



CFIE Student Handbook 2023-2024

**CAROLINA FOREST INTERNATIONAL ELEMENTARY SCHOOL
141 CAROLINA FOREST BOULEVARD
Jacksonville, NC 28540
(910) 356-1778
(910)347-2108 Fax
School Hours: 8:10-3:30**

**Tracy Hill
Principal**

**Angela Kates
Assistant Principal**

Welcome to Carolina Forest International Elementary School (CFIE)! We are excited for this 2023-2024 school year! Please carefully read the Parent-Student Handbook as it is a tool containing valuable information. 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. Please note this handbook is not all inclusive, especially regarding discipline, and is subject to change as needed to ensure the safety and overall efficiency of our school. We look forward to pursuing excellence with our students and parents!

Tracy Hill, Principal

ARRIVAL

The school building/classrooms will open at 8:10. For safety purposes, no student or parent may enter the buildings/classrooms until that time. Exceptions are teacher scheduled conferences before school or special meetings.

Parents/guardians dropping students off (8:10-8:28) may use the car rider line. Vehicles will use the nearest entrance to Ramsey Road, proceeding to the approved location and allow school officials to assist in unloading students in a safe manner. After 8:28, parents must park and escort students to the door and ring the bell as the tardy bell rings at 8:30. Walkers will enter the school building through the cafeteria entrance or the car rider entrance pending the direction they are coming from. **Parents may escort their student to class the first week of school only. After, they must leave their student at the entrance door(s).** Vehicles are not permitted in the bus parking lot (front circle) between 7:50 -8:30, and 3:10-3:30.

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, tardiness, and early checkouts should be limited to illness or other extenuating circumstances.**

NC General Statue 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. **Please be prepared to show valid identification when checking out your student.**

The school day begins at **8:10 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.** The student will be given a pass to give to the teacher. Check outs will not be permitted after **3:10 p.m.** due to afternoon dismissal transitions beginning.

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 valid 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.**

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 that makes the student physically unable to attend school;
2. isolation ordered by the local health officer or the State Board of Health or isolation or quarantine that is a required state or local control measure;
3. death in the immediate family;
4. medical or dental appointment;
5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, if the parent or guardian submits a written request to the principal for the absence to be excused at least five days prior to the absence and the principal gives approval;
8. a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting; or
9. any other reason as approved by the board in a board resolution.

All other absences are considered unexcused.

*All tardies are marked as unexcused unless a note (doctor/dentist, etc.) is presented upon check-in.

Onslow County Board Policy 4400- Chronic Absenteeism
Because class attendance and participation are critical elements of the educational process, any absences, whether excused or unexcused, can have a negative impact on a student's academic achievement. Regular attendance must be prioritized within each school and encouraged throughout the community. School administrators shall monitor and analyze attendance data to develop and implement strategies for reducing chronic absenteeism. Such strategies should involve engaging students and parents, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance.

Grades K-8

Students with at least 10 absences in both the first and last 90 days of the school year and at least 21 absences total in the 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. When total absences (excused and

unexcused) exceed 10 days per semester, or 20 total absences, further documentation will be required (doctor's statement, court documentation, etc.).

ACCIDENT, ILLNESS, OR INJURY OF STUDENTS

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

1. If a student becomes seriously ill or injured at school, his/her parent or guardian shall be notified as soon as possible.
2. A student who is seriously 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 an 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. A "Permission for Emergency Medical Care" form should be completed and updated by the parent/guardian at the beginning of each school year and/or during student registration.

STUDENTS MUST STAY AT HOME IF THEY ARE SICK AND/OR SHOWING ANY POTENTIAL SYMPTOMS OF COVID-19.

BREAKFAST

Students must arrive to the school **by 8:25 a.m.** for breakfast unless they arrive on a late bus. 4th and 5th grade students will report immediately to breakfast and K-3rd grade students will check in with their teacher first. For additional information please see "Lunch/Meals."

BUSES

Parents must 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. Riding the bus is a privilege. Bus misbehavior may result in a suspension from riding the bus.

