

# PARENT & STUDENT HANBOOK

Jacksonville  
Commons  
Elementary School

AVID  
Schoolwide

2019-2020



# Table of Contents



School Information .....	3	Honor Roll & Principal's List .....	15
2019-2020 Calendar .....	4	Immunizations .....	15
<b>School Policies &amp; Rules</b>		Incident Weather .....	16
AVID Elementary .....	5	Injuries & Emergency	
Academically Gifted Program.....	6	Information.....	16
Allergies.....	6	Lost & Found .....	17
Attendance .....	6	Medication.....	17
AVID.....	7	Moment of Silence & Pledge of	
Board of Education Policies.....	7	Allegiance.....	17
Bullying, Cyberbullying &		National Elementary Honor	
Harassment .....	7	Society .....	17
Bus.....	8	Parent Conferences.....	17
Cafeteria .....	8	Parent Teacher Organization	
Cell Phones and Electronics .....	9	(PTO).....	18
Check in & Check Out .....	9	Parking .....	18
Communicable Diseases .....	9	Perfect Attendance .....	18
Computers & Electronics.....	10	Pest Management.....	18
Conferences .....	10	Promotion Requirements.....	18
Daily Schedule .....	11	Safety Drills.....	19
Discipline.....	11	School Fees .....	19
Dismissal .....	12	Snacks .....	19
Dress Code.....	12	Student Class Placements.....	19
Early Release.....	13	Student Drop Offs .....	19
E-Mail.....	13	Student Records & Information.....	20
Enrollment.....	13	Telephone Use .....	20
Field Trips.....	13	Testing & Assessments .....	20
Food Items.....	14	Textbooks & Library Books .....	20
Food Services (Cafeteria)		Tobacco Policy .....	21
Lunch/Meals.....	14	Transportation Changes.....	21
Grading Policy.....	15	Valuables & Money .....	21
Guidance Services .....	15	Visitors.....	21
Health Services.....	15	Volunteers .....	21
Homework .....	15	Website .....	22

## 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. 28540 (910) 455-2211



## **Jacksonville Commons Elementary School**

*Lead. Serve. Achieve.*

Jacksonville Commons Elementary School, established in 1996, is one of 22 elementary schools in Onslow County. We serve students in grades K-5. Every JCE student will receive passionate, data-driven instruction and classroom activities embedded with AVID instructional strategies aligned with the Onslow County Schools' Instructional Framework.

### **School Hours**

Doors open at 6:35 a.m.  
Instruction begins at 7:15 a.m.  
Students not in class by 7:15 considered tardy  
Dismissal is at 2:15 p.m.

### **Office Hours**

7:00 a.m. – 3:45 p.m.  
1121 Commons Drive Jacksonville, NC 28546  
910/347-1056 (office) 910/347-2007 (fax)

### **Administrative Team**

Deborah Hoffman, Principal [deborah.hoffman@onslow.k12.nc.us](mailto:deborah.hoffman@onslow.k12.nc.us)  
Donna Chadwick, Assistant Principal [donna.chadwick@onslow.k12.nc.us](mailto:donna.chadwick@onslow.k12.nc.us)

Teresa Cross, Data Manager  
Debbie Davis, Secretary/Treasurer  
Mary King, Receptionist  
Maiti Sherman, Guidance Counselor  
Crissie Brown, Media Specialist

**Vision:** Lead. Serve. Achieve.

**Mission:** The JCES community will cultivate successful students through service and leadership.

**Purpose:** To educate students and develop leaders.

2019-2020

# Onslow County Schools

2019-2020 School Year Calendar

2019-2020

Elementary and Middle Schools

July 2019				
M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2019				
M	TU	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
W	W	W	W	W
26	27	28	29	30
*				

September 2019				
M	TU	W	TH	F
2	3	4	5	6
H				
9	10	11	12	13
16	17	18	19	20
IM			PD	
23	24	25	26	27
			IE	
30				

October 2019				
M	TU	W	TH	F
	1	2	3	4
7	8	9	10	11
W	IM			
14	15	16	17	18
			PD	
21	22	23	24	25
28	29	30	31	
	G			

November 2019				
M	TU	W	TH	F
				1
4	5	6	7	8
	R			PD
11	12	13	14	15
H				
18	19	20	21	22
		IM		
25	26	27	28	29
		L	H	H

December 2019				
M	TU	W	TH	F
2	3	4	5	6
			IE	
9	10	11	12	13
16	17	18	19	20
IM				
23	24	25	26	27
L	H	H	H	L
30	31			
L	L			

January 2020				
M	TU	W	TH	F
		1	2	3
		H	W	
6	7	8	9	10
13	14	15	16	17
				G
20	21	22	23	24
H	W	W		
27	28	29	30	31
		R		

February 2020				
M	TU	W	TH	F
3	4	5	6	7
10	11	12	13	14
		IM	PD	
17	18	19	20	21
W				
24	25	26	27	28
		IE		

March 2020				
M	TU	W	TH	F
2	3	4	5	6
			IM	
9	10	11	12	13
			PD	
16	17	18	19	20
W				
23	24	25	26	27
				G
30	31			

April 2020				
M	TU	W	TH	F
		1	2	3
				R
6	7	8	9	10
				H
13	14	15	16	17
L	L	L	L	L
20	21	22	23	24
27	28	29	30	
IM				

May 2020				
M	TU	W	TH	F
				1
4	5	6	7	8
			IE	
11	12	13	14	15
18	19	20	21	22
IM				
25	26	27	28	29
H				

June 2020				
M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
	G/**	W	W	W
15	16	17	18	19
22	23	24	25	26
29	30			

**Teacher Workdays** - No school for students unless used for inclement weather make-up day.

**Leave Days** - No school for students and 10-month staff unless used for inclement weather make-up day.

**Professional Development Days (Prof Dev Day)** - 3-hour early release for students with professional development for staff.

