

# Blue Creek Elementary



## Student Handbook 2021-2022

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## Title IX Statement

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

# Blue Creek Elementary School

Equity and Excellence in education

## Mission Statement

It is the mission of Blue Creek Elementary to enhance student achievement and foster leadership through inquiry methods of instruction.

## Purpose

Our purpose is to educate and socialize children.

## Office Hours

6:45 a.m. – 3:30 p.m.

## School Hours

7:00 a.m. -2:15 p.m.

1260 Burgaw Highway Jacksonville, NC 28540 ■ (910)347-1717 (office) (910) 347-0095 (fax)

## Administrative Team

Shanta' Cooks, Principal  
shanta.cooks@onslow.k12.nc.us

Cheryl Twigger, Assistant Principal  
cheryl.twigger@onslow.k12.nc.us

Laurie McLeod, Secretary/Treasurer  
Brenda Correa, Data Manager  
Julie Shivar, Receptionist  
Beth Atkins, Guidance Counselor



Dear Parents, Guardians, and Families:

Welcome to Blue Creek Elementary School! The Student-Parent Handbook is a resource for you and your student and is a tool that will provide you with basic information. This publication provides only a brief explanation of school policies and routine procedures and is used in conjunction with the Onslow County Schools Student Related Board of Education Policies and School Bus Safety Regulations Handbook. Please note that this handbook is not all inclusive, especially regarding discipline. Your child is important to us at Blue Creek and our aim is to provide the best and most appropriate education program possible.

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

The COVID-19 pandemic has necessitated some changes to Blue Creek Elementary school policy for the 2021-2022 school year. We will continue to practice health and safety protocols as directed by Onslow County Schools. Please know that these guidelines are in place to protect the health of our students and staff members.

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

The 2021-2022 school year is going to be AMAZING at the CREEK 

Sincerely,

*Shanta' Cooks*

Principal

**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 I	23 PD	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	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.

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

Make-up days may be **Teacher Workdays** or **Leave Days**.  
 Additional make-up days to be determined as needed.

# The Leader in Me

Blue Creek Elementary is proud to be a “The Leader in Me” school. Additional information about The Leader in Me can be found at: <http://www.theleaderinme.org/>

## The 7 Habits of Happy Kids

Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

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

Habit 6: Synergize

Habit 7: Sharpen the Saw

## 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.

## ABSENCES/ATTENDANCE

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

NC General Statute 115C-378 requires that every child between the ages of 7 and 16 years (or younger if enrolled) attend school. Parents/legal guardians have the responsibility for ensuring that students attend school daily and "shall notify the school of the reason for each known absence in accordance with local board policy." For a child to be counted present, he/she must be in attendance at least one half of the school day. Anyone who checks out before **10:50** or checks in after **10:50** is counted absent.

### **STUDENTS SHOULD STAY HOME IF THEY ARE SICK AND/OR SHOWING ANY POTENTIAL SYMPTOMS OF COVID-19.**

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

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

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

All other absences are considered unexcused.

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

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

For a student to be considered for promotion to the next grade level, an elementary school student should be in

attendance for a minimum of 160 days. Extenuating circumstances shall be considered by the principal.

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

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

### **ACCIDENT, ILLNESS OR INJURY OF STUDENTS**

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

1. If a student becomes ill or injured at school, his/her parent or guardian shall be notified as soon as possible.
2. **Students showing symptoms of COVID-19 will be isolated from other students and will need to be picked up as soon as possible.**
3. A student who is ill or injured shall not be removed from school until the parent or guardian has been notified, or until a reasonable attempt to reach the parent or guardian has met with failure.
4. If a reasonable attempt to reach a parent or guardian meets with failure in cases of emergency due to critical illness or injury, a student will be sent to the hospital in a Rescue Squad vehicle. The parent will assume the responsibility for the cost of the transportation and medical attention.
5. If the principal feels a child must be quickly transported to an emergency room, the child will be taken. The parent will be notified as quickly as possible.
6. Students should remain fever and symptom free (without the use of medication) for 24 hours before returning to school.

### **BOARD OF EDUCATION POLICIES**

BCE is obligated to follow all policies as established by the Onslow County School Board. These policies are published on the Onslow County Schools Website. Board policies are updated periodically, and changes are posted to the online policy manual. Updates to any School Board Policy shall supersede any policy cited in this handbook. Onslow County Schools will provide students and parents with a handbook of

Student Related Board of Education Policies and School Bus Safety Regulations on an annual basis.

### **BREAKFAST**

The school cafeteria opens each morning at 7:00 for breakfast. Students will report to their classrooms when they arrive at school. Students will be sent to the cafeteria for breakfast by homerooms. For additional information see "Lunch/Meals."

### **BULLYING/CYBERBULLYING/HARRASSMENT**

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.

