

Student Handbook



Hunters Creek Elementary

School of Science, Technology, Engineering, and Math

Dear Parents & Guardians

Welcome to Hunters Creek Elementary School, home of the “Gators”! 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. Our students are important to us and our goal is to provide the best and most appropriate education program possible.

We’re counting on your support! Visit us often, eat lunch with your child, participate in field trips, and ask your child’s teacher how you can help. Becoming involved in your child’s education is “win-win” because it takes parents, students, teachers and the community working together to establish an effective school and to create excellence in young minds.

Information will continue to be provided to you throughout the year via the school website and in the form of newsletters, flyers and our telephone call system. If you have any questions, or if there is any way in which we can be of assistance, please do not hesitate to call us. We look forward to working with you and your student to make this the best year ever!

-Dr. Gail Pylant, Principal

-Rachel Hall, Asst. Principal

Hunters Creek Elementary

School of Science, Technology, Engineering, & Math

3450 Hunters Trail • Jacksonville, NC 28546 • 910/353-4443 (office) • 910/353-4425 (fax)

<https://www.onslow.k12.nc.us/hunterscreekes>

ADMINISTRATORS

Principal: Dr. Gail Pylant

Assistant Principal: Rachel Hall



SCHOOL HOURS

7:50 Doors open. Breakfast opens
8:30 First bell, Breakfast closes
8:30 Tardy bell rings
3:21 Walkers dismissed
3:21 Daycare/ van riders dismissed
3:21 YMCA students dismissed
3:23 Car riders dismissed
3:25 Bus riders dismissed

“Gators”

Young Minds

Big Dreams

Bright Futures

MOTTO: “Young Minds, Big Dreams, Bright Futures!”

MASCOT: Gators

SCHOOL COLORS: Purple & Yellow

THE GATOR PLEDGE

“Gators always think about themselves and others by being respectful, responsible, and self-disciplined.”



Vision

Excellence in Educating the Whole Child.

Purpose

To Encourage, Inspire, Enrich, and Educate!

Beliefs

We believe that the family, the school and the community share the responsibility of teaching children to be good citizens, make meaningful contributions to a global society, and remain lifelong learners.

We believe the school should provide a safe and focused environment with the purpose of educating the whole child.

We believe that all children can learn through a variety of teaching strategies, parent commitment, and student motivation.

We believe that students must practice good effort on a daily basis.

Goals

Every student at Hunters Creek Elementary is taught by excellent educators, everyday.

Hunters Creek Elementary is supported by effective and efficient systems.

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

Every student in Hunters Creek Elementary is healthy, safe, and responsible.

Digital Citizenship

Students at Hunters Creek Elementary School of Science, Technology, Engineering, and Math will become responsible digital citizens who will know how to use technology safely, effectively, ethically and respectfully.

APPROVED
April 6, 2021

Onslow County Schools

2021-2022 School Year Calendar

Elementary School

APPROVED
April 6, 2021

July 2021				
M	TU	W	TH	F
			1	2
5 H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August 2021				
M	TU	W	TH	F
2	3	4	5	6
9	10	11	12	13
16 W	17 W	18 W	19 W	20 W
23 *	24	25	26	27
30	31			

September 2021				
M	TU	W	TH	F
		1	2	3
6 H	7	8	9	10
13	14	15	16	17
20	21	22	23 I	24
27	28	29	30	

October 2021				
M	TU	W	TH	F
				1
4	5	6	7	8
11 W	12	13	14	15
18	19	20	21	22
25 G	26	27 PD	28	29

November 2021				
M	TU	W	TH	F
1 R	2	3	4	5
8	9	10 PD	11 H	12
15	16	17	18	19
22	23	24 W	25 H	26 H
29	30 I			

December 2021				
M	TU	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20 L	21 L	22 L	23 H	24 H
27 H	28 L	29 L	30 L	31 H

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

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

March 2022				
M	TU	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 PD
21	22	23	24	25 G
28	29	30	31	

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

May 2022				
M	TU	W	TH	F
2	3	4	5	6
9	10	11	12 I	13
16	17	18	19	20
23	24	25	26	27
30 H	31			

June 2022				
M	TU	W	TH	F
		1	2	3
6	7 G**	8 W	9 W	10 W
13	14	15	16	17
20	21	22	23	24
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 Days (Prof Dev Day) (PD) - 3-hour early release for students with professional development for staff.

Make-up days may be Teacher Workdays or Leave Days.

Additional make-up days to be determined as needed.

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

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. A student must be present at least half of the school day (arrive before or checked out after 12:00 p.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 within 5 days following absence. *After ten (10) accumulated absences (excused or unexcused), 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 8:30 a.m. will be considered tardy. **Tardy students must be checked in at the office by their parent or guardian.** A parent, who brings a child to school late or checks a child out of school early, must come to the office.

The state and local attendance policy has not changed due to COVID-19. However, the best guidance from federal, state, and local health officials' stresses that students who are sick should not be at school.

BREAKFAST

The school cafeteria opens each morning at 7:50 a.m. for breakfast.