**Holidays** - No school for students and all staff.

**Make-up days** may be **Teacher Workdays**, **Leave Days** or **Intersession Days**. Additional days to be determined as the need arises.

Legend	
*	First Day for Students
H	Holiday
W	Teacher Workday
L	Leave Day
PD	Prof Dev Day
IE	Interim Reports - Elementary
IM	Interim Reports - Middle
G	End Grading Period
R	Report Cards Home
**	Last Day for Students
E	Exams

# AVID

## Elementary

**AVID:** Advancement Via Individual Determination

By teaching and reinforcing academic behaviors and higher-level thinking at a young age, AVID Elementary teachers create a ripple effect in later grades. Elementary students develop the academic habits they will need to be successful in middle school, high school, and college, in an age-appropriate and challenging way. Children learn about organization, study skills, communication, and self-advocacy. AVID Elementary students take structured notes and answer and ask high-level questions that go beyond routine answers.

The strong college-going culture on an AVID Elementary campus encourages students to think about their college and career plans. Accordingly, the JCE walls are adorned with college pennants and banners, and JCE staff share information about their college experiences. Because of this focus, college and careers are no longer foreign concepts to elementary students – and JCE teachers provide the academic foundation students need to be on a path for college and career success. AVID Elementary closes the opportunity gap before it begins.

The JCE campus is diligently working towards certification as an AVID Elementary Showcase School. Showcase certification will align well with the Jacksonville Commons Middle School and Northside High School's certifications as AVID Demonstration Schools – creating an entire school district of AVID certified campuses as we expand opportunities for all students!

Mission Statement:

*AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.*

### Is AVID new?

AVID was founded in 1980 and has been used in Onslow County for over 25 years. Today, AVID is implemented in more than 6,400 schools in 47 states across the U.S., plus schools in Department of Defense Education, Canada and Australia. AVID impacts nearly 2 million students in grades K-12 and 50 post-secondary institutions.

### 4 Essentials: of AVID:

- Instruction
- Systems
- Leadership
- Culture



### Why?

- AVID helps build the skills and habits to help students take on the rigorous studies they will experience in middle and high school.
- AVID helps expose students to college and careers
- AVID not only helps close the achievement gap, it also helps close the “opportunity gap”

## **ACADEMICALLY & INTELLECTUALLY GIFTED PROGRAM (AIG)**

The academically and intellectually gifted program functions as an enrichment program for children who exhibit above average intellectual functioning and/or academic performance. Students may be referred for screening for the AIG program if they score above the 90<sup>th</sup> percentile on end of grade tests.

### **ALLERGIES**

If your child has allergies, please be sure that the school is made aware of the specific allergies and has a copy of all relevant medical documentation. Currently, we have students that have severe allergies to latex. Therefore, we ask that no latex balloons are brought or delivered to campus. Classroom teachers may send home additional information specific to allergies of students in their classrooms.

### **ATTENDANCE**

School attendance and class participation are integral parts of the teaching-learning process, and of academic achievement. Regular attendance develops patterns of behavior essential to professional and personal success in life.

1. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.
2. Regular attendance by every student is mandatory: the State of North Carolina (G.S. 115C-378) requires every student between the ages of seven and 16 years to attend school. Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a class 1 misdemeanor (G.S. 115C-3801).
3. Following an absence, parents must furnish a note describing the reason for the absence. These notes will be

kept on file in the Data Manager's office. If your child is going to be absent for several days, please contact the school.

4. The following reasons shall be considered acceptable for excusing absences: a) personal illness, b) certain illness in the home, c) death in immediate family, d) religious observances and e) educational opportunity at the discretion of the principal. [See Board Policy 4400 for a complete listing of excused absences.]
5. North Carolina law requires that parents be notified after 3, 6, and 10 absences. These notification letters are generated from the PowerSchool, the student data management system. Excessive absences may result in referral to the school social worker or legal authorities.
6. Both excused and unexcused absences count towards the attendance policy. However, excused absences, accompanied by documentation, help to determine if extenuating circumstances exist. (For example: an extended illness requires a statement from a physician.)

The Onslow County Board of Education has adopted the following attendance policy:

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. Students are expected to be in attendance and participate in instruction throughout the school day. Excessive tardiness 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 awards will be presented to students who have no absences, tardies, or early checkouts.

### **AVID**

Every JCE student will receive passionate, data-driven instruction and classroom activities embedded with AVID instructional strategies aligned with the Onslow County Schools' Instructional Framework.

By teaching and reinforcing academic behaviors and higher-level thinking at a young age, AVID Elementary teachers create a ripple effect in later grades. Elementary students develop the academic habits they will need to be successful in middle school, high school, and college, in an age-appropriate and challenging way. Students will learn about organization, study skills, communication, and self-advocacy. AVID Elementary students take structured notes and answer and ask high-level questions that go beyond routine answers.

### **BOARD OF EDUCATION POLICIES**

JCE is obligated to follow all policies as established by the Onslow County School Board. These policies are published on the Onslow County Schools website. Board policies are updated periodically and changes are posted to the online policy manual. Updates to any School Board Policy shall supersede any policy cited in this handbook. Onslow County Schools will

provide students and parents with a handbook of Student Related Board of Education Policies and School Bus Safety Regulations on an annual basis.