CARE PROGRAMS (Before & After School)

The Before and After Care program is coordinated and facilitated by Jacksonville Commons Recreation. Please contact their Registration Administration for assistance at 910-938-5312. Should further assistance be needed to address questions or concerns about this program, please contact the direct supervisor, Melonie Marzett.

COMMUNICABLE DISEASES

The parent/guardian of a student with a communicable disease or infestation must notify the school as soon as they have knowledge of their child's diagnosis. The student must remain home until no longer contagious. A doctor's or parent note must be presented upon the student's return.

All children with fevers of 100 degrees Fahrenheit or greater will

be excluded from school until fever free for 24 hours without the use of fever reducing medications. (Tylenol, Ibuprofen, etc.)

Students with diarrhea and vomiting occurring more than once during the school day will be excluded and may not return until there is no vomiting or diarrhea for 24 hours. Please call or email the school nurse with questions and refer to OCS policy 4230.5. Any student with lice may not return until checked by the school nurse or front office staff. OCS maintains a "No-Nit" policy.

CONFERENCES

Parent-teacher conferences are encouraged to improve communication among parents, teachers, and students. Teachers will request that you attend a minimum of two parent conferences per year, one each semester. If you would like to schedule a conference, notify the teacher in writing, or call the school at 910-346-1778 to make an appointment.

CURRICULA

All students at Carolina Forest International Elementary School will be instructed according to the North Carolina Standard Course of Study. Laptops and iPads will be used by students to enhance classroom instruction. Students will receive instruction in encore classes such as Art, Media, Music, P.E., and Global instruction.

DISCIPLINE POLICIES

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, or disruptions. Students develop their academic talents during these years, but also develop respect for each other, a sense of fair play, and respect for adults. Students are expected to obey reasonable rules. Teachers make every effort to reward good behavior just as they must stop inappropriate behavior. Students who participate in extracurricular activities/councils/school-sponsored teams are responsible for leading by example. Should any of these students receive an office referral, they may lose the privilege of participating in the activities at the administration's discretion.

CFIE does not tolerate threats, assaults, harassment, bullying, or hazing. Any of these behaviors should be reported to the teacher or a staff member 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

The bell for dismissal will ring at **3:30**. Students (Walkers, Hand-to-Hand, Car Riders, and Bus Riders) will be dismissed from the designated areas. **Any changes to afternoon transportation must be made in writing or in person by the parent/guardian prior to 3:10 p.m. Changes via**

phone will not be accepted.

1. Bus tags are attached to student backpacks to assist in afternoon transportation and dismissal.
2. Only adults listed on the student's transportation form may pick up students from school. Additions to the list may be made in writing. Please be advised that school personnel **will** ask to see photo identification before releasing students to any adults.
3. Car riders are picked up in the car rider line. Be sure to drive all the way around to the approved location and allow school officials to assist in loading students in a safe manner.
4. A student number tag will be provided and must be displayed in the front windshield or brought to the door when picking up student(s) in the car rider line or Hand-to-Hand line. Students will have matching tag numbers and **will not** be released to anyone without a matching tag. Parents/guardians must come to the office and show identification for a duplicate tag.
5. Safety precautions:
Kindergarten - 2nd grade students may not walk home by themselves. They may ride the bus, be a car rider, be hand-to-hand pick up by parent/guardian (must have matching tag with student number) or walk home with an older sibling.
Hand-to-Hand is located at the far side door of the multipurpose room closest to the playground.
Parents/guardians may walk up to the door and present their matching student tag number.
Cars must park in the parking spaces in the parking lot for Hand-to-Hand pick up.
Cars are not permitted in the bus lot during arrival or dismissal for any reason.

