



Student Handbook

2021-2022

Coastal Elementary School

Name: _____ Teacher: _____

Dear Parents, Guardians, and Families:

Welcome to Coastal Elementary School! The Student-Parent Handbook is a resource for you and your student and is a tool that will provide you with basic 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 that this handbook is not all inclusive, especially regarding discipline. Your child is important to us at Coastal Elementary School and our aim is to provide the best and most appropriate education program possible.

The teamwork and collaboration of the student, parent/guardian, and teacher is critical to the success of all students. Positive feelings about attending school, your child's teacher, and the total school program will help your child succeed educationally. When you have a concern, please do not hesitate to call the school to schedule a conference with your child's teacher. I welcome your suggestions, concerns, and support as we make this a great opening year at Coastal Elementary School!

The 2021-2022 school year promises to be filled with exciting learning opportunities for your student. Please keep this handbook as a reference throughout this year.

Again, I welcome you and your child to the new Coastal Elementary School.

Sincerely,

Tim Joines

Principal

The Leader in Me

Coastal Elementary School is proud to be a "The Leader in Me" school. Additional information about The Leader in Me can be found at: <http://www.theleaderinme.org/>

The Habits of Happy Kids

Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Habit 5: Seek First to Understand, then to be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

Habit 8: Find Your Voice

ABSENCES/ATTENDANCE

Attendance in school is an integral part in developing a positive attitude toward school and the teaching-learning process. Regular attendance develops patterns of behavior essential to academic achievement and personal success in life. **Therefore, absences, tardies, and early checkouts should be limited to illness or other extenuating circumstances.**

NC General Statute 115C-378 requires that every child between the ages of 7 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." 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 **12:15** or checks in after **12:15** is counted absent.

STUDENTS SHOULD STAY HOME IF THEY ARE SICK.

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

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

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

All other absences are considered unexcused.

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

Onslow County Board Policy 4400- Attendance in Grades K-5

For a student to be considered for promotion to the next grade level, an elementary school student should be in attendance for a minimum of 160 days. Extenuating circumstances shall be considered by the principal.

When total absences (excused or unexcused) exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation, etc.) Absences not documented will be referred to the proper authorities.

Excessive Absences: The school social worker tracks all student absences. An investigation by the principal is conducted for all students with excessive absences to determine if the parent/guardian has made a good faith effort to comply with the law. Dependent upon the outcome of the investigation, the principal in conjunction with the social worker may notify the District Attorney and the Director of Social Services as required by G.S. 115C-378.

ACCIDENT, ILLNESS, OR INJURY OF STUDENTS

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

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

BREAKFAST

The school cafeteria opens each morning at 8:25 for breakfast. Students in 3rd through 5th grade will go directly to the cafeteria for breakfast when they arrive on campus. Students in K – 2nd grade will report to their classrooms first to get their badge then report to the cafeteria for breakfast. For additional information see "Lunch/Meals."

BUSES

Parents should review bus rules and regulations that are printed in the *Onslow County Schools Student Related Board of Education Policies and School Bus Safety Regulations Handbook*. A copy of this handbook is provided to every student annually.

CHECKING IN/OUT

The school day begins at **8:45 a.m.** All students who arrive at school after **8:45 a.m.** are tardy and must check in at the office **accompanied by a parent/ guardian.** In order to check a student out from school, parents/guardians must follow the following procedure:

1. Only parents/guardians/designee may check students out of school.
2. The parent/guardian/designee must present a picture ID that will be compared to the child's demographic file before the child is released. This is a safety procedure and there will be no exceptions.
3. Students will not be able to be checked out after 2:45.

CONFERENCES

Parent-teacher conferences are encouraged to improve communication among parents, teachers, and students. If you would like to schedule a conference, notify the teacher in writing or call the school at 910-455-2448 to make an appointment.

CURRICULA

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

DISCIPLINE POLICES

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

SCHOOL RULES:

1. Be courteous and respectful to staff and students
2. Keep hands and feet to themselves at all times
3. Remain quiet and orderly in the buildings and on the school grounds
4. Bring only educationally necessary materials to school. Items such as toys, games, electronics, matches, or sharp objects are not allowed on school grounds and buses. The school is not responsible for lost or stolen items.