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

#### **Reporting Bullying & Harassment**

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

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

- Derogatory, demeaning, intimidating, or defaming statements and/or gestures to or about a student.
- Intentional emotional harm to a student by exclusion and/or isolation
- Hostile comments about another student's race, religion, disability, ethnicity, gender,

and/or sexual orientation for the purpose of causing them to feel disliked or humiliated.

- Unwelcome and uninvited physical contact or threats of physical contact that demean or offend the victim and result in a hostile environment for the victim.

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 participant 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 Liaison 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 bi-monthly BCE Newsletters.

#### **BUSES**

Parents should review bus rules and regulations that are printed in the *Onslow County Schools Student Related Board of Education Policies and School Bus Safety Regulations Handbook*. A copy of this handbook is provided to every student annually. All changes must be approved by administration before the student boards the bus. Approval is contingent upon the reason for the request and the capacity of the buses. Request must be made in writing prior to 1:00.

**NO changes will be taken over the phone.**

1. Be at the designated bus stop 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, talking loud, or any other distracting behavior.
6. Keep arms and head inside the bus.
7. Follow all 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. Parents are responsible for any damage done to the bus by their children.
11. 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.
12. Riding the bus is a privilege; however, suspension of privileges may result at the discretion of administration.

3. Students will not be able to be checked out after 1:50.

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.

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

**DUE TO THE COVID-19 PANDEMIC, FACE MASKS WILL BE MANDATORY FOR STUDENTS ON BUSES.**

**CELLPHONES/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 (7:00 - 3:00). Multiple offenses may result in the student's loss of privileges to have electronic devices on campus.

**CHECKING IN/OUT**

The school day begins at **7:00 a.m.** All students who arrive at school after **7:30 a.m.** are tardy and must check in at the office **accompanied by a parent/guardian.** In order to check a student out from school, parents/guardians must follow the following procedure:

1. Only parents/guardians/designee may check students out of school.
2. The parent/guardian/designee must present a picture ID that will be compared to the child's demographic file before the child is released. This is a safety procedure and there will be no exceptions.

**COMPUTERS & ELECTRONICS**

Blue Creek 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 usage 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 Blue Creek 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 Blue Creek Elementary School and must be returned at the end of the school year (or when a student withdraws, transfers, loses privileges, or otherwise ceases to attend the school). Devices will be assigned to students at the beginning of the year, and each student will continue to use his/her assigned device for the school year. The school maintains the authority to suspend or revoke technology privileges and internet access.
- *Parents/guardians may be held financially responsible for damaged, lost, or stolen equipment, devices, or components.* The cost of a lost or damaged device with accessories is approximately \$700 (\$637 for the laptop and \$63 for the charger). Prices are subject to increase.

- Students should only use the devices for sites, software, and tasks approved by the school.
- All usage on the devices is monitored by the school and by the district. Usage is governed by OCS Board Policy 3225/7320.
- Students who do not show responsibility in accessing the Internet or in using and caring for their equipment may lose some or all of their privileges.
- Parents/guardians and students must sign school technology and digital media documents before equipment can be issued to students. Documents include the following agreement:

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

### **CONFERENCES**

Parent-teacher conferences are encouraged to improve communication among parents, teachers, and students. If you would like to schedule a conference, notify the teacher in writing or call the school at 347-1717 to make an appointment.

### **CURRICULA**

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

### **DISCIPLINE POLICES**

The staff of Blue Creek Elementary is committed to providing a Safe & Civil school environment for learning. We expect our students to Be Safe, Be Team Players, Be Accountable for their actions, and always be Respectful to others. BCE is a school-wide PBIS school.

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when used in the absence of other positive strategies, can be ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

Most misbehavior will be taken care of by the classroom teacher in accordance with the classroom management plan. For persistent discipline problems or severe acts of inappropriate behavior students may be referred to the administration.

### **SCHOOL RULES:**

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

### **DISMISSAL**

Blue Creek Elementary has a new dismissal process due to the COVID-19 pandemic. Buses will now depart campus prior to car rider dismissal. Bus riders will head to buses at approximately 2:00 each day. Buses will now load (and drop off in the morning) in front of the main building/cafeteria. Car rider pick up begins at 2:15 and will now take place in the car line in front of the multipurpose room. 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 1:30 p.m. in writing. Transportation changes will not be accepted over the phone. See Transportation Changes for more details.

### **DRESS CODE**

Blue Creek Elementary School, in accordance to OCS Board Policy has adopted the following dress code guidelines:

- Hats should not be worn inside any building. This applies to both male and female students.

