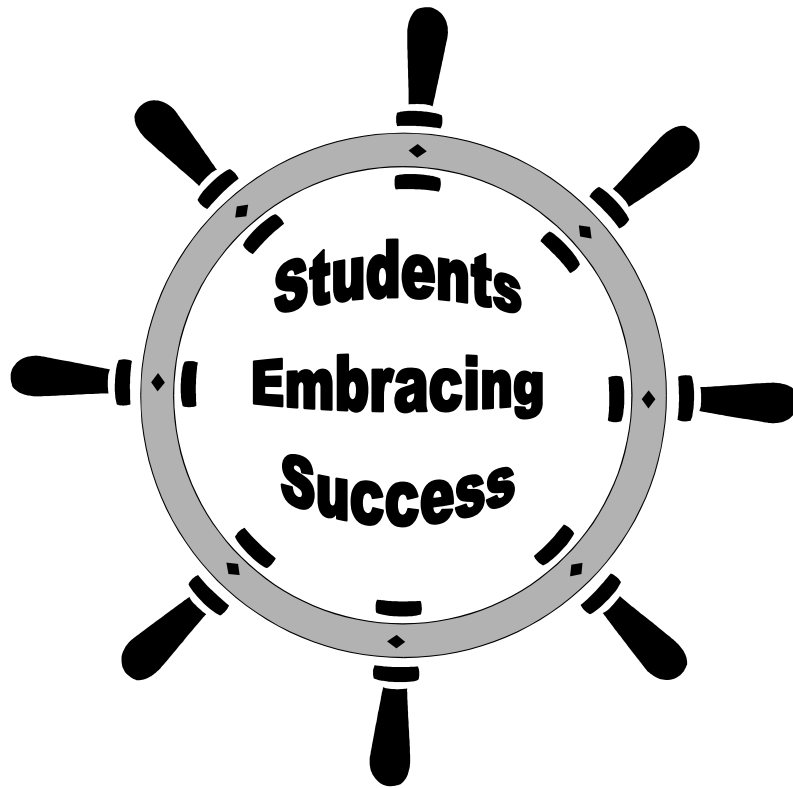


Swansboro Elementary
School Pirates
School of Design Thinking



Student & Parent Handbook
2016 - 2017

Name: _____

Teacher: _____

WELCOME

On behalf of the teachers and staff of Swansboro Elementary School, we would like to welcome you to our school. The purpose of the Student-Parent Handbook is to keep parents and students informed of some of our policies and procedures. We also encourage you to communicate regularly with your child's teacher, visit our school website

<http://swansboro.nc.oce.schoolinsites.com> and sign up to receive school text through Remind 101.

It is our pleasure to work with you as partners in your child's education. Your child is extremely important to us here at Swansboro Elementary. Our goal is to provide the best educational program for each child. Teamwork among the parents, staff and community is crucial to reach the desired level of excellence. We encourage you to be involved in your child's education by volunteering, assisting with homework, taking part in curriculum-related activities, becoming active in extra-curricular events and joining the P.T.O. We are looking forward to a very successful school year.

Page Highsmith, Principal

Beth Wilsey, Assistant Principal

ATTENDANCE

Your cooperation in following our attendance policy will ensure your child will be a part of this learning process.

SBES's attendance policy is as follows:

ABSENCES

1. It is important to your child's education to attend school regularly. Your child must be in school at least one-half of the school day to be counted present. **Children missing more than 20 days (10 within the first ninety days and 10 within the last ninety days) shall not be promoted to the next grade except upon determination of principal/designee and review of school records.** Please refer to policy in OCS Board of Education Policy Booklet for further explanation.

2. The North Carolina Compulsory Attendance Law (GS 115C-380) requires that your child bring a written note (*) stating the reason for any absence. Please address the excuse to your child's teacher and include the following information:

Your child's name Date(s) of absence Specific cause of absence Your signature
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The written note MUST BE submitted on the DAY returning after the absence.