1. The date(s) the change will be effective
2. The reason for the change

All changes must be approved by the front office before the student boards the bus. Approval is contingent upon the reason for the request and the capacity of buses. Requests must be made in writing prior to 1:00. No changes will be taken over the phone.

### **BULLYING / CYBERBULLYING / HARASSMENT**

The terms harassment and bullying are defined by Board policy as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- Places a student in actual and reasonable fear of harm to his or her person or damage to his or her property or;
- Creates or has the potential to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefit.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying.

### **Reporting Bullying & Harassment**

Bullying/harassment reporting forms for teachers, parents, and students are available in the front office and on the school's webpage. Reports may be made anonymously or submitted directly to the school administrative team.

Harassment, bullying or cyberbullying may include, but are not limited to the following [and may be made verbally, in writing, via electronic message (text message, Tweet, post to a social media site or discussion board, etc.)]:

- Derogatory, demeaning, intimidating, or defaming statements and/or gestures to or about a student
- Intentional emotional harm to a student by exclusion and/or isolation
- Hostile comments about another student's race, religion, disability, ethnicity, gender, and/or sexual orientation for the purpose of causing them to feel disliked or humiliated
- Unwelcome and uninvited physical contact or threats of physical contact that demean or offend the victim and result in a hostile environment for the victim.

### **BUS RULES, REGULATIONS, & SAFETY PROCEDURES**

1. Be at the designated pickup area on time.
2. Good conduct is expected while waiting at and departing from the designated bus stop.
3. When boarding the bus, go directly to your assigned seat, and remain seated while the bus is moving.
4. Refrain from throwing any objects.
5. Refrain from yelling, loud talking, or any other distracting behavior.
6. Keep head and arms inside the bus.
7. Follow directions the first time they are given.
8. Eating, drinking, chewing gum, littering, and use of electronics is prohibited on the school bus.
9. Keep the aisles clear at all times.
10. Profanity, rude comments, and/or yelling out the window will not be tolerated.
11. Parents are responsible for any damage done to the bus by their children.
12. Students must have written permission approved through the

office in order to get off the bus at any stop other than the regular stop.

13. Large objects can obscure the driver's view of the road and the students. Therefore, no large objects such as flowers, balloons, or large projects may be carried on the bus.
14. Riding the bus is a privilege; however, suspension of privileges may result at the discretion of the administration.
15. Administration coordinates with the bus coordinator and drivers to ensure all student bus discipline infractions or concerns are addressed. The bus coordinator for the district that includes JCE is Ms. Janice (J.J.) Cornish. 910/455-4274
16. The Onslow County Student Discipline Handbook contains a complete list of bus rules and regulations.

Students may only ride their assigned bus and get on and off at their assigned stop. If it is necessary for a student to get on or off at a different stop, the parent or guardian should provide a signed note including:

3. The student's first and last name
4. The student's home address
5. The student's assigned bus number
6. A phone number where parent/guardian(s) can be reached
7. The address of the desired pick up/drop off and the bus number

### **CAFETERIA RULES**

JCE staff accompany students to lunch and monitor them throughout the lunch period. Students are expected to go to and from the cafeteria in an orderly manner.

1. Students and teachers sit at assigned tables, with limited movement once seated.
2. Students are taught and expected to practice good table manners.
3. Students should clean their areas after finishing lunch.

4. Students are required to remain with their classes/groups throughout the lunch period.

### **CELL PHONES & ELECTRONICS**

In order to provide an atmosphere conducive to learning and free from electronic distractions, students are expected to keep cell phones turned off and out of sight during school hours. For students who commute to and from school on school bus transportation, all devices must be turned off prior to boarding in the morning and remain off until departing transportation in the afternoon. When cell phones are in sight or turned on, they will be confiscated by school staff. The device will be turned into the front office for safekeeping. The student's parent/guardian will be able to pick up the device from the office during office hours (7:00 - 3:45). Multiple offenses may result in the student's loss of privileges to have electronic devices on campus.

### **CHECK IN & CHECK OUT**

All students arriving to school late (after 7:15) or leaving prior to dismissal must be signed in/out in the front office by a **parent or guardian**. The students checking in will be sent to class with a tardy pass. Check outs will be handled through office communication with individual classrooms.

1. No student will be released without the proper identification and notification from the office.
2. Due to the high volume of office tasks and actions associated with dismissal, please refrain from checking out students between 1:45 and dismissal.

In accordance with safety procedures (for your child and all others), please do not go directly to your child's classroom when signing a student in or out (or when wishing to speak with a teacher).

To avoid classroom disruptions, all parents/visitors on campus should wait in the front office for students being dismissed. Additionally, parents/visitors will not be permitted to walk tardy students to class (unless requested by the teacher or a conference has been scheduled.)

In accordance with Onslow County Board Policy 4400, students are expected to be in attendance to 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.

Office personnel will make reasonable efforts to determine that any person appearing at the school requesting permission to take a student from school property is identified and has the legal authority to pick up the student before the student is released. Except in the most extreme circumstances, custody of a student will not be relinquished to any person without the prior approval of the parent or guardian. However, if the parents are divorced or separated, the student may be released to either parent unless the school has been provided with a copy of a court order or agreement that specifies otherwise. It is essential that the school be provided up to date copies of all court orders and custody agreements.

