

Newport Elementary School
Student Guide

Hawk Nation
2009-2010



"Soaring to the Heights of Excellence"

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"Good Morning, Newport!"

1. Ways to Get to School

Students get to school in buses and cars. They also ride bikes and walk. Most students ride buses and arrive at school between 7:30 and 8:00. Students on buses can never be marked late to class. Car riders arrive between 7:30 and 8:00. The heaviest car traffic is from 7:50 to 8:00 and should be avoided. Car riders can be marked late. Walkers and bikers arrive between 7:30 and 8:00. They too can be marked late.

2. Morning Arrival

Students must be supervised while they are on campus; therefore, students are not allowed on campus until 7:30, at which time staff members begin to supervise.

The cafeteria opens at 7:30 each morning for breakfast. Students eating breakfast in the NES Cafeteria should report to the cafeteria immediately upon arriving and remain until the first bell. Students not eating breakfast should report as follows:

- **K-3 students** should report to the Activity Room immediately upon arriving.
- **4-5 students** should report to the Media Center immediately upon arriving.

3. Daily Bell Schedule

7:50 a.m. **1st bell:** Teachers and assistants welcome students to their rooms.

8:00 a.m. **Tardy bell:** All students not in class at this time are considered tardy and must report to the Hawk Center to sign in and get a tardy slip.

2:50 p.m. **Dismissal bell 1:** Grades K-2 bus riders and all car riders leave classes.

2:55 p.m. **Dismissal bell 2:** Grades 3-5 bus riders leave classes.

3:00 p.m. **Dismissal bell 3:** All walkers leave classes.

4. Get to School on Time!

Being on time is a cornerstone to student success and prevents classroom disruptions. Punctuality is the expectation at NES. Tardies are only excused for doctor, dentist or other necessary medical appointments.

The following consequences will be for unexcused tardies:

Tardy 1: Warning. Parent given document listing consequences for tardies.

Tardy 2: One assigned arrival to the activity room at 7:30. Doubles if unmet.

Tardy 3: Two assigned arrivals to the activity room at 7:30. Doubles if unmet.

Tardy 4: Parent conference with admin, ISS, social worker contacted.

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5. Attendance

To get a good education, students must be in school. In fact, every student between the ages of seven and sixteen is required by law to be in school. Absences from school can be marked excused or unexcused. Parents or guardians must provide verifiable reasons in writing for student absences within two days of the student returning to school. Absences can be excused for the following reasons:

- **Illness or Injury:** An absence is excused when the absence results from illness or injury, which prevents the child from being physically able to attend school.
- **Quarantine:** An absence is excused when isolation of the child is ordered by the local health officer or by the State Board of Health. Documentation is required.
- **Death in the Immediate Family:** An absence is excused when it results from the death of a member of the immediate family of the child. For purposes of this regulation, the immediate family of a child includes grandparents, parents, brothers, sisters and other individuals as determined by the principal.
- **Medical or Dental Appointments:** An absence is excused when it results from a medical or dental appointment of a child and approval of the appropriate school official is obtained before the absence occurs, except in case of an emergency. Doctor's notes can be required.
- **Court or Administrative Proceedings:** An absence is excused when it results from the required attendance of a child at the proceedings of a court or an administrative tribunal.
- **Religious Services:** An absence may be excused if the tenets of a religion to which a child or his/her parents adhere require or suggest the observance of a religious event. Approval of such absences is within the discretion of the principal, but approval should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the student.
- **Educational Opportunity:** An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. Approval for such absences must be obtained from the principal before the absence occurs.

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Parent Notification of Absences - After three unexcused student absences, parents or guardians must be notified by letter. After six unexcused student absences, parents or guardians must be notified by letter that they may be in violation of North Carolina's compulsory attendance law and may be prosecuted.

Consequences of Excessive Absences for Elementary Students

Students are expected to be present for a minimum of 91% of instructional time. Any student missing over ten days may be required to present a note from their doctor, be referred to the school social worker, or have legal action taken against their parents. Failure by a student to meet this attendance standard will be taken into consideration by the principal when making a promotion decision.

6. Bus Rules

Bus rules are made to protect students while going to and from school. The rules cover meeting and entering the bus, riding the bus, arriving on school grounds, entering the bus after school, and leaving the bus en route home. It is the duty of all students to obey these rules. Students who fail to comply with the bus rules and regulations are subject to the Carteret County Board of Education Policy JFCC - Student Conduct on School Buses. Bus rules will be taught in the classroom within the first five days. Emergency evacuation procedures will be practiced at the same time.

Students who ride buses and their parents will sign a contract for bus ridership. The contract lists the rules and the consequences.



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7. Grade Level Classes and Curriculum

The mission of Newport Elementary School is to nurture the whole child and direct all students on the path toward productive global citizenship.

