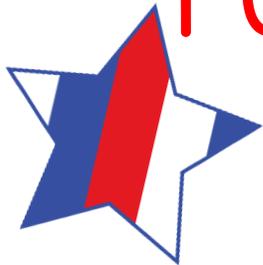


stateside
Patriots

A SCHOOL OF NATIONAL PRIDE

Parent-student
handBOOK



"Educating today's Patriots to be Tomorrow's Leaders"

Kristie Bracy
Principal

Karrie Helt
Assistant Principal

<http://stateside.nc.oce.schoolinsites.com>
132 Stateside Blvd., Jacksonville, NC 28546

School Hours: 8:00-3:30
910-478-3460 FAX: 910-478-3454

Welcome to Stateside Elementary School. This Parent-Student Handbook is a tool that will provide you with basic information about our school. This publication provides only a brief explanation of school policies and routine procedures and is used in conjunction with the Onslow County Schools Student Related Board of Education Policies and School Bus Safety Regulations Handbook. It should be understood that this handbook is not all inclusive, especially in regards to discipline, and is subject to change as needed to ensure the safety and overall efficiency of the school.

Kristie Bracy, Principal

ADMINISTRATIVE OFFICE PERSONNEL

Mrs. Desiree Young, Guidance Counselor
Mrs. Melissa Whaley, Secretary/Treasurer
Mrs. Shannon Whaley, Data Manager
Mrs. Debra Merritt, Receptionist

ABSENCES/ATTENDANCE

Attendance in school is an integral part in developing a positive attitude toward school and the teaching-learning process. Regular attendance develops patterns of behavior essential to academic achievement and personal success in life.

Therefore, absences, tardies, and early checkouts should be limited to illness or other extenuating circumstances.

NC General Statute 115C-378 requires that every child between the ages of seven and 16 years (or younger if enrolled) attend school. Parents/legal guardians have the responsibility for ensuring that students attend school daily and "shall notify the school of the reason for each known absence in accordance with local board policy." In order for a child to be counted present, he/she must be in attendance at least one half of the school day. Anyone who checks out before **12:00** or checks in after 12:00 is counted absent. Be prepared to show identification when checking out your student.

On the day returning after an absence, a note must be given to the child's homeroom teacher that includes the date(s) of absence, reason for absence, and parent's signature. All notes are kept on file in the office.

Absences will be considered excused for the following reasons only: **See Also: OCS Board Policy 4400**

1. Personal illness or injury; quarantine (of student)
2. Death of an immediate family member (parents, siblings and grandparents of the student)
3. Educational opportunity approved in **advance** by the principal (Family vacations and trips are **not** educational opportunities.)
4. Medical or dental appointments for the student only
5. Court/administrative proceedings for the student
6. Religious observances (approved in advance)
7. Military family leave (See Board Policy 4400)

All other absences are considered unexcused.

*All tardies are marked as unexcused unless a doctor's note is presented upon check-in.

Onslow County Board Policy 4400- Attendance in Grades K-8
(Revised 12/6/11)

1. Students with more than 20 absences (10 within the first ninety days and 10 within the last ninety days) in a school year shall not be promoted to the next grade except by determination of the principal/designee upon careful review of the student's records.
2. When total absences (lawful and unlawful) exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation, etc.).
3. Make up work shall be assigned by the student's teacher as deemed appropriate. All make up work shall be completed

within a reasonable amount of time as determined by the child's teacher.

4. Schools shall offer incentives to provide recognition of perfect attendance.
5. Students are expected to be in attendance to and participate in instruction throughout the school day. Excessive tardies and early checkouts will be referred to the appropriate authorities and may also be considered by the principal when making a promotion determination.

Perfect Attendance certificates will be awarded at each grading period to students who have been present everyday and have not been tardy or checked out early.