3. Excused absences include personal illness and injury, quarantine, emergency medical and dental appointments, court or administrative proceeding, death in the immediate family, as well as preapproved (by principal) educational opportunities and religious observances.
4. The North Carolina Compulsory Attendance Law plainly states the following procedures:
 - a. After three (3) accumulated unexcused absences, the principal or designee shall notify the parents in writing.
 - b. After not more than six (6) accumulated unexcused absences, the principal shall notify the parents by mail that they are in violation of the law, which may result in a home visit by the school social worker and/or prosecution.
 - c. After ten (10) accumulated unexcused absences and/or ten (10) tardies/early checkouts, the principal shall review. The student records and shall notify the parents by mail that they are in violation of the law, which will result in a home visit by the school social worker and/or prosecution.
 - d. **When total absences (lawful and unlawful) exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation, etc.).**
6. If a parent has knowledge of a probable absence, the teacher should be notified in advance in writing.
7. Educational trips must be preapproved by the principal for the absence to be excused. A written request should be submitted 10

days prior to the trip. Keep the school calendar handy to assist in planning for family vacations so that your child will miss the least amount of instructional time possible. The student will be expected to share the knowledge gained from the trip.

- Any child arriving at school after 11:35 a.m. or signing out before 11:35 a.m. will be counted absent. To be counted present for the day, a child must be at school no less than 195 minutes.
- If a child has frequent absences, the teacher will contact the Data Manager and a letter will be sent home to inform the parents of the school's concern.
- Excessive absences, tardies and early checkouts will be reported to the school social worker and possibly youth services. These may result in retention.

TARDIES/EARLY CHECK OUTS

- The **TARDY BELL rings at 8:20.** Your child will be considered tardy after this bell.
- The sign-in slip will be printed upon electronic check in at the front desk.
- School personnel will send a letter to parents when children have excessive tardies/early check outs.
- Any time prior to carpool dismissal (3:05) will be considered an early check out.**
- Walkers will be dismissed at 3:15 and buses will be dismissed at 3:20.**

Check-In/Out

- Children should not be dropped off before 8:00 a.m.** Supervision is not available until 8:00 a.m. If your child arrives to school later than 8:20 a.m., **accompany her/him to the office** and obtain a sign-in slip.
- All students arriving after 8:20 am or leaving before 2:45 pm MUST be checked in/checked out in the office by a parent, legal guardian or one from their pick-up list.** No student will be released from the school without proper identification of the adult. **We also ask that if you need to sign your child out early, that you do so before 2:45; otherwise, they will be expected to follow dismissal procedures.**

- All carpool students' families MUST have A PLACARD IN THE WINDOW OF THE CAR FOR YOUR CHILD TO BE PLACED IN THE CAR. This applies throughout the entire school year.**

- Changes in afternoon transportation plans must be communicated to your child's teacher in writing. Changes in a child's afternoon transportation will not be accepted over the telephone.**

REPORT CARDS

All students will be graded in nine-week segments with interim reports sent home at the midpoint. Students in Kindergarten through Grade 2 will be graded with an assessment report that lists required skills and the progress being made on those skills.

The following grading scale will be used for students in Grades K-2:

Above Grade Level
On Grade Level
Below Grade Level

The following scale will be used for students in Grades 3-5 throughout Onslow County:

90-100	A
80-89	B
70-79	C
60-69	D
<59	F

Report cards for students will be issued every nine weeks for all grades.

Parents are encouraged to use Parent Portal to stay informed of your child's attendance and academic performance.

Curriculum

Swansboro Elementary School follows the *English Language Arts and Mathematics Common Core Curriculum* and *North Carolina Essential Standards Curriculums*. This includes reading, writing, math, science, social studies, physical education, music, art, computer literacy, and media skills. See <http://www.dpi.state.nc.us/curriculum/> for more information.

TECHNOLOGY

All students are expected to abide by follow the Technology Responsible Use policy (3225/4312/7320). All 4th and 5th grade students will be issued 1:1 devices and are expected to abide by the District Issued Device Agreement Form. Failure to use technology and/or the internet responsibly may result in disciplinary action.

*PRINCIPAL'S LIST GRADES 3-5

A student who makes all "A's" (90-100) in academic subjects and an S in all areas/resource classes will be placed on the *Principal's List* for the grading period.

*HONOR ROLL GRADES 3-5

A student who makes no less than a "B" (80-89) in academic subjects and an S in all areas/resource classes will be placed on the *Honor Roll* for the grading period.

