

“The Mission of Harkers Island Elementary School is to educate all students, in all areas of development, to be future-ready adults, by providing a safe, stimulating and respectful environment .”

**STAFF ROSTER
2009-2010**

April L. Lilley, Principal

TEACHERS

Sharon Stanley	6-8 Math/Writing
Patricia Edwards	6-8 Soc St/Rdg
Mike Crusie	6-8 Sci/PE
John Waszak	5 th Grade
Jean Rose	4 th Grade
Paige Willis	3 rd Grade
Nora Styron	2 nd Grade
Chelsea Guthrie	1 st Grade
Renee Koegler	Kindergarten
Laura Conway	Resource
Allison Guthrie	Media Center
Laranda Taylor	Technology/Algebra
Cecil Lilley	Phys Ed
Lucas Burdick	Band
Michael Rhinehardt	Art
Shirley Redford	Music
Beverly Jones	Counselor
Mary Jane Govoni	Nurse
Jan Carlisto	AIG
Lisa Kearns	Speech
Jenny Pilcher	Social Worker
Carol Armstead	Psychologist

SUPPORT PERSONNEL

Cathy Guthrie	Tchr. Assistant
Heather Guthrie	Tchr. Assistant
Trudy Rose	Tchr. Assistant
Ashley Surfass	Tchr. Assistant
Sue McLeod	Secretary/NCWISE
Ann Chadwick	Head Custodian
Minnetta Nelson	Custodian
Gina Russell	Cafeteria Manager
Marie Willis	Cafeteria Worker

SCHOOL RULES

DESTRUCTIVE DEVICES

Electronic devices, lighters, matches and toys, such as, but not limited to: laser pointers, walkmans, CD players, gameboys, beepers, and telephones are not allowed on campus. Basketballs, footballs, etc. are not allowed on campus. Items will be confiscated and returned at the end of the day. With repeated incidences, parents will have to pick up the item or it will be held until the end of the school term.

INSURANCE COVERAGE

The Carteret County School system does not carry county-wide insurance for student accidents. Parents/Guardians are encouraged to purchase student insurance coverage. Student information packets are given to each student at the beginning of each school year.

DRESS CODE

Please refer to the Carteret County Schools policy. This can be found online at www.carteretcountyschools.org

SCHOOL DAY

Arrival

The school day is from 7:50 AM until 2:45. Pupils should report to the cafeteria in the morning if they arrive prior to 7:50 AM. **Supervision is not provided for students prior to 7:30.** After the 7:50 AM bell, students may report directly to their classroom or to the cafeteria for breakfast. The tardy bell will ring at 8:00 AM. All pupils should be in their classroom and ready to begin their daily assignments at this time. Students arriving after 8:00 will need to obtain an admit slip from the office in order to be allowed into class.

Dismissal

School will dismiss at 2:45 PM. The first load bus will depart the main exit at 2:45. A bell for walkers and riders will ring at 2:50. 1st-3rd pupils will use the front exit at the 2:50 bell. Pupils in grades 6-8 will dismiss through the east exit by the cafeteria. Kindergarten will dismiss at 2:40 and will be picked up at the cafeteria exit. To avoid classroom disruptions parents are asked not to enter the halls before 2:50 without permission from the office. Pupils who ride the second bus will report to the cafeteria at the 2:50 bell. All second load

students are expected to work quietly until their bus departs at approximately 3:15. **Walking or riding students are to clear the campus by 3:00 unless they are involved in a specific school activity.** After school responsibilities such as conferences, attending staff meetings, and lesson preparation prevent our staff from providing after-hour supervision except on an emergency basis.

Check-in/ Check-out

All K-8 students arriving late should report to the office to sign-in. Students will also sign-out through the office. We must have parental permission in order for a child to be picked up early. In the event of an emergency situation we will allow students to leave with their emergency contacts. **Please make every effort to avoid checking students out early unless it is for one of the legitimate reasons for absence stated in the attendance section.** Getting a child out of class disrupts everyone's lessons. **We need your help to ensure that everyone's learning time is protected.**

PARENTS & VISITORS ON CAMPUS

Parents are welcome to walk their child down the hall at the start of school. However, parents must be off the hall prior to the tardy bell. This is not the time to conference with teachers. Teachers are expected to begin instruction and monitor students getting ready for the school day.