ACCIDENT, ILLNESS OR INJURY OF STUDENTS

In case of serious illness or injury, the following procedure will be followed:

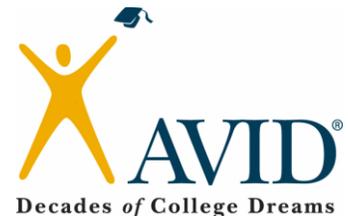
1. If a student becomes ill or injured at school, his/her parent or guardian shall be notified as soon as possible.
2. A student who is ill or injured shall not be removed from school until the parent or guardian has been notified, or until a reasonable attempt to reach the parent or guardian has met with failure.
3. If a reasonable attempt to reach a parent or guardian meets with failure in cases of emergency due to critical illness or injury, a student will be sent to the hospital in a Rescue Squad vehicle. The parent will assume the responsibility for the cost of the transportation and medical attention.
4. If the principal feels a child must be quickly transported to an emergency room, the child will be taken. The parent will be notified as quickly as possible.
5. Students should remain fever free for 24 hours before returning to school without medication.

AVID; ADVANCEMENT VIA INDIVIDUAL DETERMINATION

AVID is an elective program for students in middle and high school. In order to better prepare our students for middle and high school, we have adopted the elementary AVID strategies to help with issues like: organization, use of agenda/planner, inquiry, goal setting, note taking, time management, collaboration, and college awareness. While the official "AVID elementary" program serves students in upper elementary (4th and 5th grade), the strategies are useful at all grade levels. The 2 and 3 column note taking skills taught in our upper elementary program serve as the basis for the Cornell note taking skills at TMS and RHS. Several of the key elementary success strategies include:

AVID's Framework (WICOR) for Lessons

- Writing to learn
- Inquiry
- Collaboration
- Organization
- Reading to learn



Making SMART Goals

- Specific
- Measurable
- Action-Oriented
- Reasonable
- Timely

SLANT Strategy

- Sit with proper posture.
- Lean forward and listen.
- Ask pertinent questions.
- Nod your head
- "yes" and "no" with sincerity.

- Talk with teachers.

BREAKFAST

The school cafeteria opens each morning at 8:00 for breakfast. Students who are transported by car should report directly to the cafeteria in the mornings if they desire to eat breakfast. Bus riders will report immediately upon arrival. For additional information please see "Lunch/Meals."

BUSES

Parents should review bus rules and regulations that are printed in the *Onslow County Schools Student Related Board of Education Policies and School Bus Safety Regulations handbook*. A copy of this handbook is provided to every student annually. Per the Richlands area bus coordinator, bus transportation changes must be made in writing to include parent signature and be turned in to the front office. Changes can also be mailed to debra.merritt@onslow.k12.nc.us

CHECKING IN/OUT

The school day begins at **8:00 a.m.** All students who arrive in the classroom after **8:30 a.m.** are tardy and must check in at the office **accompanied by a parent/guardian**. In order to check a student out from school, parents/guardians must follow the following procedure:

1. Only parents/guardians/designee may check students out of school.
2. The parent/guardian/designee must present a picture ID that will be compared to the child's demographic file before the child is released. This is a safety procedure and there will be no exceptions.
3. A password card will be kept on file at the receptionist desk denoting those persons able to check students out.
4. In the event custody papers are applicable, please ensure the office has the most recent copy.

COMMUNICABLE DISEASES

Children with communicable diseases must stay at home until the disease is no longer contagious. Children who are sent home because of head lice must be cleared by the nurse upon return to school.

CONFERENCES

Parent-teacher conferences are encouraged to improve communication among parents, teachers, and students. If you would like to schedule a conference, notify the teacher in writing or call the school at 478-3460 to make an appointment.

CURRICULA

All students at Stateside Elementary School will be instructed according to the North Carolina Standard Course of Study. Students will receive instruction in encore classes such as Art, Music, P.E., Cultural Awareness, and Media and Technology on a regular basis.

DISCIPLINE POLICES

SAFE, CIVIL & PRODUCTIVE SCHOOL

The staff of Stateside Elementary is committed to providing a Safe & Civil school environment for learning. Each classroom teacher has developed a plan that begins with teaching positive behaviors to students coupled with rules and procedures that will provide an environment that is conducive to learning and help each child to develop self-discipline. Most misbehavior will be taken care of by the classroom teacher in accordance with the classroom management plan. For persistent discipline problems or severe acts of inappropriate behavior students may be referred to the administration.

