

Parent-Student Handbook 2021-2022



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SCHOOL HOURS

7:30	Doors open. Breakfast begins
8:00	Tardy bell rings
2:55	Grades K-1 Bus and Daycare riders dismissed
3:00	Grades 2-5 Bus and Daycare riders dismissed
3:05	Car riders/Walkers dismissed

Dr. Crystal Howard, Principal

Constance Robinson, Assistant Principal

 Clyde Erwin Elementary

 @clydeerwinelementary

 @ClydeErwinElem



Welcome to Clyde Erwin Elementary Magnet School, home of the Eagles! We are excited about the new school year and the opportunity to work together with families to provide our students the environment they need to grow as learners and global citizens.

This parent-student handbook is designed to keep our students and parents informed of current policies, programs, and other important information about school. Make sure and connect with ClassDojo, visit our school website, and follow us on social media to stay informed throughout the year. If you have any questions, or if we can be of assistance, please do not hesitate to contact us. We look forward to working with you!

Dr. Crystal Howard, Principal
Constance Robinson, Asst. Principal

Vision

To prepare and motivate students to be lifelong global learners in a rapidly changing world.

Mission

To provide and prepare students through innovative, cutting-edge, problem-based, cultural and social academic opportunities.

Core Values

- Every student can learn and achieve success.
- Students are the reason we are here; therefore, they are the center of all decision-making.
- A caring, nurturing learning environment is provided for every student, every day.
- It is our job to motivate students and differentiate instruction for them to be successful.

Goals

Every student at Clyde Erwin Elementary is taught by excellent educators, every day.

Clyde Erwin Elementary is supported by effective and efficient systems.

Every student at Clyde Erwin Elementary will have a personalized education that provides them with the foundations necessary for success in high school and beyond.

Every student in Clyde Erwin Elementary is healthy, safe, and responsible.

Eagles SOAR

Stay safe

Own your actions

Act responsibly

Respect everyone and everything

ARRIVAL & DISMISSAL

Arrival and dismissal procedures are designed to ensure the safety of our students, staff, and parents while arriving and leaving campus. We appreciate your cooperation in adhering to the following guidelines:

Arrival Procedures:

- School doors will open at 7:30 a.m. Students will be able to get breakfast or report to their classrooms.
- Students should not arrive before 7:30 a.m. as staff is not available for proper supervision.
- Parents may go through the car rider line or walk their children to the front or back door entrances to tell them goodbye. Staff members will be available to help guide students to classrooms.
- The tardy bell rings at 8 a.m. Students will be considered tardy if they arrive after this time. If your child is tardy, please ring the front or side doorbell and someone will come out to help you.
- **Kindergarten Beginning of the Year Arrival:** Kindergarten students may have two guests to walk them to their classroom during the **first week of school**. For the remainder of the school year, parents of walking students are welcome to walk their students to the front or back door entrances and tell them goodbye. At that point, a Clyde Erwin staff member will guide them to the classroom.

Dismissal Procedures:

- Please let your child's teacher know how your child will dismiss each day. If there is a change in your child's transportation (one-time or permanent), please send a note to your child's teacher or you may fax or email in the change with your name, child's name, transportation change, and contact information before 2:30 p.m. No phone calls will be accepted.
- ***Car Riders:*** Students who are car riders will wait in the cafeteria and back breezeway each afternoon. Staff members will call students to meet parents in the rear parking lot. Parents should follow the instructions of staff members to help with a quick and smooth car dismissal. Parents should remain in their cars and move quickly out of line after receiving their child. Please do not pass other cars in the line unless directed to do so. Parents picking up students in the car rider line must have a pick-up card (car tag). These will be passed out during the first week of school. For the safety of our students, any parent without the appropriate pick-up card will need to show ID.
- ***Please note:*** *If your child is a car rider and you are not in a vehicle and instead walk up to the building - we will not dismiss them to you. You will need to get in line at the walk-up door at the media center with your tag and wait to receive your child.*
- ***Walker:*** If you wish to have your student walk home without parental supervision, your child will be a walker. If your student is a front door or back door walker they will be dismissed from the appropriate entrance.
- ***Walk-Up:*** If you wish for your child to be held at school for you to "walk-up" and meet them, they will be called a "walk-up". If you designate your child to dismiss as a "walk up" you will meet them at the side door of the media center. You will receive a pick-up card to show to the staff member who will call for your child. If you do not have your card, you will need to show ID. **This option should be used by parents who are walking their student home, not parking, and picking up. If you are driving to campus, please use the car rider line to pick up your child in order to help us limit the number of people in one area.*
- ****For Car Riders and Walk-ups, ID will be required on the first day of school.**