DISMISSAL

Please keep in mind that the times/information listed below are approximations and may change. Our dismissal process will begin at 3:15. Parents in the car line will be able to start scanning in on the School Dismissal Manager App at approximately 2:55. Please refer to the school's website for a map and instructions for car riders. Students will begin to be escorted to buses at approximately 3:45.

DRESS CODE

Coastal Elementary School, in accordance with OCS Board Policy, has adopted the following dress code guidelines:

- Hats should not be worn inside any building.
- Appropriate shoes should be worn for safety reasons. Flip flops, cleats, high heels, and Heelies® are not allowed at any time. Sandals that expose the toes are not permitted during PE and structured recess which occurs each day. Students may wear sandals that have an ankle strap on non-PE days.
- "Sagging", wearing long chains or spiked jewelry is not permitted. Clothing should not contain vulgar or obscene language or pictures.
- No brief or revealing attire. Shorts should be of an appropriate length (end of middle fingertip with hands to the sides). Spaghetti straps are not allowed.
- Make up is not allowed.

EARLY RELEASE

Onslow County Schools provides five (5) professional development days for staff. On those days, students will be released at 12:15. 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.

FEES

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

Art	\$1.00
Instructional Supplies	\$5.00
1:1 Laptop/iPad Insurance	\$25.00
Insurance (optional)	TBD

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

FIELD TRIPS

Students may have opportunities to participate in off campus activities throughout the year. Information on the purpose of the trip, the cost, and schedules will be shared with parents before the trip. Many of the trips require special bus arrangements and advance ticket purchases. Therefore, we ask that you please adhere to the payment deadlines and due dates for permission slips. Parental permission slips will be required for all students who leave campus during the school day for a field trip.

Please note that no refunds will be given.

FORMS OF PAYMENT

Cash and checks are accepted when making payments to Coastal Elementary School. Your current address and phone number must be included on the check. Onslow County Schools uses a check recovery company for all returned checks. There will be a \$25 fee for all returned checks.

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 POLICIES

Report cards are sent home every nine weeks. Interim reports are sent home midway through the grading period on the dates designated on the Onslow County School calendar. A conference will be scheduled during the 1st grading period. The Onslow County Grading Scale for 3rd – 12th grade is:

A = 90-100
B = 80 – 89
C = 70 – 79
D = 60 – 69

Parents may also log into the parent portal to view student grades and progress.

HEARING SCREENINGS

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. 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

HEAD LICE

Head lice are blood-sucking insects that live on the scalp and hair of humans. They are transmitted by direct contact with others who are infested, wearing infested clothing, using infested combs and brushes, and other types of contact. Students will be checked periodically by teachers and assistants for head lice. The school recommends that you check your child regularly at home as well. Students who have head lice must be picked up from school

immediately for treatment. Students who return after having head lice must be brought in by a parent and checked by the school's nurse, or office personnel. Students may not ride the bus until they have been cleared from the office.

HOMEWORK

Students in all grade levels will be assigned homework. Homework is an integral and relevant part of every student's instructional program.

HONOR ROLL AND PRINCIPAL'S LIST

Students should 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 any area. Handwriting will not be a determining factor in this honor. The students will be recognized by the local newspaper for this achievement, as well as through school/community promotions.

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, with the exception of handwriting. We hope to encourage students to work hard to earn this honor. Recognition will be provided via the local newspaper and through school/community promotions.

IMMUNIZATIONS

Coastal Elementary follows all state laws regarding childhood immunizations. Please contact the school nurse if you have any questions.

INCLEMENT WEATHER

In the event of inclement weather, parents and students should listen to the local radio and TV stations for the latest school closing and delays. You may also call 910-989-2211 for school closing information.

In the event of a 2-hour delay, students should arrive at their designated bus stops exactly 2 hours later than normal. If bad weather or potentially hazardous conditions result in the early release of students, information about school closings will be announced on local radio and television stations. Make arrangements in advance to prepare for such emergencies and ensure proper supervision will be at home when the student arrives off the bus.