The local newspaper will recognize our students on these accomplishments!

PROMOTION REQUIREMENTS

(STUDENT PROGRESSION & PLACEMENT POLICY 3420)

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.

In order to be considered for promotion, a student in grades 3-5 shall demonstrate sufficient progress in all subject areas and meet local/state promotion standards. Students that indicate a lack of growth and appropriate progress throughout the school year may be considered at risk of retention.

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).

NOTICE TO PARENTS OR STUDENTS FERPA LAW

TO ALL PARENTS OF STUDENTS CURRENTLY ATTENDING THE ONSLOW COUNTY SCHOOLS AND ALL STUDENTS CURRENTLY ATTENDING THE UNIT WHO HAVE REACHED THE AGE OF 18

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of school records. Under the law, parents of students or eligible students have the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or students is limited and generally requires prior consent by the parents or the student. The Onslow County Board of Education has adopted a written policy governing all rights of parents and students under FERPA. Copies of the policy may be found in the Superintendent's office, and in the principal's and counselor's offices of each school within the unit.

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, N.C. 28541, 910-455-2211.

DISCIPLINE

It is the belief of the administration that school should be a place where students behave in an appropriate manner, so as not to interfere with the teacher's job of teaching or the student's job of learning.

We strive to provide an atmosphere of communication and cooperation among students, teachers and parents. This atmosphere should be one free of fear, indignities, danger and disruptions. Students not only develop their academic talents during these years, but also develop respect for adults and peers and a sense of fair play. Simply stated, students are expected to obey reasonable rules. Teachers make every effort to reward good behavior, just as they must stop misbehavior.

Swansboro Elementary will continue to participate in the Safe and Civil Schools Project to help promote safety and civility.

STUDENT RULES AND REGULATIONS

DO YOUR BEST at SBES!

Nice Hands
Nice Words
Nice Feet

1. **S**tudents must not leave the campus during school hours without permission from the office.
2. **S**tudents should be courteous to any teacher or assistant and to their fellow students.
3. **S**tudents should learn and practice safety rules. Teachers will teach and implement their rules, policies, and procedures. Students are expected to be their very best, always!
4. **S**tudents are expected to demonstrate acceptable behaviors in order to maintain a place for learning where students may pursue an education in an atmosphere free of fear, indignities, danger and disruptions. As students develop their academic talents, the school also insists that they develop a respect for each other, practice the idea of fair play, respect the property rights of others, conduct themselves in such a way as not to interfere with the safety or the educational opportunities of others, and obey reasonable rules.
5. **S**tudents should only bring to school items necessary for educational activities. Students should **not bring cell phones**, toys, trading cards, radios, hand-held video games or other such equipment to school unless prior, written approval is given by the teacher.
6. **B**us safety procedures outlined in the *Student Discipline Policies and School Bus Safety Regulations* handbook will be enforced. Each parent will receive a copy of the handbook. Bus transportation is a privilege, not a right, and may be taken away if students act inappropriately.

STUDENT DRESS CODE

Although the primary responsibility for the appearance of students rests with the parents and students themselves, the school has an obligation to require dress that is not disruptive at school and complies with sound health practices. Shoes will be worn on the campus.

- ❖ Shorts and skirts must be of reasonable length (**no shorter than mid thigh length when standing**)
- ❖ No halter-tops, spaghetti strap tank tops, strapless tops, cutoffs, or apparel that exposes the stomach may be worn.
- ❖ Students may not wear flip flops or shoes with heels higher than 1 inch. Shoes with wheels are not permitted. Sneakers are recommended as students are involved in physical activities every day. A flip flop is defined as any shoe that is open-toed and does not have a strap around the heel.
- ❖ Clothing with offensive wording or suggestive language is not permitted.
- ❖ Clothing that refers to any type of alcohol, drug or act which is illegal or hazardous to one's health, is not permitted.
- ❖ Hats, scarves, sunglasses or head coverings of any type may not be worn in the buildings.
- ❖ Dress code violations may require parents to bring a change of clothing and/or disciplinary action will be enforced according to the severity of the infraction.