### **COMMUNICABLE DISEASES**

If your child contracts a communicable disease such as chicken pox, measles, pink eye, flu, etc., then s/he should remain out of school until after the contagious period of the disease has passed.

If you are in doubt about when your child can safely return to school, please consult your medical professional or the school nurse.

**Head Lice:** All students will be screened periodically. Please do not send students to school who are infested with lice.

1. Students sent home for having head lice should return to school only after they are nit free.
2. Returning students may only ride the school bus AFTER they have been cleared by a school official. With that in mind, bring your child to school and escort him/her to the office. Several school staff members are trained to check to ensure your child is clear and ready to return to class.

### **COMPUTERS & ELECTRONICS**

Jacksonville Commons Elementary is committed to delivering a 21st century education through the use of technology. Students in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades will be assigned laptop computers via the Onslow County 1:1 initiative. All grade levels will have access to devices.

The Student Technology Responsibility Statement, along with applicable Board of Education policies and program guidelines, will govern the issuance and use of 1:1 student devices at Jacksonville Commons Elementary School. Unreturned school equipment will be the financial responsibility of the student.

#### **Guidelines & Reminders**

- The electronic devices are the property of Onslow County Schools and Jacksonville Commons Elementary School and must be returned at the end of the school year (or when a student withdraws, transfers, loses privileges, or otherwise ceases to attend the school). Devices will be assigned to students at the beginning of the year, and each student will continue to use his/her assigned device for the school year. The school maintains the authority to suspend or revoke

technology privileges and internet access.

- *Parents/guardians may be held financially responsible for damaged, lost, or stolen equipment, devices, or components. The cost of a lost or damaged device with accessories is approximately \$700 (\$637 for the laptop and \$63 for the charger). Prices are subject to increase.*
- Students should only use the devices for sites, software, and tasks approved by the school.
- All usage on the devices is monitored by the school and by the district. Usage is governed by OCS Board Policy 3225/7320.
- Students who do not show responsibility in accessing the Internet or in using and caring for their equipment may lose some or all of their privileges.
- Parents/guardians and students must sign school technology and digital media documents before equipment can be issued to students. Documents include the following agreement:

*"As a user of the Onslow County schools computer network, I have read and hereby agree to comply with Board Policy 3225/7320, Internet in the Educational Program. I further acknowledge that I have no expectation of privacy in the use of any school computer or device; that if I engage in incidental personal use, I will use only my assigned email program to communicate; and that I will not use nor will I attempt to use, access, or query any non-school sanctioned internet email service; search, social networking, blog, bulletin board, or chat service; or web or cloud-based electronic service/website. This agreement will remain in effect until terminated in writing. I understand that any violation of OCS Board Policy 3225/7230, Internet in the Educational Program, shall result in loss of access privileges and may result in disciplinary action. I agree to utilize any district-owned equipment issued to me for the purposes it was intended."*

### **CONFERENCES**

A conference initiated by the parent or teacher does not necessarily indicate that there is a problem.

Parents are encouraged to conference with their child's teachers throughout the school

year. Conferences can be scheduled by contacting the teachers or the school office at 910/347-1056.

In order to avoid security infractions and/or disruptions to instruction, classroom visits during the school day should be arranged in advance. Accordingly, office staff will only permit visitors with previously scheduled appointments to go to a classroom during the school day.

### **DAILY SCHEDULE**

6:35 a.m.	Building opens. (Students should not be dropped off before 6:35 because there are no staff available to supervise them.)
7:10 a.m.	Breakfast closes for car riders.
7:15 a.m.	Instruction begins. Students (who are not in class) marked tardy Announcements begin
Lunch	Varies by class as scheduled
1:45	No more student check outs for the day (except extreme emergencies)
2:10 p.m.	Bus students and day care van riders dismissed
2:15 p.m.	Car riders & walkers dismissed

### **DISCIPLINE**

Students must follow all county and school behavior policies in all of the following circumstances:

1. While in any school building or on school premises before, during, or after school hours.
2. While on any bus or other vehicle as part of any school activity.
3. While waiting at any bus stop.

4. During any school function, extracurricular activity or other activity or event.
5. When subject to the authority of school personnel.
6. Any time or place when the student's behavior has a direct and immediate effect on maintaining order and discipline in the schools.

Consequences for violating board policies, school standards or rules may include, but are not limited to, the following:

1. parental involvement
2. time-out for short periods of time
3. behavior improvement agreements
4. individual or group sessions with the school counselor
5. alternative educational setting (in-school)
6. detention before and/or after school or on Saturday
7. exclusion from extracurricular activities
8. suspension of bus privileges
9. referral to the Youth Services School Treatment Program (STP) or to an alternative school
10. out of school suspension
11. other consequences as deemed appropriate by administration (and in agreement with parent/guardian)

Removal from the classroom for a long period of time, including an alternative educational setting or out-of-school suspension, will be avoided unless necessary to ensure a safe, orderly environment that is conducive to learning. The principal and his/her designees are authorized to remove students from a classroom, school location or activity if a student displays behaviors that interfere with a safe, orderly environment.

Good discipline is a legitimate expectation of the school and all classroom teachers. We believe school should be a place where students behave in a manner that does not interfere with the teachers' job of teaching or the students' job of learning.

We strive to provide an atmosphere of communication and cooperation among students, teachers, and parents. Students are expected to obey reasonable rules in/outside of the classroom as developed and presented by the teacher.