BULLYING

It is the belief of Hunters Creek Elementary that all students should learn in a safe environment, free from bullying. Bullying is defined as "repeated and unwanted actions by an individual or group intending to intimidate, harass, degrade, or offend". Types of bullying include physical aggression, social alienation, verbal aggression, and intimidation.

Hunters Creek staff, students, or their parents may report incidents of bullying using the bullying and harassing form, located in each classroom as well as the office and online. Kindergarten/1st can help their students complete the form. Completed forms will be turned in to the classroom teacher for an initial investigation. If deemed bullying, administration will receive a copy of the form. An investigation will begin in which administration will speak to all parties involved. The investigation will be completed within three business days of receipt of allegation. At such time, the parents of all parties will be notified of the outcome. A copy of the school documentation form will be given to the school counselor. Two weeks after investigation is complete, the school counselor will follow up with the victim to see if bullying is still occurring. If still happening, the bullying and harassing form will be completed.

Disciplinary action for bullying may include any of the following and will be determined by the assistant principal or principal depending on the severity of the offense, in accordance with policy 4300/4302 of the Onslow County Board of Education Policy manual:

- Out of School Suspension
- Exclusion from school activities
- Writing about why the bullying actions were wrong
- Documentation in permanent school files

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. 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. 9.Refrain from chewing gum or eating on the bus.

CAFETERIA CHARGES

It is the responsibility of the parents to make sure that their child's lunch account has enough funds to cover breakfast and lunch for their child. It is also recommended that parents apply for the Free/Reduced Lunch Program. This program will help with meal costs to those families that qualify. 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 8:30 a.m. or leaving before 3:21 p.m. must be signed in/out in the front office by a parent or guardian. Students will be unable to checkout after 2:45 p.m. No student will be released from school without proper identification (picture ID) 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, 7:50 a.m. to 3:21 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. HCES is not liable for lost, damaged, or stolen electronic devices and/or accessories. HCES 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.

COMMUNICABLE DISEASES

Because a school brings a very large number of children into close contact daily, transmission of communicable diseases can take place. If your child contracts a communicable disease such as chicken pox, measles, flu, or COVID-19 he or she should remain at home until after the contagious period of disease is over (Refer to OCS Board Policy 4230.5/Onslow County Health Department). 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 910/353-4443. In most cases, teachers need *at least* 24 hours notice. Conferences will not take place during instructional time. Teachers will request two conferences per year.

COVID RESPONSE

The faculty and staff at Hunters Creek Elementary School will continue to make our campus clean and safe for students, teachers, staff, and parents. We will follow the guidelines for safety mandated by Onslow County Schools.

CURRICULA

All students will be instructed according to the North Carolina Standard Course of Study. In English/Language Arts (reading, writing, speaking/listening, language and media/technology) balanced literacy, 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 enrichment classes such as Art, Music, P.E., Media, and Technology on a regular basis.

DISCIPLINE

The staff at Hunters Creek Elementary 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. 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 the 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, 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.

DISCIPLINE (COUNTY POLICIES)

See the Onslow County "Student Discipline Policies and School Bus Safety Regulations" handbook.

DISMISSAL

Hunters Creek Elementary has dismissal processes for all students. For car riders, each student will be assigned a number. Parents will display a placard on their sun visor with the number of all children in their vehicle. Staff will call students to car line for dismissal. Any changes to afternoon transportation must be made prior to 2:30 p.m. in writing. Transportation changes will not be accepted over the phone. Please send in a note or fax the school.

DRESS CODE

Hunters Creek Elementary School, in accordance to 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, including face masks, should not contain vulgar or obscene language or pictures.
- No brief or revealing attire.

DROP OFF & PICK UP

No student may be dropped off prior to 7:50 a.m. Morning student drop off is only in the designated area in the right side of the school. To ensure the safety of all visitors, students and staff, vehicles must wait in line and not pass others. If a violation occurs, it will be addressed by school officials.

Because of constant movement of buses, cars, and delivery vehicles throughout the parking lots, students should never be permitted to exit a vehicle and walk across a parking lot unescorted. Please park with care and in designated areas only, ensuring that you do not block the driveway in front of the school. Parents picking up students in the afternoon please stay in your vehicle.

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).
- Toys should not 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)*
- Water pistols, other types of “toy” guns, or other toys that even slightly resemble a gun are not permitted on campus.
- Firecrackers, matches, lighters or any other incendiary devices are not allowed on campus.
- Knives, Swiss army knives, fingernail clippers or any other sharp device that could be considered a weapon are not 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.

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.

GRADING POLICY

All parents and students will be notified by the classroom teacher regarding specific grading procedures for that class. Report cards are issued to students every nine weeks. Interim reports are issued to all students twice during the nine-week grading period. Grade information is also available to parents through the Parent Portal.

Onslow County Grading Scale:

A=90-100

B=80-89

C=70-79

D=60-69

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. 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.

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.

