

# Smyrna Elementary School

## 2007-2008

*The mission of Smyrna Elementary School is to prepare students to succeed in a changing world.*

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### Daily Bell Schedule

7:40 a.m. Buses begin arriving on campus. Teachers will supervise students at the bus drop-off area and the student drop-off area in front of the school.

7:55 a.m. 1<sup>st</sup> Bell: Students report to their classrooms.  
Teachers and teacher assistants are in their classrooms ready for students.

8:00 a.m. Tardy Bell: All students should be in the class at this time, including students eating breakfast in the cafeteria. Students that are not in the classroom at this time are tardy and must report to the office to sign in. They will be given a note admitting them to class.

2:55 p.m. K-2 students are dismissed

2:56 p.m. 3-5 students are dismissed

2:58 p.m. 6-8 students are dismissed

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### Arrival at School

To ensure the safety of all children, students should arrive on school campus **no earlier than 7:30 a.m.** Staff members will be available to supervise students at that time.

Once a student has arrived on campus, they must report to their designated area.

Kindergarten through Grade 2

Report to the hallway in the Primary Building

Grades 3-5

Report to the south end of the Middle School Building

Grades 6-8

Report to the main hallway of the Middle School Building

### Dismissal of School

Smyrna 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 2:55 must be checked out of school through the office. Parents must 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 information will be the only individuals allowed to check out a student during the school day.

Parents are always welcome at Smyrna Elementary School. The joint effort between school and home is imperative for a successful school experience. Because we value our instructional time and teacher are required to use every available minute to provide effective classroom instruction, parents are asked **not to wait at the classroom door for their child to be dismissed.** We encourage you to communicate fully with your child that they are to wait for you at the front of the school.

### Breakfast

Breakfast will be served beginning at 7:30 a.m. each morning. Students will report to the cafeteria at that time or upon arriving on campus. After eating breakfast, the students will report to their designated area.

### Student Drop Off

Parents are to drop off their children ONLY at the main entrance of the school. **Private vehicles are strictly prohibited from driving in the bus parking lot or the entrance on the south end of the campus. The south entrance is provided for vehicles making deliveries.**

### Tardies to School

The regular and punctual attendance of all students at the beginning of each school day is extremely important to the instructional process. When students are tardy, they place themselves and others at a disadvantage as well as creating a class interruption when arriving late. All parents and students are urged to be on time each day throughout the school year.

Students arriving on campus after 8:00 a.m. must report to the office to sign in. A written note signed by the parent should accompany the student explaining the tardy. Tardies will be excused for doctor or dentist appointments. The student must have a note from the doctor's office in order for the tardy to be excused.

*Students will begin each 9-week grading period with a clear record of unexcused tardies.*

Consequences for Tardies: Grades K-5

Tardy 1	Warning to student and parent
Tardy 2	Break detention
Tardy 3	Break detention and warning letter sent home to parents to be signed and returned the next school day
Tardy 4	After-School Detention <ul style="list-style-type: none"><li>• The fourth and subsequent tardies will result in After-School Detention</li><li>• Parents are responsible for providing transportation home after each After-School Detention</li><li>• A missed After-School Detention will be scheduled for the next day or In-School Suspension</li></ul>

Consequences for Tardies: Grades 6-8

Tardy 1	Warning to student and parent
Tardy 2	Lunch detention
Tardy 3	2 lunch detentions with warning letter to parents to be signed and returned
Tardy 4	After-School Detention <ul style="list-style-type: none"><li>• The fourth and subsequent tardies will result in After-School Detention</li><li>• Parents are responsible for providing transportation home after each After-School Detention</li><li>• A missed After-School Detention will be scheduled for the next day or In-School Suspension</li></ul>

*Continued excessive tardiness may result in Out-Of-School Suspension to be determined by the principal.*

Attendance

Attendance in school is vital to student academic success. All future work habits begin at school – including attendance practices. Students that miss school for unexcused reasons develop unacceptable work ethics. Studies have shown that students with high attendance records make the best grades, show the greatest understanding, and prove most ready for the workplace in later years.

We realize that some absences are unavoidable, such as sickness, and are valid reasons for a student to be out of school. The excusable absences are listed below. If a student is absent from school, they should present a note to their teacher signed by the parent/guardian stating the reason for the absence.

**Excused absences include: illness, injury, and quarantine, death in the family, medical and dental visits, judicial or administrative proceedings, and religious observances.**

Upon returning to school, students must present a note signed by the parent/guardian stating the reason for the absence. Students also need to check with their teacher about missing work and to schedule make up times for specific assignments.