Teachers make every effort to reward good behavior, just as they must stop misbehavior. Most behavioral problems can be handled by the classroom teacher; however, gross disruptions, disrespect, or violations of Onslow County Board of Education Behavior Policies will result in the child being sent to the principal's office. At that time, the administration will determine the consequence.

### **DISMISSAL**

Any students not riding buses or day care vans should be picked up at the designated area between 2:15-2:25 p.m. All bus students will be dismissed by 2:15 p.m. and buses will leave the lot at approximately 2:20 p.m.

Visitors should use the designated parking lot. Please do not use the front circle or student drop-off area for parking.

Student checkouts will only be permitted prior to 1:45. Check-outs after 1:45 will only be permitted in emergency situations.

### **DRESS CODE**

Since dress and appearance have a significant impact upon conduct and behavior, the Jacksonville Commons Elementary School expectation is that all students will be dressed and groomed appropriately.

### **Dress code guidelines:**

1. Hats/headgear are not to be worn in the building. (This applies to both male and female students)
2. Shorts, skirts, and skorts must be appropriate length. Use the "fingertip rule" as a general guideline.
3. Pants must be worn at waist level. Baggy pants/shorts are not permitted.
4. Stretch pants, leggings, jeggings, or other tight-fitting pants should be worn with a shirt/blouse that is long enough to cover the student's posterior. Tights must not be worn as an "outer, bottom garment" or in the place of appropriate pants.
5. Shirts must reach the waist of the pants; the midriff, stomach or lower back may not be exposed.
6. Clothing that represents gang affiliation, encourages the use of tobacco, alcohol or other drugs, or contains the use of profanity, sexually explicit or other inappropriate messages, is not permitted.
7. Tank tops (boys and girls) and spaghetti strap shirts are not permitted unless another shirt is worn over or under these garments.

If a student is dressed inappropriately, the parent or guardian may be contacted to bring an appropriate change of clothing. Alternatively, an alternate garment may be loaned to the student to wear for the day.

For the safety of all students, footwear should be appropriate for daily recess and physical education activities.

Flip-flops, cleats, "heelys" or "high-heeled shoes" are not considered safe footwear for school.

## **EARLY RELEASE DAYS**

### **FOR STAFF PROFESSIONAL DEVELOPMENT**

The Onslow County Board of Education has included five Early Release Days for Professional Development in the school year. These days are designed for all staff to participate in professional development activities.

On early release days, dismissal will begin with bus riders and van riders at 11:10, followed by walkers and car riders at 11:15. Since all staff may be participating in professional development, there may be no one to answer the phones after dismissal. Any emergency situation regarding bus transportation (on an early release day) should be directed to the transportation office: 910/455-4274.

## **Early Release Dates**

*[Most ER days are on Thursdays]*

September 19

October 17

November 8 (Friday)

February 13

March 12

### **E-MAIL [Student & Staff]**

**Teacher Email:** The format for teacher email is `firstname.lastname@onslow.k12.nc.us`. Another quick method of finding a teacher's email address is to go to the school website and follow the links to the teacher's webpage. When you click on the teacher's name, you will be given a link for email.

**Student Email:** Onslow County Schools students will use Office 365 for secure, monitored student email. OCS technology staff and system administrators may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with Board policy, the Student Code of Conduct, applicable laws, and regulations.

## **ENROLLMENT**

Student enrollments are completed by front office staff.

Kindergarten students must be 5 years of age on or before August 31<sup>st</sup>. This cut-off date has been established by the state and exceptions can only be made in accordance with North Carolina State Board of Education Guidelines.

To register a student, you will need the following documents at the time of enrollment:

- student's certified birth certificate
- student's social security card
- student's shot record
- proof of address (water or light bill)
- parent identification card

## **FIELD TRIPS**

Curriculum and incentive-related field trips are an integral part of Jacksonville Commons Elementary School's program. These experiences will expand classroom instruction and will be appropriate to the curriculum. Teachers will inform parents of the trip, its instructional purpose, and any costs involved.

Students must have a signed field trip permission form prior to leaving campus for any event. Deadlines for submission of fees and/or permission slips will be strictly adhered to. Depending on expenses owed to field trip vendors, JCE may not be able to offer a refund for some (or all) money paid for field trips.

It is the intent of the school for every student to participate in field trips; however, students may be restricted from field trips for disciplinary reasons.

Field trip participants will be held accountable for JCE and OCS behavior expectations, regulations, rules, and policies while on a field trip.

## FOOD ITEMS

Due to the number of students who have food allergies and because of the potential for food borne illnesses, items brought in for birthdays and classroom celebrations must be purchased from stores – and must include a list of ingredients.

Prior to bringing in food items, please check with the classroom teacher regarding any food allergies and/or concerns that may exist in the classroom setting.

## FOOD SERVICES (CAFETERIA)

**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](http://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.

### Meal Prices:

- Breakfast \$1.25
- Reduced Breakfast free
- Lunch \$2.25
- Reduced Lunch .40 cents

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. For any information, contact the school cafeteria manager at 910/347-1056.

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](http://www.k12paymentcenter.com).

Make payments or pre-pay online  
at  
[www.k12paymentcenter.com](http://www.k12paymentcenter.com)

Meal applications for free or reduced meals can be found online at [www.lunchapplication.com](http://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.

A copy of the meal charge collection program is available at the school office, school cafeteria and for viewing on line in the Onslow County Schools website. Parents or guardians may request a printout of their child's cafeteria account.