- Shorts, skirts, and skorts must be appropriate length. Use the “fingertip rule” as a general guideline.
- 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.
- Baggy or “Sagging” of pants or shorts is not permitted. A belt must be worn if pants are not able to stay at the waist.
- Wearing long chains or spiked jewelry is not permitted.
- Clothing, **including face masks**, should not contain vulgar or obscene language or pictures.
- Clothing that represent gang affiliation; encourages the use of tobacco, alcohol or other drugs; or contains the use of profanity, sexually explicit, or other messages that would cause substantial disruption or material interference with school activities- or invade the rights of others-is not permitted.
- Shirts must reach the waist of pants; midriff, stomach, or lower back may not be exposed.
- Tank tops (boys and girls), spaghetti strap shirts, and halter tops are not permitted until another shirt is worn over or under these garments.

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

### **EMAIL**

If you have a concern or need to communicate with your child's teacher, each OCS employee has an email account.

Teacher Email: [firstname.lastname@onslow.k12.nc.us](mailto: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 teachers webpage. When you click on the teacher's name, you will be given a link for email.

### **FACE COVERINGS/MASKS**

Students will be required to wear face coverings/masks on school buses. Students will also be required wear masks/face coverings in the school building and classrooms. The District is providing two washable masks per student for the 2020-2021 school year. Student face masks must be appropriate for school.

### **FEES**

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

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

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

### **FIELD TRIPS**

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

**Please note that no refunds will be given.**

### **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.

### **FORMS OF PAYMENT**

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

When making payments for lunch accounts, make payment to Child Nutrition. You can visit the cafeteria to make payments or pay online using a credit card. The website is [www.lunchprepay.com](http://www.lunchprepay.com). You will need your student's lunch number. This can be provided by the teacher, the cafeteria, or in the office.

### **GRADING POLICIES**

Report cards are sent home every nine-weeks. Interim reports are sent home midway through the grading period on the dates designated on the Onslow County School calendar. We will have school-wide conferences on October \_\_, 2021.

Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grades students report cards use an A, O, B grading system:

K-2

A: Above grade level

O: On grade level

B: Below grade level

Beginning in 3<sup>rd</sup> grade, student grades will be on a 10-point grading system:

A = 90-100  
B = 80 – 89  
C = 70 – 79  
D = 60 – 69  
F = 59-Below

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

### **HEARING SCREENINGS**

Onslow County Schools provides mass hearing screenings to all preschool, kindergarten, and 1st graders. In addition, any student can receive a hearing screening with a verbal or written request from a teacher or parent. If you do not want your child to be screened or if you have questions, please contact: Katie Wegman, Au.D., CCC-A, Educational Audiologist 910-455-2211 x 20243  
katie.wegman@onslow.k12.nc.us

### **HEAD LICE**

Head lice are blood-sucking insects that live on the scalp and hair of humans. They are transmitted by direct contact with others who are infested, wearing infested clothing, using infested combs and brushes, and other types of contact. Students will be checked periodically by teachers and assistants for head lice. The school recommends that you check your child regularly at home as well. Students who have head lice must be picked up from school immediately for treatment. Students who return after having head lice must be brought in by a parent and checked by the school's nurse, or office personnel. Students may not ride the bus until they have been cleared from the office.

### **HOMEWORK**

The purpose of homework assignments is to reinforce what is being taught in the classroom, develop good study habits, and promote parent involvement in schooling. Students in all grade levels will be assigned homework. These assignments will be structured in a manner that students can successfully complete them independently. Homework is an integral and relevant part of every student's instructional program. Assignments will be brief and allow enough time for independent reading and extracurricular activities outside of school.

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

Students should be recognized for academic achievements throughout the year. **The Honor Roll** recognition will be given to students meeting specific criteria. Students must be working on or above grade level and receive no grade below A or B in any area. Handwriting will not be a determining factor in this honor. The students will be recognized by the local newspaper for this achievement, as well as through school/community promotions.

Those students who are exhibiting exemplary performance in the classroom will be recognized with

the honor of **Principal's List**. These students must be working on or above grade level and maintain all A's, with the exception of handwriting. We hope to encourage students to work hard to earn this honor. Recognition will be provided via the local newspaper and through school/community promotions.

### **IMMUNIZATIONS**

Blue Creek Elementary follows all state laws regarding childhood immunizations. Within the first 30 calendar days of his/her first enrollment date, each student must show evidence of immunizations based on requirements of G.S. 130A-154(b). Please contact the school nurse if you have any questions.

### **INCLEMENT WEATHER**

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

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

It is imperative that the school has the most up-to-date contact information on file for each student. Please contact the data manager to update your contact information if it changes throughout the school year.

### **LUNCH/MEALS**

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

Meal prices are \$1.25 for breakfast and are \$2.25 for lunch. Reduced price breakfast is provided at no cost and reduced lunch cost is \$ .40. Supplemental a la carte items that meet the Smart Snack guidelines are available for additional purchase. 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 910-347-1717.

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).

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.