Grade level teams teach the reading, writing, math, social studies, and science strands of the North Carolina Standard Course of Study in challenging and engaging ways. Teacher teams have common planning time to align their subject matter, style of teaching, and pace of study. Students must stay focused and positive in order to succeed.

8. Specials

Specials are classes which help provide a well-rounded education. All NES students go to two back-to-back specials a day for a total of one hour. All students have physical education every day. They also have music, art, CCC, computer lab, and library once a week.

9. Recognitions of Success

Because we prize student success, we make it a point to recognize students for their outstanding achievements. Our routine recognitions of success include the following:

- Academic Achievement
- Gold Medal Reader
- Good Citizen of the Month
- Honorable Hawks
- Caught Being Good
- Terrific Kids

10. Extra-Curriculars

Newport Elementary School provides opportunities for students to pursue interests beyond the normal school hours. These include Odyssey of the Mind and 4th/5th Grade Chorus.

11. Code of Behavior

To ensure success, students are expected to -

- Make good choices and show responsibility for their actions
- Demonstrate respect for others and their property
- Say only kind and productive comments to others
- Keep their hands and feet to themselves
- Be prepared for class by having all necessary materials
- Follow directions at all times
- Refrain from running (except at PE), gum and profanity
- Keep cell phones off and out of sight
- Leave electronics and other distractions at home.

As a rule, we follow the Carteret County policy for infractions and consequences.

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12. The Hawk Center

Sometimes, students have difficulty adjusting to the expectations of class. Therefore, we have an alternative learning center where students can go to chill out or for in-school suspension. The Hawk Center also handles tardies.

Students assigned to the Hawk Center are required to work on academic material. Academic work should be sent by the classroom teacher.

The Hawk Center allows teachers the opportunity to teach without inappropriate classroom disruptions and allows students an opportunity to accept responsibility for their actions and to quickly receive consequences for their inappropriate behavior.

The best results are achieved when parents and teachers work together to change student behaviors. Parents will receive a written notification by the school when their child has been sent to the Hawk Center. The parent should sign the notification and have the child return it the next day.

13. Counseling

Throughout the year, our school counselors will be available to assist students either individually or in small groups. The services that our counselors provide are instrumental in helping students make needed adjustments in the areas of academic achievement, personal/social development and career development. Our counselors follow the North Carolina Standard Course of Study for Guidance. They also visit classrooms on a bi-weekly basis to teach lessons on character education, interpersonal/social skills, and academic skills. Our counselors also work with parents on how to best support their children. In addition, the counselors help interpret test data for parents and students.

Students that would like to speak with their counselor should leave a note in the "mailbox" on the Counseling Center door indicating their desire to speak with their assigned counselor. Parents may also schedule appointments to meet with their child's assigned counselor by calling 223-3605. Conferences are generally scheduled between 8:00 a.m. and 3:30.

School counselors, by law, have the right to privileged information; therefore, feel confident that your discussions with counselors will be held in the strictest of confidence.

14. Cafeteria

The Newport Elementary School's Hawk's Nest Café is operated for the convenience and well-being of all students. The Hawk's Nest offers well-balanced breakfast and lunch at reasonable prices.

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	<u>Breakfast</u>		<u>Lunch</u>
Paid:	\$ 1.00	Paid Pre K - 5	\$2.00
Reduced:	\$.30	Reduced	\$.40
	Adult: a la carte		

Free or Reduced Price Meals

To receive free or reduced-priced meals at school, parents **must apply each school year**. Students that receive free or reduced-priced meals during the previous year will receive those benefits for only the first ten days of the new school year. Parents may apply for meal benefits at any time during the school year. The cafeteria manager and the Child Nutrition supervisor review applications for meal benefits.

Cafeteria Rules are the same as school rules, plus . . .

- Students are to stand quietly and listen carefully to the cafeteria staff.
- Lunch numbers and/or money must be ready for the cashier.
- Students are not to return to the serving line after they are seated.
- "Mooching food" or messing with food is never acceptable behavior.
- All students are allowed to purchase snacks as long as they have money on their account. If a parent wishes to restrict the purchases of snacks, please contact the cafeteria manager and specific restrictions will be enforced.
- If a student places an extra entrée on their tray (for example, an open container of raisins) or requests an extra serving of fruits or vegetables, they cannot be placed back on the serving line.
- Students may prepay for the meals Monday through Friday from 7:30 a.m. to 9:30 a.m. in the cafeteria. If a check is provided for payment, please make sure to include the child's name and lunch number is on the check. This will help ensure proper crediting of the account.

If you have questions or concerns about your child's lunch account, please contact the cafeteria manager at 223-4891.

15. Medical Attention and Medicine

All medical issues should be directed to Nurse Debbie. Her nurse's station is located in the main office.

If medication is to be administered by school personnel, it must be under the following conditions:

1. The student's physician must fill out a medication form to be brought to the school with the medication. This form may be obtained from the school office or school nurse. A form is only good for one school year.