Prepayments are available online at [www.k12paymentcenter.com](http://www.k12paymentcenter.com) Contact the cafeteria manager at (910)347-1460 for any account information or with questions/concerns.

## **GRADING POLICY**

All parents and students will be notified by the classroom teacher regarding specific grading procedures for his/her class.

Report cards in elementary school will be sent on a nine-week schedule, with interim reports at the halfway point.

Kindergarten, first and second grade students report cards use A (above grade level), O (on grade level), and B (below grade level) for scoring.

Beginning with the 3<sup>rd</sup> grade, student grades will be on the 10-point grading scale.

### **Grades K-2**

A: above grade level

O: on grade level

B: below grade level

### **Grades 3-5**

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: below 60

## **GUIDANCE SERVICES**

The goal of school guidance counseling is to provide an opportunity for all students to participate in a purposefully coordinated guidance program. Our program is student-centered. It includes whole group, small group, and individual guidance to assist students academically, emotionally, personally, and socially. The involvement of parents and community members helps to actualize this goal.

## **HEALTH SERVICES**

Health Services are provided by the JCE school nurse who screens for vision, hearing difficulties, developmental disorders and communicable diseases. She provides a variety of services to ensure that student

health needs are met. The nurse will inform parents if further screening and/or treatment is necessary.

## **HOMEWORK**

The purpose of homework assignments is to reinforce what is being taught in the classroom, develop good study habits, and promote greater parent involvement in schooling. Students at JCE will receive regular homework assignments that are structured in a manner that students can successfully accomplish the assignments independently. Homework assignments will be brief and allow enough time for independent reading and extracurricular activities outside of school.

## **HONOR ROLL & PRINCIPAL'S LIST**

Students should be recognized for academic achievements throughout the year.

The Honor Roll recognition will be given to 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students who maintain A's or B's in all core subject area classes.

Principal's List recognition will be given to 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students who exhibit exemplary performance in the classroom. To qualify, the student must be working on or above grade level, and maintain A's in all core subject areas.

Names of Honor Roll and Principal's List students will be submitted for publication in the local newspaper.

## **IMMUNIZATIONS**

Within 30 calendar days of his or her first enrollment date, each student must show evidence of immunization against tetanus, diphtheria, whooping cough, red measles, German measles (rubella), mumps, Hepatitis B haemophilus influenza (Hib), poliomyelitis, varicella, and any other disease as required by law or regulation. Evidence of

immunizations must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunizations requirements of G.S. 130A-154(b).

**Minimum doses of required immunizations:**

- DTP/DTaP      5 doses of either vaccine (If 4<sup>th</sup> dose is on/after 4<sup>th</sup> birthday, 5<sup>th</sup> dose is not required).
- DT              5 doses (if DT is recorded, medical exemption for pertussis must be on file).
- OPV/IPV       4 doses (If 3<sup>rd</sup> dose is on/after 4<sup>th</sup> birthday, 4<sup>th</sup> dose is not required).
- Hib             If child is 5 or older. Hib is not required. If child is younger than 5, 3 doses and a booster dose on/after 1<sup>st</sup> birthday are required. 1 dose or/after 15 months meets this requirement.
- Hepatitis B    3 doses are required for all children born on/after 7/1/94.
- MMR            2 doses (separated by at least 30 days) with 1<sup>st</sup> dose on/after 1<sup>st</sup> birthday.
- Varicella       Required for students born after 4/1/01.

**INCLEMENT WEATHER**

The Onslow County Schools website can be accessed at <http://www.onslow.k12.nc.us> for delays and closings due to inclement weather. Parents may also receive a School Messenger voicemail regarding delays and closings due to inclement weather. As such, it is very important that the school has correct and up-to-date contact information on file with the Data Manager. Local news stations also broadcast announcements for delays and closings.

It is very important that the school has correct and up-to-date contact information on file.

In the event of a 2-hour delay, buses will also run late. Students should arrive at their designated bus stops exactly two hours later than normal.

If bad weather or potentially hazardous conditions result in the early release of students, parents will be able to find information about school closings on local radio and television stations.

**Onslow County Schools  
Information Line  
910/989-2211**

It will be impossible for all students at the school to use the telephone on inclement weather days, so parents should make arrangements in advance to provide transportation for students who usually walk to and from school and/or ensure proper supervision will be at home when the student arrives home.

<b>Delayed Start Times</b>		
<b>Event</b>	<b>Earliest Drop Off Time</b>	<b>Tardy</b>
1 hr. delay	7:35	8:15
2 hr. delay	8:35	9:15
3 hr. delay	9:35	10:15

**INJURIES/EMERGENCY INFORMATION**

When student injuries occur, parents will be contacted immediately. The school needs to have at least two telephone numbers on file to call in case of illness or injury of a student. Please be sure to keep all numbers up to date. In the event the parent/guardian is not able to be reached, emergency contact persons will be contacted to assist/pick up the student.

### **LOST AND FOUND**

Each school year JCE collects a large amount of student apparel that remains unclaimed. Please encourage children to have their names in clothing and take responsibility for their belongings. Any items found in a specific classroom should remain there, with the teacher working to determine ownership. Remaining items will be donated to local charities on a monthly basis.