- **“Corridor visits” with your child’s teacher are not allowed.**
- **All visitors to the school must check in at the office.**
- **All parents and visitors should use the parking lot in front of the school. All side and back entrances are closed to visitors.**

Parents are encouraged to come by and visit our school. If you wish to volunteer to assist in your child's class or if you have a question please contact your child's teacher. Conferences should be arranged so they do not conflict with the instructional day. If you are planning on eating with your child please use the front entrance and parking area.

SELLING

Students are not allowed to sell any item on school property except for Board of Education approved items. Teachers and staff will confiscate money and items being sold and return them only to parents or to the student at the end of the term. NOTE: Students are prohibited by Carteret County school policy to sell fund-raiser items door-to-door without parental supervision.

TARDY POLICY

K-5th Grade:

- 3rd Tardy- Letter sent to parents
- 4th Tardy- Social Worker contacted

Continued tardies will result in involvement of social worker.

Middle Grades:

- 3rd Tardy- Letter sent to parents
- 4th Tardy- Social Worker contacted

Continued tardies will result in social worker involvement, as well as consequences up to out-of-school suspension.

OUT-OF DISTRICT: Permission to attend HIES may be revoked for habitual tardiness.

* Tardies accumulate each 9-week period.

CAFETERIA MEAL PRICES

Breakfast:

- Student Price \$1.00
- Reduced Price \$.30
- Adult Price \$1.00

Lunch:

- Student Price K-5 \$2.00/6-8 \$2.25
- Reduced Price \$.40
- Adult Price Ala carte
- Milk Price \$.35

The microwave is for staff use only. We are unable to heat student lunches.

HEALTH

Immunizations

Immunizations are required of all students in the North Carolina public school system. A written record from a licensed physician or health department stating that the student has had them must be presented within 30 days of the

student's enrollment. Please contact the school nurse if you have any questions or concerns about the immunization requirements.

Injuries

Minor student injuries will be treated by the school staff and parents will be notified. We are limited to soap, water, ice, Band-aids, and TLC. Parents or emergency contacts will be notified as soon as possible of more serious injuries.

Emergency contact telephone numbers are vitally important for all students. Parents need to provide this information and keep it updated.

Prescription medicine

Prescription medicine can only be administered by school personnel under the following guidelines:

1. An order signed by a physician with specific directions for administration must be submitted to the office. A parent or legal guardian must also sign this order. These forms are available in our office and at the offices of most of our area physicians.
2. Parents must bring the medication in a bottle with a pharmacist's label designating patient's name, dispensing instructions, name of drug, and the physician's name. Office personnel will count medication in pill form while observed by the parent.
3. A record will be kept of all children receiving medication. This record will be accessible in the office.
4. A note regarding the medication will be attached to the child's health card.
5. All medication will be kept locked in the office and administered by office personnel. Teachers or assistants will be given medication to administer on field trips.

Nonprescription medicine

The above procedures also apply to all nonprescription medicines administered to students in kindergarten through fifth grade. Students in middle school may keep non-prescription medications with them under the following conditions:

1. The principal must have a note from the parent or guardian identifying the medication and the reason for taking it.
2. The student may keep enough medication for one day.
3. Medication must not be stored in the student's cubby/locker.
4. The principal will notify the teachers of students taking medication over an extended period of time.

Notification of Dental Screenings

Good dental health has a positive effect on a child's ability to learn and it is also important for their overall health. As part of Carteret County School's regular preventive dental health program, children in selected grades will have dental screenings by Johnna Whitfield, RDH, the Public Health Dental Hygienist for Carteret County, with the NC Oral Health Section, Division of Public Health. She will use gloves, mask, flashlight and a new tongue depressor for each child. The screening serves as an educational, positive dental experience so that even children that see the dentist regularly will benefit from learning about good dental health. If you do not want your child included in this screening, please send a note to your child's teacher. If you have any questions, please call Johnna Whitfield, RDH at (252) 222-7747.

