

Allen Jay Elementary School



Parent - Scholar Handbook 2023-2024

School Hours
7:00 Drop off
7:25– 2:10 Instructional Day

Mission

Allen Jay Elementary scholars will achieve their highest potential as members of a global community.

Vision

Empowering scholars to explore their unique abilities through diverse and global learning experiences.

WELCOME JAYBIRDS 2023-2024

There is a wealth of information here for Allen Jay Elementary parents and scholars to help have a successful year. Please read and refer to it as needed. When we work together great things happen.

Traffic:

- * Morning drop-off and afternoon pick-up times will bring heavy traffic on Springfield and Ingram Roads, especially during the first weeks of school. We thank you for your patience and cooperation. The safety of our scholars and their families is a priority.
- * Arrival and Dismissal will be from the front and back parking lots depending on grade level.
- ✓ **Pre-K** arrival will be at the back-parking lot. Dismissal will be from the bus parking lot.
- ✓ **Kindergarten and 1st will dismiss from the cafeteria as well as any 2nd, 3rd, 4th and 5th grader with a Kindergarten or 1st grade sibling.**
- ✓ **2nd, 3rd, 4th and 5th with no Kindergarten or 1st grade sibling will be dismissed from the front parking lot.**

Special Needs:

If your child has any special needs – health concerns, medication, dietary restrictions, educational – please let the teacher(s) know at Open House (or as soon as possible) and follow up with a conference or a note. Doctor's documentation may be requested.

Insurance:

Enrolling online is easy. Go to www.k12studentinsurance.com or call 1-888-574-6288.

More Information on Our School Social Media

- ✓ **Connect to AJE's ClassDojo: This is our main form of communication.**
- ✓ Website: ajes.gcsnc.com
- ✓ Facebook: Allen Jay Elementary
- ✓ Instagram: ajejaybirds
- ✓ Twitter: @ajejaybirds

We are looking forward to working with you this year to help our scholars be the best they can be. Please remind your child that school is a priority by:

- * Asking him or her to tell you about their school day each day. Check ClassDojo.
- * Listening to him/her read to you and by reading to your child for at least 30 minutes daily.
- * Limiting the amount of television your family watches and replacing TV time with family games, discussion, reading, and/or exercise.
- * Setting up a special time and quiet, well-supplied place for homework.
- * Discussing how your child's schoolwork relates to the "real world."
- * Communicating with your child's teacher(s) regularly **through Class Dojo**.
- * Attending school functions (conferences, awards programs, PTA nights, book fair, etc.).
- * Checking through your child's book bag and AJE folder daily to look over graded work, teacher notes, and school communications.

IMPORTANT INFORMATION

For Students, Parents and Families of Allen Jay Elementary

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This handbook is meant to assist you with expectations specific to Allen Jay Elementary and to highlight areas of most concern for you. We support and uphold all Guilford County School policies. Be sure to read and refer to the GCS Student Handbook for details.

SCHOOL PROCEDURES AND EXPECTATIONS

SOARing at Allen Jay

The Allen Jay Elementary Staff has worked to establish an atmosphere in which scholars feel safe and happy while learning responsible behavior. A comprehensive set of procedures and expectations based on the traits and attitudes parents, scholars, and staff identified as essential for responsible behavior are taught and reinforced by every staff member so that all our Jaybirds SOAR!



We believe that scholars who strive to follow these guidelines will be successful in school and throughout their lives. Every scholar will participate in age-appropriate activities throughout the year designed to help him or her understand that these behaviors are important.

Classroom Discipline

Each teacher has a plan for classroom behavior. It outlines the teacher's expectations, how scholars who follow the rules will be acknowledged and the consequences for inappropriate behavior. The teacher will go over this plan with your scholar and will send a copy of the plan home for your review by the end of the first week of school.

Should you have questions regarding the discipline of your scholar, **contact the teacher first**. If you still have a concern after talking with the teacher, please feel free to contact the assistant principal or principal. It is always best to discuss any concerns regarding your scholar with the teacher before contacting the principal.

Toys, fidget spinners, electronic games, tablets, cell phones, athletic equipment or other material should remain at home. If these items are brought to school, the teacher will turn them in to the office for parent pick up.