### **MEDICATION**

Onslow County Schools has a policy for the administration of medications to students during the school day:

1. If your child must take medicine while at school, prescription or over-the-counter (non-prescription), the parent and the child's doctor must complete and sign the "Permission for Prescribed Medication" form *prior* to medications being administered.
2. Medications must be brought to the school by a parent or guardian; students are not allowed to transport medication.
3. Medications will be kept in a secure area and dispensed according to prescription by the School Nurse or her designee.
4. Students are strictly prohibited from taking (self-medicating), bringing, sharing, distributing or accepting over-the-counter (OTC) drugs or medications. OTC drugs include – but are not limited to – aspirin, Tylenol, Midol, cough drops, eye drops, or cold medications.
5. Students who bring medication to school and do not comply with these guidelines will be disciplined, to include possible suspension from school and referral to legal authorities.

### **MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE**

The Onslow County Board of Education per OCS BOE Policy 3330/4050 authorizes the observance of a moment of silence and the reciting of the Pledge of Allegiance each day in all grades in the school system. A moment of silence may not exceed one minute in length, must be completely unstructured, and free of any influence from any source and no other activity will be allowed during that time. We observe the moment of silence at the start of the school day followed by the Pledge of Allegiance.

### **NATIONAL ELEMENTARY HONOR SOCIETY**

JCE hosts an official chapter of the National Elementary Honor Society. Students in 4<sup>th</sup> and 5<sup>th</sup> grades can qualify for induction into the National Elementary Honor Society based on their citizenship and academic performance in elementary school.

If you would like more information on the National Elementary Honor Society, please contact the school and ask to speak with the National Elementary Honor Society advisor, Ms. Maiti Sherman.

### **PARENT CONFERENCES**

Jacksonville Commons Elementary has established effective communication systems for parents and teachers. Parents are encouraged to initiate contact and conferences with teachers if they have any questions, comments, or concerns about their child's progress.

Listed below are several effective ways to contact a teacher:

- Call the school at 910/347-1056 and ask the receptionist to leave a written message in the teacher's mailbox. In most cases, your call will be returned within 24 hours.

- Write a note to the teacher and send it to school with your child; however, you may need to remind your child to show the note to his/her teacher.
- E-mail your child's teacher. E-mail addresses for staff are available on the JCE website.
- When possible, teachers who comprise a team will conference with parents as a team.

### **PARENT TEACHER ORGANIZATION (PTO)**

The JCE PTO is composed of parent and school personnel working together to provide activities, information, and educational materials that assist in the total school program. The organization meets periodically to discuss ways to achieve these goals. All parents are encouraged to attend meetings, volunteer at school and with the PTO, and participate in the various PTO-sponsored activities.

### **PARKING**

All visitors and parents should park in the visitor parking lot which is located across from the breezeway end of the building. Please do not park in the driving lanes in front of or on the side of the school.

Do not use the handicapped or designated bus areas when dropping off or picking up students.

### **PERFECT ATTENDANCE**

Students who have not been absent during the school year and who have not been tardy or checked out early will receive a perfect attendance certificate. If a child is late due to his bus being late, this will not count as a tardy. Students are tardy at 7:15 a.m.

### **PEST MANAGEMENT**

Onslow County Schools uses an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds for all school facilities. The IPM approach currently in use focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources, and hiding places for the pests.

From time to time, it may be necessary to use chemicals to control a pest problem. Notices will be posted at applications sites. You may request prior notification of specific pesticide applications made at the school. Email [wayne.williams@onslow.k12.nc.us](mailto:wayne.williams@onslow.k12.nc.us) with the subject line IPM Parent Notification.

If a chemical application must be made to control an emergency pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners (disinfectants), pesticides formulated as baits or gels, and any EPA exempt pesticide.

### **PROMOTION REQUIREMENTS**

Students must demonstrate mastery of grade level appropriate work to be promoted to the next grade. For students in Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grades, promotion decisions are based on classroom grades and progress on the K-2 Literary and Math Assessments.

Promotion for students in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades is based on classroom grades and demonstration of mastery on the EOG in both reading and math. Additionally, North Carolina Read to Achieve Act requires that 3<sup>rd</sup> grade students be proficient on the 3<sup>rd</sup> grade end-of-grade (EOG) test in reading, in order to be promoted to 4<sup>th</sup> grade.

### **SAFETY DRILLS**

At JCE, student safety is our number one priority. Students are taught the appropriate way to respond to emergency situations classroom activities and school-wide safety drills.

Fire drills are conducted on a monthly basis at varying times throughout the day so students know what to do and where to go regardless of where they are at on the school campus. Tornado drills are conducted annually via a designated statewide Tornado safety day. Students at JCE will also participate in lockdown drills.

### **SCHOOL FEES**

Instructional Supply Fee	\$5.00
Art Fee	\$1.00
Non-Refundable Laptop Insurance Fee (3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> Grade Only)	\$25.00
Student Insurance (Optional)	\$10.00

### **SNACKS**

Students are allowed to purchase snacks in the school's cafeteria at the teacher and parent's discretion. Costs vary by item. Snacks may also be brought from home for break time as established by the classroom teacher.

### **STUDENT CLASS PLACEMENTS**

In making plans for class assignments each year, students will be assigned by the administration with input from the staff. The staff will consider factors such as learning styles, student interaction, class size, and student/ teacher relationships. This process is important in order to create positive class environments.

Teacher assignments to the class groups are completed over the summer and take into consideration teaching styles and interpersonal needs of students.

Parents may wish to share specific information regarding their child's learning style to aid in the process. Any of this information should be put in writing to the administration with specific details noted for consideration. Parent input is crucial to a student's success; however, it is not possible to honor parent requests for specific teachers.