SCHOOL RULES:

1. Be courteous and respectful to staff and students

2. Keep hands and feet to themselves at all times
3. Remain quiet and orderly in the buildings and on the school grounds
4. Be prepared for class. Bring only educationally necessary materials to school. Items such as toys, games, radios, matches, weapons (or facsimile of) and sharp objects are not allowed on school grounds and buses. The school is not responsible for lost or stolen items.
5. Students may not utilize cell phones in any capacity during the school day/bus ride.

Stateside Elementary School does not tolerate threats, assaults, harassment, bullying, or hazing by any student. Any of these behaviors should be reported to the teacher or other adult as soon as possible. It is the responsibility of the teacher and principal/designee to investigate any claims of threats, assaults, harassment, bullying, or hazing. According to BOE Policy- 4331, except where certain consequences are required by law, principals in the elementary grades are expected to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standards or rules. Violations of this section may result in suspension and/or legal involvement.

DISMISSAL

Stateside will begin dismissing car riders at approximately 3:20. Car riders will be escorted to the lobby by a member of the STES staff. Bus riders will be taken directly to their bus. For the safety of all students, parents are not permitted to wait in the lobby or hallways. Faculty and staff will assist car riders to their cars in front of the school. Please make sure that your child's teacher/office receives transportation plans for any Early Release days. If the office or teacher does not receive any changes prior to 2:30, your child will go home by means of the last known

1. Transportation tags are attached to student backpacks to assist in afternoon transportation and dismissal.
2. Only adults listed on the student's transportation form/password card may pick up students from school. Additions to the list may be made in writing. Please be advised that school personnel may ask to see photo identification before releasing students to any adults.
3. Car riders are picked up at the front of the school. Please be patient during the first few weeks as the car line is always longer at the beginning of the school year. Be sure to drive all the way around to the approved location and allow school officials to assist in loading and unloading students in a safe manner. To the greatest extent possible, students need to get in and out on the passenger side of the vehicle. As always safety is our primary concern.
4. A car tag will be provided and should be displayed in the front window when picking up student(s) in the car rider line. **Parents are not to exit their vehicles.**
5. **Cars are not permitted in the bus lane during dismissal for any reason.**
6. **Be cautious and drive slowly when exiting the parking lot and out of the school zone.**

DRESS CODE

The dress and appearance of students has a significant effect upon conduct and behavior while at school. It is expected that students will be dressed and groomed appropriately for the age group of the individual. Stateside Elementary School, in accordance to OCS Board Policy has adopted the following dress code guidelines:

- No hats inside any building (with the exception of spirit days)

- Appropriate shoes should be worn for safety reasons. **Flip flops and sandals that expose the toes are not permitted during PE and outside physical activity. They are discouraged on other days for safety reasons.**
- No brief or revealing attire. Shorts, skirts, and skorts must be appropriate length (generally fingertip length). Baggy pants/shorts are not permitted. A jacket or shirt is suggested to be worn over/under tank tops and spaghetti strap shirts unless straps are wider than two fingers. "Sagging" is not allowed. Sleeveless shirts can be worn as long as they are not revealing.
- Clothing that encourages the use of tobacco, alcohol or other drugs, or contains the use of profanity is not permitted.

EARLY RELEASE

Onslow County Schools provides five (5) professional development days for staff. On those days, students will be released at 12:20. Normal dismissal procedures and practices will be followed. The parent must provide the child's teacher with any changes in the normal routine. It is important that parents/guardians make the necessary arrangements in advance to ensure student safety and proper supervision when the student arrives off the bus. Lunch will be provided to students before dismissal. Dates for early release are listed on the OCS calendar.