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. CFIE, in accordance to OCS Board Policy has adopted the following dress code guidelines:

- No hats inside any building
- Appropriate shoes should be worn for safety reasons. **Flip flops and sandals that expose the toes should not be worn during PE. (No cleats or Heelies are allowed at any time)**
- No brief or revealing attire. Shorts, skirts, and skorts must be appropriate length (generally fingertip length). Baggy pants/shorts are not permitted without a belt worn around the waist. Holes or rips in pants must be below fingertip length. A jacket or shirt should be worn over/under tank tops and spaghetti strap shirts.
- Clothing that encourages the use of tobacco, alcohol, or other drugs, or contains the use of profanity is not permitted.
- Special dress days such as hat day, PJ Day, etc. are approved on occasion by the administration and will be announced in advance.

EARLY RELEASE

Onslow County Schools provides professional development days for staff. On those days, students will be released at **12:30**. 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.

The Early Release Dates for 2023-2024 are as follows:

- September 20, 2023
- October 18, 2023
- November 15, 2023
- February 14, 2024
- March 13, 2024
- April 10, 2024

ELECTRONIC DEVICES

(Cell phones, gaming devices, smart watches, etc.)

To maintain an atmosphere conducive to learning and free from distractions, students are not allowed to have cell phones or any unauthorized POD (Personally Owned Device) on or visible during school hours. For students that commute to and from school on bus transportation, all devices must be turned off prior to boarding in the morning and remain off until departing transportation in the afternoon. Student cell phones and smart watches are **not** permitted for use by students during the instructional day or before/after school events. Cell phones and Smart watches, if brought to school, **MUST** be turned off and kept in bookbag during school hours and events. This is also an expectation while riding the school bus. **See OCS Board Policy 4318**

1st offense: Device is taken. Teacher contacts parent to inform of offense. Phone returned to student at the end of the school day.

2nd offense: Device is taken and held in the front office. Parent contacted. Parent is required to pick up phone from front office.

3rd offense: Device is taken, held in front office until parent picks up. 3rd or more offenses may result in additional consequences to include detention or suspension as determined appropriate by the administration.

If there are inappropriate cell phone use/contents suspected, these offenses will be handled by the administration and possibly law enforcement on a case by case basis.

During administration of standardized testing, cellphones will be collected and placed in a safe place away from testing areas, then returned after all testing is over.

CFIE is not responsible for any lost or stolen cell phones or PODs.

EMERGENCY PHONE NUMBERS

In case of an emergency, the school must have at least two working phone numbers to call in case of injury or illness. Forms for updating this information can be found on our school website. To ensure you receive emergency phone calls/messages from the school or district, this information must be up to date in the school's database. To update this information please complete the "Contact Information" on our school's website, notify your child's teacher or speak with our school data manager at 910-346-1778.

EXTRACURRICULAR ACTIVITIES

Carolina Forest offers various extracurricular activities throughout the school year. Examples of activities include but are limited to: Battle of the Books, Chess Club, Math Counts, Odyssey of the Mind, Science Olympiad, and Tutoring. For

students to participate in any extracurricular activities on school campus after school hours, students must attend school for a minimum of half a day.

Fees

School Cash Online is an easy to use and safe way for parents to pay for their children's school fees and field trips, etc. Teachers must give parents their children's school ID numbers for them to create an account at

<https://onslow.schoolcashonline.com/>

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

1:1 Technology Usage Assessment Fee	\$25.00
Insurance (optional)	TBD

***Students are held responsible for lost and damaged textbooks, library books, laptop, and laptop chargers. Unpaid fees roll over every year until paid and could prevent students from participating in extracurricular activities in middle school and high school, as well as high school graduation ceremonies.**

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.**

If you need to make special arrangements or requests, 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.

FORMS OF PAYMENT

CFIE utilizes School Cash Online for all payments. If you do not already have an account, one may be created at <https://onslow.schoolcashonline.com/>.

When making payments for lunch accounts, make payment to Child Nutrition. You can visit the cafeteria to make payments or pay online using a credit card. The website is www.lunchprepay.com. You will need your student's lunch number. This can be provided by the teacher, the cafeteria, or in the office.