ATHLETICS

Harkers Island School is extremely proud of our record of success in athletics. In order to be eligible to participate in our athletic programs, students must meet the following requirements:

Academic Requirements

1. All students who are promoted to the next grade are eligible until the 1st nine-week grading period. Students who fail any subject at the nine-week grading period are ineligible until the next nine-week report.

Behavior Requirements

1. One out-of-school suspension or a second ISS assignment ends a student's eligibility

for the sport. In addition, the student may not join another sport in progress.

2. Student athletes must conduct themselves in a manner that reflects positively on the school at all athletic events. **Any use of profanity or poor sportsmanship may lead to a student becoming ineligible for participation for the remainder of the year.**

Attendance

A student must be in attendance 85% of the previous semester to be eligible to tryout for a sport.

Age

A student shall not participate if the student becomes 15 years of age on or before October 16th of that school year.

Medical Information

The student must receive a medical examination each year by a duly licensed physician, nurse

NOTE: Students who are absent during the school day may not participate in any extra-curricular activity unless the absence is for scheduled medical or dental care. A doctor's note must be received to verify the reason for the absence.

ATTENDANCE

Educational Opportunity Approval

From the DPI Student Accountability Manual: "Lawful Absences... When it is demonstrated that the purpose of an absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence." Approval can only be given by the principal.

A form/worksheet will be used to calculate the actual educational validity of the trip. No educational leave will be approved after the fact. All paperwork to be considered for approval must be completed one week prior to departure.

MAKE-UP WORK

It is the responsibility of the student to find out about missing work and to schedule times to make-up the work.

The following procedures will be used for each classification of missed work:

Absent and assignment is due when student returns to school – Student will be given one additional day to turn in assignments. If absent for multiple days, for each 2 days absent the student will be given 1 day.

Assignment is given prior to absence but due on day student is absent – Ex. Student present on Monday, assignment given on Monday but due Tuesday when student is absent. Upon returning to school, student will be given 1 additional day.

Assignment is given and students have more than 1 day to complete – The absent student upon returning to school has the same amount of days plus 1.

Assignment is a regularly scheduled assignment such as spelling test on Friday – Student will be given 1 additional day upon returning to school.

MAKE-UP WORK WILL BE ACCEPTED WITHOUT PENALTY UNTIL 3:30 ON THE DAY DUE.

STUDENT BEHAVIOR AT AFTER SCHOOL ACTIVITIES

When students attend either home or away events, they are expected to be on their best behavior at all times. This expectation applies to participants and spectators. Students not exhibiting proper conduct will be required to leave the event and may be unable to attend future events. Students must be picked up by parents within 15 minutes of the end of the event.

HIES SCHOOL WIDE RULES

HIES students are expected to always:

Strive to maximize learning

- **Act in a safe manner**
- **Be respectful to all members of the HIES school community**
- **Follow directions from school personnel politely and promptly**

HIES students must not:

- **Bring any weapons to school-real or toy**
- **Harm, threaten, or harass other students**
- **Bring illegal things to school- this includes drugs, tobacco, alcohol, pocket knives, fireworks, matches, and lighters**
- **Disrupt learning**

Student Conduct Code

The Carteret County School System uses zero tolerance as it pertains to students possessing illegal drugs, any mood altering substance, weapons, dangerous explosives, or are involved in illegal activities at any school activity.

The principal must inform law enforcement agents if acts of violence occur. In addition, the principal has the responsibility to inform law enforcement agents if a student is discovered to be in possession of a weapon or in other circumstances where the principal deems appropriate.

EMERGENCY SITUATIONS

Students should silently evacuate the building according to their assigned route or go to their sheltered place in the school. The signal for a fire drill will be a continuous ringing of the class bell. The signal for a tornado is three long rings of the bell.

COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

- Contact the person who you have a complaint about to discuss both sides of the story.
- If the problem still exists, contact the principal or guidance counselor.