Guilford County Schools Code of Conduct

Scholars will receive a copy of the GCS Code of Conduct (hard copy and/or electronic), which lists the range of possible consequences for specific infractions. Be sure to read it carefully and keep it for future reference. <https://www.gcsnc.com/Page/56547>

Car Rider Procedures

Allen Jay Elementary School strives to keep scholars safe. We appreciate your cooperation in following these simple guidelines when you bring your scholar to school in the morning and when you pick him/her up in the afternoon. In addition to staff members who assist with drop off and pick up each day, speed bumps and traffic cones have been installed to slow down and direct traffic. A few minutes of patience will pay off in safety in the long run.

Guidelines for Car Riders

- * No parking necessary. Staff will be helping students out of their cars and directing them to their classes.
Use only the designated traffic pattern. Stay on the paved areas.
PreK-1st Grade -Drive to the back lot behind the cafeteria and if your scholar has an older sibling they will get picked up and dropped off at the same location as the younger sibling.
- 2nd – 5th Grade – Drive to the front parking lot.
- * Follow the directions of the staff members on duty. They will be assisting the scholars and directing traffic for efficiency and safety.
- * Wait in the line without pulling around the other cars.
- * Allow street traffic to flow properly and do not block the neighbors' driveways.
- * If your scholar arrives after 7:25, you need to check him/her in the office to get a tardy slip.
- * **DO NOT DROP OFF SCHOLARS IN THE MIDDLE OF THE PARKING LOT**

Staff is not able to supervise and cannot be responsible for scholars dropped off before 7:00 am or left after 2:25 pm. Please make arrangements for your child's supervision outside of school hours.

Morning Arrival

- * Be on time. Scholars should be dropped off at the car rider line between 7:00 and 7:25.
- * Allow your scholar to get out of the car at the designated spots. Crossing the street or walking in the parking lot between cars can be very dangerous for everyone.

Afternoon Dismissal

- * **No scholar early pick-up after 1:30 pm.**
- * Be on time, scholars should be picked up between 2:10 and 2:25. If you come after that time, you will have to sign your scholar out in the office.
- * Staff members will dismiss the scholars as their vehicle approaches and escort them to it.

AJE Car Rider Reminders

Thank you for helping us run a smooth car rider line and keeping our scholars safe.

Below are a few reminders

AM Car Riders

- Use your turn signals to help us identify where you are going. If you are going to the front, use your left turn signal; if you are going to the back lot, please use your right turn signal.
- Pull all the way up to the top of the line and do not leave a lot of space in between cars.
- Remember that scholars have to be in their classroom at 7:25. The sign is up at 7:24 to allow students enough time to make it to their class on time. Please do not go around the sign.
- If your scholar is late, you MUST bring them to the office. Do NOT drop them off in the parking lot.

PM Car Riders

- Stop at the corner to make sure our staff enters your scholar's number/name
- Use your turn signals to help us identify where you are going. If you are going to the front, use your left turn signal; if you are going to the back lot, please use your right turn signal.
- Pull all the way up to the top of the line and do not leave a lot of space in between cars.
- Stay in the line until a staff members signals you to move around the line.
- Go the office if you arrive after 2:30 to pick up your scholar.



Guidelines for Bus Riders

Get the [Here Comes the Bus App](#) to receive the most updated bus information.

Please **do not eat or drink on the bus**. Remember to keep your hands and feet to yourself, stay seated, and use your inside voices. Always use appropriate language and be polite.

Morning Arrival

- ❖ Be at your bus stop 10 minutes prior to your pickup time.
- ❖ Sit at your assigned seat.
- ❖ Buckle up as soon as you get on the bus.
- ❖ Stay seated until the bus is unloading.

Afternoon Dismissal

- ❖ Follow the traffic pattern and walk to the bus with the teacher.
- ❖ Sit at your assigned seat and buckle up.
- ❖ Stay seated until you arrive at your bus stop.

Bus Safety

Our Philosophy: We believe all students can behave appropriately and safely while riding on a school bus. We are confident that students will allow drivers to do their jobs and that they will follow bus policies and procedures to make sure everyone is safe at all times.

These rules must be followed on the bus:

- Follow the directions of the driver.
- Stay in your seat.
- Keep all parts of your body and all objects inside the bus.
- Our buses are equipped with seatbelts so don't forget to buckle up!
- Keep your hands, feet, and other objects to yourself.
- No pushing or fighting at any time.
- Talk quietly with the other person in your seat.
- No eating, drinking, or other inappropriate behavior on the bus.
- Always help to keep the bus clean.