ASSESSMENTS

Students in all courses will be assessed with a variety of formative and summative assessments. Formative assessments may include, but are not limited to, completion of assigned classwork, quizzes, benchmark assessments, involvement in classroom discussion and activities, and participation in other appropriate learning activities. There will be benchmark assessments at several times during the year using an administrative approved program that will provide specific information about standards mastered. Summative assessments will be conducted at the end of units and may be in the form of student-developed projects, tests, written reports, or presentations.

ATTENDANCE

It is our desire to see that all students establish a good attendance record. Excessive tardiness/absences will be addressed by administration. A student must be present at least half of the school day (arrive before or checked out after 11:30 a.m.) to be counted present. A student who is absent is required, upon returning to school, to present a note to the homeroom teacher stating the reason for the absence, date(s) of absence(s), and the

signature of a parent, guardian, or other persons in charge of the student. *After ten (10) accumulated absences, further documentation (i.e.: doctor's note, court document, etc.) will be required to consider an absence as excused.* Students who arrive to school after 8:00 a.m. will be considered tardy. **Tardy students must be checked in by their parent or guardian.** A parent, who brings a child to school late or checks a child out of school early, must ring the front bell and an office staff member will come to help you. To limit instructional interruptions, access to classrooms (without an appointment) is limited during school hours.

BUS REGULATIONS

Riding the bus is a privilege. It is very important for students to obey all rules regarding school buses. Parents and students will receive a handbook for bus rules and procedures. Please stress to students the importance of following those rules. Failure to do so will result in losing the privilege of riding the bus as well as possible suspension. **Due to COVID, face coverings are required to be worn on the bus at all times.** The following rules have been established by the Onslow County School's Transportation department and must be observed for the safety of all bus students:

1. Obey and respect the bus driver.
2. Be at the designated pick-up area on time.
3. Take a seat and remain seated when riding to and from school. Do not stand up to exit the bus until the bus stops.
4. Refrain from throwing paper, pencils, or any object.
5. Never put head, arms, or any objects out of bus windows.
6. Keep noise down by not yelling, laughing, or talking loudly.
7. Fighting or pushing will not be tolerated.
8. Obey and respect the bus driver.
9. Refrain from chewing gum or eating on the bus.

Students who ride hub buses are governed by the same rules as all other bus riders. Families who fail to pick up students from their hub stop on time will lose hub bus privileges.

CAFETERIA CHARGES

It is the responsibility of the parents to make sure that their child's lunch account has sufficient funds to cover breakfast and lunch. It is also recommended that parents apply for the Free/Reduced Lunch Program (link on the Clyde Erwin website). This program will help with meal costs to those families that qualify. A student will not be able to purchase a la carte items if there is a negative balance on the student's lunch account. All student lunch charges must be paid in full by the end of the current school year.

CHECK IN & CHECKOUT

All students arriving to school after 8:00 a.m. or leaving before 2:30 p.m. must be signed in/out by a parent or guardian. Please ring the front bell and a staff member will assist you with this process. Students will be unable to checkout after 2:30 p.m. No student will be released from school without proper identification of the adult checking the child out from school.

CELL PHONES, SMART-WATCHES, AND ELECTRONIC DEVICES (PERSONAL)

We understand the value that cell phones have in communication between parents and students. For this reason, we allow cell phones at school for use **after** school hours. During school hours, 7:30 a.m. to 3:00 p.m., cell phone use is prohibited, this includes the use of smart watches. Cell phones are to be turned off and kept in bookbags. Students will not be allowed to carry cell phones on their person and smart watches should not be used for phone calls and text messaging during the school day. All other personal electronic devices should not be brought to school. These devices may include, but are not limited to MP3 players, electronic readers, tablets, and laptop computers. CEEMS is not liable for lost, damaged, or stolen electronic devices and/or accessories. CEEMS reserves the right to check personal electronic devices when reasonable suspicion of inappropriate usage is present or to help prevent the spread of malicious electronic activity via viruses. Abuse of cell phone privileges may result in cell phones being held in the front office during the school day or the privilege to bring them to school revoked due to inappropriate use.

