



NEVER STOP LEARNING

Science

# Parent and Student Handbook

2022-2023

Northwoods Elementary School  
of Technology and Innovation

Made with Canva

# Table of Contents

School Information .....	3	Honor Roll & Principal's List .....	16
2021-2022 Calendar .....	4	Immunizations .....	17
Dress Code .....	5	Incident Weather .....	17
Dress Code .....	6	Injuries & Emergency Information.....	18
<b>School Policies &amp; Rules</b>		Intersessions .....	18
Academically Gifted Program.....	7	Lost & Found .....	18
Allergies.....	7	Medication.....	18
Attendance .....	7	Moment of Silence & Pledge of Allegiance.....	18
Board of Education Policies.....	8	Northwoods Honor Society .....	18
Bullying, Cyberbullying & Harassment .....	8	Parent Conferences.....	19
Bus.....	9	Parent Teacher Organization (PTO).....	19
Cafeteria.....	10	Perfect Attendance .....	19
Cell Phones and Electronics .....	10	Pest Management.....	19
Check in & Check Out.....	10	Promotion Requirements.....	19
Communicable Diseases .....	11	Safety Drills.....	20
Computers & Electronics.....	11	School Fees .....	20
Conferences .....	12	Snacks .....	20
Daily Schedule .....	12	Student Class Placements.....	20
Discipline.....	12	Student Records & Information.....	20
Dismissal .....	12	Telephone Use .....	21
Dress Code.....	14	Testing & Assessments .....	21
Early Release.....	14	Textbooks & Library Books .....	21
E-Mail.....	14	Tobacco Policy .....	21
Enrollment.....	14	Transportation Changes.....	21
Field Trips.....	15	Valuables & Money .....	21
Food Items.....	15	Visitors.....	22
Food Services (Cafeteria) Lunch/Meals.....	15	Volunteers .....	22
Grading Policy.....	16	Website .....	22
Guidance Services .....	16		
Health Services.....	16		
Homework.....	16		

# Northwoods Elementary Magnet School of Technology and Innovation

Northwoods Elementary School, established in 1955, is one of 22 elementary schools in Onslow County. We serve students in grades K-5. Every NWE student will receive passionate, data-driven instruction and classroom activities aligned with the Onslow County Schools' Instructional Framework.

## Office Hours

7:30 a.m. – 4:00 p.m.

617 Henderson Drive Jacksonville, NC 28540 • 910/347-2808 (office) 910/347-2939 (fax)

## Administrative Team

Lisa Marshall, Principal lisa.marshall@onslow.k12.nc.us

Megan Bond, Assistant Principal megan.bond@onslow.k12.nc.us

Dana Russell, Data Manager

Tammy Noska, Secretary/Treasurer

Sharon Racine, Receptionist

Amber Owen, Guidance Counselor

**Vision:** Excellence in Education

**Mission:** To Empower Lifelong Learners

**Motto:** "We Create Digital Citizens"

**Mascot:** Jr. Cardinal

**Uniform Dress Code Colors:** Navy blue, Tan, and White

## The Cardinal Pledge

As CARDS we pledge to be polite, treat each other the way that's right.

Respect each other every day.

Safety first is the Cardinal way!

# 2022-2023 School Calendar

Northwoods Year-Round Elementary  
Magnet School

## Onslow County Schools 2022-2023 Year-Round School Year Calendar NORTHWOODS ELEMENTARY

July 2022				
M	TU	W	TH	F
				1
4 H	5	6	7	8
11 W	12 W	13 W	14 W	15 W
18 *	19	20	21	22
25	26	27	28	29

August 2022				
M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16 I	17	18	19
22	23 PD	24	25	26
29	30	31		

September 2022				
M	TU	W	TH	F
			1	2
5 H	6	7	8	9
12	13	14	15	16 G
19 INT	20 INT	21 INT	22 INT	23 INT
26 INT	27 INT	28 INT	29 INT	30 INT