Grading Policy

All parents and students will be notified by the classroom teacher regarding specific grading procedures for that class. 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. Onslow County Schools is on a 10-point grading scale for students in grades 3-12.

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

Grades K-2 will receive a letter grade.

A: Above Grade Level

O: On Grade Level

B: Below Grade Level

All students K-5 will receive a letter grade for Enrichment classes and conduct.

S: satisfactory

N: needs improvement

U: unsatisfactory

GUIDANCE & MFLC COUNSELORS

CFIE has a Guidance Counselor and a Military and Family Life Counselor (MFLC) who conducts small group, whole class, and individual counseling sessions. The counselors are available to assist students and parents who are experiencing school-related problems with their child and to assist/teach units needed by students. Please call the school to schedule conferences with the appropriate counselor as needed.

HEALTH ASSESSMENTS

All first-time kindergarten students and all students who are enrolling for the first time in a NC public school are required to have a completed health assessment (physical) by a health care provider within 30 days of the first day they begin school. This must be completed on the State Health Assessment form which can be picked up from the school office or downloaded from the nurse's webpage on the school's website. If not provided in the allotted time period, the student will be excluded from school until presented. See OCS policy 4110.

HEARING SCREENING NOTIFICATION LETTER

Onslow County Schools provides mass hearing screenings to all preschool, kindergarten, and 1st graders. In addition, any student can receive a hearing screening with a verbal or written request from a teacher or parent.

Why is it important to have your child's hearing screened?

- Hearing is important for speech, language, reading and learning.
- A hearing screening can detect if your child needs further testing.
- Even if your child has passed a hearing screening previously, their hearing can change.
- Hearing loss is invisible and can go undetected.

A hearing screening is only a snapshot of how your child is performing and is not a substitute for a complete hearing evaluation.

If your child fails the screening, a rescreen and/or referral will be made. If your child passes the hearing screening, you may not be contacted.

If you do not want your child to be screened or if you have questions, please contact:

Katie Wegman, Au.D., CCC-A

Educational Audiologist

910-455-2211 x 20243

katie.wegman@onslow.k12.nc.us

HOMEWORK

Students in all grade levels may be assigned homework. Homework is an integral and relevant part of every student's instructional program. Homework assignments reinforce/extend classroom instruction. Expectations will be communicated by classroom teachers within the first 10 days of school.

HONOR ROLL & PRINCIPAL'S LIST

Third through fifth grade students are to be recognized for academic achievements throughout the year. The Honor Roll recognition will be given to students meeting specific criteria. Students must be working on or above grade level and receive no grade below A or B in ELA/Reading, Math, Science, and Social Studies. Handwriting will not be a determining factor in this honor. Those students who are exhibiting exemplary performance in the classroom will be recognized with the honor of Principal's List. These students must be working on or above grade level and maintain all A's. We hope to encourage students to work hard to earn this honor.

IMMUNIZATIONS

CFIE follows all state laws with regards to childhood immunizations. It is the parent's/guardian's responsibility to provide the school with an up-to-date immunization record within 30 calendar days of enrollment. If not provided within this time period or the student does not have a religious or medical exemption, the student will be excluded from school until documentation is presented. Please contact the school nurse with any questions. See OCS policy 4110.

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 the Onslow County Schools 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 WKOQ (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 call the 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 26,000 students in the Onslow County School System travel to and from school by

bus. Often road conditions on our much-traveled primary roads are quite different from those on our less frequently traveled secondary roads. When making the decision of opening or closing schools, school officials are primarily concerned with the safety and welfare of all pupils and staff members.

LOST AND FOUND

If a student loses an item and it is found on campus, then it will be placed in the school Lost and Found. This is located in the cafeteria. Once each semester the items not collected in the Lost and Found will be donated.

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 \$2.50 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. A la carte items may not 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. For any information, contact the school cafeteria manager at 910-346-1778 extension 39008.

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.

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.

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.

Unpaid lunch charges roll over every year until paid. These unpaid fees could affect your child's ability to participate in extracurricular activities as they move on to middle and high school. Fee letters will be sent home monthly. If you have questions, please contact the cafeteria manager 346-1778 extension 25005.