The Early Release Dates for 2017-18 are as follows:

- September 21st
- October 19th
- November 9th
- February 15th
- March 15th
-

FEES

The Onslow County Board of Education has established the following fees:

Art	\$1.00
Instructional Supplies	\$5.00
Recorder (4 th & 5 th graders only)	\$5.00
1:1 Technology Usage Assessment/Fee (grades 3-5 only)	\$25.00
Insurance (optional)	13.00

***Students are held responsible for lost and damaged textbooks and library books.**

FIELD TRIPS

Students may have opportunities to participate in off campus activities throughout the year. Information on the purpose of the trip, the cost, and schedules will be shared with parents before the trip. Many of the trips require special bus arrangements and advance ticket purchases. Therefore, we ask that you please adhere to the payment deadlines and due dates. **No refunds will be given due to illness or behavior after the payment deadline day.**

Late payments and/or permission slips may not be accepted. If you need to make special arrangements or request, please notify your child's teacher as soon as possible. Parental permission slips will be required for all students who leave campus during the school day for a field trip.

* Only parents serving as chaperones may ride the bus if permitted and seats are available. Parents riding the bus must be fingerprinted through OCS at least 2 weeks in advance.

GRADING POLICIES

Report cards are sent home every nine weeks. Interim reports are sent home midway through the grading period on the dates designated on the Onslow County School calendar. Two conferences will be scheduled during the year. To be eligible to earn either Honor Roll or Principal's List status, students must

earn an "S" in all categories not represented by numerical or other letter grades.

HONOR ROLL & PRINCIPAL'S LIST

Students in grades 3-5 who attain all A's on their report card during the nine weeks grading period will be placed on the Principal's List for that grading period.

Students in grades 3-5 who attain all A's & B's on their report card during the nine weeks grading period will be placed on the Honor Roll List for that grading period.

To be eligible to earn either Honor Roll or Principal's List status, students must earn an "S" in all categories not represented by numerical or other letter grades.

IMMUNIZATIONS

Stateside Elementary follows all state laws in regards to childhood immunizations. NC law requires all students to have an up to date shot record on file at school. Please contact the school nurse if you have any questions.

INCLEMENT WEATHER

In preparing for severe or inclement weather, it sometimes becomes necessary for a decision to be made concerning the closing of school or delaying of school hours. After conferring with the National Weather Service and various emergency agencies, a decision will be made on whether to delay or close school. This decision will be made in a timely manner so that information can be communicated to all parties. Since we are a county-wide school system, a decision to close schools or delay school hours will affect all schools throughout Onslow County. In order to effectively communicate this information, school officials are asking all students, parents and school employees to follow the suggestions listed below:

1. The parent's/guardian's primary contact phone number will be registered with your child's school to receive automated messages. School cancellations or delays will be announced through the school system's automated alert network. In addition, the registration of your phone numbers is essential to allow the school to contact you in case of an emergency.
2. Log-on to our system's web site at www.onslow.k12.nc.us to read current information on school closings or delays.
3. Call the Onslow County Schools "Information Line" at (910) 989-2211 to hear current information on school closings or delays.
4. Listen to one of the area radio stations: WKOO (98.7FM), WXQR (105.5FM), WDLX (93FM), WSFL (106.5FM), or WRNS (95.1FM) or your local favorite radio station.
5. While we will notify area television stations, they have certain time restraints in getting information on the air, due to the large volume of closings they list.
6. Please do not telephone radio or television stations, newspaper offices, school officials or school offices.
7. **THE ABSENCE OF ANY ANNOUNCEMENT MEANS THAT THE SCHOOLS WILL OPEN OR CLOSE AS USUAL.**

Over 15,000 of the approximately 24,000 students in the Onslow County School System travel to and from school by bus. Many times road conditions on our much-traveled primary roads are quite different from those on our less frequently traveled secondary roads. When making a decision on opening or closing schools, school officials are primarily concerned with the safety and welfare of all pupils and staff members.

LUNCH/MEALS

(OCS Policy 6200, 6225, 6230) Onslow County Schools provides nutritious breakfast and lunch meals designed to meet the USDA federal guidelines and nutrition standards for school meals. These guidelines limit the amount of fat, sodium, and sugar in meal selections and encourage increased consumption of fresh fruits, vegetables, whole grain products, and calcium rich foods. Well-balanced breakfasts and lunches contribute to the success in the classroom and students' academic performance.

Menus are available on the Onslow County Schools website at www.onslow.k12.nc.us and in local media. Meal prices are \$1.25 for breakfast and are \$2.25 for lunch. Reduced price breakfast is provided at no cost and reduced lunch cost is \$.40. Supplemental a la carte items that meet the Smart Snack guidelines are available for additional purchase.