October 2022				
M	TU	W	TH	F
3 INT	4 INT	5 INT	6 INT	7 INT
10 W	11	12	13	14
17 R	18	19 PD	20	21
24	25	26	27	28
31				

November 2022				
M	TU	W	TH	F
	1	2	3	4
7	8 PD	9	10 I	11 H
14	15	16	17	18
21	22	23 W	24 H	25 H
28	29	30		

December 2022				
M	TU	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16 G
19 L	20 L	21 L	22 L	23 H
26 H	27 H	28 L	29 L	30 L

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

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

March 2023				
M	TU	W	TH	F
		1	2	3
6	7	8	9	10 G
13	14	15	16	17 R
20 INT	21 INT	22 INT	23 INT	24 INT
27 INT	28 INT	29 INT	30 INT	31 INT

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

May 2023				
M	TU	W	TH	F
1 PD	2	3	4	5
8	9	10	11	12 I
15	16	17	18	19
22	23	24	25	26
29 H	30	31		

June 2023				
M	TU	W	TH	F
			1	2
5	6	7	8 G**	9 W
12 W	13 W	14 W	15	16
19	20	21	22	23
26	27	28	29	30

- Holiday (H)** - No school for students and all staff.
- Teacher Workday (W)** - No school for students.
- Leave Day (L)** - No school for students and 10-month staff.
- Professional Development Day [Prof Dev Day] (PD)** - 3-hour early release for students with professional development for staff.

Legend	
*	First Day for Students
H	Holiday
W	Teacher Workday
L	Leave Day
PD	Prof Dev Day
INT	Intercession Days
**	Last Day for Students
I	Interim Reports
G	End Grading Period
R	Report Cards

# Northwoods Elementary School Dress Code Guidelines



These items meet NWE dress code regulations.

Solid Navy or White polo or button up shirt/blouse with no logos. Shirts are to be tucked in at all times.



Solid Navy, White or Tan knit sweaters, non-hooded. Can be cardigan style, standard sweater or sweater vest. Navy or Tan blazers are allowed.



Solid Navy or Tan (not brown) pants, shorts, skirts, and jumpers are allowed. Material should not be denim, lycra, stretch, jean or jean-like, etc.



Remember, all clothes must... 1- Be solid-colored; 2- Fit properly for normal daily activity; 3- Be clean; 4- Have no visible logos; and 5- Be in good repair.

Solid brown, black or navy belts. Belts & buckles are to be plain (no words, decorations or logos).



Matching solid white socks or natural colored hose are required and must be visible at all times.



Solid Navy Blue, Black or Dark Brown dress-style shoes are required. They must have closed toes and heels and must be worn correctly. No athletic, tennis or skate shoes.



# Northwoods Elementary Magnet School Dress Code

## DRESS CODE

Students are expected to be dressed for the business of learning. Consequently, it is mandatory that all students arrive at Northwoods Elementary in full dress code and remain in full dress code through dismissal. By eliminating the daily distractions of unregulated school clothing, as well as the peer pressure associated with “label competition”, uniforms set the tone for a proper work attitude in the classroom, reduce behavior problems, and improve student performance.

Most retail stores in the area and many online vendors sell these universal items (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.**

<b>Sweaters, Cardigans, Sweatshirts, Vests, or Blazers (cont.)</b>	Jackets and coats may not be worn inside the building. Students who are “cold-natured” should wear a hoodless cardigan, sweater, vest, or blazer that meets school uniform code.
--------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## DRESS CODE ADDITIONAL RESTRICTIONS

- Outerwear, other than sweaters, may not be worn in the building.
- Headwear will not be worn.
- Distracting makeup is not allowed.
- Blue jeans and denim are not allowed.
- Sagging and bagging of clothes is not allowed.