In order to be considered in attendance, a student must be present in their school for the school day or at a place other than the school with the prior approval of the appropriate school official for attending an authorized activity. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar activity. To be considered in attendance, a student must be present for one half of the school day. **A student must check in school before 11:30 a.m. or check out after 11:30 a.m. to be counted present for the day.**

**Students absent during the school day may not participate in or attend any extra-curricular activities. This applies to any after-school activities including athletic practices and/or games.**

Make-up Work due to absences

When a student is absent, there will school-related work they have missed. Therefore, it is imperative that students check with their teacher to find out about missing work and to schedule times to make up the work. Any missed class work, homework, tests, or other assignments should be made up within three days except in cases of extended illness.

## **Compulsory Attendance Requirements of North Carolina**

In accordance with the Public School laws of North Carolina, every child between the ages of seven and sixteen years shall be required to attend school continuously for a period equal to the time which the public school to which the child is assigned is in session.

Students enrolling in Carteret County Public Schools shall do so in accordance with the North Carolina General Statutes and the State Board guidelines. Compulsory attendance shall be in keeping with the North Carolina general statute which provides for compulsory attendance between the ages of **seven and sixteen years**.

Every student who has reached his/her seventh birthday on or before October 16 but not his/her sixteenth birthday is required to attend school. All children between the ages of 5 and 21 are entitled to enrollment in the Public Schools of North Carolina.

## **Checking Out of School**

Parents should ensure that when their child is checked out of school, it is limited to reasons as stated in the attendance policy. Parents should schedule appointments after school to avoid interruptions.

Students may be checked out of school only by their parents or responsible adults as designated by the parents. The parent or designated adult must come into the office to check out the student.

**When checking out a student, parents must wait in the office for their child. Teachers are not permitted to allow a child to leave their classroom unless contacted by the office. The child will be sent to the main office to meet their parent.**

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## **Partners in Your Child's Education**

At times, students may experience difficulty in various subject areas. Parents can assist in many ways. Listed below are a few of the ways you can assist:

- Review your child's Agenda every day.
- Contact the school counselor for suggestions or arrange a conference with your child's teacher(s).
- See that your child attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Be aware of what your child is learning in school.
- Let us know if your child has any problems outside of school that might affect his/her school work.
- Attend parent conferences so that you and your child's teacher(s) can better share information about your child, and also get to know each other.
- Volunteer. Parent volunteers enable schools to provide many of the extra touches that can make the difference between a good education and a great one.
- If you have concerns or questions about any aspect of our school program, share them with us. Your child's teacher can often give you the information you want. If needed, the principal or superintendent is also available.
- If someone on our school staff has been particularly helpful to your child, let that person know. We all like to hear good news now and then.

## **Report Cards**

In order to report the progress of the individual student, a report card is issued every nine weeks. The report card is sent home with the child four times a year and it reflects assessment in academic subjects, conduct and attendance.

In addition, interim progress reports are sent home twice during the grading period to keep parents informed of their child's progress. The interim reports will help parents and student establish goals for the remainder of the nine-week period so make-up work, homework and/or tests, can be completed, and preparations for tests can be made to improve the possibility of earning a higher grade for the period.

## **Conduct Policies**

Students can avoid negative consequences by being punctual, prepared, courteous, and respectful. Consequences for inappropriate behaviors include, but are not limited to: warnings, parent conferences, after-school detention, in-school suspension (ISS), out-of-school suspension (OSS), or if necessary, referral to the Juvenile Court System for more severe cases. Disciplinary actions are guided by Board of Education policy as outlined in [A Parent's Guide to Carteret County Public School's Policies and Procedures](#). If you would like a copy of this policy, please inquire in the main office or go to, [www.carteretcountyschools.org](http://www.carteretcountyschools.org) and click on the link for *Policy Manual*.

## School Lunch Prices and Policies

Prices for 2007-2008 as approved by the Carteret County Board of Education are:

<u>Breakfast</u>		<u>Lunch</u>	
Paid	\$ .75	Paid PreK – 5	\$1.85
Reduced	\$ .30	Reduced	\$ .40
Adult	\$1.00	Adult	\$2.60

## Snacks During Lunch

Grades K-2: Students may purchase on extra snack or drink.

Grades 3-5: Students may purchase on extra snack or drink.

Grades 6-8: Students may purchase two extra snacks and one extra drink if they buy the regular lunch or bring the their lunch from home.