Parents/Guardians may request restrictions for students with a written note sent to the cafeteria. Students in grades K-8 with no money will be fed and charged for a meal only. No a la carte items will be charged. Families are responsible for all meal costs for food eaten by the student until the new meal application has been approved and any charges accrued until that approval. A parent/guardian may request a copy of their student's account.

Payment for purchases in the cafeteria may be made by cash or check to the school cafeteria. Please do not send money to the school office. Other methods of payment are debit/credit card online at www.k12paymentcenter.com. Meal applications for free or reduced meals can be found online at www.lunchapplication.com. This is the quickest method.

Only one application per household should be completed. Return meal applications to the school cafeteria or the school nutrition central office. If you do not receive notification for all (each individual child) students in the household, please notify the school nutrition central office immediately.

MEDICATION

Onslow County Board of Education has in effect a policy for the administration of medications to students during the school day. Every effort should be made to give medications at home before or after school. Students who must take any type of prescription medication during the school day must have a completed "Administration of Medication and Consent Form" (available in the school office) signed by both doctor and parent/guardian prior to the medication being dispensed. **Students may not transport medication to and from campus.** All medication is to be registered with the school nurse in an appropriately labeled container. School personnel are not allowed to dispense over-the-counter (OTC) medication to students without a doctor's prescription and completion of the proper form.

MOMENT OF SILENCE

The Onslow County Board of Education has adopted the following policy for all schools:

"A moment of silence shall be observed at the beginning of each day in all grades in the school system. The moment of silence may not exceed one minute in length, must be completely unstructured and free of influence from any source and no other activity shall be allowed during that time."

NEWSLETTERS/ E-NEWS/SCHOOL MESSENGER

School newsletters are sent electronically via E-News to inform parents/guardians of events that will be taking place throughout the year. If you would like to receive this

informative email, please log on to our website at

<http://stateside.nc.oce.schoolinsites.com>

to register under the "notify me" link. Reminders are periodically sent home announcing special school events via flyers or the School Messenger Phone system.

PARENT TEACHER ORGANIZATION (PTO)

The PTO of Stateside Elementary School works to be collaborative partners with the school to provide support for teachers and students. The school encourages all parents to be active in this organization. The structure and time of meetings will be published throughout the year.

PROMOTION

Onslow County School System promotion standards are:

K-2 Promotion Requirements (Revised February 7, 2012)

- By the end of kindergarten and first grade, progress on the Onslow County School System K-2 Literacy and Math Assessment shall be considered for promotion to the next grade.
- By the end of second grade, students will have acquired on-grade level proficiency as determined by the Onslow County School System K-2 Literacy and Math Assessments to be promoted to the next grade level.

3-8 Promotion Requirements

- In order to be considered for promotion, students in grades 3-8 shall perform at least at grade level as identified by the state end-of-grade tests, observations, grades, teacher-generated, locally-generated, and state-generated assessments; work samples, portfolios and/or other factors in all areas of the curriculum. It is recognized that the final authority to grade and place students is the responsibility of the principal, in accordance with G.S. 115C-288(a).

§ 115C-288. Powers and duties of principal.

(a) To Grade and Classify Pupils. – The principal shall have authority to grade and classify pupils.

SAFETY

1. Emergency Drills – As a part of our School Risk Management Plan, we will practice safety drills on a regular basis. It is important that you stress the importance of participating seriously in the drills in order for your child to build mature, inner resources needed for emergencies. Fire and emergency drills are held in accordance with state regulations.
2. Loading and unloading your child in the car lane –students must wait for clearance from adults as to crossing if two lanes are open. As weather deems or otherwise necessary, loading/offloading may be one lane only. Please use extreme caution. **We ask that you do not drop your Patriots off in the parking lot across from the kiss and go lane and have them walk alone to the building. Please use the Kiss and Go Lane for the safety of our students.**
3. Toys, tablets, cell phones, trading/playing cards, etc. are not allowed and will be taken for parent or guardian pick up.