HOMEWORK

Students in all grade levels may be assigned homework. Homework is an integral and relevant part of every student's instructional program. Homework assignments reinforce/extend classroom instruction. Please talk to your child's teacher about all homework questions.

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.

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. To earn the designation of Honor Roll or Principal's List, a student must have all S's in the areas of conduct and their encore classes.

IMMUNIZATIONS (SHOTS)

All state laws are followed in regard to childhood immunizations. Please contact the school nurse or visit www.immunizenc.com if you have any questions.

INCLEMENT WEATHER & SCHOOL DELAYS

Before leaving home each morning, you and your child should have a plan about what to do in the event of bad weather. Because of the number of students, telephone use is limited. Your child should know ahead of time if you will or will not pick him/her up from school. Make sure your child knows what they are to do if school is dismissed early. In an emergency, it is impossible for the staff to inform every parent of an early dismissal. If you know there is a possibility of bad weather, listen to a Jacksonville radio station (1240 AM WJNC) to get up-to-the-minute information on road conditions and school closings. We will also execute our school's telephone call system, so it is important to keep phone numbers up to date with the school.

If the start of the school day is delayed due to weather or emergency, it is often for several hours. Adjust your drop off schedule so that students do not arrive on campus before staff is available to supervise them.

If school is dismissed early, students will receive lunch before they leave school. However, 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, HCES will open doors at 9:50 a.m. School will begin at 10:30 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 cafeteria. Unclaimed items will periodically be donated to charity. **Hunters Creek Elementary School assumes no responsibility for lost or stolen items.**

MEALS: BREAKFAST & LUNCH

Breakfast is served from 7:50 am. – 8:20 a.m. Students who are eating breakfast are expected to go directly to breakfast when arriving on campus. Students that are not eating breakfast report directly to their classroom. 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 the 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. High school students and adults cannot charge. 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 910/353-4443 ext. 30008.

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.

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

School newsletters are sent home each month. Blackboard is also utilized to send automated phone messages to parents/guardians regarding a wide variety of school events.

PARENT-TEACHER ORGANIZATION

The primary function of the Hunters Creek Elementary P.T.O. is to correlate activities between the home and the school. Parents and staff work together to implement special programs for the enrichment of our students' education. If you are interested in joining the Hunters Creek Elementary P.T.O., you may do so at our first meeting or at any time during the year. Call the office for more information.

POSITIVE BEHAVIOR SUPPORT PROGRAM

Our school utilizes *Sanford Harmony* as a school-wide positive behavior support program. This program is designed to foster peer communication, build community both in and outside the classroom and develop boys and girls into compassionate and caring adults. Teachers will use ClassDOJO 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 quarterly celebrations. A student who receives ISS (In School Suspension) or OSS (Out of School Suspension) will not be able to attend the celebration for that quarter.

PERFECT ATTENDANCE

Students who have not been absent during the school year and not tardy/or checked out early more than three times 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.

RECORDING IN SCHOOL

The following two guidelines are to be followed regarding recording in school:

1. 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.
2. Any video, audio, or photographic recording in restrooms, locker rooms, or any other areas where privacy is an expectation is impermissible. Violations of this rule may result in criminal charges.

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 in order 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 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 or escorted to class from the parking areas by older siblings under the age of 16. Please use extreme caution.

School Counselor

Hunters Creek 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. Informative parent sessions will be scheduled during the school year by the guidance counselor. Additional information will be sent home concerning the dates, time, sessions being offered, and speakers for these

SCHOOL FEES & SUPPLIES

Instructional Supply Fee	\$5.00
Art	\$1.00
1:1 Technology Fee	\$25.00
Recorder (3 rd , 4 th & 5 th grade)	\$6.00 (Recorders)
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.

School Hours

The school day begins at 8:30 a.m. Students who arrive to school after 8:30 a.m. are considered tardy and must be checked into the office by a parent or guardian. Dismissal for students is 3:21 p.m. (see also, Dismissal & Early Release).

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.

Directory Information: Onslow County Board of Education classifies 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 award 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 the 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.

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 910/455-2211.

TRANSFERRING OR WITHDRAWING STUDENTS

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

VISITORS ON CAMPUS

To guarantee the safety and protection of the children and the members of our staff, it is imperative that ALL VISITORS check in at the office when they arrive and obtain a visitor's sticker to be worn while on campus. All visitors will check in using **Raptor**, which requires a valid driver's license.

The safety of our students is a top priority. Parents visiting their child may not approach or engage in conversations with other students on campus.

A parent, who brings a child to school late or checks a child out of school early, must come to the office. To limit instructional interruptions, access to classrooms (without an appointment) is limited during school hours.

VOLUNTEERS

Parent and community volunteers are a vital part of a school's success. All persons who wish to be fingerprinted for volunteering at our school must complete the "Criminal Background Checks for School Volunteers" form. Volunteer packets can be picked up from the school office. Fingerprinting must be completed at least two (2) weeks prior to serving as a volunteer in any capacity. Field trips are considered on a case by case basis. Remember only those volunteers who have been fingerprinted and approved by the County Office may ride the bus or act as a chaperone.