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 and/or over the counter medication during the school day must have a completed "Permission for Prescribed Medication Form" (available in the school office) signed by both doctor and parent/guardian prior to the medication being dispensed. This form must be updated annually. **Students may not transport medication to and from campus.** All medication is to be registered with the school nurse in an appropriately labeled container. The form can be found on the school website under nurse. See OCS policy 6125.

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/BLACKBOARD

School newsletters are sent home weekly to inform parents/guardians of events that will be taking place throughout the year. This newsletter is posted on the school webpage and emailed out by teachers weekly. Emergency information and reminders are sent via Blackboard (an automated phone messaging, email, and text system) as needed. Therefore, it is critical our school has the most current and up to date phone numbers entered within PowerSchool by our data manager. Please contact the data manager at 910-346-1778 with all updates.

PARENT-TEACHER ORGANIZATION

Carolina Forest has an active parent-teacher organization that works hard to help the school in various projects. The school needs all parents to be active in this organization. The structure and time of meetings will be published at the beginning of the school year. PTO information can be found on the school's website; the Carolina Forest International PTO Facebook Page; and the school's social media sites Facebook - @CFIEEagles Twitter - @EaglesCfie

PARTIES AND BIRTHDAYS

Parents may, with the teacher's approval, bring a small snack (must be store purchased and sealed, not homemade) or treat to celebrate their child's birthday. Ingredient labels must be present to check for allergy information as needed. These celebrations should be scheduled during snack or lunch times and should not interfere with instructional time.

PARENT PORTAL

Parents who would like to have access to Parent Portal to obtain information about their student's progress in class will need to request access by filling out the Parent Portal Form in the front office. Parents can come to the school to fill out this form or they can ask their student's teacher to send it home to be returned. Once the Data Manager has approved the form, login information will be sent home by your student's teacher.

PROMOTION

Onslow County School System promotion standards (Policy 3420) are:

K-2 Promotion Requirements

- 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

- 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.

§ 115C-288, Powers and duties of principal. (a) To Grade and Classify Pupils. – The principal shall have authority to grade and classify pupils.

RECORDINGS

Any video, audio, or photographic recording in classrooms or other areas designated for student learning without prior consent from the teacher and/or school administration is strictly prohibited.

SAFETY

1. Fire drills will be held in accordance with state regulations. First drill within the first 10 days of school.
2. Tornado drills or other severe weather drills will be conducted in conjunction with county and state-wide drills.
3. Lock-Down drills will be conducted on a regular basis. Students will participate in 4 lock down drills throughout the year. Parents will be notified about lock down drills.
4. During safety drills, no one except law enforcement/safety officials will be allowed in the building until drill is over.
5. Please be sensitive to information that will come to you in memos and newsletters announcing policies related to safety.
6. School Bus Loading/Unloading is located in the front Circle of the school. Parking, student pick up/drop IS NOT PERMITTED here during arrival and dismissal times: 7:30am-3:15pm. The parking lot beside the school should be used by parents and visitors. Fire lane parking is not permitted under any circumstances.
7. Glass bottles and containers are not allowed at school.

SCHOOL HOURS

The school day begins at **8:10 a.m.** 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, Arrival, Dismissal & Early Release)

Students may not arrive before 8:10 AM as adult supervision is not available before that time.

Student One-To-One Issued Device

As part of the Onslow County Schools 1:1 technology initiative, CFIES students may be issued a laptop or tablet to be used for academic purposes. Students may sometimes need to take their electronics home to practice, study, or complete assignments. Accordingly, it is essential that parents/guardians help ensure that students take care of the equipment and use it responsibly. Parent/guardians may be held liable for expenses related to repairing or replacing lost or damaged equipment and accessories. The technology usage assessment fee does not cover lost equipment or deliberate misuse of school issued technology. A \$25 technology usage assessment fee is included as an annual OCS instructional fee for each student who is issued a 1:1 device (student laptop/iPad). For more information,

please refer to the OCS Policy 3225/7320, 3226/4305, 3230/7330.