General Guidelines

- * If you have a bus concern (late, early, didn't come, etc.), contact the **Southern Zone Transportation Supervisor at 1-888-511-4427.**
 - * Parents must request new bus transportation or a change to an existing stop online at <https://app.perfectforms.com/PresentationServer/Form.aspx/Play/kZ5FAgsH?f=kZ5FAgsH>.
- These must be approved by the bus supervisor BEFORE they can take effect.
- * New students must receive permission from the bus supervisor prior to riding the bus. Please keep in mind that it may take as many as ten days to establish a new stop.
 - * Students can only ride the bus and get off at the stop to which they are assigned.
 - * Contact the assistant principal if you have a concern about the behavior of a student on the bus.
 - * **According to NC State law, parents or other adults who are not school employees may not board the bus under any circumstances. Doing so may result in criminal charges.**

Consequences for Bus Rule Violations:

Parents will be notified of bus referrals and consequences. We will assign consequences aligned with the GCS Student Handbook. Students may be suspended from riding the bus for severe or repeated bus misbehavior.

Celebrations and Instructional Time

We limit the number of parties and celebrations to protect our teaching and learning time. If you would like to share a special snack with the class, you **MUST contact the teacher ahead of time.** Snacks must be store bought, sealed, and follow school nutrition guidelines. You can leave snacks in the office. **Snacks will be served after 1:40 pm.**

Awards

Scholars will be honored for special academic achievements twice a year. Students who have more than 3 tardies or early dismissals will **NOT** qualify for perfect attendance recognition. Check ClassDojo, AJE website and social media for the specific time and date for your child's grade level. Invitations will be sent through the communication folder. Please plan to come. Your support means so much to your child.

Cell phones/Electronics

Scholars are not permitted to have turned-on cell phones or any other personal electronic devices in the classroom (nor in the pocket, notebook, pencil pouch, etc.) **at any time**. Cell phones **may not** be used inside the building during school hours and are to be turned off **before entering the school building**. Cell phones will be confiscated for up to 5 days and released only to a parent/guardian. Students who need to use the telephone must obtain permission from a staff member.

Consequences:

1st offense- parent/guardian pick up item in office at the end of the day.

2nd offense - 1 day - parent/guardian pick up item in office the next school day;

3rd offense - 2 days - parent/guardian pick up item in office;

4th offense - 5 days - parent/guardian pick up in office;

Changes/amendments to this for repeated offenses are at the discretion of the Principal.

*The consequences for Cellular Phone and Other Electronic Devices violations are in accordance with 2023-2024 Guilford County Schools Student Handbook **Rule 27**.*

Dress Code

Every student shall maintain an appearance that is clean and appropriate for the school setting. A student whose appearance or apparel disrupts the educational environment or violates an individual school's dress code will be required to change his or her attire. AJE's dress code policy is in accordance with the 2021-2022 Guilford County Schools Student Handbook, page **87**.

To keep students safe, they must always wear **shoes with a back**. **Flip flops or slides are NOT permitted**. No racer back, spaghetti straps or halter tops are permitted. Students' tops must have sleeves or cover their back and shoulders. Shorts or skirts must touch the students' fingertips when standing with their arms straight by their side.

Dress Code Reminders for AJE students

Our dress code is in place so that students can learn without distractions!

 Safe or Appropriate Clothing and Shoes	 Unsafe and Inappropriate Clothing and Shoes
	
<p>Sneakers or tennis shoes, shoes and sandals with backs are permitted. Tennis shoes are recommended for PE.</p>	<p>Flip flops, sandals or slides that do not have a back are not permitted</p>
	
<p>Shirts with sleeves or that cover your shoulders and don't show your sides</p>	<p>Shirts that have small or spaghetti straps, show your shoulders, your stomach or back, or have inappropriate saying or advertisements</p>
	
<p>Shorts and skirts that are AT LEAST at the scholar's fingertips when standing with arms straight by their side</p>	<p>Shorts or skirts that DO NOT come to the scholar's fingertips when arms are at their side.</p>

Following these expectations help create a conducive to learning environment.

Consequences for breaking dress code include:

- **Calling parent to bring a change of clothes or other shoes due to being unsafe or inappropriate for school.**
- **Providing scholar with a change of clothes from the school's closet.**

SCHOOL SAFETY

Scholars' Safety

All parents, volunteers, and other visitors must sign in the office and obtain a tag to be worn while on campus. This is for the protection of our scholars and our staff. A staff member will escort visitors without proper identification to the office.

Visitation Procedures

All visitors are required to sign in at the front desk before they visit and sign out after their visit is concluded in the front office. A Visitor's badge will be provided that you will be required to wear at all times during your visit.