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2. The medication must be delivered to the office (school nurse) by the parent.
3. A bottle with pharmacist's label designating patient's name, instructions, name of drug, and name of physician must be submitted to the principal or designee.
4. A record must be kept of all children receiving medication. This record must be accessible in the principal's office.
5. A note regarding the medication must be attached to the child's health card.
6. All medication will be stored in the school sick room and will be maintained in a locked container.
7. All policies regarding medication are also enforced for over-the-counter medications for students in Kindergarten through Fifth Grade.
8. Medication forgotten at home in the morning will not be given at school unless accompanied by a written authorization form signed by the physician. Parents will be called to come to school to administer any medication not given at home.
9. If there is a dosage change, a signed and updated authorization form must be submitted to the office or school nurse.
10. If a medication is discontinued during school hours, a note must be submitted to the school from the doctor indicating this change.
11. If medication is no longer needed at school, the parent is asked to notify the school and make arrangements to have the medication picked up. No medication will be sent home with the student.
12. No medication will be administered by injection except when a student is susceptible to a predetermined, life-endangering situation.

16. Student Checkout Procedures

Newport Elementary School operates as a closed campus, which simply means that once students arrive on campus, they are to remain until the appropriate bell dismisses them at the end of the day.

All students leaving school before 2:50 must be officially checked out through the office. Parents should report to the office and the student will be called from class to meet the parent. Students will not be released from class unless notified by office personnel. Parents and other individuals as indicated on the Emergency Locator Card will be the only individuals allowed to check out a student during the school day.

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17. Afternoon Transportation Home

Teachers will request information at the beginning of the school year as to the mode of transportation for each child at the end of the day. The mode of transportation (bus rider, pick-up, or walking home) will not change until or unless the parent notifies the teacher of the change.

Any incidental or infrequent changes in the mode of transportation will require that the parent notify the teacher by written note, phone call, or personal contact, of the exact change in the transportation. Otherwise, the teacher will send the child home according to the established plan.

18. Media Center Program

The purpose of the information skills curriculum is to enable students to become independent, life-long users of the media center. Students will be introduced to a range of literary genres and information sources that will ignite intellectual curiosity and enhance critical thinking.

Students are welcome in the media center at any time during the school day.

Students in good standing may exchange books at any time during the school day that is convenient for the classroom teacher. A student in good standing is one that returns all borrowed materials on time and in good order.

We have an active Accelerated Reader Program with students checking out these special books at K-5 grade levels.

Instructional periods for grades K-5 are built into the schedule for each classroom teacher. These scheduled times ensure that all students receive integrated instruction in media skills. In addition, time will also be available for classrooms to go to the media center for research and other opportunities.

19. Lost and Found

Items that are "found" on the school campus should be turned in to the Lost and Found outside the Counseling Center or in the Cafeteria. Students who lose any items (glasses, lunch boxes, coats, etc.) should check the containers and clothing rack outside the Counseling Center or the rack inside the Cafeteria. It is recommended that parents put their child's name inside the collar of the clothing or somewhere on the item to be more easily identified should the item be lost or misplaced. Items will be kept in the Lost and Found for a 30-day period. After 30 days, the items will be donated to a community agency.

"Good Evening, Newport!"

20. Dress Code

All Newport Elementary students will be moderately dressed and groomed so as not to attract unreasonable attention or cause disruption in the classroom. The purpose of this policy is to encourage neatness and self-respect at school.

- Students should be dressed neatly and in good taste.
- Flip Flops are not permitted in school for safety reasons.
- All students must wear sneakers for any physical activity including physical education. Shoes with cleats, plates, or wheels are not permitted.
- Students should not wear tank tops, midriff tops, strapless tops, halter-tops, or spaghetti strap tops.
- Sunglasses, hats, or caps are not to be worn inside the buildings.
- Short skirts and/or shorts are not allowed at any time. The decision on what is "too short" will be determined by the administration.
- Clothing that promotes tobacco or alcohol products, or any offensive material will not be permitted.
- Student's pants or shorts must be worn at the waist level. A belt may be required.

A good, time-saving hint is to lay out your clothes the evening before the school day.

Dress Code for Physical Education

While students are participating in physical education, they are required to wear sneakers during the class. Students that do not have sneakers available for physical education will not be permitted to participate and will spend physical education time as the PE teachers assigns.

If students are unable to participate in physical education due to injury or illness, a doctor's note should be sent to the teacher. The note should specify what restrictions exist for the child as it relates to physical activity.

21. Homework

Homework reinforces classroom curriculum and is key to student success.

Therefore, our teachers will make regular homework assignments that will be age and grade level appropriate. Parents are expected to provide children with a time and place to complete assignments. They also are encouraged to monitor and support their children in the development of good homework and study habits.

Students in grades 3-5 will be given agendas in which daily homework assignments and other communication will be written.