COMMUNICABLE DISEASES

Because a school brings many children into close contact daily, transmission of communicable diseases can take place. If your child contracts a communicable disease such as COVID, chicken pox, measles or the flu, he or she should remain at home until after the contagious period of disease is over (Refer to OCS Board Policy 4230.5). If your student has a fever over 100 degrees Fahrenheit, they must remain out of school until they have been fever-free for 24 hours without using medications. If you are in doubt about when your child can safely return to school, consult a physician. The school is not liable for any medical costs.

CONFERENCES

Parents/guardians are encouraged to conference with their child's teacher throughout the school year. Conferences can be scheduled by contacting the teacher or the school office. The office phone number is (910)347-1261. In most cases, teachers need *at least* 24 hours notice. Conferences will not take place during instructional time. Teachers will request a conference during the first quarter.

CURRICULA

All students will be instructed per the NC Standard Course of Study. In English/Language Arts (reading, writing, speaking/listening, and language), word study and critical thinking skills are used to address different learning styles of children. In math and science, problem-based learning and inquiry-based skills are emphasized. Students will receive instruction in art, music, P.E., character education, and media and technology on a regular basis.

DISCIPLINE

The staff is committed to providing a safe and nurturing school environment for learning. A school-wide discipline plan has been developed 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 develop self-discipline. Most inappropriate behavior will be taken care of by the classroom teacher in accordance with the classroom management plan. Think Sheets will be utilized in the classroom to inform parents of student behavior. Three think sheets will result in an office referral. Parents and teachers will work together to resolve any issues that may occur. For persistent discipline problems, inappropriate behavior that results in the interruption of instruction or presents a safety issue, students may be referred to administration. Depending on the incident, discipline matters are handled in a variety of ways: conferencing with students, parent contact by a teacher, administrator notes home, lunch detention, time-out, in-school suspension, and out-of-school suspension. In cases where out-of-school suspension is the administrative decision, students may be suspended up to ten days. The severity of the incident, repeated offenses by students, and the age of the student will be taken into consideration when making disciplinary decisions. In rare cases of severe offenses where the health and safety of staff and students might be affected, expulsion from school may result.

DRESS CODE

Students are expected to be dressed for the business of learning. Consequently, it is mandatory that all students arrive at Clyde Erwin Elementary in full uniform and remain in full uniform through dismissal. Most retail stores in the area and many online vendors sell the required apparel (see list below). **** If a student comes to school out of uniform, the student will be sent to In-School-Suspension until the parent brings a change of clothes.**

Shirts & Blouses	<ul style="list-style-type: none">• Solid white or solid navy blue• Long or short sleeves• Collared; no hoods• Button or snap front• Bottoms of shirts tucked in <p>They must remain buttoned except for the top button. Except for girls' "dressy" blouses, shirts also must always remain completely tucked in. Solid white undershirts may be worn; however, the sleeves must not exceed the length of the shirt. No undergarments should be visible through the shirt.</p>
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Pants, Shorts, Skirts, Dresses, & Jumpers	<p>Solid tan or navy blue</p> <ul style="list-style-type: none"> • No denim • No leggings as pants • Must wear belt if garment has belt loops • Shorts, skirts, and dresses must be no shorter than 3" above the knee. The top of any slit may come no higher than the longest finger of your hand when extended at your sides. Overalls may not be worn.
Belts	<ul style="list-style-type: none"> • Solid brown, black, or navy blue with non-decorative buckles • Must be worn through belt loops
Socks, Pantyhose, & Stockings	<ul style="list-style-type: none"> • White, navy or black socks visible above the shoe (no "no-show" socks) • Females may wear natural-colored hosiery
Shoes	<ul style="list-style-type: none"> • Dark blue, dark brown, or black (solid-colored) or sneakers • Closed toes and heels • No wheels/skate shoes <p>Shoes may not enclose the ankle (no high-tops or mid-tops). Shoelaces remain tied and match the color of the shoe. Sneakers/athletic shoes must be worn in physical education class.</p>
Sweaters, Cardigans, Sweatshirts, Vests, or Blazers	<ul style="list-style-type: none"> • Solid white, navy blue, or tan • No hoods (hooded garments may not be worn in the building) • Shirt collars must remain visible <p>Hoodies, jackets, and coats may not be worn inside the building (unless transitioning to or from outdoors). Students who are "cold-natured" should wear a hoodless cardigan, sweater, vest, or blazer that meets school uniform code.</p>