An emergency may arise that doesn't allow for time to schedule an appointment. If you experience such a situation, check in at the administrative office and explain your situation to one of the administrators in charge and he/she will do their best to respond to your situation. **Parents will not be permitted to enter classrooms without an appointment and/or approval from an administrator. Requests for classroom visits or observations should be made to the principal twenty-four (24) hours in advance.**

It is our goal to accommodate parents in a way that will not disrupt teaching and learning and will permit us to maintain a safe and orderly school. Therefore, **we request that parents/guardians/visitors schedule appointments for the previously listed visits. Do not enter a classroom without signing in at the office.**

Child Custody

If there is a court order stating that the non-custodial parent is not to visit the child at school, not to pick him or her up from school, and/or not to access to the child's records, then we must have a copy of that document on file in the office. The only way we can comply with the court order is to have a copy of it to present to the non-custodial parent. It is your responsibility to get this information to us. Without a court order, a parent cannot be denied access to the child or information about the child. You must supply proof that you are the custodial parent and the correct address.

Contact Information

Please keep the student pupil data sheet updated with your current information including phone number, address, and emergency contacts. In order to protect your student, we cannot let anyone who is **NOT** on the pupil data sheet pick up your child.

Emergency School Closing

The superintendent will make the decision to close school when extreme weather conditions develop or when the learning process is seriously hampered. She will inform the news media of such decisions. It's a good idea to be prepared.

- * At the beginning of the year, complete and return the early dismissal form so that your child's teacher knows where you want your child to go if school is dismissed early and how you want him or her to get there. Students will be unable to call parents for instructions when these emergency closings occur.
- * During inclement weather, you should tune in to a local radio or television station, or cable channel 2. You may call **336-841-4444, extension 4503** for a recording. Do not call the school since we will also be waiting for instructions from central office

Weapons

No weapons of any kind can be brought on the school campus by children or adults. Help us keep your child and our school safe. Check your child's book bag and lunch bag each morning. For example, having a small knife used to cut fruit can result in serious consequences even though the student did not intend to hurt anyone. Play guns and knives are serious business, too. Even "look alike" weapons may result in a school suspension and/or contact with the School Resource Officer. Keep weapons of any kind away from school and off the bus.

Encourage your child to immediately report to the teacher anyone who has a weapon at school. Refer to the Guilford County Schools *Student Code of Conduct* handbook for specific information regarding weapons and the disciplinary consequences for possessing any type of weapon at school.

STUDENT HEALTH

Attendance

All rules and regulations that govern student attendance in the North Carolina Compulsory Attendance laws and Guilford County School Board Policy also pertain to the students at this school.

- * Students who are not at school miss important and relevant instructional time that may negatively impact their learning. It is critical that students attend school all day (7:25 am - 2:10 pm) every day.
- * The school social worker, school nurse, principal, or other school staff will contact parents to schedule a meeting or make a home visit to create a plan to address excessive absences, tardies, or early dismissals.
- * The social worker and the courts will be involved as soon as a student's attendance warrants such action.

Absences

- * Students are excused for absences due to approved reasons, such as illness. ***Students who have a fever, vomiting, diarrhea, who have been diagnosed with a contagious condition (such as the flu, pink eye) or who were sent home from school with these symptoms must remain at home until they are symptom-free for 24 hours without medication.***
- * **Within 3 days of returning** to school after an absence, students must bring a note from their parent/guardian explaining the reason for the absence. After three days, the absence will be coded unexcused.
- * Doctor's notes will be required according to CDC guidelines and for absences of five or more days in a row or after ten total absences for the year.
- * Unexcused absence letters will be sent home after 3, 6 and 10 unexcused absences.
- * If students are absent, they are not able to attend after-school events on the day they are absent.

Tardies

- * **Students who are not in their classrooms by 7:25 am are tardy** and will be required to get a tardy note from the office. Drop off begins at 7:00 am. Instruction begins at 7:25 am.

- * Parents of students who accumulate excessive tardies will be asked to come in for a conference to determine the cause and to work out a solution to the problem.
- * Any student accumulating three tardies or early releases will not receive recognition for perfect attendance

Leaving Early

- Please do not make a habit of picking your child up early.