<b>Shirts &amp; Blouses</b>	<ul style="list-style-type: none"> <li>• Solid white or solid navy blue</li> <li>• Long or short sleeves</li> <li>• Collared; no hoods</li> <li>• Button or snap front</li> </ul>
<b>Pants, Shorts, Skirts, Dresses, &amp; Jumpers</b>	Solid tan, or navy blue <ul style="list-style-type: none"> <li>• No denim</li> </ul>
<b>Socks, Pantyhose, &amp; Stockings</b>	<ul style="list-style-type: none"> <li>• White, navy or black socks</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• Dark blue, dark brown, or black (solid-colored)</li> <li>• No heels exceeding 2”</li> <li>• No wheels/skate shoes</li> </ul>
<b>Sweaters, Cardigans, Sweatshirts, Vests, or Blazers</b>	<ul style="list-style-type: none"> <li>• Solid white, navy blue, or tan</li> <li>• <b>No hooded garments at school</b></li> </ul>

## **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. 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.

### **BOARD OF EDUCATION POLICIES**

NWE is obligated to follow all policies as established by the Onslow County School Board. These policies are published on the Onslow County Schools website.

<https://www.onslow.k12.nc.us/Page/241>

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.
- Creates a substantial disruption to the orderly operation of the school

### **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.

“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.

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.

Any student who engages in bullying may be subject to counseling within the school – and disciplinary action up to and including suspension and a referral to law enforcement.

Students are expected to immediately report incidents of bullying to the teacher, counselor, or school administration. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

Any staff who witness acts of bullying are required to take immediate steps to intervene.

If a student or parent feels the appropriate resolution of the investigation or complaint has not been reached, the student or parent should contact the principal or the Onslow County Schools Student Services Office.

Retaliatory behavior against any complainant or participation in the complaint process is strictly prohibited.

#### **Bullying Prevention:**

- All staff receive bullying awareness professional development throughout the school year.
- Teachers are trained in the use of classroom meetings for problem solving.
- The school counselor and Military Liason conduct regular anti-bullying and bullying awareness sessions in all classrooms.
- Students participate in Common Sense Media digital etiquette sessions throughout the year.
- Bullying awareness and anti-bullying information is shared with parents and stakeholders via the monthly newsletters.

#### **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 NWE is Pam Mullis 910/455-0562.
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:

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

School administration will contact the parent notifying them if the request was approved.

### **CAFETERIA RULES**

NWE 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**

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 (7:30 – 4:00). 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 8:00) 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 2:30 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, COVID, 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**

Northwoods Elementary is committed to delivering a 21st century education through the use of technology. Students in all grade levels will be assigned laptop computers via the Onslow County 1:1 initiative. The OCS technology insurance fee is \$25 per student.

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 Northwoods 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 Northwoods 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.”*

### **CONFERENCE**

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 may be scheduled by contacting the teachers or the school office at 910/347-2808.

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**

7:30 a.m.	Building opens. (Students should not be dropped off before 7:30 because there are no staff available to supervise them.)
8:00 a.m.	Breakfast closes for car riders.
8:00 a.m.	Instruction begins. Students (who are not in class) marked tardy
	Announcements begin
Lunch	Varies by class as scheduled
2:30	No more student check outs for the day (except extreme emergencies)
2:40 p.m.	Walkers dismissed
2:45 p.m.	Car riders and Day Care students dismissed
3:00 p.m.	Bus students 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 an alternative program
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**

The dismissal process begins at 2:40 each day with the release of "walkers". Car riders will be dismissed at 2:45 along with Day Care riders. Bus riders will begin dismissal at 3:00 followed by our REC students at 2:55.

In order to release our students in the safest and most efficient process possible, the following guidelines will be in place at dismissal:

- Car riders will only be picked up in the car rider line. Parents should not park and walk up to pick up students.
- Car rider parents should display their pickup tag in the front window of their car to pick up their child. If no tag is visible, the parent will need to park and a car rider attendant will verify pickup information each time.
- Parents may park across the street to pick up their child noting with the teacher that their child is a "walker".
- Parents may park on Barnes Street to pick up their child as a "back walker" noting with the teacher that their child is a "back walker".
- Cars will not be allowed to use the "left turn lane" during arrival or dismissal each day.
- Cars will need to adhere to the merge signs in the car rider line to establish the lane they will be using to exit the parking lot. If a car will need to exit left-they will need to be in the left lane to pick up their child. If a car will need to exit right-they will need to be in the right lane to pick up their child.
- 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.