DRESS CODE ADDITIONAL RESTRICTIONS

- Outerwear, other than sweaters, may not be worn in the building.
- Hats or caps will not be worn.
- Blue jeans and denim are not allowed.
- Sagging and bagging of clothes is not allowed.
- Hair will be neatly groomed.
- A belt must be worn if pants, slacks, shorts, skirts, or jumpers have belt loops.

Spirit Wear Shirts and Tops: Students may wear Spirit Wear tops on Fridays with their uniform bottoms. Spirit Wear is available for purchase at the school.

EMERGENCY INFORMATION

The school needs at least two current telephone numbers to call in case of illness or injury of student. **Please inform the school office if you move or if your telephone number changes during the school year. Our records must be current at all times.** In the event the parent/guardian is not able to be reached, emergency persons will be contacted to assist or pick up the student. If emergency contact is not available or up to date, law enforcement may be called to assist.

GENERAL SCHOOL POLICIES

- Remain quiet and orderly when in the school building.
- Students are expected to follow classroom and school rules at all school-sponsored events, whether on or off campus.
- Practice good manners and social etiquette at all times, to all students and staff members.
- The use of profanity and other abusive language is not permitted.
- Students must keep their hands and feet to themselves, and not encourage or participate in physical or verbal altercations (even when it is in a playful manner).
- No toys should be brought to school unless they are for a specific class project.

- Use of cigarettes or any other tobacco products is prohibited on campus. That includes all staff, students, parents, and visitors. *(Use of tobacco on school property is not permitted by staff, students, parents, or visitors. Onslow County Board Policy 7250)*
- No water pistols, other types of “toy” guns, or other toys that even slightly resemble a gun are permitted on campus.
- No firecrackers, matches, lighters or any other incendiary devices are allowed on campus.
- No knives, Swiss army knives, fingernail clippers or any other sharp device that could be considered a weapon are permitted on campus.
- Students may not sell, barter, or trade items at school.
- Chewing gum is not permitted on campus at any time.
- Drinks in glass bottles are not allowed on campus.
- Food brought into the school for classrooms must be purchased and have ingredients labeled.

HEALTH SERVICES

Students are screened throughout the year for vision, dental, and hearing. You will be contacted if your child needs further screening and/or treatment. If you prefer that your child not be screened, you must send a letter in writing stating which screenings you prefer not be done on your child. These screenings are meant to ensure that your child is healthy and ready to learn.

IMMUNIZATIONS (SHOTS)

Clyde Erwin Elementary Magnet School follows all state laws regarding childhood immunizations. Please contact the school nurse or visit www.immunizenc.com if you have any questions.

INCLEMENT WEATHER & SCHOOL DELAYS

Extreme weather conditions may require the closing, delay, or early dismissal of schools. School cancellations or delays will be announced through the school’s telephone call system. You also may check the Onslow County Schools website, stay tuned to local television stations, or call the weather line at (910) 989-2211.

If the start of the school day is delayed due to weather or emergency, it is often for several hours. Please adjust drop off times accordingly, so students arrive on campus when staff supervision is available.

If school is dismissed early, students will receive lunch before they leave school. ***If school is delayed for inclement weather, no breakfast will be served, and lunch times will be adjusted accordingly.***

In the event of a 2-hour delay, CEEMS will open doors at 9:30 a.m. School will begin at 10:00 a.m.

Onslow County Schools’ Weather Line: 910-989-2211

LOST & FOUND

Write your child’s name in clothing that may be easily lost or misplaced (mittens, coats, etc.) Items lost will be kept on a clothing rack in the hallway between the cafeteria and fourth and fifth grade classrooms. Unclaimed items will periodically be donated to charity. **Clyde Erwin Elementary Magnet assumes no responsibility for lost or stolen items.**

MEALS: BREAKFAST & LUNCH

Breakfast is served from 7:30-7:55 a.m. Students who are eating breakfast are expected to go directly to breakfast when arriving on campus. Students who are not eating breakfast report directly to their classrooms. 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.