Student Performances

If there is a student performance and you would like for siblings in other grade levels to attend for viewing, then the sibling must be checked out by the parent in the front office prior to the performance starting. After the performance ends the parent can then check the sibling back in at the front office to return to class.

STUDENT PROGRESSION AND PLACEMENT

K-2 Promotion Requirements

By the end of kindergarten and first grade, progress on the Onslow County School System K-2 Literacy and Math Assessments 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.

3-5 Promotion Requirements

Students in grades three through five shall demonstrate proficiency with an achievement score at Level III or above in both reading and mathematics on the NC End-of-Grade tests to be promoted to the next grade. In grades three through five, subject and grade requirements shall be considered for promotion. To be considered for promotion, a student in grades 3-5 must demonstrate proficiency with an achievement score at Level III or above in both reading and math on the North Carolina end-of-grade tests. He/she must also meet local promotion standards. Any K-5 student who scores below established proficiency requirements in reading and/or mathematics will be considered at risk of repeating his/her grade, however, other factors such as subject/grade requirements and progress shown throughout the year on benchmark assessments and classwork will be considered in the final determination of the grade level the student will be placed in by the Principal. The only exception to this is 3rd grade Reading, which state law requires proficiency in reading to proceed to next grade level. Proficiency in 3rd grade can be obtained through successful completion of reading portfolio and scoring proficient on Read to Achieve test or End-of-Grade Reading test.

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 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.

SUNSCREEN

Teachers and school staff will not apply sunscreen to students at school. Students should not bring sunscreen with them to school in their bookbag. Sunscreen should be applied by parents at home prior to the student arriving at school if the parent feels it is necessary. If the parent feels the sunscreen needs to be reapplied mid-day they must come to school and reapply the sunscreen themselves. If there are any questions, please contact the school nurse.

TELEPHONE

Students are permitted to use the telephone only when there is a real need or in case of emergency. Missing homework or needed material does not constitute an emergency. The school will not be responsible for delivering phone messages to students.

TRANSPORTATION CHANGES

Parents must inform their child's teacher of what means of transportation to and from school will be utilized. All transportation changes must be communicated *in advance* and *in writing* to ensure ample time to accommodate. Communicated changes can be accepted via email in emergency situations but should be sent to BOTH teacher AND school receptionist *prior to 2:00pm*. Receptionist: kelsey.mcquiller@onslow.k12.nc.us Another accepted means of communication of emergency situations is via fax at 910-347-2108. Label emails or fax: **TRANSPORTATION CHANGE** in the subject area to indicate it is high priority. Please know that written communication (note form) is the best and most reliable means to communicate since there is always the possibility of technological issues that might inhibit delivery. **TRANSPORTATION CHANGES WILL NOT BE ACCEPTED OVER THE PHONE.**

TITLE IX STATEMENT

Onslow County Schools does not discriminate based on

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.

VISION SCREENING

Onslow County Schools provides mass vision screenings to all kindergarteners, 1st graders, 3rd graders, and 5th graders. A vision screening is only a snapshot of how your child is performing and is not a substitute for a comprehensive eye exam.

If your child fails the screening, a rescreen and/or referral will be made. If your child passes the vision screening, you may not be contacted.

VISITORS/VOLUNTEERS

All visitors and volunteers **must** check in at the school office with an ID. Upon check in, a visitor's badge will be issued that must be visibly worn at all times while on campus.

Parents/guardians, grandparents, etc. are encouraged to participate in the school program and their child's classroom. Participation shows support for the child and the school and helps the parent/guardian gain insight into the child's progress. CFIE would like to invite you to spend time as a SCHOOL VOLUNTEER. If you can devote some time to school volunteer work, please contact your child's teacher or call the school at 910-346-1778.

In accordance with Onslow County School Policy, classroom volunteers and field trip chaperones **must be fingerprinted**. For additional information, call the school receptionist.