FOOD SERVICES

Breakfast - 8:00 to 8:20

Kindergarten students should go directly to the classroom and staff will escort the children to breakfast at the beginning of the year. This will change once students learn the routine.

All other students eating breakfast report directly to the cafeteria

Lunch – Teacher will communicate time.

- ❖ Full-price Student Meals
Breakfast \$1.25
Lunch \$2.25
- ❖ Reduced-price Student Meals
Breakfast FREE
Lunch \$.40

Parents should send money for their child's lunch account to the cafeteria regularly and separately from other monies paid to the school. It is important to keep your accounts up-to-date.

If your child was free or reduced last year, it is not an automatic approval this year. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the Child Nutrition office notified you in writing that your child is eligible for the new school year. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Child Nutrition Department, P. O. Box 99, Jacksonville, NC 28541 or bring it into our office at 200 Broadhurst Rd, Jacksonville, NC 28541. For concerns regarding lunch applications please call (910) 478-3480.

Parents are responsible for all charges accrued until the date the application is approved. Students approved for free or reduced priced meals must choose a FULL meal. Individual items and milk selections result in a la carte pricing. A la carte items are not available for charging.

CAFETERIA RULES

1. Get **ALL** items needed the 1st time. (milk, ketchup, fork)
2. Fill up table. No saving seats.
3. Students clean area (table and floor) before you leave the table
4. Raise your hand for help
5. Use **INSIDE** voices
6. Bumpers in your seat
7. Hands up, mouth closed when the intercom comes on.
8. ALWAYS: Nice Hands, Nice Feet, Nice Words!

Parent Rules

1. You are allowed to eat with your child(ren)- **ONLY**
2. No photos
3. No sharing food with other students

WITHDRAWALS

If you move during the school year, please notify the office of your new address and provide the school with a copy of a current utility bill. If you move anywhere that will require the transfer of your child from Swansboro Elementary School, please notify the school at least five days prior to your child's last day. This will allow teachers ample time to compile your child's records and prepare the paperwork for transferring to a new school. You will be furnished with a Transfer

Slip that is essential for admission and helpful in determining proper placement based on previous academic achievement.

SCHOOL FEES

(Due the first week of school)

Instructional Supply;	\$5.00
Art;	\$1.00
Music: *	\$7.00

***Recorder for 4th grade only**

(price subject to change)

Other: Onslow County Schools offer insurance for students. Forms will be sent home the first day. This is optional.

4th and 5th grade students will need to pay a **\$25 Technology Usage Assessment Fee.**

WAIVER OF FEES

Fee waiver applications should be completed within the first 20 days of entering school. The applications will be processed and a written response will be sent home. This does not apply to all fees, only instructional fees. Please contact the principal regarding financial assistant for other expenses or needs.

ILLNESS

1. It is essential that each parent complete a student information sheet on each child in this school so that we may comply with your wishes in the event of illness or accident.
2. In developing a plan for emergencies, it is important that legal responsibilities be considered. The school is not responsible for treatment.
3. The school is responsible for first aid (emergency care) when it is needed during school, and parents are responsible for transporting the child home.
4. If a child becomes ill or injured at school, his/her parents or guardian shall be notified as soon as possible. Parents will be expected to arrange for their child to be picked up when contacted by the school.
5. The teacher or assistant will complete incident reports when a child is injured.
6. If your child contracts a communicable disease such as chicken pox, pink eye, etc., they should remain out of school until the contagious period is over.
7. Head lice are blood-sucking insects that live on the scalp and hair of humans. They are transmitted by direct contact with others who are infected, wearing infested clothing,

using infested combs and brushes, and other types of contact. Periodically, staff will check students for head lice. The school recommends that you check your child regularly at home as well. Students who have head lice must be picked up from school immediately and treated for the condition. Students who return after having head lice must be brought in by a parent and checked by the school's nurse or a staff member. Students may not ride the bus until the school has cleared them. A student should be cleared and returned to school within 3 days. Absences after 3 consecutive days will be unexcused.

STUDENT INFORMATION

The school must have at least two **CURRENT** phone numbers to call in case of injury or illness. These numbers must be kept up-to-date. Forms for this information will be sent home at the beginning and middle of the year. Updated information can be given by calling the school office or sending in a note.