SCHOOL COUNSELOR

Stateside Elementary has a school counselor who conducts small groups, whole class, and individual counseling sessions. The counselor is available to assist students and parents who are experiencing school-related problems with their child and to assist/teach units needed by students. There is also a military liaison counselor available for those affiliated with the military. Please call the school to schedule conferences with the counselor as needed.

SCHOOL HOURS

The school day begins at **8:00 a.m.** There will be a five minute **warning bell at 8:25**. Students who arrive to school after **8:30 a.m.** are considered tardy and must be checked into the office by a parent or guardian. Dismissal for students is 3:30 p.m. (see also; Dismissal & Early Release)

SNACKS

Students may bring a snack to school each day. Students may also purchase supplemental items during their lunch period in the cafeteria. (A parent may limit items purchased through the cafeteria.) In response to health and safety concerns, Onslow County Schools request that all snacks and treats brought to share, i.e. for birthdays, class snacks, and holidays, must be purchased from a store, individually wrapped and within the expiration period. Please be mindful, in designated classrooms, we have student(s) with severe peanut or other product allergies.

STUDENT RECORDS

Pursuant to the Family Education Rights and Privacy Act (FERPA), & the OC Board of Education, parents of students under 18 years of age have the right to inspect school records. Parents/Guardians that move to a new address, obtain a new work phone number, or obtain a new home telephone number should call the school and provide the office with their new demographic information. It is important that all student information is kept up to date so parents can be contacted if necessary.

Directory Information: Onslow County Board of Education classified the following as directory information: name, school, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams and degrees and awards received. School officials may release this information to any person without the consent of the parent or student. Any parent who objects to the release of any or all of this information without consent must notify in writing the principal of the school where the records are kept within 30 days. The objection must state what information the parent or student does not want classified as directory information. If no objection is received within 30 days, the information will be classified as directory information until the beginning of the next school year.

TITLE IX STATEMENT

Onslow County Schools does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. The following person has been designated to handle inquiries regarding Title IX: Title IX Coordinator, Onslow County Schools, 200 Broadhurst Road, Jacksonville, NC 28540, 910-455-2211.

TRANSFER/WITHDRAWING STUDENTS

Parents that wish to withdraw their child should notify the Data Manager for an explanation of proper procedures.

TRANSPORTATION

Communicate with your child's teacher how he/she is to get to and from school on a daily basis. If you need to change the normal procedure of transportation home in the afternoon you will need to do so in writing. Send a note to your child's teacher and be specific of the change. If it is a bus change include the bus number and destination address. It is best if all transportation changes are handled before 2:30pm

NO transportation changes will be taken over the phone. Please send a written note, a fax, or an email.

Emails will require a return response to the sender to confirm that the change has been noted.

WATCH DOGS

Watch D.O.G.S. (Dads of Great Students) are dads, grandfathers, uncles, etc. who volunteer their time to help out at Stateside. Two primary goals of the program are 1) to provide positive male role models for the students demonstrating by their presence that education is important and 2) to provide extra sets of eyes and ears to enhance school security and reduce bullying. More information will come as the new school year begins.

VISITORS/ VOLUNTEERS

All visitors and volunteers must check in at the school office. Upon check in, a visitor's badge will be issued that must be worn at all times while on campus. Parents are encouraged to participate in the school program and their child's classroom. Parent participation shows support for the child and the school and helps the parent gain insight into the child's progress. **In order to help out in your child's classroom, prior approval from the teacher or administration is required. There will be no visitors during instructional time.** In accordance with Onslow County School Policy, classroom volunteers and field trip chaperones must be fingerprinted. For additional information, call the school receptionist.

STAY CONNECTED

With **STATESIDE**
PATRIOTS



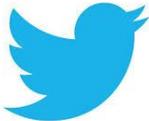
Visit our Webpage!

<http://stateside.nc.occ.schoolinsites.com/>



Follow us on Facebook!

<https://www.facebook.com/STESPatriots/>



Follow us on Twitter!

@stespatriots



Remind text messaging

Text @stesparent to 81010 and follow directions



Powerschool Parent Portal

<https://onslow.powerschool.com/public/>



Stateside PTO Facebook page

<https://www.facebook.com/STESPTO/?fref=ts>