## School Meal Charge Policy

We understand that sometimes students forget or lose their lunch money. In these limited circumstances, students will be allowed to charge their meals not to exceed a limit of \$10.00.

Nutritious foods help students concentrate better in the classroom. The non-profit school lunch and breakfast program strives to provide this valuable service at the lowest possible cost to you.

Help us maintain the valuable, yet inexpensive, breakfast and lunch meals by charging only in an emergency. When your child has to charge a meal, pay the charges to the cafeteria as soon as possible.

## General School Rules

The following rules are appropriate for all students at Smyrna Elementary School. These rules are enforced in addition to any classroom rules that individual teachers establish for their classes.

- **Cell Phone** use is strictly permitted at any time during the school day. Students shall be personally and solely responsible for the security of their cell phones. However, any device possessed or used in violation of this policy may be immediately confiscated by school personnel. Once confiscated, the device will only be returned to the student's parent or guardian. Carteret County Public Schools shall not assume responsibility for theft, loss, or damage of a cell phone.
  - **Gum is not allowed while in school.**
  - Items unacceptable for school: radios, balls, electronic games, CD players and CDs, glass bottles, laser pens, skateboards, roller blades, bicycles, skates, water guns, baseball cards, pokemon cards, paint balls, and other toys.
  - Students should act responsibility in the restrooms while keeping the noise level at a minimum
  - Students are not permitted out of the classroom while classes are in session unless they have permission from their teacher. Teachers will provide a written hall pass for each student on an individual basis.
- Students Should:**
- Always be on time to school and class.
  - Demonstrate respect for others and their property.
  - Be in their designated area.
  - Show responsibility for their actions.
  - Always keep their hands and feet to themselves.
  - Be prepared for class by having all necessary materials available, such as books, paper, and pencils.
  - Follow directions at all times.
  - Never vandalize any school property or the property belonging to others.
  - Always use appropriate language.
  - Never push, shove, or throw objects while on campus or on the bus.
  - To bolster our belief in good nutrition for all students, we discourage the sending of soft drinks with the students for lunch and/or snack.
  - Book bags on wheels are discouraged on campus as they create a safety hazard in the hallways.
  - Running is not permitted on campus (with the obvious exception of physical education) as it presents a safety hazard.
  - Students are never allowed to leave campus without permission and first signing out of school through the office.

## **Skateboards**

Skateboards, roller blades, bicycles, and skates are not permitted on Smyrna School campus at any time during or after school hours.

## **Office Referrals resulting from Inappropriate Behavior**

The following offenses will result in immediate disciplinary action (generally Out-Of-School Suspension) by the principal to include but not limited to the following:

- ❖ Possession and/or detonation of any type of fireworks
- ❖ Possession and/or use of any illegal drug, a controlled substance, or tobacco product, with the infraction being reported to law enforcement
- ❖ Truancy from school or leaving campus without permission
- ❖ Fighting or “play” fighting
- ❖ Gambling or stealing
- ❖ Possession of a knife (weapon), with the infraction being reported to law enforcement.
- ❖ Use of profanity
- ❖ Noncompliance directed toward a staff member
- ❖ Destruction of school property
- ❖ Bus misbehavior
- ❖ Bullying
- ❖ Threatening or intimidating behaviors, which may or may not result in bodily harm that is directed toward another student, adult, or school employee

## **Dress Code**

All Smyrna School students will be moderately dressed and groomed so as not to attract unreasonable attention or cause disruption in the classroom. The purpose of the policy is to encourage neatness and self-respect for school and self. The guidelines as outlined below will be strictly enforced and will include but will not be limited to the following:

- ❖ All students shall be dressed neatly and in good taste.
- ❖ All students must wear tennis shoes during **physical education**. Shoes with cleats, plates, or wheels are not permitted.
- ❖ Students shall not wear **pajamas, tank tops, midriff tops, strapless tops, halter-tops, or spaghetti strap tops**.
- ❖ Shirts must cover chest and stomach areas.
- ❖ No bare midriffs are allowed.
- ❖ Sunglasses, hats, or caps are not to be worn inside the buildings.
- ❖ Shorts 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.
- ❖ Clothing several sizes too small or too large and/or clothing which exposes underwear or any part of the buttocks or torso is prohibited.

## **Lost and Found**

Any articles of clothing or other items found on school grounds or in the vicinity of the school grounds should be turned in IMMEDIATELY to the media center. Check with the media center before or after school hours for lost items. The morning TV show displays lost items daily. At the end of each grading period, any remaining items will be donated to a local charity.