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. 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.

Payment for purchases in the cafeteria may be made by cash or check to the school cafeteria. Please do not send money to the school office. Other methods of payment are debit/credit card online at www.k12paymentcenter.com.

Meal applications for free or reduced meals can be found online at www.lunchapplication.com. This is the quickest method. Only one application per household should be completed. Return meal applications to the school cafeteria or the school nutrition central office. If you do not receive notification for **all (each individual child)** students in the household, please notify the school nutrition central office immediately.

MEDICATION

Onslow County Schools has a policy for the administration of medications to students during the school day. 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. Medications must be brought to the school by a parent or guardian; students are not allowed to transport medication. They will be kept in a secure area and dispensed according to the prescription.

PARKING AREAS

Please drive with extreme caution when entering and leaving the school's parking lot. Students arriving by car should be dropped off at the sheltered walkway at the back of the school.

The area in front of the school building is for bus and day care van parking only. Please do not park beside the sidewalk in the front of the building and block this area for buses and vans. The parking lot across from the front of the school is private parking for apartment residents. Parking in this lot may result in your car being towed.

PBIS

Our school celebrates good student behavior as part of the school PBIS program. Class DOJO will be used to track classroom behavior. Parents will have access to their child's DOJO behavior points. Students who achieve the school wide behavior goal, will be invited to attend the PBIS celebrations. A student who receives a classroom Think Sheet, ISS (In School Suspension) or OSS (Out of School Suspension) will not be able to attend the PBIS celebration for that period.

PERFECT ATTENDANCE

Students who have not been absent during the school year and not tardy/or checked out early will receive a perfect attendance certificate. If a child is late due to his/her bus being late, this will not count as a tardy. Perfect Attendance awards will be presented during our awards programs.

PICK-UP CARDS (CAR TAGS)

Students who are car riders or walkers/walkups will be assigned two pick-up cards for the 2021-2022 school year. The pick-up card must be presented to pick up a student. If the card is forgotten, ID will be requested.

PRINCIPAL'S LIST & HONOR ROLL

Third, fourth, and fifth grade students who earn Principal's List or Honor Roll during a nine-week grading period will receive recognition during our awards programs. Students earning all A's are placed on the Principal's List, and those earning all A's and B's will be placed on the Honor Roll.

SCHOOL FEES & SUPPLIES

Instructional Supply Fee	\$5.00
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Art	\$1.00
1:1 Technology Fee (all grades)	\$25.00
Insurance (optional)	Available for purchase, information will be sent home

Students are held responsible for lost/damaged textbooks, laptops/computers (and accessories) and library books. A school supply list is available for each grade level. The list includes basic items your child will need on a regular basis.

A fee-waiver may be possible for families who cannot afford to pay student fees. Please contact the school office for a fee-waiver form. ***Fee waivers do not cover field trips or lunch fees.***

STUDENT RECORDS

The Family Educational Rights and Privacy Act require schools to keep confidential all records maintained concerning students. Parents of students who are under 18 years of age have the right to inspect these folders. These records include such information as grades, attendance, health data, test data, and participation in special programs.

TEXTBOOKS & ELECTRONIC EQUIPMENT (school-issued)

Students are responsible for the care and physical appearance of books and electronic equipment that have been assigned to them. Parents and guardians may be held financially responsible for costs incurred by the school to repair or replace electronic devices, accessories, and/or books.

TITLE IX

Onslow County Schools does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities. The Title IX Coordinator for Onslow County Schools can be reached at 455-2211.

TRANSFERRING OR WITHDRAWING STUDENTS

Parents that wish to withdraw their student should contact the school data manager for proper procedures.

VISITORS AND VOLUNTEERS ON CAMPUS

While visitors and volunteers are generally welcome on campus, our paramount concern is for the safety of our school family. To help protect the health and safety of our community, visitors and volunteers will be limited and should enter the building only if necessary. If possible, please try to handle any business with the school virtually or by phone call.