- * Classes are in session until 2:10 pm. Students leaving before this time are missing instruction.
- * In order to maintain the safety of all students, **children will not be called from class after 1:30 pm.** If your child has an appointment, you may check him or her out from the office before 1:30 pm.
- * Arrange medical appointments after school hours. Bring a doctor's note to excuse your child for medical appointments during the school day.
- * Students who must leave school during the instructional day must be picked up and signed out in the office by a parent/guardian. Students (K-5) cannot be picked up in the classroom.
- * Students will NOT be released to anyone who is not on the student's pupil data sheet.
- * A student must attend at least one half of the instructional day (7:25- 10:45 am or 10:45 am - 2:10 pm) in order to be counted present.

Healthy, Active Children

In order to encourage good health in our students, we will follow these guidelines regarding activity and nutrition:

- Students will receive physical activity time for a minimum of 30 minutes a day, five days a week. Once per week they will receive instruction from the PE teacher.
- All food items eaten at school will be low fat and low sugar based on FDA requirements. No sodas are allowed - only 100% fruit juice, water, or milk. Candy, chips, and other "junk foods" will not be available.
- Students' snacks and lunches from home must follow these guidelines as well.

Immunizations

A public health nurse visits Allen Jay Elementary each week to oversee the general health and immunization records of our students. North Carolina State law requires the school to have a record of every child's immunizations. All necessary immunizations must be completed within 30 days of enrollment in order to avoid exclusion from school. You will be contacted if your child's immunizations are not up to date, but it is always a good idea to check with your doctor as well. The Guilford County Health Department can provide care to children who qualify.

Health Assessments

By North Carolina law, every child entering kindergarten and all students new to North Carolina must have a physical exam and a Health Assessment Form completed and signed by your health care provider. This form is included in the enrollment packet for kindergarteners and all out of state students.

Medication at School

Law forbids school staff members to give medication, prescription or over the counter, to students unless authorized by a doctor and a release form is signed by a parent/guardian. Students are not allowed to have medication of any kind, including over-the-counter items

such as nasal spray, ointments, cough drops or allergy pills, in their possession. Over the counter medicine (cough syrup, aspirin, etc.) or prescription medication cannot be given at school unless you provide the proper medication form signed by a doctor.

If your child needs to take medicine at school, these guidelines must be followed:

- Complete, sign, and return the parent request form to the school office.
- Deliver the medication to the office by an adult.
- Provide medication in the original or prescription container with an up-to-date label showing the student's name, type of medication, dose amount, time, and frequency. Law forbids us to administer medication any way except as prescribed.
- Notify the school of any changes and bring a bottle with new instructions for administering the medication to the office when necessary.
- Remove the medication from the school when it is no longer needed.

Head Lice

Head lice can be a troublesome, recurring problem in any school setting. It is not a sign of poor hygiene on the part of the child or family. Someone familiar with the condition can best identify head lice, however, signs include:

- * Itching and redness, especially around the ears and base of the neck.
- * The presence of nits, which look like dandruff near the scalp, except they are not easily brushed off the hair shaft.

If your child has head lice:

- * You will be notified promptly to come pick him or her up from school.
- * Call your doctor and request a prescription shampoo for lice (as over the counter shampoos are not as effective) and follow the directions on the label. The Health Department may be able to help you get this shampoo.
- * Pull ALL NITS off the hair shaft.
- * Bring your child to the office after the treatment. They will be checked to determine that there are no lice or nits before being allowed to return to class.

School Nutrition

BREAKFAST AND LUNCH ARE SERVED FREE DAILY TO ALL STUDENTS.

Everyone *MUST* complete a lunch application.

The Guilford County School Child Nutrition Department at school offers breakfast and lunch each day. It is Guilford County Schools' belief that students learn better when they are well fed.

- * Each morning or afternoon, students will receive a fresh fruit or vegetable *sample*, such as an apple, berries, lettuce, broccoli, etc., made available through a fresh fruits and vegetable grant designed to expose students to a variety of fresh food options through daily tastings.
- * School menus are available online at the Guilford County Schools website. Please go over the menus with your child to discuss the food choices and plan ahead for any days your child may not want to bring lunch from home.

Non-Kosher Food Items: • Rice Krispies Treats (contains gelatin) • Sweet Potato Soufflé (marshmallow topping contains gelatin)

Clarified Menu Items: • Sausage biscuit (made with chicken/turkey meat) • Pancake and sausage on a stick (made with turkey meat) • ALL yogurt (made with

- Kosher gelatin) • Chef Salad (made with ALL turkey meat) • Mini pizza bagels (made with turkey pepperoni) • Pepperoni Pizza 4x6 (Elementary)- NOW with turkey pepperoni
- * Snacks and ice cream may be available to purchase during lunch.