LUNCH/MEALS

Onslow County Schools provides nutritious breakfast and lunch meals designed to meet the USDA federal guidelines and nutrition standards for school meals. These guidelines limit the amount of fat, sodium, and sugar in meal selections and encourage increased consumption of fresh fruits, vegetables, whole grain products, and calcium rich foods. Well-balanced breakfasts and lunches contribute to the success in the classroom and students' academic performance. Menus are available on the Onslow County Schools website at www.onslow.k12.nc.us and in local media.

Meal prices are \$1.25 for breakfast and are \$2.25 for lunch. Reduced price breakfast is provided at no cost and reduced lunch cost is \$.40. Supplemental a la carte items that meet the Smart Snack guidelines are available for additional purchase. Parents/Guardians may request restrictions for students with a written note sent to the cafeteria. Students in grades K-8 with no money will be fed and charged for a meal only. No a la carte items will be charged. **Families are responsible for all meal costs for**

food eaten by the student until the new meal application has been approved and any charges accrued until that approval. A parent/guardian may request a copy of their student's account. For any information, contact the school cafeteria manager at 910-455-2448.

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.

Breakfast		Lunch	
Full Price	\$ 1.25	Full Price	\$ 2.25
Reduced Price	Free	Reduced Price	\$ 0.40
Adults	a la carte	Adults	a la carte
Milk	\$ 0.50	Milk	\$ 0.50

MEDICATION

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

MOMENT OF SILENCE

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

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

NEWSLETTERS/BLACKBOARD CALLS/TEXTS

School newsletters are sent home each month electronically and are also available on the school website. <https://www.onslow.k12.nc.us/coastales> Blackboard is also utilized to send automated phone messages to parents/guardians regarding a wide variety of school events.

PARENT TEACHER ORGANIZATION

Parental/family participation in school is crucial and highly benefits all students. Coastal Elementary School has established a Parent Teacher Organization. PTO meetings will be held on a regular basis at the school. Your input and participation are requested and valued! Our PTO president is Alexis Passingham. Mrs. Passingham can be reached at coastalpto@gmail.com.

PROMOTION

Onslow County School System promotion standards 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.

3-5 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. Students must receive a passing grade in reading and math on their report card.

§ 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. Emergency Drills – As a part of our Safe School Plan, we will practice safety drills on a regular basis. It is important that you stress the importance of participating seriously in the drills for your child to build mature, inner resources needed for emergencies. Fire and emergency drills are held in accordance with state regulations.
2. Loading and Unloading Your Child at School – Students may only be dropped off in the front of the school where staff is assisting with car doors. Students should **not** be dropped off in other areas. Please use extreme caution.

SCHOOL COUNSELOR

Coastal Elementary School has a School Counselor who conducts small group, whole class, and individual counseling sessions. The counselor is available to assist students and parents who are experiencing school related problems with their child and to assist/teach units needed by students. Please call the school to schedule conferences with the counselor as needed.

SCHOOL HOURS

The school day begins at **8:45 a.m.** Students who arrive to school after **8:45 a.m.** are considered tardy and must be checked into the office by a parent or guardian. Dismissal for students is 3:15 p.m. (see also; Dismissal & Early Release).

SNACKS Students are encouraged to bring a snack to school each day. Students may also purchase supplemental items during their lunch period in the cafeteria. In response to health and safety concerns, all snacks and treats brought to share, such as for birthdays, class snacks, and holidays, must be purchased from a store and within the expiration period.

STUDENT RECORDS

Pursuant to the Family Education Rights and Privacy Act (FERPA), & the OC Board of Education, parents of students under 18 years of age have the right to inspect school records. Parents/Guardians

that move to a new address, obtain a new work phone number, or obtain a new home telephone number should call the school and provide the office with their new demographic information. It is important that all student information is kept up to date so parents can be contacted if necessary.

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

TITLE IX STATEMENT

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

TRANSFER/WITHDRAWING STUDENTS

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

VISITORS/ VOLUNTEERS

All visitors and volunteers must check in at the school office. Upon check in, a visitor's badge will be issued that must be worn at all times while on campus. To protect instructional time, visitor passes will not be issued after 8:45 unless prior arrangements have been made with the classroom teacher (24-hour notice). Parents are encouraged to participate in school activities and in their child's classroom. Parent participation shows support for the child and the school and helps the parent gain insight into the child's progress.

Parents will not be allowed to park and walk their children to their classrooms throughout the school year.

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



