the student's parent/guardian and filed with the principal at least five days prior to the day of absence.*

STUDENT'S NAME: \_\_\_\_\_

REASON FOR REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE(S) OF REQUESTED ABSENCE:

\_\_\_\_\_

ACADEMIC BENEFITS FOR STUDENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

-----  
*(THIS SECTION TO BE COMPLETED BY PRINCIPAL)*

\_\_\_\_\_ APPROVED (CODE 1--EXCUSED) COUNTED AS AN ABSENCE

\_\_\_\_\_ NOT APPROVED (CODE 2--UNEXCUSED) COUNTED AS AN ABSENCE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

\_\_\_\_\_  
DATE

NOTE 1: There is no longer a ZERO (0) CODE

NOTE 2: If this request is approved, the student is responsible for requesting make-up work from all teachers **PRIOR** to the absence.