### **MEDICATION**

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

### **MOMENT OF SILENCE**

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

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

### **NATIONAL ELEMENTARY HONOR SOCIETY**

BCE is an official chapter of the National Elementary Honor Society. Students in 4th and 5th grades can qualify for induction into the National Elementary

Honor Society based on their citizenship and academic performance in elementary school.

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

### **NEWSLETTERS/BLACKBOARD**

School newsletters are sent home each month electronically and are also available on the school website.

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

Blackboard is also utilized to send automated phone messages each week to parents/guardians regarding a wide variety of school events. It is imperative that the school has the most up-to-date contact information on file for each student, so that you can stay update regarding school happenings. Please contact the data manager to update your contact information if it changes throughout the school year.

### **PARENT TEACHER ORGANIZATION**

Blue Creek does have a parent-teacher organization. The school needs all parents to be active in this organization. The structure and time of meetings will be published at the beginning of the school year. Please see the receptionist for more information.

### **PROMOTION**

Onslow County School System promotion standards are:

**K-2 Promotion Requirements** By the end of kindergarten and first grade, progress on the Onslow County School System K-2 Literacy and Math Assessment shall be considered for promotion to the next grade. By the end of second grade, students will have acquired on-grade level proficiency as determined by the Onslow County School System K-2 Literacy and Math Assessments to be promoted to the next grade level.

**3-5 Promotion Requirements** Students in grades three through five shall demonstrate proficiency with an achievement score at Level III or above in both reading and mathematics on the NC End-of-Grade tests to be promoted to the next grade. In grades three through five, subject and grade requirements shall be considered for promotion. Students must receive a passing grade in reading and math on their report card.

### **§ 115C-288. Powers and duties of principal.**

(a) To Grade and Classify Pupils. – The principal shall have authority to grade and classify pupils.

## RECORDINGS

Any video, audio, or photographic recording in classrooms or other areas designated for student learning without prior consent from the teacher and/or school administration is strictly prohibited.

## SAFETY

1. Emergency Drills – As a part of our Safe School Plan, we will practice safety drills on a regular basis. It is important that you stress the importance of participating seriously in the drills 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

Blue 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 sessions.

## SCHOOL HOURS

The school day begins at **7:00 a.m.** Students who arrive to school after **7:30 a.m.** are considered tardy and must be checked into the office by a parent or guardian. Dismissal for students is 2:10 p.m. (see also; Dismissal & Early Release)

## SCHOOL FEES

Instructional Supply Fee \$5.00

Art Fee \$1.00

Non-Refundable Laptop Usage Fee \$25.00  
(Kindergarten thru 5th grade)

Student Insurance (Optional) \$10.00

School fees may be paid online

<https://onslow.schoolcashionline.com/>

## SNACKS

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

**time will be established by the classroom teacher. Students are only permitted to eat during their designated snack time.**

## STUDENT CLASS PLACEMENT

In making plans for class assignments each year, students will be assigned by the administration with input from the staff. The staff will consider factors such as learning styles, student interaction, class size, and student/ teacher relationships. This process is important in order to create positive class environments. Teacher assignments to the class groups are completed over the summer and take into consideration teaching styles and interpersonal needs of students.

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

## STUDENT RECORDS

Pursuant to the Family Education Rights and Privacy Act (FERPA), & the OC Board of Education, parents of students under 18 years of age have the right to inspect school records. Parents/Guardians that move to a new address, obtain a new work phone number, or obtain a new home telephone number should call the school and provide the office with their new demographic information. It is important that all student information is kept up to date so parents can be contacted if necessary.

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

## **TRANSPORTATION CHANGES**

### **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 phone. Leaving materials, book bags, lunchboxes, homework, etc. at home is not considered an emergency and students will not be permitted to use the phone for these reasons. Also, travel arrangements should be made prior to coming to school.

### **TESTING/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 3rd, 4th and 5th grades; Read to Achieve assessments; diagnostic testing, benchmarks, and progress monitoring for kindergarten, 1st and 2nd 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 JCE and/or Onslow County Schools. If books or computers are lost or damaged, the student may be held responsible for replacing the item.

### **TITLE IX STATEMENT**

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

### **TRANSFER/WITHDRAWING STUDENTS**

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

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

### **VISITORS/ VOLUNTEERS**

**DUE TO HEALTH AND SAFETY CONCERNS RELATED TO COVID-19, VISITORS WILL BE LIMITED DURING THE 2021-2022 SCHOOL YEAR. AT THIS TIME MASKS WILL BE MANDATORY FOR GUESTS/VISITORS ALLOWED IN THE BUILDING.**

### **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.

### **WEBSITE**

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

### **WATER FOUNTAINS**

**BCE WILL CONTINUE TO PRACTICE APPROPRIATE HEALTH AND SAFETY PROTOCOLS RELATED TO COVID-19, IN REGARD TO WATER FOUNTAINS.**

Students are encouraged to bring a water bottle to school. Students will have access to water in classrooms.