Volunteers can be utilized in several ways.

If you are interested in volunteering, we would appreciate your help. Please notify your child's teacher or the receptionist if you would like to participate in any of the following activities.

- Classroom (your child's or any other)
- Encore Classroom Assistant
- Fall Festival or other school event
- PTO/SLT team
- Library Assistant
- Office Assistant
- Cafeteria monitor
- Others TBD

Fingerprint schedule is posted on the Onslow County Schools website.

WITHDRAWALS

If you move during the school year, please notify the office of your new address, and provide a new proof of residency. If you move anywhere that will require the transfer of your child from Carolina Forest International Elementary, a withdraw form must be completed by the parent/legal guardian. Please notify the school at least five days prior to your child's last day. This will allow teachers to have ample time to compile your child's records and prepare them for transfer to his/her new school.

ADDITIONAL NOTES

CAROLINA FOREST INTERNATIONAL ELEMENTARY IS A SMOKE FREE CAMPUS-This includes all events, buildings, playground and parking lots.

CAROLINA FOREST INTERNATIONAL ELEMENTARY IS A PET FREE CAMPUS with exception of registered service animals and animals that are part of an admin-approved instructional activity.

ELEMENTARY AND
OVS K-5

Onslow County Schools

2023-2024 School Year Calendar

ELEMENTARY and OVS K-5 SCHOOL CALENDAR

ELEMENTARY AND
OVS K-5

July 2023				
M	TU	W	TH	F
3	4 H	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023				
M	TU	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
W	W	W	W	W
28	29	30	31	
*				

September 2023				
M	TU	W	TH	F
				1
4 H	5	6	7	8
11	12	13	14	15
18	19	20 PD	21	22
25	26	27	28	29
			I	

October 2023				
M	TU	W	TH	F
2	3	4	5	6
9 W	10	11	12	13
16	17	18 PD	19	20
23	24	25	26	27
30	31 G			

November 2023				
M	TU	W	TH	F
		1	2	3
6	7 R	8	9	10 H
13	14	15 PD	16	17
20	21	22 W	23 H	24 H
27	28	29	30	

December 2023				
M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
L	L	L	L	L
25	26	27	28	29
H	H	H	L	L

January 2024				
M	TU	W	TH	F
1 H	2 W	3	4	5
8	9	10	11	12
15 H	16	17	18	19
22 W	23 W	24	25	26
29	30 R	31		

February 2024				
M	TU	W	TH	F
			1	2
5	6	7	8	9
12	13	14 PD	15	16
19 W	20	21	22	23
26	27	28	29	
I				

March 2024				
M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13 PD	14	15
18	19	20	21	22
25 L	26 L	27 L	28 L	29 H

April 2024				
M	TU	W	TH	F
1 W	2	3	4 G	5
8	9	10 PD	11 R	12
15	16	17	18	19
22	23	24	25	26
29 W	30			

May 2024				
M	TU	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27 H	28	29	30	31

June 2024				
M	TU	W	TH	F
3	4	5	6	7
10	11 G**	12 W	13 W	14 W
17	18	19	20	21
24	25	26	27	28

Holiday (H) - No school for students and all staff.

Teacher Workday (W) - No school for students.

Leave Day (L) - No school for students and 10-month staff.

Professional Development Day [Prof Dev Day] (PD) - 3-hour early release for students with professional development for staff.

Elementary School -

Interim Reports - Sept 28, Dec 7, Feb 26, May 8

Grading Periods - Oct 31, Jan 19, Apr 4, June 11

Report Cards - Nov 7, Jan 30, Apr 11

Legend	
*	First Day for Students
H	Holiday
W	Teacher Workday
L	Leave Day
PD	Prof Dev Day
E	Exams (High School)
**	Last Day for Students
I	Interim Reports
G	End Grading Period
R	Report Cards

Make-up days may be **Teacher Workdays** or **Leave Days**.
Additional make-up days to be determined as needed.

Approved by the OCS BOE - January 3, 2023