- If still unresolved, contact the superintendent or other appropriate central office personnel.

PARENT INVOLVEMENT OPPORTUNITIES

Your most important contribution to our school is support of your own child’s academic work. Parents who do the following help improve their child’s academic performance greatly:

- Check assignment/homework sheets
- Encourage daily reading
- Provide all required supplies
- Assist with homework and test preparation. **DO NOT DO THE CHILD’S HOMEWORK.**
- Ensure that the child is absent only when it is absolutely necessary
- Communicate high expectations to your child
- Be positive when discussing school matters in front of your child

Classroom volunteers are always needed to work with the teachers and the students. **We encourage anyone who is interested in helping to contact our Volunteer Coordinator, Candy Fulcher**

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The Advisory Council is a group of parents appointed by the Carteret County Board of Education to serve as a resource to the principal and to the Board of Education. The Harkers Island Advisory Council meets monthly. Meetings are open to all interested parents.

2009-2010 Advisory Council Members

Larry Meyer	Carrie Grossheim	
Deena Lynk	Cathy Jones	Angie Walton
JoAnn Newton	Amanda Williams	

PARKING

Parents are reminded to park in the front west parking lot, instead of at the school entrances.

No one should park or leave cars unattended in front of the building at any time. This area is used regularly as a loading zone.

CONFERENCES/REPORT CARDS

Progress report conferences will be conducted at least twice a year for all K- 3 students. The conference will provide an opportunity to discuss the child's progress. Parents of all our students in grades K-8 should contact their child's teacher at school whenever there is a question or concern.

Kindergarten report cards are issued in January and May. Conferences are held at these times to discuss progress.

First, second, and third grade report cards are completed for each nine-weeks period. Conferences will be held to review progress after the first and third quarters.

Quarterly meetings will be held during scheduled parent nights to inform parents of academic expectations.

Fourth through eighth grade report cards are sent home at the end of each nine-week period. Conferences are held as needed.

How Parents Can Play A Part

In addition to support at school, parents play a key role in ensuring student success. The following is a list of ways you can help your child succeed and "reach the next level."

Reading

- Encourage your child to read every day. A suggested daily amount for reading would be 30 to 40 minutes each day.
- Take your child to the library and encourage him or her to select books of interest.
- Encourage your child to read a variety of materials-books, magazines, newspapers.
- Ask your child to read to a younger sibling, friend or family member.
- Discuss topics that interest your child and research those topics.

- Talk with your child about what he or she reads-discuss the main characters, the plot and the ending of the story.

Math

- Have your child explain his or her math lesson to you.
- Demonstrate how you use math at home-let them see you balancing the checkbook, creating a budget, and counting change.
- Let them help with tasks that use "real life" math-spend time in the kitchen following a recipe-let them cook a meal or create a budget with the money they earn each week.

Writing

- Have a suggestion box at home-let your child write suggestions to you or other members of the family.
- Encourage your child to write thank you notes and letters to family members.
- Help your child find a pen pal that he or she can write to often.
- Encourage your child to use the computer at home or visit the public library and use the computer--let them utilize electronic mail to send letters and messages to others.

To help your child throughout the school year and to stay in communication with your child's school, keep these tips in mind:

- **Monitor Homework**-Is it regularly assigned? Does your child complete his or her homework correctly and turn it in on time? Keep in touch you're your child's teacher about accuracy, completeness and timeliness. You are able to do this by asking to see your student's planner.
- **Communicate With Your Child's School**-Check your child's book bag for school newsletters and notes from the teacher. Attend parent-teacher conferences. Find out what is the best way to stay in constant communication with your child's teacher. Ask about progress reports from your child's teacher.

You can check on student grades by accessing our school web page and connecting to your child's teacher web page. Carteret County School System information can be obtained through visiting:

www.carteretcountyschools.org

- **Talk To Your Child**-Indicate to your child that you expect school to be a positive experience. Show real interest in what they are learning and how they are performing in school.
- **Lending Library**-Parents may check out materials to use at home to help students in skills areas or conflicting/difficult situations.