## **Media Center**

The media center/computer lab is an extension of the classroom and should be used by students when needed. The media center will be open from 7:30 a.m. each morning and will close at 3:30 p.m. Monday through Thursday. The media center will close at 3:00 p.m. on Friday. Students may use the media center before and after school for checking out books or taking AR tests. Students are encouraged to stay in the hallway in the morning.

During school hours, students may go to the media center at any time to check out books. All students require a pass from their teacher prior to going to the media center.

Students in Pre-Kindergarten through first grade may check out one book for up to two weeks.  
Students in grades 2 – 8 may check out up to two books for two weeks.

### **Medical Information**

All students must provide current parent and emergency contact information as well as health information. Students in the public school system are required by law to be immunized against certain communicable diseases.

The health room is available during school hours to students who become ill while at school or who incur minor injuries while at school. To be admitted to the health room, a pass must be provided by the teacher. The health room is for emergency use only. If a student is sick, a parent will be called to pick up the student.

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

- A signed order by a physician with specific directions for administration must be submitted to the principal or designee.
- 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.
- A record must be kept of all children receiving medication. This record must be accessible in the principal's office.
- A note regarding the medication must be attached to the child's health card.

### **Nonprescription Medication**

Students may keep nonprescription medications with them under the following conditions:

- The principal must have a note from the parent or guardian identifying the medication and the reason for taking it.
- Only enough medication for one day should be kept by the student.
- Medication must not be stored in the student's locked.
- The principal will notify the teachers of students taking medication over an extended period of time.

### **Visitors on school campus**

Parents, school officials, volunteers, and other individuals interested in education are always welcome in our school. All visitors must check in at the office. Usually a better understanding of the processes of the school results from a parent's visit and conferences with teachers.

To ensure that students are provided with an educational environment conducive to learning, it is imperative that we protect instructional time in our classrooms. Therefore, we ask you to join with us to eliminate as many interruptions as possible:

- ❖ If you would like to discuss your child's progress, please schedule conferences with the teacher. This will ensure that any issues you would like to discuss will be given appropriate time and attention.
- ❖ Parents are asked to leave the school campus at the first bell in the morning allowing your child to begin their school day.
- ❖ "Corridor visiting" is strictly prohibited.
- ❖ Requests to allow students from other schools to spend the day will not be approved.

**At the end of the school day, parents should wait for their child at the front entrance of the school. All K-2 teachers will walk the car-riders to the front entrance to meet their parents.**

**Parents will not be allowed to wait in the hallways or at the classroom doors for their child at the end of the day.**

**To ensure the safeties of all students as well as visitors, all visitors are required to report to the administrative office to sign in and obtain a visitor's pass.**

# Student Accountability Standards

2007-2008

The Student Accountability Standards are expectations for student achievement in all North Carolina public schools. There are two elementary standards, one middle school standard and one high school standard. They are broken down into Gateways.

## - The Gateways -

### Gateway 1 - Grade 3

- Meet local promotion requirements.
- Demonstrate grade-level proficiency by scoring at Level III or above on state end-of-grade tests in reading and math.

### Gateway 3 - Grade 8

- Meet local promotion requirements.
- Score at Level III or above on state end-of-grade tests in reading and math.
- Score at or above proficiency on the grade 7 writing assessment. *(Students who do not will be given intervention and assistance.)*

### Gateway 2 - Grade 5

- Meet local promotion requirements.
- Score at Level III or above on state end-of-grade tests in reading and math.
- Score at or above proficiency on the grade 4 writing assessment. *(Students who do not will be given intervention and assistance.)*



### Gateway 4 - High School

- Meet existing local and state graduation requirements.
- Demonstrate computer proficiency.
- Pass a reading and math competency test (excluding occupational diploma).
- Complete requirements for diploma pathway. Diploma types are:
  - 1) college/university prep;
  - 2) college/Tech prep;
  - 3) career prep; or
  - 4) occupational.

To learn more about the new Student Accountability Standards, visit [www.cartercountyschools.org](http://www.cartercountyschools.org) and click on Curriculum/Instruction.

## REMINDER

### To Parents/Guardians Of Students In The Carteret County Public School System 2007-2008

Weather conditions, power outages or other emergencies at times make it necessary to cancel school for the day, delay the opening of school, or dismiss school before the normal time.

The decision to cancel or delay the opening of school is usually made by 5:30 a.m. The decision to dismiss school early is made when necessary.