Parents are responsible for providing the school with any custody paperwork or other court orders. Unless the school is provided with proper court documentation stating otherwise, all legal parents/guardians have rights to their child and their child's educational records. As situations change, please inform the school in writing promptly.

HEALTH CERTIFICATE

All students entering kindergarten must present a health assessment within 30 calendar days of entering school. The required form can be picked up from the office.

Students who do not meet this requirement, within 30 calendar days of enrollment, will be suspended from school until a completed health assessment has been received by the administration.

MEDICATION GUIDELINES

Onslow County Schools has provided guidelines to control the dispensing of medications to children in school. We ask that you assist us in following these guidelines so that we can better control the administration of medicine at Swansboro Elementary School.

Every effort should be made to give medications outside school hours. Our staff will not give non-prescription medications.

The **only** medications administered by school personnel are:

1. THOSE TO BE TAKEN UNDER A

PHYSICIAN'S ORDERS and 2.THOSE THAT MUST BE TAKEN DURING SCHOOL HOURS.

The parent should deliver any medication given at school. Please do not send students with any type of medication (prescription or over the counter). Medications must be in the original container with a current prescription label. Ask your pharmacist to give you two prescription bottles if doses are required at home and school. Our staff will not dispense medicines sent in plastic bags, foil, etc.

Our staff will only dispense according to label specifications. Parents are asked to complete the *Medication Request and Consent Form*. Copies of this form are available in the office when you bring in the medication. **THIS FORM MUST BE COMPLETED BEFORE WE CAN DISPENSE MEDICINES TO YOUR CHILD.** Sunscreen and insect spray will not be applied to students without proper documentation from a doctor.

If you have any questions regarding medications, please call the school. Thank you for your cooperation and assistance in helping us safely meet your child's health needs.

IMMUNIZATIONS

North Carolina law requires that each child have an up-to-date shot record on file at school. Pre-kindergarten, kindergarten and new students are given 30 days from their time of enrollment to give the school a copy of the student's shots. Students who do not have a shot record on file will be suspended from school after thirty days. Students' shots must be kept up to date in order for the child to be allowed to attend school.

WEATHER DELAY, CANCELLATION & EARLY DISMISSAL

In the event of extreme weather conditions such as snow or ice, the superintendent of schools, not the principal, is responsible for making the decision to close schools. This information will be announced on local TV and radio stations. Please do not call the school for this information. When a delay is announced the buses will run 2 hours later than usual, the school will open at 10:00 a.m., class will begin at 10:20 a.m. and breakfast will not be served. Occasionally, extreme weather conditions develop during school hours and school is dismissed early. Parents should anticipate such emergencies and instruct children where to go if there is no one at home.

**Onslow County Schools weather delay
hotline number is (910)-989-2211.**

VISITORS ON CAMPUS

In order to ensure the safety and protection of the students and members of our staff, we are implementing a buzz in system. It is imperative that all visitors check in at the office when they arrive. Campus visitors will be issued identification stickers and the sticker **MUST** be worn at all times while on campus. Visitors must sign in on the visitors' log and sign out upon leaving the campus.

Visitors that are disruptive to the learning environment or fail to comply with OCS policies will be required to leave campus.

PARENT INVOLVEMENT

Swansboro Elementary School has an active Parent Teacher Organization. The organization plans activities to raise funds and foster family involvement in your child's school. Parent Teacher Organization officers will be elected and will coordinate activities with teacher representatives. We encourage all parents to join our PTO.

VOLUNTEERS' TRAINING

Swansboro Elementary is very fortunate to have an active and effective volunteer program. Volunteers play a very important part in the total

educational process. If you are interested in volunteering your time and talents to the students, please call the school. Attendance at an orientation training session is required annually. Both the OCS Volunteer Confidentiality and Internet Access forms must be signed. New volunteers will also be fingerprinted. Contact Mrs. Wilsey for more information about training classes.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are our most important means of communication with parents. Feel free to visit the school to discuss your child's progress during non-instructional time. Conferences may be scheduled through the school office or with the teacher. A minimum of two conferences will be conducted each year. Additional conferences will be held as needed.