SCHOOL COMMUNICATION

Frequent, clear communication between teachers, school staff and parents is key to your child's academic success. Check your child's book bag daily and become familiar with the teacher's routine for assigning homework and sending graded work home.

- * All students will have a Monday folder and an Allen Jay two pocket folder for daily communication and to send paperwork to and from home. Please be sure to check them regularly.
- * Every classroom will use ClassDojo, a communication app, to keep you informed about instruction, events and your scholar's progress.
- * You will receive weekly phone messages about upcoming events.

If you have questions or concerns about classroom issues, consult the teacher first. If the problem is not resolved between you, then contact the assistant principal or principal to discuss the issue.

Messages

- * It is best to communicate with the teacher by ClassDojo or in a scheduled conference. When that is not possible, you may call the school and leave a voice mail for the teacher to return your call after school. We cannot interrupt instructional time to call a teacher to the phone during the school day.
- * If you need to change your child's afternoon transportation, send a note or a ClassDojo message to the teacher. In the case of a last-minute change, you should call the school before 1:00 pm. We cannot guarantee students will receive messages after that time.

Emergencies at School

There might be times when school personnel will need to get in touch with you regarding your child's welfare. Please supply accurate emergency contact information to your child's teacher and to the office and update as needed. Should your telephone number change or become disconnected, be sure to let the school know. You may want to keep emergency contact information in your child's book bag as well.

Student Progress and Conferences

Your child's academic progress is measured regularly in a variety of ways.

- * Review your child's AJE Monday and daily-communication folders and Class Dojo regularly.
- * Check your child's graded work regularly; interim and progress reports midway in the nine-week grading period and report cards after each quarter.

Quarter	Progress Reports Go Home	Report Cards Go Home
1st	10.3.2023	11.14.2023
2nd	12.07.2023	1.31.2024
3rd	2.21.2024	4.9.2024
4th	5.02.2024	Mailed 6.18.2024

- * Contact the teacher immediately if you are concerned about a particular skill, assignment, grade, or overall progress. Contact the assistant principal or principal if you continue to have a concern after talking with the teacher or if you do not regularly receive a folder of graded work and classroom information.
- * Plan to have at least a fall conference and a spring conference. Conferences will also be held at the request of the parent or the teacher.
- * Attend after-school events including Student Led Conferences.

Homework

The purpose of homework is to develop good study habits and to practice skills independently.

- * Assignments will be individualized as much as possible.
- * Assist your child by creating a time and place free of distraction for homework.
- * Provide support, but **DO NOT** do the work for your child.
- * If the work seems too difficult or seems to be taking too long, alert the teacher so that the problem may be addressed quickly.
- * As part of the homework, students are required to read at least 30 minutes daily.
- * You can find many helpful resources on our Allen Jay Website
https://www.gcsnc.com/allen_jay_elementary
- * Guilford Parent Academy offers free online resources including homework helper and tutoring. You can access these resources through the GCS website (www.gcsnc.com) under families and then Guilford Parent Academy.

Grades

K-2 student progress is evaluated using numbers 1 (below grade level) - 4 (above grade level) and letters S – satisfactory, N – needs improvement, I – improving and U – Unsatisfactory.

3-5 students receive letter grades on a 100-point scale:

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

Throughout the school year your child's teacher will maintain a record of your child's progress. This will include work samples, data notebooks, teacher-made tests, and one-on-one assessments. A variety of tools will be used to assess your child's strengths and needs throughout the year. These tools will help determine your child's grades and progress toward promotion to the next grade.

End of Grade Testing

3-5 EOG testing dates are not determined until early spring, but plan for them to take place in late May or early June. ALL students (K-5) participate in testing specific to their grade level during the last month of school. It is very important that students are present in school during that time. With your help, the teachers will prepare your child throughout the year by placing emphasis on essential objectives and teaching test taking skills.

Student Records

In accordance with the Guilford County Board of Education Policy and the Family Rights and Privacy Act, the privacy of student records is guaranteed for parents and students. Parents have the right to see any and all official records, files, and data directly related to their children from pre-school until the student has attained 18 years of age.

Access to Student Records

Examination of your child's education record will be subject to the following regulations:

- * Furnishing adequate proof of identity by the individual seeking access.
- * Examining the contents of the records only in the presence of a school official competent in interpreting student records.
- * Scheduling an appointment with the school counselor or principal to examine the contents of the record at any reasonable time.