After a decision regarding the school day is made, that information is relayed immediately to the stations listed below. Parents and students are urged to tune in to one of these stations when severe weather threatens or there is an emergency of another kind. Parents and students can also log on at [www.carteretcountyschools.org](http://www.carteretcountyschools.org) and click "Closings and Delays" for the latest school closing or delay information. Remember to refresh/reload each time the site is checked.

**WCTI-TV, Channel 12**

**WNCT-TV, Channel 9**

**WRHT, 96.3 FM**

**Public Radio East, 91.5 FM & 89.3 FM**

**Headline News, Channel 49 (depending on time)**

**Time Warner Cable, TV 10 (depending on time)**

**WITN-TV, Channel 7**

**WTKF, 107.3 FM**

Parents and students are asked not to call the television or radio stations or school officials for information. Using the stations' phone lines may actually delay getting the information out promptly. School officials need their phone lines open for calling bus drivers.

**Smyrna Elementary School**  
**Grades PreK – 2**

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

**I have read and understand the policies of the Smyrna Elementary School Student Handbook. These policies are in place to help ensure a safe and orderly environment for my child.**

\_\_\_\_\_  
**Print Parent Name**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

*Please return this form to your child's teacher as soon as possible.*

**Smyrna Elementary School**  
**Grades PreK – 2**

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

**I have read and understand the policies of the Smyrna Elementary School Student Handbook. These policies are in place to help ensure a safe and orderly environment for my child.**

\_\_\_\_\_  
**Print Parent Name**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

*Please return this form to your child's teacher as soon as possible.*

**Smyrna Elementary School**  
**Grades PreK – 2**

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

**I have read and understand the policies of the Smyrna Elementary School Student Handbook. These policies are in place to help ensure a safe and orderly environment for my child.**

\_\_\_\_\_  
**Print Parent Name**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

*Please return this form to your child's teacher as soon as possible.*

**Smyrna Elementary School**  
Grades 3 - 5

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

I have read and understand the policies of the Smyrna Elementary School Student Handbook as printed in the agenda. These policies are in place to help ensure a safe and orderly environment for my child.

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

*Please return this form to your child's teacher as soon as possible.*

**Smyrna Elementary School**  
Grades 3 - 5

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

I have read and understand the policies of the Smyrna Elementary School Student Handbook as printed in the agenda. These policies are in place to help ensure a safe and orderly environment for my child.

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

*Please return this form to your child's teacher as soon as possible.*

**Smyrna Elementary School**  
Grades 6 - 8

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

I have read and understand the policies of the Smyrna Elementary School Student Handbook as printed in the agenda. I further understand the policies These policies are in place to help ensure a safe and orderly environment for my child.

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

*Please return this form to your child's teacher as soon as possible.*

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**Smyrna Elementary School**  
Grades 6 - 8

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

I have read and understand the policies of the Smyrna Elementary School Student Handbook as printed in the agenda. I further understand the policies These policies are in place to help ensure a safe and orderly environment for my child.

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

*Please return this form to your child's teacher as soon as possible.*

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## **Middle School Discipline**

**All students are expected to follow these basic rules:**

- 1. Come to class on time, prepared with the necessary materials (paper, pencil/pen (blue or black ink only), notebook, textbook, AR book, agenda, etc.)**
- 2. Raise your hand to speak or to leave your seat at all times.**
- 3. Keep hands, feet, and objects to yourself at all times.**
- 4. Respect your classmates, teachers, and other school personnel.**
- 5. Listen and use time wisely and follow all directions given during class.**
- 6. Follow all lunchroom rules that are given.**

**Agendas will need to be signed 3 out of 4 nights per week. Not having the agenda signed will result in lunch detention.**

**The agenda will be used as a means of communication between home and school.**

### **Lunchroom Rules**

- 1. Quietly walk in line to the lunchroom.**
- 2. Go through the line only one time.**
- 3. Sit in assigned area.**
- 4. Talk quietly only to the people at your table.**
- 5. Proper table manners are expected at all times.**

**Each 9 weeks, the students will receive two progress reports. The dates of the progress reports are as follows as well as the date report cards will be issued:**

**First grading period                      Monday, September 17  
    Tuesday, October 9  
    REPORT CARD: Wednesday, November 7**

**Second grading period:                  Tuesday, November 20  
    Thursday, December 13  
    REPORT CARD: Tuesday, January 29**

**Third grading period:                    Tuesday, February 12  
    Wednesday, March 5  
    REPORT CARD: Wednesday, April 9**

**Fourth grading period:                  Wednesday, April 23  
    Thursday, May 15  
    REPORT CARD: Friday, June 6**