Student checkouts will only be permitted prior to 2:30. Check-outs after 2:30 will only be permitted in emergency situations.

## **DRESS CODE**

Students are expected to be dressed for the business of learning. Consequently, it is mandatory that all students arrive at Northwoods Elementary in full dress code and remain in full dress code through dismissal. By eliminating the daily distractions of unregulated school clothing, as well as the peer pressure associated with “label competition”, uniforms set the tone for a proper work attitude in the classroom, reduce behavior problems, and improve student performance.

Most retail stores in the area and many online vendors sell these universal items (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.

Please note dress code information on page 5 for more specifics.

## **EARLY RELEASE & REMOTE LEARNING DAYS FOR STAFF PROFESSIONAL DEVELOPMENT**

Dismissal times for early release days (3-hour early release):

- Walkers at 11:40
- Car riders at 11:45
- Day Care students at 11:45
- Bus riders at 12:00

### Early Release Dates

[school dismisses 3 hours early]

August 23  
October 19  
November 8  
February 9  
May 1

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

Since all staff may be participating in professional development, there may be no one to answer the phones after dismissal.

## **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**

Although student enrollment can be completed at the school, parents/guardians can choose to complete enrollment online <https://nc02213593.schoolwires.net/Page/20607>

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 Northwoods 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, NWE 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 NWE 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 may be 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 online 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 NWE 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 NWE 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 as well as all "Satisfactory" grades in Art, Music, and PE.

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 well as all "Satisfactory" grades in Art, Music, and PE.

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.

Delayed Start Times		
Event	Earliest Drop Off Time	Tardy
1 hr. delay	8:30	9:00
2 hr. delay	9:30	10:00
3 hr. delay	10:30	11:00

## **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.

## **INTERSESSION DAYS**

There will be no school for students during intersession periods. Intersession dates for the 2022-2023 school year are as follows:

September 19 – October 7

December 19- January 6

March 20-April 7

## **LOST AND FOUND**

Each school year NWE 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 monthly.

## **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.

## **NWE ELEMENTARY HONOR SOCIETY**

Students in 4<sup>th</sup> and 5<sup>th</sup> grades can qualify for induction into the Northwoods Elementary Honor Society based on their citizenship and academic performance.

If you would like more information on the Northwoods Elementary Honor Society, please contact the school and ask to speak with the school counselor.

## **PARENT CONFERENCES**

Northwoods 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 910/347-2808 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 NWE website.
- When possible, teachers who comprise a team will conference with parents as a team.

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

The NWE 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.

## **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 8:00 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 Literacy 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 NWE, 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 NWE will also participate in lockdown drills.

## **SCHOOL FEES**

Instructional Supply Fee	\$5.00
Art Fee	\$1.00
Non-Refundable Laptop Insurance Fee (Kindergarten thru 5 <sup>th</sup> grade)	\$25.00
Student Insurance (Optional)	\$10.00

School fees may be paid online  
<https://onslow.schoolcashionline.com/>

## **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 always possible to honor parent requests for specific teachers.

## **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; diagnostic testing, benchmarks, and progress monitoring 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, library books and school computers are instructional materials and some of many resources utilized for teaching concepts in each subject. They are the property of NWE and/or Onslow County Schools. If books or computers are lost or damaged, the student may be held responsible for replacing the item.

### **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 without using a family password on file at school.

### **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.

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 Northwoods Elementary School programming, activities, events, and

teacher webpages may be accessed online at the school web address:

[www.onslow.k12.nc.us/Northwoods](http://www.onslow.k12.nc.us/Northwoods)

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