### **STUDENT DROP-OFFS**

Upon arrival to school, students should enter the designated doors and proceed to their classrooms or the cafeteria for breakfast.

- Bus riders should enter the end doors by the multipurpose room.
- Car rider drop-offs should enter through the side entrance (glass doors) adjacent to the front traffic circle.
- When visiting the campus or waiting to pick up or drop off your child, ensure that your vehicle does not block the street traffic. Blocking the street could result in a traffic citation.

Students will be admitted into the building at 6:35 a.m.

- Please do not drop off students prior to 6:35 a.m. (there is no staff supervision prior to 6:35 a.m.)
- Please do not drop off students in the bus area (breezeway side of the building).
- Students arriving late must be signed in at the office by a parent or guardian.
- Students who are not in class by 7:15 will be marked tardy.

## **STUDENT RECORDS & INFORMATION**

Pursuant to the Family Educational Rights and Privacy Act, the Onslow County Board of Education publishes the following Board of Education policy statement regarding student records:

*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 student records. Under the law, parents of students or eligible students have both 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 the student is limited and generally requires prior consent by the parents of the student. The Onslow County Board of Education has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the Superintendent's office and in the principal's office and counselor's office of each school in this unit.*

The Onslow County Board of Education classifies the following as directory information: student's name, school, and grade level. School officials may release this information to any person without consent of the parents or student. Any parent or eligible student 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 by the fourteenth calendar day of each school year. The objection must state what information the parent of the student does not want to be classified as directory information. If no objection is received by the fourteenth calendar day of each school year, the information will be classified as directory information until the beginning of the next school year. Complaints about failures of the Onslow County Board of Education to comply with the Family Education Right and Privacy Act may be made in writing to the FERPA Office, Department of Education, 330

Independence Avenue, S.W., Washington, DC 20201.

### **TELEPHONE USE (OFFICE)**

Telephones in the office are for **emergency** use only. Students must have a pass from a teacher and permission from the school receptionist to use the telephone. Leaving materials, book bags, lunchboxes, homework, etc., at home is not considered an emergency. Travel arrangements should be made prior to coming to school.

### **TESTING AND ASSESSMENTS**

The NC Department of Public Instruction believes – and it is Onslow County School Board Policy – that an effective testing and assessment program evaluates the progress of individual students and helps to ensure that educational goals and objectives are being met for every child.

A testing program also assists in the continued refinement of the instructional program. Every effort will be made to ensure that the testing program contributes to the learning process. End-of-Grade testing for students in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades; Read to Achieve assessments; and progress monitoring and assessments for kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade will be administered as required by local and state policies and laws. Additional beginning of the year, middle of the year and other interim assessments may also be administered in order to collect formative and summative data needed to ensure each student's academic needs are being met.

### **TEXTBOOKS & LIBRARY BOOKS**

Textbooks, workbooks, and library books are instructional materials and some of many resources utilized for teaching concepts in each subject. They are the property of JCE and/or Onslow County Schools. If books are lost or damaged, the student is responsible

for replacing the item. The following rules apply:

1. If the textbook is lost, the student must pay the full price of the book.
2. If the textbook has been damaged beyond repair, the student must pay the full price of the book.
3. If a textbook is damaged but is usable, the student must pay the damage fee as assigned by the school.

### **TOBACCO POLICY**

Possession, selling, distribution, sharing or use of tobacco products including – but not limited to – chewing tobacco, snuff, cigarettes, blunts, bidis, pipes or electronic cigarettes is prohibited in all areas of the campus (including athletic fields) and at all school-sponsored events (ie: sporting events, field trips, meetings, concerts, etc.).

All Onslow County Schools campuses are smoke free. This policy includes the prohibition of electronic cigarettes.

### **TRANSPORTATION CHANGES**

All changes to a student's routine transportation to and from school require a written, dated, and signed note from the parent or guardian. Except for in emergency situations, transportation changes will not be taken over the phone. If written notice is not given, the student will be required to use their routine method of transportation.

### **VALUABLES AND MONEY**

Students should not bring large amounts of money or valuable personal property to school. The school will not assume responsibility for the personal property of students and is not staffed to complete investigations into such matters. Only items that will be used in academic instruction should be brought to school.

### **VISITORS**

One important way that a school can have a positive and direct impact on student achievement is through the protection of instructional time. For this reason, no visitors without appointments or who are not volunteering in an official, pre-scheduled capacity on the campus will be allowed to enter classrooms during the school day.

All visitors report directly to the office to check in.

Visitor identification stickers will be given to any visitor who needs to move around the campus or grounds. Any person without an official visitor sticker will be asked to report to the office.

Students are not to associate with any visitor on campus unless the visitor has been approved by the office.

When visiting the campus or waiting to pick up or drop off your child, ensure that your vehicle does not block the street traffic. Blocking the street could result in a traffic citation.

### **VOLUNTEERS**

We highly encourage all parents to get involved in activities, projects, and events on campus that enhance their child's education and support the community.

There are many opportunities to volunteer with the school, and most opportunities can be tailored to fit volunteer skillsets, interests, and schedules.

All volunteers working with one-on-one with students will be required to be "processed"

(fingerprinted) by the county office, complete a volunteer agreement, and attend an orientation before beginning service in the classroom.

**WEBSITE**

Information about Jacksonville Commons Elementary School programming, activities, events, and teacher webpages may be accessed online at the school web address: <https://www.onslow.k12.nc.us/jacksonvillecommons>

Visit our webpage often for links to resources and news about about upcoming events.